

Published on *The Hampshire College Student Handbook* (<https://handbook.hampshire.edu>)

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# The Hampshire College Student Handbook

## Welcome to the Hampshire College Student Handbook

### Did you know the Student Handbook is your annual contract with the College?

The Student Handbook provides you with your rights and responsibilities as a student as well as links to important information that will help you make decisions about your academic and social success. Students are expected to read the handbook in its entirety each year.



### Did you know there's a policy update section?

The Student Handbook is reviewed annually and completed in August for each academic year. While typically you will only see policy changes in August, the [Policy Updates](#) <sup>[1]</sup> section is dated to show you the most recent updates as soon as you reach the page.

### Did you know you can access old versions of the Student Handbook?

While students are responsible for following Student Handbook policies as changes become effective, students are responsible for following the academic program policies for their year of entrance into the college. Visit the Handbook Archives page to review academic policies from your year of entry into the College.

### Did you know there's a notes feature that you can use?

In the left side bar, log in using your usual Hampshire College log in information. Once logged in, a Navigation section will appear below the "Handbook Navigation" in the left side bar that allows you to "Add a Personal Note." Only you can view these notes and they will remain on the pages you save them on for your own personal use.

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## NOTICE OF NONDISCRIMINATION

Hampshire College reaffirms publicly its moral and legal commitment to a policy of equal opportunity in education and employment. Please click here for the full notice as well as the [discrimination and harassment policy](#) <sup>[2]</sup>, how to report, and where to find support and resources.

## A NOTE ON PRONOUN USE

This document uses "they" and "their" in place of "he or she" and "his or her." Though we acknowledge that this is not standard English and sometimes sounds awkward to the ear, it is intentional. We seek not to use gendered pronouns, as doing so may exclude valuable members of our community.

## ACCURACY

We strive to ensure this publication is made as accurate as possible. Please refer to the [Policy Updates](#) <sup>[1]</sup> section for up-to-

date summaries of changes and specifically where to view individual sections that have been modified. While it is our practice to be transparent with students and the community, Hampshire College reserves the right to change and/or modify policies, processes, and procedure without notice. The [Office of Student Conduct, Rights, & Responsibilities](#) [3] oversees publication of the Hampshire College Student Handbook, please direct any questions and feedback to OSCRR at [OSCRR@hampshire.edu](mailto:OSCRR@hampshire.edu) [4].

## Academic Policies

In this section you will find academic policies for the 2015 - 2016 academic year.

For policies applicable to other years, please visit the [Handbook Archives](#) [5] section.

[View the Academic Calendar](#) [6]



## Ethics of Scholarship

Students at Hampshire College are part of a broader community of scholars and artists, a community in which ideas, hypotheses, new concepts and images, and carefully established facts are the currency. None of us is able to survive without borrowing from the work of others. Just as we expect to have our work recognized in the footnotes of those who borrowed from us, so must we carefully recognize those from whom we borrow.

Brief guidelines are presented in this section for the proper acknowledgment of sources upon which we draw for course assignments, papers, examinations, oral presentations, artistic productions, and so on. We acknowledge the work of others not only in gratitude to them, but also to provide our readers with the opportunity to consult our sources if they want to review the evidence, consider other interpretations, or determine the basis for the cited passage. In the evaluation of scholarly work, the writer's creativity in locating appropriate sources and using them well can be assessed only if those sources are identified.

The failure to acknowledge one's sources is more than a failure to be properly socialized into a community of scholars. Scholars who fail to note sources are at best ignorant and at worst dishonest. Unacknowledged borrowing from the work of others in any medium is academically dishonest and a fundamental repudiation of the deepest values of the academic community. Students and faculty are members of this community and bound by these values, whether they are on our campus, taking courses at another of the Five Colleges, on an internship, or studying abroad. Academic dishonesty refers to plagiarism, falsification of data, and any other cases of violations of the ethics of scholarship.

## Academic Dishonesty: Procedures for Dealing with Violations

Academic dishonesty (plagiarism, fabrication, or falsification of data) is a breach of the ethics of scholarship and a violation of one of the central norms of an academic community. Because reports

of academic dishonesty are most likely to arise from work done in a course or for a divisional project, a member of the college faculty usually brings forward the report. When such a report is brought forward, the procedure is as follows:

1. The faculty member will inform the student and the School dean that a violation of academic honesty may have occurred. The School dean will inform the dean of advising of the violation. The faculty member will provide all documentation to the dean of advising, who will meet with both the student and faculty member, and recommend a course of action. If the dean of advising determines that it is more likely than not that academic dishonesty has occurred and determines that it is a first offense, the dean of advising will:
  - o Write a letter of warning to the student, to remain in the student's academic file;
  - o In consultation with the faculty member and the School dean, determine academic consequences that may include but are not limited to submitting a revised or new assignment; no evaluation given for the course regardless of add/drop/withdrawal deadlines or, in the case of Division III <sup>[7]</sup> work, a decision to set aside the project in question and require the student to do an alternative project on a different topic with a different committee (unless the committee concerned agrees to continue working with the student).

Academic integrity lies at the core of our work and unacknowledged borrowing from the work of others in any medium is a fundamental repudiation of the deepest values of the academic community. Therefore, in cases of egregious violation, the dean of advising may also refer the case to the Dean of Students office for disciplinary action <sup>[8]</sup>, as outlined below.

### **Referral of the Case to the Dean of Students Office for Disciplinary Action**

Second or multiple offenses concerning plagiarism or other violations of the ethics of scholarship <sup>[9]</sup> (as well as egregious first offenses) will be referred by the dean of advising to the Dean of Students Office for disciplinary action <sup>[8]</sup>. Among the disciplinary sanctions available are probation, suspension, and expulsion from the College.

### **Appeals**

The student has the right to appeal the finding of academic dishonesty and/or disciplinary action <sup>[8]</sup> to the vice president of academic affairs and dean of faculty. Findings may be appealed only on procedural grounds.

### **Process for Appeal**

Appeals of procedure and appeals of sanction(s) by the student must be submitted in writing to the vice president for academic affairs within seven (7) days after written notification of the finding and/or sanction is sent to the student. Appeals must state the specific rationale for a procedural appeal and/or the grounds for an appeal of the sanction.

In all cases of an appeal, the vice president of academic affairs shall review the appeal and the pertinent facts relative to the appeal, determine if further investigation is warranted, and render a decision. The vice president of academic affairs will endeavor to render a decision within 21 days after an appeal has been submitted but may take additional time to consider the appeal when such time is deemed necessary. The vice president's decision is final.

### **Record of Cases of Academic Dishonesty**

All cases of academic dishonesty should be reported in writing to the dean of advising. A

confidential record of all cases of plagiarism will be maintained by the [Center for Academic Support and Advising](#) <sup>[10]</sup> (CASA) to aid in determining appropriate action.

### **Academic Dishonesty at another institution**

Should a charge of academic dishonesty be brought against a Hampshire College student at another institution (i.e. Five Colleges, study abroad institution, internships or other external academic institutions) the policies and procedures of the host institution will apply.

## **Plagiarism**

### **Plagiarism**

Plagiarism (from the Latin for kidnapper) is the presentation of another's work as one's own. The term, "plagiarism" covers everything from *inadvertently* passing off as one's own the work of another because of ignorance, time constraints, or careless note-taking, to *deliberately* hiring a ghost writer to produce an examination or course paper. This range of possibilities is spelled out in more detail in the following list of examples.

### **Cheating**

Cheating is the unfair or dishonest acquisition or use of information in order to gain an advantage. This includes but is not limited to unauthorized use of information from another person's paper, quiz, or exam; buying/borrowing, or selling/loaning quizzes, exams, or papers; unauthorized use of opened textbooks, notes, or other devices during a quiz or exam. It is the responsibility of each student to consult with faculty about the study aids and materials that are permissible.

### **False Citation**

Material should not be attributed to a source from which that material was not obtained. That is, one must not pass off primary sources as if they had been consulted when in fact, the material in the oral presentation or written work is based upon a secondary source. All primary and secondary source material must be properly identified and cited.

### **Poor Documentation**

As scholarly writers, we are expected to acknowledge our indebtedness for ideas, phrases, sentences, data, computer code, charts, diagrams, figures, images, and longer verbatim quotations by citing our sources. Sources can include, but are not limited to, course readings, lectures, websites, interviews, and other students' work. The necessity to cite sources extends to both published and unpublished work. Writers prepare for the necessity of proper source citation by taking careful notes on exact wording and spelling, page numbers, and source identification, including any material found on the internet. It is particularly important to present verbatim quotations exactly as they are in the original sources, including any errors. Paraphrases require documentation, and they must be a true restatement of the original rather than simply a rearrangement of the words in the sources. There are a number of methods of documentation. The form of the reference list or bibliography or footnote style may vary by discipline. There are a number of style manuals that describe the documentation rules for various academic disciplines. Some are in the reference collection at the library; many are online. Please the Hampshire College library for [assistance on citing sources](#) <sup>[11]</sup> via the associated link.

### **Unacknowledged Use of Work Produced by Others**

Presenting papers or sections of papers (including any material found on websites) bought, borrowed, or stolen from others as one's own is the most blatant form of plagiarism. Plagiarism can also extend to buying, borrowing, or stealing data, images, or computer code and presenting it as one's own. There is no acceptable excuse for this behavior, including ignorance.

### **Unacknowledged Multiple Authors or Collaboration**



The notion that intellectual work is and should be a lonely and fiercely independent enterprise is sometimes overemphasized. At Hampshire College, students are encouraged to collaborate on work for courses, work for [Division II](#) <sup>[12]</sup>, and even [Division III](#) <sup>[7]</sup> “independent projects.” For example, students are encouraged to have better spellers look at their work if that is necessary, and faculty members show drafts of their work or discuss their ideas with colleagues. In almost any book or article, writers in footnotes and references lists recognize their indebtedness to colleagues who have criticized their work. Students, too, should acknowledge the assistance of their collaborators. In joint examinations or class projects, the contributions of each member of the group should be made clear and every member of the group should have an understanding of the whole project. All collaborators should be clearly acknowledged and cited on each individual’s work. Students should consult with their faculty about the expectations and limitations about collaboration specific to each course.

### **Unacknowledged Multiple Submission**

Students are expected to generate original work in response to each assignment, unless the faculty member setting the assignment has expressly stated otherwise. Using the same paper or assignment, or portions thereof, for several purposes without prior approval (for example, submission of a paper to several classes or publication in several scholarly journals) is generally considered to be unacceptable.

### **False Data**

Data fabricated or altered in a laboratory experiment or field project is an instance of academic fraud. Though it is not plagiarism per se, falsification of data is a clear violation of the [ethics of scholarship](#) <sup>[9]</sup>.

A repudiation of plagiarism in all its forms is shared by all academic disciplines. However, there is some variation between disciplines regarding the methods and norms for acknowledging and citing sources within that discipline. These are best discussed with the faculty in the context of specific courses or projects. Ignorance of expectations around proper citations of sources and collaborations is not an excuse.

## **Academic Advisors**

Close student-faculty relationships are a central feature of a Hampshire education. Advisors provide academic advice, support, serve as mentors in their field, and help the student successfully navigate their academic path. The advisor/advisee connection can be strengthened when the student and faculty member work closely together on common academic projects.

The first-year Division I advisor is assigned to the student based on the student’s tutorial, a first-year course specially designated for first year students only. The Division I advisor typically stays with the student until the student has filed for Division II and has an assigned Division II committee, which happens (at the latest) by the beginning of the fourth semester. Transfer students will be assigned an advisor based on their interests, and keep that advisor at least until Division II is filed.

There is an expectation that first-year students meet with their academic advisor, at a minimum, on advising days and during progress review week at the end of the semester. Division II and Division III students should meet with their full committee regularly over the course of the semester and individually with their advisor as needed during the four semesters of Division II and the two semesters of Division III. Transfer students should follow these same guidelines.

Central Responsibilities of the advisor:

- Assist students in articulating their academic interests
- Assist students in planning their academic program, including course selection, deciding on

- internships, encouraging field study and study abroad opportunities when appropriate
- Contribute to the determination of student academic standing (see guidelines for academic progress)
- Write letters of recommendation, upon request
- Counsel students about exchange/study abroad, field study, personal leave of absence, and withdrawal

## Academic Program

Hampshire College students qualify for the Bachelor of Arts degree by completing a full-time program composed of three levels or “divisions” of study with the aim of accomplishing Hampshire’s four core cumulative skills goals:

- To write analytically and apply informed research practices
- To understand and apply quantitative methods of analysis and reasoning
- To successfully conceive and complete independent project-based work
- To understand and incorporate multiple cultural perspectives on intellectual or artistic subjects

In Division I <sup>[13]</sup>, students pursue foundational studies in the liberal arts by designing a first-year curriculum in which they satisfy distribution requirements in various areas of study and develop competence in four core cumulative academic skills.

In Division II <sup>[14]</sup>, students explore their chosen field(s) of study, "the concentration" through an individually designed program of courses, independent work, and internships or field studies. In addition to these requirements, students in Division II must include a community engagement and learning component as a part of their Hampshire education and demonstrate an understanding or an engagement with multiple cultural perspectives as they relate to their course of study.

In Division III <sup>[15]</sup>—advanced studies—students complete a major independent project centered on a specific topic, question, or idea, as well as two advanced educational activities. In the advanced activities, students are asked to look beyond the specific focus of their work by integrating their work into the larger academic life of the College by engaging in advanced courses, internships, or teaching assistant positions.

## Division I

Division I is the foundation of Hampshire’s academic program. Typically covering two semesters in the first year of enrollment, Division I allows students to develop a solid understanding of the academic resources available to them, to spark the love of questioning and learning, and prepares a student for advanced work in Division II and III.

To pass Division I, students must successfully complete a total of seven academic courses by the end of their first two semesters, including four distribution courses and three electives. At a more typical school this might be considered basic studies; at Hampshire the distribution requirements encourage students to explore critical, scientific and creative approaches to disciplines and methodologies. The distribution areas are Arts, Design and Media (ADM), Culture, Humanities and Language (CHL), Mind, Brain and Information (MBI), Physical and Biological Sciences (PBS), and Power, Community and Social Justice (PCSJ). Most 100 level and some 200 level courses are explicitly designated as meeting the distribution requirement. A minimum of forty hours participating in a Campus Engaged Learning activity (or activities) (CEL-1) is also required.

Students are encouraged to consider language study as part of their academic program, particularly

if they wish to study abroad at some point in their academic career. Five college language courses graded C or better may be counted as CHL; all other distribution courses must be taken at Hampshire. Within their coursework, Division I students assess and demonstrably refine their abilities in four core cumulative skills: Writing and Research, Independent Work, Multiple Cultural Perspectives, and Quantitative Skills.

- Successfully complete four distribution courses, including the tutorial
- Successfully complete three electives (can include five-college courses with a grade of C or above)
- Make progress in the four cumulative skills
- Successfully complete the CEL-1 (forty hours)
- Successfully complete the Division I Portfolio and attend a final meeting

CEL-1 activities encourage Hampshire students to make active connections between their academic pursuits and other areas of their lives. To that end, the CEL-1 requires students to collaborate, and think critically about their engagement by writing reflectively on their work. Students can select CEL-1 options from among well-established activities that Hampshire students have long been engaged with. The requirement also encourages projects pioneered by Division II and Division III students, staff, and faculty. CEL-1 projects can be aimed at improving the campus, enhancing the academic program and its connection to applied, practical non-course based activities, addressing specific campus needs, or building a spirit of community and collaboration.

Students must complete a Division I Portfolio by the beginning of their third semester at Hampshire, which must include their first year retrospective, evaluations from their four distribution courses and three electives, documentation of and reflection on the CEL-1, and evidence of progress and/or proficiency in quantitative reasoning, independent work, writing and research, and multiple cultural perspectives. OPRA and EPEC courses may not count toward the distribution area courses or elective requirements but may be used as a CEL-1.

Advanced standing coursework, such as AP/IB credits or college courses taken prior to starting Hampshire, may be applied as elective credit only AFTER the successful completion of Division I at the end of the second semester of enrollment, and only if the student is in good academic standing. See the First-Year Students with Advanced Standing section below for details.

Transfer students are evaluated individually for the work they have done prior to Hampshire. There is no CEL-1 requirement for Transfer students, instead they must complete eight academic courses, including four distributions. Coursework prior to Hampshire will be assessed for applicability into the Division I program.

### **First-Year Students with Advanced Standing**

Advanced Standing as described below may be awarded by The Center for Academic Support and Advising (CASA) to students who are in good academic standing. Students' academic records are reviewed in Division I and again in Division II to determine the eligibility to apply advanced standing to their academic program. Advanced Standing is not used to make up for academic deficiencies. Please see the section "Guidelines for Academic Progress" for more information on this topic. Students may use up to eight courses and exams as described below.

Courses/exams eligible for Advanced Standing:

- Courses/exams eligible for Advanced Standing:
  - Regular academic courses taken during high school graded C or better from an accredited college or university, as evidenced by a college transcript, may be used:
    - For up to three Division I electives approved by both the advisor and CASA.
    - In Division II approved by both the Division II committee and CASA.
  - Advanced Placement (AP) exams with scores of 4 or 5; or International Baccalaureate

(IB) Higher-Level exam with scores of 5, 6 or 7. Some international exams like the French Baccalaureate may also be considered. These may be used:

- For up to three Division I electives approved by both the advisor and CASA.

Students follow the academic program and timeline to graduation along with their first-year cohort and:

- Take a tutorial in their first semester.
- Complete a minimum of seven academic courses in their first year.
  - Courses taken during the first year not used in Division I may apply to Division II with committee approval.
- Complete distribution requirements at Hampshire.
  - Possible exception: A language course from the college transcript may be used for the CHL distribution.
- Complete CEL-1
- Complete the requirements of Division II stipulated in the Division II contract.
  - For more information regarding Division II please see the section “Division II Requirements”.

### **Request for Timeline Adjustment**

Students with advanced standing are encouraged to complete the full program of eight semesters along with their entering cohort to benefit fully from Hampshire’s rich academic program. However, students with a semester or more of advanced standing may, with approval of their Division II committee, request a timeline adjustment at the beginning of the anticipated final full semester of Division II. (For a student on an eight-semester timeline, the final semester of Division II is the 6<sup>th</sup> semester of enrollment.)

The request for a timeline adjustment will be considered if the student has maintained good academic standing and is on track to fulfill the requirements of Division II early. The student should initiate a conversation with the committee, who must write a letter of support directed to the appropriate dean in CASA. If approved, the student’s timeline will be adjusted by one or, in some cases, two semesters.

#### **Note:**

This policy also applies to students who have completed fewer than 15 semester or 23 quarter credits of college work post high school and students with Associate’s Degrees from dual enrollment programs. Students who have completed more than 15 semester or 23 quarter credits of college work post high school should apply to Hampshire as transfer students.

## **Completion of Division I**

At the end of the second semester of enrollment, first-year students are responsible for preparing a Division I portfolio that contains completed course evaluations, representative samples of work, a self-evaluation that reflects on their studies in Division I, including the importance of the CEL-1, and an exploratory statement about the student’s goals for Division II. Students meet with their advisor to review and discuss their academic progress during the academic year, and to determine the appropriate schedule for passing Division I.

After receiving evaluations for second-semester work, and after reviewing the Division I portfolio, the advisor will determine if a student has satisfied all Division I requirements, and (if so) will pass the

student's Division I examination by the beginning of the third semester. Students who do not satisfy all Division I requirements on the basis of their first two semesters' work should consult with their advisor to address the need for further study to ensure the satisfactory completion of Division I, including the distribution requirements, courses, CEL-1, and progress on the cumulative skills.

The Division I self-evaluation must be filed on TheHub when a student has satisfied the Division I requirements, including a retrospective essay reflecting on Division I work, and a successful review of the Division I portfolio with the faculty advisor. Students must also save online the final selection of courses used to fulfill Division I requirements. After this is done, the advisor signs the student Division I pass form. Students must pass Division I before filing Division II. The advisor will prepare an evaluation based on the Division I portfolio.

When transfer students complete all the Division I course requirements, they should notify central records in order to record a Division I pass. Transfer students do not need to write a Division I self-evaluation or submit a Division I portfolio. They will not receive a Division I evaluation. Transfer students should refer to the transfer policy section.

## Division II

Division II is the core of the student's academic experience at Hampshire. It consists of a self-designed concentration pursued through courses and learning activities, as well as the multiple cultural perspectives requirement and the Community Engagement and Learning (CEL-2) requirement. It is typically four full semesters of academic and outside work, culminating in a Division II portfolio and final meeting with the committee (see below).

Each student designs and carries out their own self-designed concentration with the guidance and supervision of two Hampshire faculty, known as the committee. The committee has a chair and a member; the chair is the student's official advisor, although both chair and member actively advise the student throughout the Division II. Students may invite a five college faculty member, or a community member in their field, to serve as a third member of the committee, if appropriate.

Within the limits of the resources of the five college consortium, and the ability of the student and the committee to locate resources, there is great latitude in the design of a concentration. The concentration proceeds on the basis of a plan of coherent body of studies, and builds from foundational to advanced work.

In the concentration, the student seeks to achieve a solid foundation in particular knowledge and techniques, the broader concepts behind them, and critical and analytical skills. A concentration may range from a plan of study similar to a major at a traditional college, to a highly individualized program of study that encompasses several disciplines or areas of conceptual thought and understanding. The concentration is not the whole of a student's work in Division II; additional studies outside the area are an important part. It may include a number of learning activities, including independent studies, projects, courses, internships, field study, or study abroad. Along with the work related to the concentration, the student is expected to pursue academic interests that are not related, much as a student at a traditional college would take courses outside their major.

## Division II Requirements

In addition to carrying out the work defined by the Division II contract, every Hampshire student must complete two academic requirements prior to completing Division II work: Multiple Cultural Perspectives and Community Engagement and Learning (CEL 2).

## Multiple Cultural Perspectives

Hampshire College is committed to the principle that a liberal arts education should include a serious engagement with multiple cultural perspectives. The Multiple Cultural Perspectives requirement is to be an integral part of the set of questions that guide the Division II at its inception (Division II contract) and completion (Division II portfolio). In consultation with their Division II committee, students will fulfill the requirement through substantial engagement with one or more of the following critical issues: non-Western perspectives; race in the United States; and relations of knowledge and power. At the completion of the concentration, students will present the results of their work on the Multiple Cultural Perspectives requirement in their Division II portfolio, including course work and/or independent research. Students will also describe in their retrospective essay (or elsewhere) the impact those explorations have on their concentration as a whole. This requirement will be described and assessed as part of the Division II evaluation.

### Critical Issues for Multiple Cultural Perspectives Requirement

In satisfying this requirement, students can choose to address one or more of the following critical issues. However, students are encouraged to integrate all three issues into their Division II:

1. **Non-Western perspectives:** Study of non-Western peoples and cultures helps students to understand better the cultural diversity of the interconnected world at large. An intellectually vigorous engagement with non-Western perspectives expands the way one comprehends the world. To achieve this goal, students must incorporate study of non-Western peoples and cultures into their Division II.
2. **Race in the United States:** Study of the history, politics, and culture of race in the United States and elsewhere will enable our students to understand better the conditions that underlie discrepancies of power that often fall along racial lines. Serious academic study of theories and analyses pertaining to “race” offers a more critical approach to students’ education. To achieve this goal, students must incorporate study of the roles that race and racism play in American culture and society into their Division II.
3. **Knowledge and power:** The influence of discrepancies in power and privilege is hidden from most scholarly discourse, where the canons of academic disciplines are apt to be presented as neutral and universal. Study of how academic knowledge may be shaped by relations of power and difference will help our students think more critically about the processes under which intellectual or artistic perspectives can be either privileged or marginalized. To achieve this goal, students must incorporate study of the relations between power and knowledge, in regard to either non-Western perspectives or race, into their Division II.

### Community Engagement and Learning (CEL-2)

In keeping with our educational mission, Hampshire expects every student to contribute something of value to the larger college community and encourages them to advance the cause of social justice and the well-being of others outside Hampshire. A commitment to engaged scholarship also emerges from Hampshire’s distinctive pedagogy, which stresses the importance of critical inquiry and the development of knowledge that enables students to participate responsibly in a complex world. The Community Engagement and Learning requirement (CEL-2) encourages students to design multiple opportunities to build community on campus and seek innovative ways to help address critical needs as defined by communities and organizations outside the College. Off-campus projects are negotiated collaboratively between students and community organizations and should be founded on reciprocity and sustainability. Hampshire encourages students to integrate into their academic work, through documentation and reflection, the knowledge gained from extending their learning venues beyond the classroom. The requirement sets minimum standards for completion, but students are encouraged to engage in socially responsible activities and take advantage of the opportunity to incorporate engaged scholarship and learning throughout their Hampshire education.

Working closely with their academic advisors <sup>[16]</sup>, Division II students will design and fulfill their

Community Engagement and Learning requirement before the conclusion of their Division II. Engaging in a sustained, semester-long equivalent (about 40 hours) of community-based learning, students will demonstrate social responsibility by meeting agreed-upon goals defined by an organization, person, or community on or, more typically, off campus. To the extent possible, these contributions and the engaged learning that results will complement or in some way further a student's academic course of study, and may take many forms. Typical examples are:

- Internships (in local, national, or international settings) that are arranged through a course, through a Hampshire program, or independently
- Various forms of mentoring in one's area of growing expertise (e.g., teaching assistant position, ESL, or other types of tutoring)
- Other types of applied work that require students to utilize and build upon skills and expertise related to their divisional work (e.g., campus organizations, apprenticeships with NGOs, museums, or schools)

All students must carefully negotiate their proposed form of community engagement with their Division II committee before initiating the activity in order to determine if it meets the criteria and spirit of this requirement. Integration of the Division II Community Engagement and Learning requirement into the student's area of concentration is desirable, but is not required.

Students are expected to engage in ongoing reflection on the relationship between their own learning goals and community needs as defined by the individual(s) or organization(s) with whom they are working. A reflective essay that describes the work accomplished, the need(s) being addressed, the learning that took place from this experience and where applicable, the integration of this learning with the academic focus of a student's concentration will be documented on TheHub. Please see [how to document the CEL-2](#) [17].

## Division II Procedures

### Published Deadlines

Please refer to the [academic calendar](#) [6] published by [Central records](#) [18] for the following deadlines in a semester: committee request; Division II filing; and Division II passing.

### Establishing a Division II Committee

Division II is a four-semester undertaking, with at least three full semesters completed after filing the Division II contract. The Division II committee consists of two Hampshire faculty, a chairperson and a member. The chairperson, who also serves as the student's academic advisor has the primary responsibility for monitoring the progress of the concentration, overseeing the final meeting, and writing the student's final Division II evaluation. During the third semester of enrollment, students participate in a committee request process to identify their chairperson. After meeting with and getting feedback from potential faculty members, they complete a form, which includes a statement about the students' goals and objectives for Division II, and a list of faculty they are interested in working with. The completed form is reviewed by faculty and deans to determine and assign the appropriate chairperson. Students meet with their chairperson to work on developing their Division II contract and to identify the second member of their committee.

Note: The deadline for most transfer students to submit the committee request is in their first semester of enrollment.

### Drafting the Division II Contract

Students draft their Division II contracts on [TheHub](#) [19] under the guidance of their newly-formed Division II committees, incorporating suggestions and responding to feedback through communications and meetings. Plans for fulfilling the [Community Engagement and Learning \(CEL-](#)



2) <sup>[20]</sup> and Multiple Cultural Perspectives <sup>[21]</sup> should be included in the discussions.

### **Filing the Division II Contract**

When the contract has been written to the satisfaction of the committee members, the student changes the “state” of the document on TheHub to “ready for faculty signatures”, making it available for committee members to electronically sign. After both members have signed, the student has officially “filed” Division II. The deadline for students to file is at the beginning of their fourth semester of enrollment, though students may file Division II any time after receiving notification of their assigned chairperson.

Note: The deadline for most transfer students to file Division II is in their second semester of enrollment.

### **Contract Revisions**

The initial contract may be revised on TheHub <sup>[22]</sup> at any time during Division II to reflect changes in educational goals or a change in committee members. It must be revised before passing to include courses taken in the final semester of Division II and any other relevant changes. For completion at the end of a fall semester the final revision must be dated after October 15; for completion at the end of a spring semester the final revision must be dated after March 1. Any time a student revises, the new revision must be signed by all members of the committee to be “filed” with Central Records. The final revision of the contract should be signed before the final meeting.

### **Fulfilling the Division II Contract**

Prior to passing, students are responsible for fulfilling the commitments detailed in the Division II contract. Evidence of completion will typically include Hampshire course evaluations; evaluations for Hampshire independent study and teaching assistantships; Five College grades; field study and exchange program transcripts and/or evaluations; fulfillment of the Multiple Cultural Perspective and Community Engagement and Learning requirements; research papers and lab work; evaluations for internships and other learning activities; and performances and artistic work. During Division II, faculty committees provide guidance in the form of critical comments, advice, and ongoing evaluation. Students should meet and communicate regularly with their committees to assess progress. The culmination of a student’s work is compiled in a portfolio that is presented to the committee in advance of the final meeting to review, provide feedback and give instruction for additional work or revision if needed. A time for the final meeting is scheduled. Before that date arrives, students should confirm with their committees that all of the materials specified have been received including the completed CEL-2 forms on TheHub (see how to document your CEL-2 <sup>[17]</sup> ). The final meeting may occur at the end of the 6<sup>th</sup> semester and must occur by the published deadline in the beginning of the 7<sup>th</sup> semester of enrollment.

Note: Transfer students pass Division II by the published deadline in a semester determined by their committee.

### **The Final Meeting**

When determining whether a student’s Division II is ready to be passed, the faculty committee takes into consideration the number and type of courses and other learning activities in the portfolio and whether they form a comprehensive body of work; the student’s proficiency with writing and other modes of expression and presentation; and the student’s readiness, in terms of requisite knowledge and skills, to embark on their proposed Division III project.

Although the format and style of the final meeting varies, it is normally an oral examination of the student’s Division II work, which involves a discussion of the central questions addressed in the concentration and the material presented in the portfolio. The committee will determine the student’s readiness to pass Division II.

## Passing Division II on TheHub and Faculty Evaluation

Committee members sign the online pass form at or shortly after the final meeting. The pass date recorded in the student's record will be the date the last committee member signs the pass. The committee chairperson will write a formal evaluation of Division II for the student's transcript in accordance with evaluation deadlines.

## Preparing for Division III

Students are encouraged to include a statement about prospective Division III work as a part of their Division II portfolio. Typically, Division III projects explore in depth a specific aspect of the student's Division II work. Division III work should only be undertaken in a different area of study in cases in which the student has appropriate background that constitutes suitable preparation for advanced work. Students use the skills, methodologies and techniques necessary for independent study acquired in Division II to pursue their work in Division III.

## Accelerated Division II

Division II is considered to be a four semester long undertaking. Under exceptional circumstances, students who have demonstrated outstanding accomplishment in their Division II studies may, with the support of their Division II committee, petition for an accelerated Division II. They must do this in the anticipated final semester of their Division II. Students must be able to demonstrate not only that they will have completed the equivalent of four semesters worth of work in their Division II, but also that their work rises to an exceptional level. They must also demonstrate readiness for [Division III](#) <sup>[7]</sup>, including commitments from a [Division III](#) <sup>[7]</sup> committee. Students must complete the application form available at the [Center for Academic Support and Advising](#) <sup>[10]</sup> and secure written support from both Division II committee members. The full application must be submitted to [CASA](#) <sup>[10]</sup> no later than November 1 or April 1 of a student's anticipated final semester of Division II.

# Division III

In the final two semesters, students undertake a major independent project with the guidance of a committee. Typically, Division III projects explore in depth a specific aspect of the student's Division II work. Division III students devote the major part of their time to the independent project. Students must also undertake two advanced educational activities while they are engaged in Division III work. The primary activity must be an advanced-level course or supervised teaching activity. The second may be one of the above activities, a supervised internship, or a course of independent study for which the student is properly registered.

## The Advanced Independent Project

Each student designs, implements, and completes an advanced independent project that encompasses a sophisticated and complex set of questions, concepts, skills, and abilities. The completed project should clearly demonstrate the student's ability to perform advanced work. The culmination of the Division III project—whether a thesis, portfolio, film, exhibit, computer program, performance, or committee-approved combination of these—must be in a form that can be evaluated by the student's faculty committee.

## Division III Advanced Educational Activities

We expect scholars and artists to move beyond the boundaries of their particular fields of expertise and to participate in the collective activities that help to define and invigorate intellectual life. In a similar way, students are expected to engage in activities concurrent with their Division III independent study project that have the double goal of broadening the scope of their intellectual endeavor and making their more mature skills and viewpoints available to the College at large. All advanced educational activities must demonstrate a serious academic/intellectual approach and engagement at an advanced level. They must indicate semester-long involvement, be evaluated by faculty and take place in a setting that permits interactions with other students who are working at

an advanced level.

Students must undertake two advanced educational activities while they are engaged in Division III work. The primary activity must be an advanced-level course or supervised teaching. The second activity may be an advanced course; supervised teaching; a supervised internship; a course of independent study for which the student is properly registered; or facilitation of an EPEC course that is planned with and evaluated by a Hampshire faculty member. If the student and committee decide on an internship, independent study or facilitation of an EPEC course, that activity and its rationale must be explained in the Division III contract so that when it is reviewed by the School dean the reader understands the reason for the proposal. In all cases, the student's primary activity must be an advanced course, or supervised teaching. Students who take an advanced course at another college or university must receive a grade of C- or better in a credit-bearing course of at least three credits in order for that course to count as an advanced activity. Division III students who enroll in off-campus courses should be aware that formal awarding of the degree will be delayed if confirmation of course completion is not received prior to Hampshire's commencement.

The work for all advanced educational activities must be completed by the end of the Hampshire examination period. Students may not negotiate an incomplete in the final semester for any advanced activity. Failure to complete an advanced activity—whether advanced course, supervised teaching, internship, or independent study—will result in the student having to complete an advanced-level course at another institution, pre-approved by the Division III chairperson in a revised contract. The student's graduation date will be delayed until after receipt of a transcript documenting successful completion of the substituted course.

## Definitions

### Advanced Course

An advanced course related to the student's Division III area of study. All Hampshire 300-level courses may be used with the approval of the committee. A 200-level Hampshire course may be used if comments from the committee chair explaining the appropriateness of using that 200-level course are included in the Division III contract at the time of filing. Courses taken at another college or university that are directed at seniors or graduate students may be used with the approval of the committee.

### Supervised Teaching

A semester-long teaching activity approved by the student's committee in which the student shares teaching responsibilities with faculty. Short-term courses offered in January, May or summer are acceptable only if equivalent to a semester-long course and fully approved as part of a school's curriculum. Note that the supervised teaching responsibilities of a teaching assistant differ significantly from the duties of a course assistant, which are more limited in scope. A teaching assistant helps plan the course and engages in teaching activities. Among those activities are leading discussions, holding office hours for student appointments, and providing feedback on papers and other assignments.

## Awarding of Degrees

No degree will be awarded until evidence of completion of degree requirements has been received, library books returned, disciplinary sanctions fulfilled, and outstanding bills paid.

### All But Division III Degree Program (AB Division III)

Students whose last semester of enrollment was at least ten years ago and who have completed Division II are eligible to apply for admission to the AB Division III program. Students in this program complete their work away from campus and are permitted a maximum of four consecutive

semesters in which to complete all degree requirements. Further information is available from the [Center for <sup>\[10\]</sup>Academic Support and Advising <sup>\[10\]</sup>](#).

## Division III Extension or Personal Leave of Absence

### Students Who Do Not Finish Division III by the Completion Deadline

Students who do not complete the Division III project by the [spring or fall completion deadline <sup>\[6\]</sup>](#), and both advanced activities by the end of the second semester in Division III, are typically expected to take another semester of full enrollment.

In extenuating circumstances, a student may request an extension for completing the Division III project. If a student is granted an extension, the date for submission of all completed work would be the first advising day in the following semester. Students on extension are not considered enrolled at the College and should participate in student loan exit counseling at the Financial Aid Office before going on extension.

In order to be considered eligible for the extension date instead of the typical extra semester of enrollment, the Division III committee would need to certify, no later than the final day of classes, that they had received and reviewed Division III work that constitutes at least 90% of the total expected for that student's independent project. The student must have completed both advanced activities. (See policy on [advanced educational activities <sup>\[7\]</sup>](#) the [Division III Guide <sup>\[23\]</sup>](#).)

Students who meet the above requirements to qualify for an extension date will be given the opportunity to be on leave of absence for the next semester, for only one semester, before taking advantage of finishing Division III on extension during the term following the leave. If a student decides to take a leave of absence for the following term, that student will have until January 15 after fall semester or June 15 after spring semester to indicate a change of plans. The status as of January 15 or June 15 is final. If the student has chosen to finish Division III with the extension date, that student is expected to turn in all work by the first advising day of the following semester. If the student has chosen leave of absence, the student will be placed on leave status for the following semester, and expected to turn in all work for completion of the Division III by the first advising day of the term following the one-semester leave. Students who choose to be on leave of absence may not continue on leave for more than one term.

A student who successfully completes all necessary work by the advising day deadline and passes Division III may then request a letter from the [Office of Central Records <sup>\[18\]</sup>](#) stating that degree requirements have been met. The degree would be voted by faculty and trustees during the following February or May, and the diploma would be made available to the student following the voting of degrees.

If a student is granted an extension and remains in contact with the Division III committee, but does not turn in all necessary work by that date, the student would be placed on leave for the remainder of the semester. The extension fee is not refundable, even if the student does not complete the work by the extension deadline. The student is expected to be fully enrolled and pay full tuition for the following term, in order to complete the Division III. The student would not be permitted to complete degree requirements with a second extension deadline. If such a student fails to complete e-checkin for the next term the student will be withdrawn from the College and need to apply for readmission in a future term.

If a student is granted an extension for completion of Division III, and fails to remain in

communication with the Division III faculty, the student would be withdrawn from the College as of the advising day deadline. The extension fee is not refundable, even if the student does not complete the work by the extension deadline. In order to complete degree requirements, the student would need to apply for readmission for a future full semester of enrollment. The student would not be permitted to complete degree requirements with a second extension deadline.

### **Division III Leave of Absence**

All Division III leaves require special approval. Division III students must meet the college requirement of two terms of enrollment in Division III and must plan their personal leave accordingly. Occasionally, a Division III student may plan a personal leave in the middle of two enrolled semesters. Consultation with the Division III counselor in [CASA](#) <sup>[10]</sup> must take place well in advance of college deadlines in order to plan appropriately. Students planning to go on personal leave during Division III must file a leave application.

## **Procedures for Division III**

### **Filing Division III**

To begin work in Division III, each student first forms a Division III committee. The committee must have at least two Hampshire faculty members, typically a chair and a member, but sometimes co-chairs. Many committees consist of only these two members, but it is possible to include an additional member, a Five College faculty member, or another person with special expertise. A token honorarium is offered to Five College faculty who are members of a Hampshire student's Division III committee. To facilitate the formation of the Division III committee, during the final semester of Division II students are asked to post a draft Division III proposal on [TheHub](#) <sup>[24]</sup> and also to name three potential faculty members who could serve as chair. This process alerts faculty as to which students may want them on their committees, and sets the stage for students to contact these faculty for face-to-face meetings.

After passing Division II the student asks the chair and member of the committee to "sign" the contract indicating approval for the proposed program of study. Because Division III is a two-semester undertaking, the contract must be signed early in the semester preceding the anticipated final semester. Calendars with specific deadline information are available in [central records](#) <sup>[18]</sup>, the [academic year calendar](#) <sup>[6]</sup>, and the [Division III Guide for Students](#) <sup>[23]</sup>.

Division III contracts may be negotiated or submitted while a student is on field study. They may not be negotiated or submitted while a student is on leave of absence.

### **The Project Proposal**

Judgment of the quality and scope of the project proposal is the responsibility of a student's committee. Because the student is expected to design and complete an advanced independent project, considerable background must be acquired before Division III work is initiated. The independent project will usually grow out of the Division II concentration or some equivalent background. Division III is not the place to acquire knowledge, skills, methodologies, and techniques necessary for the advanced-level work required by Division III.

Because the project proposal is both a planning document and an important part of the student's record, it should include the following:

- The purpose and substantive nature of the project
- The approach, techniques, and methods to be applied
- The kinds of resources (e.g., human, bibliographical) and facilities to be used and their availability
- The form the final project will take

- Description of two [advanced educational activities](#) [7]

[Advanced educational activities](#) [7] should be described as fully as possible in the contract. In cases where work cannot yet be specified, the student may list alternative possibilities for fulfilling the requirement (for instance, when the course guide has not yet specified courses in upcoming semesters). The student and the committee must revise the contract when these plans are finalized. Methods of evaluation must be specified.

A student may file a petition for a waiver of Division III filing deadlines based on the demonstration of extenuating circumstances beyond the student's control as well as the academic soundness and viability of the student's plan of study. The appeal is heard by the College exceptions committee. Materials to request an exception to the Division III filing deadline are available in the [Center for Academic Support and Advising](#) [10]. The petition process exists only for exceptional circumstances. The Division III counselor in [CASA](#) [10] can provide further information about the Division III exceptions procedure.

### **Contract Revisions**

When any aspect of the Division III project or advanced educational activities changes, students must complete a contract revision online approved by all members of the committee. Revisions must be submitted by the published deadlines early in the student's final semester of Division III.

### **Progress Reports**

Using the Division III page of the student's record on TheHub, each student must submit a progress report by the [published deadlines](#) [6] near the end of the first semester of Division III. At this time, the student's Division III committee assesses in writing whether the student is progressing satisfactorily toward the completion of the contract. The chairperson is responsible for submitting the committee's assessment of progress on TheHub by the [published deadlines](#) [6].

### **Division III Funding**

Students who receive financial aid and have already expended the funds included in their aid package may apply to the [financial aid office](#) [25] for additional funds. Students should not expect the College to meet the expenses of costly Division III projects. Several college programs also offer partial funding for Division III. Information about applying for these funds is available in the Division III Guide for Students, available on the [CASA website](#) [10].

### **Completion Dates**

#### ***Spring Terms***

- Committee members will decide and committee chairs will communicate to students the date by which completed Division III work must be submitted to the committee.
- All final meetings must be held by the third Friday before commencement. Commencement takes place on a Saturday. All final presentations, including film screenings, gallery shows, and theater productions, must take place by this date. If a final meeting does not take place by the spring deadline, students are typically expected to take another semester of full enrollment. In extenuating circumstances, a student may request an extension for completing the Division III project. See the Division III Extension & Personal Leave section for information on deadlines and fees for extension.
- All Division III evaluations are on TheHub due ten days after the Division III pass deadline.
- The faculty meeting at which degrees are voted upon is held the Tuesday before commencement.

#### ***Fall Terms***

In the fall term, the completion date is in early December. There is an alternative completion date in January only for those students whose full committees are available to meet then and to write the

evaluation.

- Committee members will decide and the committee chair will communicate to students the date by which completed Division III work must be submitted to the committee.
- All final meetings must be held in December by the posted deadline. All final presentations, including film screenings, gallery shows, and theater productions, must take place by this date. If a final meeting does not take place by the fall pass deadline, students are typically expected to take another semester of full enrollment. In extenuating circumstances, a student may request an extension for completing the Division III project. See Division III Extension and Personal Leave section for information on deadlines and fees for extension.
- For students whose committees are available to meet and write the evaluation in January, all final meetings must be held no later than the first day the College reopens after winter recess. All final presentations, including film screenings, gallery shows, and theater productions, must take place by this date. If a final meeting does not take place by this deadline, students are typically expected to take another semester of full enrollment. In extenuating circumstances, a student may request an extension for completing the Division III project. See the Division III Extension and Personal Leave section for information on deadlines and fees for extension.
- All Division III evaluations for students completing in a fall term must be posted on TheHub by the published deadline in mid-January.
- Degrees will be voted at the first faculty meeting of the spring term in February.

### Final Evaluation

Both committee faculty must sign the Division III pass form online by the appropriate deadline. The final evaluation by the Division III committee must address each part of the contract. The committee's recommendation for graduation is presented by the dean of faculty to the faculty as a whole, who vote to recommend awarding of degrees.

### Division III Field Study or Exchange

Division III ordinarily requires that a student be in residence at the College for two full semesters. An exception to this policy is available when a student's Division III project involves work in the field or on exchange during the first semester of Division III. In such a case, the student may be granted field study or exchange status for the first semester of Division III work. Students must apply for an exchange program through the [Global Education Office](#) <sup>[26]</sup>. Refer to the [Exchange, Field Study, Leave, or Withdrawal](#) <sup>[27]</sup> section. The final semester of Division III must be one of full enrollment on campus, not on field study or exchange.

Examples of fieldwork are participating in internships, engaging in field research, and working with arts programs. Division III students who pursue field study or participate in exchange relevant to the independent project should plan to complete all Division II work and file the Division III contract (or, at minimum, a preliminary Division III plan) by the end of the semester prior to the term of field study or exchange. All such plans for field study or exchange must be written into the Division III contract and approved by the student's Division III committee and the [Center for Academic Support and Advising \(CASA\)](#) <sup>[10]</sup>. In order to plan appropriately, students need to consult with the Division III counselor in [CASA](#) <sup>[10]</sup> well in advance of the enrollment notification deadline, which is in April or November of the semester prior to the term in which the student plans to be away. Two meetings are required. The first meeting is used for reviewing necessary materials and answering questions about Division III field study or exchange. After the student has secured all necessary signatures, the process is completed during a second meeting with the Division III counselor in [CASA](#) <sup>[10]</sup>.

## Responsibilities of the College, Schools, and Faculty



## The College

The College will provide adequate faculty supervision for students admitted to Division III in a given year. Students should be aware that the College cannot guarantee that supervision will be available for a student's first choice of project. However, the College does have a responsibility to enable those students who complete Division II work in a given area to do a related Division III project.

## The Schools

It will be the responsibility of each of the Schools to work out a system for faculty load distribution that will allow adequate supervision for Division III students working with the faculty of that School.

## The Faculty

Supervision of a student's Division III project, and/or acting as chairperson of a student's Division III committee, is a serious teaching responsibility. Committee members should thoroughly discuss the duties of respective members and the amount of assistance the student can expect from each. Faculty should be sure that School deans are informed about their Division III supervisory loads and about the number of Division III committees on which they are serving or acting as evaluators. The responsibilities of faculty who agree to serve as chairperson of Division III committees are described in the Procedures for Division III.

# Transfer Policy

Transfer students are required to fulfill all distribution and additional course requirements of Hampshire's Division I, II and III. Transfer course work completed prior to enrollment at Hampshire may be used to satisfy some of Hampshire's graduation requirements. To be considered for transfer status, students must have been enrolled at a regionally accredited college or university on a full- or part-time basis and have completed at least 15 transferable semester credits or 23 quarter credits in a variety of academic (liberal arts and sciences) disciplines post-high school graduation prior to enrollment at Hampshire. Courses must be comparable in academic demands and disciplines to those offered at Hampshire, be graded C or better and not be recorded as high school credit. Students who have completed fewer than 15 semester credits or 23 quarter credits of college work will be considered first-year entrants and should refer to the description of the [first-year program](#) <sup>[28]</sup> for more information. Hampshire College will transfer courses completed during high school dual-enrollment programs only if the student's transfer institution has awarded them credit. Hampshire will also transfer Advanced Placement Program (AP) exams scores of 4 or higher and International Baccalaureate (IB) higher level exams scores of 5 or higher for up to four Division I elective requirements.

Prior to matriculation, transfer students' transcripts are evaluated to determine which eight Division I course requirements have been fulfilled through transfer work. Any remaining first-year course requirements must be completed during the first semester of enrollment. Distribution requirements that have been met will be indicated when students fill out their course preference forms on TheHub prior to matriculation. At a meeting for transfer students during orientation, transfer students will receive a list of the courses from their previous institution(s). Courses that were accepted to satisfy Division I distribution requirements will be noted as such.

During their first semester, students fill out a [Division I](#) <sup>[28]</sup> declaration form listing the 4 distribution requirements and 4 electives needed to complete [Division I](#) <sup>[28]</sup>. These courses may be from a student's previous institution, Hampshire/Five-College courses, or a combination of both. After confirmation of completion of all 8 courses with accompanying grades and or evaluations is received and recorded, [central records](#) <sup>[18]</sup> will record a [Division I](#) <sup>[28]</sup> pass. Transfer students do not complete [Division I](#) <sup>[28]</sup> portfolios or submit [Division I](#) <sup>[28]</sup> retrospective essays.

Like all Hampshire College students, transfer students negotiate a plan of study for [Division II](#) <sup>[12]</sup>

with their advisor. Transfer courses not used for the completion of [Division I](#) [28] are eligible for inclusion in [Division II](#) [12] with approval of the student's [Division II](#) [12] committee. Please see the section concerning requirements and procedures for filing [Division II](#) [12]. When determining when a student's [Division II](#) [12] is ready to be passed, the faculty committee takes into consideration: the number and type of courses and other learning activities in the portfolio and whether they form a comprehensive body of work; the student's proficiency with writing and other modes of expression and presentation; and the student's readiness, in terms of requisite knowledge and skills, to embark on the proposed [Division III](#) [7] project. The completion date of [Division II](#) [12] will be determined by the student's faculty committee.

NOTE: Students receiving financial aid should consult with the [financial aid office](#) [25] regarding the number of semesters of financial aid eligibility.

## Academic Records

Students' academic files are the responsibility of the [Central Records Office](#) [18]. Students have access to their paper files at any time during open office hours; online evaluations are available through [TheHub](#) [29]. A picture ID must be presented upon requesting copies of documents from the paper file, which generally contains evaluations of learning activities, internships, and transcripts for study-abroad programs. Any of the records may be photocopied on the machine located in the [Central Records Office](#) [18]. Students are responsible for checking the accuracy of their records and reporting any discrepancies to the [Central Records Office](#) [18] prior to graduation.

## Course Registration

Dates and deadlines regarding the following policy are located on the [Academic Calendar](#) [30].

There are two periods a semester in which students may register for courses: preregistration and add/drop. At preregistration, students register for courses for the upcoming semester. Before or during this period, students must meet with their advisors to discuss plans and obtain advisor authorization required for them to participate in preregistration.\* Students may register and drop courses on [TheHub](#) [31] during preregistration and again during the add/drop period at the beginning of the semester. No record of courses dropped during these periods will appear on student transcripts.

\*Some financial holds will prevent students from participating in preregistration. Students should check the "Approvals and Holds" page on [TheHub](#) [31] for information on holds.

Students may withdraw from courses from the end of the add/drop period until the published course withdrawal deadline in November for a fall course and April for a spring course. A "W" for course withdrawal is notated on student transcripts. Note that only successfully completed co-curricular courses appear on student transcripts.

Students may not withdraw from courses after the course withdrawal deadline. A "no evaluation" is recorded on student transcripts for Hampshire courses not successfully completed, and an "F" is recorded on students transcripts for Five College courses not successfully completed. Students with documented medical reasons or other verified, unforeseen grounds of personal or family hardship may contact the Center for Academic Support and Advising to request an exception to this policy. A request for an exception should occur by the end of the add/drop period in the following semester of the course in question. No request for an exception to policy will be considered beyond 60 days after the student's final semester of attendance.

In some cases, faculty may grant students an extension for completing work. See the policy for incomplete courses for more information.

Students who withdraw from the institution or take a medical leave must follow the procedures outlined in the section [Leave and Withdrawal](#) <sup>[32]</sup>. A "W" for withdrawal will appear on transcripts for courses in progress when students leave the institution after the add/drop deadline. Transcripts of students who leave the institution between the first day of classes and the end of the add/drop deadline will show only the last date of attendance for the term.

The need to observe religious holidays will be honored by arrangement with individual faculty members. The Commonwealth of Massachusetts statute ensures that any student who is unable, because of religious beliefs, to attend classes or to participate in any examination, study, or work requirement on a particular day shall be excused and shall be provided with an opportunity to make up such examination, study, or work requirement that may have been missed because of such absence on any particular day, provided, however, that such makeup shall not create an unreasonable burden upon the College. No adverse or prejudicial effects shall result to the student.

For more information about course registration, please visit the [Central Records webpage](#) <sup>[33]</sup>.

## Five College Courses

Listed below are the rules and regulations covering enrollment in off-campus courses. These regulations have been worked out by mutual agreement among the Five Colleges. Registration instructions are located on the [Central Records webpage](#) <sup>[34]</sup>.

- Students may preregister for a maximum of two Five College courses. During the add/drop period, students may request additional Five College courses, with advisor approval. Students may take no more than two courses at Amherst College in any one semester.
- Off-campus courses do not incur extra tuition charges unless there are special lab fees, private music lesson and practice fees, or special materials. Registration for Five College courses in any registration period is completed on [TheHub](#) <sup>[35]</sup> through the Five College course request system. Enrollment in a course is not guaranteed until the class actually begins.
- If a student fails to enroll properly in a Five College course by the stated deadline, the grade in the course will not be recorded. The other colleges will not permit enrollment after this date unless the student has been granted an exception through the Late Add Justification process.
- For yearlong courses, students must repeat the registration process for the spring term.
- Students taking Five College courses are subject to the grading system, calendar, and academic honor system of the host institution and must take all exams at the time scheduled by the host institution. Five College registration policies and practices vary from institution to institution. Some instructors in the other four colleges will provide a written evaluation in addition to (not in place of) the required grade, on request. A Five College grading system is used by the Five Colleges. Students may be graded on a 14-point system (A+, A, A-, B+, B, B-, etc.) when taught by Five College–appointed faculty.
- Division III students who enroll in off-campus courses to fulfill advanced educational activities that extend beyond Hampshire graduation deadlines should be aware that formal awarding of

the degree will be delayed if confirmation of course completion is not received prior to commencement.

# FERPA and Privacy of Records

## What is FERPA?

The Family Educational Rights and Privacy Act of 1974, commonly known as FERPA, is a federal law governing the privacy of education records. It grants specific rights to current and former students and sets restrictions on how schools may handle education records. FERPA requires that schools obtain written permission from students before releasing education records. Exceptions to this include emergency situations in which the health and safety of the student is involved, or to provide information to schools a Hampshire student is transferring to, in certain disciplinary cases, and in other circumstances described in FERPA. In addition, in well-defined circumstances, some information may be released without written permission from the student (please see directory information below).

College officials with a legitimate educational interest may also have access to a student's education records without prior consent. The complete policy on privacy of records is contained in the [Student Handbook](#).<sup>[36]</sup>

## What is an education record?

The definition of an education record under FERPA is broad. It essentially refers to any record that is directly related to a student and that is kept by the college or someone acting on behalf of the college from which an individual student, or students, can be personally (individually) identified. Records can include: files, documents, and materials in any medium (handwritten, tape, disks, film, microfilm, microfiche, email, etc.)

## FERPA gives each student the following rights:

- The right to inspect and review education records the school is keeping on the student.
- The right to seek amendment to those records.
- The right to consent to any disclosure of those records, unless disclosure is permitted under FERPA.
- The right to file a complaint with the FERPA Family Policy Compliance Office in Washington, D.C.

Note: When a student reaches the age of 18 or begins attending a postsecondary institution regardless of age, FERPA rights transfer to the student.

## Public (Directory) Information

The items below are considered public information and may be released to third parties at the discretion of the central records staff. Students may request that public information be withheld. Since there are important consequences of such a request, students must consult with the director of central records.

- Name
- Primary address and phone number
- Campus box number and phone
- Campus email address
- ID photo
- Dates of attendance
- Field of concentration
- Name of advisor

- Participation in officially recognized activities and sports
- Dates, titles, and committees of Divisional projects
- Most recent educational institution attended

### Restricted Information

Students complete an online 'privacy of records' form on The Hub regarding parent or guardian access, which they may change at any time. Students indicate whether the College may release general information on academic progress and/or copies of academic contracts to parents or guardians and whether, upon request, we may send them copies of their evaluations. Other third parties may also obtain non-directory information if the student has signed a release.

### Privacy of Records

Privacy rights apply only to currently enrolled students and former students; Hampshire applicants are not covered. These rights pertain to any education records in whatever form maintained by the College.

Type of Record	Responsible Office
<u>Academic</u> [18]	director of central records
<u>Admissions</u> [37]	dean of academic support and advising/dean of admissions
<u>Disciplinary</u> [38]	dean of students office/ office of student conduct, rights, and responsibilities
<u>Financial Aid</u> [25]	director of financial aid

Telephone inquiries for alumni addresses and phone numbers are answered by the Alumni and Family Relations Office [39], which releases this information only to other alumni, Hampshire and Five College faculty, and other inquirers expressly authorized by the alum. Hampshire students interested in contacting alums are encouraged to email [alumni@hampshire.edu](mailto:alumni@hampshire.edu) [40] with their requests.

The following are not considered “education records” and access will not be provided:

- Personal files kept by a college staff member if the record is not revealed to others and is kept in the sole possession of the staff member
- Records maintained separately from education records solely for law enforcement purposes
- Medical records maintained by the college student health clinic
- Parents’ financial records

Access to student education records may be provided without prior written consent where such disclosure involves:

- Hampshire College officials who have a legitimate educational interest in the record; a school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College 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 their tasks

- Officials of another school in which the student seeks or intends to enroll
- Federal, state, and local agencies and authorities as provided under law
- Parents of an eligible student if the student is claimed as a dependent for income tax purposes
- Organizations conducting studies for or on behalf of an educational institution, where such studies will not permit personal identification of students or their parents by those other than the representatives of such organizations
- Appropriate parties in a health or safety emergency
- Compliance with a judicial order or lawfully issued subpoena, where reasonable effort has been made to notify the student in advance of compliance
- Disclosure of final results of certain disciplinary proceedings (described in FERPA) when there is a determination that a student committed a violation of its rules or policies with respect to the crime
- Disclosure to a parent of a student's violation of a federal, state or local law or any rule or policy of the College governing the use or possession of alcohol or controlled substances
- Other circumstances permitted by the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended

The following college personnel have access to the file: staff of central records, dean of faculty, Center for Academic Support and Advising, admissions, and Student Life; offices of the College with responsibility for academic programs; the student's advisor; current and potential divisional committee members; college employees gathering data for legitimate college purposes; or any College official with a legitimate educational interest in an education record. To qualify as legitimate and educational, an interest must be related in a clearly discernible way to the conduct of the normal business of the institution or to the educational welfare of the individual student or of other students. Exceptions to this policy may be made in individual cases with the permission of the director of central records, provided that the exceptions are consistent with applicable law.

### **Request for Amendment to Educational Records**

If an eligible student believes information contained in the education record is inaccurate, misleading, or in violation of the student's privacy, the student may request a review of the record and its amendment. A request for amendment shall be reviewed within a reasonable time and if appropriate college officials so decide, the record should be amended. If the College decides not to amend a record, the student shall be notified and informed of the right to a hearing. A hearing may not be requested in cases where the student is disputing a faculty member's judgment of academic work. Such disputes should be taken up in consultation with the appropriate School dean and the dean of the faculty.

## **Preferred First Names & Pronouns**

Many members of the Hampshire community use names other than their legal names to identify themselves. As long as the use of this different name is not for the purposes of misrepresentation, Hampshire acknowledges that a preferred first name and pronoun may be used wherever possible in the course of a student's education. Use of the preferred name instead of the legal name will be gradually phased in, except where the use of the legal name is required, such as payroll records and student transcripts.

Students should give serious consideration to the request to use a preferred first name and/or pronoun, as this choice will be permanently reflected in the narrative portions of the academic transcript <sup>[41]</sup>. Although students are generally free to determine the preferred names they wish to be known by, inappropriate use of the preferred name policy (including but not limited to avoiding a

legal obligation or misrepresentation) may be cause for denying the request. The College reserves the right to remove a preferred name if it is used inappropriately.

Preferred name requests will be entered via the directory. Students will have a choice of displaying their preferred first name instead of their legal first name, or in addition to their legal first name. Authorized changes to preferred names will be almost immediate in some locations; others may take additional time based on system configurations.

In addition to the preferred first name, students may indicate a preferred pronoun on the directory to be displayed on course rosters. For students who have not indicated a preferred pronoun, the pronoun typically associated with their legal sex of record will be displayed. The only pronoun that can be used by faculty while writing evaluations is the one displayed in these rosters.

Changes to a legal name can only be made in the [central records](#) <sup>[18]</sup> [office](#) <sup>[18]</sup> and will be based on appropriate documentation, such as a court order or Social Security card. Students with legal name changes may request that their narrative evaluations be amended to reflect their gender identity, whether or not they also have a legal gender change. Such amendments can take up to 30 days to process.

*Disclaimer: This policy does not form a contract of any kind and may be modified, changed, altered, or rescinded at the discretion of Hampshire College.*

## Transcripts

The Hampshire College transcript includes the following:

- **The First Page of the Transcript includes the following:**
  - Divisional titles and dates of completion
  - Hampshire and Five College course numbers and titles
  - Five College grades
  - Completed co-curricular activities
  - Terms of enrollment (includes semesters of field study and exchange programs)
  - Terms of leave of absence
  - Dates of attendance
  - Student current enrollment status
  - Transcript guide (located on the back of the main page)
    - Summary description of the academic program
    - Key to interpreting the transcript

Note: Hampshire courses that are not successfully completed, incomplete, or audited are notated accordingly.

- **Evaluations included:**

Divisional and course evaluations completed as of the transcript issue date

- Division I
  - Includes certification of the Campus Engaged Learning (CEL-1) requirement
- Division II
  - Includes certification of the Community Engagement and Learning (CEL-2) requirement and the Multiple Cultural Perspectives requirement
- Division III
  - Includes evaluations and/or grades for the two required Advanced Educational Activities



*Note: When Division II and/or III are in progress or passed and not yet evaluated, the contract abstract is included.*

- Course evaluations not already part of Division I, II and III evaluations
- Field study and exchange program evaluations and international transcripts.

*Note: If a student studied at another U.S. institution before or during enrollment at Hampshire, the transcript must be ordered directly from the institution attended.*

- **Optional Materials may be included upon student request prior to graduation**
- Evaluated learning activities
- Five College course evaluations (optional for Five College faculty)

All course evaluations and/or the Division I evaluation are included in transcripts prepared for students who have not yet received the Division II evaluation. Division III students may select representative evaluations of course work, field studies, internships, and so on. Transcripts also include a description of the academic program, a key to the transcript, and recommendations for awarding transfer credit.

### **Requesting a Transcript**

Transcript request forms and additional information are available on the [central records web site](#) <sup>[42]</sup>, and in the central records office. No transcripts will be issued without a student's written permission and signature. It can take up to five business days to prepare a transcript.

### **Cost**

Students are billed a one-time transcript fee, which entitles them to request transcripts both while enrolled and in the future at no additional charge. Students are responsible for expedited shipping costs.

### **Maintenance of Student Files**

Students should prepare their transcripts before leaving the College. Final documents are kept on permanent file in central records by scanning onto CD-ROM after students leave the College. Students who have not requested final transcripts prior to scanning may not have the option of selecting representative additional evaluations.

### **Transcripts/Outstanding Obligations**

- Students who have outstanding financial obligations to the College may not receive official transcripts, nor will transcripts be issued to a third party.
- Transcripts will not be issued for any student who has defaulted on any federal student loan until the College has been notified by an agency that the student is no longer in default.
- If a student has not fulfilled any disciplinary sanctions imposed by the Hampshire College [Community Review Board](#) <sup>[43]</sup>, the dean of students office, or the residence staff, the degree will be withheld and official transcripts will not be released.

Students who have not fulfilled obligations as described above may be issued one unofficial transcript that will be stamped with "issued to student" and "outstanding obligation". Transcripts will not be issued to a third party.

## **Evaluation of Educational Activities**

The expectations for a student to receive an evaluation for the successful completion of an

educational activity evaluated by a Hampshire faculty member such as a course, independent study, field study or teaching assistantship are established in advance of the start of the activity. Evaluations for learning activities pre-approved by the student's Division II or Division III committee and written by non-Hampshire supervisors must be submitted to the committee and Central Records at the conclusion of the activity.

## Divisional Evaluations Deadline

### Division I and II

Evaluations for Division I and II work passed during a fall term are due January 30. Evaluations for Division I and II work passed during a spring term are due June 30. Check the [academic calendar](#) [6] for the evaluation deadline for Division I work that is passed at the beginning of a term.

### Division III

Evaluations for Division III work passed at the end of a fall semester are due by the Friday of the second full week of January term classes. Evaluations for Division III work passed at the end of a spring term are due by the Monday prior to commencement. No student can formally be awarded the degree unless all Division III evaluations have been filed.

## Exchange, Field Study, & Short-term Field Courses

### Exchange

Exchange is the term for participation in a Hampshire-sponsored program at a site away from the College. All Hampshire Exchange programs (both international and domestic) are administered by the [Global Education Office](#) [44] (GEO).

### Field Study

Field study may be granted for academic study that requires a student to be away from the Hampshire campus for an entire semester.

### Short-term Field Courses

Short-term field courses vary. See the [Global Education Office](#) [45] (GEO) website for more information.

## Eligibility Requirements

### Eligibility Requirements for Hampshire Exchange and Field Study (both domestic and international):

To be eligible to participate in a semester on Exchange or Field Study, you must

- Have filed for Division II or be in your first semester of Division III. Division I students and Division III students in their last semester are not eligible.
- Be in [good academic standing](#) [46] and [good disciplinary standing](#) [8] to qualify.
- For Exchange Programs, students must apply for the program through the Global Education Office.
- Receive approval from your academic committee.
- Be in good financial standing at Hampshire. Students who may have outstanding financial

obligations may not be eligible.

- Receive necessary approvals from all relevant offices by the Field Study, Leave & Exchange Deadline the semester prior to being away (November for spring/April for fall).

### **Policy on Good Academic and Disciplinary Standing for Exchange and Field Study:**

Students wanting to participate in a semester on Exchange or Field Study must be in both good academic and disciplinary standing at Hampshire College. The Center for Academic Support and Advising (CASA), the Global Education Office (GEO) and the Dean of Students Office collaborate to review all academic and conduct records of students who are applying to be on Exchange or Field Study. Students who are on academic contract are not eligible to participate in either Exchange or Field Study until the terms of the contract have been fulfilled. In addition, students must be clear of any outstanding or ongoing disciplinary action and probationary terms cannot coincide with the intended semester away (all must be completed the semester before leaving campus). Students who may be on disciplinary probation or contract at the time of application but whose probationary terms end prior to the planned semester off-campus are not automatically disqualified from participating. Hampshire reserves the right to review each case on the nature, severity, and number of incidents prior to approving the semester away. Students may be required to submit additional information to CASA or GEO as well as participate in an interview prior to their approval for a semester on Exchange or Field Study. Once a student's application is approved, approval may be revoked at any time for failure to maintain good academic and disciplinary status at through the time of departure. It is in the student's best interest to notify the appropriate CASA or GEO advisor/program manager if they have a violation of the norms for community living and policies prior to application. If a student's application for Exchange or Field Study has been denied or their eligibility status to participate has been revoked, students have an opportunity to seek a review by filing a written request to the Dean of Faculty within 3 days once they have been notified.

### **Eligibility Requirements for Hampshire/GEO Short-term Field Courses:**

Short-term field courses are open to all actively enrolled Hampshire students in good academic and disciplinary standing and who qualify for specific course prerequisites. Students are required to apply to the Global Education Office using the online application system by the published application deadlines.

### **Policy on Good Academic and Disciplinary Standing for GEO Short-term Field Courses:**

Students wanting to participate in a short-term field course must be in both good academic and disciplinary standing at Hampshire College. The Center for Academic Support and Advising (CASA), the Global Education Office (GEO) and the Dean of Students Office collaborate to review all academic and conduct records of students who are applying for a short-term field course. Students must be clear of any outstanding or ongoing disciplinary action and probationary terms cannot coincide with the intended period away (all must be completed the semester before leaving campus). Students who may be on disciplinary probation or contract at the time of application but whose probationary terms end prior to the planned period off-campus are not automatically disqualified from participating. Hampshire reserves the right to review each case on the nature, severity and number of incidents prior to approval of participation in a short-term field course. Students may be required to submit additional information to CASA or GEO as well as participate in an interview prior to their approval for a short-term field course. Once a student's application is approved, approval may be revoked at any time for failure to maintain good academic and disciplinary status at any time up to the time of departure. It is in the student's best interest to notify the appropriate advisor if they have violation of the norms for community living and policies prior to application. If a student's application for a short-term field course has been denied or their eligibility status to participate has been revoked, students have an opportunity to seek a review by filing a written request to the Dean of Faculty within 3 days once they have been notified.

# Exchange

Students interested in participating in exchange must follow the GEO application procedures. The Hampshire Exchange application deadlines (fall and spring term) are listed each year on the [GEO website](#) [44] and advertised extensively around campus. Students who enroll at a program or institution where Hampshire has an exchange agreement must do so through Hampshire College exchange status. Students may not enroll directly with Hampshire partners while on field-study status.

A student on exchange is generally supervised by an appropriate person at the exchange site. The student is entitled to a limited amount of supervision by a Hampshire College faculty member. A semester of exchange is considered a semester of enrollment for the purpose of academic standing (see the section on [Guidelines for Academic Progress](#) [46]). Students are expected to fulfill the academic requirements as outlined by their exchange program and their Division II or III committee. Failure to successfully complete a semester of exchange may impact a student's academic progress, divisional status, or financial aid eligibility.

### **Enrollment Status**

Students on exchange will be considered full-time students for the purpose of educational loan obligations. If, for other valid reasons, certification of student status is necessary, the [Central Records Office](#) [18] will prepare a letter bearing the college seal.

All students, including those on exchange, are automatically enrolled in the Hampshire College health insurance plan through [Gallagher Koster](#) [47]. Medical care coverage is outlined in the college insurance company brochure and on the [student financial services website](#) [48]. Exchange students are required to have insurance. Some exchange programs may have additional, country-specific insurance requirements. Students have the option to waive Hampshire's insurance if they are covered under another acceptable insurance plan; students who will be studying outside of the United States will need to confirm that their private carrier will cover them internationally.

A student on exchange may **not** have use of any Hampshire College or Five College facilities. A student on field study may have access to library resources.

### **Fees**

Students who participate in a Hampshire Exchange program are charged Hampshire College tuition for that semester. Room, board, and other fees vary by program; refer to the [global education office website](#) [49]. Fees associated with exchange withdrawal will be assessed per the program withdrawal and refund policy (see [GEO website](#) [49]).

### **Financial Aid**

Refer to the [financial aid website](#) [25].

### **Procedures for Exchange**

Students must work closely with the [global education office](#) [49] and complete all application materials. A Hampshire College Exchange form will be issued to a student if they have been accepted to an exchange program.

- A meeting with the advisor (Division II or Division III chair) who will be supervising the work during the exchange should occur at an early stage. If this is a Division III exchange, this planning meeting must be followed by a meeting with the Division III advisor in [CASA](#) [10]. Division III students should refer to the [Division III section](#) [7].
- After the project has been planned, it must be put in written form. A copy of the Division II concentration statement or a preliminary Division III plan (see below) should be attached. A written agreement between the student and the faculty supervisor outlining the obligations each is willing to undertake is an important part of the form. A statement about how and when the work will be evaluated should also be included.
- All students traveling on a Hampshire College-sponsored study are required to submit an

Assumption of Risk and General Release form. College-sponsored travel is any travel that a student receives any funding, academic credit for work done during or upon return from the travel; or any travel which has been arranged by the College. This includes participation in an exchange program, whether domestic or international.

- Filing for exchange requires the signature of the following: Division II or Division III chair, assistant director of residence life, bursar, the director of financial aid (for financial aid students), the international student advisor in the multicultural and international student services offices (for students with an F-1 student visa), the director of global education, and a member of the Center for Academic Support and Advising staff.

Any exchange for which final approval has not been received will be canceled.

### International Students

International students (with an F-1 student visa) are required to consult with the international student advisor regarding visa implications of exchange BEFORE applying for exchange. The advisor is located in the [multicultural and international student services office](#) <sup>[50]</sup> in the Lebrón-Wiggins-Pran Cultural Center.

### Returning from Exchange

In order to preregister for courses or participate in the on campus room choosing lottery process, the student must notify [CASA](#) <sup>[10]</sup> of their intention to return by the November and April enrollment deadline. Students should refer to [online forms](#) <sup>[51]</sup> and [information](#) <sup>[51]</sup> on the Hampshire College website and TheHub. Other information regarding returning to Hampshire is also included at this website. If [CASA](#) <sup>[10]</sup> is not notified of a student's plans for the term following the exchange by the notification deadline, the student will be withdrawn from the College.

## Field Study

Field study may be granted for academic study that requires a student to be away from the Hampshire campus for an entire semester. Field study status assumes that the student is engaged in academic work away from the College, not just living off campus, and that the study or work to be carried out is of such a nature that it cannot be done while the student is in residence at Hampshire. In general, field study is the term used to describe work for which there has been adequate academic preparation and that must be done in a particular place away from the College—a “field site.” The [Center for Academic Support and Advising](#) <sup>[10]</sup> staff are available to answer questions about field study.

Students completing a semester's work at a site away from Hampshire College, which has been pre-approved by their Division II or Division III committees for inclusion into their Division II or Division III, are placed on field study. Students who want to be on field study must be in [good academic standing](#) <sup>[46]</sup> and [good disciplinary standing](#) <sup>[8]</sup> to qualify. The enrollment notification deadline is listed each year in the [academic calendar](#) <sup>[6]</sup> and tuition information on the [student financial services website](#) <sup>[48]</sup>. All forms must be submitted by that date.

A student on field study generally is supervised by an appropriate person at the field-study site. The student is entitled to supervision by the Division II or Division III committee. A semester of field study is considered a semester of enrollment for the purpose of academic standing (see the section on [Guidelines for Academic Progress](#) <sup>[52]</sup>).

Students are expected to fulfill the academic requirements as outlined by their field study program and their Division II or III committee. Failure to successfully complete a semester of field study may impact a student's academic progress, divisional status, or financial aid eligibility.

## Enrollment Status

Students on field study will be considered fulltime students for the purpose of educational loan obligations. If for other valid reasons certification of student status is necessary, the central records office [18] will prepare a letter bearing the college seal.

All students, including those on field study, are automatically enrolled in the Hampshire College health insurance program through Gallagher [47]Koster [47]. Medical care coverage is outlined in the college insurance company brochure and on the student financial [48]services website [48]. Field-study students are required to have insurance. Students who receive this permission have the option to waive Hampshire's insurance if they are covered under another insurance plan; students who will be studying outside of the United States will need to confirm that their private carrier will cover them internationally.

Students on field study are not entitled to use any Hampshire College or Five College facilities. Specifically, this involves the library; Five College libraries; the Hampshire College or University of Massachusetts Amherst Health and Counseling Services; the Robert Crown Center; Outdoors Program and Recreational Athletics college-sponsored trips; enrolling in, teaching, or auditing Hampshire or Five College interchange courses; having a job on campus; or having a validated Hampshire ID card.

## Fees

The fee for a field study is approximately one third of the Hampshire College tuition for that semester. Refer to the student financial services website [48].

## Financial Aid

Refer to the financial aid website [25].

## Procedures for Filing for Field Study

The process for filing for field study should begin about six weeks into the term preceding the field study.

- Field-study forms are available from the Center for Academic [10]Support and Advising [10].
- A meeting with the advisor (Division II or Division III chair) who will be supervising the work during the field study should occur at an early stage. If this is a Division III field study, this planning meeting must be followed by a meeting with one of the deans in the Center for Academic Support and Advising [10].
- After the project has been planned, it must be put in written form. A copy of the Division II concentration statement or a preliminary Division III plan (see below) should be attached. A written agreement between the student and the faculty supervisor outlining the obligations each is willing to undertake is an important part of the form. A statement about how and when the work will be evaluated should also be included.
- Filing for field study requires the signature of the following: Division II or Division III chair, assistant director of residence life, bursar, the director of financial aid (for financial aid students), the director of global education (for students traveling outside the United States), the international student advisor in the multicultural and international student services offices (for students with an F-1 student visa), and a member of the Center for Academic Support and Advising staff. The CASA dean cannot sign field study or exchange forms without the student obtaining all other necessary signatures.
- All students traveling on a Hampshire College-sponsored study are required to submit an Assumption of Risk and General Release form. College-sponsored travel is any travel that a student receives any funding, academic credit for work done during or upon return from the travel; or any travel which has been arranged by the College. This includes participation in field study, whether domestic or international.

The enrollment notification deadline is listed each year in the academic calendar [6] and tuition

information on the [student financial services website](#)<sup>[48]</sup>. If plans are not definite or if a signature is missing, the form should still be submitted by the deadline and an appointment made with a [CASA](#)<sup>[10]</sup> staff member the following week. Occasionally a student will find that their plans cannot be finalized until later in the term or during the summer.

Any field study for which final approval has not been received will be canceled.

### **International Students**

International students (with an F-1 student visa) are required to consult with the international student advisor regarding visa implications of field study BEFORE applying for field study. The advisor is located in the [multicultural and international student services office](#)<sup>[50]</sup> in the Lebrón-Wiggins-Pran Cultural Center.

### **Returning from Field Study**

In order to preregister for courses or participate in the on-campus room-choosing lottery process, the student must notify [CASA](#)<sup>[10]</sup> of their intention to return by the November and April enrollment deadline. Students should refer to [online forms and informatio](#)<sup>[51]</sup>n on the Hampshire College website. If [CASA](#)<sup>[10]</sup> is not notified of the student's plans for the term following the field study by the notification deadline, the student will be withdrawn from the College. Other information regarding returning to Hampshire is also included at this website.

Permission is rarely granted to extend field study if the field study was originally approved for one semester. If such permission is granted, students must file a new field-study form and obtain updated signatures. Failure to do so will result in cancellation of the field study and students will be placed on leave of absence.

## **Leave & Withdrawal**

### **Personal Leave of Absence**

If a student needs to be away from Hampshire College and will not require faculty supervision or a formal Hampshire record of activities while away, a one semester personal leave of absence may be appropriate.

### **Withdrawal**

Students who want to withdraw from Hampshire College must complete a withdrawal form, which is available from the [Center for Academic Support and Advising](#)<sup>[10]</sup>.

## **Leave of Absence**

### **Personal Leave of Absence**

There are various reasons students might consider a personal leave: to take time away from Hampshire, including personal circumstances; the desire to travel or work; or simply the need for a break. Personal leaves are not intended for students planning to obtain academic credit while away.

A personal leave may be granted to any student for one term. By the field study, leave and exchange deadline, students must meet with a dean in the Center for Academic Support and Advising (CASA) to notify the College of their intention to take personal leave for the upcoming semester.

In extenuating circumstances, students already enrolled in a term may take a personal leave for the



semester, but must meet with a CASA dean to request the leave by the end of the add/drop period at the beginning of the term. Requests for a personal leave after add/drop will be denied, and are considered to be requests for withdrawal from the institution.

Automatic readmissions after one semester will be assumed, provided students declare their intention to return by the field study, leave and exchange deadline of the term away from campus. A personal leave is not a semester of active enrollment. Upon returning to campus, students anticipated graduation will be adjusted to a later date by one semester to account for the term away. Should students pursue academic work while on personal leave, there is no guarantee that it will be accepted. Students who fail to notify the College of their intention to return will be withdrawn and must apply for readmission.

### **Leave with Conditions of Return**

Students who are not making satisfactory academic progress as determined by CASA may be required to take a leave to make up for academic deficiencies by completing course and divisional work elsewhere. Read more about this topic under the [Guidelines for Academic Progress](#) <sup>[46]</sup> section.

### **Procedure for Filing for Leave of Absence**

The first step in the process is for students to meet with a CASA dean to discuss their plans before the leave deadline. CASA will provide a form that requires signatures from the student's advisor, housing operations office, financial aid office, the bursar, the international student advisor in the multicultural and international student services offices (for students with an F-1 student visa), and a CASA dean. To return from leave of absence the following semester, students should refer to online forms and information on the Hampshire College website. If CASA is not notified of the student's plans for the term following the personal leave by the notification deadline, the student will be withdrawn.

Students on leave do not have an advisor and may not work with faculty. They may not complete divisional work or negotiate the Division II or the Division III contract. Students on leave the fall term may not enroll in winter break workshops. Students on leave of absence may not have use of any Hampshire College or Five College facilities. Specifically, this involves the library; the Robert Crown Center; the Hampshire College or University of Massachusetts Amherst Health and Counseling Services; the Outdoors Program/Recreational Athletics college-sponsored trips; enrolling in, teaching, or auditing Hampshire or Five College interchange courses; having a job on campus, or having a validated Hampshire ID card.

Students who have waived insurance coverage for the preceding term are not eligible to apply for insurance while on leave. Students enrolled in the insurance plan are eligible for coverage for a maximum of two semesters. Health insurance does not automatically continue while on leave. To request continuation of health insurance while on medical leave, contact student accounts at 413.559.6982.

Students may purchase the supplemental health insurance offered by Hampshire College that entitles leave students to medical care as outlined in the college insurance company brochure and on the [student financial services website](#) <sup>[48]</sup>. Supplemental insurance does not cover a student for care at the [Hampshire College](#) <sup>[53]</sup> [Health and Counseling Services](#) <sup>[53]</sup> or [University of](#) <sup>[54]</sup> [Massachusetts Amherst University Health Services](#) <sup>[54]</sup>.

### **Medical Leave and Academic Work**

Medical leave is appropriate for students who have a health issue that makes successful completion of the semester impossible. Students may be eligible for a medical leave upon consultation with Health and Counseling Services. Non-degree students are not eligible for medical leave. A request for medical leave is considered a request to withdraw from Hampshire College. Please contact the center for academic support and advising for more information.

The final day to take a medical leave is the last day of classes for the current semester; students cannot take a retroactive medical leave after classes have concluded. Students who begin a medical leave (either voluntary or involuntary) during a semester do not have the option of completing the semester's academic work. A "W" for withdrawal will appear on transcripts for courses in progress when the student goes on medical leave after the add/drop deadline.

A student who goes on medical leave within the last two weeks of classes may appeal to the dean of academic support and advising to discuss the possibility of completing work. Students must make this request in writing to the dean of academic support and advising rather than negotiating with the individual faculty to complete work. Approvals will be considered on a course-by-course basis. If an exception is granted for one or more courses, a firm date for completion will be set and if the work is completed by the date, the semester will count as a term of enrollment.

### **Information about Medical Leave**

Refer to the [Medical Leave](#) <sup>[55]</sup> section.

### **Deadlines and Fees**

The leave of absence fee is \$350 for each term.

A change of status from fully enrolled to leave of absence after the opening of the term (enrollment check-in date) will, if approved, lead to the partial or full forfeiture of tuition, room, and board fees. Refer to the fee brochure and the [website](#) <sup>[56]</sup> for the refund schedule. Factors determining the amount of the refund include the date of leave, the type of leave, and the financial aid status of the student. Upon leave, financial aid students may have a part of their aid returned to the programs that assisted them as mandated by the federal return-of-funds formula. Returns are applied in the following order: federal student and parent loans, federal grants, college and outside grants, and scholarships. Students will be responsible for a balance due created by the return-of-funds process.

### **Vacating Student Rooms**

See the [Residential Life & Housing Policies](#) <sup>[57]</sup> section.

### **International Students**

International students (with an F-1 student visa) are required to consult with their international student advisor before submitting their leave of absence form to CASA; or if filing for medical leave, before submitting the medical leave declaration and any supporting medical documentation to [health and counseling services](#) <sup>[53]</sup>. Mandatory advisement will address the visa implications and procedures for international students taking a leave of absence or medical leave, and requests for authorization for a SEVIS Reduced Course Load (RCL) due to a medical condition, if applicable. Without receiving timely advisement from their international student advisor, the student risks jeopardizing their student visa status and lawful presence in the U.S. The advisor is located in the [multicultural and international student services office](#) <sup>[50]</sup> in the Lebrón-Wiggins-Pran Cultural Center.

## **Withdrawal**

Students are required to meet with a CASA dean to discuss their plans as the first step in the process of withdrawing from the College. CASA will provide a form that requires signatures from the student's advisor and other offices on campus. Students who wish to withdraw from an exchange program should refer to the exchange section. Withdrawing from an exchange program after the program start and/or opening of the term is considered withdrawing from Hampshire College.

### **Deadlines and Fees**

The enrollment notification deadline is listed each year in the [academic](#) <sup>[6]</sup> [calendar](#) <sup>[6]</sup> and tuition

information on the [student financial services website](#) [48].

A change of status from fully enrolled to withdrawal after the first day of classes will lead to the partial or full forfeiture of tuition, room, and board fees. Refer to the fee brochure and the [financial aid website](#) [58] for the refund schedule. Factors determining the amount of the refund include the date of leave, the type of leave, and the financial aid status of the student. Upon withdrawal, financial aid students may have a part of their aid returned to the programs that assisted them as mandated by the federal return-of-funds formula. Returns are applied in the following order: federal student and parent loans, federal grants, college and outside grants and scholarships. Students will be responsible for a balance due created by the return-of-funds process.

Fees associated with exchange withdrawal will be assessed per the program withdrawal and refund policy (see [GEO website](#) [49]).

### **Vacating Student Rooms**

See the [Residence Life and Housing Policies](#) [57] [section](#) [57].

### **International Students**

International students (with an F-1 student visa) are required to consult with the international student advisor BEFORE filing for withdrawal with [CASA](#) [10], regarding visa implications of withdrawing. Without receiving timely advisement from the international student advisor, the student risks jeopardizing their student visa status and lawful presence in the U.S. The advisor is located in the [multicultural and international student services office](#) [50] in the Lebrón-Wiggins-Pran Cultural Center.

## **Guidelines for Academic Progress**

### **Good Academic Standing**

Hampshire is committed to the principles of individualized education, in which each student receives the benefits of close collaboration with faculty, individually designed programs of study, and interdisciplinary work. In order to graduate, students must satisfy the requirements at each divisional level. Considering the number of factors that enter into the determination of academic progress and the particular needs of the individual student, the student and academic advisor work together throughout the academic year on the design of a rigorous and appropriate course of study to move the student toward graduation. This course of study comprises course work, independent projects, fieldwork, and other learning activities, co-curricular courses (such as OPRA) do not count.

To maintain good academic standing, students must satisfactorily complete all required educational activities. Students who do not complete seven academic courses and the CEL-1 requirement by the end of the second term will be placed on academic contract by the [Center for Academic Support and Advising \(CASA\)](#) [10], and will be expected to address the deficiencies to return to good standing in the subsequent term. Students must successfully complete at least six academic courses by the end of the first year, three in each semester, to be eligible to return to Hampshire for their third semester, or will be subject to academic withdrawal. Successful completion of a course means receiving an evaluation or a grade of C or better.

For Division II students, good standing will be determined at the end of each semester by the advisor (usually the committee chair). Students must meet with their advisors prior to the end of each term so that determination of progress can be made. The College considers students at the Division II level to be in good academic standing if they complete at least three committee-approved courses and/or equivalent evaluated learning activities each semester with an evaluation or grade of C or better. Co-curricular courses and workshops (such as OPRA) do not count. Faculty committees will be asked to comment on the progress of Division III students by the end of the first semester of

## Division III.

During and at the end of the semester, CASA [10] contacts the instructors of students who are on academic contract and requests that they provide feedback on the students' performance. Timely information on students' academic progress enables CASA [10] to better assist in achieving their academic goals for the semester. At the end of a contract semester, CASA [10] will determine if the student has satisfied the conditions of the contract and can return to good standing the following semester.

Students who fail to maintain good academic standing are subject to withdrawal from the College and/or loss of financial aid eligibility (see Satisfactory Academic Progress and Financial Aid, below). As an alternative to withdrawal, some students who have fallen behind may be placed on an academic probation contract worked out by CASA [10] in consultation with the advisor. At the discretion of the advisor and CASA [10], a student may be placed on required leave status in order to complete academic work and compensate for academic deficiencies before returning to full enrollment.

### **Students with Disability Accommodations on Academic Contracts**

It is standard practice for academic contracts to require completion of all coursework by the deadline for submitting work at the end of the semester set by instructors in individual courses. Taking incompletes in courses is not permitted. If there are circumstances of any kinds that might impair or impede a student's ability to complete the terms of their contract, it is the student's responsibility to notify the appropriate Dean in CASA in a timely fashion and no more than one week after receiving their contract. This includes accommodations provided under the Americans with Disabilities Act (ADA) and related legislation. If a student is unsure about whether they qualify for accommodations under ADA, please consult with the Accessibility Resources Office immediately. Accommodations cannot be applied retroactively: students must arrange for accommodations with instructors before any applicable deadlines for coursework.

### **Satisfactory Academic Progress and Financial Aid**

The College, in accordance with regulations concerning federal financial aid, has instituted guidelines for all students for Satisfactory Academic Progress (SAP). The requirements have three different components:

- a quantitative measure
- a qualitative measure
- a limit on length of time to graduation.

Successful completion of a course means receiving an evaluation in a Hampshire course or a grade of C or better. Because Hampshire College does not use the traditional grade point average (GPA) as a method of evaluation, the College will examine the ratio of successfully completed courses to total courses. Co-curricular courses, such as OPRA, do not count.

### **For students entering Fall 2015 and after:**

- To meet the quantitative standard a student must successfully complete at least 67% of all courses attempted. Attempted courses include incompletes, in-progress, and withdrawn (W) courses.
- To meet the qualitative standard, the ratio of successfully completed courses to total courses, excluding incomplete, in-progress, or withdrawn courses, must be at least 1:2 or 50% (i.e. for every two courses attempted, one must be successfully completed).
- Hampshire College has determined that a student may not take longer than 10 full-time semesters to complete the degree requirements.

Hampshire College will measure Satisfactory Academic Progress standards at the end of spring

semester each academic year. Students who are not meeting the Satisfactory Academic Progress standards described above are not eligible for federal financial aid until an approved Satisfactory Academic Progress plan is developed in consultation with CASA [10]. As long as the student is making progress toward meeting the minimum standards, the student can continue to receive financial aid one semester at a time. A new Satisfactory Academic Progress plan will be required each semester until the standards have been met. If the student does not make progress toward meeting the standards they will lose eligibility for financial aid until all three standards (quantitative, qualitative, and the limit on the length of time to graduation) are met.

### **Notification to Family of Academic Contract/Academic Dismissal**

Under Massachusetts law, the age of majority is 18 and carries full adult rights and responsibilities. The College communicates directly with students in matters concerning academic progress. It is the policy of the College to notify in writing both students and family when an academic contract goes into effect and of dismissal from the College only when the student has granted such permission. In communicating with parents concerning other matters, it is normal college policy to respect the privacy of the student and not to disclose information from student educational records without the prior consent of the student.

A student may appeal their academic standing by submitting a written statement to the dean of academic support and advising. The statement may cite mitigating circumstances for review.

Students who return from withdrawn status are sometimes placed on an academic contract as part of the readmission decision. This information will be provided to advisors.

### **Guidelines for Graduation in Four Years**

The academic program at Hampshire College is a negotiated education; each student will work out a plan of study for graduation in four years with their advisor. The following guidelines are intended to encourage early and frequent discussions between students and advisors concerning a student's academic progress:

- Completion of the Division I course requirements by the end of the second term
- Passing Division I in the beginning of the third term
- Filing of the Division II contract by the beginning of the fourth term
- Passing Division II by the end of the sixth term
- Filing of the Division III contract at the beginning of the seventh term
- Passing Division III by the end of the eighth term

It is important to note that students have a maximum of ten semesters in which to complete all degree requirements. In rare instances, because of injury, severe illness, or death of a close relative, it may be necessary for a student to exceed the maximum period for completing degree requirements. In such cases, the student must submit a plan for completion on extension status to their Division III committee and to the committee on exceptions to academic policy. A student who is granted such an appeal would be placed on leave of absence status for at least the following semester but for no more than two consecutive semesters, before being allowed to return to Hampshire on extension status. Extension status carries a fee rather than tuition, and does not qualify students to receive financial aid. Students on extension status for completion of degree requirements may not live on campus.

### **Filing Dates and Deadlines for Division II and III**

Central records [18] publishes the academic calendar [6], which details the filing deadlines for each academic year.

# **Readmission Policy**

Students seeking readmission to the College are required to submit an application to the Center for Academic Support and Advising [10] that includes a statement of their activities while away from the College and a proposed plan of study if readmitted. Contact CASA for information and the readmission application.

The completed application (including supplemental materials is due no later than November 1 for readmission for the spring term and April 1 for readmission for the fall term. Hampshire does not have a rolling process for considering applications for readmission. The admissions committee meets just once per semester. It is important that, where applicable, supporting documents be recent. Readmission materials are submitted to CASA [10]. A processing fee of \$50 is required. Students seeking readmission who have been away from Hampshire for four years or more will follow the academic policies and deadlines in effect at the time of readmission. The Center for Academic Support and Advising [10] will provide current policies and deadlines upon request.

Students applying for financial aid must meet the College deadlines for consideration and should contact student financial services [48] directly. Students applying for financial aid should note that there are limitations for aid eligibility for readmitted students and should contact the financial aid office [25] early in the process. These deadlines may be earlier than those required by the admissions committee. International students (with an F-1 student visa) should also contact their international student advisor before applying for readmission to discuss visa status and enrollment limitations. The advisor is located in the multicultural and international student services office in the Lebrón-Wiggins-Pran Cultural Center.

Complete applications will be reviewed by the admissions committee before a final decision is made. Applicants for readmission should be aware that, regardless of the original or predominant reason for withdrawal, all issues that pertain to a student's ability to function at Hampshire may be addressed in determining suitability for readmission. The readmission decision rests on the discretion of the admissions committee. There is no appeal process for decisions of the admissions committee.

The admissions committee will sometimes recommend that a student be readmitted to the College with the understanding that certain conditions or expectations will be met once the student has returned. CASA [10] will be responsible for conveying academic information to the student and the advisor in the form of an academic contract for monitoring academic progress. The committee may also consult with faculty or other pertinent persons, such as former advisors and faculty working in the area of the student's interests, concerning the advisability of readmitting the student.

Applicants must fulfill all requirements as set forth in the application materials, including submission of a personal statement that explains how the circumstances which led to the leave have been addressed. In addition to the requirements listed in Readmission by Withdrawal Type [59], the admissions committee may require the student to submit additional documentation and/or participate in a personal interview with a college administrator. International students (with an F-1 student visa) should also contact the international student advisor before applying for readmission to discuss visa status and enrollment limitations. The advisor is located in the multicultural and international student services office in the Lebrón-Wiggins-Pran Cultural Center.

## Readmission by Withdrawal Type

### Readmission after Academic Withdrawal

Applicants must provide documentation of completion of all academic work stipulated in the academic withdrawal letter and submit a proposed plan of study.

### Readmission after Administrative Withdrawal

Students who have been administratively withdrawn from the College because they have not informed the College of their enrollment plans must submit information concerning any academic activities while away as part of the application.

### **Readmission after Incomplete Medical Records Withdrawal**

A student who has been administratively withdrawn due to missing medical records must submit required documentation to [Health and Counseling Services](#) [53]. Health and Counseling Services will notify [CASA](#) [10] once all medical information has been received and, if appropriate, [CASA](#) will cancel the administrative withdrawal.

### **Readmission after Disciplinary Suspension**

In addition to any criteria and recommendations made at the time of suspension from the College, evidence of responsible behavior in academic and nonacademic areas will be among the criteria used to determine readiness to reenter the Hampshire community.

### **Readmission after Financial Withdrawal**

Students who have been financially withdrawn from the College because of an unpaid bill will not be considered for readmission until the [student accounts office](#) [58] has notified [CASA](#) [10] that the student's account has been paid in full. The account must be paid in full before the first day of classes of the semester the student wishes to reenroll.

### **Readmission after Medical Leave**

In addition to a completed readmission application, the student must submit a letter to [CASA](#) [10] from a qualified health professional that contains the following information:

1. A specific diagnosis and prognosis of the health condition that led to the medical leave
2. Description of the treatment that was received by the student during leave
3. An assessment of the student's present and sustained ability to meet the academic, behavioral, and other requirements of the College
4. An assessment of the student's present and sustained ability to live independently in student housing
5. An assessment of whether the student's return to the College presents a potential threat to the health or safety of the student or to others in the College community
6. Recommendations for continued treatment or accommodations (if any) upon return to the College. If requested to do so, the student also must provide the College with written permission to contact their health professional. In specific cases, additional requirements are possible. This information will be held as confidential by College health officers and the admissions committee to the extent practical.

### **For International Students**

International students (with an F-1 student visa) are required to contact the international student advisor immediately after applying for readmission, regardless of withdrawal type, to discuss visa status, enrollment limitations, and to obtain an updated Form I-20 necessary for returning to Hampshire. The advisor is located in the multicultural and international student services office in the Lebrón-Wiggins-Pran [Cultural Center](#) [60].

## **Accessibility Resources and Services**

Hampshire College offers services on an individual basis to students with documented disabilities. The College recognizes its obligation under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 to provide reasonable accommodations for individuals with disabilities so they may participate as fully as possible in the College's academic programs. Disabilities may include, but are not limited to, sensory impairments, mobility impairments, chronic

illnesses, learning disabilities, attention deficit disorders, and psychological disabilities. The director of accessibility resources and services is responsible for the coordination and provision of services and accommodations for students with disabilities. They may be reached at 413.559.5498 or via email: [accessibility@hampshire.edu](mailto:accessibility@hampshire.edu) <sup>[61]</sup>.

### **Student Responsibilities**

The Office of Accessibility Resources and Services supports students advocating for equal access to all programs and services at Hampshire College. Students are expected to initiate requests for accommodations, to secure documentation of their disability, and to notify relevant faculty or administrators of approved accommodations.

### **Confidentiality**

The decision to disclose a disability to the College is wholly voluntary. The information provided by students will be treated as confidential and will be disclosed by Accessibility Resources and Services only if necessary to assess and/or implement requested services or accommodations. Evaluations, medical records, and other documents submitted to establish a disability or the need for accommodations are filed in the Accessibility Resources and Services office and do not become part of a student's academic record. Students are legally considered to be adults. Communication of confidential information with parents or professionals regarding disabilities must be authorized by the student.

### **Evaluations**

Hampshire does not provide psycho-educational evaluations for students. We do have a list of local practitioners who are qualified to conduct such evaluations at a student's expense. [Health and c](#) <sup>[53]</sup>[ounseling services](#) <sup>[53]</sup> is another resource for referrals to local professionals who can evaluate psychiatric and medical conditions.

## **Grievance Procedures for Students**

Hampshire College [prohibits discrimination](#) <sup>[62]</sup> on the basis of disability. The college has adopted this procedure to provide prompt and equitable resolution of complaints which allege any action prohibited by Section 504 of the Rehabilitation Act, the Americans with Disabilities Act ("ADA") and applicable state law. These laws prohibit discrimination on the basis of disability in any programs, activities, and employment opportunities available at Hampshire College. These laws also prohibit retaliation against an individual who files a complaint regarding disability discrimination, files a grievance under this procedure, or cooperates in the investigation of such complaint or grievance.

Students are encouraged to report all barriers to college programs, services or resources as soon as the barrier is encountered to the department where the barrier was encountered or to the Director of Accessibility. Students are also encouraged to meet and register with Accessibility Services in order to have access to advocates and on-campus resources to assist with removing and preventing barriers through accommodations or other means. If a student encounters a barrier or discrimination in the course of working for the college as a student employee, the student should still seek resolution through this, the student process.

### **Informal Solutions are Encouraged**

The [ADA \(Americans with Disabilities Act\) encourages alternative means of dispute resolution](#) <sup>[63]</sup> when appropriate and to the extent authorized by law. These methods include settlement negotiations, conciliation, facilitation, mediation and arbitration. The use of alternative dispute resolution mechanisms is completely voluntary and is intended to supplement, and not to supplant, the other remedies provided by the ADA. No alternative dispute resolution procedure precludes the affected person from seeking relief under the enforcement provisions of the ADA. Alternative dispute resolution measures are not required to be used prior to the filing of an administrative complaint with



the federal government or through existing campus discrimination grievance procedures.

The College encourages students to seek the aid and intervention of the Director of Accessibility/ 504 Coordinator in order to resolve complaints informally – typically conciliation or facilitation of a remedy. If informal procedures do not satisfactorily address the student's concerns, they may still file a written grievance.

### **Filing a Written Grievance**

Students have the right to file a grievance if they believe they have been denied equal access to the college's programs, resources or services (academic or otherwise) because of or on the basis of a disability. In order to establish the basis for such a grievance students must first register with the Office of Accessibility Resources and Services and provide written documentation of their disability. The written grievance should include the student's identifying information, a description of how the college has denied equal access to the student, any steps that the student has already taken to identify and resolve the problem and the desired remedy. Students are encouraged to include relevant documents to support their account.

The formal grievance should be given to the Director of Accessibility/ 504 Coordinator. The Director will investigate the complaint and meet with the parties cited to resolve the student's concerns. Absent any unusual circumstances, the Director will make recommendations for resolution to the student and other parties involved within thirty days after the filing of the grievance.

### **Appealing a Grievance Resolution**

If the proposed resolution is unacceptable to the student or to the other principals in the grievance, either party may then appeal to the Chief Diversity Officer. The Chief Diversity Officer may attempt to reach an informal resolution and/or investigate the grievance as described above or shall review all of the documents pertaining to the case, hear the parties and convene such meetings as required to resolve the complaint. If consensus on a resolution cannot be reached, the Chief Diversity Officer will render a decision as soon as possible after an appeal has been submitted (typically about 10 days), but may take up to 21 days to consider the appeal when such additional time is deemed necessary. In rare instances where extenuating circumstances exist, appeals may take longer than 21 days for a decision to be rendered. The decision of the Chief Diversity Officer is final.

### **Privacy and Confidentiality**

Personal information regarding such grievances is considered confidential. The college reserves the right to consult with legal counsel, relevant faculty or staff, and/or experts in the field of disability services in order to obtain information or advice regarding the subject of the grievance. All individuals consulted agree to be bound by the rules governing disclosure of confidential personal information.

### **State and Federal Options**

The College recognizes the right of students to file grievances with the U.S. Office of Civil Rights or other regulators if they believe that their rights under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 have been violated.

Office for Civil Rights, *Boston Office*  
U.S. Department of Education  
8<sup>th</sup> Floor  
5 Post Office Square  
Boston, MA 02109-3921  
Telephone: (617) 289-0111  
Fax: (617) 289-0150  
Email: [OCR.Boston@ed.gov](mailto:OCR.Boston@ed.gov) [64]

United States Department of Justice

Civil Rights Division  
950 Pennsylvania Ave., N.W.  
Disability Rights Section, NYA  
Washington, DC 20530  
(202) 307-0663 (voice and TDD)  
Fax: (202) 307-1198

ADA Coordinator  
Massachusetts Office of the Attorney General  
One Ashburton Place  
Boston, MA 02108  
<http://www.mass.gov/ago/consumer-resources/your-rights/civil-rights/disa...> [65]

## Requests and Reviews of Accommodations

### Request for Accommodations/Documentation of a Disability

In order to be recognized by the College as a person with a disability and become entitled to reasonable accommodations, a student must first complete the “Request for Accommodations Due to a Disability” form [66]. That signifies that the student is formally registering with the College as a person with a disability and is seeking accommodations. After registering as a student with a disability, the student must provide written documentation of the disability from an evaluator or treating professional.

The documentation must indicate the credentials of the evaluator or treating professional and should contain a diagnosis, the limitations imposed by the disability, a clear indication that the diagnosed condition meets the criteria for disability, and recommendations for academic or physical accommodations due to the disability. The credentials of the treating professional or evaluator should be consistent with the disability being documented. Individuals with learning disabilities must provide a complete educational evaluation conducted by a qualified psycho-educational diagnostician or licensed psychologist and administered within three years of admission to Hampshire College. Students may use Hampshire’s “Documentation of a Disability” form [67] or substitute an equivalent report. Students may not receive accommodations from the College without such disclosure and/or without providing appropriate supporting information and documentation. A request for accommodations may be made at the point of disclosure or at some future date. Accommodations cannot be retroactive. Some students who go through the process of documenting a disability are not seeking specific accommodations but rather confirmation of a disability that they can present to faculty to assist in best meeting their learning strengths and weaknesses; faculty are not obligated to provide any accommodations not requested through the accessibility resources and services office.

### Review of Requests

All requests for accommodations will be assessed by the accessibility resources and services office [68], which may consult with appropriate College administrators and/or faculty to determine the appropriateness and/or feasibility of the requested accommodations. It is the general practice of the accessibility resources and services office [68] to discuss accommodations directly with the student requesting them prior to approval. The accessibility resources and services office [68] may request further information from the student and/or treating professional and may make its own recommendations for alternative accommodations more appropriate to address individual circumstances. Students will be notified in a timely manner by the accessibility resources and services office [68] when requests are approved, modified, or denied. In general, academic accommodations are approved for one semester and should be renewed early in the following semester. Housing accommodations are usually approved for an entire academic year.

## Students with Disability Accommodations on Academic Contracts

It is standard practice for academic contracts to require completion of all coursework by the deadline for submitting work at the end of the semester set by instructors in individual courses. Taking incompletes in courses is not permitted. If there are circumstances of any kind that might impair or impede a student's ability to complete the terms of their contract, it is the student's responsibility to notify the appropriate Dean in CASA in a timely fashion and no more than one week after receiving their contract. This includes accommodations provided under the Americans with Disabilities Act (ADA) and related legislation. If a student is unsure about whether they qualify for accommodations under ADA, they should consult with the accessibility resources and services office immediately. Accommodations cannot be applied retroactively: student must arrange for accommodations with instructors before any applicable deadlines for coursework.

## Request for Accommodations at the Five Colleges

Hampshire students frequently take courses at the other four colleges in the Five College consortium. If a student documents a disability at their home college, they do not need to go through the process at the other colleges. Requests for accommodations in courses at other colleges can be made through the Director of Accessibility Resources and Services at Hampshire, who will certify that the student is recognized as a person with a disability and list approved accommodations on the Five College accommodations form. The student is then responsible for taking the form to the accessibility resources and services office at the other college. The final decision regarding the appropriateness or feasibility of such a request for accommodation rests with the accessibility services administrator at the other campus.

# Service and Assistance Animals

In accordance with the Americans with Disabilities Act of 1990, as amended <sup>[69]</sup> and related laws, rules and regulations, including the Fair Housing Act <sup>[70]</sup>, Hampshire College will reasonably accommodate requests for service animals and other assistance animals to reside with their owner/handler in College provided housing. Students wishing to bring service animals or assistance animals to campus should register with the accessibility resources and services office <sup>[68]</sup> and document the disability (unless obvious).

*Service animal* means any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. The work or tasks performed by a service animal must be directly related to the individual's disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

An *assistance or emotional support animal* is defined as an animal that provides assistance and/or emotional support to its owner by its very presence but is not trained to perform specific tasks in response to the disability. The provision of emotional support, well-being, comfort, or companionship to the owner does not constitute work or tasks for the purposes of this definition. Requests for an assistance or support animal are handled as any other request for accommodation.

For more information or for the full text of Hampshire's policies regarding exceptions to the Pets <sup>[71]</sup> policy or to apply for an exception to the Pets <sup>[71]</sup> policy please contact the accessibility resources

[and services office](#) [68].

# Norms for Community Living and Policies

## Student Conduct: Our Philosophy

The guiding philosophy and approach to student conduct at Hampshire College is one of education and care, focusing on student learning through individual growth and accountability for behavior within the Hampshire College community. Our goal is to help and encourage students to be successful, both socially and academically; this includes providing the tools for students to make informed decisions. The conduct process and sanctions for violation of the norms for community living and policies are designed to guide student behavior and to balance the rights of the individual with that of the health and safety of the community.

## Informal and Formal Processes

Hampshire College values the ability to facilitate outcomes through both formal and informal processes. As often as possible, the College encourages students to utilize informal processes, such as [restorative conferencing](#) [72] or working with resident advisors (RAs) and area coordinators in residence life to resolve conflict. Engaging in informal processes means there will be no formal disciplinary record, however it is the right of students and administrators overseeing processes to request and recommend the use of formal processes. The goal of both formal and informal processes is to repair harm and find resolution for all involved parties. While interim measures may be taken for community safety following an incident and until a case can be heard, students are not considered responsible for violation of policy until a board and/or conduct administrator has determined an outcome and it is given to the student in writing (via e-mail and/or hard copy).



Policies related to academic matters are found in the [Academic](#) [73][Policies](#) [73] section of the Hampshire College Student Handbook.

# Norms for Community Living

## Norms for Community Living

On March 11, 1976, the Community Council (now [Hampshire Student Union](#) [74]) affirmed the following principles as "Norms for Community Living" (Community Norms). These are the set of community standards to which Hampshire students should conform.

### Charge and Membership

Members of the Hampshire College community have a common concern for each individual and their personal development. Each member of the community has rights that afford personal protection and ensure the College's commitment to learning and the advancement of knowledge through free inquiry. No member of this community shall violate the rights of any other member, as represented by the norms described in this document.

All persons affiliated with Hampshire College are expected to abide by the Norms for Community Living and Policies while they are on or off the Hampshire College campus.

## Norms

### *Right of Assembly*

All members of the Hampshire community have a right to assemble peaceably and petition for the redress of their grievances.

### ***Right of Freedom of Communication of Ideas***

All members of the Hampshire community have the right to freely express their ideas provided that the method of expression does not violate any other rights affirmed by this document. Any member of the College has the right to publish and distribute without interference. However, while such members may not be subject to prior restraint, they shall be held accountable for any erroneous, malicious, or defamatory statements that violate any other right affirmed by this handbook.

### ***Right of Integrity***

Every member of the Hampshire community is entitled to the Right of Integrity. The Right of Integrity is composed of three parts:

1. **Academic Integrity:** Every member of the college community has the exclusive right to their own academic work. To use or convert another person's work as one's own for academic credit, public approbation, or monetary gain violates this right. (Also see [Ethics of Scholarship](#).<sup>[9]</sup>)
2. **Business Integrity:** Every member of the college community has the right to expect that any business conducted with any other member is free from malice and fraud.
3. **Personal Integrity:** Every member of the college community has the right not to be the subject of slander or libel, and not to have their character impugned.

### ***Right of Personal Security***

Every member of the Hampshire community has the right to reasonable security from threat or physical abuse or mental anguish by any other person or device or substance controlled by any other person.

## **Policies**

### **Code of Conduct**

Hampshire College students, whether or not they are on campus or enrolled as a degree candidate, must abide by this code of conduct and its associated policies. Guests of Hampshire students and students from other colleges who are enrolled in Hampshire College courses are required to comply with these policies while on the Hampshire College campus and while off campus when participating in Hampshire College programs and activities.

All rules and laws of the Town of Amherst, the Commonwealth of Massachusetts, and the United States of America apply on the campus and are considered part of College policies. The Town of Amherst and Commonwealth of Massachusetts laws include, but are not limited to, regulations on indoor and outdoor smoking, open container laws (for alcoholic beverages), public nudity restrictions, bans on drug use and paraphernalia, and limitations on weapons possession.

Town of Amherst General Bylaws: <https://www.amherstma.gov/207/General-Bylaws-Government-Act><sup>[75]</sup>

Commonwealth of Massachusetts General Laws: <https://malegislature.gov/Laws/GeneralLaws/><sup>[76]</sup>

## **Access and Use of Facilities and Grounds**

### **Building and Roof Access**

Students may not access buildings after closing hours (hours vary per building). Should a student

have permission to access a building after closing hours, Campus Police should be contacted to grant access. Students are not permitted on roofs except as necessary for emergency evacuation.

### **Summer Access to Campus Facilities and Grounds**

Students may visit campus offices during summer business hours following the office's procedures for appointments or drop-ins. Students wishing to access academic spaces at any time during the summer need permission of the faculty overseeing their work, as well as the School dean. Students wanting access to other campus facilities at any time, or campus grounds outside of business hours need authorization from the appropriate office or department in advance. Offices granting access should notify [campus police](#) <sup>[77]</sup> that permission has been granted for the student, including the approved date(s) and time(s) for which access has been approved. Hampshire does not provide housing for students over the summer, and all residences are closed.

Hampshire College students may not have access to the following services during the summer: media services, and TV studio and editing facilities.

### **Access to Five College Physical and Recreational Facilities**

Physical and recreational facilities at each of the five colleges are available year-round to Five College students only if they are registered in a physical education class at that college. These classes will be arranged through administrators of each program and limited to class time only. Arrangements for fee-funded courses and use of special facilities such as ice rinks, swimming pools, stables, and tennis courts will be made through the proper authorities at each school, and the rules and regulations for use will be determined by the host school.

### **Camping**

Camping on Hampshire College property is not allowed without the written permission of the director of [campus police](#) <sup>[77]</sup>.

### **Chalking Policy**

Chalking is permitted on any outside ground surface that is exposed to the elements (i.e. horizontal walking surfaces that rain and snow fall on). Chalking is prohibited inside campus buildings and outside on non-ground surfaces including, but not limited to, walls and windows of campus buildings, signs, trees, poles, and other structures.

### **Posting Policy**

Posters are permitted only on bulletin boards not designated for other purposes. Students are encouraged to use the bulletin boards under the walkway along the west wall of FPH and the north wall of the Johnson Library, underneath the bridge. Posters placed anywhere but upon designated bulletin boards will be removed regardless of content. All posters will be removed from designated spaces after an advertised event has taken place. Posters that do not pertain to an event that occurs on a specific date will be removed on the last working day of each month.

### **Project Review**

Student projects that may impact the physical campus, pose a health, safety or environmental hazard, or otherwise increase the College's institutional risk require review and approval by applicable campus offices. Please visit the [Student Project Approval](#) <sup>[78]</sup> site to view the online project review process. Examples of projects requiring approval: installations of art or other structures on campus (other than gallery approved exhibits), creating new garden space, and performances in other than regular theater spaces.

## **Trespass Policy**

Campus police officers are authorized to give oral and written notices of trespass warnings to individuals

based on their authority granted by the Trustees of the College and Massachusetts General Laws, Chapter 266, Section 120 to control the security and safety of students, faculty/staff, and visitors upon the property owned by or under the control of Hampshire College. Violation of this order will result in criminal prosecution up to and including arrest. Campus police officers or other College employees may ask community members or visitors for identification. Failure to comply with such a request may result in [disciplinary action](#) <sup>[8]</sup> up to and including escort from the Hampshire College campus and/or trespass. Students are required to carry their Hampshire College ID cards with them at all times.

## Alcohol and Other Drugs

In Massachusetts the drinking age is 21 and marijuana has been decriminalized, not legalized. Hampshire is committed to providing support and assistance to students struggling with issues related to alcohol or other drug use. Students who come forward to actively seek help when they are concerned about their own use or that of their friends and/or acquaintances will not face disciplinary action for drug or alcohol use (see the Alcohol & Other Drug Amnesty Policy). Students will still be expected to work with the College to develop a plan to address these issues, and to take responsibility for any negative impact their behaviors have had on others or the environment (e.g., property damage, noise complaints, medical transports). Students are not absolved of responsibility for violations of Norms for Community Living and Policies committed under the influence of alcohol or other drugs. Both on- and off-campus support and informational resources are available for students seeking help for substance use issues, and a listing of these resources can be found at [www.hampshire.edu/slresources](http://www.hampshire.edu/slresources) <sup>[79]</sup>.

Within both the Alcohol and the Other Drug Policies, you will find guiding information about violations of policies as well as the range of outcomes for single and recurrent violations.

## Alcohol Policy

Hampshire College's alcohol policy is guided by and abides by laws regarding such matters in the Commonwealth of Massachusetts and the town of Amherst. The acquisition, possession, transportation, consumption, and distribution of alcoholic beverages is governed by statute and regulation. For the full text of the law, please see [chapter 138 of the Massachusetts General Laws](#) <sup>[80]</sup>.

The following outlines the policy including application of the policy for students who are of a legal drinking age:

- A person must be 21 years of age or older to purchase, possess, consume, and transport alcoholic beverages.
  - Any alcoholic beverage found in the possession of someone under 21 years of age may be confiscated and disciplinary action will follow.
  - For students residing in College housing, alcohol may be stored only in the private rooms of those who are of legal age to drink alcohol, and those individuals may store only their own alcohol for private use.
  - Alcoholic beverages may not be stored in common spaces in College housing, except for those common spaces of campus apartments where all residents are 21 years of age or older.
  - Students transported to the hospital or assessed medical attention for over consumption of alcohol, whether of legal age or not, may be in violation of the alcohol policy and may qualify for alcohol and other drug amnesty.

- Purchasing or delivering a drink to anyone under the legal drinking age is a violation of law and of Hampshire policy.
- The possession of open containers of alcoholic beverages in public violates Hampshire College policy and Amherst town law. Possession of open containers of alcoholic beverages outdoors and in common areas of the College is prohibited in the absence of a registered social event. The private rooms and offices of community members 21 years of age or older and the residence common spaces of campus apartments where all residents are 21 years of age or older are the only exceptions to this.
- It is a violation of Hampshire policy and Massachusetts law to willfully misrepresent one's age or the age of another person in order to purchase or receive alcoholic beverages.
- No person may serve an alcoholic beverage to a person who is obviously intoxicated.
- No alcohol may be served at a social event after 1 a.m.
- Possession of kegs of alcohol is permitted only with a permit from the town of Amherst. A town permit must be applied for from the Amherst police chief at least one week prior to the event.
  - Beer kegs are not permitted on campus without the prior approval of the area coordinator for the area for parties in student residences and the appropriate student life professional for all campus events. In all cases, a copy of the completed permit must be provided to campus police <sup>[77]</sup> prior to the event.

## Events with Alcohol

A person, group, or organization may not sell alcoholic beverages, or charge admission to an event where alcoholic beverages are served, unless a license is obtained from the local licensing authority, the Amherst Board of Selectmen <sup>[81]</sup>.

- A social event on the Hampshire College campus is considered to be any gathering at which more than 15 people are in attendance.
- The availability of alcohol may not be contained in the off-campus advertising, including postings online, of any event. On-campus advertising may indicate alcohol may be served to persons over the age of 21, but amounts of alcohol may not be publicized. Alcohol should not, in any context, be the central focus of any event, and may not be advertised as such. No advertisement may contain the offering of free alcohol at any time.
- At all social events where alcohol is served, nonalcoholic beverages and food must be provided by the sponsor of the event in adequate proportion to the alcoholic beverages on hand, and must be available for as long as alcohol is served.

For more information on sponsoring an event with alcohol on campus please visit Campus Leadership & Activities (CLA) <sup>[82]</sup> or speak with an Area Coordinator to discuss registering an event with alcohol in a student residence <sup>[83]</sup>.

## Drug Policy

The unlawful manufacture, dispensing, possession, or use of a controlled substance on the Hampshire College campus or as part of any college activity or business off the college premises is prohibited. This includes the unlawful or unauthorized use of prescription and over-the-counter drugs. If a student violates this policy, disciplinary action <sup>[8]</sup> up to and including expulsion and referral for prosecution may result as deemed appropriate by the dean of students office following adjudication through the formal conduct process. <sup>[84]</sup>

Local, state, and federal laws make illegal use of drugs and alcohol a serious crime. Conviction can lead to imprisonment, fines, assigned community service, and loss of federal financial aid funds. A felony conviction for such an offense can prevent you from entering many fields of employment or professions. Massachusetts has criminal penalties for use of controlled substances, or drugs, with penalties varying with the type of drug. In general, narcotics, addictive drugs, and drugs with high



potential for abuse have heavier penalties.

In addition, it is illegal under Massachusetts State law to be in a place where heroin is kept and to be in the company of a person known to possess heroin.

Sale and possession of drug paraphernalia is illegal in Massachusetts and violates Hampshire College Norms for Community Living and Policies. Drug paraphernalia is defined under [Massachusetts State Law](#) <sup>[85]</sup> as, items “one reasonably should know, that it will be used to plant, propagate, cultivate, grow, harvest, manufacture, compound, convert, produce, process, prepare, test, analyze, pack, repack, store, contain, conceal, ingest, inhale, or otherwise introduce into the human body a controlled substance.”

Persons convicted of drug possession under state or federal laws are ineligible for federal student grants and loans for up to one year after the first conviction, five years after the second; the penalty for distributing drugs is loss of benefits for five years after the first conviction, ten years after the second, and permanently after the third.

### **Statement on Medical Marijuana**

Hampshire College receives federal funding through Title IV in the form of student financial aid (grants, loans, and work-study programs) and through federal research grants. As a condition of accepting this money, Hampshire is required to certify that it complies with the Drug-Free Schools and Communities Act (DFSCA) (20 U.S.C. 1011i; 34 C.F.R. part 86). The federal government regulates drugs through the Controlled Substances Act (CSA), which does not recognize the difference between medical and recreational use of marijuana. Thus, to comply with the Federal Drug Free School and Communities Act and avoid losing federal funding, Hampshire College prohibits all marijuana use, including medical marijuana, and students may be subject to [disciplinary action](#) <sup>[8]</sup> for its use.

Therefore, marijuana prescribed for medical purposes is prohibited at Hampshire College even though Massachusetts state law permits its use. Students with medical marijuana prescriptions may request a waiver of the campus residency requirement by contacting [Accessibility Resources and Services](#). <sup>[86]</sup>

## **Sanctions for Alcohol & Other Drug Violations**

In determining appropriate sanctions, the College is committed to providing consistent outcomes to students in violation of similar policies, while recognizing the circumstance and impact varies greatly for individual students. All outcomes are guided by principles found in our Conduct Philosophy:

1. Providing students with the tools to live and learn in a healthy and safe community
2. Promoting individual growth, accountability for behavior, and informed decision making

Students charged with a minor violation of policy, such as possession of alcohol underage, possession of drug paraphernalia, or possessing an open container in a public space will be expected to meet with a conduct administrator, typically an Area Coordinator in Residence Life, and if found responsible will likely be referred to an alcohol discussion circle.

Students charged with more severe violations, repeat violations, and/or those with a greater impact on the community will also be eligible for alcohol circles, participation in our BASICS program, and may also receive a probationary status.

Students transported to the hospital for alcohol and other drug overuse/abuse qualify for alcohol and other drug amnesty. In order to earn amnesty, the student must meet with an administrator as requested by the administrator and successfully complete the BASICS program. Students who are

of legal age to consume alcohol and are transported for overuse/abuse will also qualify for alcohol and other drug amnesty.

Continued violations of policy including those that cause significant concern for community members will require additional meetings with College administrators, further educational outcomes, and eventually punitive action such as probation and/or removal from College housing.

Conduct meeting administrators have the right to deviate from these sanctioning guidelines if after meeting with a student a different path would be more beneficial to the student's growth and success.

## Alcohol and Other Drug Amnesty

Students who seek and/or receive medical assistance for themselves or someone else for alcohol and other drug use will not be subject to disciplinary sanctions [8] for the sole violation of using or possessing a substance. Alcohol and Other Drug Amnesty is not automatic; the criteria that must be met to receive amnesty are outlined below.

The Dean of Students' office is committed to providing support and assistance to students who experience negative consequences related to substance use. In cases of alcohol and other drug overuse, the primary concern is for the health and safety of the individual(s) involved. In addition, students who actively seek help when they are concerned about their own use or someone else's use will not face disciplinary action [8] related to substance use.

The goal of the Alcohol and Other Drug Amnesty Policy, which encompasses both medical amnesty and bystander amnesty, is to decrease the risk that a student will hesitate to seek help in an alcohol and other drug-related emergency. Alcohol and other drug amnesty policies are common on college campuses and are intended to encourage safety and responsibility throughout the community. These policies promote education and/or treatment instead of punishment for individuals who receive emergency medical attention or seek medical attention for others in order to reduce the risk of future occurrences.

Individuals who need medical assistance for themselves or others are strongly encouraged to call emergency services (x5555 from an on campus phone or 413.559.5555 from a cell phone).

Please note that students granted Alcohol and Other Drug Amnesty will not be exempt from disciplinary action [8] resulting from other policy violations committed while under the influence of alcohol or other drugs. Students will be expected to take responsibility for any negative impact their behaviors had on others or the environment (e.g., property damage).

### **How to Receive Medical Amnesty**

Medical amnesty is not automatic and is earned only once a student has completed the following:

- Met with a member of the professional residence life staff and/or dean of students office staff upon request by the staff member
- Completed the BASICS program as assigned by a member of the professional residence life staff or dean of students staff member
- Successfully completed any additional educational/wellness activities discussed in either of the above meetings

**Failure to complete any of the steps listed above will be grounds for disciplinary action [8].**

**Students may be granted medical amnesty only once during their enrollment as a Hampshire College student,** because repeated violations compromise not only one's personal health and

safety, but also that of the community. Students who require medical assistance due to alcohol or other drug overuse more than once may be subject to disciplinary action, such as, but not limited to probation and/or additional educational/wellness requirements.

### **How to Receive Bystander Amnesty**

Bystanders who seek medical assistance on behalf of others will not be subject to disciplinary sanctions [8] for the sole violation of using or possessing a substance themselves, including bystanders who are also assisting the person in need of medical attention, not solely the person placing the call for help. Bystander amnesty is not automatic and is earned only once a student has completed the following:

- Met with a professional staff member in Student Life upon request by that staff member\*
- Successfully completed any educational/wellness activities discussed in their meeting

**\*This is not a disciplinary meeting; however, failure to attend and participate in the meeting will be grounds for disciplinary action.**

**There is no limit to the number of times a student can receive bystander amnesty**, because Hampshire College strives to create a community in which students are willing and expected to seek help for others in need.

## **Community Impact**

All members of the College community are impacted by the actions of others in the community. Sometimes, that impact can have a negative result and behaviors cause harm to members of the community. Community impact may not always be direct or intended, but can still cause harm. The policies listed under community impact are not all-inclusive of the ways an individual or group may feel harmed, but rather gives a broad overview with specific examples of behaviors that may cause the community to be negatively impacted.

Responsibility for some of these violations (and violations of other applicable policies) may be reported via the Campus Crime Statistics and Daily Log. Hampshire College publishes its Annual Security Report and Daily Crime and Fire Log [87] in accordance with the Clery Act and encourages all persons to report any criminal act or activity of which they may be aware. Accurate reporting of all crimes can help the College to identify crime patterns and support its efforts to reduce crime.

### **People**

The Norms for Community Living and Policies are predicated on a concern for the welfare of every individual and the community as a whole. Actions that jeopardize the health and safety of members of the Hampshire community, or that intrude on their right of privacy, cannot be tolerated. Among such actions are the following (this listing is not all-inclusive) for which details can be found in this section as well:

- Bullying [88]
- Civil behavior and disruption [89]
- Failure to comply [90]
- Physically endangering behavior [91]
- Threatening and intimidating behavior [92]
- Quiet hours and noise [93]

### **Property**

Maintaining and preserving the private property of individuals as well as the resources of the

College (including its grounds, academic buildings, residences, furnishings, dining facilities, associated structures and infrastructure) are the responsibility of all members of the College community. College resources are provided to benefit the entire community, and must be maintained so that no one is denied their right to the proper resources. This right is possessed not only by those who are students now, but also by those who will be students in the future.

Hampshire College assumes no responsibility or liability, directly or indirectly, for damage, loss, or destruction of any personal property by fire, water, theft, etc. Students are strongly encouraged to carry personal insurance to cover their belongings (see [Student Insurance](#) <sup>[94]</sup>). It is the responsibility of each student to safeguard their personal belongings and keep bedroom and apartment doors locked. Most property crimes on campus are crimes of opportunity. The simple step of keeping doors locked provides enormous protection. [The Department of Campus Police](#) <sup>[77]</sup> has electric engravers available for loan. It is a good practice to engrave valuable items with some identifying marks. Marking of personal property will help in identifying the rightful owner of recovered property.

The following behaviors are considered unacceptable, and details on each can be found in this section:

- [Improper upkeep](#) <sup>[95]</sup>
- [Theft](#) <sup>[96]</sup>
- [Vandalism and damage to property](#) <sup>[97]</sup>

## Bullying

### Bullying

Bullying is defined as severe aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally (that is not speech or conduct otherwise protected by the 1st Amendment). It often includes comments about race, color, national origin, sex, sexual orientation or disability involves an imbalance of power, aggression, and a negative repeated behavior.

### Cyber-Bullying

Cyber-bullying is when an individual is tormented, threatened, harassed, humiliated, embarrassed or otherwise targeted by another person or persons using the Internet, interactive and digital technologies or mobile phones.

Any bullying and/or cyber-bullying related to sex and/or gender will be reviewed in accordance with the procedures set forth in the [Gender-based and Sexual Misconduct Policy](#) <sup>[98]</sup>.

## Civil Behavior & Disruption

All students have the right to an educational environment that is supportive of the learning process. Behavior that interferes with the learning process of students, whether in or out of the classroom, is prohibited. Substantial disruptions or repeated incidents that prevent students from being able to undertake their academic pursuits are subject to disciplinary action. Behaviors that may result in disciplinary action include, but are not limited to:

- exhibiting little or no control in adhering to College policies
- inability to carry out the normal routine of campus life
- threatening to harm\*
- disrupting the living and/or learning environment on campus
- placing consistent unrealistic expectations on the time and energy of other students, faculty,

## and/orstaff

\*Hampshire College recognizes that certain life threatening behavior (e.g. suicide threats, gestures or attempts; eating disorders; substance abuse; threats, gestures or attempts to harm others) are signs of personal distress. The College is committed to helping students reduce whatever stress factors are precipitating life-threatening behavior by providing support and/or referral through use of appropriate resources. However, since it is critically important to maintain civility and respect for all members of the College community, it is recognized that disciplinary action must be taken when such behavior is considered by the College to be disruptive and unacceptable in the academic and/or social/ living environments. Students will always be afforded the opportunity to engage with resources and work with the dean of students or their designee to establish clear expectations for future behavior.

## Failure to Comply

Students are required to comply with all requests or instruction of any college administrator, official, and/or campus police <sup>[77]</sup> officer when that administrator, official, and/or officer is carrying out the assigned duties of their position. This includes but is not limited to:

- Responding to e-mail in the amount of time specified
- Discontinuing a particular behavior
- Completing a disciplinary sanction within the time specified
- Responding to/ meeting an academic deadline
- Complying with terms of a No Contact Order

## Improper Upkeep

All community members shall maintain their areas (including residences and common spaces) in a clean and orderly condition in consideration of others' use of the space and in accordance with health and fire codes. Rooms, lounges, and offices must be cared for in a manner that maintains their condition for future use.

Specific information on fire safety policies <sup>[99]</sup> and upkeep of residence hall rooms <sup>[100]</sup> can be found by clicking the associated links.

## Physically Endangering Behavior

Actions that endanger any person's physical well-being are unacceptable. These actions include but are not limited to:

- physical assaults
- use of fireworks or weapons (see Weapons, Firearms, & Explosives policy <sup>[101]</sup>) on campus
- the setting of fires
- the sale of illegal drugs (see Drug policy <sup>[102]</sup>)
- reckless driving or speeding on campus
- the throwing of objects out of windows, off roofs, or in any other dangerous manner
- harassment of any person

Physically endangering behavior may result in immediate suspension and other sanctions up to and including removal from the College.

All campus spaces must be used only for their intended purpose unless appropriate permissions are obtained. Any use of a space that creates a hazard for the user or other occupants of the building is prohibited. No student is allowed on the roof of any building on campus, except in those instances when it is a secondary egress route in the event of a fire. No student is allowed to scale the exterior of any building on campus.

Additionally, behavior or activities that are deemed to be physically endangering include but are not limited to unauthorized storage, possession, and/or use of the following on College property or at College sponsored events:

- firearms
- fireworks or other explosives
- dangerous weapons
- knives (over four inches)
- swords
- weapons used for sparring or fighting
- bows and arrows
- hazardous chemicals
- throwing or dropping objects from College buildings
- causing or attempting to cause a fire or adding to an unauthorized fire (see [Fire Safety policies](#) [99])

Some of these items or behaviors may be permitted on campus with the proper permitting and authorization. Please contact the [Office of Student Conduct, Rights, & Responsibilities](#) [103] for questions regarding authorization.

[Campus police](#) [77] should be contacted regarding any physically endangering behavior.

## Quiet Hours and Noise

### Quiet Hours

Campus-wide quiet hours begin 11 p.m. Sunday to Thursday and after 2 a.m. Friday and Saturday and are in effect until 7:30 a.m. each day. Noise that infringes on a person's working environment at any time cannot be tolerated.

### Noise

Members of the Hampshire community have the right to a quiet environment. Unlike areas surrounding other buildings, noise made outside of residence halls can interfere with the ability to sleep, study, or socialize. The same expectations regarding courtesy that apply inside residence halls also apply to the area surrounding them. The use of amplified instruments, DJ equipment, and drums in the residences, indoor or outdoors, and the placing of stereo speakers in windows facing outward are prohibited. The [disciplinary action](#) [8] for violation of noise regulations will depend on the severity and frequency of the noise and an offender's behavior when alerted by [campus police](#) [77] or a staff member.

## Theft

Theft of College or personal property of others, defined as taking, carrying, leading or riding away of property from the possession or constructive possession of another is considered unacceptable behavior. This includes the moving or removal of furniture and other College property from their appropriate location in public places including student lounge spaces.

For additional information about how these policies apply in the residence halls, see the [Residence Life & Housing Policies](#) [104] section of this handbook.

## Threatening & Intimidating Behavior

Actions that endanger any person's psychological well-being may be considered threatening and/or intimidating and are unacceptable. Threats are specifically defined as verbal/written abuse that suggests harm, or other conduct that threatens or endangers the health or safety of any person and/or intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another. These actions include but are not limited to:

- threats of physical assaults
- possession of fireworks or weapons (see [Weapons, Firearms, & Explosives policy](#) [101]) on campus
- the intention to sell or sale of illegal drugs (see [Drug policy](#) [102])
- threats to do violence
- psychological intimidation
- harassment of any person

Threatening and intimidating behavior may result in immediate suspension and other sanctions up to and including removal from the College.

[Campus police](#) [77] should be contacted regarding any threatening and/or intimidating behavior.

## Vandalism and Damage to Property

Damage, destruction, or defacement of College or personal property of others (due either to malice or to extreme carelessness) is unacceptable behavior. Some of this behavior may also be consider vandalism, defined as willfully or maliciously destroying, disfiguring, and/or defacing any public or private property, without the consent of the owner or College.

Students will be assessed the cost of any vandalism or damage, and that cost will be charged to the student's College account.

## Dining and Meal Plans

### Meal Plan

All students living in Merrill and Dakin as well as first-year/first-semester mod students are required to be on the full meal plan. Meal plans are subject to change each year, and information about meal plan options is available from the dining services office or the [Dining Options, Meal Plans, and Bookstore Purchases](#) [105] page of the Hampshire College website. Meal plans are not transferable and are to be used only by the meal plan holder. Students must have their meal card to enter the dining commons. Students will be asked to retrieve their card if they arrive without it. Students who have lost their card are required to go to the [OneCard](#) [106] office [106] on the ground floor of the library next to the campus police parking office to receive a temporary replacement card.

### Entering and Exiting Dining Commons

Students with full meal plans are allowed into the dining commons at any time and as often as they want. Guests are not permitted to enter the dining room unless they have paid for that meal. Food may not be taken from the dining commons and must be consumed inside. This is out of concern for

possible foodborne illnesses, as well as our ability to maintain the program and standards of service required at the College.

### **Dress Code**

Everyone entering the dining commons is required to wear a shirt and shoes at all times. We ask that all clothes be clean to ensure proper sanitation.

### **Meal Plan Waivers**

Waivers from the college meal plan are rarely granted because Bon Appetit <sup>[107]</sup>, our dining services provider, offers a wide range of dietary options and is able to provide food choices tailored to most individual needs. Students have the right to request waivers or modifications of the meal plan based on documented disability. Students with documented disabilities, should first consult with the Hampshire College director of accessibility resources and services <sup>[68]</sup>, who reviews the student's self-report and the documentation to determine if the student is entitled to reasonable accommodations due to a disability. A referral will then be made to the Bon Appetit <sup>[107]</sup> director of operations to ascertain whether or not the dining services can accommodate the student's needs. If necessary, the Bon Appetit <sup>[107]</sup> registered dietician will be consulted regarding dietary restrictions. If dining services cannot accommodate a student's dietary needs, a waiver will be granted. Such a waiver will not automatically result in a change in a student's housing assignment. Requests for accommodations and for meal plan waivers should be made to director of accessibility resources and services and to the Bon Appetit <sup>[107]</sup> director of operations as early as possible. Any waivers granted are for one semester only.

## **Discrimination and Harassment**

### **NOTICE OF NON-DISCRIMINATION**

Hampshire College reaffirms its commitment to a policy of equal opportunity in education and employment.

Hampshire College does not discriminate on the basis of race, age, sex, sexual orientation, gender, gender identity, gender expression, genetic information, religion, national origin, disability, previous military service or any other protected category in the admission of students, employment, access or treatment in its programs and activities or the administration of its educational and employment policies. Discrimination or harassment on the basis of these factors is in direct conflict with the mission of the College and strictly prohibited.

Hampshire College is strongly committed to building an inclusive environment and will not tolerate any actions of any individual or group that violate this Policy.

Hampshire College is an Equal Opportunity Employer. All applicable federal and state laws and guidelines are followed, including Title VI and VII of the Civil Rights Act of 1964; Executive Order 11246 of 1965, as amended by Executive Order 11357 of 1967; Title IX of the Educational Amendments Act of 1972; Section 504 of the Rehabilitation Act of 1973, as amended; and the Americans with Disabilities Act of 1990.

### **Discrimination & Harassment Policy**

Discrimination and harassment are understood to comprise any one or more of the following actions and courses of conduct between persons:

- Physically assaulting, or threatening to assault, any person because of the Protected Factors.
- Causing any person to have reason to believe that by virtue of the Protected Factors or membership in one or more of the aforementioned groups they will be prevented from pursuing a chosen activity.



- Making written or oral statements designed to produce in members of the aforementioned groups fear for their physical safety or fear that freedom of movement or expression would be restricted; or making written or oral statements that can reasonably be supposed to have this effect. Threatening language is expressly prohibited.
- Directing at an individual or person, present or absent, language that grossly offends or insults such individual or groups on the basis of the Protected Factors.
- Denying academic, social, recreational, housing, employment, health service, or other College opportunity or service on the basis of the Protected Factors, or any action or statement that might lead any member of any such group to reasonably expect that access to such opportunities or services might be denied to them on such a basis.
- Retaliating against any person who is participating in any complaint involving discrimination or harassment.
- Using different standards of evaluation for academic work, suitability for employment or promotion, or job performance because of the Protected Factors.
- Any similar actions designed to degrade, insult, threaten, or harm one or more members of the aforementioned groups, or which can reasonably be expected to have these effects.

With regard to language used in classrooms and other teaching/learning contexts, at the same time that we stress that unreasonable constraints on either scholarship, academic freedom (of teachers and learners), and creative work would be chilling in an academic environment, individuals weighing the use of offensive language for an ostensible educational or creative purpose should proceed with care.

The chief diversity officer has been designated to serve as the College's Title IX Coordinator. The Title IX Coordinator will oversee responses and investigations of reports of all forms of discrimination and harassment. A team of staff members have been designated to serve as Title IX Deputy Coordinators. These team members include the director for student conduct, rights and responsibilities [108], the associate vice president for human resources [109], the assistant director for human resources [110], and an OPRA coach and instructor [111]. Whenever a member of the community (student, staff, or faculty) believes their rights in relation to gender and/or sex have been violated, said person is encouraged to contact the Title IX Coordinator or Title IX Deputy Coordinators, below, to discuss their options under this policy and College procedures. Complaints involving alleged violations of this policy shall be submitted to the Title IX Coordinator or, for complaints by Hampshire College students involving conduct or actions of other Hampshire College students, to the Title IX Deputy Coordinators as described in this policy. The Title IX Deputy Coordinators shall keep the Title IX Coordinator informed of complaints submitted to the Title IX Deputy Coordinators and of the outcome of those complaints.

- All complaints involving College faculty or staff conduct shall be submitted to the Title IX Deputy Coordinator, Shelly Ruocco, associate vice president for human resources; 413.559.5411 ([sruocco@hampshire.edu](mailto:sruocco@hampshire.edu)) [112].
- Complaints by Hampshire College students involving conduct or actions of other Hampshire College students should be submitted to the Title IX Deputy Coordinator, 413.559.5412. Student complaints may also be submitted to the Title IX Coordinator, who will refer complaints to the appropriate Title IX Deputy Coordinator.
- Complaints involving individuals who are not members of the College community shall be submitted to the Title IX Deputy Coordinator, Shelly Ruocco, associate vice president for human resources; 413.559.5411 ([sruocco@hampshire.edu](mailto:sruocco@hampshire.edu)) [112].

In cases involving complaints under this policy that also include alleged violations of the Gender-based and Sexual Misconduct Policy that are submitted either under this policy or under the Gender-based and Sexual Misconduct Policy [113], the Title IX Coordinator and Title IX Deputy Coordinators shall confer and determine the appropriate process.

## Retaliation

The College will not tolerate retaliation against any individual either for bringing forth a complaint of discrimination/harassment or for participating in an investigation procedure. It is prohibited to engage, directly or indirectly, in any action or attempt to harass, intimidate, retaliate against, or improperly influence any individual, including third parties, associated with the student conduct process. For the College's full definition of retaliation, please click the associated link.

### **External Resources**

Individuals who believe they have been subjected to discrimination and harassment may also contact the following resources outside of the College:

#### **Employees and students may bring complaints to:**

Massachusetts Commission Against Discrimination  
One Ashburton Place, Room 601  
Boston, MA 02108  
617.994.6000

#### United States Equal Employment Opportunity Commission (EEOC) <sup>[114]</sup>

John F. Kennedy Federal Building  
Government Center Room 475  
Boston, MA 02203-0506  
800.669.4000

#### **Students may also bring complaints to:**

##### Office for Civil Rights (OCR) <sup>[115]</sup>

United States Department of Education  
8th Floor  
5 Post Office Square  
Boston, MA 02109-3921  
617.289.0111  
OCR.Boston@ed.gov <sup>[64]</sup>

## **Grievance Process for Discrimination & Harassment**

### **Informal Process**

Engaging in any informal process will not impair a person's right to access other resources inside and outside of Hampshire College. If at all possible, the complainant should bring notice of the problem directly to the person whose actions have been found objectionable. It is hoped that in discussing an issue or concern directly with another person, the parties will be able to reach a mutually satisfactory resolution. Individuals with complaints against an employee of the College are encouraged also to consider speaking to the employee's immediate supervisor. (The chief diversity officer can be helpful in identifying who that person is; in the case of a faculty member, for these purposes it is considered to be the School dean.)

The chief diversity officer may work with the person bringing the complaint forward to work toward an informal resolution, which may include meeting with the person bringing forward the complaint (the complainant) as well as the person to whom the complaint is against (the respondent) either together or separately. Acts of physical and/or sexual violence and/or threats to commit acts of physical and/or sexual violence may include informal conversation, but will not be resolved solely through informal process.

### **Formal Process**

If the complainant chooses not to use the informal procedure or the informal procedure is not successful, the complainant can file a complaint with the chief diversity officer. The chief diversity officer will work in collaboration with the director of student conduct, rights, and responsibilities to determine the best course of action for formal resolution. Typically, resolution will include the complaint being brought to a conduct meeting and/or the Community Review Board (CRB) <sup>[116]</sup>, however the chief diversity officer, at their discretion may recommend the case be heard via another type of conduct process.

In some cases, an investigation will occur prior to a conduct meeting or hearing and any reports and/or documentation collected through an investigation would be sent to the conduct administrator/CRB for consideration. An investigation means that the complainant, respondent, and relevant witnesses would be interviewed and an investigation report would be created detailing any factual information relevant to the complaint.

Complaints of discrimination and/or harassment that are gender-based and/or related to sex will follow the processes outlined in the Gender-based and Sexual Misconduct Policy <sup>[98]</sup> while all other discrimination/harassment based on Protected Factors will follow the above process.

## Financial Aid

### Aid Policies

Students who enroll as dependent students are considered dependent throughout their Hampshire career. U.S. citizens and permanent resident aliens who did not receive a grant from the College upon their initial enrollment are not eligible to apply until their second year of enrollment. International students who did not receive a grant from the College upon their initial enrollment are not eligible during their Hampshire career, even if there is a change in circumstance or currency exchange rates.

Students not on a full meal plan will have a reduction in their cost of attendance and their Hampshire Grant. Students living at home with their parent(s) will have a larger reduction in their cost of attendance and their corresponding Hampshire Grant eligibility. Please contact the financial aid office for more details.

Please review our financial aid web page <sup>[117]</sup> for more information about financial aid policies and the application process.

### Aid Eligibility

Students must demonstrate financial need and must be making Satisfactory Academic Progress <sup>[118]</sup> according to the guidelines of the College. Need is the difference between the cost of a Hampshire education and the amount a student and family can reasonably be expected to contribute. The expected family contribution consists of a contribution from the parents, a portion of the student's savings and assets, and a summer earnings' expectation from the student.

Students must be making Satisfactory Academic Progress <sup>[118]</sup> according to the College's guidelines to be eligible for financial aid (federal, state, and institutional awards including merit scholarships). The Center for Academic Support and Advising (CASA) <sup>[10]</sup> and the financial aid office <sup>[25]</sup> will measure academic progress once per year at the end of the spring semester.

### Aid Application Process

All financial aid students (except international students) need to reapply for financial aid each year. We use the CSS Profile <sup>[119]</sup> and the FAFSA <sup>[120]</sup> forms to determine eligibility for institutional aid. We use the FAFSA form to determine eligibility for federal and state aid including federal student loans, federal and state grants, and federal work-study. Students applying for fall term institutional aid must provide the Profile and FAFSA forms to the financial aid office by May 1.

Students applying for aid for the spring term only must submit these two forms by December 1. Renewal application reminders are mailed in the spring; new applicants may notify the financial aid office that they wish to apply. Be sure to review email communications from the financial aid office for a list of required outstanding documents. Your required financial aid documents will also appear on the HUB <sup>[121]</sup>.

Students selected for the verification process need to provide all required forms and data, including those for the verification process, before a financial aid award is determined.

Non-custodial parents are not required to complete the Non-custodial Profile for renewal applications but may request a review of their financial situation when a significant change has occurred. Please contact the financial aid office for details. First time financial aid applications will require the Non-custodial Profile <sup>[122]</sup> if applicable.

### **Aid Decisions**

After we receive all of your required documents and data for your aid application, we will review your application and determine if we can provide you with need-based aid. On-time applicants will be notified of their financial aid decisions by the end of June; late applicants will be notified after their aid application becomes complete. Awards are “packaged” to include a student loan recommendation, a work-study opportunity, and grant assistance. You must accept your awards to authorize us to post them to your college bill and to originate and disburse your federal aid. The self-help (loan and work) components of your award will increase each year as you progress toward your degree. Late applications are subject to a reduction to the Hampshire Grant.

### **Student Loans**

Students are eligible for a student loan even if they are not receiving other assistance. Students not awarded but interested in a student loan must notify this office of the loan amount. Hampshire participates in the Federal William D. Ford Direct Loan Program <sup>[123]</sup>. The FAFSA <sup>[124]</sup> is the application for this loan program. Annual loan limits are \$5500 for first-year students (0 - 6 successfully completed courses); \$6500 for second-year (7 - 12 courses); and \$7500 beginning with the third year (third year = 13 - 18 courses; fourth year = 19+ courses). After all of the loan paperwork is completed, the loan will be disbursed to your student account. First-time borrowers are required to participate in the entrance counseling session and sign a master promissory note before their loans can be disbursed. Students are also required to participate in an exit counseling session when leaving Hampshire. Student rights, responsibilities, and obligations will be explained during both entrance and exit sessions. Hampshire College adheres to a strict Code of Conduct <sup>[125]</sup> related to student loans.

### **Financial Aid Office**

If you have any questions about the financial aid application process or our policies please contact us by phone at 413.559.5484; by email at [financialaid@hampshire.edu](mailto:financialaid@hampshire.edu) <sup>[126]</sup>, or visit our website at <http://financialaid.hampshire.edu> <sup>[127]</sup>. We are located in Blair Hall and we are open 8:30AM to 4:30PM Monday through Friday.

If you need to send documents to the financial aid office be sure to write your name and/or Hampshire ID number on each document. You may fax documents to 413.559.5585 or mail them to the Financial Aid Office, Hampshire College, 893 West Street, Amherst, MA 01002-3359.

# **Student Employment**

Only students who have work-study eligibility as part of their financial aid award are eligible to work on campus. Eligible students can [view](#) <sup>[128]</sup> [the master job list](#) <sup>[128]</sup> and other job listings. There are a variety of employment opportunities and experiences that will enable students to meet their earnings potential as well as their academic schedule and interests. Students work an average of six hours per week and are paid directly on a biweekly schedule according to the time slip submitted. The wage rate is \$9 per hour for all positions; \$10 per hour as of January 1, 2016. A work-study award gives the student an opportunity to apply for work study jobs on and off campus, but it is not a guarantee of employment. Students must apply for and secure their own jobs. Students may need to utilize some of their work-study earnings to satisfy their tuition bills, and have the option to pay directly or to sign up for payroll deduction. The [Student accounts](#) <sup>[58]</sup> office allows students to deduct up to \$500 per semester from work-study earnings.

Students are required to complete work papers before they begin their employment. All first-time employees at the College must complete an I-9 Form (requires identification and citizenship or visa status) to certify their eligibility for employment. W-4, M-4, and Work Authorization forms are also required and are available in the [student employment office](#) <sup>[128]</sup>.

Students must submit their hours worked, by the payroll processing due date, electronically on the HUB; click on the Enter My Timecard link. Students will not receive pay for hours not reported.

Students may not earn more than the work study award listed on their financial aid award letter. Students will be notified periodically of their remaining earnings. If a student reaches the maximum award the student will need to stop working even if the semester or year is not over.

For additional rights and responsibilities as a work-study employee please refer to your Work Authorization form(s) or contact the student employment coordinator or the financial aid office.

## Fire Safety and Smoking

As fire poses an extreme danger to the health and safety of all members of the community, smoking and fire safety regulations and precautions are very important and must be adhered to at all times. The cooperation of each individual is necessary for the safety of all. The College publishes its [fire safety statistics](#) <sup>[87]</sup> in accordance with the Clery Act.

The fire safety policies and smoking policy pages provide an overview of safety regulations as well as guidelines for violations of these policies.

## Fire Safety Policies

### Fire Alarms

When a building fire alarm activates on campus, residents must leave the building immediately and remain at the designated gathering point until their presence is recorded. Both [campus police](#) <sup>[77]</sup> officers and the [Amherst Fire Department](#) <sup>[129]</sup> respond. Students who fail to leave a campus building when a fire alarm is activated may receive [disciplinary action](#) <sup>[8]</sup> which may include community service and/or a fine of up to \$300 and level 1 probation which could lead to level 2 probation, housing relocation, or removal from campus housing. No one may reenter the building until the fire department determines that it is safe to return. [Campus police](#) <sup>[77]</sup> may open and enter locked rooms to ensure that no one is inside and to check for the source or cause of the fire alarm.

Campus Police and residence life staff conduct fire drills at least one time per semester in each residence area. All occupants of a residence hall must leave the building immediately any time the alarm sounds. These drills are not announced and staff may enter each apartment, hallway, and room to ensure compliance with proper evacuation procedures. If staff discover fire safety or other violations, students will be contacted by an administrator regarding the violation(s) and any prohibited items will be confiscated.

If a fire alarm activates and an individual knows the cause, this individual is required to call campus police <sup>[77]</sup> from a safe location and explain what happened. If the fire alarm is activated by mistake (cooking smoke, shower steam, etc.), the individual responsible must be available to talk to campus police <sup>[77]</sup> and the fire department <sup>[129]</sup>. If the alarm is the result of negligent behavior (for example, smoking, leaving cooking unattended) the following disciplinary action <sup>[8]</sup> will be taken:

- First offense: a warning and/or community service
- Second offense: community service and/or a charge of \$100 for each individual being held accountable
- Third offense: community service and/or a fine of \$300 each.

For second or third offenses additional disciplinary action <sup>[8]</sup>, including level 1 probation or housing relocation or removal from campus housing, may be imposed. When responsible individuals cannot be identified, all residents of that particular area may be assessed. Additional sanctions may apply if the alarm is caused by a prohibited activity.

### **Tampering with Fire Safety Equipment**

Fire extinguishers and fire detection and alarm systems are in place to protect the community. Tampering with fire safety devices is a serious violation of the Norms for Community Living and Policies <sup>[130]</sup> and is prohibited. This includes, but is not limited to:

- disabling smoke detectors
- covering smoke detectors with any materials whatsoever
- activating an alarm when no hazard is present
- hanging items from sprinkler pipes
- discharging, tampering with or moving fire extinguishers

Tampering with fire safety equipment will result in the following disciplinary action <sup>[8]</sup>:

- First offense: 20 hours community service (includes time devoted to educational project designed to inform community of pertinent fire safety issues); reflection paper; level 1 probation
- Second offense: permanent, immediate loss of on-campus housing

When responsible individuals cannot be identified, all residents of that particular area may be assessed.

### **Open Fires**

Open fires (inside or outside) are prohibited anywhere on campus or College property, including fire pits, woods, and fields unless prior written approval is granted by the director of campus police <sup>[77]</sup> and the town fire department <sup>[129]</sup>. Use of grills (charcoal and gas) is not permitted inside, on balconies, or exterior stairwells. Charcoal barbecues are permitted on the grounds, but must take place at least 25 feet (7.62 meters) from buildings. Propane gas containers must be stored outside, at least 3 feet (0.915 m) away from building openings such as doors, windows, dryer vents and air intakes. Barbecue grills must not be left unattended and must be totally extinguished before leaving. The College may confiscate any barbecue grill that is used inappropriately and any container of propane gas or other flammable liquid without notice.

### **Additional Fire Safety Regulations**

The College may confiscate any fire safety hazard (including Fire Safety Prohibited Items) from any place, including student rooms and lockers, at any time, with or without notice. The College has no obligation to identify the owner of confiscated property, notify the owner of any confiscation, or reimburse the owner of confiscated property for any loss or damage to said property.

- Halls, entrances, and egresses, including egress routes through common spaces, must be kept clear of all items at all times. This includes entryways to buildings, center rooms in Greenwich Area, and all stairwells. Bicycles, or other items, may not be stored in hallways or entryways.
- No more than 40 percent of wall space may be covered by combustibles, such as tapestries or posters. Nothing can be hung from ceilings. No combustible holiday decorations such as trees or wreaths are allowed.
- Student door postings are limited to the existing bulletin board or a 2' x 2' area (60.96 cm x 60.96 cm).
- Light fixtures may not be covered by any materials (such as bedspreads, scarves, paper shades) nor may they be painted or darkened.
- Combustibles, such as furniture, recycling, clothing, curtains, and garbage, must be kept at least 12 inches (30.48 cm) away from heaters.
- No combustibles are permitted in hallways, stairwells, or egresses.
- All gas-powered vehicles must be parked in student parking lots.
- Other activities or items that pose an increased risk of fire or impede fire response will be prohibited upon discovery.

### **Prohibited Items**

(Visit the [Prohibited Items](#) <sup>[131]</sup> section for a full list of items prohibited in addition to fire safety prohibited items.)

- Candles and incense are not permitted anywhere inside residential buildings.
- Space heaters are not permitted in student rooms, with the exception of those provided by the College in response to a problem with the heating system.
- Use of non-College alarm systems or other than College-issued locks, including locks on storage closets
- The storage and use of flammable liquids (e.g. gasoline, paint thinner, spray paint, air brushes) and flammable gases (e.g. propane, acetylene), fireworks or other materials that pose an increased fire hazard
- Halogen lamps are a significant fire safety hazard if there are combustibles too close to the bulb. The use of these lamps is prohibited. Lamps with plastic shades must use compact fluorescent or 40 watt or less bulbs.
- Extension cords are not permitted unless UL-approved with surge protectors. Electrical cords should be kept at least 12 inches (30.48 cm) away from heaters.

Toaster ovens may be used only in kitchens or lounges. Microwaves and hot pots are permitted in student rooms. Appliances must be kept clean at all times and unplugged when not in use.

## **Smoking Policy**

### **Smoking**

Smoking, including e-cigarettes (see town of Amherst regulation document for more information - <http://www.amherstma.gov/DocumentCenter/View/23539> <sup>[132]</sup>), is prohibited in all campus buildings, and within 25 feet (7.62 meters) of all buildings.

The following actions will be taken for students found responsible for violations of the smoking policy:

- First Offense - Smoking/fire safety discussion circle including review of fire safety videos and/or other educational materials
- Second Offense - Level 2 probation and one or more of the following at the discretion of the conduct administrator or board: community service, educational project, housing relocation, loss of housing lottery privileges
- Third Offense - Removal from campus housing. (For students living off campus, Level 2 probation may be extended with additional restrictions applied.)

For residential communities (floors, mods, etc.) where smoking is occurring and individuals are not identified, community discussion circles may be required as well as other outcomes at the discretion of the area coordinator.

## Gender-based and Sexual Misconduct Policy & Grievance Process

All Hampshire College community members have the right to personal and sexual safety, respect, integrity, and freedom of expression, as long as such expression does not cause harm to others. Hampshire College will not tolerate any form of sexual offense. This policy has been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated. This policy is intended to define community expectations and to establish a mechanism for responding when those expectations have been violated.

### OVERVIEW OF POLICY EXPECTATIONS WITH RESPECT TO PHYSICAL SEXUAL MISCONDUCT

The expectations of our community regarding sexual misconduct can be summarized as follows:

In order for individuals to engage in sexual activity of any type with each other, there must be clear, knowing and voluntary consent prior to and during sexual activity. Consent is permission for sexual acts. Consent can be given by word or action, but non-verbal consent is not as clear as talking about what you want sexually and what you don't. Consent to some form of sexual activity cannot be automatically taken as consent to any other form of sexual activity. Silence--without actions demonstrating permission--cannot be assumed to show consent.

Additionally, there is a difference between seduction and coercion. Coercing someone into sexual activity violates this policy in the same way as physically forcing someone into sex. Coercion happens when someone is pressured unreasonably for sex. Because alcohol or other drug use can place the capacity to consent in question, sober sex is less likely to raise such questions. When alcohol or other drugs are being used, a person will be considered unable to give valid consent if they cannot fully understand the details of a sexual interaction (who, what, when, where, why, or how) because they lack the capacity to reasonably understand the situation. Individuals who consent to sex must be able to understand what they are doing. Under this policy, "No" always means "No," and "Yes" may not always mean "Yes." Anything but a clear, knowing and voluntary consent to any sexual activity is equivalent to a "no."

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[1] Policy adapted from Not Alone: First Report of the White House Task Force to Protect Students From Sexual Assault (April 2014); Association of Title IX Administrators and the National Center for Higher Education Risk Management [Sokolow, B. A., Lewis, S., & Schuster, S. K. (2011). *ATIXA Gender-Based and Sexual Misconduct Model Policy*. NCHERM & ATIXA.]



# Sexual Violence Prevention

## A STATEMENT ON SEXUAL VIOLENCE PREVENTION

*Please note that in the following paragraphs the language “victim/survivor” is used to refer to those who have experienced sexual violence, who may identify as a “victim” or as a “survivor” or as neither and prefer other language. The language “victim/survivor” is used not with the intention of defining the experiences of those who have been affected by sexual violence, but rather to represent their multiple identities and broad range of experiences. We encourage those affected by sexual violence to define their own experiences and select the language that feels most comfortable to them. Additionally, the language “sexual violence” is used intentionally in the following paragraphs to encompass a wide range of experiences.*

Historically, sexual violence prevention efforts have focused on behaviors or choices of the victim/survivor. Implicit in this focus is that victim/survivors could or should have done something differently and thus bear some responsibility for the violence they have experienced. At Hampshire College, we firmly believe that this is not the case and challenge our community to ground all efforts to eliminate sexual violence in the philosophy of primary prevention. Primary prevention functions at the community level and strives to stop sexual violence before it starts, as opposed to focusing solely on the affected individual in a post-violence capacity. Primary prevention includes sound policies, culture change, and community participation, as well as the recognition that sexual violence encompasses a wide range of experiences, affects people of all gender identities, and, perhaps most difficult, institutional acknowledgement that sexual violence can and does happen here.

As an institution, we must also acknowledge that while sexual violence impacts people of all identities, it disproportionately affects marginalized populations including (but not limited to) women, LGBTQ individuals, and people of color. Sexual violence is made possible by systems of oppression that are designed to empower some and disempower others. Anti-oppression work is a vital component of sexual violence prevention.

In addition, primary prevention prioritizes creating a community that values and promotes healthful sexual expression and experiences rather than a singular focus on the risk of violence. Inherent to healthful sexual expression is consent, which must be obtained from each partner and for each act. Consenting to one sexual act does not imply consent to a different sexual act. According to the American College Health Association, “...consensual sexual activity involves the presence of the word “yes” without incapacitation of alcohol or other drugs, pressure, force, threat, or intimidation.”

Sexual violence is never the fault of the victim/survivor, the result of alcohol consumption, clothing choice, past or current behavior or choices, location, or an infinite number of variables such as these. Sexual violence occurs because a person makes a choice to perpetrate sexual violence against another person. It then stands to reason that our focus be on creating a culture that is inhospitable to sexual violence by holding perpetrators accountable. Hampshire College’s sexual violence policy seeks to provide the structure with which to do so.

## Sexual Violence Risk Reduction Tips

Key to primary prevention is the community-based approach, which asserts that preventing sexual violence is the responsibility of all members of our community. Some ways that you can work to prevent sexual violence in our community include:

- Make getting consent a habit; consent can be as simple as asking for what you want. For example, ask, “May I give you a hug?” before hugging a friend. During an intimate or sexual encounter, use language such as “Can I...?”, “Would you like to...” and “I like to... What about

you?” The Wellness Center and Center for Women and Community regularly offer on-campus consent workshops.

- Assume you don't have consent until you do. We sometimes assume that as long as no one tells us “no” or to stop, what we are doing is probably ok, but it may not be. Instead of assuming that you have consent unless you hear a “no,” assume that you do not have consent until you are given a clear “yes!”
- Recognize the influence that alcohol and other drugs can have on a person's judgment and behavior, and on our ability to both get and give consent to sexual activity. Watch out for friends who are under the influence and be ready to intervene if someone seems to be taking advantage of that influence.
- Challenge rape culture. “Rape culture” is a shared acceptance of sexual violence as inevitable and tolerable. Ask questions (e.g., “Why?”), challenge other members of our community (e.g., “Rape jokes aren't funny to me”), and be aware of the ways in which the media influences our sexual attitudes and behaviors by being critical consumers of information and entertainment.

See [www.loveisrespect.org](http://www.loveisrespect.org) <sup>[133]</sup> for more information and resources.

## Definitions of Sexual Misconduct Policy Violations

### Sexual Misconduct Offenses Include But Are Not Limited to:

- **Sexual Harassment**
- **Non-Consensual Sexual Contact** (*or attempts to commit same*)
- **Non-Consensual Sexual Intercourse** (*or attempts to commit same*)
- **Sexual Exploitation**

Please click on the associated links below to see each of the definitions of the above terms as well as additional sexual misconduct policy definitions.

### Other Offenses

Violations of the Norms for Community Living and Policies alleged to have occurred as part of the same circumstances as a Sexual Misconduct Policy complaint may proceed in accordance with the procedures outlined in the Sexual Misconduct Policy or may be addressed separately. While included under the Sexual Misconduct Policy, Stalking, Bullying, Cyber-bullying, and Threats are also violations that can occur separate from violations of the Sexual Misconduct Policy. Any acts that constitute harm to others that are a form of intimate partner violence, or are based on sex or gender, will be resolved under the Sexual Misconduct Policy.

## Intimate Partner Violence

Intimate partner violence is often referred to as dating violence, domestic violence or relationship violence. Intimate partner violence includes any act of violence or threatened act of violence against a person who is, or has been involved in, a sexual, dating, domestic or other intimate relationship with that person. Intimate partner violence can encompass a broad range of behavior, including, but not limited to physical violence, sexual violence, emotional violence, and economic abuse. It may involve one act or an ongoing pattern of behavior. Intimate partner violence may take the form of threats, assault, property damage, violence or threat of violence to one's self, one's sexual or romantic partner or to the family members or friends of the sexual or romantic partner. Intimate partner violence affects individuals of all genders, gender identities, gender expressions, and sexual orientation and does not discriminate by racial, social, or economic background.

**Domestic Violence** is personal violence directed at someone who is, or was:

- In a substantive dating relationship with the offender
- Is or was a family or household member of the offender
- Shares a child in common with the offender

**Dating Violence** is defined by the Clery Act as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors:

- The length of the relationship
- The type of relationship
- The frequency of interaction between the persons involved in the relationship

The College will not tolerate intimate partner violence of any form. The College recognizes that sexual harassment, non-consensual sexual contact, sexual exploitation, harm to others, stalking, and retaliation may all be forms of intimate partner violence when committed by a person who is or has been involved in a sexual, dating or other social relationship of a romantic or intimate nature with the complainant.

## Retaliation

The College will not tolerate retaliation against any individual either for bringing forth a complaint of sexual misconduct as prohibited by Title IX or for participating in an investigation procedure. It is prohibited to engage, directly or indirectly, in any action or attempt to harass, intimidate, retaliate against, or improperly influence any individual, including third parties, associated with the student conduct process. For the College's full definition of retaliation, please see the Complaints, Investigation, and Hearing Processes section.

## Sexual Harassment

Sexual harassment is a sexual offense involving any unwelcome sexual advance, request for sexual favor, or other conduct of a sexual nature that causes the recipient(s) to feel uncomfortable, sexually violated, threatened, or afraid of retaliation. Sexual harassment takes place when the conduct is sufficiently severe, persistent or pervasive that it has the effect of unreasonably interfering with, limiting or depriving someone of the ability to participate in or benefit from the College's educational program and/or activities, and is based on power differentials, the creation of a hostile environment, or retaliation. There are three types of sexual harassment: Hostile environment, Quid Pro Quo and Retaliatory Harassment.

- *Hostile Environment:* A hostile environment occurs when unwelcome conduct of a sexual nature creates an intimidating, threatening or abusive working or learning environment or is so severe, persistent or pervasive that it affects an individual's ability to participate in or benefit from the College program or activity.

While a person engaging in harassing behavior most often has some form of power or authority over the person being harassed, that is not always the case. The harasser can be a peer of the person being harassed. Sometimes the harasser is harassing a person who has power over them. For example, a supervisee can sexually harass a supervisor or a student can sexually harass a faculty member.

Each instance needs to be evaluated on an individual basis to determine whether a hostile

environment exists.

Sexual harassment may include, but is not limited to:

- Demanding sexual favors
  - Explicit discussion/description of sexual conduct and/or questions about another person's sexual conduct
  - Sexually harassing communications
  - Offensive sexual flirtations, innuendo, advances, or propositions
  - Prolonged staring or leering
  - Obscene gestures and sounds
  - Verbal comments of a sexual nature about an individual's body or use of sexual terms to describe an individual
  - Display of pictures, posters, cartoons, videos, or any other media that the viewer finds offensive or sexually suggestive
  - Unwelcome sexual jokes or language
  - Indecent exposure
  - Sexual photographing/videotaping without consent
  - Unwanted touching of a sexual nature
- *Quid Pro Quo*: (translation: this for that) Unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature with the suggestion that rejection of such conduct could result in adverse educational or employment action.

*Retaliatory Harassment*: Any adverse employment or educational action taken against a person because of the person's participation in a complaint or investigation of discrimination or sexual misconduct.

## Non-Consensual Sexual Contact

Non-consensual sexual contact (or attempts to commit same) is defined as any intentional sexual contact, however slight, with any body part and/or object, by any person(s) upon any other person(s) that is without consent and/or by force.

Sexual contact includes intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with any of these body parts or objects.

## Non-Consensual Sexual Intercourse

Any sexual intercourse, however slight, with any body part and/or object, by any person(s) upon any other person(s) that is without consent and/or by force.

Intercourse includes vaginal penetration by a penis, object, tongue or finger; anal penetration by a penis, object, tongue, or finger, and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.

Non-consensual sexual intercourse may also be named by victims/survivors as sexual assault or rape. Hampshire College uses the term "non-consensual sexual intercourse" to be inclusive of all definitions and honors a victim/survivor's choice to name incidents of sexual misconduct as appropriate for them.

# Sexual Exploitation

Occurs when a person takes non-consensual or abusive sexual advantage of another for their own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to the following:

- Invasion of sexual privacy
- Prostituting another person
- Non-consensual photographing, video and/or audio-taping of sexual images and/or activity
- Going beyond the boundaries of consent (e.g., letting someone hide in the closet to watch consensual sex, or distribution of images of sexual activity without consent)
- Voyeurism
- Knowingly transmitting a sexually transmitted infection (STI) or human immunodeficiency virus (HIV) to another person
- Exposing one's genitals in non-consensual circumstances; inducing another to expose their genitals
- Sexually-based stalking and/or bullying may also be forms of sexual exploitation

# Stalking

Repetitive and/or menacing pursuit, following, harassment, and/or interference with the peace and/or safety of a member of the community or the safety of any of the immediate family members of the community. A course of physical or verbal conduct directed at another individual that could be reasonably regarded as likely to alarm, harass, or cause fear of harm or injury to that person or to a third party. A course of conduct consists of two or more acts. The feared harm or injury may be physical, emotional, or psychological, or related to the personal safety, property, education, or employment of that individual. Stalking includes cyber-stalking, a particular form of stalking in which electronic media such as the internet, social networks, blogs, cell phones, texts, or other similar devices or forms of contact are used to pursue, harass, or to make unwelcome contact with another person in an unsolicited fashion. Examples include, but are not limited to:

- Unwelcome and repeated visual or physical proximity to a person;
- Repeated oral or written threats
- Extortion of money or valuables or
- Implicitly threatening physical conduct or any combination of these behaviors directed toward an individual person.
- Repeated unwelcome/unsolicited emails, instant messages, and messages on on-line bulletin boards;
- Repeated unwelcome/unsolicited communications about a person, their family, friends, or co-workers; or
- Sending/posting unwelcome/ unsolicited messages with another username.

# Bullying

## Bullying

Bullying is defined as severe aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally (that is not speech or conduct otherwise protected by the 1st Amendment). It often includes comments about race, color, national origin, sex, sexual orientation or disability involves an imbalance of power, aggression, and a negative repeated behavior.

### **Cyber-Bullying**

Cyber-bullying is when an individual is tormented, threatened, harassed, humiliated, embarrassed or otherwise targeted by another person or persons using the Internet, interactive and digital technologies or mobile phones.

## **Threats**

Threatening or causing physical harm, verbal abuse, or other conduct that threatens or endangers the health or safety of any person and/or intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another.

## **Additional Applicable Definitions**

### **Consent**

Hampshire College believes that all sexual activity should be consensual. Therefore, consent must be obtained prior to engaging in any sexual activity, and for each new sexual activity. Any sexual act that occurs without consent may be considered a sexual offense.

#### *It is the Responsibility of the Initiator to Obtain Consent*

Though all students are encouraged to communicate openly about what they do and do not want, students will not be held responsible if they don't GIVE consent, whereas they may be held responsible for NOT GETTING consent. If the sexual interaction is mutually initiated, both parties are equally responsible for getting and giving consent.

#### *Consent is Required for Each Separate Sexual Activity*

Any party has the right to give consent for specific activities and not others. Any party has the right to change their mind and withdraw consent at any time.(i.e., kissing, touching, penetration).

#### *Consent Must Be a Free Choice*

A person cannot give consent if one's ability to understand and give informed consent is impaired in any way. Consent is not valid if the person is incapacitated (see definition of incapacitation) due to drugs or alcohol or any other factor; is mentally impaired; is underage; or has experienced the explicit or implied use of force, coercion, threats and/or intimidation. The ability to give consent freely may also be jeopardized if the initiator is in a position of power over the student, such as a professor, employer, or possibly an intern or orientation leader.

#### *Silence Does Not Equal Consent*

Ideally, consent is given verbally. However, consent can also be expressed (given or withdrawn) through mutually understandable body language. For example, active reciprocation could express consent; pushing someone away or moving away could express lack of consent.

#### *Body Language and Unclear Verbal Responses Do Not Equal Consent*

Body language and verbal responses may be ambiguous. It may also be unclear who is responsible for getting consent and who is responsible for giving consent at any particular moment. If consent is unclear, there is a risk of committing a sexual offense. Consequently, when in doubt, each participant in the activity should stop and ASK.

**Force**

Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcome resistance or produce consent (“Have sex with me or I’ll hit you.” Or “Have sex with me or I’ll hurt myself.”)

**Coercion**

Coercion is pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

*NOTE: There is no requirement that a party resists the sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of force is not demonstrated by the absence of resistance. Sexual activity that is forced is by definition non-consensual, but non-consensual sexual activity is not by definition forced.*

**Incapacitation**

Sexual activity with someone who one should know to be --or based on the circumstances should reasonably have known to be --mentally or physically incapacitated (by alcohol or other drug use, unconsciousness or blackout), constitutes a violation of this policy.

An individual who is incapacitated lacks the ability to make informed, rational judgments and cannot consent to sexual activity. Incapacitation is defined as the inability, temporarily or permanently, to give consent, because an individual is mentally and/or physically helpless, asleep, unconscious, or unaware that the sexual activity is occurring. Where alcohol or other drugs are involved, incapacitation is a state beyond drunkenness or intoxication. Evaluating incapacitation requires an assessment of how substances consumed impact a person’s decision-making ability, awareness of consequences, ability to make informed judgments or capacity to appreciate the nature and the quality of the act. The impact of alcohol and drugs will vary from person to person, however, warning signs that a person may be approaching incapacitation may include, but is not limited to, slurred speech, vomiting, unsteady gait, odor of alcohol, combativeness, or emotional volatility.

The perspective of a sober, reasonable person in the position of the respondent will be the basis for determining whether a respondent should have been aware of the extent and amount of the ingestion of alcohol or drugs by the complainant or of the extent to which the use of alcohol or drugs impacted a complainant’s ability to give consent. For example, an individual who is experiencing an alcoholic blackout may appear to act normally and be giving consent, but may not actually have conscious awareness, the ability to consent or later recall of the events in question. The extent to which a person in this state affirmatively gives words or actions indicating a willingness to engage in sexual activity and the other person is unaware – or reasonably could not have known – of the person’s level of alcohol consumption and/or level of impairment must be evaluated in determining whether consent has been given.

In general, sexual contact while under the influence of alcohol or other drugs poses a risk to all parties. Alcohol and drugs impair a person’s decision-making capacity, awareness of the consequences, and ability to make informed judgments. It is especially important, therefore, that anyone engaging in sexual activity be aware of the other person’s level of intoxication. If there is any doubt as to the level or extent of the other individual’s intoxication or impairment, the prudent course of action is to forgo or cease any sexual contact or activity.

Being intoxicated or impaired by drugs or alcohol is never an excuse for sexual harassment, sexual violence, or intimate partner violence and does not diminish one’s responsibility to obtain

consent.

This policy also covers a person whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the taking of predatory drugs. Possession, use and/or distribution of any of these substances, including Rohypnol, Ketomine, GHB, Burundanga, etc. is prohibited, and administering one of these drugs to another student is a violation of this policy. More information on predatory drugs can be found at <http://www.ican-foundation.org/resources/predatory-drugs/> <sup>[134]</sup>

Use of alcohol or other drugs will never negate responsibility for a violation of this policy.

## Reporting & Confidential Disclosure

### REPORTING AND CONFIDENTIALLY DISCLOSING SEXUAL VIOLENCE

#### Know the Options

The College encourages survivors of sexual violence to talk to somebody about what happened – so victims can get the support they need, and so the College can respond appropriately. Different employees on campus have different abilities to maintain a victim’s confidentiality.

- Some employees are required to maintain near complete confidentiality; talking to them is sometimes called a “privileged communication.”
- Other employees may talk to a survivor in confidence, and generally only report to the College that an incident occurred without revealing any personally identifying information. Disclosures to these employees will not initiate a College investigation into an incident against the survivor’s wishes.
- Some employees are required to report all the details of an incident (including the identities of both the survivor and alleged perpetrator) to the Title IX coordinator. A report to these employees (called “responsible employees”) constitutes a report to the College – and generally obligates the College to investigate the incident and take appropriate steps to address the situation.

This policy is intended to raise awareness to our students of the various reporting and confidential disclosure options available – so they can make informed choices about where to turn should they become a victim of sexual violence. The College encourages survivors to talk to someone identified in one or more of these groups.

## Privileged & Confidential Communications

#### *Professional and Pastoral Counselors*

Professional, licensed counselors and pastoral counselors who provide mental-health counseling to members of the school community (and including those who act in that role under the supervision of a licensed counselor) are not required to report any information about an incident to the Title IX coordinator without a survivor’s permission.

Contact Information:

- **Hampshire Health & Counseling Services**, for counseling appointments – 413.559.5458
- **Center for Women and Community at UMass**, multiple options for counseling available for all genders, 24/7 crisis hotline – 1.888.337.0800 or [umass.edu/cwc](http://umass.edu/cwc)
- **Spiritual Life, (professional staff)** for spiritually-based counseling and support –



413.559.5282

### ***Non-professional Counselors and Advocates***

Individuals who work campus have been identified to a survivor without revealing any personally identifying information about an incident to the College. A survivor can seek assistance and support from these individuals without initiating a College investigation that could reveal the survivor's identity or that the survivor has disclosed the incident.

While maintaining a survivor's confidentiality, these individuals or their office(s) should report the nature, date, time, and general location of an incident to the Title IX Coordinator. This limited report – which includes no information that would directly or indirectly identify the survivor – helps keep the Title IX Coordinator informed of the general extent and nature of sexual violence on and off campus so the coordinator can track patterns, evaluate the scope of the problem, and formulate appropriate campus-wide responses. Before reporting any information to the Title IX Coordinator, these individuals will consult with the survivor to ensure that no personally identifying details are shared with the Title IX Coordinator.

Contact Information:

- o **Jordan Perry, Director of Wellness Promotion** – The Wellness Center 413.559.5743
- o **Emily Rimmer, Director for Queer/Women Services** – Center for Feminisms 413.559.5320
- o **Peer Chaplains** - <http://www.tinyurl.com/HampshirePeerChaplaincy> [135]

A survivor who speaks to a professional or ***non-professional counselor or advocate*** must understand that, if the survivor wants to maintain confidentiality, the College will be unable to conduct an investigation into the particular incident or pursue disciplinary action against the alleged perpetrator. A survivor who at first requests confidentiality may later decide to file a complaint with the school or report the incident to local law enforcement, and thus have the incident fully investigated. These counselors and advocates will provide the survivor with assistance if the survivor wishes to do so.

Even so, these counselors and advocates will still assist the survivor in receiving other necessary protection and support, such as victim advocacy, academic support or accommodations, disability, health or mental health services, and changes to living, working or course schedules.

***NOTE:*** While these professional and non-professional counselors and advocates may maintain a survivor's confidentiality vis-à-vis the College, they may have reporting or other obligations under state law. **[1]** [136]

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**[1]** [137] <http://www.mass.gov/eohhs/docs/dcf/can-mandated-reporters-guide.pdf> [138] Massachusetts law requires mandated reporters to immediately make an oral report to the Department of Children and Families when, in their professional capacity, they have reason to believe that a **child under the age of 18** years is suffering from abuse and/or neglect.

## **Reporting to "Responsible Employees"**

A "responsible employee" is a College employee who has the authority to redress sexual violence, who has the duty to report incidents of sexual violence or other student misconduct, or whom a student could reasonably believe has this authority or duty.

When a survivor tells a responsible employee about an incident of sexual violence, the survivor has the right to expect the College to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably.

A responsible employee **must** report to the Title IX coordinator or deputy coordinators all relevant details about the alleged sexual violence shared by the survivor and that the College will need to determine what happened – including the names of the survivor and alleged perpetrator(s), any witnesses, and any other relevant facts, including the date, time and specific location of the alleged incident.

To the extent possible, information reported to a responsible employee will be shared only with people responsible for handling the College's response to the report. A responsible employee should not share information with law enforcement without the survivor's consent or unless the survivor has also reported the incident to law enforcement.

## **RESPONSIBLE REPORTERS**

Hampshire College has decided to adopt a policy that defines all faculty, full time supervisory staff and resident advisors as responsible reporters. This definition is necessary because both students and employees need to know to whom they can report a crime, discriminatory act or sexual misconduct such that their report will be brought to the attention of appropriate administrators for investigation and response. While all employees are expected to report any crime, discriminatory act or sexual misconduct to their supervisors, whether witnessed or reported, no employee or student should rely on giving a report to any person other than a responsible reporter for further investigation or response.

*Faculty* members are defined as all full-time and part-time assistant, associate and professors; visiting, adjuncts, staff-faculty associates, Graduate Teaching Assistants, Five-College Fellows; Post-Docs; Alumni Fellows and any other position or rank that has or may be developed such that the individual has primary or significant responsibility for teaching undergraduate students.

*Supervisory Staff* members are defined as all full-time employees including senior administrators, deans (including associate or assistant deans), directors and managers (including associate and assistant directors and managers); all campus police officers; and/or other full time employees who have any supervisory responsibilities.

Additionally, all *contracted service partners*, including without limitation Bon Appétit, Follett, Document Services and Printing/CBS, with respect to incidents or activities occurring or connected in any way with Hampshire College or its campus or programs.

The *resident advisors (RA's)* are an essential part of Residence Life at Hampshire College. Resident advisors live among and provide support to the students in residence halls and mods. Resident advisors communicate campus and community expectations, address resident student behaviors that are not in compliance with Hampshire's community norms, facilitate meetings within halls and mods, and plan and host community-building events. It is required for resident advisors to share reports that are made to them by students.

*EMT's* are an essential part of our community safety and provide emergency medical care. EMT's are required to share reports that are made to them while they are working in their role as an EMT.

Before a survivor reveals any information to a responsible employee, the employee should ensure that the survivor understands the employee's reporting obligations – and, if the survivor wants to maintain confidentiality, direct the survivor to confidential resources.

If the survivor wants to tell the responsible employee what happened but also maintain

confidentiality, the employee should tell the survivor that the College will consider the request, but cannot guarantee that the College will be able to honor it. In reporting the details of the incident to the Title IX Coordinator, the responsible employee will also inform the Coordinator of the survivor's request for confidentiality.

Responsible employees will not pressure a survivor to request confidentiality, but will honor and support the survivor's wishes, including for the College to fully investigate an incident. By the same token, responsible employees will not pressure a survivor to make a full report if the survivor is not ready to.

## Filing a Report

### Notice

The College cannot address sexual misconduct unless it is aware it is occurring. Once the College has notice, it has a responsibility to respond. The response will be designed to determine whether the behavior at issue is sexual misconduct and, if it is, the College will take reasonable action to prevent recurrence.

### What Happens When a Report is Made to the College?

The College will review all reports of sexual misconduct to assess the safety and well-being of the individual and the broader campus community and to conduct and to investigate the report to the extent possible based on the information provided.

### General Principles

The College reserves the right to take whatever measures it deems necessary in response to an allegation of sexual misconduct in order to protect students' rights and personal safety. Such measures include, but are not limited to, modification of living arrangements, interim suspension from campus pending a hearing, and reporting the matter to the local police. Not all forms of sexual misconduct will be deemed to be equally serious offenses, and the College reserves the right to impose different sanctions, ranging from verbal warning to expulsion, depending on the severity of the offense. The College will consider the concerns and rights of both the complainant and the respondent.

As required by the Department of Justice Office for Civil rights, the College must respond to allegations of sexual misconduct. Additionally, allegations of sexual misconduct may also be subject to possible civil or criminal complaints through the District Attorney's office. External proceedings, including both civil and/or criminal actions may not delay internal processes.

## How to Report on Campus

The Chief Diversity Officer also serves as the Title IX Coordinator and is responsible for coordinating the College's compliance with of the Title IX Education Amendments of 1972.

The Title IX Coordinator designates and supports the Title IX Deputy Coordinators who are trained to manage Title IX activities. The Title IX Deputy Coordinators each take on a different role in the reporting process as explained below:

### For Complaints Against Students

Students who have a complaint against another student for sexual harassment, sexual misconduct, or another potential violation of the sexual misconduct policy, may contact the following Title IX Deputy Coordinators:

### **Title IX Deputy Coordinator for Students**

Shannon Da Silva • Box SA • Hampshire College • Merrill Student Center • 893 West Street • Amherst, MA 01002 • 413.559.5412 • [sdasilva@hampshire.edu](mailto:sdasilva@hampshire.edu) <sup>[139]</sup>

*Contact Shannon Da Silva if you have a complaint against a Hampshire student for sexual harassment, sexual misconduct, or another potential violation of the sexual misconduct policy.*

### **Title IX Deputy Coordinator for Student Case Management**

Jessica Fontaine, Director of Student Conduct, Rights, and Responsibilities • Box PH • Prescott Area Office • Hampshire College • 893 West Street • Amherst, MA 01002 • 413.559.6205 • [jfontaine@hampshire.edu](mailto:jfontaine@hampshire.edu) <sup>[108]</sup>

*Contact Jessica Fontaine for information pertaining to Norms for Community Living and Policies and for information regarding student conduct proceedings. Complainants and respondents may interact with both or either Title IX Deputy for students during the adjudication or resolution of a sexual misconduct policy matter.*

#### *Duties and Responsibilities:*

The Title IX Deputy Coordinators for students have oversight for the dissemination of Title IX information, receive student complaints and initiate investigations, coordination and oversight of student conduct proceedings, and assistance to Title IX Coordinator to ensure institutional compliance.

### **For Complaints Regarding Equity in Athletics**

If you have a complaint against a Hampshire College student, coach, or administrator for sexual harassment, sexual misconduct, or another potential violation of the sexual misconduct policy or have a complaint about gender equity in the Hampshire College athletics you may contact another applicable office listed here, or you may contact the following Title IX Deputy Coordinator:

#### **Title IX Deputy Coordinator for Athletics**

Troy Hill, Coach and Instructor • Robert Crown Center • Box OP • Hampshire College • Amherst, MA 01002 • 413.559.5470 • [Thill@hampshire.edu](mailto:Thill@hampshire.edu) <sup>[140]</sup>

#### *Duties and Responsibilities:*

Facilitate the handling of the complaint with the appropriate office and compliance matters related to gender equity in the Hampshire College athletic programs.

### **For Complaints Against Faculty, Staff, and Visitors**

If faculty, staff, students, and/or visitors would like to file a complaint against an employee (staff and faculty member including instructors, visiting professors, staff-faculty associates and adjuncts) and visitors for sexual harassment, harassment, sex discrimination, or sexual misconduct, they should contact the following Title IX Deputy Coordinators:

#### **Title IX Deputy Coordinators**

Shelly Ruocco, Associate Vice President for Human Resources • Box HR • Robert Stiles House • Hampshire College • Amherst, MA 01002 • 413.559.5605 • [amrHR@hampshire.edu](mailto:amrHR@hampshire.edu) <sup>[109]</sup>

Dianna Williams, Assistant Director of Human Resources • Box HR • Robert Stiles House • Hampshire College • Amherst, MA 01002 • 413.559.5442 • [dwilliams@hampshire.edu](mailto:dwilliams@hampshire.edu) <sup>[110]</sup>

#### *Duties and Responsibilities:*

Responsible for Title IX compliance for matters involving faculty and staff and visitors, including training, education, communications, and administration of the grievance procedures for all complaints against faculty, staff and visitors, including those complaints

filed by students.

You should contact any member of the Title IX team if you:

- Wish to understand your options if you think you may have encountered sex discrimination or sexual misconduct;
- Learn of a situation that you feel may warrant a College investigation;
- Need help on how to handle a situation by which you are indirectly affected;
- You are a potential complainant and you seek guidance on possible non-disciplinary remedies or administrative measures to de-escalate or alleviate a difficult situation;
- Have questions about Hampshire College's policies and procedures.

### **Who Can Report?**

Anyone can report sexual misconduct regardless of whether it happened to you or someone else. In fact, we encourage you to bring any safety concerns, suspicions or knowledge of sexual misconduct to our attention.

## **Privacy and Confidentiality**

The College will endeavor to protect the privacy of the parties involved, and will respect the wishes of the victim/survivor to the extent possible without impeding its investigation and/or its ability to end harassment and eliminate a hostile environment. All parties have the right to decline to participate in the college's investigation and hearing processes (when applicable) at any time, with the understanding that the College will only be able to take action on the information available. It is expected that any materials and information prepared or obtained under the investigation process will be shared with those parties who have a legitimate need to know. Disclosure of such information may also be made necessary if permissible by law and the Title IX Coordinator determines in their judgment that disclosure is necessary for the safety and well-being of the Hampshire College community.

For more information on the investigation process, go to the Investigation and/or Hearing Panel sections or contact the **Title IX Deputy Coordinator for Case Management** - Jessica Fontaine, Director of Student Conduct, Rights and Responsibilities • Box PH • Prescott Area Office • Hampshire College • 893 West Street • Amherst, MA 01002 • 413.559.6205 • [jfontaine@hampshire.edu](mailto:jfontaine@hampshire.edu) <sup>[108]</sup>.

## **Additional Information & Reporting Resources**

### **Public awareness events**

Public awareness events such as "Take Back the Night," the Clothesline Project, candlelight vigils, protests, "survivor speak outs" or other forums in which students disclose incidents of sexual violence, are not considered notice to the College of sexual violence for purposes of initiating its obligation to investigate any particular incident(s). Such events may, however, inform the need for campus-wide education and prevention efforts, and the College will provide information about students' Title IX rights at these events.

### **Anonymous Reporting**

Although the College encourages victims to talk to someone, the College provides the following online form for anonymous reporting: <https://intranet.hampshire.edu/forms/viewForm.php?id=1547> <sup>[141]</sup>. The system will notify the user (before they enter information) that entering personally identifying information may serve as notice to the College for the purpose of initiating an investigation.

## Off-campus Counselors and Advocates

Off-campus counselors, advocates, and health care providers will also generally maintain confidentiality and not share information with the College unless the survivor requests the disclosure and signs a consent or waiver form.

Following is contact information for these off-campus resources:

### OFF CAMPUS RESOURCES

- **Center for Women and Community at UMass**, options for counseling available for all genders, 24/7 crisis hotline – 1.888.337.0800 or <http://www.umass.edu/ewc/> <sup>[142]</sup>
  - The Rape Crisis Services program at the Center for Women and Community provides free and confidential crisis services for survivors of all gender expressions in the Hampshire County and Five College Community. We support survivors of rape; sexual assault; childhood sexual abuse; stalking; domestic violence; emotional, psychological and verbal abuse. Additionally, we are available to support survivors' friends, family members, and significant others.
- **Cooley Dickinson Hospital**, 24/7 sexual assault nurse exams (SANE) – 30 Locust Street (Rt. 9), Northampton, MA 01061– 413.582.2000
- **University Health Services at UMass**, sexual assault nurse exam (SANE) free of charge, speak to a triage nurse – 413.577.5000
- **Safe Passage Intimate Partner Violence Hotline** 24/7 –(413) 586-5066 or toll free (888) 345-5282 <http://www.safepass.org> <sup>[143]</sup>
  - Safe Passage offers a variety of programs designed to support survivors of domestic violence, regardless of gender, gender identity, or sexual orientation. Safe Passage encourages survivors to start with whichever program they feel would be most helpful. For some people, this might be their hotline; others may find a support group or an appointment with a counselor to be the first step. All programs and services at Safe Passage are based on an empowerment model, in which they provide the support and information you need to make your own decisions to keep yourself and your children safe from violence. Programs are free, confidential, and available in English, Spanish, and other languages as needed.
- **New England Learning Center for Women in Transition (NELCWIT):** 24/7 Crisis Hotline: (413) 772.0806 or toll free (888) 249.0806 <http://nelcwit.org/> <sup>[144]</sup>
  - Since 1976, NELCWIT has been working to build safety, justice, and dignity for all. Serving Franklin County and the North Quabbin region of western Massachusetts, we offer safety planning, advocacy, and support to anyone who has survived domestic or sexual abuse, and prevention education for our community, especially area youth. ALL of NELCWIT's services are free and confidential.
- **Gay Men's Domestic Violence Project** 24/7 Hotline: (800) 832.1901 <http://gmdvp.org/about-US/> <sup>[145]</sup>
  - The Gay Men's Domestic Violence Project (GMDVP) is a grassroots, non-profit organization founded by a gay male survivor of domestic violence and developed through the strength, contributions and participation of the community. GMDVP assists and supports victims and survivors of domestic violence, focusing on the GLBTQ community, to bring about responsive public policy, and to increase access to culturally competent services.
- **The Network/La Red: Hotline:** (617) 742.4911 <http://tnlr.org/about/> <sup>[146]</sup>
  - The Network/La Red is a survivor-led, social justice organization that works to end

partner abuse in lesbian, gay, bisexual, transgender, BDSM, polyamorous, and queer communities. Rooted in anti-oppression principles, our work aims to create a world where all people are free from oppression. We strengthen our communities through organizing, education, and the provision of support services.

- **Jane Doe, Inc.** (617) 248.0922 or Domestic Violence Safelink (a 24-hour multilingual statewide hotline) – 877.785.2020 <http://www.janedoe.org/> <sup>[147]</sup>
  - As the only sexual and domestic violence statewide, non-profit, advocacy, membership organization in Massachusetts, Jane Doe Inc., provides expert support and resources to our 60 community-based, sexual assault and domestic violence members. These local programs are the hubs of expertise in their communities. They advocate on behalf of victims and offer confidential, crisis and long-term support and services to tens-of-thousands of victims and survivors of sexual and domestic violence and their families each year.
- **Tapestry** (413) 586.2016 or (800) 696.7752 <http://www.tapestryhealth.org/> <sup>[148]</sup>
  - Tapestry Health is a locally grown, community-based non-profit in western Massachusetts that offers affordable, high quality care. Our sites provide family planning services, reproductive health exams, STI screenings, HIV counseling and testing, needle exchange, insurance enrollment, outreach efforts, a WIC nutrition program, and much more.
- **Planned Parenthood** (800) 230.PLAN <http://www.plannedparenthood.org/> <sup>[149]</sup>
  - Planned Parenthood provides comprehensive reproductive and complementary healthcare services including emergency contraception.
- **National Domestic Violence Hotline:** 800.799.SAFE (800.799.7233)
- **National Sexual Assault Hotline** Hotline: 1-800-656-HOPE (1-800-656-4673) (operated by the Rape, Abuse & Incest National Network - RAINN) <https://rainn.org/get-help/national-sexual-assault-hotline> <sup>[150]</sup>
  - The National Sexual Assault Hotline is a free 24/7 hotline operated by the Rape, Abuse & Incest National Network (RAINN). The Hotline automatically redirects callers to local rape crisis centers based on the area code and first three digits of the caller's phone number. RAINN does not keep any record of the caller's phone number.

*If you are in immediate physical danger, please call 911.*

## Requesting Confidentiality from the College

### How the College Will Weigh the Request and Respond

If a survivor discloses an incident to a responsible employee but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, the College must weigh that request against the College's obligation to provide a safe, non-discriminatory environment for all students, including the survivor.

If the College honors the request for confidentiality, a survivor must understand that the College's ability to meaningfully investigate the incident and pursue disciplinary action against the alleged perpetrator(s) may be limited.

Although rare, there are times when the College may not be able to honor a survivor's request in order to provide a safe, non-discriminatory environment for all students.

The College has designated the Title IX Coordinator (in consultation with appropriate parties) to

evaluate requests for confidentiality once a responsible employee is on notice of alleged sexual violence.

When weighing a survivor's request for confidentiality or that no investigation or discipline be pursued, the Title IX Coordinator will consider a range of factors, including the following:

The increased risk that the alleged perpetrator will commit additional acts of sexual or other violence, such as:

- Whether there have been other sexual violence complaints about the same alleged perpetrator;
- Whether the alleged perpetrator has a history of arrests or records from a prior school indicating a history of violence;
- Whether the alleged perpetrator threatened further sexual violence or other violence against the survivor or others;
- Whether the sexual violence was committed by multiple perpetrators;
- Whether the sexual violence was perpetrated with a weapon;
- Whether the survivor is a minor;
- Whether the College possesses other means to obtain relevant evidence of the sexual violence (e.g., security cameras or personnel, physical evidence);
- Whether the survivor's report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group.

The presence of one or more of these factors could lead the College to investigate and, if appropriate, pursue disciplinary action. If none of these factors is present, the College will likely respect the survivor's request for confidentiality.

**If the College determines that it cannot maintain a survivor's confidentiality**, the College will inform the survivor prior to starting an investigation and will, to the extent possible, only share information with people responsible for handling the College's response.

The College will remain ever mindful of the survivor's well-being, and will take ongoing steps to protect the survivor from retaliation or harm and work with the survivor to create a safety plan. Retaliation against the survivor, whether by students or College employees, will not be tolerated. The College will also:

- Assist the survivor in accessing other available victim advocacy, academic support, counseling, disability, health or mental health services, and legal assistance both on and off campus (see portion of policy identifying these);
- Provide other security and support, which could include issuing a no-contact order, helping arrange a change of living or working arrangements or course schedules (including for the alleged perpetrator pending the outcome of an investigation) or adjustments for coursework; and
- Inform the survivor of the right to report a crime to campus or local law enforcement – and provide the survivor with assistance if the victim wishes to do so.

The College may not require a survivor to participate in any investigation or disciplinary proceeding.

Because the College is under a continuing obligation to address the issue of sexual violence campus-wide, reports of sexual violence (including non-identifying reports) will also prompt the College to consider broader remedial action – such as increased monitoring, supervision or security at locations where the reported sexual violence occurred; increasing education and prevention efforts, including to targeted population groups; conducting climate assessments/victimization surveys; and/or revisiting its policies and practices.



**If the College determines that it can respect a survivor's request for confidentiality,** the College will also take immediate action as necessary to protect and assist the survivor.

# Complaints, Investigation, and Hearing Processes

## Informal Process

In some instances, an informal process may be used to resolve concerns about allegations of discrimination prohibited under Title IX. Complainants who would prefer to resolve their concerns through an informal process should inform the Title IX Coordinator.

To resolve the matter through the informal process, the Title IX Coordinator will meet with the complainant and as appropriate any others, including the respondent, to gather information relevant to the situation.

The informal process **will not** be used to resolve complaints pertaining to non-consensual sexual contact or non-consensual sexual intercourse as defined by the Sexual Misconduct Policy.

## Formal Process

A formal process is initiated when a complainant meets with the Title IX Deputy Coordinator for Students and reports alleged discrimination prohibited by Title IX.

During this meeting the Title IX Deputy Coordinator for Students will describe the process and resources available to the complainant. Any concerns the complainant may have about safety, housing or academics may also be addressed at this meeting.

The Title IX Deputy Coordinator may take interim measures to physically separate the complainant and the respondent, including but not limited to relocating the respondent, or removing them from shared classes until the investigation and hearing (if applicable) are complete. All parties may be required to sign a "No Contact Order," which would outline specific terms, such as not to speak, write or otherwise communicate with each other and to avoid physical spaces where the other is known to be present or likely to be present.

A Title IX Deputy Coordinator will then meet with the respondent to inform them of the complaint, and review the same information outlined above.

To the extent that the parties are known, a Title IX Deputy Coordinator will advise involved parties that any form of retaliation will be dealt with promptly and may have serious consequences. Any concerns any party may have about safety, housing or academics should be brought to the attention of a Title IX Deputy Coordinator.

The case will be assigned to one or more investigators as designated by the Title IX Coordinator.

If a respondent withdraws from the College prior to the conclusion of a process, the process will continue through the official College withdrawal date at the end of the semester (mid-December for the fall semester, mid-May for the spring semester). If an investigation has concluded and a hearing cannot be conducted by the official College withdrawal date, all investigation information will be kept on file and the respondent will be required to complete the process should they be readmitted to the College.

If a complainant withdraws or takes a leave of absence from the College prior to the conclusion of the process, the process will continue regardless of the complainant's participation. Complainants may request that an investigation not move forward, and the College will endeavor to respect the

requests of the complainant.

All sexual misconduct reports received by the College will be investigated in a timely and impartial manner, normally within 60 days absent extenuating circumstances (which may include the college being closed between terms or for the summer). Any extension of the time frame for resolution will be communicated to the parties. Following the investigation, the case may be referred to a hearing panel for consideration. The hearing panel is responsible for determining whether a policy violation occurred, and if so, making a determination as to sanctions.

## Investigation

One or more trained investigators will interview relevant parties including complainant(s), respondent(s), witnesses or corroborating witnesses involved to learn what occurred, to the extent that such parties cooperate with the investigation process.

The investigator(s) will prepare a report summarizing the events and the perspectives of the parties involved. This report will include any other related documents such as campus police reports, statements, and other relevant materials. The investigator(s) is not charged with reaching a determination as to responsibility.

If the investigation report indicates there is sufficient information for a panel to determine a finding (a threshold determination from the investigator), a Title IX Deputy Coordinator will issue a notice of charge to both parties and refer the matter to a review panel.

If the investigation report indicates there is insufficient information for a panel to determine a finding (a threshold determination from the investigator), the complainant and respondent will be notified in writing. The complainant will have the opportunity to seek review by the dean of students or their designee by filing a written request for review within five days. The dean of students or their designee may affirm the threshold finding, reverse the finding, or remand the matter for additional investigation as warranted. The dean of students or their designee will render a decision in writing, to both parties, within ten days of receipt of the request for review. The decision of the dean of students or their designee is final.

A request to reopen the investigation may be made by any of the involved parties at any time with a written request to the Title IX Coordinator and the submission of new and relevant information by the requesting party that could not have been available at the time of the original investigation. Requests to reopen a closed investigation will be considered by the Title IX Coordinator. If an investigation is reopened, the complainant, respondent, and party making the request will be notified.

If the case is referred to a review panel of the CRB, the respondent will always be notified of charges, including those from the Norms for Community Living and Policies that may have occurred in relation to a charge under the Sexual Misconduct Policy, no less than five business days prior to the scheduled date of a hearing.

The complainant and respondent will have the opportunity to review the investigative documents that will be presented to the review panel.

## Sexual Misconduct Hearing Panel

The sexual misconduct hearing panel may be made up of no fewer than three faculty and/or staff panelists. Panelists shall be selected by the advisor to the Community Review Board from the group

of individuals who have been trained as part of the Community Review Board. The complainant and respondent may review eligible panelists and advise the College of any real or potential conflicts of interest. Panelists may also recuse themselves.

The hearing panel will meet to review the investigation report. The panel members will read the investigation report and may ask further clarifying questions of the investigator/s, complainant, or respondent. Complainant(s) and respondent(s) will be expected to appear in person before the panel during their designated time, and they will have the ability to hear the other party's statement by telephone or video, but not in person. This process will closely mirror standard CRB hearing procedures with the provision that the complainant(s) and respondent(s) will not be present at the hearing at the same time.

Either party may also submit to the panel a statement outlining their understanding of what occurred, the impact it has had on them, and what they would like to see in terms of sanctioning outcomes if the panel finds a violation did occur and sanctions are warranted.

The hearing panel will then determine whether the respondent is responsible for violating the sexual misconduct policy following its consideration of the investigation report and related written materials, including witness statements and the statements of the complainant and respondent before the panel. If responsibility is found, the panel will issue sanctions against the parties found responsible for violating Norms of Community Living and Policies.

Prior to making their decision final the hearing panel's determinations of responsibility and sanctions may be reviewed by the Title IX Coordinator and/or a Deputy Coordinator to advise the panel with regard to consistency.

## Standard of Evidence

Allegations of sexual misconduct will be reviewed by a hearing panel applying a preponderance of evidence standard (more likely than not that sexual misconduct occurred). For more information on the College's standard of evidence visit the [Determining Responsibility](#)<sup>[151]</sup> section of the Hampshire College Student Handbook.

## Notice of Outcome

The complainant and respondent shall be informed of the finding of responsibility. The complainant shall be informed of any sanctions only to the extent that such sanctions directly impact the complainant (such as a no contact, suspension, or expulsion). The responsible party (respondent) shall be informed of any sanctions at the time the finding of responsibility is conveyed.

The decision of the panel may be appealed to the dean of students in the same manner as [appeals](#)<sup>[152]</sup> from decisions of matters heard by the Community Review Board.

## Appeals

The appeals process for violations of the Sexual Misconduct Policy is the same as for all violations of Norms for Community Living and Policies. The complainant and respondent may both appeal the findings (decision of responsible or not responsible) and sanctions (if applicable), however the findings may only be appealed on procedural grounds. Such an appeal would be heard by the Dean of Students and must be submitted in writing within seven (7) days of the date of the final

outcome. The complainant and respondent shall be informed of the Dean of Students appeal decision within the same business day. Detailed information on grounds for appeals and how to file an appeal can be found in the [Appeals](#) <sup>[152]</sup> section of this handbook.

## Retaliation

The College will not tolerate retaliation against any individual either for bringing forth a complaint of sexual misconduct as prohibited by Title IX or for participating in an investigation procedure. Hampshire College prohibits the taking of any retaliatory action for the good faith reporting of alleged improper or wrongful activity, assisting another in making such a report, or participating in an investigation or resolution of such matters. Thus, it is prohibited to engage, directly or indirectly, in any action or attempt to harass, intimidate, retaliate against, or improperly influence any individual, including third parties, associated with the student conduct process. If a student believes that they have been discriminated against, harassed, or retaliated against, the student should promptly report the matter to the Title IX Coordinator or Deputy Coordinator for Students. Individuals who are alleged to engage in retaliatory tactics may face disciplinary action independent of the sanction or interim measures imposed in response to the underlying allegations of misconduct.

## Supporter

Throughout an informal and formal process both the complainant and respondent are strongly encouraged to choose a supporter to guide them throughout the process. The supporter may be invited by the complainant or respondent to attend meetings and the investigation interviews with the student. You may request any member of the Hampshire community (a current faculty, staff, or student) to be your supporter who is not directly involved in the case as a witness or responding party to be your supporter or students may have an external party (i.e. lawyers, family members, etc.) involved in supporting them from the beginning. Supporters can attend meetings and the hearing process and must follow the guidelines expectations of all supporters. More information about the role and expectations of the supporter can be found at [oscr.hampshire.edu](https://oscr.hampshire.edu) <sup>[153]</sup>.

## Sanction Statement

Any student found responsible for violating the policy on Non-Consensual or Forced Sexual Contact (where no intercourse has occurred) will likely receive a sanction ranging from probation to expulsion <sup>[154]</sup>, depending on the severity of the incident, and taking into account any previous violations of the Norms for Community Living and Policies.

Any student found responsible for violating the policy on Non-Consensual or Forced Sexual Intercourse will likely face a recommended sanction of suspension or expulsion <sup>[154]</sup>.

Any student found responsible for violating the policy on sexual exploitation or sexual harassment will likely receive a recommended sanction ranging from warning to expulsion <sup>[154]</sup>, depending on the severity of the incident, and taking into account any previous violations of the Norms for Community Living and Policies.

The sexual misconduct hearing panel reserves the right to broaden or lessen any range of recommended sanctions in the case of serious mitigating circumstances or egregiously offensive behavior. Neither the initial hearing panelists nor any appeals body or conduct administrator will deviate from the range of recommended sanctions unless compelling justification exists to do so.

# Commonly Asked Questions

Here are some of the most commonly asked questions regarding Hampshire College's sexual misconduct policy and procedures.

## ***Does information about a complaint remain private?***

The privacy of all parties to a complaint of sexual misconduct must be respected, except insofar as it interferes with the College's obligation to fully investigate allegations of sexual misconduct. Where privacy is not strictly kept, it will still be tightly controlled on a need-to-know basis. Dissemination of information and/or written materials to persons not involved in the complaint procedure is not permitted. Violations of the privacy of the complainant or the accused individual may lead to conduct action by the College.

In all complaints of sexual misconduct, all parties will be informed of the outcome. In some instances, the administration also may choose to make a brief public announcement of the nature of the violation and the action taken, without using the name or identifiable information of the alleged victim. Certain administrators are informed of the outcome within the bounds of student privacy (e.g., the President, Dean of Students, Deputy Director of Campus Police). If there is a report of an act of alleged sexual misconduct to a conduct administrator of the College and there is evidence that a felony has occurred, local police will be notified. This does not mean charges will be automatically filed or that a victim must speak with the police, but the College is legally required to notify law enforcement authorities. The College also must statistically report the occurrence on campus of major violent crimes, including certain sex offenses, in an annual report of campus crime statistics. This statistical report does not include personally identifiable information.

## ***What is the difference between complainant and victim/survivor?***

Any person may bring forth a complaint of sexual harassment or misconduct, whether they experienced the harassment or misconduct directly, indirectly or simply witnessed the behavior. The victim/survivor is the individual who experienced the harassment or misconduct and may also be the complainant.

## ***Will my parents be told?***

No, not unless you tell them. Whether you are the complainant or the respondent, the College's primary relationship is to the student and not to the parent. However, in the event of major medical, disciplinary, or academic circumstance, students are strongly encouraged to inform their parents. College officials will directly inform parents when requested to do so by a student, in a life-threatening situation, [or if respondent has signed the permission form at registration which allows such communication].

## ***Will the respondent know my identity?***

Yes, if you file a formal complaint. Sexual misconduct is a serious offense and the accused individual has the right to know the identity of the complainant/alleged victim. If there is a hearing, the College does provide options for participation in a hearing panel without confrontation, including Skype, using a room divider or using separate hearing rooms.

## ***Do I have to name the perpetrator?***

Yes, if you want formal disciplinary action to be taken against the alleged perpetrator/respondent. No, if you choose to respond informally and do not file a formal complaint (but you should consult the complete [confidentiality policy](#) <sup>[155]</sup> to better understand the College's legal obligations depending on what information you share with different college officials). Victims should be aware that not identifying the perpetrator may limit the institution's ability to respond comprehensively.

## ***What do I do if I am accused of sexual misconduct?***

DO NOT contact the victim. You may want to immediately contact someone who can act as your

supporter; anyone may serve as your supporter. You may also contact the Office of Student Rights and Responsibilities to speak with a staff member who can explain the College's procedures for addressing sexual misconduct complaints. You may also want to talk to a confidential counselor at the counseling center or seek other community assistance. DO NOT post about the complaint on any social media, as this action may be considered to be retaliatory against the victim, complainant or other witnesses.

### ***Will I (as a victim/complainant) have to pay for counseling/or medical care?***

Not typically, as the College provides these services already. If a victim is accessing community and non-College services, payment for these will be subject to state/local laws, insurance requirements, etc.

### ***What about legal advice?***

*Complainants/victims* of criminal sexual assault need not retain a private attorney to pursue prosecution because representation will be handled by the District Attorney's [Prosecutor's] office. The complainant/victim may use an attorney as their supporter during the campus' grievance process. For information for legal assistance in Massachusetts you may visit the following:

[http://www.janedoe.org/find\\_help/mass\\_legal\\_help](http://www.janedoe.org/find_help/mass_legal_help) <sup>[156]</sup>

<http://www.masslegalservices.org/FindLegalAid> <sup>[157]</sup>

<http://www.masslegalservices.org/program-list> <sup>[158]</sup>

Attorneys are not permitted to participate in the hearing process, but may only act as a Supporter.

The *respondent/accused individual* may wish to retain an attorney if you are the accused individual or are considering filing a civil action. The respondent/accused individual may retain counsel at their own expense if they determine that they need legal advice about criminal prosecution and/or the campus conduct proceeding. The respondent/accused may also use an attorney as their supporter during the campus' grievance processes. For information for legal assistance in Massachusetts you may visit the following:

[http://www.janedoe.org/find\\_help/for\\_batterers\\_and\\_sex\\_offenders](http://www.janedoe.org/find_help/for_batterers_and_sex_offenders) <sup>[159]</sup>

<http://www.masslegalservices.org/FindLegalAid> <sup>[157]</sup>

<http://www.masslegalservices.org/program-list> <sup>[158]</sup>

Attorneys are not permitted to participate in the hearing process, but may only act as a Supporter.

### **Hampshire College does not provide attorneys for either complaint/victim or respondent/accused.**

### ***What about changing residence hall rooms/mod rooms?***

If you want to move, you may request a room change. Room changes under these circumstances are considered emergencies. It is typically College policy that in emergency room changes, the student is moved to the first available suitable room. If you want the respondent to move, and believe that you have been the victim of sexual misconduct, you must be willing to pursue a formal or informal College complaint. No contact orders can be imposed and room changes for the respondent can usually be arranged quickly. Other accommodations available to you might include:

- Assistance from College support staff in completing the relocation;
- Arranging to dissolve a housing contract and pro-rating a refund;
- Assistance with or rescheduling an academic assignment (paper, exams, etc.);
- Taking an incomplete in a class;

- Assistance with transferring class sections;
- Temporary withdrawal;
- Assistance with alternative course completion options;
- Other accommodations for safety as necessary.

### ***What should I do about preserving evidence of a sexual assault?***

Police are in the best position to secure evidence of a crime. Physical evidence of a criminal sexual assault must be collected from the victim's person within 120 hours, though evidence can often be obtained from towels, sheets, clothes, etc. for much longer periods of time. If you believe you have been a victim of a criminal sexual assault, you should go to the Hospital Emergency Room, before washing yourself or your clothing.<sup>[1]</sup><sup>[136]</sup> The Sexual Assault Nurse Examiner (SANE) –a specially trained nurse– at the hospital is usually on call 24 hours a day, 7 days a week (call the Emergency Room if you first want to speak to the nurse; ER will refer you). Someone from the College can also accompany you to the Hospital and law enforcement or Campus Police can provide transportation. If a victim goes to the hospital, local police will be called, but the victim is not obligated to talk to the police or to pursue prosecution. Having the evidence collected in this manner will help to keep all options available to a victim, but will not obligate them to any course of action. Collecting evidence can assist the authorities in pursuing criminal charges, should the victim decide later to exercise it.

For the Victim: the hospital staff will collect evidence (which may include photographs of bruising or cuts), check for injuries, address pregnancy concerns (if appropriate) and address the possibility of exposure to sexually transmitted infections. If you have changed clothing since the assault, bring the clothing you had on at the time of the assault with you to the hospital in a clean, sanitary container such as a clean paper grocery bag or wrapped in a clean sheet (plastic containers do not breathe, and may render evidence useless). If you have not changed clothes, bring a change of clothes with you to the hospital, if possible, as they will likely keep the clothes you are wearing as evidence. You can take a support person with you to the hospital, and they can accompany you through the exam, if you want. Do not disturb the crime scene—leave all sheets, towels, etc. that may bear evidence for the police to collect.

### ***Will a victim be sanctioned when reporting a sexual misconduct policy violation if he/she has illegally used drugs or alcohol?***

No. The severity of the infraction will determine the nature of the College's response, but whenever possible the College will respond educationally rather than punitively to the illegal use of drugs and/or alcohol. The seriousness of sexual misconduct is a major concern and the College does not want any of the circumstances (e.g., drug or alcohol use) to inhibit the reporting of sexual misconduct.

### ***Will the use of drugs or alcohol affect the outcome of a sexual misconduct conduct complaint?***

The use of alcohol and/or drugs by either party will not diminish the accused individual's responsibility. On the other hand, alcohol and/or drug use is likely to affect the complainant's memory and, therefore, may affect the outcome of the complaint. A person bringing a complaint of sexual misconduct must either remember the alleged incident or have sufficient circumstantial evidence, physical evidence and/or witnesses to prove their complaint. If the complainant does not remember the circumstances of the alleged incident, it may not be possible to impose sanctions on the accused without further corroborating information. Use of alcohol and/or other drugs will never excuse a violation by an accused individual.

### ***Will either party's prior use of drugs and/or alcohol be a factor when reporting sexual misconduct?***

Not unless there is a compelling reason to believe that prior use or abuse is relevant to the present complaint.

### ***What should I do if I am uncertain about what happened?***

If you believe that you have experienced sexual misconduct, but are unsure of whether it was a violation of the College's sexual misconduct policy, you should contact the Office of Student Conduct, Rights and Responsibilities. The College provides staff that can help you to define and clarify the event(s), and advise you of your options. They are non-legal advisors.

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[1] <sup>[137]</sup> **Cooley Dickinson Hospital**, 24/7 sexual assault nurse exams (SANE) – 30 Locust Street (Rt. 9), Northampton, MA 01061– 413.582.2000

**University Health Services at UMass**, sexual assault nurse exam (SANE) free of charge, speak to a triage nurse – 413.577.5000

## Hazing

Pursuant with Massachusetts General Law, Chapter 269, Sections 17, 18, and 19 (below), the College prohibits hazing. Hazing is defined as any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating under sanction of a college. Hazing shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of food, liquor, drugs, or other substance, or any other forced physical activity, that could adversely affect the physical health or safety of the individual. Hazing shall also include any activity that could subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or any other forced activity that adversely affects the mental health or dignity of the individual. Any of these activities upon which the initiation or admission into, or affiliation with, a college organization is directly or indirectly conditioned shall be presumed to be a forced activity, the willingness of an individual to participate in such activity notwithstanding.

Some ways to tell if an activity is hazing:

- A selected group is singled out for ritual
- It results in behavior or pictures that you would not share with your parents, coaches, or professors
- The activity is humiliating, demeaning, intimidating, and exhausting, and/or results in physical or emotional discomfort, involves harassment or ridicule, or which endangers the health or safety of any person whether on or off campus.

Remember: what may seem like harmless "fun" to you may be deeply humiliating to another person.

Any activity organized by a student group or members of a student group that involves a member in practices that are injurious or potentially injurious to an individual's physical, emotional, or psychological wellbeing (as determined at the sole discretion of the College) shall be cause for disciplinary action [8]. It shall not matter whether such practices were mandatory or voluntarily entered into by any of the student group members in question, including new and initiated members.

### **Massachusetts General Law, Chapter 269, Sections 17, 18, and 19**

*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 three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

The term "hazing" as used in this section and in sections eighteen and nineteen, 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 which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

*Section 18.* Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself 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 one thousand dollars.

*Section 19.* Each institution of secondary education and each public and private institution of post secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgement stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full time student in such institution a copy of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post secondary education shall file, at least annually, a report with the board of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of higher education and, in the case of secondary institutions, 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 which fails to make such report.

# Information Technology

## Computing - Acceptable Use Policy

The IT computer labs are available to all members of the Hampshire community to support teaching, learning, and research. Unauthorized use of these facilities is prohibited. For additional information about IT, visit <https://www.hampshire.edu/it/information-technology> <sup>[160]</sup>.

## Student Computing Acceptable Use Policy

Hampshire College's computing, server, network, and Web resources support academic, research, and administrative needs of all students, faculty, and staff members of the College community. The following policy is intended to shape the College's use of these resources and to assert our shared values and expectations. Students agree to this policy by virtue of their relationship with the College.

The College owns the network, servers, and all college-purchased computer systems. Personal use of the College's computing resources is permissible as long as it does not interfere with other users' access to resources for academic work and is not excessive. The college assumes no responsibility for the preservation of any files or data, and is not liable for any loss of or damage to any files or data stored on the college's network or servers. Students are personally responsible at all times to back up for their files and data.

Accounts to College resources, including email, are issued to all students at time of enrollment and remain in effect as long as the student maintains a student relationship with the College.

These accounts are for the sole use of the student to whom they are issued. Accounts are not transferable. Students are responsible for choosing secure passwords and maintaining password confidentiality. Students are also responsible for checking their college email accounts regularly, as all official College correspondence via e-mail is sent to these accounts only. The College is not responsible for setting up, using, or forwarding e-mail to any other account. Students may retain email accounts as alumni in accordance with the College's e-mail policy.

Students may not access, inspect, or alter any file or directory belonging to another user without their permission. Students may not harass other users by sending unwanted e-mail, programs, or other files that are knowingly disruptive or may be reasonably construed as threatening or disparaging of others. Students may not knowingly forward virus-infected e-mail or files to others and are strongly encouraged to maintain updated virus protection software on their computer. Students may not use the College's resources to gain unauthorized access to other computing resources either on campus or elsewhere. Nor may they use College computing, network, or web resources, including access to the internet, for solicitation or operation of commercial ventures or interests. Students may not use the College's computer resources in any way that violates the College's gender-based and sexual misconduct policy, nondiscrimination policy, or other policies.

The College believes in freedom of speech regardless of the medium used for communication and does not want to act as a censor of information on college resources, including webpage content. However, the College will investigate complaints arising from either the college community or external sources and will comply with, and enforce, applicable laws and college policies as appropriate. All e-mail and files on college-owned computers and servers are legally the property of the College. The College reserves the right to inspect e-mail and files and take appropriate action without notice if there is reasonable belief that there has been intentional or inadvertent disruption to the College's network or other shared resources or if there is suspected violation of this policy or applicable laws.

Students may not damage, deface, alter, or remove any College computing equipment from campus without authorization or deliberately attempt to degrade the performance of College computing or

network resources. Students may not install software on any College computer system without appropriate authorization or install software that is in violation of any licensing agreement.

Guidelines regarding [plagiarism](#) <sup>[161]</sup> and [academic integrity](#) <sup>[162]</sup> apply to course work completed on computers and network and web resources just as they do with any other type of course work. Students should be aware of and abide by all applicable copyright laws and licenses.

## Jury Duty and Voting

### Notification of Jury Duty Law

According to the [Office of the Jury Commissioner of the Commonwealth](#) <sup>[163]</sup> of Massachusetts <sup>[163]</sup>, “Every U.S. Citizen 18 years of age or older who is a Massachusetts resident or an inhabitant for more than 50% of the time is eligible to serve as a juror. If you are a resident of another state but a student at a Massachusetts college, you are an inhabitant for more than 50% of the year and, therefore, eligible to serve as a juror in Massachusetts.” There are no student exemptions from jury duty.

Students should read carefully all materials they receive with their summons to service, which contain helpful information about confirming, postponing, rescheduling, or relocating service, and address many of the most frequently asked questions. Jury duty is an important legal obligation, and those who fail to respond are subject to criminal prosecution. Students who miss class in order to fulfill their jury service requirement should notify each of their instructors of the summons and make arrangements to complete any missed work.

If you have any questions about jury duty, including confirming, postponing, rescheduling, or limiting your service, contact the [Office](#) <sup>[163]</sup> of the Jury Commissioner <sup>[163]</sup> (1.800.THE.JURY/1.800.843.5879).

### Voter Registration

As a part of the Higher Education Amendment, Hampshire College must provide you with the opportunity to register to vote. You may [request a](#) <sup>[164]</sup> [mail-in voter registration form](#) <sup>[164]</sup> online. The Massachusetts form can be used only to register to vote in Massachusetts.

Out-of-state students who want to vote in their home state must use either a mail-in form supplied by an election official in the home state or the federal mail-in affidavit of voter registration. Affidavits may be obtained by writing or calling the [Massachusetts Elections Division](#) <sup>[165]</sup>, Room 1705, McCormack Building, One Ashburton Place, Boston, MA 02108; 617.727.2828 or 800.462.8683.

## Library Center

### Harold F. Johnson Library Center

#### Access to Library Services

Library services are available to currently enrolled and field study Hampshire College students, faculty, and staff with a valid Hampshire ID. Students on leave do not continue to have access to library services. Students who will be returning to campus the following fall term have access to library services during the summer.

Services include:

- Access to collections
  - Circulation of books, CDs, bound periodicals, games, media equipment & seeds from the

### Harold F. Johnson Library Center

- Direct borrowing and request item access to Five College libraries and Inter-Library Loan
- Archives and Special Collections, including archived Division III's
- Research help
- Audio/Video editing support
- Printing/ Scanning/ Faxing
- Division III archiving
- Audio/Visual production support & technology expirementing in the Media Labs
- Study spaces: Carrels, 24/7 Airport Lounge
- Times Square Campus Advertising
- Magic Board Digital Gallery

## Hampshire and Five College Borrowing Policies

Hampshire College students may borrow books directly from all Five College main libraries and most major branch libraries. Items may be borrowed with your student ID. Five College book loan periods are 28 days for students; however, all loans are subject to recall for another borrower or for course reserve.

## Media Loans

Five College students may also borrow CDs, DVDs, and VHS directly from all the media libraries in the area. This requires presentation of an ID card from one of the institutions. Five College media loan periods are standardized at five days with three online renewals.

## Five College Delivery

Hampshire College students may request books, CDs, videos, and DVDs from the Five Colleges to be sent to the Hampshire College library for pickup. After identifying the desired item in the online library catalog, click on “Request item” and log in using your Hampshire college ID. The request will be placed and the item sent, usually within two business days. You will receive an email notice when the item is ready for pickup. Material will be held for pickup for seven days.

## Renewals

Book, DVD and CD loans may be renewed at least three times for the same time period as the original loan. Click on “My account” in the [online library catalog](#) <sup>[166]</sup>, log in with the barcode on the college ID, and follow the directions on the screen to renew books at all Five College libraries. Items that have been recalled or billed cannot be renewed.

## Recalls

All loans from the Five College libraries are subject to recall for another borrower or for use on reserve. You will receive an e-mail recall notice asking you to return the item and giving its new due date. Unreturned recalls are fined at \$2 per day per item, and may result in denial of borrowing privileges.

## Bills

Two overdue notices are sent in the month following a date the item is due. If it is still not returned, it is billed at a minimum charge of \$85 per item, of which \$10 is a nonrefundable billing fee. Media loans are billed on a shorter time frame, for a minimum charge of \$95. Billed items may result in denial of borrowing privileges. Inquiries about bills should be addressed to the library that owns the item.

# Carrel Policy

- The Harold Johnson Library assigns carrels to students semester **by** semester.
- Priority is given to second semester Division III students. Since there are not enough carrels

for all students, the library has developed an application process.

- Applications will be accepted the week before the start of the semester, and throughout the first week of classes. Hampshire College students can apply for a carrel by filling out an [online form](#) <sup>[167]</sup>.
- Carrel space is limited, so we highly encourage you to find a carrel mate with whom you can share the space. If you are willing to share a carrel, but don't have a carrel mate in mind, the library will facilitate a match.
- In assigning carrels, the library will give priority 1) to second semester Div III students, 2) to second semester Div III students willing to share carrels, and 3) to first semester Div III students willing to share carrels. In all three of these groups, students who have not previously had carrel access will be given priority over those who have already had carrels assigned to them.
- Recognizing that the number of carrels is so small, and that all students may want to use carrels, 10 carrels will remain unassigned and open for use by students on a first come, first served basis each day. You can use these carrels as they are open during library hours, on a first come, first served basis. Please do not store or leave items in the carrels, nor do anything to claim them beyond the duration of that day's library visit.
- Hampshire items that are checked out and that have pink due slips may be left in assigned carrels, as well as checked out Five College items. You may ask at the InfoBar to get due slips for your checked out items. All other Hampshire items, including reference books and current periodicals, will be reshelfed daily. We will occasionally spot check the assigned carrels to ensure that items are in fact checked out. Items that are not checked out will be reshelfed.
- If you choose to leave personal or checked out items in carrels, please store them neatly on or under the carrel shelf. Items not stored in such a manner may be removed at the discretion of library staff. Please keep your carrel neat and do not leave trash or recyclables in the carrel. Carrels that become unsightly may be cleared at the discretion of the library staff.
- At the end of each semester, carrels are cleared completely.
- The responsibility for personal items and checked out library items remains yours. Leave them at your own risk. Do not leave laptops or other personal devices unattended in your carrel; thefts have been reported in the library.
- Assignment to a carrel is an agreement between the student and the library to observe good library conduct. Carrel holders agree to keep noise to a minimum and respect the needs of those around them. Social conversations and hangouts should move from the carrels to a more social space in the library, like the library's first floor.

## Medical Leave

A medical leave is a leave of absence from the College that may be granted to students who are unable to continue their enrollment because of physical or psychological conditions. Non-degree students are not eligible for medical leave. A request for medical leave is considered a request to withdraw from Hampshire College. Students seeking a medical leave must contact [health and counseling services](#) <sup>[53]</sup> (413.559.5458) to discuss the circumstances and to obtain medical verification of their need to leave the College. The final day to take a medical leave is the last day of classes for the current semester; students cannot take a retroactive medical leave after classes have concluded. All medical leaves are processed through [health and counseling services](#) <sup>[53]</sup>. A "W" for withdrawal will appear on transcripts for courses in progress if a student goes on medical leave after the add/drop deadline. Students seeking a medical leave must fill out a medical leave declaration.

As with any other leave, the College reserves the right to deny a student's request for medical leave.

A student on voluntary or involuntary medical leave normally will not be permitted to participate in college activities or to utilize the College's services, facilities, or programs (including

extracurricular activities) and will also be restricted from entering the campus during the leave period; exceptions to these restrictions must be approved in advance by the dean of students.

Students on medical leave must complete a readmissions application. Refer to the [readmission](#) <sup>[168]</sup> section for details.

Students who have waived insurance coverage for the preceding term are not eligible to apply for insurance while on medical leave. Students enrolled in the insurance plan are eligible for coverage for a maximum of two semesters. Insurance must be requested. Refer to the [student](#) <sup>[48]</sup>[financial services website](#) <sup>[48]</sup> for more information.

A change of status from fully enrolled to leave of absence after the opening of the term (enrollment check-in date) will, if approved, lead to the partial or full forfeiture of tuition, room, and board fees. Refer to the fee brochure and the website [studentaccounts.hampshire.edu](#) <sup>[58]</sup> for the refund schedule. Factors determining the amount of the refund include the date of leave, the type of leave, and the financial aid status of the student. Upon leave, financial aid students may have a part of their aid returned to the programs that assisted them as mandated by the federal return-of-funds formula. Returns are applied in the following order: federal student and parent loans, federal grants, college and outside grants and scholarships. Students will be responsible for a balance due created by the return-of-funds process.

For information about medical leave in relation to academic work, see the [leave policy](#) <sup>[169]</sup> in the [Academic Policies](#) <sup>[73]</sup> section.

### **Duration of Medical Leave**

Students on medical leave normally will be assumed to be on leave for the remainder of the semester in which the leave began and for one additional semester. Students beginning a medical leave within the last two weeks of classes are considered to be on medical leave for the remainder of the semester as well as two full consecutive semesters. Students may be permitted to return in accordance with the [readmission policy](#) <sup>[168]</sup>.

Students on medical leave will have their leave automatically extended for a second consecutive semester. Students who do not apply for readmission after their second semester of medical leave are withdrawn from the College.

Students who want to return to the College after any medical leave (voluntary or involuntary) must follow the [readmission policy](#) <sup>[168]</sup>.

### **Involuntary Medical Leave**

All students (including those with physical or psychological conditions) are required to meet the academic, behavioral, and other standards of the College; requests for reasonable accommodations to meet these requirements are considered on a case-by-case basis. Threatening or other inappropriate behavior by a student will usually be addressed either through the College's disciplinary process or by a qualified health professional. Where such behavior is deemed attributable to a physical or psychological condition, the College may, in its discretion, initiate the following:

The College may encourage the student to voluntarily seek professional assistance and/or apply for a voluntary medical leave in order to address the condition. If the student is unwilling to take a voluntary medical leave, the College may place the student on involuntary medical leave. When, prior to being placed on an involuntary medical leave, a student requests to take a voluntary medical leave, they normally will be permitted to do so.

Examples of behavior that may lead to involuntary medical leave include, but are not limited to:

- Engaging in or threatening behavior that is deemed dangerous to the student or to others (e.g., physical threat to self or others, suicide attempt or threat, demonstrated inability to care for oneself)
- Engaging in or threatening behavior that is deemed to be disruptive of the ability of the student or other members of the College community (including other students, faculty, and staff) to participate in the College's academic, residential, or social environment
- Engaging in or threatening behavior that is likely to cause significant damage to property

The following procedures will apply to involuntary medical leaves:

- Prior to placing a student on involuntary medical leave, the dean of students, the director of health and counseling services, or the associate director of health and counseling services will make an assessment of the student's ability to participate in the College's academic, residential, or social environment. When the student is available on campus, the assessment may include a meeting with a clinician from health and counseling services or the dean of students or designee of the dean of students, at which time they will: (a) discuss the areas of concern with the student; (b) give the student an opportunity to respond to those concerns; and (c) explain the College's involuntary medical leave policy to the student. Further assessment may include consultation with persons knowledgeable about the College's obligations regarding students with disabilities and with appropriate health or other professionals. The total assessment will take into consideration the following: (a) the nature, duration, and severity of the risk of harm; (b) the likelihood that the harm will occur; and (c) whether reasonable modifications of policies, practices, or procedures would sufficiently mitigate the risk.
- If the process is initiated by the dean of students office, the student may be required to be evaluated by an appropriate health professional selected by the College. Such evaluation normally must be completed within five business days after the dean's request. The student will be requested to sign a written authorization permitting the health professional to exchange health information with appropriate representatives of the College. A student's refusal to sign such authorization will impede the dean's ability to make an assessment and may negatively affect the leave decision.
- If the assessment results in a decision to place the student on involuntary medical leave, the assessor will inform the student of that decision in writing. The student may request reconsideration of the decision by submitting a written request (including the grounds for reconsideration and requested resolution) to the dean of students within ten (10) business days of receiving notice of the decision. The student will also need to sign a form giving the dean permission to speak with any medical professionals involved in the case. The student also may utilize the Section 504 complaint procedure referred to in the [accessibility resources and services](#) [170] section of this handbook.
- The College may immediately suspend a student from the campus and/or from student housing if it determines that such immediate action is warranted due to: (a) imminent risk of substantial harm to the health/safety of the student or others; (b) the student's refusal to participate in any part of the above-described process; or (c) a senior administrator's determination that such action is necessary under the circumstances then known to them. Following an immediate interim suspension, the College will engage in the procedures described above as soon as reasonably practicable.

Students placed on involuntary medical leave will be subject to the policies and procedures for [readmission](#) [168].

## Outdoors Program and Recreational Athletics (OPRA)

### **OPRA Position on Substance Use**

All OPRA facilities, trips, events, and activities are substance-free. This position is taken very seriously and will be enforced in accordance with the college alcohol and drug policy. Failure to comply with these policies will result in removal from participation in activities, including removal from trips and teams at the participant's expense and without reimbursement for expenses paid. OPRA supports students looking for substance-free experiences and is committed to continued support of this environment.

### **General Use of the Robert Crown Center (RCC) & MultiSport Center**

The RCC & MultiSport Center are for use by Hampshire College ID holders and not the general public.

1. Users must show and swipe their valid Hampshire ID when they enter the RCC and MultiSport Center. Student IDs are not transferable. No one is allowed to use someone else's student ID to gain entrance to the RCC or the MultiSport Center.
2. Children under the age of 18 must be accompanied by their legal parent or guardian who holds a valid Hampshire ID. Everyone using the MultiSport Center must sign in at the front desk.
3. Guests must be signed in at the front desk. The host must remain with the guest in the RCC and/or MultiSport Center. Any person causing what the staff consider unpleasantness or unruliness in the building will be required to leave the RCC and/or MultiSport Center.
4. The climbing wall, bouldering cave, and tennis courts may be used by Hampshire ID holders and one guest of an ID holder. The ID holder must be present with the guest at all times.
5. Metal lockers are issued on a first-come, first-served basis twice during the academic year, once in September and then at the start of winter break. Lockers must be emptied and locks removed before winter recess and again prior to graduation in May. Any locks placed on metal lockers prior to registering at the front desk are liable to be removed and locks left on beyond the above periods will also be removed. Lockers are available only to students and employees.
6. The use of radios, boom boxes, and so on, is prohibited. These devices may be used only with earphones.
7. Summer use of the RCC, playing fields, and outdoor tennis courts is only available during posted hours when not exclusively reserved and scheduled by a summer program.

### **Robert Crown Center Swimming Pool**

1. A valid Hampshire ID must be left at the lifeguard's desk before a swimmer enters the water.
2. Non-swimmers are not permitted to use the pool.
3. A shower must be taken before a swimmer enters the pool.
4. Bathing suits are necessary; cut-offs are permissible. Nude swimming is not permitted at any time. Artificial flotation devices such as water wings and inner tubes are not permitted.
5. Anyone with a heart problem, epileptic seizures, or a dislocated shoulder should get a physician's approval before using the pool and must alert the lifeguard.
6. No glass containers are not permitted in the pool area. The consumption of beverages or food is not permitted. Running, splashing, and the throwing of objects are not permitted in the pool or pool area.
7. The lifeguards on duty have complete authority over the pool. The guards may ask anyone to leave who breaks the RCC rules or who, in the judgment of the guards, creates a nuisance, disturbance, or a potential hazard.
8. The pool phone is to be used only for pool emergencies.
9. In the event of a storm involving lightning in the vicinity of the College, an equipment breakdown, a problem in heating or lighting, overcrowding, or any other situation that the lifeguards deem potentially hazardous, the guards have the authority to close the pool.
10. No swimming is permitted in the pool unless it is during a regularly scheduled recreational



swim or class period with appropriate lifeguards on duty.

11. Lifeguards are not responsible for personal belongings left in the pool area.
12. No swimming is permitted when the pool cover is covering the pool.

### The Sauna

Current valid Hampshire ID holders only and no guests. Clothing is required in the facility. Gender-neutral and gender-specific hours are posted in the RCC.

### Equipment Use

Because of the considerable loss of equipment, the following Policy will be enforced:

1. People signing out equipment are responsible for the replacement value of the equipment (not the depreciated value). If equipment is lost, they will be billed for it directly.
2. All equipment should be returned clean and in good repair. The person who signed out the equipment is the person who will be billed for loss or damage.
3. No one may sign out more than \$400 worth of equipment.
4. Only people having valid Hampshire IDs and those who are taking Hampshire courses for which the equipment is specifically necessary may sign out equipment.
5. Sign-out limit is one week for all equipment (except bikes and ski equipment).
6. For overdue equipment, fines will be assessed at the rate of 50 cents per item per day for items having replacement cost of less than \$10 and \$1 per item per day for items having replacement value greater than \$10.
7. No further equipment will be checked out to anyone owing a fine.
8. The fine for late return of ski equipment and bikes is \$10 for the first day and \$12 for each additional day.

For additional information regarding equipment, defensive driving, trips, game schedules and more, visit [opra.hampshire.edu](http://opra.hampshire.edu) <sup>[171]</sup>.

## Intercollegiate Athletic Team Policies

1. All Hampshire student-athletes must follow all OPRA guidelines (please see [OPRA policy section](#) <sup>[172]</sup>.)
2. Student-athletes must successfully go through compliance (athletic, academic, and medical) in order to participate in practice or games each semester.
3. Student-athletes may be subject to removal from a team for violations of athletic policies, inappropriate behavior, or violations of other sections of the [Norms for Community Living and Policies](#) <sup>[130]</sup>.
4. Student-athletes must follow athletic department team guidelines. Failure to follow may result in removal from the team.
5. OPRA does not condone hazing and expects that student athletes and other participants in OPRA activities adhere to the [Hazing Policy](#) <sup>[173]</sup>.

The College does not provide liability insurance for injuries or damages caused to others during athletic events. See the [Student Insurance section](#) <sup>[94]</sup> for more information.

## Parking and Vehicle Use

### Personal Vehicles on Campus

The College is not responsible for, nor will it pay any claims for, damages to student-owned vehicles

resulting from falling ice, snow, tree limbs, or any other natural occurrence or event on its property or elsewhere, whether or not the possibility of such an event is warned against. The College is not responsible for, nor will it pay any losses, claims, or other damages, to student-owned vehicles resulting from vandalism, collision, or other acts by any person, other than damage caused directly by its employees. See the personal vehicle section of the [Five Colleges Inc. website](#) [174] for more information. Reckless driving and driving on walkways, fields, and other areas of campus not intended for regular auto traffic is prohibited. Students reported for reckless driving will be referred for a conduct meeting.

### **Registering Your Vehicle**

In order for [campus police](#) [77] to regulate and manage motor vehicles on campus students who want to bring, operate, or park a motor vehicle, motorcycle, or moped on the Hampshire College campus must do the following:

1. Go to Parking Policies on [The Hub](#) [22] and complete a Motor Vehicle Registration form. Do not use “N/A” or “none” on this form. (Incomplete forms will not be processed.)
2. Students who are nonresidents of the Commonwealth of Massachusetts with vehicles not registered in Massachusetts must complete the Non-resident Student Vehicle Information Form in addition to the above. Print this form; you will need it when you pick up your student parking decal. Do not use “N/A” or “none” on this form. (Incomplete forms will not be processed.)
3. Students are required to visit the Campus Police parking office to pick up a parking permit. If you are not a resident of Massachusetts, PLEASE BRING YOUR NON-RESIDENT DRIVER STATEMENT with you. You will not be issued a permit without it. Please visit the [campus police website](#) [175] for parking office hours.

### **Five College Students**

Non-Hampshire College students enrolled in classes on our campus must complete a Proof of Registration form and bring it to the [central records office](#) [18] on the first floor of the Lemelson Center for Design to obtain a signature. Bring this signed form, your student ID, and your vehicle registration to the parking office at the rear of the Johnson Library to obtain a parking permit. These permits are free of charge and parking is limited to the Five College lot and student lots. Hampshire College permits are valid only on the Hampshire College campus. Please visit the [campus police website](#) [175] for parking office hours.

### **Decal Availability**

Students with vehicles on campus, including motorcycles and mopeds, must register with the campus police parking office within seven days of arrival on campus. Parking on campus is limited, and parking permits are issued on a first-come, first-served basis. Students are encouraged to check with campus police for available parking before bringing a vehicle back to campus after any holiday or break.

### **Decal Fee**

Student vehicles must be registered within seven days of arrival on campus. A valid driver's license and a valid vehicle registration are required in order to receive a parking permit. Insurance must have your name on the policy. A student can have only one vehicle registered on campus at a time. Students are not allowed to have any unregistered vehicle(s) on campus. The parking permit fee is \$170 per academic year, \$100 off campus (fall/spring term), \$40 winter break, \$20 replacement parking permit. This fee will be charged directly to your student account. A vehicle is not considered registered until the parking permit is affixed to the vehicle according to the decal placement sheet you will receive when obtaining your decal. Vehicles not registered within seven days are subject to being towed without warning at the owner's expense. All parking issues should be directed to the campus police [parking office](#) [175].

### **Decal Returns**

Parking permits are nontransferable and must be affixed to the vehicle for which they are issued. If you sell or dispose of your vehicle, you must return a portion of the parking permit that was issued to the vehicle to [campus police](#) [77] in order to register another vehicle.

### **Parking Lots**

Student vehicles must be parked in the designated student parking lots identified by a parking sign that reads "Student Parking Only." Please do not park in faculty/staff, visitor, or the Five College lot. The director of [campus police](#) [77] may grant exceptions. Only registered student vehicles can be parked in the student parking lots. Students should not park in areas marked "Snow Removal."

### **Can't Find a Space?**

Contact Campus Police at x5424 (on campus phones) or 413.559.5424 if you cannot find a space in your designated lot. DO NOT PARK ILLEGALLY.

### **Restricted Parking**

Vehicles parked in restricted areas (e.g., fire lanes, bus stops), unregistered vehicles, or vehicles that are parked in violation of parking regulations are subject to being towed without warning at the owner's expense.

### **Summer Parking**

There is no parking available for students who do not remain on campus. Vehicles may not be stored on campus at any time. Vehicles displaying evidence of non-use will be ticketed and towed.

### **Loss of Parking Privileges**

Students who show a continual disregard for parking and/or driving regulations risk losing the ability to have a vehicle on campus. The dean of students, upon recommendation by [campus police](#) [77], may make this decision.

### **Citations**

Violation tickets are issued when a vehicle is parked or driven contrary to [Norms for Community Living and Policies](#) [130]. Citations range from \$20 to \$100, depending on the violation. Fines are billed directly to a student's account. They may be paid in the [student accounts office](#) [58]e during regular business hours. Visitors on campus who have their vehicles ticketed should mail their payment to Hampshire College Campus Police, 893 West St., Amherst, MA 01002.

### **Appeals**

Citations may be appealed in writing to the [parking office](#) [175] within seven days from the time the citation was issued. Questions can be directed to the parking office during business hours as listed on the [parking office website](#) [175]. The appeals form can be found on the [here](#) [175]. Students with special needs must register with [accessibility resources and services](#) [68] in order to receive appropriate accommodations.

### **Visitor/Guest Temporary Parking**

All visitors and guests are required to register their vehicles with [campus police](#) [77] by providing the vehicle's make, model, color, and license plate number in order for [campus police](#) [77] to issue a temporary parking permit. The permit must be visibly displayed in the vehicle; the vehicle must be assigned a parking lot. If you are visiting a student, the host student must be present (with a valid student ID) when applying for a temporary parking pass.

### **Temporary Parking Permit Needed**

A permit is needed Monday through Friday 8 a.m.–4 p.m.

### **Temporary Parking Permit Not Needed**

If you are a visitor on campus after 4 p.m. and leave before 8 a.m., you do not need a permit. You MUST park in visitor parking ONLY. If you are a visitor after 5 p.m. on Friday and stay through

Sunday (out by 8 a.m. Monday), you do not need a permit; however, you **MUST** park in visitor parking **ONLY**.

### **Student Temporary Parking**

You must obtain a temporary permit if your vehicle will be on campus only for up to six weeks: 1 week, \$20; 6 weeks, \$120 (maximum). You **MUST** park in student-designated parking. If your vehicle will be on campus for more than six weeks, you are required to purchase a student parking decal.

## **Bicycles**

All bicycles on campus must be registered with the Campus Police Department. Registration is free and can be completed at [campus police](#) [77] or on [TheHub](#) [24] anytime. The registration decal will expire upon the student's graduation date but in no case, no longer than five years from the original registration date.

All bicycles on campus must be stored in approved outdoor bike sheds and secured to a bicycle rack. Bicycles may **NOT** be secured to fire hydrants, trees, parking signs, ramps, railings, or left in the path of egress in any building on campus. Bicycles that are inappropriately secured may be immediately removed and/or confiscated.

Bicycles must be removed from campus during the summer break. Bicycles left over the summer will be considered abandoned and will be confiscated and discarded.

The College must continuously remove unregistered bicycles from campus to make more room for registered bicycles. Any bicycle in violation of the College's Bicycle Policy or unregistered will be confiscated and, if not claimed within 30 days, will be discarded.

The College is not responsible for any bicycle brought to or left on campus, whether secured or not. The College storage facilities should be considered to be unsecured, and bicycles are left in storage at the owner's sole risk.

## **Use of College Vehicles and Insurance**

### **Use of College Vehicles**

College vehicles are not available for personal use. "Pool vehicles" are available for college business and college-approved student activities. Student groups must contact the [campus leadership and activities](#) [176] office. For offices and School departments, the office or department budget manager or their designated assistant makes the reservation. A vehicle request can be made three days or more in advance.

Members of the College community who want to be eligible to operate a college vehicle must fill out an online application form [177], attend a defensive driver class, and have a clean driving record. Annual credential forms must be filled out via an online form [178] through Five College Risk Management. This form is for insurance purposes only and has to be completed by everyone who will drive a college-owned vehicle or drive a personal vehicle on college business.

All drivers of college-owned vehicles, or vehicles driven on college business, are expected to follow the rules in the [Fleet Vehicle](#) [179] [Handbook](#) [179] and to abide by all campus regulations and all local, state, and federal laws.

### **Travel Accident Insurance**

The College provides limited travel accident insurance, including medical evacuation and repatriation to students traveling on College or academic business, worldwide. Worldwide travel assistance services are also available. Contact the [dean of students office](#) [38] for details or see the [Five Colleges Inc. website](#) [180].

### **Auto**

The College purchases Auto Liability Insurance, which protects both the College and the driver from third-party liability and third-party property damage arising from the use of college-owned, hired/rented, and non-owned vehicles. The [Five College Risk Management website](#) [180] has more detailed information on this coverage.

- For college-owned vehicles, the student driver must be credentialed and have permission from a faculty member, a dean, a coach, or a department head to drive a college vehicle. For details on becoming a credentialed driver, visit [Five College Risk Management Policies](#) [178].
- To rent or drive a rented vehicle for college business, the student must be credentialed and have written authorization from an authorized person (see owned vehicles, below) and be a scheduled driver with the rental company. Most car rental agencies prohibit persons under the age of 25 from driving rented vehicles. The college policy is to waive coverage for liability and collision coverage on domestic rentals; however, students should follow departmental guidelines with respect to waiving the rental company insurance. If the college insurance is used, a certificate of insurance should be obtained as proof of insurance.
- If a student drives their own vehicle on College business, such use must be specifically authorized in writing by the department head or chair before the use occurs. The College policy is excess of the student's own policy with respect to liability coverage. No coverage is provided for any physical damage to the student's vehicle, nor will any deductible amount be paid by the College, whether or not the vehicle is used for College business, and regardless of any liability of the driver or other parties.
- Use of borrowed vehicles for college business must be approved before such use by the Five College director of compliance and risk management.

The college auto insurance policy may not cover unauthorized drivers. Unauthorized drivers may be personally liable for claims brought against them. The College may also have a right to claim against unauthorized drivers.

### **Weather Conditions**

Trips may be canceled due to adverse weather conditions. The on-duty [campus police](#) [77] supervisor has the authority to not allow vehicles to be used due to the adverse weather conditions. The on-duty supervisor will utilize all available information (including but not limited to weather advisories, radio, TV, internet, etc.) to assist in determining the advisability of allowing vehicles to leave the campus. As a general rule, the college will cancel trips in order to protect faculty, staff and students that may be using college vehicles. As a matter of policy, the College expects drivers to interrupt their trips when weather conditions deteriorate, find a safe place to wait, and to resume the trip once the weather improves.

### **OPRA Van Use**

OPRA vans are only for the use of College staff for the purpose of transportation to OPRA programs, courses, and events.

1. OPRA does not lend or rent vans.
2. Smoking, drinking alcohol, and using illegal drugs are prohibited in OPRA vans.
3. The transportation of alcohol or illegal drugs in OPRA vans is prohibited.

## **Pets and Service/Support Animals**

## DEFINITIONS

**Assistance/Emotional Support Animals:** Animals that provide assistance and/or emotional support to a student. These animals (not limited to dogs) do not meet the ADA definition of a Service Animal [below] but may qualify under the Fair Housing Act and Hampshire College's Policy on Emotional Support Animals.

**Service Animal** [181]: Any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition, however the College will consider other animal species on a case-by-case basis in accordance with Federal regulations. The tasks performed by a service animal must be directly related to the individual's disability.

**Service Puppies and Service Dogs in Training:** These animals are considered to have the same public accommodation rights as service animals.

## RESOURCES

- U.S. Department of Justice, Information about the Americans with Disabilities Act [182]
- Town of Amherst bylaws for dog licensing [183]
- Guidance on Service Animals in Public Places [184]

# Assistance/Emotional Support Animals

This policy has been established in support of Hampshire College's commitment to comply with state and federal laws, rules and regulations pertaining to the Americans with Disabilities Act of 1990, as amended and related laws, rules and regulations, including without limitation Section 504 of the Rehabilitation Act of 1973 (Pub. L. 93-112, 87 Stat. 394 (29 U.S.C. 794), as amended, and MA General Laws chapter 129, section 39F.

This policy provides the guidelines and requirements with respect to the admittance and use of assistance/emotional support animals, and applies to any assistance/emotional support animal whose user or handler is a Hampshire College student residing in college-owned housing. This policy does not apply to other animals on campus, including Service Animals.

Assistance/emotional support that are approved through the college's accommodations process will be permitted to reside with their owner in the student's private room. These animals are also permitted in other areas of the student's residence as long as the animal is under the direct physical control of the student at all times. "Residence" is defined as the specific apartment unit ("mod") or dormitory to which the student is assigned. The animal is not permitted in any other indoor, college-owned spaces or facilities. An assistance/emotional support animal shall have a harness, leash, or other tether at all times while outside of the student's private room.

### Public Etiquette by Students/Staff/Faculty/Administrators on Campus

Service/assistance animals are working animals and are not pets. Accordingly, the College asks that students and their visitors adhere to the following good practices when interacting with service/assistance animals.

Individuals should NOT:

- Assume that the animal is a pet.
- Pet/touch an assistance animal. Petting distracts them from their responsibilities.
- Assume the handler may have visible disability. Do not make assumptions about the necessity of the assistance animal.

- Ask the handler about their specific condition.
- Prioritize the needs of another individual over the needs of an individual with an assistance animal. For example, we cannot restrict the access of an assistance animal fearing another member of the community may have an allergy.
- Feed an assistance animal.
- Deliberately startle, tease or taunt an assistance animal.
- Separate or attempt to separate an animal from their handler.
- Hesitate to ask the handler if they would like assistance if the team seems confused about a direction in which to turn, an accessible entrance, the location of an elevator, etc.

### **Emergency Situations**

In the event of an emergency, on campus personnel designated to respond is expected to recognize assistance animals and their role in communicating their partners' need for assistance. The handler and/or animal may be confused or disoriented in a stressful situation due to smoke, sirens, wind noise or by shaking and moving ground. The response personnel should be aware that animals may be protective in their confusion and should not be considered harmful. The responders should make every effort to keep the animal with its partner. The handler should make every effort to control the animal during an emergency situation and be prepared to muzzle or restrain the animal as needed.

Students who are with assistance animals regularly on campus are encouraged to develop an individual evacuation plan (IEP) with the College. Students should contact the Accessibility Resources and Services Office to establish an IEP.

## **Accommodation Request Process**

Students with a disability may apply to have an assistance/emotional support animal as a reasonable accommodation in housing facilities that otherwise impose restrictions or prohibitions on animals. Students requesting accommodations must register with [Accessibility Resources and Services Office](#) [68], provide documentation as required for any accommodation, and go through the official accommodations approval process. Students must register with the Accessibility Resources and Services Office at least 30 days before housing for the animal is needed and provide documentation as outlined in this policy.

In order to qualify for such an accommodation, the assistance or emotional support animal must be necessary to afford the individual an equal opportunity to use and enjoy a dwelling or to participate in the housing service or program and there must be a relationship, or nexus, between the individual's disability and the assistance the animal provides documented by a medical professional competent to address the need for the accommodation and the requirement of the specific accommodation requested.

Students going through the request process should note that all assistance or support animals must be spayed or neutered. In addition, all animals must be housebroken or live within a contained habitat, and may not weight more than 75 pounds. Exceptions will be considered on a case-by-case basis.

Students whose requests are approved will be permitted to have one assistance/emotional support animal. Requests for more than one animal may be considered with specific documentation as to the need for the animal to be paired. Under no circumstances will breeding pairs of animals be permitted.

## **Student Responsibilities**

Students with assistance/emotional support animals are expected to adhere to the Norms for Community Living and Policies and ensure that their animals act and respond appropriately at all times while in public.

Students are responsible for ensuring the safety of their animals.

### **Control Requirements**

The assistance/emotional support animal may not pose a risk of health or safety to others and may not create unreasonable interference for others.

An assistance/emotional support animal shall have a harness, leash, or other tether at all times while outside of the student's private room.

Students are responsible for cleaning up the animal's waste. Waste must be properly disposed of.

### **Care of Animal**

Students are expected to maintain flea, tick and odor control. Assistance/emotional support animals must be regularly groomed as appropriate. All assistance/emotional support animals are expected to be up to date with required vaccinations, licenses, and maintain a regular schedule of veterinary care.

### **Financial Responsibility**

Students who have an assistance/emotional support animal on campus are financially responsible for property damage caused by the animal including, but not limited to, cost of repairs, replacement or cleaning of facilities or furnishings and any bodily injury or personal injury caused to other persons by the animal.

### **Documentation Requirements**

The student must provide the following documentation to the Housing Operations Office upon approval of the accommodation request and prior to the arrival of the animal on campus, and then annually or as requested by a college official:

- **Proof of Licensure:** If the animal is residing on campus it must meet the town of Amherst and or Massachusetts licensing requirements and wear tags designating this license.
- **Proof of Vaccinations:** All dogs must wear a rabies vaccination tag. All assistance/emotional support animals residing or coming onto campus on a regular basis must be up to date with vaccinations in accordance with state and local laws and regulations.
- **Proof of Annual Veterinary Care:** The student must provide evidence that the animal is receiving annual, routine veterinary care.

Additionally, it is recommended that the student provide evidence of current insurance coverage for any injuries the animal may cause to a third party as specified in the preceding section.

### **Restricted Areas**

The College may restrict the use of assistance/emotional support animal in certain residential locations.

# **Resolution of Conflict with Assistance/Emotional Support Animals**

### **Conflicting Disabilities**



Persons who have asthma, allergies, or other medical conditions affected by the presence of animals are asked to contact the [Accessibility Resources and Services Office](#) <sup>[68]</sup>. The person impacted by the presence of the animal must provide verifiable medical documentation to support their claim. The needs of both persons will be considered in resolving the issue.

### **Removal of an Assistance/Emotional Support Animal from College Facilities or Programs**

An assistance/emotional support animal that is determined to be out of control may be excluded from a college program or facility. This may include, but is not limited to:

- Vicious behavior
- Disruptions (e.g., barking, running around, nipping, bringing attention to itself)
- Not being housebroken
- Being insufficiently cleaned or groomed (e.g., the animal smells or has fleas or ticks)
- Not being appropriately restrained

The infraction will be treated on an individual basis through the Accessibility Services Office with support or input as may be appropriate from the Dean of Students Office, Campus Police, or other offices. If the animal poses a threat to the safety of others, Campus Police will be part of a collaborative team to determine the outcome of the behavior. Consequences may include, but are not limited to, muzzling a barking dog, refresher training for the animal and student, or exclusion of the animal from College facilities.

If the student or any other person brings the animal to areas of campus where the animal is not permitted, the College/any employee may require that the animal be removed from the facility or area and returned to the student's room. Non-compliance with this request may result in permanent removal of the animal from the College.

In the event that an animal is excluded from College facilities or programs in accordance with applicable FHA regulations and the student wishes to bring a new animal to campus, the student must comply with all documentation requirements for the new animal.

## **Complaints, Appeals and Grievances, and Exceptions**

Prior to filing a grievance, a complaint may be brought to the Director of Accessibility Resources and Services/Section 504 Coordinator for informal resolution.

Any student dissatisfied with a decision concerning the use of a service animal on campus shall be entitled to bring a grievance under the [Grievance Procedures](#) <sup>[185]</sup> for Students. Any claims of discrimination on the basis of a disability or failure to provide reasonable accommodations regarding the use of a service animal on campus may be brought pursuant to the College's Grievance Procedures.

Individuals wishing to request a modification or exception to this policy as a reasonable accommodation should be made using the [Grievance Procedures](#) <sup>[185]</sup>.

## **Pet Policy**

Pets and other animals, with the exception of [service animals and](#) <sup>[186]</sup>[assistance animals](#) <sup>[186]</sup> approved in accordance with the [College's policy](#) <sup>[187]</sup>, are prohibited in all residence buildings. Residents are also prohibited from keeping or providing for animals on College property, and

visiting animals must be kept outdoors on a leash at all times in the presence of the owner. Hosts are responsible for cleaning up after any visiting animals. Visiting is defined as temporary, short term (less than a day), and occasional (no more than three times per term). Students who violate this policy are subject to disciplinary action [8], including seizure of animals when students fail to heed warnings and other attempts to resolve concerns with animals found in the residences. Students will bear any associated cost to the College or any of its employees or agents, whether because of damage to property owned by the College or others or because of any claim brought against the College by any person because of injury, illness, or other reason as a result of the student having brought an animal onto campus, regardless of whether the animal is in violation of this policy.

## Service Animals

This policy has been established in support of Hampshire College's commitment to comply with state and federal laws, rules and regulations pertaining to the Americans with Disabilities Act of 1990, as amended and related laws, rules and regulations, including without limitation Section 504 of the Rehabilitation Act of 1973 (Pub. L. 93-112, 87 Stat. 394 (29 U.S.C. 794), as amended, and MA General Laws chapter 129, section 39F.

This policy provides the guidelines and requirements with respect to the admittance and use of service animals, and applies to any service animal whose user or handler is participating in a college program or who is on the college's campus (including students, employees and third parties). The policy applies to working service animals, service animals in training and service puppies. This policy does not apply to other animals on campus, including Assistance/Emotional Support Animals in College Housing [188].

Service animals are generally permitted in all residential and non-residential Hampshire facilities and programs except as described below or otherwise governed by applicable law.

### Public Etiquette by Students/Staff/Faculty/Administrators on Campus

Service/assistance animals are working animals and are not pets. Accordingly, the College asks that students and their visitors adhere to the following good practices when interacting with service/assistance animals.

Individuals should NOT:

- Assume that the animal is a pet.
- Pet/touch a service/assistance animal. Petting distracts them from their responsibilities.
- Restrict the individual and the service animal full participation in programs and activities of the College. This includes off campus activities and activities involving transportation.
- Assume the handler may have visible disability. Do not make assumptions about the necessity of the service/assistance animal.
- Ask the handler about their specific condition.
- Prioritize the needs of another individual over the needs of an individual with a service/assistance animal. For example, we cannot restrict the access of a service animal fearing another member of the community may have an allergy.
- Feed a service/assistance animal.
- Deliberately startle, tease or taunt a service/assistance animal.
- Separate or attempt to separate an animal his/her handler. Service animals are trained to be protective of the handler.
- Hesitate to ask the handler if he/she would like assistance if the team seems confused about a direction in which to turn, an accessible entrance, the location of an elevator, etc.

### Emergency Situations

In the event of an emergency, on campus personnel designated to respond is expected to recognize service/assistance animals and their role in communicating their partners' need for assistance. The handler and/or animal may be confused or disoriented in a stressful situation due to smoke, sirens, wind noise or by shaking and moving ground. The response personnel should be aware that animals may be protective in their confusion and should not be considered harmful. The responders should make every effort to keep the animal with its partner. The handler should make every effort to control the animal during an emergency situation and be prepared to muzzle or restrain the animal as needed. Students who are with service/assistance animals regularly on campus are encouraged to develop an individual evacuation plan (IEP) with the College. Students should contact the Accessibility Resources and Services Office to establish an IEP.

## Student Responsibilities

We encourage, but do not require, students to make themselves known to the College should they desire to have a service animal accompany them in academic classes, activities, or services on campus.

If a student plans to have their service animal live with them in residence, we ask that you provide notice to the College especially if you are seeking some type of accommodation for that animal.

Notice to the College is used solely to ensure the appropriate housing placement is made. Students should provide notice to the College by contacting the [Accessibility Resources and Services Office](#) [68].

While access rights are legally afforded to users/handlers of service animals, all persons with service animals are expected to adhere to the Norms for Community Living and Policies and ensure that their animals act and respond appropriately at all times while in public.

Service Animal user/handlers are responsible for ensuring the safety of their service animals.

### Control Requirements

The service animal may not pose a risk of health or safety to others and may not create unreasonable interference for others.

A service animal shall have a harness, leash, or other tether at all times while outside of the student's private room. If the student is unable to use a harness, leash, or other tether because of a disability, or because the use of such a restraint would interfere with the animal's safe, effective performance of work or tasks, the animal must be under the handler's control (e.g., voice control, signals, or other effective means).

Service animals (including puppies and trainees) shall be reasonably identified to the community by harness or service animal vest or other gear when not in a private or student residence. If there is no identification, college staff may ask if the animal is a working service animal.

Service Animal user/handlers are responsible for cleaning up their animal's waste. Waste must be properly disposed of. Persons with disabilities who physically cannot clean up after their own service animal will not be required to do so; however these individuals should take their animal to designated relief areas. Relief areas may be designated on an individual basis with the collaboration of the Accessibility Resources and Services Office and the College grounds personnel. If an animal relieves itself in non-designated areas, these individuals should request assistance with cleaning up.

### Care of Animal

Service Animal user/handlers are expected to maintain flea, tick and odor control. Service animals must be regularly bathed and groomed. All service animals are expected to be up to date with

required vaccinations, licenses, and maintain a regular schedule of veterinary care.

### **Financial Responsibility**

Service Animal user/handlers who have a service animal on campus are financially responsible for property damage caused by the service animal including, but not limited to, cost of repairs, replacement or cleaning of facilities or furnishings and any bodily injury or personal injury caused to other persons by the service animal.

### **Documentation Requirements**

The student must provide the following documentation to the Housing Operations Office upon approval of the accommodation request and prior to the arrival of the animal on campus, and then annually or as requested by a college official:

- **Proof of Licensure:** If the animal is residing on campus it must meet the town of Amherst and or Massachusetts licensing requirements and wear tags designating this license. If the animal resides off campus, the animal must meet the licensing requirements of the Service Animal user/handlers's resident town and wear tags indicating this licensing.
- **Proof of Vaccinations:** All dogs must wear a rabies vaccination tag. All service animals residing or coming onto campus on a regular basis must be up to date with vaccinations in accordance with state and local laws and regulations.
- **Proof of Annual Veterinary Care:** If the animal resides in College housing, the Service Animal user/handlers must provide evidence that the animal is receiving annual, routine veterinary care.
- **Proof of Service-Animal-in-Training Status (where applicable):** Service Animal user/handlers will provide upon request the College with evidence that the animal is a service dog candidate.
- **Proof of Service Puppy Status (where applicable):** This documentation must be supplied by an authorized service dog organization, and include an indication that the organization expects the animal to return for specialized training after the raising period is over.

### **Restricted Areas**

The College may prohibit the use of service animals in certain locations due to health or safety hazards, where service animals may be endangered, or where their use may compromise the integrity of research or fundamentally alter the nature of a program or activity. The safety of locations will be individually considered by the Director of Accessibility Resources and Services, the laboratory director or professor, and the College risk management team. If a location is determined to be unsafe, reasonable accommodations will be provided to ensure the individual equal access to the activity.

Exceptions to restricted areas may be granted on a case-by-case basis by contacting the Accessibility Resources and Services Office. In making its decision, the Accessibility Resources and Services Office will consult with the appropriate department and/or laboratory representative regarding the nature of the restricted area and any ongoing research.

## **Resolution of Conflict with Service Animals**

### **Conflicting Disabilities**

Persons who have asthma, allergies, or other medical conditions affected by the presence of animals are asked to contact the [Accessibility Resources and Services Office](#) [68]. The person impacted by the presence of the animal must provide verifiable medical documentation to support

their claim. The needs of both persons will be considered in resolving the issue.

### **Removal of Service Animal from College Facilities or Programs**

A service animal that is determined to be out of control may be excluded from a college program or facility. This may include, but is not limited to:

1. Vicious behavior
2. Disruptions (e.g., barking, running around, nipping, bringing attention to itself)
3. Not being housebroken
4. Being insufficiently cleaned or groomed (e.g., the animal smells or has fleas or ticks)
5. Not being appropriately restrained

The infraction will be treated on an individual basis through the Accessibility Resources and Services Office with support or input as may be appropriate from the Dean of Students Office, Campus Police, or other offices. If the animal poses a threat to the safety of others, Campus Police will be part of a collaborative team to determine the outcome of the behavior. Consequences may include, but are not limited to, muzzling a barking dog, refresher training for the animal and student, or exclusion of the animal from College facilities.

In the event that a service animal is excluded from College facilities or programs in accordance with applicable ADA regulations, the student will be responsible for securing comparable services or assistance.

## **Complaints, Appeals and Grievances, and Exceptions**

Prior to filing a grievance, a complaint may be brought to the Director of Accessibility Resources and Services /Section 504 Coordinator for informal resolution.

Any student dissatisfied with a decision concerning the use of a service animal on campus shall be entitled to bring a grievance under the [Grievance Procedures](#) <sup>[185]</sup> for Students. Any claims of discrimination on the basis of a disability or failure to provide reasonable accommodations regarding the use of a service animal on campus may be brought pursuant to the College's Grievance Procedures.

**Individuals wishing to request a modification or exception to this policy as a reasonable accommodation should be made using the [Grievance Procedures](#) <sup>[185]</sup>.**

## **Post Office**

The Hampshire College Post Office is located on the ground floor of the library. For more information about the Post Office including hours and available services please visit the [Post Office website](#) <sup>[189]</sup>.

In order that students may receive mail as quickly as possible, letters and packages should include the student's box number. The mailbox numbers assigned to students will remain the same throughout their Hampshire careers, even if the student lives off-campus. Students living off campus should check their mailbox on a regular basis. All on-campus mailings will be distributed to mailboxes. Students must learn and memorize their student mailbox combinations. Combinations for student mailboxes can be found on [theHub](#) <sup>[35]</sup> under personal information and campus box.

Note: Your mailbox is not a P.O. Box. Please, just use box # on U.S. Mail, UPS, FedEx and DHL packages.

Please do not ship packages to campus prior to August 15<sup>th</sup> for the fall term, and January 15<sup>th</sup> for the spring Term.

If you are unable to get your mail/package and wish that someone else get it for you, you must inform the post office by e-mail; giving your authorization. Include your name, mailbox #, and the name of the person who will be getting your mail. To open the mailbox, that person should know the mailbox combination. They must also provide an **ID** at the time of pick up.

The USPS website, [www.USPS.com](http://www.USPS.com) <sup>[190]</sup> is a good source of information for mailing questions, package tracking, as well as looking up zip codes.

### **Post Office Forwarding Service**

During the summer or when a student is (on leave of absence, field-study leave, medical leave, consortium agreement, or has withdrawn), the Hampshire College Post Office will close their mailbox and all 1<sup>st</sup> class U.S. mail will be forwarded to the student's current address. If the address needs to be updated, a change of address form should be completed and submitted to the [central records office](#) <sup>[18]</sup>. The college post office will forward it via U.S. mail in most cases. The post office will re-open the same mailbox to a student returning from leave. No mail will be forwarded during January Term.

Mail will be forwarded for one year following graduation or withdrawal from the college.

Magazines and newspapers will **NOT** be forwarded to students. In order to receive subscriptions while they are away, students must inform the sender of the magazines and newspapers of their forwarding address at least four weeks prior to leaving the college.

## **Prohibited Items**

A number of items are prohibited in the Hampshire College buildings. These prohibitions are in place to support the health and safety needs of all community members. Some of the prohibited items are specific to students living the residences. This listing is not all-inclusive of specific items, but gives a comprehensive description of types of items not permitted and does include some specifics to guide student understanding of prohibited items.

An additional list of fire safety prohibited items can be found at the end of the [fire safety policy](#) <sup>[191]</sup>.

## **Items Prohibited in the Residences**

- The building or installation of “lofts,” furniture, or other structures of any kind or size, including, but not limited to, cinder-block or wooden platforms, is prohibited.
- Waterbeds are prohibited.
- Cooking devices are prohibited with the exception of hotpots and small microwave ovens. For a comprehensive description of additional fire safety regulations and other prohibited items, please see the [Fire Safety & Smoking section](#) <sup>[99]</sup>.
- Additions to, modifications of, and unauthorized connections to existing wiring systems (electrical, telephone, data, television, radio, cable/dish) or other utilities are prohibited.

- The installation of air conditioners or other objects in windows is prohibited.
- Pets, with the exception of approved service and assistance animals, are prohibited in the residences. You can view the full [Pet Policy](#) [71] and [Accessibility Resources and Services](#) [187] policies on [service/support animals](#) [71] by clicking on the associated links.
- Weapons, whether real or replica, are prohibited, please see the full [Weapons, Firearms, & Explosives policy](#) [101] for details.

## Weapons, Firearms, and Explosives

Students are prohibited from introducing, possessing, using, buying, selling, carrying, or displaying any weapon or replica. Weapons are defined as any device or substance that is designed, used, or likely to be used to cause bodily harm, or property damage. Firearms are defined as any gun, rifle, pistol, handgun or device designed to fire bullets, BBs, pellets, or shots (including paint balls), or other projectiles, regardless of the propellant used. Other weapons include but are not limited to, mace, pepper spray, taser, stun guns, knives with fixed blades, switchblades, spring-loaded knives, pocket knives with blades longer than 4 inches, kitchen utensils not used for their intended purpose, martial arts weapons, bow and arrows of any type, swords, brass knuckles, sling shots, explosives, or incendiary devices such as firecrackers are strictly prohibited on campus. All “prop” weapons used in plays, the theater, etc., must be registered and stored in the Campus Police Department. The policy also covers any other items deemed by the [Campus Police Department](#) [77] to be dangerous, including hazardous chemical or biological material of any sort. Also included are displays/collections of the above named items, ornamental weapons and ornamental ammunition. Any prohibited items are subject to confiscation and permanent forfeiture without any expectation of return or reimbursement. Violators will be subject to criminal prosecution and [disciplinary action](#) [8] up to and including removal from the College.

## Residence Life and Housing

Since our founding, Hampshire College has been envisioned as a residential learning community. This has meant that not only does Hampshire strive to provide safe, secure, and comfortable living areas for students, but we also strive to provide a dynamic, intellectual environment outside the classroom. The residence life system encourages students to assume community responsibility and to respect the diverse backgrounds and lifestyles of our community members by providing opportunities for residents to learn about differences and to intentionally create a community that embraces those differences.

For more information about the student and professional staff who work live and work in the residence halls, visit the [Residence Life and Housing website](#). [192]

### Residence Life and Housing Policies

Members of the Hampshire College community are required to abide by the laws of Massachusetts, the laws of the town of Amherst, and the Norms for Community Living and Policies set forth by Hampshire College in the Hampshire College Student Handbook. The following policies and associated subsections outline Residence Life and Housing Policies. If you have additional questions about these policies, please [contact your area coordinator or another member of the residence life and housing staff](#) [193].

### Disciplinary Action

When it is found, through reports of the residence hall staff, housing operations staff, or [campus](#)

police [77] officers, for example, that a student has violated the policies of Hampshire College as specified in the Hampshire College Student Handbook, the College reserves the right to review the case and take appropriate disciplinary action [8].

## Guests

Students are permitted to have overnight guests in their rooms or apartments as long as the host is on campus during that time. Hosts must register their guests [194], indicating the length of the visit, which may never exceed one week at a time or more than 15 days cumulatively in a semester, even if the guest has had more than one host. Guests' vehicles must be registered with campus police [77] as specified in the parking policy [195]. All guests are expected to abide by Hampshire College's Norms for Community Living and Policies. Responsibility for the conduct and safety of guests lies with the host. Any damage caused by a guest, whether or not they have been registered, will be charged to the host. Any guest whose behavior is disruptive will be required to leave campus.

## Health & Safety

Residence life staff and/or health and safety staff may enter common spaces and rooms as needed, and at least once during each term, to conduct fire, health, and safety inspections. Residence life staff also enter each room, as part of the December shut-down process, to check the heat and make certain windows and doors are secure. Students are required to comply with the required corrective action of all fire, health and safety inspections carried out by college personnel.

All campus spaces must be used only for their intended purpose unless appropriate permissions are obtained. Any use of a space that creates a hazard for the user or other occupants of the building is prohibited. No resident is allowed on the roof of any building on campus, except in those instances when it is a secondary egress route in the event of a fire. Additionally, no resident is allowed to scale the exterior of any building on campus.

## Room Changes

Although students are expected to live in the same room for an entire academic year, there are sometimes extenuating circumstances that may warrant a move. If a student feels a move is necessary, they must meet with their area coordinator to discuss those needs. Typically, the area coordinator will first work with the student to solve any problems in the student's living area. If despite everyone's best efforts, the problem is irresolvable, the area coordinator may grant permission for the student to move.

An administrative move may be determined as necessary by a member of the residence life staff or the dean of students office. In such cases, these staff reserve the right to move students to any vacancy on campus.

# Furniture, Furnishings, and Room Damage

## Room Damages

Damage to student rooms and/or damage to or removal of furnishings or equipment, beyond ordinary wear and tear, will be charged to the last known student occupant(s) of that room. This will include, without limitation, material and labor costs for replacing missing furniture, screens, window stops, heater covers, draperies, other safety devices, stoves or any other equipment that is part of the room or mod. Damages to the public areas of a residence hall or mod will be charged to all residents of the smallest applicable area of the hall or mod, the total being divided equally. Group charges may include costs for replacing missing furniture and other furnishings that cannot be attributed to specific individuals. Assessments for damages are made as students move and at the end of the academic year. Disablement or removal of safety devices may result in personal liability for harm that may arise from such acts and may be subject to disciplinary action [8].



Under no circumstances are students permitted to paint their rooms or common areas. Failure to abide by this rule will result in charges for paint and labor to restore the room or common area to its original condition.

### **Furnishings and Furniture**

Room decorations are permitted, provided they do not exceed 40 percent of any wall and are not hung on ceilings, sprinkler pipes, over smoke detectors, or near any source of heat. Any method of affixing decorations that puts holes in or mars walls, woodwork, doors, or furnishings is prohibited.

No decorations are allowed in hallways or stairwells with the exception of existing student room bulletin boards.

Students bringing hotpots and/or microwave ovens should keep them unplugged when not in use.

All College furnishings and fixtures must remain in student rooms and common spaces at all times.

Items furnished by the College in public and common areas may not be moved from those spots. If such items are found in student rooms, it will be treated as theft of College property.

Students may supplement College-owned furniture in common spaces with their own additions. However, the College is not responsible for damage or theft of non-College furnishings. It is the student's responsibility to remove all non-College furnishings upon departure and summer shutdown. Furniture that remains in rooms and common spaces at the end of the academic year may be disposed of by the College.

All screens must be left in place, attached to the windows. Students are billed for detached, missing or damaged screens. Students may face disciplinary action <sup>[8]</sup> if screens are removed and/or for causing security risks to card access and locked doors.

Vandalism of college-provided phones will result in all hall or apartment residents bearing the cost of repairs or replacement and disciplinary action <sup>[8]</sup>.

## **Off Campus Housing**

While Hampshire College is primarily a residential college, some years we are unable to house all students on campus. During those times, all first- and second-year students are guaranteed on-campus housing, if they desire. A process of students voluntarily requesting off-campus will be implemented in an attempt to meet the College's housing needs.

In years when a housing shortage is not predicted, students will be required to live on campus except for those meeting the following criteria:

- Students 25 years of age or older.
- Students who live with a parent or legal guardian within 30 miles of campus.
- Students who are married (non-legal definitions may be considered) must live off-campus, as there are no provisions for dependents to live on campus.
- Students who have legal dependents living with them must live off campus, as there are no provisions for dependents to live on campus.
- Students under 16 years of age as of September 1 of their entering year (or February 1 if a spring entrant) are not eligible to live on campus until they reach the age of 16. It is recommended that these students live off campus with a parent or legal guardian.
- If a student falls into one of the above categories, they must notify the assistant director of residence life well before the housing process.

Students seeking off campus housing accommodations due to psychological, physical, or learning disabilities must seek support through our director of accessibility resources and services, who can recommend a housing exemption.

Students who are granted off-campus status will retain that status for the remainder of their time at the College. Students who wish to return to campus housing must contact the assistant director of residence life. The number of vacant rooms and the timing of the request will have an impact on how quickly students may be returned to campus housing. Every effort will be made to expedite the request. For emergency purposes, all off-campus students are required to provide the College with their current local address and telephone number each semester. This information is made available to Hampshire staff and faculty.

## Room Condition and Upkeep

### Proper Upkeep—Student Responsibilities

Students are responsible for the cleanliness of their own rooms and for their common spaces. In the residence halls, the common areas are the lounges and in the apartments they are kitchens (including the insides of stoves and refrigerators), living rooms, and bathrooms. Students may not store personal items in residence hall lounges and kitchens.

The cleanliness of all areas must meet the standards of fire and safety codes. Students are responsible for bringing trash and recycling from rooms to the large bins in the lounges. Apartment residents are responsible for bringing trash and recycling to the dumpsters. As recycling is the law in Amherst, all members of the community must comply. Recyclable materials must be clean before they are deposited in the recycling bins. Residents are responsible for bringing compost to public collection areas.

Students living in apartments are responsible for providing their own cleaning materials and equipment. Residents in all areas may borrow vacuum cleaners from their area offices. Housing operations staff conduct full health and safety inspections of each student's room and common areas at least one time during each semester. Violations are cited and students are required to correct them in a timely way. Failure to do so could result in [sanctions](#) <sup>[8]</sup>, up to and including housing relocation and removal from campus housing.

### Room Contracts and Common Area Condition Reports

Room contracts and common area condition reports detail the condition and content of those spaces at the beginning and end of a student's occupancy of the space. These contracts provide mutual protection for residents and the College.

When vacating a space it is strongly suggested the student and a residence life and housing staff member together compare the final condition of the room with the information on the original contract. The staff member will give the student an opportunity to address any inconsistencies in order to avoid a cleaning or damage charge.

When a space is vacated, the room contracts and common area condition reports are used to assess the condition of the facilities and to determine whether or not students are responsible for any damage beyond normal wear and tear. Any appropriate charges, including charges for necessary extra cleaning and/or missing furniture, are assessed. Damages will be billed according to a [rate schedule](#) <sup>[196]</sup>, available from the [housing operations office](#) <sup>[197]</sup>.

Common areas are assessed and billed for damage and cleanliness at the end of both fall and spring semesters. Any student who does not complete their room contract and/or review their Common Area Condition Report when moving into their room forfeits the opportunity to challenge

the final assessment of the space and is liable for any damages that are charged.

## Social Events Hosted in the Residences

A social event on the Hampshire College campus is considered to be any gathering at which more than 15 people are in attendance. For any social event in the residences, whether or not alcoholic beverages will be served, an authorized event registration form must be obtained at least 24 hours prior to the event from the area coordinator of the residence. Prior to obtaining the registration form, those hosting the event must meet with the area coordinator to understand their responsibilities as event hosts. The meeting also ensures that students understand all policies that are in place. An area coordinator may deny a hall or mod the privilege of hosting an event if any member of that living space has a current [disciplinary sanction](#) [8]. Students hosting parties without registration or after being denied registration will be subject to disciplinary action.

Event registration forms require the signatures of two residents of the hall or mod where the event is taking place. These individuals must be willing to take responsibility for the event by taking part in the discussion with the area coordinator prior to the signing of the event registration form and by ensuring that all [Norms for Community Living and Policies](#) [130] and laws are adhered to during the event. If alcoholic beverages are being served during the event, both signers of the registration form must be 21 years of age or older. Those serving alcohol are required to check identification. Events will not be authorized if excessive alcohol is being served or if there is a lack of adequate nonalcoholic beverage and food. For more information about hosting events with alcohol, please see the [alcohol policy](#) [198].

Event registration forms will be authorized only for a single hall or mod to host an event. Attendance at events within living areas is limited due to [fire-safety](#) [99] concerns. Larger events should take place outside the residences. Entertainment must not be so loud as to disturb neighboring residents. Only one event registration form will be authorized in each residence area on a single night. Social events in the residences will not be authorized to take place during or around the time of large-scale campus events or during the time of College [quiet hours](#) [93]. Therefore, events in the residences ordinarily will be authorized only for Friday and Saturday nights. They will not be authorized to take place during the College's exam period or the exam periods of any of the other Five Colleges, during break periods (October break, Thanksgiving break, or spring break), during any time of the Halloween weekend, during Spring Jam, or during the weekend of graduation. Area coordinators may refuse to authorize events during other large-scale campus events.

## Student Room Use and Access

### Use of Student Rooms

Only registered Hampshire College students may live on campus. Housing is contingent upon a student's maintaining an active student enrollment status. The only persons who may reside in a room are those assigned by the College. Residents may not invite or permit any other person to reside in their assigned room or in any other area of a residence hall.

Student rooms are to be utilized as bedrooms and/or study space. The use of bedrooms for other purposes is prohibited.

### Subletting

Subletting of a student room to any other person not officially assigned to that room is prohibited. Students violating this policy are subject to [disciplinary action](#) [8].

### Right of Entry

Students' right to privacy in their bedrooms is respected by the College to the extent practicable. In most instances, the College is able to give students advance notice of a need to enter student rooms. A submitted work order acts as permission for facilities and grounds personnel to enter a student's room for the purpose of making the requested repair(s). By requesting maintenance service within your room or anywhere in your mod, you implicitly authorize a facilities and grounds worker to enter your room, bedroom or mod to perform the service that you have requested.

Other appropriate college employees may enter student rooms under the following conditions:

- In an emergency or situations that involve possible harm to persons or property, danger, or criminal activity.
- To conduct fire safety/health inspections.
- At the start of the winter vacation when staff carry out shutdown procedures in the residence halls.
- When a student cannot be found on campus to resolve situations taking place in their room that affect other students, such as when another student is scheduled to move into that room or when loud music or a ringing alarm is left untended.

Access to a student room cannot be given to another student without the explicit permission of the occupant of the room. Students will be granted access to another's room for a finite period of time in order to accomplish a specific task. Permission may be granted in writing via an email from the occupant's Hampshire College email account sent to [housing@hampshire.edu](mailto:housing@hampshire.edu) [199]. Permission may also be given via phone to a member of the housing operations staff.

### **Key-Card Access Policy for the Residences**

All exterior doors to buildings equipped with card readers will be locked at all times. All students living in a building equipped with card access will have 24-hour key-card access to the building in which they live. All Hampshire College students have access to all residences with key-card access during non-quiet hours [93] (Sunday–Thursday, 7:30 a.m.–11 p.m. and Friday–Saturday, 7:30 a.m.–2 a.m.). Tampering with the operations of doors, windows or card readers will result in disciplinary action [8] that could include restitution of damages and removal from the residences.

The College, at the discretion of the dean of students office, has the right to make changes, or to restrict an individual student's access settings on their card, for disciplinary reasons or for special accommodations. For more information, about your student ID card, visit the OneCard office website [106] or contact the OneCard office at [onecard@hampshire.edu](mailto:onecard@hampshire.edu) [200].

### **Keys and Lockouts**

Any duplication of college keys is strictly prohibited. Replacements for lost keys must be obtained from the housing operations office [197] during working hours. If a key to a student room is lost, the lock on the door is automatically changed and two new keys are made. In the apartments, if an entry key is lost, the lock is changed and replacement keys issued to all residents of that apartment. When a lounge key is lost, a new key to the lounge is issued to the resident.

Students are charged \$5 for each key replaced, \$60 for each bedroom re-core, and \$100 for each apartment entry recore, (this includes key replacements for all apartment residents. Replacements for lost key cards (in applicable residence areas) must be obtained from the OneCard office [106], located in the basement of the library. Lost cards will be immediately deactivated and a new card issued to the student for a fee.

If a room key is not returned within 48 hours after occupancy is concluded, the lock must be changed. Students will be charged for replacement lock core and keys, as above.

Key cards (in applicable residence areas) will be automatically deactivated immediately after occupancy is concluded, and will be reactivated if and when new occupancy begins.

In the case in which keys and/or a key card are lost, access to a student's room can be obtained by calling [campus police](#) <sup>[77]</sup> (x5424 an on campus phone or 413.559.5424).

# Vacating Rooms and Residence Opening and Closing

## Vacating Student Rooms

It is strongly advised that a student vacating a residence hall for any reason—including but not limited to withdrawal from the College, moving to a different residence hall, or vacating their room at the end of a semester—have the room formally checked by a member of the residence life and housing staff. Keys must be returned by the date a student officially changes their enrollment status or becomes less than fully enrolled (NOTE: some deadlines result in specific refunds) or within 48 hours of receiving keys to a new room.

Students who go on [medical leave](#) <sup>[55]</sup> must vacate their on campus rooms within 48 hours after the date on which the leave is granted, as approved by [health and counseling services](#) <sup>[53]</sup> or [student life](#) <sup>[201]</sup> personnel. All residential keys must be returned to the [housing operations office](#) <sup>[197]</sup> upon a student's departure. Failure to comply with this policy may result in additional charges commensurate with the amount of time a student has taken to vacate their room or to make arrangements with the housing operations office to have articles moved to storage.

## Opening and Closing of Residences

- A student may not be admitted to or leave luggage in a residence before the official opening date in the fall without obtaining prior approval from the [housing operations office](#) <sup>[197]</sup>. Approval for early arrival will be determined on a case-by-case basis. The usual exception is 24 hours with a maximum of 48. Students approved for early arrival will be billed \$100 per day they are on campus prior to their official start date.
- All residence areas are closed during the winter break and occupancy is strictly forbidden. Facilities and grounds and residence life staff will enter each room during this period to turn down heat, monitor [fire safety](#) <sup>[99]</sup> compliance, and secure all areas.
- All students must vacate their rooms by the end of Hampshire's examination period at the end of fall semester and by 10 a.m. on the day after commencement in the spring semester.
- Arriving before the designated arrival time and failing to leave by the designated departure time may result in [disciplinary action](#) <sup>[8]</sup> and a significant fine, commensurate with the amount of time a student has been on campus when they should not have been.
- Those students who have exams scheduled at one of the other Five Colleges after Hampshire College's closing date must seek permission from the housing operations staff, by the posted deadline, to remain in Hampshire's College's residences. In those cases in which permission is granted, students must leave on the day their exam is scheduled. In cases of self-scheduled and take-home exams at other institutions, Hampshire students may be required to vacate their rooms before the deadline given by Five College faculty. For exact deadlines, students should consult notices distributed by the [housing operations office](#) <sup>[197]</sup> as the end of the term approaches.

## Storage

Hampshire College provides very limited space for students to store some items over the summer. However, the College assumes no liability for those items and students use the storage spaces at their own risk for theft, water or fire damage, or any other type of loss. Students are limited to storing three boxes each (a mini-fridge may take the place of one box) and all items (with the exception of mini-fridges) must be in boxes. No furniture, computers or other electronic devices, or bicycles will be allowed in storage areas. Storage is available on a first-come, first-served basis and on campus

storage options will end if/when the storage spaces are full.

Students who are moving into Dakin, Merrill, or Prescott for the coming academic year may store items in their new housing area over the summer. Greenwich and Enfield residents must store their items in the basement of either Merrill or Dakin and are prohibited from storing any items within their apartments. Because there is no storage within Greenwich or Enfield, one box per mod for kitchen items in those areas will be allowed into Dakin storage. This box needs to be clearly labeled with the mod number and the date it is being deposited. All unclaimed boxes will be discarded at the discretion of residence life staff in the fall.

Storage closets within Greenwich and Enfield Areas are NOT secure and any items left at the end of the academic year will be discarded and students will be assessed charges for extra cleaning costs. Students who go on leave [169] or field study [202] may NOT leave items in storage during their absence. There is no access to storage over the summer. Students must remove items from storage within the first few weeks of September (dates will be posted in the fall). Items left beyond that time will be discarded at the discretion of residence life staff.

Students who do not use their three-box allotment of storage space may give their allotment to another student. They must accompany the student to the storage space and cosign the storage tag.

Bicycles [203] may not be stored on campus during the summer vacation period.

## Retaliation

Hampshire College prohibits the taking of any retaliatory action for the good faith reporting of alleged improper or wrongful activity, assisting another in making such a report, or participating in an investigation or resolution of such matters. Thus, it is prohibited to engage, directly or indirectly, in any action or attempt to harass, intimidate, retaliate against, or improperly influence any individual, including third parties, associated with the student conduct process. If a student believes that they have been discriminated against, harassed, or retaliated against, the student should promptly report the matter to the dean of students office [38]. Individuals who are alleged to engage in retaliatory tactics may face disciplinary action [84] independent of the sanction or interim measures imposed in response to the underlying allegations of misconduct.

## Student Group Activities

Student group policies, activities, and events are overseen by campus leadership and activities [176]. Through event registration and the formal recognition of student groups, Hampshire College encourages students to design and implement programs that enrich and are consistent with the educational mission of the College. The name “Hampshire College” and all abbreviations are the property of the Trustees of Hampshire College and may not be used to imply, either directly or indirectly, the College’s endorsement, support, favor, association with, or opposition to an organization, product, or service without permission of the College. The assistant dean of students for campus leadership and activities [176], as well as the dean of students office [38] or designee, may deny recognition, or cancel events or activities that violate any of these criteria.

### Hosting/Registering an Event or Program

All events have an impact on the image and reputation of Hampshire College. Therefore, event organizers have the responsibility to ensure that their events reflect the core values of the institution: responsibility, community, and well-being. The event registration process is designed to provide assistance to event organizers and student group representatives in navigating the various

steps necessary to host an event on campus. This includes providing support with reserving facilities, complying with applicable campus policies and procedures, and ensuring adequate program planning. The policy covers the following events hosted on campus:

- Events held outdoors
- Events involving alcohol
- Conferences and workshops
- Events in public spaces
- Events with an anticipated audience of 15 or more
- Events funded by student activities fee (funded or sponsored by the [Hampshire Student Union](#) [74] or student groups)

Looking for information about how to host events in the residences? Visit the [residence life social events section](#) [83] for more information.

## Large Events, Conferences, and Multiday Events

### Large Events

Events with an expected attendance of more than 200 individuals require consideration beyond the two-week event-registration requirement. Campus leadership and activities will work in conjunction with student organizers in an attempt to accommodate large events. However, because each event may require unique considerations, each must be evaluated on a case-by-case basis.

### Hosting Conferences or Multiday Events

Students who want to hold a conference or multiday event on campus must do so in conjunction with campus leadership and activities. Conference planning requires a large amount of preparation and logistics. Considerations need to include: expected attendance of on- and off-campus individuals, parking and traffic, time of year, security, food, lodging, cost, location, setup, technical needs, conflicts, advertising, and guest registration.

[Campus leadership and activities](#) [176] has guidelines that student organizers need to follow when planning a conference or multiday event. Planning must begin at least four months in advance. Due to availability of campus resources, students and student groups are allowed to host only one conference or multiday event a year. For information about additional requirements and planning procedures, please visit [campus leadership and activities](#) [176].

For general event planning guidelines visit [leadership.hampshire.edu](#) [204].

## Additional Event Planning Regulations

- Alcoholic beverages are allowed only by special permit (see [alcohol policy](#) [198]).
- [Quiet hours](#) [93] begin 11 p.m. (Sunday–Thursday) and 2 a.m. (Friday–Saturday).
- All trash and recycling must be collected and placed in the appropriate barrels.
- At no time may doors, fire exits, elevators, hallways, or foot traffic be blocked. All events must observe fire and accessibility codes.
- Advertising for events is permitted only once the event has been approved by [campus leadership and activities](#) [176]. This includes Internet advertising in social media as well as postering, tabling, chalking, and mailbox stuffing.
- Posters are permitted only on bulletin boards not designated for specific departments or centers. Students are encouraged to use the bulletin boards under the walkway along the west wall of Franklin Patterson Hall and the north wall of the Johnson Library, underneath the bridge. Posters placed anywhere but upon designated bulletin boards will be removed with no regard to content.
- Chalking is permitted on any outside ground surface that is exposed to the elements (can be rained or snowed upon) so removal does not require the attention of facilities and grounds

staff. Chalking is prohibited inside campus buildings and outside on non-ground surfaces including, but not limited to, walls and windows of campus buildings, signs, trees, poles, and other structures.

- Events cannot take place prior to the first day of classes (orientation period) or beyond one week after classes end (graduation period). Only events sponsored by the Hampshire Student Union [74] can be scheduled during Hampshire Halloween and Spring Jam weekends. Campus leadership and activities [176] in conjunction with campus police [77] and event services [205] may limit at any time the number of registered student events per day or weekend. Frequency of registered events hosted within the residence areas is up to the discretion of the associate dean of students for residence life.
- Student groups are required to obtain authorization from the assistant dean of students for campus leadership and activities [176] for any event where money is exchanged (including fundraising activities). Campus leadership and activities [176], working with the controllers office [206], must have reviewed and approved the student groups cash handling procedures prior to the event.
- Any performer at an event sponsored by a student group must complete and sign a Hampshire College contract. All contracts must be authorized by campus leadership and activities [176]. Students are prohibited from signing any contracts or making verbal commitments to outside agencies, as it makes them personally liable for fulfilling the terms of the contract should a problem arise.

### Reserving Space

The dining commons, Red Barn, main, west, and east lecture halls in Franklin Patterson Hall, and most academic and other campus spaces may be reserved through the event services and summer programs office [205]. The library gallery may be reserved through the gallery coordinator, 413.559.5622; the Merrill and Dakin living rooms may be reserved through the Dakin/Merrill Area office, 413.559.5564.

Any reservations of space for student events made with event services [205] and summer programs [205] will be considered tentative until the event registration form (ERF) is approved by campus leadership and activities [176]. If an ERF has not been approved, tentative bookings will be canceled two-weeks prior to an event without notice. Food and beverages are allowed only in certain spaces; when making reservations, refreshments must be noted. Sensitivity to neighboring classes, offices, meetings, and functions should be exercised. All campus events have an 11 p.m. curfew Sunday through Thursday and a 1:00 a.m. curfew on Friday and Saturday.

## Student Group Accountability

Hampshire College emphasizes the importance of individual responsibility and accountability in the lives of its students. Additionally, the rights and duties of recognized student groups also carry with them an obligation on the part of their members, collectively, to uphold the policies and community standards set forth in our Norms for Community Living and Policies. This statement of group accountability acknowledges that unacceptable behaviors by individuals functioning as members or signers of a student group may have consequences for those individuals as well as for the group.

Also, the privilege of being a signer of a student group carries with it particular responsibility for the reasonable anticipation and prevention of foreseeable violations of College policies, resulting from either deliberate or negligent behavior of the group's members or guests.

In general, a recognized student group may be held accountable for the behavior of its members and guests on its premises, at events sponsored or co-sponsored by the group, or when a group including significant numbers of members or guests violate Norms for Community Living and Policies. Student groups that violate the Norms for Community Living and Policies may be subject to



disciplinary action. It is the responsibility of group signers or those in charge of an event to identify foreseeable problems that may arise and to take timely corrective action.

The Office of Campus Leadership and Activities will address student groups reported as violating the Norms for Community Living and Policies, and when appropriate sanctions will be imposed. At the discretion of the Office of Campus Leadership and Activities, typically for significantly egregious violations, student groups may be referred to the Office of Student Conduct, Rights, and Responsibilities (OSCR) for resolution through the formal student conduct process.

## Student Group Recognition Process

All groups, newly proposed and established, are required to submit an online recognition application. Campus leadership and activities <sup>[176]</sup> evaluates all applications to determine if additional information is necessary, and if approved, the group is recognized for the next academic year. Consideration will be given to the type of activity, similarity to existing groups, their detailed mission statement, proposed community engagement, risk, and safety concerns, as well as the viability of the group determined by potential conflict with Norms for Community Living and Policies <sup>[130]</sup>. Groups may be asked to have a faculty or staff advisor, submit a self-risk activity assessment, and/or complete a student activities risk waiver for participating members of the group. The student group recognition process is held each spring for the following academic year.

For additional information on becoming a recognized group visit leadership.hampshire.edu <sup>[176]</sup>.

## Student Identification

A Hampshire College ID is necessary for use of the library facilities at Hampshire and the other colleges in the Five College consortium, and for entrance to some buildings, eating in the dining commons <sup>[207]</sup>, and admission to the Robert Crown Center. Campus police <sup>[77]</sup> officers or other college employees may ask you to produce identification to verify that you are indeed a student at Hampshire College. Students must comply with such a request. Failure to do so may result in disciplinary action <sup>[8]</sup> up to and including escort from the Hampshire College campus. If you need to replace your student ID (OneCard), replacement ID fee is \$25.

## Student Insurance

### Insurance

The following information is provided to let students know about the insurance coverage that the College may purchase and how the coverage may apply to students, as well as to advise students of insurance that they may wish to purchase. The descriptions of coverage are not intended to, nor do they supplement, amend or modify any insurance policy terms and conditions. The College reserves the right at all times to modify its insurance coverage, terms, conditions, and limits without notice to any person or entity, including students, faculty, and staff. Students may want to make adjustments in their own coverage if they feel that it would be appropriate to their interests.

### Medical

The Commonwealth of Massachusetts requires that all students carry health insurance or sickness and accident insurance. The College provides Student Accident and Sickness Insurance that meets or exceeds the state requirements. The program is a "hard waiver" program, which means that students are automatically enrolled and billed for the insurance unless they waive the coverage in accordance with the plan requirements. For details of Hampshire College's program, visit

the [student health insurance website](#) [208].

Sickness and Accident Insurance is now comparable to most employer type health insurance programs. Nevertheless, the policy conditions, including co-pays and deductibles may result in a student incurring charges for some medical care. The College is not responsible for any deductibles, co-payments, medical, dental, or surgical expenses not covered by the Student Accident and Sickness Insurance Program of the College or the student's own insurer, or any uninsured or excluded medical, dental, or surgical expenses.

Claims are handled by the program administrator. The staff at [health and counseling services](#) [53] may provide assistance with claims problems. The program is a managed care program, so in the event of an injury or sickness, the insured student should, if at school, immediately report to [health and counseling services](#) [53]. If you are away from school, consult your doctor and follow their instructions. Report all claims to the program administrator (see the plan brochure for information) and follow their instructions. Intercollegiate and club sports athletes have additional benefits available under certain policies that are purchased for their behalf by the College. Coverage applies to athletes who are injured while in organized competition or practice, which is constructively supervised, or traveling to or from one of these events. The Sports Accident Policy provides up to \$25,000 for intercollegiate and club sport injuries, and has a \$500 deductible. If you do not carry the Student Medical Insurance you are responsible for meeting the deductible either with your own insurance or out of pocket. (The Student Medical Insurance provides \$500 for intercollegiate sports injuries or covers club sports as "any condition" subject to policy limits, terms, and conditions, which meets the deductible.) Because Hampshire is not an NCAA member, the College also carries a Club Sports Catastrophic Policy on all of its athletic teams with a policy limit of \$5,000,000, for medical expenses only, in excess of all other collectible insurance and a \$25,000 deductible. The benefits of all of these policies are over and above benefits available through any other valid and collectible insurance available to the injured person. The [controller's office](#) [206] administers these insurance policies. These policies do not extend to participants in intramural or any other recreational sports. They cover intercollegiate and college-recognized club sports only.

The College accepts no responsibility for any losses, costs, or expenses not covered by the insurance policies listed above, whether by coverage terms or exclusions or the injured student's failure to comply with policy-required claims procedures.

For a complete description of the club catastrophic coverage provided for athletes, contact [OPRA](#) [209].

### **Travel Accident**

The college provides limited travel accident insurance, including medical evacuation and repatriation to students traveling on college or academic business, worldwide. Worldwide travel assistance services are also available. Contact the Global Education Office for details or review [travel accident and assistance coverage](#) [210].

### **Auto**

Hampshire College purchases [auto liability insurance](#) [211] that protects both the college and the driver from third-party liability claims and third-party property damage claims arising from the use of college-owned, -hired/rented and non-owned vehicles when driven on college business.

**A.** For college-owned vehicles, the student driver must be credentialed as a [Defensive Driver](#) [212]. Procedures for claims can be found [here](#) [213]. Other rules for use of college-owned vehicles may be found [here](#) [179].

**B.** To rent a vehicle or to drive a rented vehicle for college business, the student must have advance written authorization from an authorized person ( faculty member, dean, coach or department head ), be a college-certified [Defensive Driver](#) [212] and a scheduled driver with the

rental company. Most car rental agencies prohibit persons under the age of 25 from driving rented vehicles. The college policy is to waive coverage for liability and collision coverage on domestic rentals; however, students should follow departmental guidelines with respect to waiving the rental company insurance. If the college insurance is used, a certificate of insurance <sup>[214]</sup> should be obtained as proof of insurance. Students must make the request through the Office of Risk Management.

**C.** If a student drives their own vehicle on college business, such use must be specifically authorized in writing, before the use occurs, by an authorized person (see B, above). The college policy is in excess of the student's own policy with respect to liability coverage. No coverage is provided for any physical damage to the student's vehicle, nor will any deductible amount be paid by the college, whether the vehicle is used for college business or not and regardless of any liability of the driver or other parties. The college assumes no obligation to provide transportation to any college program, and it is the general policy that student use of personal transportation is for the personal pleasure and convenience of the student. Massachusetts <sup>[215]</sup> requires insurance on all vehicles registered in the state.

The college auto insurance policy may not respond to cover unauthorized drivers. Unauthorized drivers may be personally liable for claims brought against them. The college may also have a right to claim against unauthorized drivers.

Departments are responsible for credentialing drivers. Students must complete the online credentialing application, indicating their experience and agreement to college rules. Driving college vehicles is a privilege, not a right, and the college has the right to withdraw the privilege or initiate disciplinary action for failure to follow the rules or for any at-fault accident.

### **Personal Vehicles on Campus**

The College is not responsible for, nor will it pay any claims for, damages to student-owned vehicles resulting from falling ice, snow, tree limbs or any other natural occurrence or event on its property or elsewhere, whether the possibility of such an event is warned against or not. The College is not responsible for nor will it pay any losses, claims or damages to student-owned vehicles resulting from vandalism, collision or other acts by any person, other than damage caused directly by its employees.

### **Property**

The College does not have property insurance for student possessions, and it accepts no responsibility for any personal possessions or property of students. Any possessions in student rooms or left in storage areas are left at the owner's own risk. Students are responsible for insuring their own property against loss, and may be able to do so using family policies or by obtaining a tenant's policy through a local insurance agent. It is recommended that students keep their doors locked at all times and not leave valuable items in storage areas. See the Five Colleges website <sup>[216]</sup> for more information and links to the College policy on abandoned property and bicycles.

### **Liability**

The College is not liable for the actions of its students, nor is it possible for the College to obtain liability insurance on behalf of its students. Student athletes especially should be aware that if they are sued for injuries or damages caused to others in the course of an athletic event, Hampshire's insurance does not provide coverage. The liability section of your family's homeowner's policy or renter's policy may provide for the defense of the student and damages awarded, if any, in a suit alleging negligence. Students are responsible for avoiding intentional acts or negligent behavior that could harm others or give rise to adverse legal action. Although the College will not provide liability protection, it may, at its discretion, assist in obtaining a defense if it is not provided for by family insurance coverage.

If a student is sued for an act or omission and believes that they were acting in the capacity of an

employee or agent of the College at the time of such act or omission, the student should contact the dean of <sup>[38]</sup>students office <sup>[38]</sup> immediately for instructions.

### **Workers' Compensation**

Students who are employed by the College, and who are injured in the course of their work for the College, are eligible for Workers' Compensation. If a student is injured on the job, the student should contact their supervisor immediately to report the injury and complete an accident investigation form. Questions should be directed to the student's supervisor and the human resources office <sup>[217]</sup>.

## **Student-Run Businesses**

Hampshire College supports and encourages student entrepreneurship that meets legal and ethical expectations of the Norms for Community Living and Policies <sup>[218]</sup>. Fundamental expectations of this policy are:

1. Student entrepreneurial initiatives must not jeopardize the College's tax-exempt status.
  - (a) Hampshire College receives tax exemptions as an educational institution, which can be jeopardized when individuals in the campus community operate a business enterprise on College premises. Campus-based activity, which can result in the distribution of profits to individuals, is inconsistent with the College's tax-exempt status.
2. Entrepreneurs shall not use their student status to compete unfairly with local merchants or campus services.
3. Students are not to harass others, including their fellow students, in their commercial endeavors.
  - (a) Advertising within the residence halls and mods is not permitted unless approved by the area coordinator for the area.

The Entrepreneurship Program through the School for Interdisciplinary Arts was established to provide a structure for student-run businesses invested in through the Seed Fund. Those who wish to start or participate in a commercial venture through the Entrepreneurship Program either through the Seed Fund or an entrepreneurship course should consult with the program coordinator. Students establishing a campus-based venture not associated with the Entrepreneurship Program must consult with Five College Risk Management <sup>[219]</sup> before implementation of a business. All campus-based businesses must comply with the following provisions:

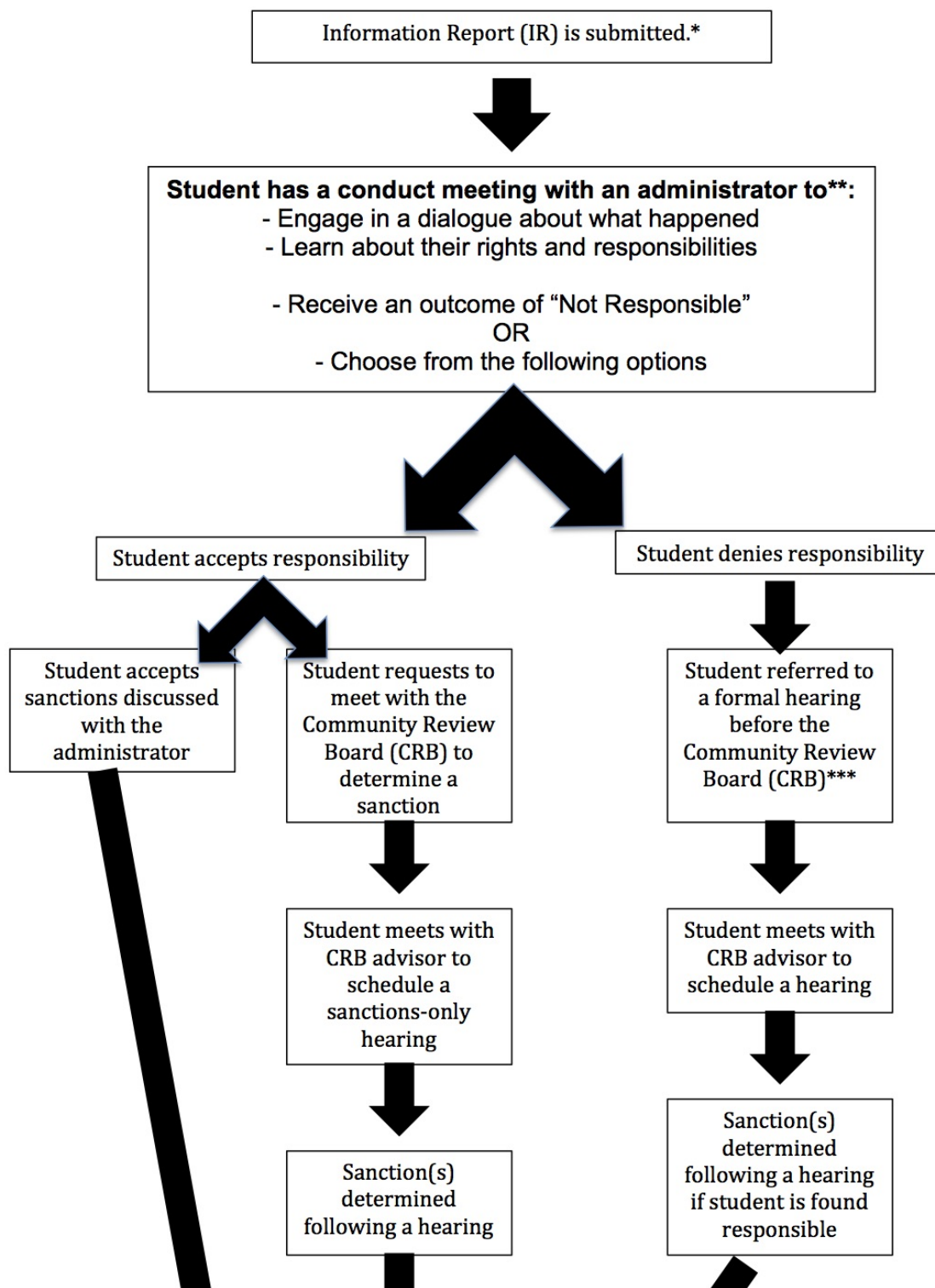
- (a) Students who act as Commercial Agents, sell merchandise, or distribute goods or advertising on campus are prohibited from using College facilities or services, including residence hall rooms, campus telephone numbers, computing and/or network services or College postal facilities, for the purpose of commercial activities.
- (b) Use of the Hampshire College name or insignia must be cleared in advance of such use in all instances by the Chief Creative Officer (Communications Office).
- (c) Use of the Hampshire College name, insignia and trademarks on products and merchandise requires prior approval and vendor licensing by the College. Information regarding Hampshire College product licensing and Hampshire's code of conduct for licensees is available through the Chief Creative Officer (Communications Office).
- (d) Students providing on-campus services may be required to enter into a contract with the College before commencing services.

## **Formal Conduct Process**

The dean of students office has the authority to directly administer conduct procedures via conduct

meetings or to be heard by the Community Review Board (CRB) [116]. Procedures for each of these types of meetings can be found by clicking on the associated links. The dean of students office has a responsibility to determine if a violation of the Norms for Community Living and Policies [130] has occurred and to, with the student(s) involved, determine outcomes and sanctions (when applicable) for such matters. The formal process for administering conduct can be found in the flow chart below. Reported violations of the Gender-based and Sexual Misconduct policy will follow a process as outlined in that policy. Some minor violations, at the discretion of the dean of students office and the office of student conduct, rights, and responsibilities, may receive a warning letter without a meeting with an administrator, however the student will have the opportunity to discuss the warning with the administrator before the warning is finalized in the student's disciplinary history.

### Student Conduct Process Flow Chart





- Option to Appeal**
- Respondents and complainants both have the right to appeal
    - Respondents may appeal the findings (based on error in process) and sanctions
      - Complainants may appeal based on error in process
  - Appeals go to the Dean of Students Office in writing and the adjudicating dean's decision is final

\* If a community member submits a complaint, the complainant will work collaboratively with an administrator to determine the best course of action for the case. Additionally, complaints regarding sexual misconduct will follow processes as outlined in the Gender-Based and Sexual Misconduct Policy.

\*\* If a student fails to attend a scheduled conduct meeting, the administrator will determine an outcome in their absence.

\*\*\* In circumstances where there is a conflict of interest with all board members available for a hearing and/or a significant conflict of interest with board members reviewing student information a student may be eligible for a Dean's Hearing in place of a CRB Hearing. Dean's hearings may also be utilized when the CRB is not in session.

## Conduct Meeting

The dean of students staff and residence life staff meet with students to discuss reported violations of policy. Conduct meetings are informal meetings with a formal outcome.

Students who come into conflict with the Norms for Community Living and Policies <sup>[130]</sup> will receive advance notice of the policies they are being charged with violating, the opportunity to engage in dialogue with the administrator facilitating the meeting, and will be given a minimum of 24 hours notice to meet. The outcome of this meeting may result in the student being found not responsible, responsible, or if multiple charges have been applied, the student may be found partially responsible. For students found responsible or partially responsible, disciplinary action <sup>[8]</sup> will be applied. The student may also be referred to the Community Review Board <sup>[116]</sup> if responsibility or appropriate disciplinary outcomes cannot be determined.

Students have the right to appeal decisions determined during a conduct meeting as described in the Appeal's policy <sup>[152]</sup>.

Any complaints or appeals relating to a violation of the Gender-based and Sexual Misconduct Policy <sup>[98]</sup>, and other violations of Norms of Community Living and Policies <sup>[130]</sup> that are alleged to have occurred as part of the same circumstances as the Gender-based and Sexual Misconduct Policy complaint, shall proceed in accordance with the Gender-based and Sexual Misconduct Policy.

## Community Review Board (CRB) Hearings

The Community Review Board (the "board" or the "CRB") hears complaints involving Hampshire College students and makes determinations regarding matters of fact surrounding specific complaints and makes findings of whether a respondent violated the Norms for <sup>[130]</sup> Community Living and Policies <sup>[130]</sup>, and if finding a violation, determines sanctions. This determination of sanctions takes into account, as appropriate, any mitigating, extenuating, and/or aggravating circumstances discovered in the course of the board's review.

The board is active during the academic year, until 7 days before residence halls close each semester. The board is not in session during College breaks and holidays. Complaints referred to the CRB when the board is not in session, or filed within a timeframe that does not allow them to be heard while the board is in session, may be referred to the dean of students office for adjudication by a dean's hearing [220] or, at the discretion of the dean of students office, postponed to the next session of the board.

For reports of violation of the Gender-based and Sexual Misconduct Policy [98] and other violations of Norms of Community Living and Policies [130] that are alleged to have occurred as part of the same circumstances as the Gender-based and Sexual Misconduct Policy complaint, a separate investigation process, which may lead to a hearing before a panel made up of members of the CRB may be convened. For details on investigation and hearing processes for sexual misconduct cases, please see the complaints, investigation, and hearing processes section [221] of the Gender-based and Sexual Misconduct Policy.

## Membership

The board minimally consists of three students, two faculty, and two staff. Students are invited to serve one-year terms and faculty and staff are invited to serve for alternating two-year terms. Faculty, staff, and students may be invited to serve longer terms at the discretion of the CRB advisor. A quorum of the board for a hearing to proceed consists of three members, with at least one member of each group. The CRB is convened and advised by the director of student conduct, rights, and responsibilities or other member of the dean of students office as designated by the dean of students.

Board members receive an in-depth training at the beginning of each calendar year as well as meet for regular in-service training throughout the academic year. Members joining at times outside of the calendar year will also receive an in-depth training.

For further information about the CRB and membership, visit the CRB website [43].

## Cases Heard by the CRB

1. The CRB shall hear reported of violations of Norms of Community Living and Policies [130] involving Hampshire College students. Such complaints may be brought by any member of the College community, including the Office of the Dean of Students [38] acting on behalf of the College. Reported violation may be referred to the CRB as outlined in the Formal Conduct Process [84].
2. The reported policy violation must meet the following criteria to be accepted by the CRB:
  - o **Must be timely:** Reports must be submitted within 14 weeks of the alleged event, unless there are other compelling circumstances for a delayed filing as determined appropriate by the dean of students office. The following periods are not applicable to the 14 week timeline: between the last day of classes in the spring semester and the first day of classes in the fall semester; between the last day of classes in the fall semester and the first day of classes in the spring semester.
  - o **Cannot be harassing:** Complaints filed as a means to harass or retaliate against a student are violation of Norms for Community Living and Policies and may be grounds for disciplinary action against the person filing a report as a means to harass or retaliate against a student.
  - o **Must be specific:** The person reporting the violation must submit enough information in writing to suggest that a violation may have occurred and include as much information and evidence available at the time the report is submitted (This may include, but is not limited to notes, papers, writings, photographs, statements, etc.). If there is not enough information to suggest a violation may have occurred the advisor to the CRB or other administrator may recommend other options for resolution.



# During a CRB Hearing

When a hearing is held by the board, all parties will abide by procedures set by the board and by this document. For a dean's hearing all references to "the board" or "board members hearing a case" shall be replaced with "dean," "designee of the dean," or "panel designated to hear the case."

1. The hearing facilitator will manage hearing proceedings, recognizing persons who may speak and ensuring fair and orderly presentation of facts. Only those members who hear the entire case may participate in making final decisions and determine sanctions.
2. All CRB hearing proceedings are audio recorded for use by the dean of students office (if needed) during an appeal.
3. The board members hearing a case, in consultation with the advisor to the board, will decide what information is admissible. (For information submitted prior to the hearing, the advisor to the board in consultation with the dean of students office, will decide what information is admissible.)
4. Persons appearing before the board may be accompanied by a supporter (a current faculty, staff, or student member of the Hampshire College community), but may not be represented by another person or by an attorney. Please see the Role of the Supporter section for more information about the expectations for support persons.
5. Witnesses may be sequestered during the hearing at the discretion of the board, in consultation with the advisor to the board. In no case will the respondent(s) or the complainant(s) be required to leave while information is being given. However, the board may go into executive session at any time, excluding all persons other than the board and its advisor(s) from its deliberations.
6. The board members hearing a case may seek additional guidance on the case at the discretion of the hearing facilitator, including, but not limited to, college legal counsel or a dean from the dean of students office.
7. Every effort will be made to conclude the proceedings at one sitting. The board may choose to extend the hearing to more than one session, especially in complicated cases.
8. Board members must recuse themselves if they are unable to hear a case with objectivity.
9. The hearing will be over when the board has determined, through careful examination of all information presented, that it has sufficient information to determine an outcome or that there is insufficient information available to make a determination.

The failure of the respondent or the complainant to appear at a hearing does not prohibit the board from hearing a case. The board will review all available information and will then make a determination if sufficient facts exist to hear the case. In the case that the board feels sufficient information is available, it will proceed with the hearing as usual. As with all cases, the board may come to a finding of "not responsible" if they cannot determine that it is more likely than not that the Norms for Community Living and Policies were violated by the respondent.

The findings and any sanction(s) from the board will be decided upon in an executive session of the board following a hearing. A majority agreement of board members present for a hearing is required in the board's determination of findings and sanctions based on a preponderance of the evidence. The findings and sanction(s), if applicable, are to be communicated in writing by the office of student conduct, rights, and responsibilities on behalf of the board members to the respondent within three business days after the conclusion of the hearing (for example, if a hearing concludes on a Friday, the decision will be communicated by the end of business on Wednesday to the respondent). In rare circumstances, as deemed appropriate by the CRB advisor, the hearing board may make a request to the CRB advisor and the dean of students office for additional time to finalize their decision.



# Complainant Rights & Responsibilities

## Responsibilities of the Complainant

A complainant is not required to attend a hearing, however the board may dismiss a case if they feel there is insufficient information to determine an outcome without the complainant appearing. The complainant must submit a written report to be considered. The complainant must be truthful. The complainant is subject to disciplinary action <sup>[8]</sup> if they knowingly lie to the board or in writing.

## Rights of the Complainant

In addition to the rights and responsibilities in conduct meetings and hearings <sup>[222]</sup> listed for complainants in the formal conduct process section, complainants in CRB cases have the following rights:

- The complainant shall be provided with a copy of any statement submitted to the Community Review Board by the respondent.
- The complainant has the right to know the date of the hearing at least five business days before the hearing.
- The complainant has the right to request a postponement, which may be granted for reasonable cause by the CRB advisor or dean of students office, providing they notify the CRB advisor at least 36 hours in advance of the scheduled hearing. The request for postponement must be put in writing to the CRB advisor.
- Before the hearing begins, the complainant shall have the right to request a dean's hearing <sup>[220]</sup> in place of the CRB hearing. The decision to accept to the request shall be made by the CRB advisor who may consult with the dean of students office. The dean of students office <sup>[38]</sup> also has the right to determine a case be heard as a dean's hearing in place of a CRB hearing without a request being made by the complainant. A dean's hearing held in place of a CRB hearing will follow the CRB timelines and procedures.
- The complainant may provide compelling reasons to challenge the participation of any board member; the decision shall be made by the board hearing the case in consultation with the CRB advisor.
- The complainant may choose not to answer questions posed by the respondent or members of the Community Review Board.
- The complainant has the right to ask questions of the board, respondent, and witnesses (both their witnesses and the complainant's witnesses). All questions must be directed through the board.
- The complainant shall be allowed to present witnesses, including one character reference, on their own behalf and to be accompanied by a supporter of their own choice. The supporter shall be a current faculty, staff, or student member of the Hampshire College community.
- The complainant in any conduct hearing shall have the right to appeal, as explained in the appeals section <sup>[152]</sup>.

The board shall not permit the consideration of statements by witnesses not available for questioning, but this may be waived for good cause if the board hearing the case, by majority vote, determines that admission of such a statement enables of a thorough review of the matter, allows the case to be adjudicated in a fair and equitable manner, and will not cause undue prejudice to either party.

# Respondent Rights & Responsibilities

## Responsibilities of the Respondent

A respondent is not required to attend a hearing, however a decision will still be made regardless of whether or not the respondent is present. The respondent must be truthful. The respondent is

subject to disciplinary action <sup>[8]</sup> if they knowingly lie to the board or in writing.

## Rights of the Respondent

- The respondent shall be provided with a copy of the written report of violation(s) of policy prior to the hearing.
- The respondent has the right to know the date of the hearing at least five business days before the hearing.
- The respondent has the right to request a postponement, which may be granted for reasonable cause by the CRB advisor or dean of students office, providing they notify the CRB advisor at least 36 hours in advance of the scheduled hearing. The request for postponement must be put in writing to the CRB advisor.
- Before the hearing begins, the respondent shall have the right to request a dean's hearing <sup>[220]</sup> in place of the CRB hearing. The decision to accept to the request shall be made by the CRB advisor who may consult with the dean of students office. The dean of students office <sup>[38]</sup> also has the right to determine a case be heard as a dean's hearing in place of a CRB hearing without a request being made by the complainant. A dean's hearing held in place of a CRB hearing will follow the CRB timelines and procedures.
- The respondent may provide compelling reasons to challenge the participation of any board member; the decision shall be made by the board hearing the case in consultation with the CRB advisor.
- The respondent may remain silent during a hearing, but, by doing so, is not immune from disciplinary action <sup>[8]</sup>.
- The respondent has the right to ask questions of the board, complainant, and witnesses (both their witnesses and the complainant's witnesses). All questions must be directed through the board.
- The respondent shall be allowed to present witnesses, including one character reference, on their own behalf and to be accompanied by a supporter of their own choice. The supporter shall be a current faculty, staff, or student member of the Hampshire College community.
- The respondent shall be provided a copy of the outcome letter, which may also include sanctions if the respondent is found responsible for violating the Norms of Community Living and Policies <sup>[130]</sup>.
- The respondent shall have the right to appeal, as explained in the appeals <sup>[152]</sup> section.

The board shall not permit the consideration of statements by witnesses not available for questioning, but this may be waived for good cause if the board hearing the case, by majority vote, determines that admission of such a statement enables of a thorough review of the matter, allows the case to be adjudicated in a fair and equitable manner, and will not cause undue prejudice to either party.

## Dean's Hearing

The dean of students office has the discretion to consider and decide outcomes for reports of violations of Norms for Community Living and Policies <sup>[130]</sup> by means of a dean's hearing. A dean's hearing follows the same procedures as a Community Review Board (CRB) <sup>[116]</sup> hearing, but is heard by the dean of students, a designee of the dean of students office, or a panel designated by the dean of students office.

A complainant or respondent may request in writing to the dean of students office and CRB <sup>[116]</sup> advisor that a reported violation of policy be considered at a dean's hearing. The decision to determine findings and sanctions by means of a dean's hearing, whether it is initiated by a student or by the dean of students office or other member of the College community will be made at the sole discretion of the dean of students office. A dean's hearing held in place of a CRB <sup>[116]</sup> hearing will

follow all of the [CRB](#) <sup>[116]</sup> timelines and procedures. A request for a dean's hearing by a complainant or respondent must meet at least one the following minimum criteria to be considered:

- There is a conflict of interest with multiple board members and there are not enough members to meet quorum who can hear the case from an unbiased perspective (ex. the respondent has close personal relationships with all student board members).
- The content of the case may not be appropriate to be heard by a particular group (faculty, staff, or student representatives) and quorum cannot be met for the case (ex. the case is academic in nature and all faculty members have significant knowledge of the student's work).
- There is a compelling reason why a case should be heard while the CRB is not in session (ex. the complainant is graduating and would not be able to bring the case forward at a later time).

## Sanctions-only Hearings

Sanctions-only hearings are available for respondents who meet with an administrator, take responsibility for a violation or violations, and cannot agree upon a sanction with the administrator or who prefer to have their sanction(s) determined by a board. While similar to [Community Review Board \(CRB\) hearings](#) <sup>[116]</sup>, sanctions-only hearings do not include witnesses or a complainant. The respondent has the right to not appear before the board, however it is strongly recommended that they do appear. The respondent may bring a supporter with them to a sanctions-only hearing. Like CRB hearings, a decision regarding the sanction(s) will be made within three business days following a hearing, and the respondent will have an opportunity to appeal in accordance with the [appeals policy](#) <sup>[152]</sup>.

## Determining Responsibility

The standard used to determine whether or not a student is responsible for a policy violation is 'preponderance of evidence'. This means that according to the conduct administrator or board the reported actions more likely occurred than not. This is different than criminal proceedings where the standard is beyond a reasonable doubt. The student conduct process is not a criminal proceeding, and the terms "guilty" or "innocent" are not used – students are found to be either "responsible" or "not responsible" for violation of the [Norms for Community Living and Policies](#) <sup>[130]</sup>. Students are not considered "responsible" until a conduct meeting or hearing has occurred, however temporary measures such as no contact orders, housing relocation, interim suspension, or other interim measures may be put in place at the discretion of the dean of students office until a conduct meeting or hearing occurs.

## Outcomes and Sanctions

**Disciplinary action** is the outcome or sanctions determined for violation of [Norms for Community Living and Policies](#) <sup>[130]</sup> as defined in the Hampshire College Student Handbook. An overview of the conduct processes utilized to determine disciplinary action can be viewed in the [Formal Conduct Process](#) <sup>[84]</sup> section.

Hampshire College values the use of educational and restorative practices in reaching outcomes that engage students in experiential learning. Punitive sanctioning is also utilized where appropriate and may be paired with educational and restorative outcomes. For more information about disciplinary outcomes, visit the [Outcomes & Sanctions Definitions](#) <sup>[154]</sup> section.

In most cases, faculty advisors are notified (and in rare cases families will be notified) of disciplinary

action taken against a student. Notifications will be done in compliance with FERPA. See [Disclosure of Disciplinary Outcomes](#) [223] for more information.

### **Determining Sanctions**

Some violations have sanctioning guidelines defined within the policy. For policies that do not have specified guidelines, conduct administrators or boards will consider the outcomes in similar cases as well as any previous disciplinary history the student may have. In determining whether or not a student's behavior meets the expectations defined in the Student Handbook, a "reasonable person" standard may be applied. The term "reasonable person" takes on a different meaning, often depending upon the situation at hand. The reasonable person standard compares how an individual's behavior in a situation compares with the behavior of a hypothetical reasonable person in the same set of events. This is not the standard used for determining responsibility in a situation, however the reasonable person standard may be considered in determining appropriate sanctions when a student is found responsible for violation of policy.

### **Note: Disciplinary Exclusion from Student Employment and Elected Office Positions**

Students in poor academic standing or on level 2 probation forfeit the privilege to run for or hold elected office. Students who want to appeal must do so in writing to an ad hoc appeals committee. This application must include a statement from the applicant's advisor. In order to allow time for possible appeals, nominations for any elected office must close at least one week prior to the elections. An appeals committee will consist of the dean of faculty and one faculty member of the Educational Policy Council for matters of academic standing, and the dean of students, the staff advisor to the [Hampshire Student Union](#) [74], and a student member of the [Hampshire Student Union](#) [74] for matters of level 2 probation.

Hampshire College employers reserve the right to request information regarding disciplinary standing. While not all offices employing students request this information, employment can be denied based on poor disciplinary standing.

## **Outcomes & Sanctions Definitions**

The list below is not all-inclusive, as the dean of students office seeks to hold students accountable based on their specific actions and impact of those actions on the Hampshire community. Some policies include sanction information that outlines the range of sanctions for multiple violations of policy. Those policies with specific information include the [Alcohol & Other Drugs policies](#) [224], the [Fire Safety](#) [191] & [Smoking policies](#) [225], and the [Gender-based and Sexual Misconduct policies](#) [226].

### **Restorative Outcomes**

Use of restorative outcomes endeavors to help students who may have negatively impacted the community to repair harm and engage in dialogue that explores what it means to live in a community. Restorative outcomes are utilized with students who are willing to accept some responsibility for their actions and have a willingness to connect with those they have impacted to reach an appropriate outcome. The [Office of Student Conduct, Rights, and Responsibilities](#) [3] assists students, conduct administrators, and boards hearing cases to determine where restorative outcomes are appropriate.

### **Educational Outcomes**

Educational outcomes may be used to engage students in further exploration of their behavior through community service, research papers and projects, collaboration with other campus offices, etc. Educational outcomes, like all other types of outcomes may be paired with other sanctions depending on the level of severity of the violation. The goal of an educational outcome is to promote the expectation set forth in the [mission of the College](#) [227] that students engage in "responsible and

creative behavior." The breadth of educational outcomes is not limited and employed to expand a student's personal growth. Some specific educational outcomes include, but are not limited to:

**BASICS** is a non-judgmental, non-moralistic harm reduction approach to understanding the role of alcohol and drugs in one's life. It is composed of two individual sessions and is a great way for students to learn more about their relationship with substances. When assigned as a requirement to earn alcohol and other drug amnesty, BASICS is not a part of the student's disciplinary record.

**Under the Influence & Marijuana 101 online courses** are individually tailored modules that provide students the opportunity to examine a variety of key issues such as effects on health, drinking and driving, state-specific laws, alcohol/prescription interactions, marijuana dependence, effects of marijuana, mental health issues, synthetic marijuana, local laws and legalization issues, and legal penalties associated with use.

**Discussion Circles** also are both restorative and educational and are used for a variety of violations of policy and provide an opportunity for students to engage with peers who may have violated similar policies to have a discussion with a trained facilitator about how their decisions impact themselves and their communities.

### **Warning**

A warning is intended to make the student aware of the possible consequences of irresponsible or inappropriate actions. A warning is given in writing (with or without a meeting with an administrator) and presented to the student within a reasonable time after the offense.

### **Level 1 Probation**

Level 1 probation is given for a specified amount of time as determined by a board or administrator hearing a particular case. A board or administrator may put specific behavioral expectations in place as a parameter of the probation. Overall level 1 probation is not intended to restrict a student from full participation on campus. Students not meeting the expectations of Level 1 probation may face Level 2 probation, housing lottery restrictions, removal from campus housing, or other outcomes.

### **Level 2 Probation**

Level 2 probation is given for a specified amount of time as determined by a board or administrator hearing a particular case. Students on Level 2 probation will typically be required to engage with the Dean of Students office for a behavioral goal setting process. Students not meeting the expectations of Level 2 probation may face housing lottery restriction, removal from campus housing, suspension, or expulsion. Students on Level 2 probation will be restricted from the following:

- Students on Level 2 probation are not permitted to serve as RAs or orientation leaders. Students may apply for these positions while on Level 2 probation, however their probationary status must end prior to the start date of the position. Additionally, students may be excluded from other work-study positions at the discretion of the employer while on Level 2 probation.
- Students on Level 2 probation will be excluded from participation in Exchange, Field-Study, Short-term Field, and any other courses offered through the Global Education Office. Students may apply for these educational opportunities while on Level 2 probation, however their probationary status must end prior to the start date of the course.
- Students on Level 2 probation will be excluded from holding elected positions at the College.
- Additional restrictions could be put in place at the discretion of a board or administrator as appropriate for the violation.

### **Removal from Campus Housing**

When removed from campus housing, a student may remain an actively enrolled student but is allowed to use only the academic resources of the College. The student is required to live off campus and to use only the buildings and resources necessary to complete academic work. This

sanction includes a complete forfeiture of all paid housing fees and any paid dining service fees or meal plan fees; dining services may not be used after the effective date of the sanctions.

### **Housing Relocation/Administrative Move**

A student may be required to move from their assigned housing area. When applied as a sanction, an area coordinator or other administrator will choose the new housing assignment for the student. This sanction may range from one semester in relocation to permanent removal.

### **Housing Lottery Restriction**

This may be imposed alone or with another sanction. A student is not allowed to take part in the housing lottery. The assistant director of residence life will oversee the housing of the student in an available room after the lottery has ended.

### **No Contact Order**

This requires a student not to have contact with another student for an extended period of time. This includes personal contact, virtual contact, phone calls, text messages, emails, instant messages, third party, etc. No contact orders may be established at the discretion of the dean of students office.

Once an order is issued the student who the no contact order is established against (the respondent) will be contacted by the dean of students office to put this order in place. If a no contact order is violated, a report should be made to the dean of students office and the respondent will be required to meet for a conduct meeting for failure to comply with the order. If found responsible for failure to comply, the no contact order may become permanent and other disciplinary action may be taken ranging from warning to expulsion, depending on the severity of the incident, and taking into account any previous violations of the Norms for Community Living and Policies.

### **Fines and Restitution**

Fines may be issued for certain violations of Norms for Community Living and Policies <sup>[130]</sup> as well as charges that cover the cost of an article unlawfully removed from the College or moved to another location at the College, or they may require restitution to cover the repair or replacement of any property (belonging either to the College or to an individual) that has been damaged or stolen. The cost of labor in moving, repairing, or replacing an item may be included.

### **Exclusion from Campus/Interim Suspension**

In those cases where the dean of students office determines that a student's conduct or potential conduct presents a danger to themselves or others, that student may be summarily denied access to the entire campus or specified portions of campus (i.e. residences) pending the formal conduct process <sup>[84]</sup>. Suspension may be imposed on an interim basis (for a period not to exceed 14 days) by action of the dean of students office.

### **Suspension**

While a suspension is in effect, the student is prohibited from visiting the College or using any of its resources, attending classes, having contact with an advisor or with faculty, and using community facilities (including the residences). Suspension lasts a specified length of time, as determined by the board or administrator hearing a particular case. While on suspension, a student is withdrawn from the College and must apply for readmission. Refer to the Readmission Policy <sup>[168]</sup> for specifics. Please be aware that if a suspended student completes course work in another program, the time spent in those courses cannot count as a semester of enrollment upon return to Hampshire College.

### **Expulsion from the College**

This is the most severe penalty that can be administered by the College. The College severs its association with the individual permanently. The individual may also be permanently trespassed from the campus.

# Fulfilling Sanctions

Failure to complete a sanction in the allotted time assigned is considered a violation of the compliance <sup>[89]</sup>policy <sup>[89]</sup>. Further disciplinary action <sup>[8]</sup> may be taken in this case.

If a student has not fulfilled the sanctions <sup>[8]</sup> determined by a board or administrator, the student's degree will be withheld and official transcripts will not be released. The student will be issued an unofficial transcript, which will be stamped "Issued to Student" and "outstanding obligation." Transcripts will not be issued to third parties.

# Disclosure of Outcomes and Sanctions

The results of conduct meetings and hearings are subject to the Family Educational <sup>[228]</sup>Rights and Privacy Act (FERPA) <sup>[228]</sup> and can be disclosed only in accordance with the Act. Under FERPA <sup>[228]</sup>, a school may not ordinarily disclose a student's disciplinary records to any third party unless the student has provided written consent. However, FERPA <sup>[228]</sup> does permit disclosure of the final results of a conduct meeting and/or hearing to the victim or to the reported victim's next of kin, when appropriate, of any crime of violence or non-forcible sex offense regardless of whether the institution concluded a violation was committed. An institution may also disclose to anyone—not just the victim—the final results of a conduct hearing if it determines that a student is an alleged perpetrator of a crime of violence or non-forcible sex offense, and with respect to the allegation made against him or her, the student has committed a violation of the institution's rules or policies. Under the Student Right-to-Know and Campus Security Act, the College is required to disclose the results of a conduct or hearing to the victim, when the proceedings involve a sex offense.

Members of the Community Review Board <sup>[116]</sup> are not to discuss cases outside of the conduct hearing process. Information submitted in Community Review Board <sup>[116]</sup> hearings or conduct meetings will be maintained in private files (as part of a student's education records) by the office of the dean of students <sup>[38]</sup> for a period of seven years and then destroyed or no longer reported with the exception of suspensions and expulsions, which remain a permanent part of a student's educational record.

# Rights and Responsibilities in Conduct Meetings & Hearings

**Respondents in all types of conduct meetings and hearings have the right to:**

- Be provided with an opportunity to review any documents submitted to the conduct administrator/board that will be used to determine a finding
- Appear before a conduct administrator/board and have an opportunity to discuss the charges brought forward
- Receive timely notification of when a conduct meeting or hearing will occur
- Have a support person with them for a conduct meeting/all pre/post hearing meetings and during the hearing
- Receive timely notification of the outcome of their conduct meeting/hearing
- Appeal on appropriate grounds as explained in the appeals section <sup>[152]</sup>Of the Student Handbook

## Complainant Rights

Complainants have the right to request to be active participants in cases in which their rights may have been violated. The process that provides access for complainants to participate in conduct procedures is via the [Community Review Board \(CRB\)](#) [116]. Complainants work with a conduct administrator to determine whether a CRB hearing is the most appropriate process for their complaint, and if it is not the administrator will recommend and/or assist with directing the complainant to a different process for resolution. Rights for complainants specific to CRB hearings are listed in that section. Conduct meetings do not involve active participation by complainants, however a conduct administrator may choose to contact a complainant for further information in determining their findings. In all cases, a complainant has a right to a timely resolution and the right to appeal on appropriate grounds as explained in the [a](#) [152] [ppeals section](#) [152] of the Student Handbook.

### **Additional Rights and Responsibilities**

Depending on the charges and process for which a case is being administered, complainants and respondents may have additional rights. Please review each of the processes - [Conduct Meeting](#) [229], [CRB Hearing](#) [116], [Sexual Misconduct Hearing Panel](#) [230] - for a full understanding of rights and responsibilities.

## **Supporter Expectations**

Complainants and respondents may be accompanied to conduct meetings and hearings by one support person who is a current faculty, staff, or student member of the Hampshire community. For cases involving the Gender-based and Sexual Misconduct policy supporters do not need to be members of the Hampshire College community (see the supporter information in the Gender-based and Sexual Misconduct Policy for more information).

Multiple support persons may attend any pre- and post-hearing meetings at the discretion of the conduct administrator facilitating the meeting. Support persons who are not members of the community may participate in all pre- and post-hearing meetings. Additional support persons can be available outside of the hearing room for consultation during a hearing.

Supporters are expected to respect the rights to privacy of the student they are supporting as well as any others involved. If a supporter is a mandated reporter they must still as required.

### **During a Conduct Meeting**

The supporter's role during a conduct meeting is to support the student and to play a passive role in the discussion. The primary discussion in a conduct meeting is with the student, however there may be space for the supporter to ask questions at the discretion of the conduct meeting administrator.

### **During a Hearing**

The supporter's role is to support the student and may not question the other party or any witnesses. A supporter may be required to leave the proceedings if that supporter fails to follow the procedures of the board. Supporters are not permitted to talk at a hearing, except to the student they are supporting and to state their name and role for an audio record. The student can request a break if additional time to talk privately with their supporter is needed.

For more information on how to prepare to be a support person visit the Office of Student Conduct, Rights, & Responsibilities.

## **Appeals**

Both the respondent and the complainant have the right to appeal a conduct meeting or hearing.



Respondents have the right to appeal both findings (decision of responsible/not responsible) and sanctions, however findings may only be appealed on the basis of procedural error. Complainants have the right to appeal based on procedural error. As complainants are not permitted under FERPA to receive the outcome of a case except in relation to violence, including sexual violence, complainants will only be able to appeal findings (on the basis of procedural error) and sanctions in those instances. The College will share findings and sanctions with the complainant in accordance with FERPA requirements. For appeals of academic integrity violations heard by the CRB, complainants and respondents should follow the processes outlined in the Academic Dishonesty [162] section.

1. Appeals of procedure and appeals of sanctions by the complainant and/or the respondent must be submitted in writing to the dean of students office within seven (7) days after written notification of findings, or findings and sanctions, if applicable. (Note: appeals may be submitted after the seven (7) day deadline if new evidence becomes available that could not have been available at the time of the conduct meeting or hearing and within the seven days for an appeal.)
2. Appeals of Removal from Housing, Suspension, or Expulsion
  - (a) Students removed from housing, suspended, or expelled must vacate housing within the time frame specified in the outcome letter (typically within 48 hours, however this may vary at the discretion of the dean of students office).
  - (b) If a student intends to appeal a removal from housing, suspension or expulsion, a written intent to appeal must be submitted within 48 hours of the decision. The intent to appeal must include the grounds for the appeal.
  - (c) If an intent to appeal is submitted in the specified timeframe, the student may be permitted to remain in housing, at the discretion of the dean of students office, for the duration of the appeals period until an appeal decision is made. If an appeal is denied, the original sanctions will be effective immediately unless otherwise specified by the dean of students office.
  - (d) If a student submits an intent to appeal and a full appeal is not submitted by the appeal deadline, additional disciplinary action may be enacted and may include suspension, expulsion, transcript holds, and permanent trespass from the College.
  - (e) Additional details regarding how to submit an appeal, intent to appeal, and submission deadlines for the appeal process will be included in the outcome letter.
3. Appeals may be heard by an administrator in the dean of students office, including the dean of students, or a hearing panel as designated by the dean of students office. Whether heard by an administrator or panel, appeals are only reviewed in writing and the appellant does not appear in person. The appellant may be asked to meet in person to review the outcome of the appeal.
4. After an appeal is submitted, the complainant and/or respondent will be informed who specifically in the dean of students office will review their appeal.
5. Appeals must state the specific rationale for a procedural appeal and/or the grounds for an appeal of the sanction.
6. In all cases of an appeal, the dean of students office shall review the appeal and pertinent facts relative to the appeal, determine if further investigation is warranted, and render a decision. The dean's office's responsibility in hearing an appeal includes:
  - (a) in the case of an appeal of sanction: making a decision to let stand or alter the original sanction;
  - (b) in the case of an appeal of procedure, determining if further investigation is warranted and, if so, determining how information gathered from additional investigation will be considered in making a finding of responsibility and, if necessary, sanctions, as well; or
  - (c) in the case of an appeal of procedure when it is determined further investigation is not necessary, making decision to let stand or alter the findings. If a case is remanded for further investigation an additional appeal option may apply after a new decision is rendered.
7. The original sanction will be in effect throughout the duration of the appeals process unless

otherwise specified in the outcome letter. The sanction will be altered only if and when the respondent is informed by the dean of students office that such a decision has been made.

8. In the rare event that the dean of students serves directly as the dean hearing the case, the appeal will go directly to the President of the College or other designee of the President.

The dean of students office will endeavor to render a decision within 10 days after an appeal has been submitted, but may take up to 21 days to consider the appeal when such additional time is deemed necessary. In rare instances where extenuating circumstances exist, appeals may take longer than 21 days for a decision to be rendered. The dean of students office decision is final.

### **Restorative Conferences**

While restorative conferences [72] are facilitated through the office of student conduct, rights, and responsibilities (OSCRR) [3], a restorative conference [72] is not considered a formal conduct process. Rather, restorative conferences [72] are an agreement between involved parties in which OSCRR serves as the office that facilitates the agreement. In agreeing to participate in a restorative conference [72], involved parties waive their right to appeal an outcome, however all involved parties, including the conference facilitator, have the right excuse themselves from the conference and request that the formal conduct process be utilized in its place.

## **External Proceedings**

Community Review Board (CRB) hearings, conduct meetings, nor the investigation and determination by a review panel for a Gender-based and Sexual Misconduct policy complaint are a substitute for civil or criminal courts; students pursuing complaints through any of the afore mentioned pathways do not waive their right to pursue external remedies. As required by the Department of Justice Office for Civil rights, the College must respond to allegations of sexual misconduct. Additionally, allegations of sexual misconduct may also be subject to possible civil or criminal complaints through the District Attorney's office. External proceedings, including both civil and/or criminal actions may not delay internal processes.

[116]

## **Violations of Policy by Five College Students**

The Five College consortium provides an enhanced learning environment with access to an almost unlimited variety of academic, social, and cultural resources. We are all well aware of the importance of maintaining good relationships among the Five Colleges. For that reason, the Five College deans of students have adopted the following resolution for maintaining standards of conduct at each of their institutions:

If a breach of discipline or good conduct is committed by a student from one of the colleges while visiting another of the Five College campuses, that violation will be treated as though it occurred on the student's home campus. The student will then be subjected to their own institution's applicable and appropriate conduct procedures.

## **Accommodations for Students within the Conduct Process**

Hampshire College is committed to providing appropriate accommodations to students with

disabilities so that all students have meaningful access to all College programs and services, including the student conduct process. This includes accommodations provided under the Americans with Disabilities Act (ADA) and related legislation.

All students with disabilities who are involved in the student conduct process, including complainants, respondents, supporters, and witnesses may seek accommodations for any stage of the student conduct process, including CRB hearings, conduct meetings, investigations, and any pre-hearing meetings. Any student requesting an accommodation must do so far enough in advance to allow the request to be reviewed and an appropriate accommodation identified and implemented. Although there is no firm deadline beyond which an accommodation cannot be requested, the student will be held accountable for making any request in a timely fashion, and the College may not be able to provide an accommodation which is not requested at least five working days before the accommodation is needed. Accordingly, each student seeking an accommodation is strongly encouraged to do so as early as possible in the student conduct process.

A request for accommodation must be made to the Accessibility Resources and Services Office. The Accessibility Resources and Services Office may consult with the Director of the Office of Student Conduct, Rights, and Responsibilities (OSCR) or designated conduct administrator to determine, based on appropriate legal standards and College policy, what accommodation, if any, is appropriate. The student may be required to provide appropriate documentation from qualified health care professionals to support the request. The Accessibility Resources and Services Office will make their determination in light of the student's particular disabilities and the nature of the conduct process, as informed by any consultations, relevant documentation, and relevant previous accommodations provided to the student. Accommodations cannot be applied retroactively; students must arrange for accommodations. The student will be given an explanation of the determination.

## Informal Conduct Process

Hampshire College recognizes that conflict may occur that does not violate policy and/or can be resolved through informal methods. Some informal methods may include an established process, but do not prompt a disciplinary record. Methods utilized include meeting with an administrator, an administrator or Resident Advisor checking in with a student, and Restorative Conferencing. Details on Restorative Conferencing can be found via the link below.

### Why Engage in an Informal Process?

There are many reasons a student may choose to engage in an informal process, and while an administrator can help determine when an informal process may be appropriate, it is the individual's right to explore a formal process at any time. Often, students choose an informal process for managing roommate conflicts, exchange of property, conflicts in a friend group or student group, preference to attempt resolution informally before seeking a formal resolution, and much more.

## Restorative Conferences

Restorative conferences are an informal part of the College conduct process that engages students who caused harm with the person(s) impacted by the wrongdoing in facilitated conversation. This process provides a safe space for free exchange of emotion, a chance to be heard, and a way to move forward toward restoring relationships within the community.

Restorative conferences are available through the [office of student conduct, rights, and responsibilities](#) <sup>[3]</sup> for many types of conflict between responsible students and any impacted Hampshire College community member. A conference facilitator will work with the involved parties to

determine whether a restorative conference is the best option for resolution. If it is determined that a restorative conference is not the best option, the [office of student conduct, rights, and responsibilities](#) <sup>[3]</sup> will recommend alternative options and processes.

As an informal part of the conduct process, no formal disciplinary record of the conference will be noted in a student's file, however it is the right of responsible parties, impacted parties, and facilitators overseeing processes to request or recommend the use of formal processes, such as filing a complaint with the [Community Review Board](#) <sup>[116]</sup>.

### Who's involved in a restorative conference?

- **Facilitators**—one or two trained members of the College community
- **Responsible parties**—the individuals whose actions have harmed others and/or the community
- **Impacted parties**—those who were directly harmed by the responsible parties' actions
- **Supporting parties**—supporters of either the responsible or the impacted parties (generally one or two supporters for each responsible and impacted party)
- **Affected parties**—others who consider themselves or their community to have been harmed by the actions of the responsible parties indirectly (not all conferences include affected parties, and some supporting parties may also view themselves as affected parties)

### What happens during a restorative conference?

Prior to a restorative conference the facilitator(s) will meet with the responsible parties, impacted parties, and their supporters separately to prepare them for what to expect during the conference. The facilitators, during the conference, do not have a substantive part of the discussion, rather they are there to guide the conversation through to finalizing an agreement. Conferences ask parties to share the following:

- Each person introduces themselves and their relationship within the conference.
- **Responsible parties** share what happened before, during, and after the incident, and how they feel about what happened, and how they feel their actions impacted others.
- **Impacted parties** share what happened before, during, and after the incident, and how they feel about what happened.
- **Supporting parties** are invited to share any thoughts or feelings about what they've heard.
- If **affected parties** are involved, they also share thoughts or feelings about what they've heard and how they feel about the incident.
- **Facilitators** ask specific questions to help guide the process through to finalizing an agreement made by the responsible and impacted parties to conclude the conference.

## Handbook Archives

Below you will find older PDF versions of the Hampshire College Student Handbook. Students are responsible for following [academic program guidelines](#) <sup>[231]</sup> from their year of entrance.

**Note:** Students seeking readmission who have been away from the College for four or more years will follow policies and deadlines in effect at the time of readmission.

[2014 - 2015](#) <sup>[232]</sup> Academic Policies + Norms for Community Living & Policies

[2013 - 2014](#) <sup>[233]</sup> Academic Policies + Norms for Community Living & Policies

[2013 Medical Amnesty](#) <sup>[234]</sup> (effective through October 22, 2013)

## 2012 - 2013 Calendars and Resources

[235] 2012 - 2013 Academic Policies and Governance

[236] 2012 - 2013 Community Standards [237] (with March 2013 sexual offenses policy)

Fall 2012 [238] (sexual offenses policy only)

## 2011 - 2012 Calendars, Resources, and Academic Policies

[239] 2011 - 2012 Community Standards, Governance, Resources & Contacts [240]

2010 - 2011 [241]

## 2009 - 2010 Calendars and Resources

[242] 2009 - 2010 Academic Policies and Governance [243]

2009 - 2010 Community Standards [244]

2008 - 2009 [245]

2007 - 2008 [246]

2006 - 2007 [247]

2005 - 2006 [248]

2004 - 2005 [249]

### ***Non Satis Non Scire***

Prior to the 2014-2015 academic year the title of the Hampshire College Student Handbook was "Non Satis Non Scire," the Latin phrase for not to know is not enough, a witty pun on our College motto (Non Satis Scire, to know is not enough). With the evolution of the Student Handbook from an annually published hard copy book to a comprehensive website, community members began to increasingly express confusion on just what exactly Non Satis Non Scire was, and the simple answer was, the Hampshire College Student Handbook. To relieve confusion, the student handbook will no longer be referred to as Non Satis Non Scire (NSNS), however archived versions through the 2013-2014 academic year will reflect this title. Non Satis Non Scire continues to be used as the tag line for the Hampshire College Student Handbook.

## **Policy Updates**

Campus policies are reviewed annually and some policies may be changed or updated. Changes or updates generally occur in August prior to the start of the academic year, however some changes or updates may occur throughout the year. Each change is dated for your reference, with new policies effective as of the date listed. This section serves as a summary of changes that may impact students and a link to where to find the changed or updated policy. Policy changes will remain on their pages for one year from the date listed.

Updates are divided between "Norms for Community Living & Policies Updates," which include all the policies listed under Norms for Community Living and Policies [130], and "Academic Policy Updates," which include all the policies listed under Academic Policies [73].

The Dean of Students and Dean of Faculty's offices reserve the right to change policy without notice, however it is our practice and goal to inform the community of changes as they occur.

# Academic Policy Updates - Last update 1/15/16

## Course Evaluations <sup>[250]</sup> - updated 1/2016

The specific date to record an incomplete was added. This is not a new policy and was added to reflect information that is already on TheHub.

## Division I <sup>[28]</sup> - updated 1/2016

Policy information for 13-14 had inadvertently been edited into the 15-16 policy in the First-Year Students with Advanced Standing section. This was a correction of that error.

## Division III Extension or Personal Leave of Absence <sup>[251]</sup> - updated 1/2016

Clarification of enrollment status was added, no substantial policy change

## Academic Program <sup>[231]</sup> - updated 8/2015

Overall, language in the Academic Program section, including subsections, has been revised to to make divisional requirement clearer. No major changes unless specified below.

## Course Registration <sup>[252]</sup> - updated 8/2015

- Students may not participate in pre-registration until financial holds are cleared.
- Courses attempted for students who go on medical leave during the semester remain on the transcript graded "W" for withdrawal.

## Division III <sup>[15]</sup> - updated 8/2015

Participation in short term courses included as part of "Supervised Teaching."

## FERPA & Privacy of Records <sup>[253]</sup> - updated 8/2015

An overview of FERPA has been added, which includes more information about student's rights under this Act.

## Guidelines for Academic Progress <sup>[46]</sup> - updated 8/2015

Guidelines added specific to students entering F2015 and later.

## January Term <sup>[254]</sup> - updated 8/2015

All references to Jan/January Term have been removed. Courses are no longer offered for credit during this time.

## Leave of Absence <sup>[169]</sup> - updated 8/2015

Additional information regarding medical leave and completion of academic work has been added.

### Readmission by Withdrawal Type <sup>[59]</sup> - updated 8/2015

Financial withdrawal readmission language now includes when an account must be paid in full before returning.

### Transcripts <sup>[41]</sup> - updated 8/2015

Specific information regarding what a transcript includes has been added.

## **Norms for Community Living & Policies Updates - Last Update 8/21/15**

### Alcohol and Other Drug Amnesty Policy <sup>[255]</sup> - updated 8/2015

Clarified that a student must meet with a member of the residence life staff and/or dean of student's staff in order to earn medical amnesty. This change of procedure was used in the previous academic year and allowed the process to move more smoothly for the students involved.

### Alcohol & Other Drugs Policy <sup>[256]</sup> - updated 8/2015

The policy has been reformatted to provide clarity with some additional information added:

- A link to how to register an event with alcohol has been added (for events outside of the residences)
- Information specifically for students who are 21+ has been added (this not new information, however it was not clear in the policy previously that students who are 21+ may also be in violation/ qualify for amnesty if transported for over use/abuse of substance)
- A definition of drug paraphernalia has been added
- To align with Clery information, MA law regarding being in the presence of someone known to possess heroin has been added.

### Appeals <sup>[152]</sup> - updated 8/2015

Additional information regarding the process for appeals of removal from housing, suspension, and expulsion have been added.

### Access & Use of Facilities & Grounds <sup>[257]</sup> - updated 8/2015

Added a "Building and Roof Access" section.

### Code of Conduct <sup>[218]</sup> - updated 8/2015

The Code of Conduct has not changed; additional details regarding application of rules and laws of the Town of Amherst, the Commonwealth of Massachusetts, and the United States of America has been added.

### Community Review Board (CRB) Hearings <sup>[116]</sup> - updated 8/2015

The CRB is now active until 7 days before residence halls close each semester. Previously, the board was active until the last days of classes each semester.

### Conduct Meeting <sup>[229]</sup> - updated 8/2015

Previously known as administrative conduct hearings, dean's meetings, and residence life policy violation meetings. These types of meetings are the same as in previous policies, however the title has been changed to provide clarity to the purpose of the meeting.

### Disclosure of Outcomes and Sanctions <sup>[223]</sup> - updated 8/2015

- Clarified that suspensions and expulsions are permanent record information and are not

destroyed. This is not a new policy, but was not previously explained in the Student Handbook.

- Removed information regarding public CRB listing of hearings. This information is still available via the office of student conduct, rights, and responsibilities.

#### Failure to Comply <sup>[90]</sup> - updated 8/2015

Failure to follow a No Contact Order was added as an example.

#### Financial Aid <sup>[258]</sup> - updated 8/2015

Took out references to clicking on My Documents on the HUB and signing an award letter to prepare for Net Partner process to begin in the 2015/16 year.

#### Formal Conduct Process <sup>[84]</sup> - updated 8/2015

The student conduct process information has been updated to reflect language changes. The process has not changed.

#### Gender-based and Sexual Misconduct Policy & Grievance Process <sup>[98]</sup> - updated 8/2015

- Intimate Partner Violence <sup>[259]</sup> - changed from a statement to a definition. Acts defined as policy violations are the specific charges a student can incur when reported. To comply with federal guidelines (Clery Act), definitions of domestic violence and dating violence have been added. The definition of intimate partner violence has not changed.
- Reporting to "Responsible Employees" <sup>[260]</sup> - EMTs have been listed as responsible reporters. This is not a new policy, however language was not included that specified this in the previous policy. Language regarding RA reporting has been clarified. Previously, it was unclear where and when RAs were required to report. RAs are required to share reports that are made to them by students. Both RAs and EMTs receive training regarding appropriate reporting.
- Complaints, Investigation, and Hearing Processes <sup>[221]</sup> - In the formal process section, information regarding how the College may proceed if a complainant or respondent withdraws/takes a leave of absence during a process has been added.

#### Informal Conduct Process <sup>[72]</sup> - updated 8/2015

"Why Engage in an Informal Process?" section has been added to provide examples of reasons someone may seek an informal resolution.

#### Library Center <sup>[261]</sup> - updated 8/2015

The library continues to clarify information about the services it offers. This year's page provides more detail about the types of spaces and services.

#### Noise <sup>[93]</sup> - updated 8/2015

DJ equipment has been added as an example of amplification equipment not permitted in the residence halls and mods.

#### Outcomes and Sanctions <sup>[8]</sup> - updated 8/2015

A Determining Sanctions section was added to provide information about what administrators and boards consider in applying sanctions when a student is found responsible for a violation.

#### Outcomes & Sanctions Definitions <sup>[154]</sup> - updated 8/2015

- Examples of some of the specific educational outcomes utilized have been added.
- House Probation and Disciplinary Probation have been retitled to Level 1 and Level 2 probation and the requirements and expectations when receiving these probationary statuses have been outlined.
- Process information has been added to the No Contact Order definition to specify who a complainant should contact if they feel the order has been violated and what will happen if a respondent is found responsible for violating a No Contact Order.



### Parking and College Vehicle Use <sup>[195]</sup> - updated 8/2015

Non-resident driver information has been updated. Line added to note students who are driving recklessly will be referred for a conduct meeting; this is not a new policy, however the procedure for this type of violation was not previously specified.

### Residence Life & Housing Policies <sup>[262]</sup> - updated 8/2015

- Room Condition and Upkeep <sup>[100]</sup> - Clarified student responsibility in last paragraph to be more accurate of electronic room contract. Updated trash and recycling procedure.
- Social Events Hosted in the Residences <sup>[83]</sup> - Added "Students hosting parties without registration or after being denied registration will be subject to disciplinary action." This is not a new policy, but was not clear in the previous version.
- Student Room Use and Access <sup>[263]</sup> - Added "right of entry" policy for other students entering a student room. The previous policy only provided information regarding College staff entering a student room.

### Smoking <sup>[225]</sup> - updated 8/2015

- E-cigarettes are not permitted to be used in the residence halls, mods, and anywhere else in which smoking is prohibited. If used, e-cigarettes must be used outside at least 25 feet away from all buildings. This is an Amherst town ordinance.
- Sanctioning guidelines for violation of the smoking policy have been added.

### Student Conduct: Our Philosophy <sup>[130]</sup> - added 8/2015

To continue to promote a transparent dialogue, the dean of students office, residence life, and the office of student conduct, rights, and responsibilities partnered to create a philosophy statement to clarify how we approach discussions of student behavior.

### Student Employment <sup>[264]</sup> - updated 8/2015

Information regarding payroll processing, maximum allowance, and where to find more information about work-study rights and responsibilities has been added.

### Student Group Accountability <sup>[265]</sup> - added 8/2015

Some information was previously included regarding accountability for groups. The process has been added to the Student Handbook.

### Student-run Businesses <sup>[266]</sup> - added 8/2015

This is a new policy created to provide students with a structure for starting a business as well and ensuring the College's tax-exempt status is not compromised by entrepreneurial efforts.

### Supporter Expectations <sup>[267]</sup> - added 8/2015

Some supporter information was provided in various locations in the Student Handbook previously. Information has been combined and further explained on this page. No policies have changed regarding supporters.

Questions or comments? Contact the Director of the Office of Student Conduct, Rights, and Responsibilities, Jessica Fontaine.

**Source URL:** <https://handbook.hampshire.edu/node/1>

#### **Links:**

- [1] <https://handbook.hampshire.edu/node/19>
- [2] <https://handbook.hampshire.edu/?q=node/39>
- [3] <http://www.hampshire.edu/studentlife/osccr.htm>
- [4] <mailto:OSCR@hampshire.edu>
- [5] <https://handbook.hampshire.edu/node/4>

- [6] [https://intranet.hampshire.edu/calendar/thyme/custom\\_hampshire/academic\\_calendar.php](https://intranet.hampshire.edu/calendar/thyme/custom_hampshire/academic_calendar.php)
- [7] <https://handbook.hampshire.edu/node/36>
- [8] <https://handbook.hampshire.edu/node/48>
- [9] <https://handbook.hampshire.edu/node/87>
- [10] [http://www.hampshire.edu/academics/index\\_casa.htm](http://www.hampshire.edu/academics/index_casa.htm)
- [11] <http://libguides.hampshire.edu/content.php?pid=117821&sid=1015821>
- [12] <https://handbook.hampshire.edu/node/35>
- [13] <https://handbook.hampshire.edu/?q=node/34>
- [14] <https://handbook.hampshire.edu/?q=node/35>
- [15] <https://handbook.hampshire.edu/?q=node/36>
- [16] <https://handbook.hampshire.edu/?q=node/22>
- [17] <https://www.hampshire.edu/academics/how-to-document-your-cel-2-on-thehub>
- [18] [http://www.hampshire.edu/offices/index\\_centralrecords.htm](http://www.hampshire.edu/offices/index_centralrecords.htm)
- [19] <https://thehub.hampshire.edu/TheHub/TheHub?TYPE=M&PID=CORE-WBMAIN&TOKENIDX=2781396768>
- [20] <https://www.hampshire.edu/academics/cel-2-requirement>
- [21] <https://www.hampshire.edu/dof/multiple-cultural-perspectives-requirement>
- [22] <https://thehub.hampshire.edu/>
- [23] <http://www.hampshire.edu/casa/advanced-educational-activities.htm>
- [24] <https://handbook.hampshire.edu/thehub.hampshire.edu>
- [25] <http://www.hampshire.edu/offices/1876.htm>
- [26] [http://www.hampshire.edu/academics/index\\_geo.htm](http://www.hampshire.edu/academics/index_geo.htm)
- [27] <https://handbook.hampshire.edu/?q=node/37>
- [28] <https://handbook.hampshire.edu/node/34>
- [29] <http://thehub.hampshire.edu>
- [30] <https://www.hampshire.edu/academics/academic-calendar>
- [31] <https://thehub.hampshire.edu/TheHub/TheHub?TYPE=M&PID=CORE-WBMAIN&TOKENIDX=9798262388>
- [32] <https://handbook.hampshire.edu/node/180>
- [33] <https://www.hampshire.edu/central-records/the-office-of-central-records>
- [34] <http://www.hampshire.edu/centralrecords/1774.htm>
- [35] <https://thehub.hampshire.edu>
- [36] <http://handbook.hampshire.edu/>
- [37] [http://www.hampshire.edu/admissions/index\\_admissions.htm](http://www.hampshire.edu/admissions/index_admissions.htm)
- [38] <http://www.hampshire.edu/studentlife/1079.htm>
- [39] [http://www.hampshire.edu/index\\_alumni.htm](http://www.hampshire.edu/index_alumni.htm)
- [40] <mailto:alumni@hampshire.edu>
- [41] <https://handbook.hampshire.edu/node/30>
- [42] <http://www.hampshire.edu/centralrecords>
- [43] <http://www.hampshire.edu/studentlife/crb.htm>
- [44] <http://www.hampshire.edu/geo/21434.htm>
- [45] <https://www.hampshire.edu/geo/global-education-at-hampshire>
- [46] <https://handbook.hampshire.edu/node/26>
- [47] <https://www.gallagherkoster.com/>
- [48] <http://www.hampshire.edu/offices/4569.htm>
- [49] <http://www.hampshire.edu/geo/13236.htm>
- [50] <http://www.hampshire.edu/studentlife/MISS.htm>
- [51] <http://www.hampshire.edu/casa/5960.htm>
- [52] <https://handbook.hampshire.edu/?q=node/26>
- [53] <http://www.hampshire.edu/studentlife/570.htm>
- [54] <http://www.umass.edu/uhs/>
- [55] <https://handbook.hampshire.edu/node/118>
- [56] <https://www.hampshire.edu/offices/student-accounts-office>
- [57] <https://handbook.hampshire.edu/?q=node/101>
- [58] <http://www.hampshire.edu/offices/4572.htm>
- [59] <https://handbook.hampshire.edu/node/86>
- [60] [http://www.hampshire.edu/studentlife/index\\_culturalcenter.htm](http://www.hampshire.edu/studentlife/index_culturalcenter.htm)
- [61] <mailto:accessibility@hampshire.edu>
- [62] <https://www.hampshire.edu/offices/discrimination-and-harassment-policy>
- [63] <http://www.ada.gov/mediate.htm>
- [64] <mailto:OCR.Boston@ed.gov>
- [65] <http://www.mass.gov/ago/consumer-resources/your-rights/civil-rights/disability-rights/ada-rights-and-grievance.html>
- [66] <https://www.hampshire.edu/sites/default/files/casa/files/AccommodationsRequest.doc>
- [67] <https://www.hampshire.edu/sites/default/files/casa/files/DisabilityDocumentation.doc>
- [68] <http://www.hampshire.edu/casa/9138.htm>
- [69] <http://www.ada.gov/pubs/ada.htm>
- [70] [http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/fair\\_housing\\_equal\\_opp/FHLaws/yourrights](http://portal.hud.gov/hudportal/HUD?src=/program_offices/fair_housing_equal_opp/FHLaws/yourrights)

- [71] <https://handbook.hampshire.edu/node/93>
- [72] <https://handbook.hampshire.edu/node/127>
- [73] <https://handbook.hampshire.edu/node/2>
- [74] <http://www.hampshire.edu/studentlife/3672.htm>
- [75] <https://www.amherstma.gov/207/General-Bylaws-Government-Act>
- [76] <https://malegislature.gov/Laws/GeneralLaws/>
- [77] <http://www.hampshire.edu/studentlife/1831.htm>
- [78] <https://studentprojects.hampshire.edu/index.cgi>
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