

# Community Standards

# NORMS FOR COMMUNITY LIVING

On March 11, 1976, the Community Council (now Student Government Association) affirmed the following principles as “Norms for Community Living” (Community Norms). These are the set of community standards to which Hampshire students and employees should conform. The Norms for Community Living below are applicable to all community members, employees and students. Policies beginning with the Code of Conduct (after the Norms for Community Living) pertain to students only.

## 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 college policies while they are on the Hampshire College campus and while off campus when participating in college programs and activities.

## 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 document.



## 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.")
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.

# 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. Policies related to academic matters for Hampshire students are found in the Academic Policies chapter of *Non Satis Non Scire*.

## I. UNACCEPTABLE ACTIONS

### Lack of Respect for People

The Norms for Community Living 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):

### Noise

Members of the Hampshire community have the right to a quiet environment. Loud noise that infringes on a person's living or working environment at any time cannot be tolerated. Quiet hours begin at 11 p.m. Sunday through Thursday and 2 a.m. on Friday and Saturday. 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 and drums in the residences, indoor or outdoors, and the placing of stereo speakers in windows facing outward are prohibited. The disciplinary action 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 or a staff member.

### Failure to Comply

Students are required to comply with all requests or instruction of any college official or Campus Police officer when that official or officer is carrying out the assigned duties of their position.

### Physically Endangering, Threatening, and Intimidating Behavior

Actions that endanger any person's physical well-being or are threatening or are intimidating are unacceptable. These actions include but are not limited to physical assaults; use or possession of fireworks or weapons on campus; the setting of fires; the sale of illegal drugs; reckless driving or speeding on campus; or the throwing of objects out of windows, off roofs, or in any other dangerous manner. Verbal threats to do violence, psychological intimidation, and harassment of any person are unacceptable behaviors. Physically endangering behavior, including threatening and intimidating behavior, may result in immediate suspension and other sanctions up to and including removal from the College. Behavior or activities that are deemed to be physically endangering behavior include but are not limited to unauthorized storage, possession, and/or use of firearms, fireworks or other explosives, dangerous weapons, knives (over four inches), swords, weapons used for sparring or fighting, bows and arrows, or hazardous chemicals on College property or at College-sponsored events; throwing or dropping objects from College buildings; causing or attempting to cause a fire or adding to an unauthorized fire. Campus Police should be contacted regarding any physically endangering, threatening, or intimidating behavior.



## Disruptive Behavior

All students have the right to an educational environment that is supportive of the learning process. Conduct that interferes with the learning process of other students is prohibited. Substantial disruptions or repeated incidents that prevent other students from being able to undertake their academic pursuits are subject to disciplinary action.

## Lack of Respect for 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, and associated structures) are the responsibility of all members of the Hampshire 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. The following sorts of behavior, therefore, are considered unacceptable.

### 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.

### Vandalism, Damage to Property, Theft

Theft of College or personal property of others, as well as damage, destruction, or defacement of such property (due either to malice or to extreme carelessness), is considered unacceptable behavior. This includes the moving or removal of furniture and other college property from their appropriate location in public places, as well as theft, damage, or moving of bicycles marked as belonging to the campus EMT service. Students will be assessed the cost of any vandalism, damage, or theft and that cost will be charged to the student's college account as provided in this chapter. Also see the Residential Life and Housing Policies in this chapter.

## Pets

Pets and other animals, with the exception of service animals and assistance animals approved in accordance with the [College's Policy](#), 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 actions, 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.



## II. DISCRIMINATION AND HARASSMENT

### Antidiscrimination and Harassment Policy

Discrimination and harassment on the basis of race, age, color, national origin, religion, sex (including sex stereotyping), sexual orientation, gender identity and expression, disability, genetic information, transgender status, or military service (henceforth, the “Protected Factors”) is in conflict with the mission of the College and is strictly prohibited by its Policy. Hampshire College is strongly committed to building an inclusive environment and will not tolerate any actions of any individual that violate this Policy.

Discrimination and harassment in many instances violate Massachusetts statutes and federal laws as well, including Title IX of the Education Amendments of 1972 and Title VII of the 1964 Civil Rights Act, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act.

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 associate vice president for human resources has been designated to serve as the College’s Title IX Coordinator and the senior associate dean of students for residence life has been designated to serve as the Title IX Deputy Coordinator. Whenever a member of the community (student, staff, or faculty) believes their rights as defined above have been violated, said person is encouraged to contact the Title IX Coordinator or Title IX Deputy Coordinator, 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 Coordinator as described in this Policy. The Title IX Coordinator can be reached in the human resources office and the senior associate dean of students for residence life can be reached in the dean of students office. The Title IX Deputy Coordinator shall keep the Title IX Coordinator informed of complaints submitted to the Title IX Deputy Coordinator and of the outcome of those complaints.

- All complaints involving College faculty or staff conduct shall be submitted to the Title IX Coordinator, Shelly Ruocco, associate vice president for human resources; 413.559.5411 (sruocco@hampshire.edu).
- Complaints by Hampshire College students involving conduct or actions of other Hampshire College students should be submitted to the Title IX Deputy Coordinator, Renee Freedman, senior associate dean of students for residence life; 413.559.5849 (rfreedman@hampshire.edu). Student complaints may also be submitted to the Title IX Coordinator, who will refer complaints to the Title IX Deputy Coordinator as appropriate.
- Complaints involving individuals who are not members of the College community shall be submitted to the Title IX Coordinator, Shelly Ruocco, associate vice president for human resources; 413.559.5411 (sruocco@hampshire.edu).



In cases involving complaints under this Policy that also include alleged violations of the Sexual Offense Policy that are submitted either under this Policy or under the Sexual Offense Policy, the Title IX Coordinator and Title IX Deputy Coordinator shall confer and determine the appropriate process.

## Informal Processes

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 Title IX Coordinator 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.)

If such direct communication either is not acceptable to the complainant or proves unsuccessful, the complainant may bring the complaint to the Title IX Deputy Coordinator for complaints involving students and to the Title IX Coordinator for all other complaints, who—normally within five working days of receiving the complaint—will notify the person being complained about, henceforth referred to as the respondent.

As part of this informal process, the Title IX Coordinator or the Title IX Deputy Coordinator, as applicable, or in either case their designee will meet with the complainant(s) and respondent(s) either together or separately. This meeting has, as its main goal, facilitating a resolution between the involved parties with the Coordinator or designee serving as mediator or facilitator. The period for conducting the meeting should not be protracted. The Title IX Coordinator (or Deputy Coordinator) or their designee will notify both parties of their recommendations for facilitating resolution within a reasonable time, normally no more than five business days.

## Formal Process

### Filing a Complaint

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 Title IX Coordinator (or Title IX Deputy Coordinator for complaints by Hampshire College students involving conduct or actions of other Hampshire College students), or their designee[s]. The complaint is filed by submitting a written description of the circumstances that are the basis of the complaint to the applicable Title IX Coordinator (or their designee). The Title IX Coordinator or Title IX Deputy Coordinator receiving the complaint (or their designee) will make an initial determination, normally within five days, as to

whether the complaint is actionable under this Policy and requires investigation. If so, the Title IX Coordinator (or their designee) will inform the respondent of the existence of the complaint and provide them with a copy of the complaint. If the respondent chooses, they may provide a written response to the complaint within five days of receipt thereof. The Title IX Coordinator will forward the complaint and respondent's response, if any, the following individuals:

- All complaints involving College faculty or staff conduct shall be submitted to the Title IX Coordinator, Shelly Ruocco, associate vice president for human resources; 413.559.5411 (sruocco@hampshire.edu).
- Complaints by Hampshire College students involving conduct or actions of other Hampshire College students should be submitted to the Title IX Deputy Coordinator, Renee Freedman, senior associate dean of students for residence life; 413.559.5849 (rfreedman@hampshire.edu). Student complaints may also be submitted to the Title IX Coordinator, who will refer complaints to the Title IX Deputy Coordinator as appropriate.
- Complaints involving individuals who are not members of the College community shall be submitted to the Title IX Coordinator Shelly Ruocco, associate vice president for human resources; 413.559.5411 (sruocco@hampshire.edu).

The College will follow its established investigative, disciplinary, sanctioning, and appeals procedures as outlined in *Non Satis Non Scire* (for claims of violation of the Norms for Community Living or Code of Conduct), Faculty Handbook, and the Employee Policy Manual, as applicable. Such process may result in the imposition of discipline, up to and including suspension and termination (or expulsion, in the case of students).

## Retaliation

Retaliating against any person who is participating in any complaint under this Policy is strictly prohibited and may result in discipline or sanctions, including suspension or termination (or expulsion, if a student).

## 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)  
 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)  
 United States Department of Education  
 8th Floor  
 5 Post Office Square  
 Boston, MA 02109-3921  
 617.289.0111  
 OCR.Boston@ed.gov

### III. SEXUAL OFFENSE POLICY

*(Updated Spring 2013)*

Hampshire College defines a sexual offense as any unwanted sexual conduct that occurs without consent.

Hampshire College takes sexual offenses very seriously, as they are a violation of the Code of Conduct and Community Norms. This policy prohibits sexual offenses, whether perpetrated by students, faculty, staff, or visitors to the campus, and regardless of gender identity or sexual orientation.

All Hampshire 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 make every effort to protect these rights, and will not tolerate any form of sexual offense.

Title IX prohibits sexual harassment, including sexual offenses as defined in this policy. The College is committed to responding promptly and equitably to all reported incidents of sexual harassment or sexual offenses and to taking the necessary steps to end reported harassment or assault, prevent its recurrence and address its effects.

Sexual offenses as defined in this policy by Hampshire College may also be prohibited under state and federal laws and may be prosecuted in the criminal justice system, though legal definitions of a sexual offense may differ from the definitions of sexual offenses adopted by the Hampshire community. An individual may pursue campus resolution, criminal investigation and prosecution, or both campus and criminal resolution. Pursuing campus resolution options does not preclude one from pursuing criminal action now or in the future, and vice versa.

Hampshire College is committed to creating a violence-free campus, developing and implementing violence-prevention strategies, and providing victim/survivors with support, services, and information

about their options for taking action or seeking resolution. Hampshire encourages students to report offenses; a victim/survivor of sexual assault does not need to worry about facing charges for underage alcohol consumption when reporting an offense, as Hampshire's primary concern is maintaining students' safety.

Retaliating against any person who participates in any complaint under this Policy is strictly prohibited and may result in discipline or sanctions, including suspension or termination (or expulsion).

## 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. Through 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 (i.e., kissing, touching, penetration). 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.
- 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 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 even 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.





## Sexual Offense

A sexual offense is any unwanted sexual conduct that occurs without consent. Sexual Offense includes the categories of sexual harassment, sexual assault, rape, and sexual misconduct.

### 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.

Conduct is considered sexual harassment when:

- Implicit or explicit threats or insinuations that submission to such conduct is a term or condition of employment or is a basis for education or employment decisions, and that refusal to submit to sexual advances will adversely affect an individual's status at the College.
- It has the purpose or effect of interfering with work or academic performance.
- It has the purpose or effect of creating an intimidating, hostile, humiliating, or sexually offensive educational, employment, or living environment.

Sexual harassment can be blatant or very subtle, and is defined by the experience of the recipient; that is, one person may experience sexually explicit jokes as amusing, whereas another may experience them as harassment. It is the responsibility of the recipient to make it clear that the conduct is unwelcome, so long as there are no factors that would inhibit free expression of this sentiment (such as a power imbalance in the relationship, threat, or intimidation, or if the conduct is judged to be egregious enough that it would offend most reasonable persons). This communication may be done verbally, in writing, or through another person (e.g., a house director, intern, advisor, or friend). Conduct will be considered sexual harassment if it meets the above criteria or continues after it has been made clear that it is unwelcome. 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
- Publicizing sexualized information about someone (e.g., spreading rumors/gossip of a sexual nature, writing on doors, in bathrooms, posting sexual information about another individual on Facebook or other social media applications)
- Stalking (e.g., continued unwelcome contact, attempts at communication, gifts, intrusiveness into daily routines and/or relationships)

Some of these actions may violate other Community Norms and/or violate the law.

### Sexual Assault

Any unwanted physical contact that occurs within a sexual context, without consent, may constitute a sexual assault. Sexual assault could include, but is not limited to, the following conduct when such conduct is unwelcome:

- Kissing
- Fondling
- Rubbing against another individual
- Biting, pinching, slapping within a sexual context
- Undressing another individual
- Use of force within a sexual context (hitting, kicking, grabbing, holding down)

### Rape

Unwanted penetration without consent. Penetration may be of the vagina, anus, or mouth, using a part of the body (e.g., penis, finger[s]) or an object.

### Sexual Misconduct

Behavior may be considered sexual misconduct when ALL of the below criteria can be established:

- It does not fit any of the above categories.
- It is clearly inappropriate and unacceptable.
- It has an identifiable negative impact on an individual, group, or the community.
- The average person could be reasonably expected to have knowledge that such behavior(s) would cause offense or harm





Examples of sexual misconduct include, but are not limited to:

- Sexually derogatory posters, graffiti, pornography in public spaces
- Public exposure or indecency that is not targeted at a specific individual
- Conduct that has the purpose or effect of creating an intimidating, hostile, humiliating, or sexually offensive educational, employment, or living environment that is not targeted at a specific individual.
- A sexual interaction in which consent cannot be determined, but the initiator could be reasonably expected to have known that the interaction was unwanted and unwelcome.

## In the Event of a Sexual Offense

Despite our best efforts to maintain safety in the community, sexual offenses still occur. There are a number of resources available to help you get the support, information, and services that you need.

Anyone can utilize these resources and make a report; it is appropriate to use these resources if you:

- Are a Hampshire student and experienced a sexual offense on or off campus
- Are not a Hampshire student, but you experienced, or are aware of, a sexual offense that involved a member of the Hampshire community or occurred on the Hampshire campus
- Want information, support, or referrals regarding sexual assault, whether it is for yourself or for someone else

## Reporting, Support, and Resources

A complainant, or any other individual, may make a report to the College. There are a variety of ways to report a sexual offense. Students are encouraged to contact the Title IX Deputy Coordinator, the Dean of Students or to file a report with campus police. A complainant may also choose to report a sexual offense to an employee of the College who the complainant knows and trusts. Under this policy, any responsible employee of the College who receives a report must share the information with the Title IX Coordinator to ensure a coordinated and consistent response by the College in all cases.

The College will review all reports of sexual offenses 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.

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 at any time, with the understanding that the College will only be able to take action on the information available.

All reports in a given calendar year will be compiled and the number of assaults that occurred will be posted the following year on the Campus Police website in the annual Clery Report of crime statistics.

A complainant may seek confidential support without making a report to the College by accessing the College's delineated confidential resources (see below). If you would like to seek assistance or support, but do not want the College to investigate or take any action at the time, you may speak with one of the College's confidential resources. These are the Health and Counseling Services licensed professionals, including a sexual offense counselor, and ordained clergy. Confidential off-campus resources are also available. Confidential resources have the primary mission of addressing the needs of the individual who is reporting, rather than the community as a whole, and have been granted certain legal confidentiality privileges to facilitate this. Thus, individuals may speak with these resources openly without concern of initiating an investigation, as long as there is no immediate threat to safety to the complainant or the community.

## Who Can Report?

Anyone can report a sexual offense regardless of whether it happened to you or someone else. In fact, we encourage you to bring any safety concerns, suspicions or knowledge of a sexual offense to our attention. Please review the following reporting options to determine to whom it would be most appropriate to speak.

## Reporting Options:

### Title IX Deputy Coordinator

x5412  
Renee Freedman, rfreedman@hampshire.edu

The Title IX Deputy Coordinator is responsible for receiving formal and informal complaints of sexual offenses at the College and for ensuring that the College investigates and responds to sexual offense complaints in a thorough and timely manner. The Title IX Deputy Coordinator is also responsible for ensuring that education and training about sexual offenses is provided to the College community. The Title IX Deputy Coordinator can facilitate a change in housing, a "no contact" agreement, and academic or other accommodations as deemed necessary. If you want to proceed with an investigation and complaint resolution process, contact the Title IX Deputy Coordinator.



## Hampshire College Campus Police

x5424  
Emergency x1911

The Campus Police are able to respond and intervene in dangerous or potentially dangerous situations, including an assault. You are encouraged to call if you have any safety concerns or simply feel uncomfortable with a situation. Campus Police also has the authority to “trespass” an individual (i.e. ban them from campus) if that person is not a Hampshire community member and has been deemed to pose a risk to the community or individual community members.

You may file a police report with Campus Police, which will provide legal documentation if you decide to prosecute in the future. You may file a police report at any time, though the evidence is likely to be stronger the sooner you do so after the offense. Filing a police report does not mean that legal action will be taken. The Campus Police will pass on all sexual offense reports to the Title IX Deputy Coordinator, who will oversee the campus investigation. If you are in an unsafe situation or would like to file a police report, contact Campus Police

### Support (Confidential Assistance)

*Working with confidential support means that the College will not know about the offense and cannot take any action on your behalf to resolve the matter.*

Sexual Offense Crisis Line (Confidential)  
x5527

Hampshire College 24-hour confidential support crisis line staffed by a trained counseling professional who can provide confidential support.

Health and Counseling Services (Confidential for licensed professional care providers)  
x5458

Health and Counseling Services offers professional medical and mental health (counseling) services at no charge to students. Medical services include attending to injuries and discussing and providing emergency contraception and STI prophylaxis if there is a risk of pregnancy or of contracting an STI. If you want medical or counseling services, contact Health and Counseling Services.

Sexual Offenses Counselor (Confidential)  
X5743 – Line 2

The Sexual Offenses Counselor, under the supervision of the Director of Counseling Services, provides confidential services and

support, including information about the options available to you. Appointments may be made for the Sexual Offenses Counselor by calling the **Wellness Center x5743 – Line 2**. If you choose to pursue an investigation and hearing or legal proceedings, the Sexual Offenses Counselor can refer you to the appropriate parties. If you are unsure of the options available or what you want to do and need information and support, contact the Sexual Offenses Counselor.

Liza Neal, Director of Spiritual Life and ordained minister (Confidential)  
Rachel Schoenfeld, Coordinator for Religious Identity & Political Intersections and ordained rabbi (Confidential)  
x5282

Off-Campus Support and Referrals  
Center for Women and Community (Confidential)  
1.888.337.0800  
www.umass.edu/ewc

The Center for Women and Community (formerly the Everywoman's Center) offers sexual assault and relationship violence services to the Five Colleges and the greater community. It has a year-round, 24-hour hotline, and offers individual counseling and support groups. The Center for Women and Community's services are available to people of all genders.

## Filing a Complaint and Other Options for Resolution

To file a complaint with the college and discuss your options for resolution, contact the Title IX Deputy Coordinator at x5412.

### Legal Action

Sexual offenses are against the law (though legal definitions may vary from the definitions laid out in this Policy) and you may choose to legally prosecute and/or seek legal protection through a restraining order or campus trespass order. Even if you do not want to pursue legal resolution at this time, or are unsure, you may want to consider the following:

- The SANE (sexual assault nurse exam): Victim/survivors who are considering filing criminal charges, or who want to keep their options open in the future, are advised to get a SANE exam to collect medical evidence. The exam can be completed for up to five days after the assault, but it is best to collect evidence as soon after the assault as possible. The exam is free of charge, is completely confidential, and is available at University Health Services (UHS) at University of Massachusetts Amherst when they are open, or at The Cooley Dickinson Hospital in Northampton after hours. If you have questions about the



services at UHS, please call 577.5000 and ask to speak to the triage nurse. Even if you decide not to have the exam, it is advisable to seek medical attention, especially if penetration, bruising, or injury occurred, so that you can receive care and medication to prevent pregnancy or STIs.

- File a police report with Campus Police or at the police station.
- **The District Attorney's Office (586.5780):** The DA's office can help you prosecute and connect you with a Victim's Advocate.

## Campus Action

Victim/survivors may choose to pursue campus action, either in addition to or instead of legal action. A victim/survivor may seek campus action at any time, as long as both they and the offender are still members of the Hampshire community. However, the ability to conduct a comprehensive investigation may be limited by the passage of time. If the claimed offender is a faculty or staff member, the investigation and any subsequent actions will be carried out by Human Resources and the complainant will be informed of the finding of responsibility and any sanction that directly impacts the complainant. You may contact the following individuals to help walk you through the process of making a complaint:

- Title IX Deputy Coordinator, Renee Freedman (x5412)

If the offender is a student from another of the Five College campuses, disciplinary action may be pursued on the offender's campus. When the offender is a Hampshire student, the following options are available to victim/survivors/complainants:

## Formal Processes

### Investigation and Determination of any Policy Violation, and Sanctions

All sexual offense 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 will be referred to a review panel for consideration. The review panel will then determine whether the respondent is responsible for violating this policy, and if so, make recommendations as to sanction.

You may speak directly to the Title IX Deputy Coordinator (x5412) to file a complaint and begin the investigation process. If you report a sexual offense to a responsible Hampshire employee who does not have confidentiality status, including House interns, this information will be passed on to the Title IX Deputy Coordinator, who will contact you to initiate an investigation. Responsible employees include any employee who is in a management position, Student Life employees

and full time faculty. The College will respect the privacy of the complainant, respondent, and witnesses, to the extent permitted by federal, state, and local laws. The College reserves the right to investigate and resolve a complaint or report of a sexual offense regardless of whether the complainant ultimately desires the College to pursue the complaint.

In the investigation, the report resulting from the investigation, and the review and determinations by the review panel, the victim/survivor is referred to as the "complainant" and the student the complaint is being brought against is the "respondent."

Any complaints or appeals relating to a violation of the Sexual Offense Policy and other violations of Norms for Community Living or the Code of Conduct that are alleged to have occurred as part of the same circumstances as the Sexual Offense Policy complaint may proceed in accordance with this Chapter or may be addressed separately.

### Advisor

All parties may choose an advisor to support and counsel them throughout the investigation. The advisor may be invited by the student advisee to attend meetings and the investigation interviews with the advisee. Trained advisors include members of the dean of students office. However, you may request any member of the Hampshire community to be your advisor who is not directly involved in the case as a witness or responding party.

### Meeting with the Title IX Deputy Coordinator

The Title IX Deputy Coordinator will have an initial meeting with the complainant and if appropriate, will file a formal complaint based on the information provided. The Title IX Deputy Coordinator will explain the investigation and hearing process, and inform the complainant of the resources available to them. 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 are complete. All parties may be asked to sign a "No Contact Agreement," which would outline specific terms, such as not to speak, write or otherwise communicate with each other and to avoid physical spaces the other is in.

The Title IX Deputy Coordinator may 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, the Title IX Deputy Coordinator will advise all 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 the Title IX Deputy Coordinator.



The case will be assigned to one or more investigators as designated by the dean of students office.

### Investigation

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

The complainant and respondent may each be given the opportunity to read the other's statement, including investigators' summaries of witness statements, and respond to what was said or ask the investigator to clarify certain matters. Each party shall be given equal opportunity for access to the extent that access to documents during the investigation is permitted.

The investigators 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, student statements, medical records, etc. If there is enough evidence to suggest that a violation of the Sexual Offense Policy could have occurred, then the case will be referred to a review panel for consideration. The review panel may consider at its discretion not only complaints of violation of the Sexual Office Policy, but also other violations of Norms of Community Living or the Code of Conduct that are alleged to have occurred as part of the same circumstances as the Sexual Offense Policy complaint.

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

### Review Panel

The review panel may be made up of no fewer than three panelists. Panelists may include but are not required to include one or more students, staff and/or faculty members. Panelists shall be selected by the adviser 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 all eligible panelists and advise the college of any real or potential conflicts of interest. Panelists may also recuse themselves.

The review panel will meet to review the investigation report. It is not anticipated that the participants will meet with or appear in person before the review panel. The panel members will read the investigation report and may ask further clarifying questions of the investigator/s, complainant, respondent and witnesses by means of written request to the investigators who will submit the questions to the appropriate person. A copy of any questions requested by the panel and responses to the questions may be provided to both the complainant and the respondent. Any party may submit a statement to the panel 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. The review panel will then determine whether the respondent is responsible for violating the Sexual Offense Policy following its consideration of the investigation report and any additional written materials submitted and if responsibility is found, the panel will make recommendations for appropriate sanctions.

The review panel's determinations and recommendation as to sanctions (that shall be based on a preponderance of the evidence) shall be submitted to the dean of students or their designee within three business days after the panel has completed its review. The dean of students shall consider the recommendation of the review panel and make a determination either to uphold or revise the recommended sanctions.

The complainant and respondent shall be informed of the finding of responsibility concurrently. 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 dean of students may be appealed to the President in the same manner as appeals from decisions of matters heard by the Community Review Board.

### External Resources

In addition to filing a complaint with the College, a formal complaint involving a sexual offense may be filed with:

Office for Civil Rights (OCR)  
 United States Department of Education  
 8th Floor  
 5 Post Office Square  
 Boston, MA 02109-3921  
 617.289.0111  
 OCR.Boston@ed.gov

## IV. HAZING POLICY

Pursuant with Massachusetts General Law, Chapter 269, Sections 17, 18, and 19, 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.

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 well-being (as determined at the sole discretion of the College) shall be cause for disciplinary action. 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.

## V. ALCOHOL AND DRUG POLICY

### Position Statement

Hampshire's Alcohol and Drug Policy is guided by three primary concerns: the health and safety of all community members; upholding state and federal laws; and promoting positive Hampshire values, such as awareness and respect for self and others, accountability, and informed decision making. 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. 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). Both on- and off-campus support and informational resources are listed at the end of this Policy for students seeking help for substance-use issues. Drug or alcohol use shall not excuse a student from responsibility for violations of the Code of Conduct.

Hampshire's Alcohol and Drug Policy recognizes that substance use is a complex topic that needs to be addressed honestly and realistically, and not dichotomized into "abstinence-only" vs. "unlimited freedom" (without responsibility), and in the context of productive community dialogue about drug- and alcohol-related issues. The Alcohol and Drug Policy responds to past and current surveys and dialogues, including focus group discussions, and seeks to address issues and promote the following values and practices:

- Moderation, safety, and individual accountability for those students over 21 who choose to drink
- A safe, comfortable, and enjoyable social environment that is free from pressure for those students who choose not to drink
- Support and assistance for all students who are concerned about their own alcohol or drug use, or that of their friends
- Opportunity to take responsibility and make reparations for any negative consequences of drug or alcohol use, in place of disciplinary action
- Information and education for all students to encourage responsible and informed decision making
- Information on confidential resources, to encourage students to seek help for themselves and their friends
- The involvement of community members to help alleviate the problems associated with alcohol and drug use (these include addiction, hospital transports due to excessive drinking and drug use, sexual assaults, damage to property, noise problems, concern for friends, and unpleasant living environment)
- Adherence to all pertinent town, state, and federal regulations and laws

### What Does It Mean to Be Moderate, Safe, and Responsible?

For students who choose to drink, it is important to be aware of how alcohol affects you, as everyone has a different tolerance level and responds differently to varying amounts or types of alcohol. A good general guideline to follow is to consume one drink or less per hour, which in many people maintains BAC (blood alcohol content) at around 0.05, although individuals may experience higher or lower BAC depending on their weight, eating habits, etc. At this level, you may experience a "buzz" while also avoiding many of the more negative effects of alcohol consumption. Other suggestions for drinking safely are:

- Eat before you drink.
- Stay hydrated (with water).
- Set a limit for yourself ahead of time.
- Watch out for your friends and ask them to watch out for you.
- Have a designated driver, a place to stay, or a plan to get home (if applicable).

### When Drinking May Be a Concern...

Using substances can be social and enjoyable for some people, but it can also become problematic for others and/or have a negative impact on those around them. If you have questions or concerns about your own drinking or drug use, or someone else's, you are encouraged to seek confidential assistance from Health and Counseling Services





(x5458), the Wellness Center and Sexual Offense Services (x5743), or one of the other resources listed at the end of this Policy. You may also take a 10-minute anonymous alcohol screening to get feedback on your drinking at [alcoholscreening.org](http://alcoholscreening.org). If an intern, house staff, or anyone else becomes concerned about your substance use, please be aware that they may initiate a conversation with you to address that concern.

The following behaviors may indicate unhealthy use of substances:

- Frequency of use (i.e., several times a week)
- Excessive use (with alcohol this means binge drinking, as defined by reaching a BAC of 0.08 or above. For most adults, this corresponds to consuming four or more [if you're female-bodied] and five or more [if you're male-bodied] drinks in a two-hour period. This is based on a standard drink equivalent of one 12-oz. beer, one 5-oz. glass of wine, or one 1.5-oz. shot of spirits.)
- Negative consequences (e.g., has a negative impact on academic work, attendance, relationships, work, health, legal)
- High-risk, destructive, or out-of-the-ordinary behavior
- Experiences/expresses cravings or plans center on obtaining/using a substance
- Possession of large amounts of drugs/alcohol

For more information about these and other topics relating to substance use, visit or call the Wellness Center and Sexual Offense Services at x5743. If you have immediate concerns for your own or someone else's health or safety (e.g., a student is passed out, vomiting excessively, aggressive, disoriented, or acting bizarrely), call the EMTs/Campus Police at x1911 (or x5424 for non-emergencies).

## Medical Amnesty

The dean of students office is committed to providing support and assistance to students struggling with issues related to substance 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 related to substance use. The goal of this Policy is to decrease the likelihood that a student will hesitate to seek help in an alcohol- or drug-related emergency. Medical Amnesty encourages safety and responsibility throughout the community and promotes education/treatment for individuals who receive emergency medical attention to reduce the likelihood of future occurrences.

In cases of alcohol and drug intoxication, the primary concern is the health and safety of the individual(s) involved. Individuals are strongly encouraged to call for emergency medical assistance (x5555 on campus, 911 off campus) for themselves or for another member of the community who is dangerously intoxicated.

Students seeking emergency medical assistance for alcohol and drug overuse will be granted no more than one-time amnesty and will not be subject to disciplinary sanctions for the sole violation of using or possessing the substance. Medical Amnesty is not automatic and is earned only once a student has met with the house staff and the dean of students or designee, at their respective request, and successfully completes any educational/wellness follow-up steps discussed in either meeting. Failure to meet with the dean of students or designee and complete the follow-up steps will be grounds for disciplinary action.

Students granted amnesty will not be exempt from disciplinary sanctions resulting from other policies they violate while under the influence. Students will be expected to take responsibility for any negative impact their behaviors had on others or the environment (e.g., property damage, noise complaints, medical transport).

## FAQ about Medical Amnesty

### What is the Purpose of Medical Amnesty?

The dean of students office values the health and well-being of our community members above all else. In 2008, the Wellness Center and Sexual Offense Services and the Alcohol and Drug Taskforce recommended that we adopt Medical Amnesty as a matter of policy. Medical Amnesty seeks to decrease the likelihood that a student will hesitate to seek help in an alcohol-related emergency by granting amnesty from disciplinary sanctions to those involved in seeking help.

Medical Amnesty promotes safety and responsibility throughout the community. The policy also promotes education/treatment for individuals who receive emergency medical attention to reduce the likelihood of future occurrences.

### How Does Medical Amnesty Work?

Typically, Medical Amnesty applies only to the person in need of medical assistance and to those who assist in the seeking of medical assistance. Individuals seeking medical treatment for themselves or for another student in an alcohol- or drug-related medical emergency will be granted amnesty from disciplinary sanctions pertaining to their substance use. Other consequences, such as education and treatment, may be required.

Medical Amnesty applies only to violations of the Norms of Community Living as outlined in *NSNS*. It does not grant amnesty for criminal, civil, or legal consequences for violations of federal, state, or local law.

Students will not be granted amnesty from disciplinary sanctions resulting from other policies they violate while under the influence of alcohol. For example, if a student becomes intoxicated and injures themselves in the process of punching a hole in a window (or damages any college property), the student would not be subject to disciplinary action for being intoxicated but could still be held responsible for vandalism.



Follow-up evaluations and counseling are fundamental components of Medical Amnesty. Amnesty is applied only when students complete appropriate counseling and treatment as recommended. Failure to complete any evaluation, counseling, or treatment within the timeline outlined will result in the imposition of disciplinary sanctions.

### Can a Student Be Granted Medical Amnesty More Than Once?

Medical Amnesty is only granted one time. If an individual requires additional emergency medical assistance, it may be a sign that the student is unable to maintain a safe and healthy lifestyle and needs assistance beyond what we can provide here at Hampshire. The goal of this program is for the student, in conjunction with the dean of students office staff and Health and Counseling Services staff, to set a plan in place for the student to get help, get healthy, and return to the campus when ready.

## V.a. Alcohol Policy

Hampshire College's Alcohol and Drug 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, which can be found online at [www.mass.gov/legis/laws/mgl](http://www.mass.gov/legis/laws/mgl).

- A person must be 21 years of age or older to purchase, possess, consume, and transport alcoholic beverages.
- 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 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.

- 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—that is, the Amherst Board of Selectmen.

To obtain a wine and malt beverage license, pick up an application form from Amherst Town Hall at least three weeks before the date of the event. The application must be approved and signed by the director of Hampshire College Campus Police, the appropriate student life professional staff member, and the Amherst chief of police. Return the completed application and the application fee to the select board office to have it placed on the agenda for the next select board's meeting. These meetings usually occur on the second and fourth Monday of the month. Dates are available by calling Amherst Town Hall, at 256.4004.

Operation of a motor vehicle while under the influence of alcoholic beverages is both extremely dangerous and a violation of Hampshire policy as well as a crime punishable by law.

Hampshire College administration wants to promote a safe and responsible environment. To that end, activities that promote drinking or excessive drinking, including drinking games, are against college policy.

Members of the community are equally responsible for upholding these policies, and are also at personal risk if they fail to follow them. Those violating Hampshire College policy are subject to disciplinary action, up to and including suspension or expulsion from the College. A person found to have violated the law may be subject to arrest without a warrant and/or criminal prosecution. In addition, if injury or property damage occurs as a result of a violation of the law, the responsible person(s) may be held liable in a civil suit.

## Sponsoring an Event Involving Alcohol

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, including those at which alcoholic beverages will be served, an authorized event registration form must be obtained prior to the event. Such events held in a student residence are regulated by the professional house staff of the residence, who issue party registration forms for that residence. Further information about the process to obtain event registration forms for a residence may be found under "Housing and Residence Life Policies and Procedures." Social events held in other college facilities or outdoors are regulated by the associate dean of students for campus leadership and activities, who must authorize the event registration form and the Beer/Wine Service Contract. For events involving alcohol, the event registration form must be turned in 14 days prior to the event being registered. Also, Hampshire College funds (including student group funds) may not be used for the purchase of alcohol. Event organizers must have an appropriate plan to purchase the alcohol to be provided.





All state and local laws apply to any organization, college department, or individual sponsoring any gathering where alcohol is served. The people who provide alcoholic beverages at a gathering are responsible for compliance with all pertinent laws.

No person, group, or organization may sell alcoholic beverages at any gathering where monies are collected, donated, or exchanged in any manner unless a license has been obtained from the town of Amherst. An event that violates this Policy may be required to end, and disciplinary action may be taken against the sponsors of the event.

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.

No events, nor the advertising for events, may encourage drinking or drunkenness. Promotional activities by alcohol marketers are not permitted.

Sponsors of events where alcohol will be sold are responsible for obtaining a temporary license for the event if the building where the event is held is not already licensed. Once this license is obtained, the sponsor(s) must set prices for the alcoholic beverages that are higher than their cost. Only wine and malt beverages may be sold at any social event where service of alcoholic beverages is licensed; as a result, no monies can be exchanged at events where other liquors are served.

Beer kegs are not permitted on campus without the prior approval of the appropriate professional house staff for parties in student residences and the appropriate student life professional for all campus events. In addition, individuals must obtain a keg permit from the town of Amherst. In all cases, a copy of the completed permit must be provided to Campus Police prior to the event.

Sponsors of events are responsible for purchasing amounts of alcohol that will not exceed safe and legal consumption levels for their legal-drinking-age guests. The factors that will be used to determine how much alcohol can be present at an event on campus will include, but not be limited to: the safe occupancy limits of the space, the number of students of legal drinking age at the event, and the length of the event. The student life staff member signing the event registration form and/or the director of Campus Police reserves the right to make final decisions regarding safe and legal amounts of alcohol for an event.

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.

All sponsors for social events at which alcohol is served are responsible for the safe and legal service of the alcohol. They must ensure that alcohol is available only to those individuals who are of legal drinking age.

All servers of alcoholic beverages must understand and adhere to Commonwealth law and college policy. They may not be under the influence of alcohol while serving. Sponsors of events are responsible for compensating paid servers.

Events held outside of student residences at which alcohol is served require the use of trained servers. These servers are defined as those people who have successfully completed appropriate, recognized training on serving alcohol and checking identification.

Whereas the sponsor(s) of a social event at which alcohol is served is responsible for the event, the safe and legal consumption and distribution of alcohol on the Hampshire College campus is considered to be a concern of the community. Any individuals or groups whose actions risk danger or illegality should consider the impact of such acts on the community.

## V.b. Possession and Use of Drugs

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 up to and including expulsion and referral for prosecution may result as deemed appropriate by the dean of students, either following a Dean's Hearing or a Community Review Board hearing, in each case at the discretion of the dean of students.

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.

Possession of drugs without valid authorization is illegal. While penalties for possession are generally not as great as for manufacture and distribution of drugs, possession of a relatively large quantity may be considered distribution. Under both state and federal laws, penalties for possession, manufacture, and distribution are much greater for second and subsequent convictions. Many laws dictate mandatory prison terms and that the full minimum term be served.



Massachusetts makes it a felony to be in a place where heroin is kept and to be “in the company” of a person known to possess heroin. Anyone in the presence of heroin at a private party or in a dormitory risks a serious drug conviction. Sale and possession of “drug paraphernalia” is illegal in Massachusetts and violates Hampshire College policy.

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.

Under federal law, distribution of drugs to persons under age 21 is punishable by twice the normal penalty with a mandatory one year in prison; a third conviction is punishable by mandatory life imprisonment. These penalties apply to distribution of drugs in or within 1,000 feet of a college or school. Federal law sets greatly heightened prison sentences for manufacture or distribution of drugs if death or serious injury results from the use of the substance.

## Drug and Alcohol Support Resources

There are a number of resources available to students, both on and off campus. Students can feel comfortable using confidential resources without concern about potential repercussions. Furthermore, students do not need to have a problem with substances to take advantage of any of these resources. They may be helpful if you would like:

- Information on drug and alcohol use and its effects
- To complete an assessment
- To discuss concerns about your own or someone else's alcohol or drug use
- To know your substance-free housing options
- Counseling
- To talk things through confidentially either with another student or with professional staff
- To find out about groups or other resources
- To get involved in campus efforts to promote safety and accountability in this area

## On Campus

### Campus Police and Student EMTs

For a medical emergency or an immediate safety issue:

x1911 emergency only  
x5424 non-emergency

### Health and Counseling Services

For confidential professional counseling, assessment, and medical care:

x5458

### The Wellness Center and Sexual Offense Services

For confidential information on drugs and alcohol, resources and referrals, and support in recovery:

x5743 or [jgifford@hampshire.edu](mailto:jgifford@hampshire.edu)

### Residence Life

For substance-free housing options:

x5543 Assistant Director of Residence Life

For support, referrals, and problem-solving:

x5770 Dakin House Director  
x5454 Merrill House Director  
x5314 Greenwich and Enfield House Director  
x5085 Prescott House Director

## Off Campus

You may contact the Wellness Center and Sexual Offense Services for information about Five College and local groups and resources.

### Alcoholics Anonymous (Confidential)

413.532.2111  
[www.westernmassaa.org](http://www.westernmassaa.org)

### Alanon (Confidential)

413.253.5261  
[www.valleyalanon.org](http://www.valleyalanon.org)

### Narcotics Anonymous (Confidential)

866.624.3578  
[www.na.org](http://www.na.org)



**SMART Recovery (Confidential)**

Group treatment:

413.586.8550  
www.smartne.org

**Self-Screening Questionnaire (Confidential)**

www.alcoholscreening.org

**Web Support for Tobacco Cessation**

413.586.2016  
413.586.2539  
www.trytostop.org  
www.quitnet.org

***Other policies that are part of the Code of Conduct are included in separate sections, later in this chapter. The provisions that are policies are: Other Policies (A. College ID Card, B. Summer Access to Campus Facilities); Five College Policies; Residence Life and Housing Policies; Departmental Policies and Procedures (A. Student Computing and Acceptable Use Policy, B. Facilities and Grounds Policies.)***

## CONDUCT HEARING PROCEDURES

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The dean of students or their designee has the authority to directly administer conduct hearing procedures for matters that are referred by the residence life staff and also cases when the dean of students determines that an expedited hearing is required, or for cases that are considered to be of greater severity and/or frequency. The dean of students, following a Dean's Hearing, has the authority to determine if a violation of the Code of Conduct has occurred and to impose sanctions for such matters. Sanctions available to the dean of students include, but are not limited to, fines, restitution, community service, parental notification, warnings, room-choosing restrictions, house probation and suspension from any particular residence, and disciplinary probation and, in the most serious cases, the dean of students may impose suspension (including interim suspension pending further investigation or additional proceedings), or expulsion from the College.

Students who come into conflict with the community standards will receive advance notice of the charges including a description of the charges and the opportunity to respond to the administrator conducting the meeting and will be given a minimum of 24 hours notice to meet with the administrator. The outcome of this meeting may result in disciplinary sanctions or may be referred to a hearing. Students may appeal the findings and/or sanctions, though findings

may be appealed only on procedural grounds. Appeals may be filed with the dean or their designee within 7 calendar days. The dean's responsibility in hearing an appeal is (a) in the case of an appeal of sanction: to make a decision to let stand or alter the original sanction; or (b) in the case of an appeal of procedure, to make a decision to let stand or alter the findings of the administrator, and, in the case of new or different findings, to decide an appropriate sanction. The original sanction will be in effect throughout the duration of the appeals process. The sanction will be altered only if and when the complainant is informed by the dean that such a decision has been made.

## Residence Life

The overall climate of community life at Hampshire must be one of honesty, respect for the rights of all community members, and individual acceptance of responsibility. The houses have a process for addressing conduct issues in college residences. Consequences for the violation of the Norms for Community Living or Code of Conduct within the houses that may be imposed by residence life staff or the dean of students office include fines, restitution, community service, warnings, room-choosing restrictions, house probation, and suspension from any particular residence. In addressing conduct issues, members of the residence staff may take into consideration differences in population, culture, and structure among the houses. Residence life staff may refer any particular case to the dean of students office, the Community Review Board, and/or the sexual offense services coordinator. In those instances where students come into conflict with the Norms for Community Living or Code of Conduct as applied by residence life staff and are in disagreement with actions taken by residence life staff, an appeal may be made to the senior associate dean of students for residence life, or any of the student life deans if the senior associate dean is not able to hear the case in accordance with the House Sanctions Appeals process described below. Failure to act in accordance with the Norms for Community Living and Code of Conduct will be treated as a failure of responsible community interaction and may lead to disciplinary action. As noted above, any complaints or appeals relating to a violation of the Sexual Offense Policy and other violations of Norms of Community Living or the Code of Conduct that are alleged to have occurred as part of the same circumstances as the Sexual Offense Policy complaint shall proceed in accordance with Section III of this Chapter.

## House Sanction Appeals

1. Students who have come into conflict with community standards or the Code of Conduct and are in disagreement with actions taken by residence life staff may file a house sanction appeal with the senior associate dean of students for residence life, or any of the Student Life deans if the senior associate





dean is not able to hear the case. (All appeals relating to the Sexual Offense Policy and other violations of Norms of Community Living or the Code of Conduct that are alleged to have occurred as part of the same circumstances as the Sexual Offense Policy complaint shall proceed in accordance with Section III of this chapter.) Students may appeal the house director's findings and/or sanctions, though findings may be appealed only on procedural grounds. The dean's responsibility in hearing an appeal is (a) in the case of an appeal of sanction: to make a decision to let stand or alter the original sanction; or (b) in the case of an appeal of procedure, to make a decision to let stand or alter the findings of the house director, and, in the case of new or different findings, to decide an appropriate sanction. The original house sanction will be in effect throughout the duration of the appeals process. The sanction will be altered only if and when the complainant is informed by the dean that such a decision has been made.

2. Students appealing house sanctions must file their appeal with the dean in person, and must provide a written statement of appeal at that meeting. The statement should include the following information:
  - a. The name of the appellant and the name of the house director who issued the sanction
  - b. The community standard(s) that the student had been sanctioned for allegedly violating
  - c. A narrative summary from the appellant explaining the rationale for the appeal
3. The complaint must be timely, that is, submitted to the senior associate dean of students for residence life within ten (10) business days of the house director providing the student with written notification of their disciplinary action.
4. The original house sanction will be in effect throughout the duration of the appeals process. The sanction will be lessened or overturned only if and when the appellant is informed by the dean that the decision has been altered.

## Community Review Board

The Community Review Board (the "board" or the "CRB") shall hear complaints involving Hampshire College students (or for complaints of violation of the Sexual Offense Policy and other violations of Norms of Community Living or the Code of Conduct that are alleged to have occurred as part of the same circumstances as the Sexual Offense Policy complaint, a separate review panel comprised of members of the CRB shall review investigation reports and other written materials) and make determinations regarding matters of fact surrounding specific complaints

and make findings of whether a respondent violated the Norms for Community Living or the Code of Conduct, and if finding a violation, shall recommend an appropriate sanction to the dean of students for consideration and implementation. This recommendation will take into account, as appropriate, any mitigating, extenuating, and/or aggravating circumstances discovered in the course of the board's investigation. The dean of students may implement the board's (or review panel's) recommendation for sanction, or may revise and implement a revised sanction, when possible, in consultation with the board or review panel.

The board is active during the academic year, while classes are in session. Complaints filed 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 for adjudication by a Dean's Hearing or, at the discretion of the dean of students, postponed to the next session of the board.

## Membership Selection

In selecting the members of the board, the office of the dean of students will forward to the President's office a list of names to be reviewed and approved for service on the CRB. The list will include the names of students, randomly selected by computer, who have completed at least one year of study at Hampshire College and who are in good academic and disciplinary standing. The list will also contain the names of faculty and staff members, randomly selected by computer. The list will be reviewed, edited if necessary, and approved by the following individuals: the chief of staff to the President (who will distribute the information to the group), the chair of the Student Government Association, a faculty representative selected by the dean of faculty, the chair of the staff advocacy committee, the faculty and student representatives from the trustee campus life committee, and a student member of a previous Community Review Board. The list of names will be reviewed with the intention of ensuring that the Community Review Board's membership reflects the diversity of the campus community. A proposal to remove any name on the list will be heard and approved or denied by the dean of students.



The board consists minimally of three students, two faculty, and two staff. Student members of the board serve one-year terms, and faculty and staff serve alternating two-year terms. A quorum of the board consists of three voting members, with at least one member of each group. The CRB is convened and advised by the advisor to the board, who is a member of the dean of students office staff and is designated by the dean.

The board meets at the beginning of each semester, and subsequently at least two times per semester, for in-service training.

## Conduct Hearing Procedures: Informal Stage

The College strongly encourages the Hampshire community to pursue informal resolutions to complaints alleging violations of community norms or the Code of Conduct. Informal resolutions may include, but not be limited to, the following: agreement by all parties to resolutions presented by the dean of students or designee; mediation procedures facilitated by a member of the office of the dean of students (except that mediation is not available for complaints of sexual harassment, sexual assault, or rape); or implementation, supervised by a member of the office of students, of reasonable outcomes proposed by the parties involved in a specific complaint. In cases of violation of the Sexual Offense Policy, informal procedures will be directed by the sexual offense services coordinator.

Complaints that cannot be brought to informal resolution through an informal process may be referred to the Community Review Board if the complainant so desires, except that complaints of violation of the Sexual Offense Policy and other violations of Norms of Community Living or the Code of Conduct that are alleged to have occurred as part of the same circumstances as the Sexual Offense Policy complaint shall be made as provided in Section III of this Chapter. The complainant may be asked to describe actions or resolutions agreed on during the informal stage.

## Conduct Hearing Procedures: Formal Complaints

1. The CRB shall hear complaints of a violation of Norms of Community Living or the Code of Conduct involving a Hampshire College student (excluding complaints of Sexual Offense Policy violations and other violations of Norms of Community Living or the Code of Conduct that are alleged to have occurred as part of the same circumstances as the Sexual Offense Policy complaint, that shall be reviewed as provided in Section III of this Chapter). Such complaints may be brought by any member of the Hampshire community, including the office of the dean of students acting on behalf of the College, and must be filed in writing with the advisor to the Community Review Board and signed by the person who will appear before the CRB.
2. Complainants will meet with the advisor to the board, at which time they will be provided with a copy of the standard college complaint form to complete. The complaint form contains the following specific information:
  - a. The name(s) of the complainant and the respondent(s)
  - b. The Norms for Community Living or Code of Conduct provision(s) alleged to have been violated
  - c. A narrative summary of the violating conduct, including the name(s) of the alleged offender(s), the date, the time, and the location of the offense
  - d. A list of the information to be presented with the complaint to support the allegation (notes, papers, writings, photographs, statements, reports, etc.)
  - e. A list of the witnesses who will appear to present the facts in the case
3. The complaint must be timely, submitted within 14 weeks of the alleged event, unless there are other compelling circumstances for a delayed filing as determined by the board. 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.
4. The chairperson of the board (or other CRB member as designated by the chair), with guidance from the advisor to the board, will review the complaint and decide on one of the following options:
  - a. Not to charge the respondent(s) due to insufficient information or untimely submission of complaint, as defined above.
  - b. Recommend to the full board not to charge the respondent(s) due to a determination that the charge is frivolous or harassing. Such a decision would need to be reviewed and approved by a quorum of the board. Complaints determined to be frivolous or harassing may themselves be grounds for disciplinary action.
  - c. Charge the respondent(s) with violating Norms for Community Living or the Code of Conduct and schedule a hearing. Formal, written notice of the charge will be provided to the respondent(s) by the advisor to the board. A copy of the complaint statement as written by the complainant will simultaneously be provided to the respondent(s) and the dean of students. The respondent(s) will be allowed at least five business days between notification of the charge and the hearing to prepare a response. The respondent(s)





may petition the board for an extension of time to prepare, which may be granted at the discretion of a quorum of the board. Upon scheduling of the hearing, a copy of the complaint statement as written by the complainant will be submitted to board members who will be hearing the case. This will include any additional documentation that has been submitted by the respondent, a copy of which will simultaneously be forwarded to the complainant and to the dean of students. All documentation, evidence, and names of witnesses must be submitted to the advisor to the board no later than three business days before the hearing, though the advisor may come to an earlier, mutually agreeable deadline with the complainant or respondent.

## Conduct Hearing Procedures: Right to Request Dean's Hearing in Place of CRB

The dean of students, or their designee, has the discretion to consider and decide complaints of violations of Community Norms or Code of Conduct involving students by means of a Dean's Hearing.

A complainant or respondent may request that a complaint be considered at a Dean's Hearing. The decision to adjudicate a complaint by means of a Dean's Hearing, whether the complaint is initiated by a student or by the dean of students or other member of the Hampshire community will be made at the sole discretion of the dean of students. A Dean's Hearing held in place of a CRB hearing will follow all of the CRB timelines and procedures.

## CRB Hearing Procedures

When a hearing is held by the board, all parties will abide by procedures set by the board and by this document.

1. The designated chairperson of the board, or other board member as designated by the advisor to the board in the absence of the chair, will control the conduct of the 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 recommendations.
2. The board, in consultation with the advisor to the board, will decide what information is admissible, and are not required to follow rules of evidence as in a court of law.
3. Persons appearing before the board may be accompanied by an advisor (a current faculty, staff, or student member of the Hampshire community), but may not be represented by another person or by an attorney. The board and its proceedings are not a court of law. The advisor's role is to support the student and may speak only when recognized by the chair and may

not question the other party or any witnesses. The board may listen to the opinions of the advisor at its discretion. An advisor may be required to leave the proceedings if that advisor fails to follow the procedures of the board.

4. Witnesses may be sequestered during the hearing at the discretion of the board chair, 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.
5. The board may consult with advisors as it feels necessary, including, but not limited to, college legal counsel and/or the dean of students.
6. 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.
7. Board members must disqualify themselves if they are unable to hear a case with objectivity.
8. The hearing will be over when the board has determined, through careful examination of all information presented, that it has sufficient information to determine the merits of a finding of responsibility.

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 ascertain the likelihood that community norms were indeed violated by the respondent(s).



The findings and any recommended 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 recommendation of sanctions based on a preponderance of the evidence. The findings and sanction(s), if applicable, are to be communicated in writing by the board members to the dean of students and to the respondent within three business days of the hearing.

The dean of students will impose any sanctions within three business days of receipt of the findings of the board. The dean of students may (1) accept the findings and recommended sanctions, or (2) revise the sanction. If the dean of students is considering the reversal, reduction, or increase of the board's recommended sanction, the dean will meet with the members of the board who were present at the hearing to review their findings and recommended sanctions, as well as the dean's suggested modifications before imposing a sanction in the matter. The dean may be accompanied by college counsel.

### Responsibilities of the Respondent

The respondent must appear before the board or at a Dean's Hearing at the scheduled time for their hearing. The respondent must be truthful. The respondent is subject to the filing of disciplinary charges if they intentionally lie, conceal, or misrepresent information to the board during the hearing or in writing.

### Rights of the Respondent

The respondent shall be provided with a copy of the complaint, as written by the complainant, prior to the hearing.

The respondent has the right to know the date of the hearing at least five business days prior to the hearing so they may be able to prepare a response.

The respondent has the right to request a postponement, which may be granted for reasonable cause by a majority of the board or by the dean of students for a Dean's Hearing, providing they notify the advisor to the board at least 36 hours in advance of the scheduled hearing. The advisor may ask that the request for postponement be put in writing.

Before the board hearing begins, a respondent shall have the right to request a Dean's Hearing in place of the CRB hearing. The decision to consent to the request shall be made by the dean of students in consultation with the advisor to the board.

The respondent may provide compelling reasons to challenge the participation of any board member; the decision shall be made by the board chairperson.

The respondent may remain silent during a hearing, but, by doing so, is not immune from action by the Community Review Board or dean of students.

The respondent shall be allowed to present witnesses and one character reference on their own behalf and to be accompanied by an advisor of their own choice. The advisor shall be a current faculty, staff, or student member of the Hampshire community. The respondent shall also be allowed to direct questions, through the board, to witnesses whose statements may be considered by the board or the dean of students in their deliberations.

The board or the dean of students shall not permit the consideration of statements by witnesses not available for questioning, but this rule may be waived for good cause if the dean of students, or if the board, by majority vote, determines that admission of such a statement is in the interests of justice and will not cause undue prejudice to either party.

The respondent shall be provided with a copy of the letter of recommendation from the board to the dean.

The respondent in any conduct hearing shall have the right to appeal, as explained in the next section.

### Responsibilities of the Complainant

The complainant must appear before the board, or if applicable, at a Dean's Hearing, at the scheduled time for the hearing.

The complainant must submit a written complaint on the college form.

The complainant must be truthful. The complainant is subject to the filing of disciplinary charges if they knowingly lie to the board or at a Dean's Hearing or in writing.

### Rights of the Complainant

The complainant shall be provided with a copy of any statement submitted to the Community Review Board or the dean of students for a Dean's Hearing 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 a majority of the board or the dean of students for a Dean's Hearing, providing they notify the advisor to the board or dean of students at least 36 hours in advance of the scheduled hearing. The advisor or dean of students may ask that the request for postponement be put in writing.

Before the hearing begins, the complainant shall have the right to request a Dean's Hearing in place of the CRB hearing. The decision to consent to the request shall be made by the dean of students in consultation with the advisor to the board.





The complainant may provide compelling reasons to challenge the participation of any board member; the decision shall be made by the board chairperson.

The complainant may choose not to answer questions posed by the respondent or members of the Community Review Board or dean of students but by doing so will not prevent continued discussion by the Community Review Board or dean of students if the circumstances warrant it.

The complainant shall be allowed to present witnesses, including one character reference, on their own behalf and to be accompanied by an advisor of their own choice. The advisor shall be a current faculty, staff, or student member of the Hampshire community. The complainant shall also be allowed to direct questions, through the board, to witnesses whose statements may be considered by the board or dean of students in their deliberations.

The board or the dean of students shall not permit the consideration of statements by witnesses not available for questioning, but this rule may be waived for good cause if the dean of students, or the board, by majority vote, determines that admission of such a statement is in the interests of justice and will not cause undue prejudice to either party.

The complainant in any conduct hearing shall have the right to appeal, as explained below.

## Appeals

Both the respondent and the complainant have the right to appeal both findings and sanctions. Findings may be appealed only on procedural grounds. The College will share findings and sanctions with the complainant in accordance with FERPA requirements.

### Process for Appeal

Appeals of procedure and appeals of sanction by the complainant or the respondent must be submitted in writing to the President's office within seven (7) days after written notification of the dean's final decision is sent to the respondent. 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 President shall review the appeal and pertinent facts relative to the appeal, determine if further investigation is warranted, and render a decision. The President 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 additional time is deemed necessary. The President's decision is final.

## Disclosure of Disciplinary Outcomes

The results of conduct hearings are subject to the Family Educational Rights and Privacy Act ("FERPA") and can be disclosed only in accordance with the Act. Under FERPA, a school may not ordinarily disclose a student's disciplinary records to any third party unless the student has provided written consent. However, FERPA does permit disclosure of the final results of a conduct hearing to the victim or to the alleged 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 hearing to the victim, when the proceedings involve a sex offense.

Members of the Community Review Board are not to discuss cases outside of the conduct hearing process. Information submitted in Community Review Board or Dean's Hearing proceedings will be maintained in private files (as part of a student's education records) by the office of the dean of students for a period of seven years and then destroyed. A cumulative public record of board decisions will be maintained on the board's website, and will be updated at the conclusion of each case. The record will contain a statement of the charge, the finding, and the recommended sanction(s), if any. All names or other personal identifying data (such as addresses and dates) will not be included in this record. A copy of the record will be submitted to the Student Government Association upon each update, for dissemination at its discretion. The purpose of this procedure is to keep the community informed as to the activities of the board and current interpretations of community values.

## External Proceedings

Neither Community Review Board hearings, a Dean's Hearing, or the investigation and determination by a review panel for a Sexual Offense Policy complaint are a substitute for civil or criminal courts; students pursuing complaints through the Community Review Board, Dean's Hearing, or complaints under Section III of this chapter do not waive their right to pursue external remedies. Sexual assault, rape and all forms of sexual harassment and sexual misconduct may also be subject to possible civil or criminal complaints through the District Attorney's office. In the case of external proceedings, the CRB, or the dean of students, at its discretion, may elect to postpone the hearing date to an appropriate time.



## Consequences and Disciplinary Sanctions

Actions have consequences, and a student who has engaged in unacceptable actions such as those listed above must expect at least one of the following penalties to be imposed by residence life staff, student life staff, or by the dean of students following review and findings either by a review panel in the case of complaints relating to the Sexual Offense Policy, or by the Community Review Board. In some cases, faculty and/or families will be notified of disciplinary action taken against a student. Notifications will be done in compliance with FERPA. Failure to complete a sanction in the allotted time assigned by a dean or the Community Review Board is considered a violation of policy. Further disciplinary action may be taken in this case.

### 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.

### 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 residence houses). Suspension lasts a specified length of time, as determined by the college official or hearing board adjudicating a particular case. While on suspension, a student is withdrawn from the College and must apply for readmission. Refer to the “readmission” section of *NSNS* 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. Suspension may be imposed on an interim basis (for a period not to exceed 14 days) by action of the dean of students pending consideration of a complaint of a violation of Community Norms or Code of Conduct by the CRB or at a Dean’s Hearing or in the case of a complaint of a violation of the Sexual Offense Policy.

### Exclusion from Campus

In those cases where the dean of students, or designee, determines that a student’s conduct or potential conduct presents a danger to himself or others, that student may be summarily denied access to the entire campus pending the disciplinary process. Suspension may be imposed on an interim basis (for a period not to exceed 14 days) by action of the dean of students pending consideration of a complaint of a violation of Community Norms or Code of Conduct by the CRB or at a Dean’s Hearing or in the case of a complaint of a violation of the Sexual Offense Policy.

## Disciplinary Probation

Students placed on probation who violate Community Norms during this period will be faced with a particularly severe penalty, such as suspension or expulsion. Like suspension, probation lasts a specified length of time, as determined by the college official or hearing board adjudicating a particular case.

### House Eviction

When evicted from the houses, 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.

### House Relocation

A student may be required to move from their assigned housing area. This sanction may range from one semester in relocation to permanent removal.

### Room 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.

### House Probation

House probation may be imposed for severe or frequent violations of Community Norms that take place within the residences. House probation lasts a specified length of time, as determined by the college official or hearing board adjudicating a particular case. Additional violation of any of the Norms for Community Living anywhere else on campus may result in a student’s suspension from their assigned house. House probation may also include restrictions of certain housing privileges, including the privilege of hosting parties within the residences.

### Warning

A warning by a member of the Hampshire College staff is intended to make the student aware of the possible consequences of irresponsible or inappropriate actions. A warning must be in writing and presented to the student within a reasonable time after the offense if it is to be used to influence the College’s future actions against the student.

### Fines and Restitution

Hampshire staff members may issue fines for certain violations of Community Norms and policies 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.

## Fulfilling Disciplinary Sanctions

If a student has not fulfilled the disciplinary sanctions imposed by the Community Review Board, dean of students or designee, or residence staff, 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.

If a student is suspended for disciplinary reasons, the dates of suspension will be noted on the student's transcript. This information will be removed upon a student's readmission to the College or when the suspension date has passed.

Transcripts of students who are expelled for disciplinary reasons will bear the notation "Permanently separated on [date]" by the dean of students. This notation will not be removed.

## Appeals

Appeals of disciplinary sanctions that are imposed by the dean of students or designee must be submitted in writing to the President within seven (7) days of the imposition of the sanction and must state the grounds for the appeal. In the case of an appeal, the President shall review the appeal and pertinent facts relative to the appeal, determine if further investigation is warranted, and render a decision. The President 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 additional time is deemed necessary. The President's decision is final.

## 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. Students seeking a medical leave must contact Health and Counseling Services (x5458) to discuss the circumstances and to obtain medical verification of their need to leave the College. All medical leaves are processed through Health and Counseling Services. 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" 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 financial services website 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](http://studentaccounts.hampshire.edu) 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

Students who go on medical leave 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 or student life personnel. All residential keys must be returned to the housing operations office 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.

## International Students

International students (i.e. those on visas) must consult with their international student advisor regarding visa implications of medical leave. The advisor, Melissa Scheid Frantz, is located in the Lebrón-Wiggins-Pran Cultural Center and can be reached at x5415 or [mysA@hampshire.edu](mailto:mysA@hampshire.edu).

## Relation of Medical Leave to Academic Work

Students who begin a medical leave (voluntary or involuntary) during a semester do not have the option of completing the semester's academic work. 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 rather than negotiating with 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 the semester will count as a term of enrollment.



## 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.

Students who remain on medical leave beyond two semesters should contact CASA in writing to indicate their intention to stay on medical leave and eventually reapply. Students on medical leave who fail to notify the College of their intentions after two semesters of medical leave will be withdrawn from the College.

Students who want to return to the College after any medical leave (voluntary or involuntary) must follow the Readmission Policy.

## 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 a 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 a dean of students, the dean may require the student 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 Disabilities' Policy 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.



# OTHER POLICIES

## College ID Card

A Hampshire College ID is necessary for use of the library facilities at Hampshire and the other four colleges in the Five College consortium, and for entrance to some buildings, eating in the dining commons, and admission to the Robert Crown Center. Campus Police officers or other college employees may ask you to produce identification to verify that you are indeed a student at Hampshire. Students must comply with such a request. Failure to do so may result in disciplinary action up to and including escort from the Hampshire College campus. The OneCard office will replace a lost ID for a fee.

## 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 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 who will be on campus the following fall term may have access to the following library services during the summer:

- Circulation of books, CDs, and bound periodicals, from the Harold F. Johnson Library Center
- Direct borrowing and Request Item access to Five College libraries
- Inter-Library Loan: Student access to interlibrary loan is limited during the summer. Students should contact library staff for assistance.

Infractions of normal rules and procedures may result in denial of borrowing privileges.

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

# FIVE COLLEGE POLICIES

## 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.

## Adjudicating Breaches of Discipline 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 judiciary procedures.





# RESIDENCE LIFE AND HOUSING

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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.

Students live in five “houses” on the Hampshire campus. Merrill and Dakin Houses are modeled on traditional dormitories, whereas Greenwich, Enfield, and Prescott Houses provide apartment-style living. All of the houses have a designated space where residents can gather for programming events and to meet their staff. A house director who also lives in the residence supervises each housing area. House directors work to create a healthy, stable, and vibrant community for their residents. They facilitate the academic, cultural, and social programming that takes place in the houses to promote an environment of growth and a sense of community. House directors support students experiencing distress. They may provide nonclinical counseling, referrals, mediation, crisis response, academic advice, and resources for a variety of concerns. They also oversee the enforcement of the Norms for Community Living in their houses.

The staff of the housing operations office meet the operational needs of the residences. Their office is located in the Merrill Student Life Center. The housing operations staff ensure that the residences are in

good repair and perform necessary administrative functions pertaining to student moves and housing assignments. When on-campus moves take place, housing operations staff check students out of their rooms and collect their keys. The staff are responsible for room condition inventories and billing for damages and lost or missing items, including keys. Students should go to the housing operations office to receive replacements for lost room keys. Housing operations staff also oversee fire, health, and safety inspections and conduct a weekly walk-through of each residential area of the campus.

In addition to the professional staff, each house has student interns who act as liaisons between the professional staff and the students. They are the frontline community builders and troubleshooters for residence life. Interns receive intensive training at the beginning of each semester, attend weekly staff meetings, and participate in monthly in-service training workshops. Interns provide peer counseling, conflict resolution, and referrals to appropriate services and help to implement the policies and procedures necessary for the smooth running of the residences. They are also actively involved in providing the programming sponsored by each house.

## 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 rules and policies set forth by Hampshire in *Non Satis Non Scire*.

### Administrative Action

When it is found, through reports of the residence hall staff, housing operations staff, or Campus Police officers, for example, that a student has violated the policies of Hampshire College as specified in *Non Satis Non Scire*, the College reserves the right to review the case and take appropriate administrative action.

### 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.



## 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 with their house office (this can be done in person or online), 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 if the vehicle will be parked on campus any time Monday through Friday, from 8 a.m.–5 p.m. All guests are expected to abide by Hampshire's policies and Norms for Community Living. Responsibility for the conduct and safety of guests lies with the host. Any damage incurred by a guest will be charged to the host. Any guest whose behavior is disruptive will be required to leave campus.

## 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). 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.

## 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. The use of amplified instruments in the residences, indoors or outdoors, and the placing of stereo speakers in windows facing outward are prohibited.

## Smoking

Smoking is prohibited in all campus buildings and within 25 feet of all buildings. Evidence of smoking inside residences may result in disciplinary action that could call for house relocation or eviction.

## 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 (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 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, visit <http://onecard.hampshire.edu> or contact the OneCard office at [onecard@hampshire.edu](mailto:onecard@hampshire.edu).

## Keys and Lockouts

Any duplication of college keys is strictly prohibited.

Replacements for lost keys must be obtained from the housing operations office 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, \$50 for each bedroom re-core, and \$100 for each apartment entry re-core, (this includes key replacements for all apartment residents. Replacements for lost key cards (in applicable residence areas) must be obtained from the OneCard office, 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 (x5424 or 413.559.5424).

## Proper Upkeep—Student Responsibilities

Students are responsible for the cleanliness of their own rooms and for their common spaces. In the dormitories, the common areas are the lounges and in the apartments they are kitchens (including the insides of stoves and refrigerators), living rooms, and bathrooms. The cleanliness of all areas must meet the standards of fire and safety codes. Residents are responsible for bringing trash from rooms, lounges, and apartments to dumpsters; recyclables to recycling sheds; and compost to public collection areas. As recycling is the law in Amherst, all members of the community must comply. Recyclable materials must be clean and sorted before they are deposited in the recycling sheds.

Students living in apartments are responsible for providing their own cleaning materials and equipment. Residents in all areas may borrow vacuum cleaners from their house 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 educational and disciplinary sanctions, up to and including house relocation and eviction.

## Requests for Repairs

Hampshire College uses MySchoolBuilding.com as its maintenance request system. This service enables you to submit building repair requests for your room, hall, or apartment to our Facilities and Grounds Department online. Requesting maintenance service in your room or mod authorizes a Facilities Department worker to enter the area you specify. You do not need to be present for the repair work to be done. Facilities employees normally will not attempt to work in a student's room or apartment before 9 a.m. unless there are special reasons for doing so. For emergency maintenance issues after business hours, call Campus Police. Please DO NOT call Facilities and Grounds directly.

## 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.

Prior to student arrival on campus housing operations staff inspect student rooms to ensure a full complement of furniture. At that time any necessary repairs are noted and work orders are submitted. Students are required to complete an online room contract within 48 hours of their scheduled arrival on campus. The contract provides students the opportunity to confirm they are living in the room they have been assigned, have received a key to that room, record the condition of the room and furniture within, as well as to note any missing items.

Common area condition reports are completed by housing operations staff prior to student arrival on campus. The reports can be found posted in common areas by the fire extinguisher. Students indicate on their room contract that they have read and agree with the report and acknowledge they are communally responsible for the common spaces. Any discrepancies should be reported to the housing operations office in a timely manner.

When vacating a space, a student is responsible for checking out properly, which entails the student and a residence life staff member together comparing the final condition of the room with the information on the original contract.

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, available from the housing operations office.

Common areas are assessed and billed for damage and cleanliness at the end of both fall and spring semesters.

Any student who does not review and sign their contract when moving into their room, or fails to properly check out of a room, forfeits the opportunity to challenge the final assessment of the space and is liable for any damages that are charged.



## 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.

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.

## Deposits and Charges

Students pay a one-time “residence hall security deposit,” which covers room damage, room key, and key core. If there are no outstanding charges, this deposit is returned when a student separates permanently from the College.

Current fees and replacement charges for common situations and damage can be found on the Department of Residence Life’s webpage: [www.hampshire.edu/studentlife](http://www.hampshire.edu/studentlife).

## 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.

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.

Hotpots and small microwave ovens are the only cooking devices allowed in student rooms and should be 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 if screens are removed, causing security risks to locked doors.

## Residence Phones

Each apartment or residence hall corridor is equipped with a telephone provided by the College for on-campus and local calling. In addition, each residence room is equipped with a phone jack, with a line capable of making on-campus and local off-campus calls. Students must supply their own touch-tone phone. Long-distance service may be obtained by purchasing calling cards, available at the campus store.

Vandalism of college-provided phones will result in all hall or apartment residents bearing the cost of repairs or replacement and disciplinary action.

Collect calls will not be connected to student phones and long-distance collect, third-party, or credit card calls cannot be placed through the switchboard, nor can the switchboard staff take messages.

Student employees are not allowed to place personal long-distance calls from staff and faculty phones.

## Cable TV Outlets

Each common space in the residence areas is equipped with a cable outlet. The College receives a cable signal in a central location in the library building and then feeds it to other areas on campus. Using a splitter or any other device to receive the cable signal in other locations is prohibited; it is illegal and can weaken the signal throughout campus.



found), an occupant of a filled double may not move. When there is a single occupant of a double room, the assistant director of residence life reserves the right to assign a roommate or require the single occupant to move. If the assistant director of residence life determines it is possible to allow single-doubles in Merrill or Dakin, a lottery will be held to assign a final semester Division III student to those double rooms.

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.

## Vacating Student Rooms

Any 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—must have the room formally checked by a member of the house 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. Failure to check out of a room properly will result in NOT being able to contest room damage charges.

## Room Choosing

Students are expected to remain in their fall housing assignments for the duration of the academic year. Requests for exceptions to this policy due to exceptional circumstances must be supplied to the student's house director.

After the enrollment notification deadline each spring and after housing exemptions have been decided, continuing students may take part in a campus-wide lottery/auction that takes place each spring semester to determine their fall housing. If an eligible student chooses not to take part in this lottery, they may select any room remaining when the lottery is completed. A description of the lottery process may be found on the Residence Life webpage, [www.hampshire.edu/studentlife](http://www.hampshire.edu/studentlife).

The housing operations staff makes all housing assignments that take place throughout the summer and the academic year to fill any vacancies that occur. Although returning-from-leave students may express a preference regarding a specific housing placement and on-campus students may express a preference regarding potential room- and housemates from the individuals returning from leave, the final decision regarding room assignments is made by the assistant director of residence life.

## Energy Conservation

Heat, hot water, and electricity are provided by the College. Students are expected to be prudent concerning their use. With the ever-rising cost of electricity, the electrical bill is by far the largest single item in the college budget. It is imperative that all members of the Hampshire College community do all that they can to curtail waste.

## 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 house director to discuss those needs. Typically, the house director 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 house director may grant permission for the student to move. If there are vacancies available, the student will be given an opportunity to move during the term or in January. Staff in the housing operations office will solicit information on room preferences, assign the student to a new space, and issue keys to the new room. Students must complete an online room contract for their new room within 48 hours of being issued keys. Housing operations staff will also do a checkout inspection of the previous room. Students are able to view their room contract, noting the final condition of the room they are checking out of and receipt of their room key(s).

Generally, all double rooms must house two people. Except with special permission from the house director (often requiring a replacement to be



## 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. 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 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 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 area colleges or the university after Hampshire's closing date must seek permission from the housing operations staff, by the posted deadline, to remain in Hampshire'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 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 House 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 House 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 House 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 Houses 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 or field study 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 may not be stored on campus during the summer vacation period.

## 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 disability coordinator, who can recommend a housing exemption.

Students on leave of absence, exchange, or field study must resubmit a housing-preference form or an off-campus request during the semester prior to their return to full-enrollment status. Even if previously living off campus, they do not automatically retain permission to do so. Continuously enrolled students need to reapply for off-campus housing each spring and slots will be given according to the needs of the College for the upcoming academic year. 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.

## 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. 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.

## Fire Safety

As fire poses an extreme danger to the health and safety of all members of the community, 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.

## Fire Alarms

When a building fire alarm activates on campus, both Campus Police officers and the Amherst Fire Department respond. Residents must leave the building immediately and remain at the designated gathering point until their presence is recorded. Students who fail to respond appropriately to fire alarms are liable to disciplinary action which may include community service and/or a fine of up to \$300 and house probation which could lead to house relocation or house eviction. No one may reenter the building until the fire department determines that it is safe to return. Campus Police will open and enter locked rooms to ensure that no one is inside and to check for the source or cause of the fire alarm.

If the fire alarm activates and an individual knows the cause, this individual is required to call Campus Police from a safe location and explain what happened. If the fire alarm is activated by mistake (cooking smoke, shower steam, cigarette smoke, etc.), the individual responsible must be available to talk to Campus Police and the fire department. If the alarm is the result of negligent behavior (for example, smoking, leaving cooking unattended) a first offense will result in a warning and/or community service; a second offense will result in community service and/or a charge of \$100 for each individual being held accountable; and a third offense will result in community service and/or a fine of \$300 each. For second or third offenses additional disciplinary action, including house probation or house relocation or eviction, 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.

## Fire Drills

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 held accountable at that time.



## 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 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 or discharging, tampering with or moving fire extinguishers. Tampering with fire safety equipment will result in serious disciplinary sanctions, additional fire safety education, community service, restitution for any damages, unannounced room inspections, as well as a fine of \$300. Repeat offenses may be subject to additional disciplinary action, including house relocation or eviction. Specific to covering or disabling smoke detectors, a second offense will result in house eviction.

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

## Fire Safety Regulations

- 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 House, 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.
- Candles and incense are not permitted anywhere inside residential buildings.
- 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 away from heaters.
- No combustibles are permitted in hallways, stairwells, or egresses.
- 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.
- Toaster ovens may be used only in kitchens or lounges. They must be kept clean at all times and unplugged when not in use.
- Cooking is not allowed in student rooms with the exception of the use of a hot pot or small microwave oven, which must be unplugged when not in use.
- Students must exercise caution in locating and using appliances, other electronics and extension cords. Only UL-approved extension cords with surge protectors may be used. Electrical cords should be kept at least 12 inches away from heaters.
- Use of non-college alarm systems or other than college-issued locks, including locks on storage closets, is prohibited.
- 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 are prohibited.
- Use of grills (charcoal or gas) is not permitted inside or on balconies or exterior stairwells and should be used at least 10 feet away from the building. Propane gas containers must be stored outside, at least 3 feet away from building openings such as doors, windows, dryer vents and air intakes. Barbecues must not be left unattended.
- All gas-powered vehicles must be parked in student parking lots.
- 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.
- Open fires (inside or outside) are prohibited on campus, unless prior written approval is granted by the director of Campus Police and the town fire department. Use of grills (charcoal and gas) is not permitted inside, on balconies, or exterior stairwells. Charcoal barbecues are permitted, but must take place at least 10 feet from buildings. Barbecues must not be left unattended and must be totally extinguished before leaving.
- Other activities or items that pose an increased risk of fire or impede fire response will be prohibited upon discovery.





## Alcohol Use in the Residences

Hampshire College's alcohol policy appears in an earlier part of this chapter. All laws and policy outlined there will be enforced in the residences. Because residence areas contain both public and private spaces and house some individuals who are over the legal age to drink and some who are under, additional policies are in place.

Only those individuals who are 21 years of age or older may possess alcoholic beverages. Any alcoholic beverage found in the possession of someone under 21 years of age may be confiscated and disciplinary action will follow. 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, except for those common spaces of campus apartments where all residents are 21 years of age or older.

Other than at a registered event, open containers of alcoholic beverages are allowed only in the private rooms of those who are 21 years of age or older and in the residence common spaces of campus apartments where all residents are 21 years of age or older. Open containers of alcohol found outside of private rooms, including, but not limited to, lounges, porches, balconies, and hallways, will be confiscated and those individuals possessing the open containers, no matter their age, may face disciplinary action. Unregistered kegs will be confiscated and students will forfeit any deposits on the kegs or taps.

## 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 house director of the residence. Prior to obtaining the registration form, those hosting the event must meet with the house director to understand their responsibilities as event hosts. The meeting also ensures that students understand all policies that are in place. A house director may deny a hall or mod the privilege of hosting an event if any member of that living space has a current disciplinary sanction.

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 house director prior to the signing of the event registration form and by ensuring that all college policies 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. 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 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. Therefore, events in the residences ordinarily will be authorized only for Friday and Saturday nights. They will not be authorized to take place during Hampshire'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. House directors may refuse to authorize events during other large-scale campus events.

## DEPARTMENTAL POLICIES AND PROCEDURES

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### Information Technology (IT)

computing.hampshire.edu  
x5418

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.

### 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 obligation to retain any personal files or other information after a student graduates or withdraws from the College.





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 email is sent to these accounts only. The College is not responsible for setting up, using, or forwarding email to any other account. Students may retain email accounts as alumni in accordance with the College's email 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 email, 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 email 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 sexual offense, nondiscrimination, 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 email and files on college-owned computers and servers are legally the property of the College. The College reserves the right to inspect email 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 and academic integrity 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.

## OneCard Office

<http://onecard.hampshire.edu>  
[onecard@hampshire.edu](mailto:onecard@hampshire.edu)  
Box LO  
Library center, ground floor, next to Campus Police

OneCard office hours are Monday through Friday 9 a.m.–noon walk-in and 1–4 p.m. by appointment. Please contact [onecard@hampshire.edu](mailto:onecard@hampshire.edu) to make an appointment if you need to replace your OneCard. Replacement ID fee is \$25.

## Campus Leadership and Activities

[leadership.hampshire.edu](http://leadership.hampshire.edu)  
[leadership@hampshire.edu](mailto:leadership@hampshire.edu)  
Box CL  
Dakin Student Life Center, 1st floor  
x6005

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 associate dean of students for campus leadership and activities, as well as the dean of students office or designee, may deny recognition, or cancel events or activities that violate any of these criteria.



- Provide training and education to encourage the formation and sustainability of student groups
- Assist students and groups in taking full advantage of college resources and facilities
- Provide students an opportunity to practice appropriate risk management with respect to their group activities

## Recognized Student Groups

A recognized student group is:

- A group made up of currently enrolled Hampshire students
- A group that meets on campus
- A group whose meetings or events are open and accessible to the entire Hampshire community

## Benefits of Being a Recognized Student Group

- The ability to apply for funding from the Student Activities Fee through FiCom
- Inclusion in the recognized student group list on Hampedia and student group mailing lists
- Access to computers, printer, fax, phone, mailboxes, and supplies at campus leadership and activities
- Participation in Hampfest, the Student Activities Fair

## Responsibilities of Recognition

All members of student groups are expected to:

- Conduct themselves, both on and off-campus, as responsible members of the Hampshire community as defined in the Norms of Community Living. This includes obeying all applicable federal, state, and local laws.
- Provide full disclosure regarding national, state, or local affiliations, as well as details regarding dues, fees, or costs associated with membership.
- Refrain from committing, either verbally or through written contract, Hampshire College to any financial obligation.
- Adhere to the College's Anti-Hazing Policy and Nondiscrimination Policy as listed in *NSNS*.
- Exist for a purpose beyond the fiduciary benefit of the members.
- Inform campus leadership and activities and FiCom of any changes in student group leadership.

## Student Group Recognition Process

All groups, new and established, are required to submit a request-for-recognition form. This form, once completed and if approved, will activate the group for the next academic year. Campus leadership and activities will evaluate request-for-recognition forms and determine if a group will be recognized or if additional information is necessary for recognition. Consideration will be given to the type of activity or purpose of the group, risk, and safety, as well as the viability of the group determined by potential conflict with college rules and regulations. 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.

If the request for recognition form is not submitted or additional information is not provided, the request for recognition will be not be approved. Unrecognized groups are not allowed to receive college or Student Government Association funding. The group-recognition process is held in the spring for the following academic year. Each November there will be an abbreviated process enabling newly formed groups to request recognition.

## Purpose

The recognition and approval process for student groups is intended to:

- Provide students with the opportunity to gain experience in cocurricular activities that enhance their educational experience
- Promote involvement in recognized student groups
- Help facilitate communication among student groups, staff, faculty, and administrators



- Student groups, with some exceptions, may choose to have a member of the Hampshire faculty or staff be an advisor to their group. Many groups find it helpful to have a liaison on campus whose knowledge or expertise can be a resource to support their group's mission. Some student groups are required to have an advisor because of safety and/or risk concerns.
- Attend a leadership seminar each semester organized by campus leadership and activities. In the event that a signer cannot attend, the student must notify the associate dean of students for campus leadership and activities before the seminar and attend a make-up session.

### Request for Review—Recognition Requirements

A student group has the right to request a review of the recognition decision and requirements determined by campus leadership and activities. A request for review provides a limited reexamination of the original decision. One of the following two conditions must be used as a basis for review:

1. There is discovery of new information that was not available at the time of the decision.
2. The recognition process was not followed. The associate dean of students for campus leadership and activities will review each request.

The following conditions apply to the review process.

1. A written review must be filed with campus leadership and activities within five working days of receipt of the decision. The written request must state the grounds for review. The associate dean will review the materials submitted and the original application for recognition. The associate dean may confer with the Five College risk manager in order to determine a final decision.
2. The associate dean will decide one of the following:
  - To uphold the original decision
  - To modify the recognition requirements
3. The associate dean will provide a written decision to the student group within three working days of the review.
4. The decision of the associate dean will be final.

### Termination of Recognition

A student group can have its recognition terminated by campus leadership and activities due to:

- Submission of fraudulent materials
- Failure to resubmit a request-for-recognition form by the stated deadline
- Failure to follow Student Government Association regulations, college policies, and local and state/federal laws

If campus leadership and activities determines that a group should have its recognition terminated due to the above failures or other reasons, the associate dean of students may recommend disciplinary sanction(s).

### Discipline of Recognized Student Group Members

Anyone may submit a complaint regarding the action of a recognized student group to the associate dean of students for campus leadership and activities. The discipline process for student groups is the same as the process for individuals.

### 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 Student Government Association, student groups)

If an event organizer comes to the office of campus leadership and activities to register an event that does not require registration, that group will be directed to the appropriate facilities reservation office. For example, regular student-group meetings and events within the residence halls do not require event registration.



## Large Events, Conferences, and Multiday Events

### Large Events

Events with an expected attendance of more than 200 individuals require consideration beyond the 10-business-day 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 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 office of campus leadership and activities.

## General Event Planning Guidelines

### Process Steps

1. The event organizer develops initial plans for an event, including choosing a tentative time, date, and place. The event organizer should consider and be prepared to discuss the following: program, budget, publicity, food/refreshments, tables, chairs, room setup, amplification, police, alcohol, non-student guests, admission fees, cosponsors, and estimated attendance. Conduct in all campus facilities is expected to conform to the Campus-Wide Conduct Regulations as stated in Hampshire's Norms for Community Living earlier in this chapter. All persons using the campus facilities, including guests, are expected to conduct themselves in accordance with these norms of behavior. Event organizers will be held accountable for individual policy violations by their guests.
2. The event organizer completes an event registration form (ERF), found online at [leadership.hampshire.edu](http://leadership.hampshire.edu). The ERF must be submitted at least 10 business days prior to the date of the event. Failure to meet the deadline will result in cancellation of any reservation requests associated with the event. Campus Police will decide the necessary Campus Police employees to work student events on a case-by-case basis. In the event that the necessary coverage is not available, the event may be canceled. The event organizer must also be authorized to make financial obligations for the requesting group. An account number is required to submit the ERF.
3. The event organizer will receive confirmation or denial of their request from campus leadership and activities. If the event organizer makes changes to the requested event (such as date, time, or place), they must notify all related offices that have previously been informed of the event with the corrected information. If the event organizer decides to cancel the event, they must notify campus leadership and activities. Events not canceled at least 48 hours prior to the scheduled start time could incur charges from the various entities involved.
4. The event organizer prepares for and holds the event.
5. The event organizer provides for cleanup, breakdown, pickup, and lockup, if needed.

*Large events, conferences, and multiday events require additional advance notification and preplanning. Please consult with campus leadership and activities.*



## Regulations

- Alcoholic beverages are allowed only by special permit.
- Quiet hours begin 11 p.m. (Sunday–Thursday) and 2 a.m. (Friday–Saturday). Disciplinary action for violation of noise regulations will depend on the severity and frequency of the noise and the offender's behavior when alerted by Campus Police or a staff member.
- All trash and litter must be collected and placed in plastic bags or litter cans.
- At no time may doors, fire exits, elevators, hallways, or foot traffic be blocked. All events must observe fire and handicap-accessibility codes.
- Advertising for events is permitted only once the event has been approved by the CLA. 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 FPH 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 COCA can be scheduled during Hampshire Halloween and Spring Jam weekends. CLA in conjunction with Campus Police and Event Services 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 senior associate dean of students.

Student groups are required to obtain authorization from the associate dean of students for campus leadership and activities for any event where money is exchanged (including fund-raising activities). Campus leadership and activities, working with the business office, 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 CLA. 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.

## 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. A link to the online project review process can be found on the Campus Leadership and Activities and Facilities and Grounds web pages.

## The Harold F. Johnson Library Center Access to Library Services

Library services are available to currently enrolled Hampshire College students with a valid Hampshire ID as well as to Hampshire faculty and staff. Students on leave are not allowed access to library services.

## Hampshire and Five College Borrowing Policies

Five College students, faculty, and staff may borrow books directly from all main libraries and most major branch libraries in the area. This requires presentation of a valid ID card from one of the institutions. Five College loan periods are 28 days for students and 90 days for faculty, graduate students, and staff; however, all loans are subject to recall for another borrower or for reserve.

Media loans. Five College students, faculty and staff may also borrow videos and DVDs directly from all the media libraries in the area. This requires presentation of a valid ID card from one of the institutions. Five College media loan periods are standardized at five days for patrons.





Other material. Policies regarding loans of LPs, CDs, music scores, and other materials vary by library. Check with the individual library for this information; patrons are subject to the policies of the owning library.

Five College delivery. Five College students, faculty, and staff may request books, videos, and DVDs from the Five Colleges to be sent to their home library for pickup. After identifying the desired item in the online library catalog, click on “Request item” and enter the barcode from the college ID twice. The request will be placed and the item sent, usually within two business days. You will receive an email notice when the book is ready for pickup. Material is held for pickup for seven days.

Renewals. Book 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, log in with the barcode on the college ID, and follow the directions on the screen to renew books at all Five College libraries. Books that have been recalled or billed cannot be renewed. DVDs and videos typically cannot be renewed because they are in high demand.

Recalls. All loans from the Five College libraries are subject to recall for another borrower or for use on reserve. You will receive an email 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 book is due. If it is still not returned, it is billed at a minimum charge of \$80 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. Unreturned billed items may result in denial of borrowing privileges. Inquiries about bills should be addressed to the library that owns the item. Unpaid bills are transmitted to the home institution for collection.

## Library Study Carrel Policy

Please understand that carrel space is limited. Although students may put their names on carrels, they are not for the exclusive use of these students.

Hampshire items that are checked out and have green due slips may be left in carrels at your own risk, as can checked-out Five College books. All other Hampshire items—including reference books and current periodicals—will be re-shelved daily. We will occasionally spot check carrels to ensure that books are in fact checked out. Books that are not checked out will be re-shelved.

Personal items may be left in a carrel at your own risk. Please keep your carrel neat and do not leave trash or recyclables in the carrel. Carrels that become unsightly may be cleared completely at the discretion of the library staff. At the end of each semester, carrels are cleared completely.

## Outdoors Program & Recreational Athletics (OPRA)

x5470

### Borrowing Recreational Equipment

Students may borrow recreational equipment such as mountain bikes, cross-country skis, canoes, and backpacking gear. Books and maps related to hiking and other recreational activities are also available. Students need to present a valid Hampshire ID card upon borrowing the equipment. The length of use varies depending on the type of equipment; check with OPRA staff for details.

### Defensive Driving Courses

Periodically, OPRA staff will conduct defensive driving courses. The successful completion of the course is mandatory to be able to drive college-owned vehicles. Contact OPRA or log onto <http://www.hampshire.edu/opra> for details and dates. Courses are held monthly throughout the academic year.

### General Use of the Robert Crown Center (RCC)

The RCC is for use by Hampshire College ID holders and not the general public.

1. Users must show their valid Hampshire ID cards when they enter the RCC. ID cards are not transferable. No one is allowed to use someone else's ID card to gain entrance to the RCC.
2. Children under the age of 16 must be under the immediate supervision of an adult (over 18) Hampshire ID holder.



3. Among those in charge, in addition to the regular staff, are lifeguards, coaches, and student monitors.
4. The director of OPRA has final authority over all space and facility assignments, usage, and facility scheduling in the building.
5. In regard to first-aid measures, staff on duty are instructed to offer only band-aids and cold packs. For anything more serious, the EMTs and Campus Police must be called.
6. Guests must be signed in at the guest register at the front desk. The host must remain with the guest in the RCC. A member of the general public desiring access to the RCC may not look for a sponsor inside or outside the building. Invitations must be initiated by a Hampshire ID card holder. Guests forfeit their use privilege if they break any of the rules of the RCC. Any person causing what the staff consider unpleasantness or unruliness in the building will be required to leave the RCC.
7. Pets, alcohol, and smoking are not permitted in the RCC. Possession or consumption of alcohol is prohibited on the playing fields.
8. Alumni are welcome to use the RCC and can apply for an alumni ID card at the alumni office. This card is good for the balance of the semester. Alumni may bring one guest. There is no summer use.
9. The climbing wall and bouldering cave may be used by Hampshire picture ID holders and one guest of an ID holder, who must be present with the guest at all times.
10. 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 January term. 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.
11. The use of radios, boom boxes, and so on, is prohibited. These devices may be used only with earphones.
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 allowed in the pool area. The consumption of beverages or food is not permitted. Running, splashing, and the throwing of objects are not allowed 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 right to close the pool.
10. No swimming is allowed 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 allowed when the pool cover is covering the pool.

## The Swimming Pool

1. A valid Hampshire ID card must be left at the lifeguard's desk before a swimmer enters the water.
2. Non-swimmers are not allowed 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 allowed at any time. Artificial flotation devices such as water wings and inner tubes are not allowed.

## The Sauna

Clothing is required in the facility. Gender-neutral and gender-specific hours are posted in the RCC.

## The Playing Floor

The RCC reserves portions of or the entire playing floor for scheduled groups or activities as needed. The management also reserves the right to close off the upstairs area when activities there might interfere with or disrupt scheduled activities on the playing floor. Sneakers must be worn.

## Sports Equipment

Any equipment leaving the RCC must be properly checked out at the front desk with a Hampshire ID card.

## Tennis Courts and Playing Fields

1. These areas are reserved for Hampshire ID-cardholders and contracted summer programs participants and are not open to the general public.
2. Reservations for scheduling these areas may be made through the Robert Crown Center director.



## Exercise/Bouldering Area

1. The area is reserved for Hampshire College and authorized guests only.
2. Minimal supervision is provided, so the apparatus is used totally at the user's own risk.
3. Children under 16 must be accompanied at all times by an adult.
4. No exercises are allowed over the iron railing or the concrete wall.
5. The exercise/bouldering area is sometimes closed off as a courtesy to events being held on the playing floor and during special weight-training clinics or classes.

## Multisport Center

1. Students must present a valid Hampshire ID card at the front desk.
2. Users must present a valid Hampshire ID card to the weight room monitor.
3. Hampshire students may reserve "Hampshire tennis court time" or walk on during "open time."
4. Hampshire students may bring a guest to play tennis at no charge.
5. Guests must be signed in at the front desk and the host must remain with the guest in the Multisport Center.

## 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 ID cards 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 is \$10 for the first day and \$12 for each additional day.

## Vans

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.

## OPRA Trips

OPRA trips are open to all members of the Hampshire community as well as full-time Five College undergraduates. Beginners are welcome and most trips require no previous experience. Trips are free or "shared" in cost. OPRA provides transport vehicles and most equipment; students provide personal clothing and pay for food and fuel.

Important: To ensure that all scheduled trips go out, the following sign-up system has been established:

1. Sign up for trips on the OPRA website at <http://www.hampshire.edu/opra>.
2. You must cancel by phone or in person no later than 1 p.m. Friday or you will lose your \$10 deposit.
3. If you show up after the trip leaves, you will forfeit your deposit.
4. If you sign up, the trip will go!

If you are interested in doing a trip with a group of friends, please let us know, and we will try our best to provide necessary equipment and leadership.



## Teams/Trips/Courses/Activities

1. No one may use or have in their possession alcohol or illegal drugs while participating in any OPRA-sponsored activity.
2. The ultimate authorities on all OPRA activities are the OPRA leaders, coaches, and instructors.
3. Failure to comply with the above will result in removal from the activity, trip, game, or course at the participant's own expense. The participant may also be liable for disciplinary action.
4. Money collected from students for trip expenses is not refundable.

## Summer Use of the RCC, Playing Fields, and Tennis Courts

Most of the above-listed facilities are tightly scheduled and reserved for summer programs. Officially contracted summer programs have first priority in the use of any and all of the above space. Hampshire ID cardholders may use these facilities only during posted hours and only when not exclusively reserved and scheduled by a summer program.

Full policy statements on the rules and regulations regarding van usage, outdoor sports, and martial arts activities are available from OPRA staff.

## Facilities and Grounds

x5431

### 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.

### Postering 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. A link to the online project review process can be found on the Campus Leadership and Activities and Facilities and Grounds web pages.

## Residence Maintenance Concerns

All maintenance requests need to go through the housing office. Start by filling out an online work request at [myschoolbuilding.com](http://myschoolbuilding.com). To address EMERGENCY maintenance issues after business hours, call Campus Police at x5424. For life-threatening emergencies call Campus Police at x1911.

By requesting maintenance service within your dorm 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. See Residence Life and Housing in the Community Standards chapter for more information related to right of entry.

## Snow Closings/Delays

If a snowstorm occurs before classes begin or campus offices open, the director of facilities and grounds will check local and regional weather forecasts and gather information regarding the condition of campus parking lots, paths and roadways. After evaluating this information, the director of facilities and grounds will decide whether or not it is prudent to delay the opening of the College, or if necessary, to close the College for the entire day. The decision to close or delay opening will be made by 6:30 a.m.

and a message to that effect will be placed on the Hampshire College weather hotline (x5508). Dining services will continue to operate if the College is closed for a weather emergency.

If a snowstorm occurs during regular business hours, the director of facilities and grounds will consult with the dean of faculty, the President, and the dean of students (or their designees) about the impact of an early closing on the academic program. If a decision is made to close the College, human resources will communicate this information to all departments. A recorded message will also be placed on the Hampshire College weather hotline.



## Post Office

x5446

Students who will be away from the College for a period of time longer than one month must fill out a change of address form, which can be obtained at the post office. During this absence (this includes summer, leave of absence, field study, and extensions for graduation), the box will be closed and all first-class mail will be forwarded to the student. Mail will be forwarded for one year following graduation or withdrawal from the College. No mail will be forwarded during January term. Students are not able to pick up mail from their boxes during the holiday break when the campus is closed. A student is not allowed to receive another person's forwarded mail.

Magazines and newspapers will NOT be forwarded to students. In order to receive subscriptions while they are away, students must inform the magazines and newspapers of their forwarding address at least four weeks prior to leaving the College.

When shipping packages to campus, please use the following address: Campus Post Office, Hampshire College, 893 West Street, Amherst, MA 01002-3359. Include your name, student mailbox number, and return address on the package. Please do not ship packages to campus prior to August 15 for the fall term. If you are returning from leave for spring term, do not ship packages to campus prior to January 15.

## Post Office Forwarding Service

When a student is on any type of leave from the College (leave of absence, field-study leave, medical leave, consortium agreement) or has withdrawn, the Hampshire post office box will be closed and all 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 returned to the central records office. Campus mail

will be opened to determine the relative importance of contents; the College will forward it via U.S. mail, in most cases. The post office tries to reassign the same box to a student returning from leave. Please note that any mail addressed to a student on leave in care of an enrolled student will be returned to sender.

## Campus Police Policies and Procedures

x5424

Emergencies: x1911

### Bicycles

All bicycles on campus must be registered with the Campus Police Department. Registration is free and can be completed Monday through Friday, 9 a.m.–4 p.m. at Campus Police or online 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.

### Camping

Camping on Hampshire College property is not allowed without the written permission of the director of Campus Police.

### Events

For each event planned on campus outside of the residence halls, an event registration form (ERF) needs to be filed with the office of campus leadership and activities. We require that ERFs be filled out and turned in to the office of campus leadership and activities 10 days prior to every event. Any ERF that is not submitted at least 10 days prior will not be accepted/approved.





## Open Fires

Open fires (inside or outside) are prohibited on campus, unless prior written approval is granted by the director of Campus Police and the town fire department. Use of grills (charcoal and gas) is not permitted inside, on balconies, or exterior stairwells. Charcoal barbecues are permitted, but must take place at least 10 feet from buildings. Barbecues must not be left unattended and must be totally extinguished before leaving.

## Parking/Vehicle Policies

In order for Campus Police to regulate and manage motor vehicles on campus, all faculty, staff, and 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 TheHub/Parking Policies 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 must complete the Nonresident 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 NONRESIDENT DRIVER STATEMENT with you. You will not be issued a permit without it. This office is open Monday through Friday, 8 a.m.–4 p.m.

## 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 on the first floor of the Cole Science Center Monday through Friday, 8:30 a.m.–4:30 p.m., 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 Monday through Friday, 8 a.m.–5 p.m., to obtain a parking permit. These permits are free of charge and parking is limited to the Five College lot. Hampshire College permits are valid only on the Hampshire campus.

## Decal Availability

Students with vehicles on campus, including motorcycles and mopeds, must register with the Campus Police parking office within seven days of arrival. 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 \$150 per academic year (fall/spring term). 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 between 8 a.m. and 5 p.m. Monday through Friday, or call x6151 (559.6151).

## 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 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 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 (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. The parking office will make reasonable attempts to contact the owner prior to towing.

## 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 student services, upon recommendation by Campus Police, makes this decision.

## Citations

Violation tickets are issued when a vehicle is parked or driven contrary to campus rules. 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 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 within seven days from the time the citation was issued. Appeals and questions can be directed to the parking office Monday through Friday, 8 a.m.–4 p.m., or call x6151 (559.6151). The appeals form can be found on the Hampshire College website under Campus Police/Parking Policies. Students with special needs must register with disabilities services in order to receive appropriate accommodations.

## Visitor/Guest Temporary Parking

All visitors and guests are required to register their vehicles with Campus Police by providing the vehicle's make, model, color, and license plate number in order for Campus Police 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 identification card) when applying for a temporary parking pass.

## Temporary Parking Permit Needed

A permit is needed Monday through Friday 8 a.m.–5 p.m.

## Temporary Parking Permit Not Needed

If you are a visitor on campus after 5 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, \$10; 6 weeks, \$60 (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.

## Personal Property

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.

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 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.

## Skateboards

The use of skateboards and in-line skates on any campus roadways or staircases, including, but not limited to, holding on to or attaching oneself to moving vehicles or motorcycles, is prohibited. Roadways are defined as places where nonemergency, public vehicles normally travel; sidewalks and pedestrian paths are not included. Students operating skateboards or in-line skates on campus are strongly encouraged to wear protective equipment, including a helmet.

## Trespass Policy

Hampshire College may serve unwanted individuals with a trespass notice. Violators of a trespass notice are subject to 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 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.

## 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 office, x5746. For offices and School departments, the office or department budget manager or their designated assistant makes the reservation through Datatel. A vehicle request can be made three days or more in advance. You can request a fleet/pool vehicle online any time Datatel is available. Once the vehicle request has been submitted, you will receive the vehicle request confirmation form back via email. The vehicle request must be approved in Datatel for the reservation to be complete. The vehicle request confirmation form must be printed out; attach it with copies of the Check In/Check Out sheet and the Trip Roster form. All three forms must be brought to Campus Police when picking up the vehicle. Vehicles cannot go out without these completed forms.

Members of the college community who want to be eligible to operate a college vehicle must fill out an online application form, attend a defensive driver class, and have a clean driving record. Annual credential forms must be filled out online at <https://riskmgt.mtholyoke.edu/form>. 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 Handbook and to abide by all campus regulations and all local, state, and federal laws. The Fleet Vehicle Handbook is available at the Campus Police website <https://intranet.hampshire.edu/15032.htm>.

## Weapons, Firearms, and Explosives Prohibited

All (fake or real) weapons, firearms, and explosives including, but not limited to, firearms, knives (over four inches), swords, bows and arrows, and incendiary devices such as firecrackers are strictly prohibited on campus. BB, pellet, and paint-ball guns are also prohibited. All weapons, firearms, and explosives used in plays, the theater, etc., must be registered and stored in Campus Police. These items are prohibited from being brought on campus, whether carried in person or in a vehicle, and are not allowed at any time in the dorms/living areas and will be confiscated. Students who bring prohibited or unlawful items onto any Hampshire College property irrevocably waive all rights and claims to the items. Confiscated items will not be returned and violators are also subject to disciplinary action up to and including removal from the College.

## Purchasing Office

x5405

### Procedures for Obtaining Purchase Orders

#### Student/Agency Groups

Purchase requisitions for student groups are available through the Student Government Association office and must be submitted in paper form to the office of campus leadership and activities for review.

All purchase requisitions must be completed in their entirety. Student groups must include on the paper form a complete mailing address with zip code and a 13-digit budget account number along with all proper signatures.

Specific information pertaining to the product or service being purchased must be referenced on the requisition. The purchasing office and the campus leadership and activities office are sources of information for finding vendors who offer the products and services needed by you or your student group.

A purchase order is a contract between the College and the vendor. An invoice or statement should be sent to the accounts payable office and include the purchase order number. All financial commitments to vendors must be made via a purchase order or by payment with a college-issued purchasing card. Procedures for purchases made by purchasing card are available in the campus leadership and activities office.



## Sodexo Food Services

x5750

The dining commons close during Thanksgiving break and spring break, and after the last day of Hampshire College exams during the fall and spring terms.

A Five College meal exchange program is offered by Amherst, Hampshire, Mount Holyoke, and Smith Colleges and the University of Massachusetts Amherst. Free interchange of meals at lunch Monday through Friday is available. Free interchange of other meals may be available if a student is attending academic activities at one of the other colleges.

Dining commons staff request that everyone be sensitive to others using the facility. Students must bus their own trays, keep areas as clean and orderly as possible, and inform staff if there are any problems or if there is something of which staff should be aware.

### Meal Plan

All students living in Merrill and Dakin Houses 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 services website, [www.Hampshiredining.com](http://www.Hampshiredining.com). 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 office 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 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 Hampshire.

### 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 the College has a variety of housing options available. Students with legitimate medical problems, documented by a physician's letter, should first consult with the dining services director to determine if their needs can be met. If such arrangements cannot be made, the assistant director of residence life will discuss apartment living possibilities. Requests for special meal plan consideration should be made to the dining services director as early as possible. Any waivers granted are for one semester only.

## Event Services and Summer Programs

x5610

The dining commons, Red Barn, main, west, and east lecture halls in FPH, and most academic and other campus spaces may be reserved through the event services and summer programs office. The library gallery and music and dance recital hall may be reserved through the gallery coordinator, x5622; the Merrill and Dakin living rooms may be reserved through the Dakin/Merrill House office, x5564.

Any reservations of space for student events made with event services and summer programs will be considered tentative until the event registration form is approved. Tentative bookings will be canceled ten days 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, a 1:00 a.m. curfew on Friday and Saturday in residential locations such as the Prescott Tavern and dining commons, and a 2 a.m. curfew in all other locations.



## Student Financial Services

Student financial services comprises student accounts, financial aid, and student employment.

### Student Accounts

x6982

Questions pertaining to tuition bills should be directed to student accounts. Payments can be made in the form of a check or money order payable to the Trustees of Hampshire College in person or by mail to the student accounts office. Credit card payments and payments from U.S. checking and savings accounts are accepted on TheHub anytime, or by calling student accounts during normal business hours at 413.559.6982. All changes in account information (person/persons responsible, address, phone number) should be reported to central records, not student accounts.

All questions relating to Perkins Loans and Hampshire College loans should be directed to the student accounts office.

All students are required to check in each semester (on registration day) to be considered an enrolled student. Class registration alone is not sufficient to meet this requirement. All financial arrangements must be completed prior to registration day to facilitate student registration. Failure to check in in a timely manner will result in an administrative withdrawal from the College. (See the academic policies for information related to administrative withdrawals from the College.)

Students who are withdrawing or going on leave of absence can refer to <http://sfs.hampshire.edu> to review the college refund schedule.

### Financial Aid

x5484

#### Aid Policies

Students who enroll as dependent students are considered dependent throughout their Hampshire career. American 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.

#### Aid Eligibility

Students must demonstrate financial need and must be making satisfactory academic progress 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.

The Center for Academic Support and Advising (CASA) monitors academic progress on a semester basis. At the beginning of each semester, the advising office provides the financial aid office with the names of those students who are on academic probation. Students maintain aid eligibility while on probation. Normally, students are allowed up to two consecutive semesters of academic probation.

#### Aid Application Process

Application materials are available each January. Renewal application packets are mailed to students; new applicants may pick up forms from the office. Each year, students (except international students) and parents must complete and submit these forms by the deadline. Remember that the deadline refers to receipt date, not the postmarked date. All forms must be signed to be acceptable. These forms are also available at [sfs.hampshire.edu](http://sfs.hampshire.edu).

Required by May 1st each year:

1. FAFSA Application: Find this at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). This form determines your eligibility for federal aid programs; it also serves as your application for your state grant. This normally has a May 1st deadline.
2. Profile Application processed by the College Scholarship Service (CSS), online at [www.collegeboard.com](http://www.collegeboard.com).
3. Noncustodial Profile (if applicable); this form is required from your noncustodial parent even if your parents were never married.
4. Signed copies of your parents' federal IRS 1040 tax return(s); the College does not accept tax extension forms—no awards are determined without the actual signed tax return(s).
5. Signed copy of your federal IRS 1040 tax return; if you are not required to file a return, you can complete the form on the reverse side of the Hampshire Aid Application and have it notarized.





## Aid Decisions

Financial aid decisions are mailed to on-time applicants at the end of June each year. Awards are “packaged” to comprise a student loan recommendation, a work-study opportunity, and grant assistance. You must sign and accept your award and provide whatever materials are required to finalize it if it is listed as tentative. Only official, accepted awards can be credited to your student account. Awards are renewable each year as long as you reapply, demonstrate need, and are making satisfactory academic progress. The self-help (loan and work) components of your award will increase each year as you progress toward your degree.

## Student Loans

Students are eligible for a student loan even if they are not receiving assistance from the College. Students not awarded but interested in a student loan have to notify this office in writing. Hampshire is participating in the Federal William D. Ford Direct Loan Program. After you file the FAFSA and the appropriate tax returns, this office handles all of the paperwork for the loan. Annual loan limits are \$5500 for first-year students; \$6500 for second-year; and \$7500 beginning with the third year.

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 interview process before their loans can be disbursed. Students are also required to participate in an exit interview when leaving Hampshire. Student rights, responsibilities, and obligations will be explained during both entrance and exit sessions.

## Student Employment

x5727

Only students who have work-study eligibility as part of their financial aid award are eligible to work on campus. Eligible students can view the master job list and other job listings online at <http://studentemployment.hampshire.edu>. There are a variety of employment opportunities and experiences that will enable students to meet their work-study award eligibility as well as their academic schedule and interests. Students work an average of 10 to 12 hours per week and are paid directly on a biweekly schedule according to the time slips submitted. The wage rate is \$8/hour for all positions. 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. Student accounts allows students to pay up to \$500 per semester from 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. These forms are available from this office and on the web.

## Student Liability, Property, and 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. 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 [www.hampshire.edu/offices/5177.htm](http://www.hampshire.edu/offices/5177.htm).

Sickness and Accident Insurance is not comparable to most employer-type health insurance programs, as it has lifetime per-condition limits as well as sub-limits for out-patient, pharmacy, and other benefits. The policy conditions may result in a student incurring partial or full charges for some medical care. The College is not responsible for any 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 Student Health and Counseling Services 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. 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 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.

Additional information about medical coverage and Health and Counseling Services is in the Campus Services and Resources section of this handbook. For a complete description of the club catastrophic coverage provided for athletes, contact OPRA.

## 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 for details or see [www.fivecolleges.edu/sites/riskmgmt/travel/](http://www.fivecolleges.edu/sites/riskmgmt/travel/).

## 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 has more detailed information on this coverage ([www.fivecolleges.edu/sites/riskmgmt/auto/](http://www.fivecolleges.edu/sites/riskmgmt/auto/)).

- 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, see <http://www.fivecolleges.edu/riskmgmt/driver>.

- 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.

## 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 <http://www.fivecolleges.edu/sites/riskmgmt/persvehicles/> for more information.

## 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 parents’ 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 <http://www.fivecolleges.edu/sites/riskmgmt/policystuliab/#property> 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 a parent'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 parental 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 students 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.

