



Published on *Non Satis Non Scire* (<https://handbook.hampshire.edu>)

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Non Satis Non Scire

Welcome to *Non Satis Non Scire* (Not To Know Is Not Enough), the Hampshire College Student Policy Guide.

Did you know NSNS is your annual contract with the college?

NSNS provides you with your rights and responsibilities as a student as well as links to important information that will help you make decisions about your academic and social success.



Did you know there's a policy update section?

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

Did you know you can access old versions of NSNS?

While students are responsible for following NSNS policies as changes become effective, students are responsible for following the academic program policies for their year of entrance into the college. Visit the [NSNS Archives](#) ^[2] page to review academic policies from your year of entry into the College.

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

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

NOTICE OF NONDISCRIMINATION/AFFIRMATIVE ACTION

Hampshire College reaffirms publicly its moral and legal commitment to a policy of equal opportunity in education and employment. Please click here for the full notice as well as the [discrimination and harassment policy](#) ^[3], how to report, and where to find support and resources.

A NOTE ON PRONOUN USE

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

ACCURACY

We strive to ensure this publication is made as accurate as possible. Please refer to the [Policy Updates](#) [1] section for up-to-date summaries of changes and specifically where to view individual sections that have been modified. While it is our practice to be transparent with students and the community, Hampshire College reserves the right to change and/or modify policies without notice. The [Office of Student Conduct, Rights, & Responsibilities](#) [4] oversees publication of *NSNS*, please direct any questions and feedback to Director of OSCRR, Jessica Fontaine at jfontaine@hampshire.edu [5].

Academic Policies

In this section you will find academic policies for the 2013-2014 academic year.

For policies applicable to other years, please see the [NSNS Archives](#) [2] section.

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



Ethics of Scholarship

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

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

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

Academic Dishonesty: Procedures for Dealing with Violations

Academic dishonesty (plagiarism, fabrication, or falsification of data) is a breach of the ethics of scholarship and a violation of one of the central norms of an academic community. Because reports of academic dishonesty are most likely to arise from work done in a course or for a divisional project, a member of the college faculty usually brings forward the report. When such a report is brought forward, the procedure is as follows:

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

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

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

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

Appeals

The student has the right to appeal the finding of academic dishonesty and/or disciplinary action ^[8] to the vice president of academic affairs and dean of faculty. Findings may be

appealed only on procedural grounds.

Process for Appeal

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

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

Record of Cases of Academic Dishonesty

All cases of academic dishonesty should be reported in writing to the dean of advising. A confidential record of all cases of plagiarism will be maintained by the Center for Academic Support and Advising ^[10] (CASA) to aid in determining appropriate action.

Academic Dishonesty at another institution

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

Plagiarism

Plagiarism

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

Cheating

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

False Citation

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

Poor Documentation

As scholarly writers, we are expected to acknowledge our indebtedness for ideas, phrases, sentences, data, computer code, charts, diagrams, figures, images, and longer verbatim quotations by citing our sources. Sources can include, but are not limited to, course readings, lectures, websites, interviews, and other students' work. The necessity to cite sources extends to both published and unpublished work. Writers prepare for the necessity of proper source citation by taking careful notes on exact wording and spelling, page numbers, and source identification, including any material found on the internet. It is particularly important to present verbatim quotations exactly as they are in the original sources, including any errors.

Paraphrases require documentation, and they must be a true restatement of the original rather than simply a rearrangement of the words in the sources. There are a number of methods of documentation. The form of the reference list or bibliography or footnote style may vary by discipline. There are a number of style manuals that describe the documentation rules for various academic disciplines. Some are in the reference collection at the library; many are online. Please the Hampshire College library for [assistance on citing sources](#) ^[11] via the associated link.

Unacknowledged Use of Work Produced by Others

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

Unacknowledged Multiple Authors or Collaboration

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

acknowledged and cited on each individual's work. Students should consult with their faculty about the expectations and limitations about collaboration specific to each course.

Unacknowledged Multiple Submission

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

False Data

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

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

Academic Advisors

The advisor is fundamental to the student's sense of satisfaction and progress at the College. The relationship between advisor and advisee should genuinely support the student's intellectual growth and provide the student with an important resource for academic training.

Major Roles of the Advisor

- Assisting students in planning an academic program and developing their educational interests
- Helping students understand Hampshire's programs and procedures
- Assisting students in maintaining their academic files
- Contributing to the determination of students' academic standing (refer to section on guidelines for academic progress [13])
- Writing letters of recommendation upon request from a student
- Counseling students about exchange [14], field study [15], leave of absence [16], and withdrawal [17]

It is the student's responsibility to schedule an appointment to discuss their academic

progress at a minimum on advising days and at the end of each term. During Division I [18], the faculty member teaching the student's tutorial will serve as the student's advisor and write the portfolio assessment the student receives upon completion of Division I [18].

During advanced studies, the Division II [12] or Division III [7] chair usually serves as the academic advisor, unless a student, by filing a form with the Center [10] for Academic Support and Advising [10], requests that a different faculty member serve as the academic advisor. The Division II or III committee will retain access to the student's academic records in such cases.

Close student–faculty relationships are a central feature of a Hampshire education. Every student is assigned a first-year advisor to assist with the selection of courses and the planning of the student's academic program. The advisor–advisee connection is strongest when the student and faculty member work closely together on common academic projects. First-year students are assigned an advisor who leads a first-year tutorial in which the student (along with all the other first-year advisees of that advisor) will be enrolled during the first term of study. The first-year tutorial provides an initial basis for the advisor to get to know and assess the advisee's academic progress. Spring term first-year entrants are assigned an advisor who is teaching a class in which the students are enrolled, as there are no first-year tutorials offered in spring term.

Transfer students are assigned an advisor in an area of interest described in a student's proposed program of study.

Academic Program

Important Note: This program applies only to students who entered Hampshire College fall 2011 forward. Students who entered Hampshire College prior to fall 2011 should refer to the NSNS Archives [19] section and follow the policies listed for their entrance year.

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

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

In **Division I** [20], students pursue foundational studies in the liberal arts by designing a first-year curriculum in which they satisfy distribution requirements in various areas of study and develop competence in the four core cumulative academic skills.

In **Division II** [21], students explore their chosen field(s) of emphasis (the concentration) through an individually designed program of courses, independent work, and internships or field studies. In addition to these requirements, students in Division II must include volunteer services to Hampshire or the surrounding community as a part of their Hampshire education and demonstrate an understanding or an engagement with multiple cultural perspectives as they relate to their course of study.

In **Division III** [22] — advanced studies — students complete a major independent project centered on a specific topic, question, or idea as well as two advanced educational activities. In the advanced activities, students are asked to look beyond the specific focus of their work by integrating their work into the larger academic life of the College by engaging in advanced courses, internships, or teaching assistant positions.

Division I

Division I is the foundation of Hampshire's unique three-tiered divisional system, providing a broad introduction to fields and approaches from across the College and requiring independent as well as collaborative work. Actively negotiated at each step by the student and advisor, Division I paves the way for a well-conceived individualized concentration in Division II, and, ultimately, for Division III, upon completion of which all graduating students are expected to be fully capable of conceptualizing and executing advanced independent projects. In Division I, students are:

- Exposed to a wide range of distinct critical, scientific and creative approaches across the academic program and encouraged to make critical connections between and across subjects and methodologies
- Required to assess and demonstrably refine their abilities in four core cumulative skills (writing and research; quantitative skills; independent work; and multiple cultural perspectives)
- Asked to engage in collaborative projects that maintain and improve the Hampshire campus community outside of the classroom

A student's advisor will periodically review academic progress during and at the end of each semester of Division I to identify the student's developing areas of strength as well as indications of the need for further study.

During their first two semesters of enrollment, first-year students must complete satisfactorily at least seven faculty-evaluated courses (which may include independent study), four of which must meet areas of distribution in four of the five areas listed below, and a Campus-Engaged Learning Activity (CEL-1, described below). The five distribution areas, which faculty have identified as characteristic of and fundamental to Hampshire's distinctive academic program, are:

- Arts, Design, and Media (ADM)
- Culture, Humanities, and Languages (CHL)
- Mind, Brain, and Information (MBI)
- Physical and Biological Sciences (PBS)
- Power, Community and Social Justice (PCSJ) Academic Policies 60

In addition to completing courses in four out of the five distribution areas, first-year students must take at least three elective courses drawn from the curriculum offered by any of the Schools of Hampshire College (Cognitive Science [23], Critical Social Inquiry [24], Humanities, Arts and Cultural Studies [25], Interdisciplinary Arts [26], Natural Science [27]) or from the Five Colleges [28]. Students must receive a grade of C or better in a Five College course. Distribution requirements may only be satisfied by 100-level Hampshire courses or specifically designated 200-level Hampshire courses. Fall entrants take a required tutorial, a small, advisor-led seminar, which also counts for distribution.

Students are strongly encouraged to incorporate language study into their academic program. Because languages are best learned when studied continuously, students electing to study another language are strongly encouraged to enroll in language courses in the first year. Language study is also good preparation for study abroad in Division II or III. Language courses are part of the Culture, Humanities and Languages (CHL) distribution area and may be used to fulfill that requirement.

In addition to a minimum of seven faculty-evaluated courses, students in Division I must carry out at least one Campus-Engaged Learning Activity (CEL-1) (a minimum of 40 hours, approximately equal to course contact hours). The appropriate CEL-1 will be determined in consultation with the tutorial advisor and the activity sponsor. The student will document the fulfillment of the CEL-1 and include a reflection on it in the Division I retrospective essay.

All CEL-1 activities must:

- Involve collaborative learning
- Include a minimum of 40 hours of work (over the course of one or more semesters)

- Include or be accompanied by systematic documentation and written reflection on the learning

The CEL-1 requirement enables entering first-year students' early integration into the life and ethos of the College. The basis of a Hampshire education, *Non Satis Scire* ("to know is not enough"), requires all community members to make active connections between their academic pursuits and other areas of their lives, recognizing that the projects we undertake outside of the classroom matter. Hampshire College also expects faculty, staff and students to work collaboratively toward the achievement of shared goals, and to contribute to our community in imaginative ways. The CEL-1's collaborative spirit and the requirement that students reflect critically and think carefully about their own engagement also prepare them to become critically engaged scholars, artists and scientists who participate actively and responsibly in the Hampshire community and the larger world. While students and advisors can select a CEL-1 from among well-established options—activities that Hampshire students have long been actively engaged in—the requirement also encourages projects pioneered by Division II and III students, staff, and faculty members themselves. With the advisor's approval, groups of first-year students may propose, design and carry out new, innovative CEL-1 projects that enhance students' ability to work with others toward shared goals. CEL-1 projects can be aimed at improving the campus, enhancing our academic program and its connection to applied, practical non-course-based activities, addressing specific needs, or at building a spirit of community and collaboration across our varied constituencies.

Transfer students must complete courses in four of the five distribution areas plus four additional (elective) courses. The elective courses may be drawn from courses taken prior to enrolling at Hampshire, courses completed at Hampshire, or a combination of the two. Transfer students do not complete CEL-1 at the Division I level but are required to complete CEL-2 at the Division II level.

First-Year Students with Advanced Standing

Students who have completed fewer than 15 semester or 23 quarter credits of college work will be considered first-year entrants and must meet all distribution and additional course requirements of the Division I curriculum as a matriculated Hampshire student. First-year students who present Advanced Placement (AP) exam scores of 4 or higher, International Baccalaureate (IB) Higher-Level exam scores of 5 or higher and/or transferable college credit (described below) may use this work in place of up to three elective courses in Division I. Additionally, a fourth AP, IB, or college course may be included as part of students' Division II portfolios. Students who present international exams, the GCE A-Level, German Abitur, Swiss Matura and others may also receive advanced standing.

Transferable college credit for advanced standing includes regular academic courses taken

during or post high school at regionally accredited US institutions graded C or better. This policy includes dual enrollment and early college program participants. College transcripts are required to evaluate advanced standing. Students receiving an associate's degree should normally apply as transfer students.

Students may place into upper-level courses to fulfill distribution requirements with evidence of AP exams with scores of 4 or higher, IB higher level exams with scores of 5 or higher, or college courses graded C or better (college transcript required) in the appropriate area. Please see the [Center for Academic Support and Advising](#) ^[10] (CASA) or [central records](#) ^[29] after you arrive on campus to discuss using non-distribution courses to fulfill [Division I](#) ^[18] distribution requirements.

Completion of Division I

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

After receiving evaluations for second-semester work, and after reviewing the Division I portfolio, the advisor will determine if a student has satisfied all Division I requirements, and (if so) will pass the student's Division I examination by the beginning of the third semester. Students who do not satisfy all Division I requirements on the basis of their first two semesters' work should consult with their advisor to address the need for further study to ensure the satisfactory completion of Division I, including the distribution requirements, courses, CEL-1, and progress on the cumulative skills.

The Division I self-evaluation must be filed on [TheHub](#) ^[30] when a student has satisfied the Division I requirements, including a retrospective essay reflecting on Division I work, and a successful review of the Division I portfolio with the faculty advisor. Students must also save online the final selection of courses used to fulfill Division I requirements. When Division I is complete, the advisor then prepares an evaluation online based on the Division I portfolio. Students must complete Division I before filing Division II.

When transfer students complete all the Division I course requirements, they should notify [central records](#) ^[29] in order to record a Division I pass. Transfer students do not need to write a Division I self-evaluation or submit a Division I portfolio. They will not receive a Division I evaluation. Transfer students should refer to the [transfer policy section](#) ^[31].

Division II

Division II is the core of a student's education at Hampshire College. It consists of an area of concentration pursued through courses and other learning activities, as well as the Multiple Cultural Perspectives ^[32] requirement, additional studies outside the area of concentration as appropriate, and the Community Engagement and Learning ^[33] (CEL-2) requirement. The Division II final meeting, at which the concentration is passed, completes the process.

The concentration is an area of learning that students pursue in depth according to their individual interests and needs. Each student designs and carries out a concentration with the guidance and supervision of a committee of faculty selected by the student for this purpose. Two Hampshire College faculty must be members of the committee, one of whom serves as chair. A Five College faculty member or an individual from the surrounding community may occasionally serve as a third member.

Within the limits of the resources of the College, the Five Colleges, and the ability of the student and the student's committee to locate resources for the student, there is great latitude in the design of a concentration. It is essential, however, that a concentration proceed on the basis of a plan, that it be a coherent body of studies, and that it build from work at foundational levels to advanced work. Division II comprises four semesters of work (usually the second and third year of study), with the portfolio of work submitted to the committee at the conclusion of Division II representing the equivalent of four semesters' worth of work in the concentration in Division II. The Division II contract must be formally filed at the latest by the deadline at the beginning of the fourth semester, but may be filed as soon as the student has passed Division I after the second semester.

In the concentration, the student seeks to achieve a grasp of particular knowledge and techniques, the broader concepts that lie behind them, and critical and analytical skills appropriate to the relevant disciplines. A concentration may range from a plan of study similar to that of a traditional college major to a highly individualized program of study that encompasses several disciplines or areas of conceptual thought and understanding. It may include a number of kinds of learning activities: independent studies and projects, courses, reading programs, internships, and other forms of field study away from the campus.

The concentration is not the whole of a student's work in Division II; additional studies outside the area of concentration are also an important part. Along with the concentration, the student is expected to pursue academic interests in areas unrelated to the concentration, much as a student at a traditional college would engage interests outside the major. Because these

additional studies need not meet the criteria for a concentration (coherence and building), this feature gives the Division II student an added measure of flexibility and freedom in designing a course of study.

When students have completed sufficient studies in the area of concentration to pass Division II (usually at the end of the third year, or sixth semester), they submit a retrospective and a portfolio of their work to their committee. If the committee agrees that a student is ready to pass, they hold a final meeting. When a student has passed Division II, the committee records a pass, and files a written evaluation on [TheHub](#) ^[34] that becomes part of the student's academic record.

Division II Requirements

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

Multiple Cultural Perspectives

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

Critical Issues for Multiple Cultural Perspectives Requirement

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

1. **Non-Western perspectives:** Study of non-Western peoples and cultures will help students to understand better the cultural diversity of the interconnected world at large. An intellectually vigorous engagement with non-Western perspectives expands

the way one comprehends the world. To achieve this goal, students must incorporate study of nonWestern peoples and cultures into their Division II.

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

Community Engagement and Learning (CEL-2)

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

Working closely with their academic advisors ^[35], Hampshire students will design and fulfill their Community Engagement and Learning requirement after they have filed and before the conclusion of their Division II. Engaging in a sustained, semester-long equivalent (about

40 hours) of community-based learning, students will demonstrate social responsibility by meeting agreed-upon goals defined by an organization, person, or community on or, more typically, off campus. To the extent possible, these contributions and the engaged learning that results will complement or in some way further a student's academic course of study, and may take many forms. Typical examples are:

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

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

Students are expected to engage in ongoing reflection on the relationship between their own learning goals and community needs as defined by the individual(s) or organization(s) with whom they are working. A reflective essay that describes the work accomplished, the need(s) being addressed, the learning that took place from this experience, and (where applicable) the integration of this learning with the academic focus of a student's concentration will be included in the final Division II portfolio, along with any documented project work completed for the sponsor. Upon completion of each activity, a supervisor must sign a brief form and evaluate the student's work. This evaluation, the reflective essay, and accompanying documentation must be included in the Division II portfolio.

Division II Field Study or Exchange

Students may include off-campus study at any time during the Division II, taking opportunities to study abroad or elsewhere in the United States, either on Hampshire exchange ^[14] or on field study ^[15]. Because of the need to pass Division I, form a committee, and file Division II, off campus study is not recommended for third-semester students except in exceptional cases. To be eligible for exchange ^[14] or field study ^[15], students must file for Division II prior to the start of their semester off campus.

Students on field study ^[15] or exchange ^[14] during the fall semester may enroll in January term courses only with special permission from the dean of academic support and advising.

Students are expected to register for and complete the January term class that is relevant to

their divisional work. Field study [15] students who obtain this permission must live on campus and pay the fees for tuition and room as listed in the fee brochure distributed by student financial services [36]. Fall term Hampshire exchange [14] participants who obtain this permission will not be required to pay additional tuition fees, but will be assessed housing fees on a program-by-program basis. Refer to the Field Study [37] or Exchange [38] section or the Center for Academic Support and Advising website [10] for more information.

Filing Dates & Deadlines for Division II

Central records [29] publishes the academic calendar [6] detailing the filing deadlines for each academic year.

Procedures

- If students complete all the requirements for Division I [18] in their first year, they submit a preliminary statement about their goals for Division II in their Division I portfolio, which forms the basis for further discussion with their advisor and potential Division II committee members. Students who are still working on completing Division I requirements in their third semester or are still developing their ideas for Division II begin to work on their Division II contract during their third semester and meet with faculty members they may want on their Division II committees to discuss their ideas.
- Courses taken during the first two semesters of enrollment not used to fulfill Division I [18] requirements may be applied to the Division II if relevant. Courses taken during the third semester of enrollment, if not needed to fulfill Division I [18] requirements, will also become part of the Division II concentration if relevant, even though the Division II has not yet been filed on TheHub [34]. In all instances, the third semester is considered a Division II semester.
- In consultation with the advisor and the potential members of the concentration committee, the student drafts a Division II contract on TheHub [30]. As the contract indicates, the student should state the general goals of the concentration, naming the fields of inquiry, techniques, and skills that the student seeks to understand and develop through the plan of study, and indicate prior experiences, including those in Division I [18], that contributed to the choice of the concentration; outline the learning activities that will constitute the plan of study, showing how they relate to its general goals; indicate expectations for assistance and supervision that the student will receive from faculty; and state the ways in which the student intends to demonstrate fulfillment of the Division II contract. The contract also includes a statement of how the student's work relates to the Multiple Cultural Perspectives requirement (see Requirements [39] section)

and, if possible, how the student plans to fulfill the Community Engagement and Learning requirement.

- A member of the Division II committee is designated as the chairperson. The chairperson has the primary responsibility for monitoring the progress of the concentration, overseeing the final meeting, and writing the student's Division II evaluation. The Division II chair serves as the academic advisor, unless a student, by filing a form with the Center for Academic Support and Advising [10], requests that a different faculty member serve as the academic advisor.
- Students should work on developing their Division II contracts, in consultation with their advisors and relevant faculty members, during their third semester. Depending on their Division I [18] pass date, students may post the contract as ready for faculty signatures anytime between the beginning of the third semester and the beginning of the fourth semester of enrollment (the final deadline). Committee members electronically sign the contract, which files it with central records [29]. Division II is a four-semester undertaking, with at least three semesters completed after filing the Division II contract. The portfolio of work submitted to the Division II committee represents the equivalent of four semesters' worth of work in Division II.
- The initial Division II contract may be and usually is amended or rewritten during the period of work on the concentration by completing a new draft on TheHub [30]. However, to ensure the accuracy of the information included in the Division II evaluation, students must revise their Division II contracts during their final full semester of Division II, after the end of that semester's add/drop period. Any contract revision must be signed by all members of the committee.
- The student is responsible for fulfilling all the commitments detailed in the Division II contract. Evidence of completion will typically include course evaluations, Five College grades, research papers, and lab work; fulfillment of the Multiple Cultural Perspective; and evaluations for internships, independent studies, performance, artistic work, and Community Service or Community Engagement and Learning. All work completed on field study or exchange must be evaluated, documented, and recorded by the central records [29] office.
- Periodic feedback from the committee chairperson will provide a sense of how the concentration is progressing. Before a final meeting is scheduled, the student should contact the chairperson to verify that all of the materials to be submitted for evaluation as specified by the contract have been made available to each committee member. At that point, the student should arrange the time of the final meeting with the members of the committee. Although the format and style of the final meeting varies, it is normally an oral examination of the student's Division II work, which involves a discussion of the central questions addressed in the concentration.

- Students are encouraged to include a statement about prospective Division III work as a part of the Division II portfolio submitted for evaluation. It is expected that Division III work will grow out of Division II work, as Division III is not the place to acquire knowledge, skills, methodologies, and techniques necessary for independent study. Division III work should be undertaken in a different area of study only in cases in which the student has appropriate other background that constitutes suitable preparation for advanced work.
- Prior to the final meeting, students must submit a final revision of the Division II contract on [TheHub](#) ^[34], updating the list of courses and other learning activities included in the concentration. The revision should also contain any necessary changes in committee members, community service requirements, and other aspects of the contract. The Division II committee should sign the revised contract on [TheHub](#) ^[34] prior to the final meeting.
- Students must submit their Community Engagement and Learning evaluations to [central records](#) ^[29] for recording prior to the final meeting. The evaluation should be on letterhead of the institution where the student provided service, and include a description of the work done and evaluative comments of the student's performance. It should be signed by the evaluator and contain the evaluator's name, title, and institutional affiliation.
- All Hampshire faculty committee members must sign the online pass form. The pass date recorded will be the date the last committee member signs the pass online. The committee chairperson will then write a formal evaluation online in accordance with evaluation deadlines.
- **NOTE:** Division II is considered to be a four semester long undertaking. Under exceptional circumstances, students who have demonstrated outstanding accomplishment in their Division II studies may, with the support of their Division II committee, petition for an accelerated Division II. They must do this in the anticipated final semester of their Division II. Students must be able to demonstrate not only that they will have completed the equivalent of four semesters worth of work in their Division II, but also that their work rises to an exceptional level. They must also demonstrate readiness for [Division III](#) ^[7], including commitments from a [Division III](#) ^[7] committee. Students must complete the application form available at the [Center for Academic Support and Advising](#) ^[10] and secure written support from both Division II committee members. The full application must be submitted to [CASA](#) ^[10] no later than November 1 or April 1 of a student's anticipated final semester of Division II. [Division III](#) ^[7] requires at least two full semesters of enrollment.

Procedures for Division II Work

Students begin to formulate preliminary ideas for a course of study in Division II toward the end of the second semester. As a result of discussions with the faculty, by the beginning of the

third semester (and no later than the beginning of the fourth semester) a Division II committee is formed, consisting of two Hampshire College faculty who, together with the student, discuss how the student's interests and goals might be best addressed. The student drafts a Division II contract—a description of various learning activities to be completed over the span of Division II that reflects the student's interests and goals as well as the concern for breadth and intellectual rigor.

As each student carries out Division II, the faculty committee provides guidance in the form of critical comments, advice, and ongoing evaluation. The process culminates in the presentation of a portfolio consisting of papers written for courses or independent projects, course and fieldwork or internship evaluations, artistic products, and other evidence that the terms of the Division II contract have been fulfilled. The student and the committee members discuss the material, and if the student is judged to have passed the Division II, the Division II committee prepares a Division II evaluation that will be recorded in the student's online academic file.

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

Division III

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

The Advanced Independent Project

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

that can be evaluated by the student's faculty committee.

Division III Advanced Educational Activities

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

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

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

Definitions

Advanced Course

An advanced course related to the student's Division III area of study. All Hampshire 300-level courses may be used with the approval of the committee. A 200-level Hampshire course may

be used if comments from the committee chair explaining the appropriateness of using that 200-level course are included in the Division III contract at the time of filing. Courses taken at another college or university that are directed at seniors or graduate students may be used with the approval of the committee.

Supervised Teaching

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

Awarding of Degrees

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

All But Division III Degree Program (AB Division III)

Students whose last semester of enrollment was at least ten years ago and who have completed Division II are eligible to apply for admission to the AB Division III program. Students in this program complete their work away from campus and are permitted a maximum of four consecutive semesters in which to complete all degree requirements. Further information is available from the [Center for ^{\[10\]}Academic Support and Advising ^{\[10\]}](#).

Extensions & Leaves of Absence for Division III

Extensions for Division III Work

This policy applies only to students who filed to complete Division III in December 2013.

Normally, a student who does not complete Division III work by the projected date will be enrolled as a full-time student for an additional term, with full access to the faculty and facilities of the College. The student and their committee must assess how much work remains to be done and how much faculty supervision or other use of college resources is likely to be required. The student then submits the appropriate form to the [Center for Academic Support and Advising ^{\[10\]}](#) requesting one of the following categories:

- If the student needs only a limited amount of faculty time for completion and evaluation of the Division III work, the student pays a fee of approximately one-third tuition. The student is not in residence. Individual arrangements are made with the student's committee. The student's work is due to the committee no later than the October deadline ^[6] in the fall term and the March deadline ^[6] in the spring term. If this date of completion is not met, the student becomes fully enrolled and is charged full tuition for the term.
- If all of the Division III work is complete except for the final draft or minor revisions and can be completed away from the College and without faculty supervision, the student pays a graduation fee. This completion deadline is in early September or February of the successive semester. If major revision or faculty involvement is required, the student falls into the previous category. Students must meet with the Division III counselor in CASA ^[10] to discuss requesting any extension deadline.

Students Who Do Not Finish Division III by the Completion Deadline

Beginning with students who filed/failed to complete Division III in May 2014, this revised policy applies.

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

In extenuating circumstances, a student may request an extension for completing the Division III project. If a student is granted an extension, the date for submission of all completed work would be the first advising day in the following semester.

In order to be considered eligible for the extension date instead of the typical extra semester of enrollment, the Division III committee would need to certify, no later than the final day of classes, that they had received and reviewed Division III work that constitutes at least 90% of the total expected for that student's independent project. The student must have completed both advanced activities. (See policy on advanced educational activities ^[7] the Division III Guide ^[40].)

Students who meet the above requirements to qualify for an extension date will be given the opportunity to be on leave of absence for the next semester, for only one semester, before taking advantage of finishing Division III on extension during the term following the leave. If a student decides to take a leave of absence for the following term, that student will have until January 15 after fall semester or June 15 after spring semester to indicate a change of plans. The status as of January 15 or June 15 is final. If the student has chosen to finish Division III

with the extension date, that student is expected to turn in all work by the first advising day of the following semester. If the student has chosen leave of absence, the student will be placed on leave status for the following semester, and expected to turn in all work for completion of the Division III by the first advising day of the term following the one-semester leave. Students who choose to be on leave of absence may not continue on leave for more than one term.

A student who successfully completes all necessary work by the advising day deadline and passes Division III may then request a letter from the Office of Central Records ^[29] stating that degree requirements have been met. The degree would be voted by faculty and trustees during the following February or May, and the diploma would be made available to the student following the voting of degrees.

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

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

Division III Leave of Absence

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

Procedures for Division III

Filing Division III

To begin work in Division III, each student first forms a Division III committee. The committee must have at least two Hampshire faculty members, typically a chair and a member, but sometimes co-chairs. Many committees consist of only these two members, but it is possible to include an additional member, a Five College faculty member, or another person with special expertise. A token honorarium is offered to Five College faculty who are members of a Hampshire student's Division III committee. To facilitate the formation of the Division III committee, during the final semester of Division II students are asked to post a preliminary Division III proposal on [TheHub](#) ^[41] and also to name three potential faculty members who could serve as chair of the committee and three who could serve as the member. This process alerts faculty as to which students may want them on their committees, and sets the stage for students to contact these faculty for face-to-face meetings.

After forming the committee, the student completes a Division III contract on [TheHub](#) ^[41] and asks committee members to "sign" the contract indicating approval for the proposed program of study. Because Division III is a two-semester undertaking, the contract must be signed early in the semester preceding the anticipated final semester. Calendars with specific deadline information are available in [central records](#) ^[29], the [academic year calendar](#) ^[6], and [the Division III Guide for Students](#) ^[40].

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

The Project Proposal

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

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

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

availability

- The form the final project will take
- Description of two advanced educational activities [7]

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

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

Contract Revisions

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

Progress Reports

Each student must submit a progress report to their Division III committee and central records [29] by the published deadlines [6] early in the final semester of Division III. At this time, the student's Division III committee assesses in writing whether the student is progressing satisfactorily toward the completion of the contract. The chairperson is responsible for submitting the committee's assessment of progress to the central records office [29] by the published deadlines [6].

Division III Funding

Students who receive financial aid and have already expended the funds included in their aid package may apply to the financial aid office [42] for additional funds. Students should not expect the College to meet the expenses of costly Division III projects. Several college programs also offer partial funding for Division III. Information about applying for these funds is available in the Division III Guide for Students, available on the CASA website [10].

Completion Dates

Spring Terms

- Committee members will decide and committee chairs will communicate to students the date by which completed Division III work must be submitted to the committee.
- All final meetings must be held by the third Friday before commencement. Commencement takes place on a Saturday. All final presentations, including film screenings, gallery shows, and theater productions, must take place by this date. If a final meeting does not take place by this deadline, the student will request a September or October extension for graduation and be charged the corresponding fee. If the Division III is passed by the September or October deadline, the degree will be voted the following February. See the [Extensions for Division III Work](#) ^[43] section.
- All Division III evaluations will be due in [central records](#) ^[29] ten days after the Division III pass deadline.
- The faculty meeting at which degrees are voted upon is held the Tuesday before commencement.

Fall Terms

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

- Committee members will decide and the committee chair will communicate to students the date by which completed Division III work must be submitted to the committee.
- All final meetings must be held in December by the posted deadline. All final presentations, including film screenings, gallery shows, and theater productions, must take place by this date. If a final meeting does not take place by this deadline, the student will request a February or March extension for graduation and be charged the corresponding fee. If the Division III is passed by the February or March deadline, the degree will be voted the following May. See the [Extensions for Division III Work](#) ^[43] section.
- For students whose committees are available to meet and write the evaluation in January, all final meetings must be held by the Friday of the first full week of January term classes. All final presentations, including film screenings, gallery shows, and theater productions, must take place by this date. If a final meeting does not take place by this deadline, the student will request a February or March extension for graduation and pay the corresponding fee. The degree will be voted the following May.
- All Division III evaluations for students completing in a fall term will be due in central records by the Friday of the second full week of January term classes.
- Degrees will be voted at the first faculty meeting of the spring term in February.

Final Evaluation

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

Division III Field Study or Exchange

Division III ordinarily requires that a student be in residence at the College for two full semesters. An exception to this policy is available when a student's Division III project involves work in the field or on exchange during the first semester of Division III. In such a case, the student may be granted field study or exchange status for the first semester of Division III work. Students must apply for an exchange program through the [Global Education Office](#) ^[44]. Refer to the [Exchange, Field Study, Leave, or Withdrawal](#) ^[45] section. The final semester of Division III must be one of full enrollment on campus, not on field study or exchange.

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

Responsibilities of the College, Schools, and Faculty

The College

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

The Schools

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

The Faculty

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

Transfer Policy

Transfer students are required to fulfill all distribution and additional course requirements of Hampshire's Division I, II and III. Transfer course work completed prior to enrollment at Hampshire may be used to satisfy some of Hampshire's graduation requirements. To be considered for transfer status, students must have been enrolled at a regionally accredited college or university on a full- or part-time basis and have completed at least 15 transferable semester credits or 23 quarter credits in a variety of academic (liberal arts and sciences) disciplines prior to enrollment at Hampshire. Courses must be comparable in academic demands and disciplines to those offered at Hampshire, be graded C or better and not be recorded as high school credit. Students who have completed fewer than 15 semester credits or 23 quarter credits of college work will be considered first-year entrants and should refer to the description of the [first-year program](#) ^[18] for more information. Hampshire College will transfer courses completed during high school dual-enrollment programs only if the student's transfer institution has awarded them credit. Hampshire will also transfer Advanced Placement Program (AP) exams scores of 4 or higher and International Baccalaureate (IB) higher level exams scores of 5 or higher for up to 4 Division I elective requirements.

Students may place into upper-level courses to fulfill distribution requirements with evidence of AP exams with scores of 4 or higher, IB higher level exams with scores of 5 or higher, or college courses graded C or better (college transcript required) in the appropriate area. Please see the [Center for Academic Support and Advising \(CASA\)](#) ^[10] or [central records](#) ^[29] after you arrive on campus to discuss using non-distribution courses to fulfill [Division I](#) ^[18] distribution requirements.

Prior to matriculation, transfer students' transcripts are evaluated to determine which 8 Division I course requirements may have been fulfilled through transfer work. Any remaining first-year course requirements must be completed during the first semester of enrollment. Distribution requirements that have been met will be indicated when students fill out their course preference forms on TheHub prior to matriculation. At a meeting for transfer students

during orientation, transfer students will receive a list of the courses from their previous institution(s). Courses that were accepted to satisfy Division I distribution requirements will be noted as such.

During their first semester, students fill out a Division I [18] declaration form listing the 4 distribution requirements and 4 electives needed to complete Division I [18]. These courses may be from a student's previous institution, College courses, or a combination of both. After the completion of all 8 courses with accompanying grades and or evaluations is evidenced, central records [29] will record a Division I [18] pass, which will allow the student to file their Division II [12] contract. Transfer students do not complete Division I [18] portfolios or submit Division I [18] retrospective essays.

Like all Hampshire College students, transfer students negotiate a plan of study for Division II [12] with their advisor. Transfer courses not used for the completion of Division I [18] are eligible for inclusion in Division II [12] with approval of the student's Division II [12] committee. This plan and the rate of academic progress will be determined in part, on the amount of prior course work used for Division I and II. Please see the section concerning requirements and procedures for filing Division II [12]. When determining when a student's Division II [12] is ready to be passed, the faculty committee takes into consideration: the number and type of courses and other learning activities in the portfolio and whether they form a comprehensive body of work; the student's proficiency with writing and other modes of expression and presentation; and the student's readiness, in terms of requisite knowledge and skills, to embark on the proposed Division III [7] project. The completion date of Division II [12] will be determined by the student's committee with approval by the appropriate dean in the Center for Academic Support and Advising [10].

NOTE: Students receiving financial aid should consult with the financial aid office [42] regarding the number of semesters of financial aid eligibility.

Academic Records

Students' academic files are the responsibility of the Central Records Office [29]. Students have access to their paper files at any time during open office hours; online evaluations are available through TheHub [46]. A picture ID must be presented upon requesting the paper file, which generally contains only outside evaluations of activities such as learning activities and internships, and transcripts for study-abroad programs. Any of the records may be photocopied on the machine located in the Central Records Office [29]. Students are responsible for checking the accuracy of their records and reporting any discrepancies to the Central Records Office [29].

Course Registration

There is an advising and preregistration period each semester during which students meet with their advisors to discuss their proposed programs for the following semester. Hampshire students may preregister for Hampshire courses and request Five College courses at this time. Students cannot preregister for courses for the following semester until their advisors give them permission on TheHub [41], so it is essential for them to meet. Course registration instructions are located on the central records webpage [29]. Students may register for courses

until the end of the registration period indicated in the [academic calendar](#) [6]. Courses dropped after the end of the registration period will be recorded on the student transcript as “W” for “Withdrawn”.

Students with documented medical reasons or other verified, unforeseen grounds of personal or family hardship may contact the [Center for Academic Support and Advising](#) [10] to request an exception to this policy. If a course is not properly dropped by the deadline, a “no evaluation” notation will be recorded on the transcript. In the case of a Five College course, a grade of F will be recorded. Only successfully completed cocurricular courses are recorded on the transcript. The need to observe religious holidays will be honored by arrangement with individual faculty members. The Commonwealth of Massachusetts statute ensures that any student who is unable, because of religious beliefs, to attend classes or to participate in any examination, study, or work requirement on a particular day shall be excused and shall be provided with an opportunity to make up such examination, study, or work requirement that may have been missed because of such absence on any particular day, provided, however, that such makeup shall not create an unreasonable burden upon the College. No adverse or prejudicial effects shall result to the student.

Five College Courses

Listed below are the rules and regulations covering enrollment in offcampus courses. These regulations have been worked out by mutual agreement among the Five Colleges.

Registration instructions are located on the [central records webpage](#) [47].

- Students may preregister for a maximum of two Five College courses. During the add/drop period, students may request additional Five College courses, with advisor approval. Students may take no more than two courses at Amherst College in any one semester.
- Off-campus courses do not incur extra tuition charges unless there are special lab fees, private music lesson and practice fees, or special materials. Registration for Five College courses in any registration period is completed on [TheHub](#) [30] through the Five College course request system. Enrollment in a course is not guaranteed until the class actually begins.
- If a student fails to enroll properly in a Five College course by the stated deadline, the grade in the course will not be recorded. The other colleges will not permit enrollment after this date unless the student has been granted an exception through the Late Add Justification process.
- For yearlong courses, students must repeat the registration process for the spring term.
- Students taking Five College courses are subject to the grading system, calendar, and academic honor system of the host institution and must take all exams at the time scheduled by the host institution. Five College registration policies and practices vary from institution to institution. Some instructors in the other four colleges will provide a

written evaluation in addition to (not in place of) the required grade, on request. A Five College grading system is used by the Five Colleges. Students may be graded on a 14-point system (A+, A, A-, B+, B, B-, etc.) when taught by Five College–appointed faculty.

- Division III students who enroll in off-campus courses to fulfill advanced educational activities that extend beyond Hampshire graduation deadlines should be aware that formal awarding of the degree will be delayed if confirmation of course completion is not received prior to commencement.

January Term

January term at Hampshire offers a unique opportunity to pursue a variety of interests. Students may study a specific subject in depth, take practical courses or workshops, participate in seminars, or work independently on divisional examinations. January term can also be a time to pursue other activities related to the academic program such as Campus-Engaged Learning Activities or internships. January term opportunities may also include intensive language study and faculty-led international and domestic short-term field courses. January term course offerings and workshops are taught by both regular and visiting faculty, as well as alumni, staff, and students.

The College encourages active participation in January term. Students may also work, travel, or study elsewhere in January. Students may participate in January term courses or activities offered at the other private colleges in the consortium, if open to Hampshire students. At the University of Massachusetts Amherst, January term courses are offered through the Division of Continuing Education, which is not part of the Five College interchange, and are scheduled earlier, during the university's winter term. Students may participate in these courses, but must pay the required fees and request a separate transcript.

All students participating in the January term are expected to register for and complete a January term activity that is relevant to their academic program. Students studying on campus in the fall semester are eligible to participate in the January term. Students on field study or exchange during the fall semester may participate in on-campus January term activities only with special permission from the dean of academic support and advising. Students on leave of absence during the fall semester or newly admitted in the spring semester are not eligible to participate in the January term. Students wishing to participate in faculty-led short-term field courses should apply through the [Global Education Office](#) ^[44].

Tuition, room and board fees for the January term are included in the regular semester fee schedule, with the following exceptions. [Field study](#) ^[15] students who obtain permission to

participate in the January term must live on campus and pay the fees for tuition, room and board as listed in the fee brochure distributed by [student financial services](#) [36]. Fall term Hampshire [exchange](#) [14] participants who obtain a permission to enroll in January term must live on campus and will not be required to pay additional tuition fees, but will be assessed room and board fees on a program-by-program basis.

Directory Information & Privacy of Records

Directory Information

It is college policy to keep student records confidential, with the exception of the following “directory information,” which is considered public. It will be made available upon request at the discretion of the [central records](#) [29] staff, unless a written request to withhold directory information is given to the director of central records. Students should realize that withholding this information may complicate enrollment verification to future employers or graduate schools and dissemination of information from within the College. Public directory information is considered to be:

- Name
- Primary address and phone number
- Campus address and phone number
- Campus email address
- Identification photo
- Dates of attendance
- Field of concentration
- Name of advisor
- Participation in officially recognized activities/course enrollment
- Dates, titles, and committees of divisional examinations
- Most recent educational institution attended

Telephone inquiries for alumni addresses and phone numbers are answered by the [Alumni and Family Relations Office](#) [48], which releases this information only to other alumni, Hampshire and Five College faculty, and other inquirers expressly authorized by the alum. Hampshire

students interested in contacting alums are encouraged to email alumni@hampshire.edu [49] with their requests.

Privacy of Records

Privacy rights apply only to currently enrolled students; Hampshire applicants, former students and alumni are not covered. These rights pertain to any educational records in whatever

form maintained by the College.

Type of Record	Responsible Office
<u>Academic</u> [29]	director of central records
<u>Admissions</u> [50]	dean of academic support and advising/dean of admissions
<u>Disciplinary</u> [51]	dean of students office/ office of student conduct, rights, and responsibilities
<u>Financial Aid</u> [42]	director of financial aid

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

- Personal files kept by a college staff member if the record is not revealed to others and is kept in the sole possession of the staff member
- Student employment records that relate exclusively to the student in the capacity of an employee
- Records maintained separately from educational records solely for law enforcement purposes
- Medical records maintained by the college student health clinic
- Parents’ financial records

Access to student educational records will be provided without prior written consent where such disclosure involves:

- Hampshire College officials who have a legitimate educational interest in the record; a school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted as its agent to provide a service instead of using college employees or officials (such as an attorney, auditor, or collection agent); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing their tasks
- Officials of another school in which the student seeks or intends to enroll
- Federal, state, and local agencies and authorities as provided under law
- Parents of an eligible student if the student is claimed as a dependent for income tax purposes
- Organizations conducting studies for or on behalf of an educational institution, where such studies will not permit personal identification of students or their parents by those

other than the representatives of such organizations

- Appropriate parties in a health or safety emergency
- Compliance with a disciplinary order or lawfully issued subpoena, where reasonable effort has been made to notify the student in advance of compliance
- Other circumstances permitted by the Family Educational Rights and Privacy Act of 1976 (FERPA), as amended

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

Waiver Forms

Upon matriculation, students are asked to complete a waiver online stating whether or not the College can provide information about academic progress and/or copies of narrative evaluations to parents, upon their request. If the form is not completed, it will be assumed that information about a student's academic progress may be given. A student may rescind or revise permission for access online at any time.

Request for Amendment to Educational Records

If an eligible student believes information contained in the educational record is inaccurate, misleading, or in violation of the student's privacy, the student may request a review of the record and its amendment. If appropriate college officials so decide, the record should be amended within 30 days. If the College decides not to amend a record, the student shall be notified immediately and informed of the right to a hearing. A hearing may not be requested in cases where the student is disputing a faculty member's judgment of academic work. Such disputes should be taken up in consultation with the appropriate School dean and the dean of the faculty.

Preferred Names & Pronouns

Many members of the Hampshire community use names other than their legal names to identify themselves. As long as the use of this different name is not for the purposes of misrepresentation, Hampshire acknowledges that a preferred first name and pronoun may be

used wherever possible in the course of a student's education. Use of the preferred name instead of the legal name will be gradually phased in, except where the use of the legal name is required, such as payroll records and student transcripts.

Students should give serious consideration to the request to use a preferred name and/or pronoun, as this choice will be permanently reflected in the narrative portions of the academic transcript ^[52]. Although students are generally free to determine the preferred names they wish to be known by, inappropriate use of the preferred name policy (including but not limited to avoiding a legal obligation or misrepresentation) may be cause for denying the request. The College reserves the right to remove a preferred name if it is used inappropriately.

Preferred name requests will be entered via TheHub ^[30]. Students will have a choice of displaying their preferred first name instead of their legal first name, or in addition to their legal first name. Authorized changes to preferred names will be almost immediate in some locations; others may take additional time based on system configurations.

In addition to the preferred first name, students may indicate a preferred pronoun on TheHub ^[30] to be displayed on course rosters. For students who have not indicated a preferred pronoun, the pronoun typically associated with their legal sex of record will be displayed. The only pronoun that can be used by faculty while writing evaluations is the one displayed in these rosters.

Changes to a legal name can only be made in the central records ^[29]office ^[29] and will be based on appropriate documentation, such as a court order or Social Security card. Students with legal name changes may request that their narrative evaluations be amended to reflect their gender identity, whether or not they also have a legal gender change. Such amendments can take up to 30 days to process.

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

Transcripts

The Hampshire College transcript includes the following:

- Dates and titles of divisional work passed and in progress; Hampshire College courses and evaluation status for which the student is properly registered; cocurricular activities; Five College grades; and field study, leaves of absence, graduation, and/or withdrawal dates. All Five College grades are included. An optional list of evaluated learning

activities specified by the student may also be included.

- The Division III evaluation, including two advanced educational activities
- The Division II evaluation, including the community engagements and learning evaluation and evidence of completion of the multiple cultural perspectives requirement
- The Division I evaluation
- The Division II or III contract abstracts when the evaluation has not yet been received.

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

Requesting a Transcript

Transcript request forms and additional information are available on the central records web site, www.hampshire.edu/centralrecords ^[53] and in the central records office. No transcripts will be issued without a student's written permission and signature. It can take up to five business days to prepare a transcript.

Cost

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

Maintenance of Student Files

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

Transcripts/Outstanding Obligations

- Students who have outstanding financial obligations to the College may not receive official transcripts, nor will transcripts be issued to a third party.
- Transcripts will not be issued for any student who has defaulted on any federal student loan until the College has been notified by an agency that the student is no longer in default.
- If a student has not fulfilled any disciplinary sanctions imposed by the Hampshire College Community Review Board ^[54], the dean of students office, or the residence staff, the degree will be withheld and official transcripts will not be released.
- Students who have not fulfilled obligations as described above may be issued one

unofficial transcript that will be stamped with “issued to student” and “outstanding obligation”. Transcripts will not be issued to a third party.

Evaluation Deadlines

Criteria for evaluation are established at the beginning of any learning activity (such as courses, independent studies, field studies, teaching assistantships, and other educational activities), between instructor and student. Evaluations of internships, field studies, and Community Engagement and Learning activities written by non-Hampshire supervisors must be submitted to the student’s file in central records [29]. In order to be included in the student’s Division II portfolio, such activities must be approved in advance by the Division II or Division III chair. Throughout the semester, there needs to be continuous contact between the student and the instructor or supervisor of these activities. The instructor or supervisor prepares a written final evaluation of the student’s work and determines if the student has completed the course requirements. Evaluation deadlines may be adjusted if the deadline falls on a weekend. Check the academic calendar [6] for details.

Course Evaluations

Course Summary Evaluations

Faculty indicate whether students will be receiving an evaluation, no evaluation, or an incomplete by the end of each semester.

Fall term

Summaries are due ten days after the end of classes.

January term

Summaries are due three days after the end of classes.

Spring term

Summaries are due ten days after the end of classes.

Course evaluations are due according to the following schedule:

Fall term

Course evaluations are due for all students by January 15.

January term

Course evaluations are due for all students by February 15.

Spring term

Course evaluations are due for all students by June 15.

Incomplete courses

Faculty are not obligated to negotiate an incomplete. In those cases where a student has requested and the faculty member agrees that an incomplete is appropriate, that information must be recorded no later than the course completion summary deadline for that semester.

To record an incomplete, both student and faculty member will fill out the appropriate form to record the new negotiated deadline by which the student will complete all remaining work for the course. That date will not exceed the first day of the spring semester for a fall incomplete, and June 30th for a spring incomplete.

If the negotiated deadline passes without the faculty member receiving and recording the completed work from the student, the incomplete will be converted to a "No Evaluation." Faculty have one month from the negotiated date to evaluate the work.

Students experiencing exceptional circumstances that could make it difficult to adhere to any part of this policy should immediately be referred to [CASA](#) ^[10] for assistance with accommodating circumstances.

Divisional Evaluations

Division I and II

Evaluations for Division I and II work passed during a fall term are due January 30.

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

Division III

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

Exchange, Field Study, Leave, or Withdrawal

Exchange

Exchange is the term for participation in a Hampshire-sponsored program at a site away from the College. All Hampshire Exchange programs (both international and domestic) are administered by the [Global Education Office](#) ^[55] (GEO).

Field Study

Field study may be granted for academic study that requires a student to be away from the

Hampshire campus for an entire semester.

Leave of Absence

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

Withdrawal

Students who want to withdraw from Hampshire College must complete a withdrawal form, which is available from the [Center for ^{\[10\]}Academic Support and Advising ^{\[10\]}](#).

Exchange

Students interested in participating in exchange must follow the GEO application procedures. The Hampshire Exchange application deadlines (fall and spring term) are listed each year on the [GEO website ^{\[55\]}](#) and advertised extensively around campus. Students who enroll at a program or institution where Hampshire has an exchange agreement must do so through Hampshire College exchange status. Students may not enroll directly with Hampshire partners while on field-study status.

A student on exchange is generally supervised by an appropriate person at the exchange site. The student is entitled to a limited amount of supervision by a Hampshire College faculty member. A semester of exchange is considered a semester of enrollment for the purpose of academic standing (see the section on [Guidelines for ^{\[13\]}Academic Progress ^{\[13\]}](#)). Students are expected to fulfill the academic requirements as outlined by their exchange program and their Division II or III committee. Failure to successfully complete a semester of exchange may impact a student's academic progress, divisional status, or financial aid eligibility.

Enrollment Status

Students on exchange will be considered full-time students for the purpose of educational loan obligations. If, for other valid reasons, certification of student status is necessary, the [Central Records Office ^{\[29\]}](#) will prepare a letter bearing the college seal.

All students, including those on exchange, are automatically enrolled in the Hampshire College health insurance plan through [Gallagher Koster ^{\[56\]}](#). Medical care coverage is outlined in the college insurance company brochure and on the [student financial services website ^{\[36\]}](#). Exchange students are required to have insurance. Some exchange programs may have additional, country-specific insurance requirements. Students have the option to waive Hampshire's insurance if they are covered under another acceptable insurance plan; students who will be studying outside of the United States will need to confirm that their private carrier will cover them internationally.

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

Students on exchange during the fall semester may enroll in on campus January term ^[57] courses only if they receive special permission from the dean of academic support and advising. Students are expected to register for and complete the January term class that is relevant to their divisional work. Fall term Hampshire Exchange participants who obtain this permission will not be required to pay additional tuition fees; however, they will be assessed housing and board fees on a program by program basis.

Fees

Students who participate in a Hampshire Exchange program are charged Hampshire College tuition for that semester. Room, board, and other fees vary by program; refer to the global education office website ^[58]. Fees associated with exchange withdrawal will be assessed per the program withdrawal and refund policy (see GEO website ^[58]).

Financial Aid

Refer to the financial aid website ^[42].

Procedures for Exchange

Students must work closely with the global education office ^[58] and complete all application materials. A Hampshire College Exchange form will be issued to a student if they have been accepted to an exchange program.

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

travel that a student receives any funding, academic credit for work done during or upon return from the travel; or any travel which has been arranged by the College. This includes participation in an exchange program, whether domestic or international.

- Filing for exchange requires the signature of the following people: academic advisor, assistant director of residence life, bursar, the director of financial aid (for financial aid students), the director of global education, and a member of the Center for Academic Support and Advising staff.

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

International Students

International students are required to consult with their international student advisor regarding visa implications of exchange. The advisor is located in the multicultural and international student services office ^[59] in the Lebrón-Wiggins-Pran Cultural Center.

Returning from Exchange

In order to preregister for courses or participate in the on campus room choosing lottery process, the student must notify CASA ^[10] of their intention to return by the November and April enrollment deadline. Students on exchange who plan to return to the College the following semester must notify CASA ^[10] in writing. Students should refer to online forms ^[60] and information ^[60] on the Hampshire College website. Other information regarding returning to Hampshire is also included at this website. If CASA ^[10] is not notified of a student's plans for the term following the exchange by the notification deadline, the student will be withdrawn from the College.

Field Study

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

Students completing a semester's work at a site away from Hampshire College, which has been pre-approved by their Division II or Division III committees for inclusion into their Division II or Division III, are placed on field study. Students who want to be on field study must be in

good academic standing [13] and good disciplinary standing [8] to qualify. The enrollment notification deadline is listed each year in the academic calendar [6] and tuition information on the student financial services website [36]. All forms must be submitted by that date. This is an absolute deadline; by being late even by one day, a \$500 late enrollment notification fee is assessed.

A student on field study generally is supervised by an appropriate person at the field-study site. The student is entitled to supervision by the Division II or Division III committee. A semester of field study is considered a semester of enrollment for the purpose of academic standing (see the section on Guidelines for Academic Progress [61]).

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

Enrollment Status

Students on field study will be considered fulltime students for the purpose of educational loan obligations. If for other valid reasons certification of student status is necessary, the central records office [29] will prepare a letter bearing the college seal.

All students, including those on field study, are automatically enrolled in the Hampshire College health insurance program through Gallagher [56] Koster [56]. Medical care coverage is outlined in the college insurance company brochure and on the student financial services website [36]. Field-study students are required to have insurance. Students who receive this permission have the option to waive Hampshire's insurance if they are covered under another insurance plan; students who will be studying outside of the United States will need to confirm that their private carrier will cover them internationally.

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

Students on field study during the fall semester may enroll in on campus January term [57] courses only if they receive special permission from the dean of academic support and advising. Students are expected to register for and complete the January term class that is relevant to their divisional work. Field-study students who obtain this permission must live

on campus and pay the fees for tuition and room as listed in the fee brochure, which is distributed by student financial services [36] and appears with the tuition information.

Fees

The fee for a field study is approximately one third of the Hampshire College tuition for that semester. Refer to the student financial services website [36].

Financial Aid

Refer to the financial aid website [42].

Procedures for Filing for Field Study

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

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

A \$500 late enrollment notification fee is assessed if the field-study form is not filed in CASA [10] by the enrollment notification deadline. The enrollment notification deadline is listed each year in the academic calendar [6] and with tuition information on the student financial

services website [36]. If plans are not definite or if a signature is missing, the form should still be submitted by the deadline and an appointment made with a CASA [10] staff member the following week. Occasionally a student will find that their plans cannot be finalized until later in the term or during the summer. The student should file a preliminary field-study form by the deadline and meet with a member of CASA [10] in order to discuss the situation.

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

International Students

International students are required to consult with their international student advisor regarding visa implications of field study. The advisor is located in the multicultural and international student services office [59] in the Lebrón-Wiggins-Pran Cultural Center.

Returning from Field Study

In order to preregister for courses or participate in the on-campus room-choosing lottery process, the student must notify CASA [10] of their intention to return by the November and April enrollment deadline. Students should refer to online forms and informatio [60]n on the Hampshire College website. If CASA [10] is not notified of the student's plans for the term following the field study by the notification deadline, the student will be withdrawn from the College. Other information regarding returning to Hampshire is also included at this website. See the January term section [57] if the student is returning from a fall semester field study.

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

Leave of Absence

Leave of absence for one or two terms may be granted to any student in good academic [13]standing [13]. Automatic readmission is assumed unless otherwise noted. NOTE: A leave of absence is not an active enrollment status, regardless of the nature of activities pursued.

Students on leave of absence do not have an advisor, may not complete divisional exams, may not negotiate the Division II contract or the Division III contract, and may not work with faculty. In addition, a student on leave of absence may not have use of any Hampshire College or Five College facilities. Specifically, this involves the library; the Robert Crown Center; the Hampshire College or University of Massachusetts Amherst Health and Counseling Services; the Outdoors Program/Recreational Athletics college-sponsored trips; enrolling in, teaching, or auditing Hampshire or Five College interchange courses; having a

job on campus, or having a validated Hampshire ID card.

Students may purchase the supplemental health insurance offered by Hampshire College that entitles leave students to medical care as outlined in the college insurance company brochure and on the [student financial services website](#) [36]. Supplemental insurance does not cover a student for care at the [Hampshire College Health and Counseling Services](#) [62] or [University of Massachusetts Amherst University Health Services](#) [63].

January term is considered part of the fall semester. Students on leave of absence during the fall semester may not enroll in [January term](#) [57] courses.

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.

Procedure for Filing for Leave of Absence

The form for filing for leave of absence should be obtained from [CASA](#) [10]. Members of the staff are available to talk with students about their plans. The form requires signatures from the student's advisor, the assistant director of residence life, the director of financial aid (for financial aid students), and a [CASA](#) [10] dean. Students taking a leave of absence are responsible for communicating with [CASA](#) [10] regarding their plans for the following term. Students should refer to [online forms and information](#) [60] on the Hampshire College website. If [CASA](#) [10] is not notified of the student's plans for the term following the leave by the notification deadline, the student will be withdrawn.

Deadlines and Fees

The leave of absence fee is \$320 for each term.

A \$500 late enrollment notification fee is assessed if leave forms are not filed in [CASA](#) [10] by the enrollment notification deadline. The enrollment notification deadline is listed each year in the [academic calendar](#) [6] and tuition information on the [student financial services website](#) [36].

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](#) [64] for the refund schedule. Factors

determining the amount of the refund include the date of leave, the type of leave, and the financial aid status of the student. Upon leave, financial aid students may have a part of their aid returned to the programs that assisted them as mandated by the federal return-of-funds formula. Returns are applied in the following order: federal student and parent loans, federal grants, college and outside grants, and scholarships. Students will be responsible for a balance due created by the return-of-funds process.

Vacating Student Rooms

See the [Residential Life & Housing Policies](#) [65] section.

Students Extending Leave of Absence

Students on leave of absence who want to extend their leave must notify the [Center for Academic Support and Advising](#) [10] of their intent to remain on leave. Extensions of leave, along with extensions of financial aid eligibility beyond one year, require special permission from [CASA](#) [10].

International Students

International students are required to consult with their international student advisor before submitting the medical leave declaration and any supporting medical documentation to [health and counseling services](#) [62]. Mandatory advisement will address the visa implications and procedures for international students taking a medical leave, and requests for authorization for a SEVIS Reduced Course Load (RCL) due to a medical condition, if applicable. Without receiving timely advisement from their international student advisor, the student risks jeopardizing their student visa status and lawful presence in the U.S. The advisor is located in the [multicultural and international student services office](#) [59] in the Lebrón-Wiggins-Pran Cultural Center.

Withdrawal

Members of the [CASA](#) [10] staff are available to talk with students about their plans. The withdrawal form requires signatures from the student's advisor, the assistant director of residence life, the director of financial aid (for financial aid students), and a [CASA](#) [10] dean. Students who want to withdraw from an exchange program should refer to the [exchange](#) [14][section](#) [14]. Withdrawing from exchange after the program start and/or opening of the term is considered withdrawing from Hampshire College.

Deadlines and Fees

A \$500 late enrollment notification fee is assessed if withdrawal forms are not filed in [CASA](#) [10] by the enrollment notification deadline. The enrollment notification deadline is listed each year in the [academic](#) [6][calendar](#) [6] and tuition information on the [student financial services website](#) [36].

A change of status from fully enrolled to withdrawal 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 [financial aid website](#) ^[66] for the refund schedule.

Factors determining the amount of the refund include the date of leave, the type of leave, and the financial aid status of the student. Upon withdrawal, financial aid students may have a part of their aid returned to the programs that assisted them as mandated by the federal return-of-funds formula. Returns are applied in the following order: federal student and parent loans, federal grants, college and outside grants and scholarships. Students will be responsible for a balance due created by the return-of-funds process.

Fees associated with exchange withdrawal will be assessed per the program withdrawal and refund policy (see [GEO website](#) ^[58]).

Vacating Student Rooms

See the [Residence Life and Housing Policies](#) ^[65] [section](#) ^[65].

International Students

International students are required to consult with their international student advisor in a timely manner, i.e. PRIOR to filing for withdrawal with [CASA](#) ^[10], regarding visa implications of withdrawing. Without receiving timely advisement from their international student advisor, the student risks jeopardizing their student visa status and lawful presence in the U.S. The advisor is located in the [multicultural and international student](#) ^[59] [services office](#) ^[59] in the Lebrón-Wiggins-Pran Cultural Center.

Guidelines for Academic Progress

Good Academic Standing

Hampshire is committed to the principles of individualized education, in which each student receives the benefits of close collaboration with faculty, individually designed programs of study, and interdisciplinary work. In order to graduate, students must satisfy the requirements at each divisional level. Considering the number of factors that enter into the determination of academic progress and the particular needs of the individual student, the student and academic advisor work together throughout the academic year on the design of a rigorous and appropriate course of study to move the student toward graduation. This course of study comprises course work, independent projects, fieldwork, and other learning activities.

To maintain good academic standing, students must satisfactorily complete all required educational activities. Students who do not complete seven courses, and the CEL-1 requirement, by the end of the second term will be placed on academic contract by the [Center](#)

[10]for Academic Support and Advising (CASA) [10], and will be expected to address the deficiencies to return to good standing in the subsequent term. Students must complete at least six courses by the end of the first year, three in each semester, to be eligible to return to Hampshire for their third semester, or will be subject to academic withdrawal.

For Division II students, good standing will be determined at the end of each semester by the advisor (usually the committee chair). Students must meet with their advisors prior to the end of each term so that determination of progress can be made. The College considers students at the Division II level to be in good academic standing if they complete at least three committee-approved courses and/or equivalent evaluated learning activities each semester with an evaluation or grade of C or better. Faculty committees will be asked to comment on the progress of Division III students by the end of the first semester of Division III.

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

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

Satisfactory Academic Progress and Financial Aid

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

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

Because Hampshire College does not use the traditional grade point average (GPA) as a method of evaluation, the College will examine the ratio of successfully completed courses to total courses.

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

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

Notification to Family of Academic Contract/Academic Dismissal

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

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

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

Guidelines for Graduation in Four Years

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

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

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

Filing Dates and Deadlines for Division II and III

Central records ^[29] publishes the academic calendar ^[6], which details the filing deadlines for each academic year.

Readmission Policy

Students seeking readmission to the College are required to submit an application to the Center for Academic Support and Advising ^[10] that includes a statement of their activities while away from the College and a proposed plan of study if readmitted. Students who have enrolled in another college or taken courses elsewhere must submit transcripts of that work. These materials, as well as the central records ^[29] file and all other relevant documents, are reviewed by the readmissions committee. The committee may also consult with faculty or other pertinent persons, such as former advisors and faculty working in the area of the student's interests, concerning the advisability of readmitting the student.

Students who are applying for readmission must do so no later than November 15 for readmission for the spring term and April 15 for readmission for the fall term. Readmission materials are submitted to CASA ^[10]. A processing fee of \$50 is required. Students seeking readmission who have been away from Hampshire for four years or more will follow

the academic policies and deadlines in effect at the time of readmission. The [Center for Academic Support and Advising](#) [10] will provide current policies and deadlines upon request.

Students applying for financial aid must meet the College deadlines for consideration and should contact [student financial services](#) [36] directly. Students applying for financial aid should note that there are limitations for aid eligibility for readmitted students and should contact the [financial aid office](#) [42] early in the process. These deadlines may be earlier than those required by the readmissions committee. International students should also contact the [Cultural Center](#) [67] to discuss visa status and enrollment limitations.

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

The readmissions committee will sometimes recommend that a student be readmitted to the College with the understanding that certain conditions or expectations will be met once the student has returned. [CASA](#) [10] will be responsible for conveying academic information to the student and the advisor in the form of an academic contract for monitoring academic progress.

The [staff at CASA](#) [68] are available to answer any questions about readmission.

Readmission applications are available through [CASA](#) [10]. Applicants must fulfill all requirements as set forth in the application materials, including submission of a personal statement that explains how the circumstances which led to the leave have been addressed. In addition to the requirements listed in [Readmission by Withdrawal Type](#) [69], the readmissions committee may require the student to submit additional documentation and/or participate in a personal interview with a college administrator. International students should also contact the international student advisor to discuss visa status and enrollment limitations. The advisor is located in the Lebrón-Wiggins-Pran [Cultural Center](#) [67].

Readmission by Withdrawal Type

Readmission after Academic Withdrawal

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

Readmission after Administrative Withdrawal

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

A student who has been administratively withdrawn due to missing medical records must submit required documentation to [Health and Counseling Services](#) ^[62]. Health and Counseling Services will notify [CASA](#) ^[10] once all medical information has been received and, if appropriate, CASA will cancel the administrative withdrawal.

Readmission after Disciplinary Suspension

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

Readmission after Financial Withdrawal

Students who have been financially withdrawn from the College because of an unpaid bill will not be considered for readmission until the [student accounts office](#) ^[66] has notified [CASA](#) ^[10] that the student's account has been paid in full.

Readmission after Medical Leave

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

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

Students with Disabilities

Based on its commitment to diversity and inclusion and its legal obligations under Section 504

of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (amended 2008), and other relevant federal and state statutes, Hampshire College provides reasonable accommodations to individuals with disabilities so that they may participate as fully as possible in the academic programs of the College. The law defines disability as a “physical or mental impairment that substantially limits one or more of the major life activities of [an] individual.” Disabilities include, but are not limited to, sensory impairments, mobility impairments, chronic illnesses, learning disabilities, attention deficit disorders, and psychological disabilities.

Student Responsibilities

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

Confidentiality

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

Evaluations

Hampshire does not provide psycho-educational evaluations for students. We do have a list of local practitioners who are qualified to conduct such evaluations at a student’s expense.

Health and c [62]ounseling services [62] is another resource for referrals to local professionals who can evaluate psychiatric and medical conditions.

Grievance Procedures for Students with Disabilities

Hampshire College and the office of disabilities services [70] recognize the right of students to file a grievance if they believe they have been denied equal access to participation in the College’s academic programs or other departments on the basis of a disability. In order to establish the basis for such a grievance, students must have registered with the office of disability services [70] and provided documentation of their disability.

The College always encourages students to enlist the aid and intervention of the disability services coordinator in order to resolve complaints informally. If informal procedures do not satisfactorily address a student's concern, they may file a written grievance. The written grievance should contain the student's identifying information, a detailed account of the way in which the student feels the College has denied them equal access with reference to the relevant legislation and/or College policies, and the steps that the student has already taken in an attempt to resolve the problem.

The formal grievance shall be presented to the disabilities services coordinator, who shall be charged with investigating such complaints and convening meetings with the parties cited in an attempt to resolve the grievance. Within ten working days after the filing of the grievance, the disabilities services coordinator will make recommendations to the student and all other parties involved. If the disabilities services coordinator is the subject of the grievance, the complaint should be filed directly with the dean of academic support and advising, who will attempt to reach an informal resolution and/or investigate the grievance as described above.

If that resolution is unacceptable to the student or to the other principals in the grievance, either party may then appeal to the vice president of academic affairs. The vice president of academic affairs shall consult with College's ADA compliance officer to ascertain if violations of relevant federal or state laws have occurred. The vice president of academic affairs shall review all of the documents pertaining to the case and convene such meetings as required to resolve the complaint. If no consensual resolution is reached, the grievance will be referred to the President of the College, who shall, within ten working days, render a decision that will be binding on all parties to the grievance. The College recognizes the right of students to file grievances with the U.S. Department of Justice ^[71] if they believe that their rights under Section 504 of the Rehabilitation Act of 1973 ^[72] and/or the Americans with Disabilities Act of 1990 ^[73] have been violated.

All information regarding such grievances is considered confidential. The College reserves the right to consult with legal counsel, relevant faculty or staff, and/or experts in the field of disability services in order to obtain information or advice regarding the presenting problem.

Requests and Reviews of Accommodations

Request for Accommodations/Documentation of a Disability

In order to be recognized by the College as a person with a disability and become entitled to reasonable accommodations, a student must first complete the “Request for Accommodations Due to a Disability” form [74]. That signifies that the student is formally registering with the College as a person with a disability and is seeking accommodations. After registering as a student with a disability, the student must provide written documentation of the disability from an evaluator or treating professional.

The documentation must indicate the credentials of the evaluator or treating professional and should contain a diagnosis, the limitations imposed by the disability, a clear indication that the diagnosed condition meets the criteria for disability, and recommendations for academic or physical accommodations due to the disability. The credentials of the treating professional or evaluator should be consistent with the disability being documented. Individuals with learning disabilities must provide a complete educational evaluation conducted by a qualified psycho-educational diagnostician or licensed psychologist and administered within three years of admission to Hampshire College. Students may use Hampshire’s “Documentation of a Disability” form [75] or substitute an equivalent report. Students may not receive accommodations from the College without such disclosure and/or without providing appropriate supporting information and documentation. A request for accommodations may be made at the point of disclosure or at some future date. Accommodations cannot be retroactive. Some students who go through the process of documenting a disability are not seeking specific accommodations but rather confirmation of a disability that they can present to faculty to assist in best meeting their learning strengths and weaknesses.

Review of Requests

All requests for accommodations will be assessed by the disabilities services office [70], which may consult with appropriate college administrators and/or faculty to determine the appropriateness and/or feasibility of the requested accommodations. It is the general practice of the disabilities office [70] to discuss accommodations directly with the student requesting them prior to approval. The disabilities services office [70] may request further information from the student and/or treating professional and may make its own recommendations for alternative accommodations more appropriate to address individual circumstances. Students will be notified in a timely manner by the disabilities services office [70] when requests are approved, modified, or denied. In general, academic accommodations are approved for one semester and should be renewed early in the following semester. Housing accommodations are usually approved for an entire academic year.

Request for Accommodations at the Five Colleges

Hampshire students frequently take courses at the other four colleges in the Five College consortium. If a student documents a disability at their home college, they do not need to go through the process at the other colleges. Requests for accommodations in courses at other colleges can be made through the Disabilities Services Coordinator at Hampshire, who will certify that the student is recognized as a person with a disability and list approved

accommodations on the Five College accommodations form. The student is then responsible for taking the form to the disabilities services office at the other college. The final decision regarding the appropriateness or feasibility of such a request for accommodation rests with the disabilities services administrator at the other campus.

Service and Assistance Animals

In accordance with the Americans with Disabilities Act of 1990, as amended [73] and related laws, rules and regulations, including the Fair Housing Act [76], Hampshire College will reasonably accommodate requests for service animals and other assistance animals to reside with their owner/handler in College provided housing. Students wishing to bring service animals or assistance animals to campus should register with the disabilities services office [70] and document the disability (unless obvious).

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

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

For more information or for the full text of Hampshire's policies regarding exceptions to the Pets [77] policy or to apply for an exception to the Pets [77] policy please contact the disabilities services office [70].

Norms for Community Living and Policies

Code of Conduct

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



Informal and Formal Processes

Hampshire College values the ability to facilitate outcomes through both formal and informal processes. As often as possible, the College encourages students to utilize informal processes, such as restorative conferencing [78] or working with interns and house directors in residence life to resolve conflict. Engaging in informal processes means there will be no formal disciplinary record, however it is the right of students and administrators overseeing processes to request and recommend the use of formal processes, such as filing a complaint with the Community Review Board [79]. All of the processes listed in the conduct hearing procedures [80] section, except restorative conferences, are considered formal processes and include the creation of a formal disciplinary record. The goal of both formal and informal processes is to repair harm find resolution for all involved parties.

Policies related to academic matters are found in the Academic [81]Policies [81] section of *Non Satis Non Scire*.

Norms for Community Living

Norms for Community Living

On March 11, 1976, the Community Council (now Hampshire Student Union [82]) affirmed the following principles as "Norms for Community Living" (Community Norms). These are the set of community standards to which Hampshire students should conform.

Charge and Membership

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

other member, as represented by the norms described in this document.

All persons affiliated with Hampshire College are expected to abide by the Norms for Community Living and college policies while they are on the Hampshire College campus and while off campus when participating in college programs and activities.

Norms

Right of Assembly

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

Right of Freedom of Communication of Ideas

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

Right of Integrity

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

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

Right of Personal Security

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

Policies

Access and Use of Facilities and Grounds

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](#) ^[83] that permission has been granted for the student, including the approved date(s) and time(s) for which access has been approved. Hampshire does not provide housing for students over the summer, and all residences are closed.

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

Access to Five College Physical and Recreational Facilities

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

Camping

Camping on Hampshire College property is not allowed without the written permission of the director of [campus police](#) ^[83].

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. Please visit [Campus Leadership and Activities](#) ^[84] and [Facilities and Grounds](#) ^[85] to view the online project review process.

Trespass Policy

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

Alcohol and Other Drugs

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
- promoting positive Hampshire values, such as awareness and respect for self and others, accountability, and informed decision making

To aid in student decision-making around substance use and abuse, the College and town of Amherst provide students with a wide breadth of resources. Please visit the [Substance Use and Abuse Resources webpage](#) ^[86] for more information.

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 [8] 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). Students are not absolved of responsibility for violations of Norms for Community Living and Policies committed under the influence of alcohol or other drugs. Both on- and off-campus support and informational resources are available for students seeking help for substance use issues, and a listing of these resources can be found at www.hampshire.edu/slresources [86].

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 [8]
- 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

Alcohol Policy

Hampshire College's alcohol and other 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](#) [87].

- 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 College policy and Amherst town law. Possession of open containers of alcoholic beverages outdoors and in common areas of the College is prohibited in the absence of a registered social event. The private rooms and offices of community members 21 years of age or older and the residence common spaces of campus apartments where all residents are 21 years of age or older are the only exceptions to this.
- It is a violation of Hampshire policy and Massachusetts law to willfully misrepresent one's age or the age of another person in order to purchase or receive alcoholic beverages.
- No person may serve an alcoholic beverage to a person who is obviously intoxicated.
- No alcohol may be served at a social event after 1 a.m.
- Possession of kegs of alcohol is permitted only with a permit from the town of Amherst. A town permit must be applied for from the Amherst police chief at least one week prior to the event.
- 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](#) [88].

To obtain a wine and malt beverage license, pick up an application form from [Amherst Town Hall](#) [88] 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](#) [88] 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 visiting the [Amherst Town Hall website](#) [89] or calling at 413.256.4004.

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 [8], 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.

Alcohol Use 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 [8] 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 [8].

Unregistered kegs will be confiscated and students will forfeit any deposits on the kegs or taps.

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 [90] 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 the Residence Life and Housing [91] section.

Social events held in other college facilities or outdoors are regulated by the associate dean of

students for campus leadership and [84] activities [84], 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.

Any social gathering where monies are collected, donated, or exchanged in any manner require a license issued by the town of [92] Amherst [92]. An event that violates this policy may be required to end, and disciplinary action [8] may be taken against the sponsors of the event.

Guidelines for Advertising Events with Alcohol

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.

Additional Responsibilities of Event Sponsors

Beer kegs are not permitted on campus without the prior approval of the appropriate professional house staff [90] 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 [92]. In all cases, a copy of the completed permit must be provided to campus police [83] 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 ^[83] 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.

Drug Policy

The unlawful manufacture, dispensing, possession, or use of a controlled substance on the Hampshire College campus or as part of any college activity or business off the college premises is prohibited. This includes the unlawful or unauthorized use of prescription and over-the-counter drugs. If a student violates this policy, disciplinary action ^[8] up to and including expulsion and referral for prosecution may result as deemed appropriate by the dean of students, either following a dean's meeting ^[93] or a Community Review Board hearing ^[79], 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.

Sale and possession of “drug paraphernalia” is illegal in Massachusetts and violates Hampshire College Norms for Community Living and Policies.

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

Statement on Medical Marijuana

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

Therefore, marijuana prescribed for medical purposes is prohibited at Hampshire College even though there may be state laws that permit its use.

Alcohol and Other Drug Amnesty Policy

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

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

The goal of the Alcohol and Other Drug Amnesty Policy, which encompasses both medical

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

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

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

How to Receive Medical Amnesty

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

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

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

Students **may be granted medical amnesty only once during their enrollment as a Hampshire College student**, because repeated violations compromise not only one's personal health and safety, but also that of the community. Students who require medical assistance due to alcohol or other drug overuse more than once may be subject to disciplinary action, such as, but not limited to probation and/or additional educational/wellness requirements.

How to Receive Bystander Amnesty

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

student has completed the following:

- Met with a designee of Student Life upon request*
- Successfully completed any educational/wellness activities discussed in their meeting

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

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

Community Impact

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

People

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

- Noise and quiet hours ^[94]
- Failure to comply ^[95]
- Physically endangering, threatening, intimidating behavior ^[96]
- Disruptive behavior ^[95]

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 College community. College resources are provided to benefit the entire community, and must be maintained so that no one is denied their right to the proper resources. This right is possessed not only by those who are students now, but also by those who will be students in the future.

Hampshire College assumes no responsibility or liability, directly or indirectly, for damage, loss, or destruction of any personal property by fire, water, theft, etc. Students are strongly

encouraged to carry personal insurance to cover their belongings. 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](#) ^[83] has electric engravers available for loan. It is a good practice to engrave valuable items with some identifying marks. Marking of personal property will help in identifying the rightful owner of recovered property.

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

- [Improper upkeep](#) ^[97]
- [Vandalism, damage to property, theft](#) ^[98]

Compliance and Disruption

Failure to Comply

Students are required to comply with all requests or instruction of any college official or [campus police](#) ^[83] officer when that official or officer is carrying out the assigned duties of their position.

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](#) ^[8].

Improper Upkeep

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

Specific information on [fire safety policies](#) ^[99] and [upkeep of residence hall rooms](#) ^[100] can be found by clicking the associated links.

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 (see [Weapons, Firearms, & Explosives policy](#) [101]) on campus
- the setting of fires
- the sale of illegal drugs (see [Drug policy](#) [102])
- reckless driving or speeding on campus
- the throwing of objects out of windows, off roofs, or in any other dangerous manner
- verbal threats to do violence
- psychological intimidation
- harassment of any person

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 the following on College property or at College sponsored events:

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

[Campus police](#) [83] should be contacted regarding any physically endangering, threatening, or intimidating behavior.

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. 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.

For additional information about how these policies apply in the residence halls, see the [Residence Life & Housing Policies](#) ^[103] section of this handbook.

Quiet Hours and Noise

Quiet Hours

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

Noise

Members of the Hampshire community have the right to a quiet environment. Unlike areas surrounding other buildings, noise made outside of residence halls can interfere with the ability to sleep, study, or socialize. The same expectations regarding courtesy that apply inside residence halls also apply to the area surrounding them. The use of amplified instruments and drums in the residences, indoor or outdoors, and the placing of stereo speakers in windows facing outward are prohibited. The [disciplinary action](#) ^[8] for violation of noise regulations will depend on the severity and frequency of the noise and an offender's behavior when alerted by [campus police](#) ^[83] or a staff member.

Dining and Meal Plans

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 ^[104], or the Bon Appetit, website www.cafebonappetit.com/hampshire ^[105]. Meal plans are not transferable and are to be used only by the meal plan holder. Students must have their meal card to enter the dining commons. Students will be asked to retrieve their card if they arrive without it. Students who have lost their card are required to go to the [OneCard](#) ^[106][office](#) ^[106] on the ground floor of the library next to the campus police parking office to receive a temporary replacement card.

Entering and Exiting Dining Commons

Students with full meal plans are allowed into the dining commons at any time and as often as they want. Guests are not permitted to enter the dining room unless they have paid for that meal. Food may not be taken from the dining commons and must be consumed inside. This is out of concern for possible foodborne illnesses, as well as our ability to maintain the program and standards of service required at the College.

Dress Code

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

Meal Plan Waivers

Waivers from the college meal plan are rarely granted because Bon Appetit ^[107], our dining services provider, offers a wide range of dietary options and is able to provide food choices tailored to most individual needs. Students have the right to request waivers or modifications of the meal plan based on documented disability. Students with documented disabilities, should first consult with the Hampshire College disabilities services ^[70] coordinator, who reviews the student's self-report and the documentation to determine if the student is entitled to reasonable accommodations due to a disability. A referral will then be made to the Bon Appetit ^[107] director of operations to ascertain whether or not the dining services can accommodate the student's needs. If necessary, the Bon Appetit ^[107] registered dietician will be consulted regarding dietary restrictions. If dining services cannot accommodate a student's dietary needs, a waiver will be granted. Such a waiver will not automatically result in a change in a student's housing assignment. Requests for accommodations and for meal plan waivers should be made to disabilities services ^[70] coordinator and to the Bon Appetit ^[107] director of operations as early as possible. Any waivers granted are for one semester only.

Discrimination and Harassment

NOTICE OF NONDISCRIMINATION/AFFIRMATIVE ACTION

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

Hampshire College supports the efforts of secondary school officials and governing bodies to have their schools achieve regional accredited status to provide reliable assurance of the quality of the educational preparation of its applicants for admission.

Hampshire College does not discriminate on the basis of race, age, sex, sexual orientation, gender, gender identity, genetic information, religion, national origin, disability, or previous military service in the admission of students, administration of its educational policies, scholarships and loan programs, and athletics, and other administered programs and in employment.

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

Discrimination 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.

Antidiscrimination & Harassment Policy

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

- Physically assaulting, or threatening to assault, any person because of the Protected Factors.
- Causing any person to have reason to believe that by virtue of the Protected Factors or membership in one or more of the aforementioned groups they will be prevented from pursuing a chosen activity.
- Making written or oral statements designed to produce in members of the aforementioned groups fear for their physical safety or fear that freedom of movement or expression would be restricted; or making written or oral statements that can reasonably be supposed to have this effect. Threatening language is expressly prohibited.
- Directing at an individual or person, present or absent, language that grossly offends or insults such individual or groups on the basis of the Protected Factors.
- Denying academic, social, recreational, housing, employment, health service, or other College opportunity or service on the basis of the Protected Factors, or any action or statement that might lead any member of any such group to reasonably expect that access to such opportunities or services might be denied to them on such a basis.
- Retaliating against any person who is participating in any complaint involving discrimination or harassment.

- Using different standards of evaluation for academic work, suitability for employment or promotion, or job performance because of the Protected Factors.
- Any similar actions designed to degrade, insult, threaten, or harm one or more members of the aforementioned groups, or which can reasonably be expected to have these effects.

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

The chief diversity officer has been designated to serve as the College's Title IX Coordinator. [108] A team staff members have been designated to serve as Title IX Deputy Coordinators. These team members include the senior associate dean of students for residence life [109], the director for student conduct, rights and responsibilities [5], the associate vice president for human resources [110], the assistant director for human resources [111], and an OPRA coach and instructor [112]. 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 Coordinators, below, to discuss their options under this policy and College procedures. Complaints involving alleged violations of this policy shall be submitted to the Title IX Coordinator or, for complaints by Hampshire College students involving conduct or actions of other Hampshire College students, to the Title IX Deputy Coordinators as described in this policy. The Title IX Deputy Coordinators shall keep the Title IX Coordinator informed of complaints submitted to the Title IX Deputy Coordinators and of the outcome of those complaints.

- All complaints involving College faculty or staff conduct shall be submitted to the Title IX Deputy Coordinator, Shelly Ruocco, associate vice president for human resources; 413.559.5411 (sruocco@hampshire.edu [113]).
- 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 [109]). Student complaints may also be submitted to the Title IX Coordinator, who will refer complaints to the appropriate Title IX Deputy Coordinator.
- Complaints involving individuals who are not members of the College community shall be submitted to the Title IX Deputy Coordinator, Shelly Ruocco, associate vice president for human resources; 413.559.5411 (sruocco@hampshire.edu [113]).

In cases involving complaints under this policy that also include alleged violations of the sexual offenses policy that are submitted either under this policy or under the Sexual Offenses Policy [114], the Title IX Coordinator and Title IX Deputy Coordinators 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 Coordinators, 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 Coordinators) 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 Coordinators 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 Coordinators 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 Deputy Coordinator, Shelly Ruocco, associate vice president for human resources; 413.559.5411 (sruocco@hampshire.edu ^[113]).
- 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 ^[109]). Student complaints may also be submitted to the Title IX Coordinator, who will refer complaints to the appropriate Title IX Deputy Coordinators.
- Complaints involving individuals who are not members of the College community shall be submitted to the Title IX Deputy Coordinator Shelly Ruocco, associate vice president for human resources; 413.559.5411 (sruocco@hampshire.edu ^[113]).

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 and Policies), 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 \(EEOC\)](#) ^[115]
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) ^[116]
United States Department of Education
8th Floor
5 Post Office Square
Boston, MA 02109-3921
617.289.0111
OCR.Boston@ed.gov ^[117]

Title IX

Title IX of the Education Amendments of 1972 is a federal law that prohibits sex discrimination in education. It reads:

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”— Legal Citation: Title IX of the Education Amendments of 1972, and its implementing regulation at 34 C.F.R. Part 106 (Title IX)

Compliance

Title IX prohibits sexual harassment, including sexual offenses as defined by the Hampshire College Sexual Offenses Policy ^[118]. 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.

While compliance with the law is everyone’s responsibility at Hampshire, listed below are the team of staff members who have primary responsibility for Title IX compliance.

Title IX Coordinator

Diana Fernández, Chief Diversity Officer • Box PR • Cole Science Building • Hampshire College • Amherst, MA 01002 • dfPR@hampshire.edu ^[108]

Duties and Responsibilities:

Monitoring and oversight of overall implementation of Title IX compliance at Hampshire; support Title IX Deputy Coordinators; coordinate training, education, and prevention efforts; conduct on-going and annual climate checks and monitoring of sexual harassment allegations on campus; ensure timely and fair resolutions; and establish a centralized process for reporting all sexual harassment/sexual offenses claims on campus.

Confidentiality

Conversations with coordinators are kept as confidential as possible, but information about incidents of sexual misconduct must be shared with relevant administrators of the College who may need to take action for reasons of community safety. In all cases, the wishes of the person initiating the conversation are given full consideration.

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

Title IX Deputy Coordinator for Student Complaints

Renee Freedman, Senior Associate Dean of Students for Residence Life • Box SA • Hampshire College • Merrill Student Center • Hampshire College • Amherst, MA 01002 • 413.559.5412 • rfreedman@hampshire.edu ^[109]

Title IX Deputy Coordinator for Student Case Management

Jessica Fontaine, Director of Student Conduct, Rights and Responsibilities • Box PH • Prescott House Office • Hampshire College • 893 West Street • Amherst, MA 01002 • 413.559.6205 • jfontaine@hampshire.edu ^[5]

Duties and Responsibilities:

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

Contact Renee Freedman if you have a complaint against a Hampshire student for sexual harassment, sexual assault, or another potential violation of the sexual offenses policy.

Contact Jessica Fontaine for information pertaining to [Norms for Community Living and Policies](#) ^[119] and for information regarding student conduct proceedings. Complainants and respondents may interact with both or either Title IX Deputy for students during the adjudication or resolution of a sexual offense policy matter.

Athletics

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

Title IX Deputy Coordinator for Athletics

Troy Hill, Coach and Instructor • Robert Crown Center • Box OP • Hampshire College • Amherst, MA 01002 • 413.559.5470 • Thill@hampshire.edu ^[120]

Duties and Responsibilities:

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

Faculty, staff, and visitors

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

Title IX Deputy Coordinators

Shelly Ruocco, Associate Vice President for Human Resources • Box HR • Robert Stiles House • Hampshire College • Amherst, MA 01002 • 413.559.5605 • amrHR@hampshire.edu

^[110]

Dianna Williams, Assistant Director of Human Resources • Box HR • Robert Stiles House • Hampshire College • Amherst, MA 01002 • 413.559.5605 • dwilliams@hampshire.edu ^[111]

Duties and Responsibilities:

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

You should contact Shelly Ruocco or Dianna Williams if you have a complaint against a Hampshire College faculty or staff member or visitor for sexual harassment, sex discrimination, or sexual assault.

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

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

Financial Aid

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. More information on aid policies can be viewed at www.financialaid.hampshire.edu [121]

Aid Eligibility

Students must demonstrate financial need and must be making satisfactory academic progress [13] according to the guidelines of the College. Need is the difference between the cost of a Hampshire education and the amount a student and family can reasonably be expected to contribute. The expected family contribution consists of a contribution from the parents, a portion of the student's savings and assets, and a summer earnings' expectation from the student.

Students must be making satisfactory academic progress [13] according to the College's guidelines to be eligible for financial aid (federal, state, and institutional awards including merit scholarships). The Center for Academic Support and Advising (CASA) [10] and the financial aid office [42] will measure academic progress once per year at the end of the spring semester. Click [here](#) [122] to see an explanation of the satisfactory academic progress policy.

Aid Application Process

Application materials are available each January. Renewal application reminders 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. Supplementary forms may be requested as a result of information entered on the FAFSA [123] and CSS Profile [124] or CSS Noncustodial Parent Profile [125]. Be sure to review email communications from the financial aid office for a list of your required outstanding documents. Supplementary forms can be found [here](#) [126].

Required by May 1st each year:

1. FAFSA Application: Find this at www.fafsa.ed.gov [127]. 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. CSS Profile Application processed by the College Scholarship Service (CSS), online at <http://profileonline.collegeboard.com> [128].

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. 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 [13]. 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 of the amount requested. Hampshire participates in the Federal William D. Ford Direct Loan Program [129]. The FAFSA [123] is the application for this loan program. 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 and sign a master promissory note 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

Only students who have work-study eligibility as part of their financial aid award are eligible to work on campus. Eligible students can view [130] the master job list [130] and other job listings. 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 8 to 10 hours per week and are paid directly on a biweekly schedule according to the time slip submitted. The wage rate is \$8/hour for all positions. A work-study award gives the student an opportunity to apply for work study jobs on- and off-campus, but it is not a guarantee of employment. Students must apply for and secure their own jobs. Students may need to utilize some of their work-study earnings to satisfy their tuition bills, and have the option to pay directly or to sign up for payroll deduction. Student accounts [66] 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 and available in the student employment office [130].

Fire Safety and Smoking

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.

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 [8] that could call for house relocation or removal from campus housing.

Fire Alarms

When a building fire alarm activates on campus, both campus police [83] officers and the Amherst Fire Department [131] 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 [8] which may include community service and/or a fine of up to \$300 and house probation which could lead to house relocation or removal from campus housing. No one may reenter the building until the fire department determines that it is safe to return. Campus police [83] 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 [83] 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 [83] and the fire department [131]. If the alarm is the result of negligent behavior (for example, smoking, leaving cooking unattended) the following disciplinary action [8] will be taken:

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

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

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 Policies and is prohibited. This includes, but is not limited to:

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

Tampering with fire safety equipment will result in serious disciplinary sanctions [8], 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 [80], including house relocation or removal from campus housing. Specific to covering or disabling smoke detectors, a second offense will result in removal from campus housing.

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

Open Fires

Open fires (inside or outside) are prohibited on campus, unless prior written approval is granted by the director of campus police [83] and the town fire department [131]. 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 25 feet from buildings. Barbecues must not be left unattended and must be totally extinguished before leaving.

Additional 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.
- 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.
- 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.
- All gas-powered vehicles must be parked in student parking lots.
- Other activities or items that pose an increased risk of fire or impede fire response will be prohibited upon discovery.

Fire Safety Prohibited Items

Fire Safety Prohibited Items

(Visit the [Prohibited Items](#) ^[132] section for a full list of items prohibited in addition to fire safety prohibited items.)

- Candles and incense are not permitted anywhere inside residential buildings.
- Space heaters are not permitted in student rooms, with the exception of those provided by the College in response to a problem with the heating system.
- Use of non-College alarm systems or other than College-issued locks, including locks on storage closets
- The storage and use of flammable liquids (e.g. gasoline, paint thinner, spray paint, air brushes) and flammable gases (e.g. propane, acetylene), fireworks or other materials that pose an increased fire hazard
- Halogen lamps are a significant fire safety hazard if there are combustibles too close to the bulb. The use of these lamps is prohibited. Lamps with plastic shades must use compact fluorescent or 40 watt or less bulbs.
- Open fires (inside or outside) are prohibited on campus, unless prior written approval is granted by the director of [campus police](#) ^[83] and the [town fire department](#) ^[131]. 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.

- Use of grills (charcoal or gas) is not permitted inside or on balconies or exterior stairwells and should be used at least 25 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.

Hazing

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 wellbeing (as determined at the sole discretion of the College) shall be cause for disciplinary action [8]. It shall not matter whether such practices were mandatory or voluntarily entered into by any of the student group members in question, including new and initiated members.

Information Technology

Computing - Acceptable Use Policy

The IT computer labs are available to all members of the Hampshire community to support teaching, learning, and research. Unauthorized use of these facilities is prohibited. For additional information about IT, visit computing.hampshire.edu [133].

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 e-mail is sent to these accounts only. The College is not responsible for setting up, using, or forwarding e-mail to any other account. Students may retain email accounts as alumni in accordance with the College's e-mail policy.

Students may not access, inspect, or alter any file or directory belonging to another user without their permission. Students may not harass other users by sending unwanted e-mail, programs, or other files that are knowingly disruptive or may be reasonably construed as threatening or disparaging of others. Students may not knowingly forward virus-infected e-mail or files to others and are strongly encouraged to maintain updated virus protection software on their computer. Students may not use the College's resources to gain unauthorized access to other computing resources either on campus or elsewhere. Nor may they use College computing, network, or web resources, including access to the internet, for solicitation or operation of commercial ventures or interests. Students may not use the College's computer resources in any way that violates the College's 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 e-mail and files on college-owned computers and servers are legally the property of the College. The College reserves the right to inspect e-mail and files and take appropriate action without notice if there is reasonable belief that there has been intentional or inadvertent disruption to the College's network or other shared resources or if there is suspected violation of this policy or applicable laws.

Students may not damage, deface, alter, or remove any College computing equipment from campus without authorization or deliberately attempt to degrade the performance of College computing or network resources. Students may not install software on any College computer system without appropriate authorization or install software that is in violation of any licensing agreement.

Guidelines regarding [plagiarism](#) ^[134] and [academic integrity](#) ^[135] apply to course work completed on computers and network and web resources just as they do with any other type of course work. Students should be aware of and abide by all applicable copyright laws and licenses.

Jury Duty and Voting

Notification of Jury Duty Law

According to the [Office of the Jury Commissioner of the Commonwealth](#) ^[136] [of Massachusetts](#) ^[136], "Every U.S. Citizen 18 years of age or older who is a Massachusetts resident or an inhabitant for more than 50% of the time is eligible to serve as a juror. If you are a resident of another state but a student at a Massachusetts college, you are an inhabitant for more than 50% of the year and, therefore, eligible to serve as a juror in Massachusetts." There are no student exemptions from jury duty.

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

If you have any questions about jury duty, including confirming, postponing, rescheduling, or limiting your service, contact the [Office](#) ^[137] [of the Jury Commissioner](#) ^[137] (1.800.THE.JURY/1.800.843.5879).

Voter Registration

As a part of the Higher Education Amendment, Hampshire College must provide you with the opportunity to register to vote. You may request a ^[138]mail-in voter registration form ^[138] online. The Massachusetts form can be used only to register to vote in Massachusetts.

Out-of-state students who want to vote in their home state must use either a mail-in form supplied by an election official in the home state or the federal mail-in affidavit of voter registration. Affidavits may be obtained by writing or calling the Massachusetts Elections Division ^[139], Room 1705, McCormack Building, One Ashburton Place, Boston, MA 02108; 617.727.2828 or 800.462.8683.

Library Center

Harold F. Johnson Library Center

Access to Library Services

Library services are available to currently enrolled Hampshire College students, faculty, and staff with a valid Hampshire ID. Students on leave do not continue to have access to library services.

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.

Library Study Carrel Policy

Carrel space is limited. Students may put their names on carrels, but doing so implies understanding 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 reshelved.

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.

Hampshire and Five College Borrowing Policies

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

Media Loans

Five College students 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 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 log in using your Hampshire username and password or the barcode from your college ID. The request will be placed and the item sent, usually within two business days. You will receive an email notice when the item is ready for pickup. Material will be held for pickup for seven days.

Renewals

Book 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](#) ^[140], 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 e-mail recall notice asking you to return the item and giving its new due date. Unreturned recalls are fined at \$2 per day per item, and may result in denial of borrowing privileges.

Bills

Two overdue notices are sent in the month following a date the item is due. If it is still not returned, it is billed at a minimum charge of \$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.

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

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](#) ^[62]

(413.559.5458) 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](#) ^[62]

services [62]. 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 [141] 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 [36] financial services website [36] 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 [66] for the refund schedule. Factors determining the amount of the refund include the date of leave, the type of leave, and the financial aid status of the student. Upon leave, financial aid students may have a part of their aid returned to the programs that assisted them as mandated by the federal return-of-funds formula. Returns are applied in the following order: federal student and parent loans, federal grants, college and outside grants and scholarships. Students will be responsible for a balance due created by the return-of-funds process.

For information about medical leave in relation to academic work, see the leave policy [16] in the Academic Policies [81] section.

Duration of Medical Leave

Students on medical leave normally will be assumed to be on leave for the remainder of the semester in which the leave began and for one additional semester. Students beginning a medical leave within the last two weeks of classes are considered to be on medical leave for the remainder of the semester as well as two full consecutive semesters. Students may be permitted to return in accordance with the readmission policy [141].

Students who remain on medical leave beyond two semesters should contact CASA [10] 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](#) ^[141].

Involuntary Medical Leave

All students (including those with physical or psychological conditions) are required to meet the academic, behavioral, and other standards of the College; requests for reasonable accommodations to meet these requirements are considered on a case-by-case basis.

Threatening or other inappropriate behavior by a student will usually be addressed either through the College's disciplinary process or by a qualified health professional. Where such behavior is deemed attributable to a physical or psychological condition, the College may, in its discretion, initiate the following:

The College may encourage the student to voluntarily seek professional assistance and/or apply for a voluntary medical leave in order to address the condition. If the student is unwilling to take a voluntary medical leave, the College may place the student on involuntary medical leave. When, prior to being placed on an involuntary medical leave, a student requests to take a voluntary medical leave, they normally will be permitted to do so.

Examples of behavior that may lead to involuntary medical leave include, but are not limited to:

- Engaging in or threatening behavior that is deemed dangerous to the student or to others (e.g., physical threat to self or others, suicide attempt or threat, demonstrated inability to care for oneself)
- Engaging in or threatening behavior that is deemed to be disruptive of the ability of the student or other members of the College community (including other students, faculty, and staff) to participate in the College's academic, residential, or social environment
- Engaging in or threatening behavior that is likely to cause significant damage to property

The following procedures will apply to involuntary medical leaves:

- Prior to placing a student on involuntary medical leave, the dean of students, the director of health and counseling services, or the associate director of health and counseling services will make an assessment of the student's ability to participate in the College's academic, residential, or social environment. When the student is available on campus, the assessment may include a meeting with a clinician from health and counseling services or the dean of students or designee of the dean of students,

at which time they will: (a) discuss the areas of concern with the student; (b) give the student an opportunity to respond to those concerns; and (c) explain the College's involuntary medical leave policy to the student. Further assessment may include consultation with persons knowledgeable about the College's obligations regarding students with disabilities and with appropriate health or other professionals. The total assessment will take into consideration the following: (a) the nature, duration, and severity of the risk of harm; (b) the likelihood that the harm will occur; and (c) whether reasonable modifications of policies, practices, or procedures would sufficiently mitigate the risk.

- If the process is initiated by the dean of students (or designee of the dean), the dean/their designee 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 [students with disabilities](#) ^[142] 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](#) ^[141].

Outdoors Program and Recreational

Athletics (OPRA)

OPRA Position on Substance Use

All OPRA facilities, trips, events, and activities are substance-free. This position is taken very seriously and will be enforced in accordance with the college alcohol and drug policy. Failure to comply with these policies will result in removal from participation in activities, including removal from trips and teams at the participant's expense and without reimbursement for expenses paid. OPRA supports students looking for substance-free experiences and is committed to continued support of this environment.

General Use of the Robert Crown Center (RCC) & MultiSport Center

The RCC & MultiSport Center are for use by Hampshire College ID holders and not the general public.

1. Users must show and swipe their valid Hampshire ID when they enter the RCC and MultiSport Center. Student IDs are not transferable. No one is allowed to use someone else's student ID to gain entrance to the RCC or the MultiSport Center.
2. Children under the age of 18 must be accompanied by their legal parent or guardian who holds a valid Hampshire ID. Everyone using the MultiSport Center must sign in at the front desk.
3. Guests must be signed in at the front desk. The host must remain with the guest in the RCC and/or MultiSport Center. Any person causing what the staff consider unpleasantness or unruliness in the building will be required to leave the RCC and/or MultiSport Center.
4. The climbing wall, bouldering cave, and tennis courts may be used by Hampshire ID holders and one guest of an ID holder. The ID holder must be present with the guest at all times.
5. Metal lockers are issued on a first-come, first-served basis twice during the academic year, once in September and then at the start of 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.
6. The use of radios, boom boxes, and so on, is prohibited. These devices may be used only with earphones.
7. Summer use of the RCC, playing fields, and outdoor tennis courts is only available during posted hours when not exclusively reserved and scheduled by a summer program.

Robert Crown Center Swimming Pool

1. A valid Hampshire ID must be left at the lifeguard's desk before a swimmer enters the water.
2. Non-swimmers are not permitted to use the pool.
3. A shower must be taken before a swimmer enters the pool.
4. Bathing suits are necessary; cut-offs are permissible. Nude swimming is not permitted at any time. Artificial flotation devices such as water wings and inner tubes are not permitted.
5. Anyone with a heart problem, epileptic seizures, or a dislocated shoulder should get a physician's approval before using the pool and must alert the lifeguard.

6. No glass containers are not permitted in the pool area. The consumption of beverages or food is not permitted. Running, splashing, and the throwing of objects are not permitted in the pool or pool area.
7. The lifeguards on duty have complete authority over the pool. The guards may ask anyone to leave who breaks the RCC rules or who, in the judgment of the guards, creates a nuisance, disturbance, or a potential hazard.
8. The pool phone is to be used only for pool emergencies.
9. In the event of a storm involving lightning in the vicinity of the College, an equipment breakdown, a problem in heating or lighting, overcrowding, or any other situation that the lifeguards deem potentially hazardous, the guards have the authority to close the pool.
10. No swimming is permitted in the pool unless it is during a regularly scheduled recreational swim or class period with appropriate lifeguards on duty.
11. Lifeguards are not responsible for personal belongings left in the pool area.
12. No swimming is permitted when the pool cover is covering the pool.

The Sauna

Current valid Hampshire ID holders only and no guests. Clothing is required in the facility. Gender-neutral and gender-specific hours are posted in the RCC.

Equipment Use

Because of the considerable loss of equipment, the following Policy will be enforced:

1. People signing out equipment are responsible for the replacement value of the equipment (not the depreciated value). If equipment is lost, they will be billed for it directly.
2. All equipment should be returned clean and in good repair. The person who signed out the equipment is the person who will be billed for loss or damage.
3. No one may sign out more than \$400 worth of equipment.
4. Only people having valid Hampshire IDs and those who are taking Hampshire courses for which the equipment is specifically necessary may sign out equipment.
5. Sign-out limit is one week for all equipment (except bikes and ski equipment).
6. For overdue equipment, fines will be assessed at the rate of 50 cents per item per day for items having replacement cost of less than \$10 and \$1 per item per day for items having replacement value greater than \$10.
7. No further equipment will be checked out to anyone owing a fine.
8. The fine for late return of ski equipment and bikes is \$10 for the first day and \$12 for each additional day.

For additional information regarding equipment, defensive driving, trips, game schedules and more, visit opra.hampshire.edu ^[143].

Intercollegiate Athletic Team Policies

1. All Hampshire student-athletes must follow all OPRA guidelines (please see [OPRA policy section](#) ^[144].)
2. Student-athletes must successfully go through compliance (athletic, academic, and medical) in order to participate in practice or games each semester.
3. Student-athletes may be subject to removal from a team for violations of athletic policies,

inappropriate behavior, or violations of other sections of the [Norms for Community Living and Policies](#) [119].

4. Student-athletes must follow athletic department team guidelines. Failure to follow may result in removal from the team.
5. OPRA does not condone hazing and expects that student athletes and other participants in OPRA activities adhere to the [Hazing Policy](#) [145].

The College does not provide liability insurance for injuries or damages caused to others during athletic events. See the [Student Liability, Property, and Insurance section](#) [146] for more information.

Parking and College Vehicle Use

Personal Vehicles on Campus

The College is not responsible for, nor will it pay any claims for, damages to student-owned vehicles resulting from falling ice, snow, tree limbs, or any other natural occurrence or event on its property or elsewhere, whether or not the possibility of such an event is warned against. The College is not responsible for, nor will it pay any losses, claims, or other damages, to student-owned vehicles resulting from vandalism, collision, or other acts by any person, other than damage caused directly by its employees. See the personal vehicle section of the [Five Colleges Inc. website](#) [147] for more information.

Registering Your Vehicle

In order for [campus police](#) [83] to regulate and manage motor vehicles on campus students who want to bring, operate, or park a motor vehicle, motorcycle, or moped on the Hampshire College campus must do the following:

1. Go to Parking Policies on [The Hub](#) [34] 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 Non-resident Student Vehicle Information Form in addition to the above. Print this form; you will need it when you pick up your student parking decal. Do not use “N/A” or “none” on this form. (Incomplete forms will not be processed.)
3. Students are required to visit the Campus Police parking office to pick up a parking permit. If you are not a resident of Massachusetts, PLEASE BRING YOUR NON-RESIDENT DRIVER STATEMENT with you. You will not be issued a permit without it. Please visit the [campus police website](#) [148] for parking office hours.

Five College Students

Non-Hampshire College students enrolled in classes on our campus must complete a Proof

of Registration form and bring it to the [central records office](#) [29] on the first floor of the Cole Science Center to obtain a signature. Bring this signed form, your student ID, and your vehicle registration to the parking office at the rear of the Johnson Library to obtain a parking permit. These permits are free of charge and parking is limited to the Five College lot. Hampshire College permits are valid only on the Hampshire College campus. Please visit the [campus police website](#) [148] for parking office hours.

Decal Availability

Students with vehicles on campus, including motorcycles and mopeds, must register with the campus police parking office within seven days of arrival. 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 \$160 per academic year, \$85 off camp (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](#) [148].

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](#) [83] 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](#) [83] may grant exceptions. Only registered student vehicles can be parked in the student parking lots. Students should not park in areas marked "Snow Removal."

Can't Find a Space?

Contact Campus Police at x5424 (on campus phones) or 413.559.5424 if you cannot find a space in your designated lot. **DO NOT PARK ILLEGALLY.**

Restricted Parking

Vehicles parked in restricted areas (e.g., fire lanes, bus stops), unregistered vehicles, or vehicles that are parked in violation of parking regulations are subject to being towed without warning at the owner's expense.

Summer Parking

There is no parking available for students who do not remain on campus. Vehicles may not be stored on campus at any time. Vehicles displaying evidence of non-use will be ticketed and towed. The [parking office](#) ^[148] 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 students, upon recommendation by [campus police](#) ^[83], may make this decision.

Citations

Violation tickets are issued when a vehicle is parked or driven contrary to [Norms for Community Living and Policies](#) ^[119]. 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](#) ^[66] 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](#) ^[148] within seven days from the time the citation was issued. Questions can be directed to the parking office during business hours as listed on the [parking office website](#) ^[148]. The appeals form can be found on the [here](#) ^[148]. Students with special needs must register with [disabilities services](#) ^[70] in order to receive appropriate accommodations.

Visitor/Guest Temporary Parking

All visitors and guests are required to register their vehicles with [campus police](#) ^[83] by providing the vehicle's make, model, color, and license plate number in order for [campus police](#) ^[83] to issue a temporary parking permit. The permit must be visibly displayed in the vehicle; the vehicle must be assigned a parking lot. If you are visiting a student, the host student must be present (with a valid student ID) when applying for a temporary parking pass.

Temporary Parking Permit Needed

A permit is needed Monday through Friday 8 a.m.–4 p.m.

Temporary Parking Permit Not Needed

If you are a visitor on campus after 4 p.m. and leave before 8 a.m., you do not need a permit. You **MUST** park in visitor parking **ONLY**. If you are a visitor after 5 p.m. on Friday and stay through Sunday (out by 8 a.m. Monday), you do not need a permit; however, you **MUST** park in visitor parking **ONLY**.

Student Temporary Parking

You must obtain a temporary permit if your vehicle will be on campus only for up to six weeks: 1 week, \$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.

Bicycles

All bicycles on campus must be registered with the Campus Police Department. Registration is free and can be completed at [campus police](#) ^[83] or on [TheHub](#) ^[41] anytime. The registration decal will expire upon the student's graduation date but in no case, no longer than five years from the original registration date.

All bicycles on campus must be stored in approved outdoor bike sheds and secured to a bicycle rack. Bicycles may **NOT** be secured to fire hydrants, trees, parking signs, ramps, railings, or left in the path of egress in any building on campus. Bicycles that are inappropriately secured may be immediately removed and/or confiscated.

Bicycles must be removed from campus during the summer break. Bicycles left over the summer will be considered abandoned and will be confiscated and discarded.

The College must continuously remove unregistered bicycles from campus to make more room for registered bicycles. Any bicycle in violation of the College's Bicycle Policy or unregistered will be confiscated and, if not claimed within 30 days, will be discarded.

The College is not responsible for any bicycle brought to or left on campus, whether secured or not. The College storage facilities should be considered to be unsecured, and bicycles are left in storage at the owner's sole risk.

Use of College Vehicles and Insurance

Use of College Vehicles

College vehicles are not available for personal use. "Pool vehicles" are available for college

business and college-approved student activities. Student groups must contact the [campus leadership and activities](#) [84] office. For offices and School departments, the office or department budget manager or their designated assistant makes the reservation. A vehicle request can be made three days or more in advance.

Members of the College community who want to be eligible to operate a college vehicle must [fill out an online application form](#) [149], attend a defensive driver class, and have a clean driving record. Annual credential forms must be filled out via an [online form](#) [150] through Five College Risk Management . This form is for insurance purposes only and has to be completed by everyone who will drive a college-owned vehicle or drive a personal vehicle on college business.

All drivers of college-owned vehicles, or vehicles driven on college business, are expected to follow the rules in the [Fleet Vehicle Handbook](#) [151] and to abide by all campus regulations and all local, state, and federal laws.

Travel Accident Insurance

The College provides limited travel accident insurance, including medical evacuation and repatriation to students traveling on College or academic business, worldwide. Worldwide travel assistance services are also available. Contact the [dean of students office](#) [51] for details or see the [Five Colleges Inc. website](#) [152].

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](#) [152] has more detailed information on this coverage.

- For college-owned vehicles, the student driver must be credentialed and have permission from a faculty member, a dean, a coach, or a department head to drive a college vehicle. For details on becoming a credentialed driver, visit [Five College Risk Management Policies](#) [153].
- To rent or drive a rented vehicle for college business, the student must be credentialed and have written authorization from an authorized person (see owned vehicles, below) and be a scheduled driver with the rental company. Most car rental agencies prohibit persons under the age of 25 from driving rented vehicles. The college policy is to waive coverage for liability and collision coverage on domestic rentals; however, students should follow departmental guidelines with respect to waiving the rental company insurance. If the college insurance is used, a certificate of insurance should be obtained as proof of insurance.

- If a student drives their own vehicle on College business, such use must be specifically authorized in writing by the department head or chair before the use occurs. The College policy is excess of the student's own policy with respect to liability coverage. No coverage is provided for any physical damage to the student's vehicle, nor will any deductible amount be paid by the College, whether or not the vehicle is used for College business, and regardless of any liability of the driver or other parties.
- Use of borrowed vehicles for college business must be approved before such use by the Five College director of compliance and risk management.

The college auto insurance policy may not cover unauthorized drivers. Unauthorized drivers may be personally liable for claims brought against them. The College may also have a right to claim against unauthorized drivers.

Weather Conditions

Trips may be canceled due to adverse weather conditions. The on-duty [campus police](#) ^[83] supervisor has the authority to not allow vehicles to be used due to the adverse weather conditions. The on-duty supervisor will utilize all available information (including but not limited to weather advisories, radio, TV, internet, etc) to assist in determining the advisability of allowing vehicles to leave the campus. As a general rule, the college will cancel trips in order to protect faculty, staff and students that may be using college vehicles. As a matter of policy, the College expects drivers to interrupt their trips when weather conditions deteriorate, find a safe place to wait, and to resume the trip once the weather improves.

OPRA Van Use

OPRA vans are only for the use of College staff for the purpose of transportation to OPRA programs, courses, and events.

1. OPRA does not lend or rent vans.
2. Smoking, drinking alcohol, and using illegal drugs are prohibited in OPRA vans.
3. The transportation of alcohol or illegal drugs in OPRA vans is prohibited.

Post Office

The Hampshire College Post Office is located on the ground floor of the library. For more information about the Post Office including hours and available services please visit the [Post Office website](#) ^[154].

In order that students may receive mail as quickly as possible, letters and packages should include the student's box number. The mailbox numbers assigned to students will remain the same throughout their Hampshire careers, even if the student lives off-campus. Students living off campus should check their mailbox on a regular basis. All on-campus mailings will be distributed to mailboxes. Students must learn and memorize their student mailbox combinations. Combinations for student mailboxes can be found on [theHub](#) ^[30] under personal information and campus box.

Note: Your mailbox is not a P.O. Box. Please, just use box # on U.S. Mail, UPS, FedEx and

DHL packages.

Please do not ship packages to campus prior to August 15th for the fall term, and January 15th for the spring Term.

If you are unable to get your mail/package and wish that someone else get it for you, you must inform the post office by e-mail; giving your authorization. Include your name, mailbox #, and the name of the person who will be getting your mail. To open the mailbox, that person should know the mailbox combination. They must also provide an **ID** at the time of pick up.

The USPS website, www.USPS.com [155] is a good source of information for mailing questions, package tracking, as well as looking up zip codes.

Post Office Forwarding Service

During the summer or when a student is (on leave of absence, field-study leave, medical leave, consortium agreement, or has withdrawn), the Hampshire College Post Office will close their mailbox and all 1st class U.S. mail will be forwarded to the student's current address. If the address needs to be updated, a change of address form should be completed and submitted to the [central records office](#) [29]. The college post office will forward it via U.S. mail in most cases. The post office will re-open the same mailbox to a student returning from leave. No mail will be forwarded during January Term.

Mail will be forwarded for one year following graduation or withdrawal from the college.

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

Prohibited Items

A number of items are prohibited in the Hampshire College buildings. These prohibitions are in place to support the health and safety needs of all community members. Some of the prohibited items are specific to students living the residences, and a listing of those items can be found here as well as on the [Residence Life & Housing website](#) [156]. This listing is not all-inclusive of specific items, but gives a comprehensive description of types of items not permitted and does include some specifics to guide student understanding of prohibited items.

An additional list of [fire safety prohibited items](#) [157] can be found by clicking the associated link.

Items Prohibited in the Residences

- The building or installation of “lofts,” furniture, or other structures of any kind or size, including, but not limited to, cinder-block or wooden platforms, is prohibited.
- Waterbeds are prohibited.

- Cooking devices are prohibited with the exception of hotpots and small microwave ovens. For a comprehensive description of additional fire safety regulations and other prohibited items, please see the [Fire Safety & Smoking section](#) [99].
- Additions to, modifications of, and unauthorized connections to existing wiring systems (electrical, telephone, data, television, radio, cable/dish) or other utilities are prohibited.
- The installation of air conditioners or other objects in windows is prohibited.
- Pets, with the exception of approved service and assistance animals, are prohibited in the residences. You can view the full [Pet Policy](#) [77] and [Disability Services](#) [158] policies on assistance and service animals by clicking on the associated links.
- Weapons, whether real or replica, are prohibited, please see the full [Weapons, Firearms, & Explosives policy](#) [101] for details.

Pets

Pets and other animals, with the exception of service animals and assistance animals approved in accordance with the [College's policy](#) [158], are prohibited in all residence buildings. Residents are also prohibited from keeping or providing for animals on college property, and visiting animals must be kept outdoors on a leash at all times in the presence of the owner. Hosts are responsible for cleaning up after any visiting animals. Visiting is defined as temporary, short term (less than a day), and occasional (no more than three times per term). Students who violate this policy are subject to [disciplinary action](#) [8], including seizure of animals when students fail to heed warnings and other attempts to resolve concerns with animals found in the residences. Students will bear any associated cost to the College or any of its employees or agents, whether because of damage to property owned by the College or others or because of any claim brought against the College by any person because of injury, illness, or other reason as a result of the student having brought an animal onto campus, regardless of whether the animal is in violation of this policy.

Weapons, Firearms, and Explosives

Students are prohibited from introducing, possessing, using, buying, selling, carrying, or displaying any weapon or replica. Weapons are defined as any device or substance that is designed, used, or likely to be used to cause bodily harm, or property damage. Firearms are defined as any gun, rifle, pistol, handgun or device designed to fire bullets, BBs, pellets, or shots (including paint balls), or other projectiles, regardless of the propellant used. Other weapons include but are not limited to, mace, pepper spray, taser, stun guns, knives with fixed blades, switchblades, spring-loaded knives, pocket knives with blades longer than 4 inches, kitchen utensils not used for their intended purpose, martial arts weapons, bow and arrows of any type, swords, brass knuckles, sling shots, explosives, or incendiary devices such as firecrackers are strictly prohibited on campus. All "prop" weapons used in plays, the theater,

etc., must be registered and stored in the Campus Police Department. The policy also covers any other items deemed by the [Campus Police Department](#) [83] to be dangerous, including hazardous chemical or biological material of any sort. Also included are displays/collections of the above named items, ornamental weapons and ornamental ammunition. Any prohibited items are subject to confiscation and permanent forfeiture without any expectation of return or reimbursement. Violators will be subject to criminal prosecution and [disciplinary action](#) [8] up to and including removal from the College.

Residence Life and Housing

Since our founding, Hampshire College has been envisioned as a residential learning community. This has meant that not only does Hampshire strive to provide safe, secure, and comfortable living areas for students, but we also strive to provide a dynamic, intellectual environment outside the classroom. The residence life system encourages students to assume community responsibility and to respect the diverse backgrounds and lifestyles of our community members by providing opportunities for residents to learn about differences and to intentionally create a community that embraces those differences.

For more information about the student and professional staff who work in the houses, visit the [Residence Life and Housing website](#). [159]

Residence Life and Housing Policies

Members of the Hampshire College community are required to abide by the laws of Massachusetts, the laws of the town of Amherst, and the Norms for Community Living and Policies set forth by Hampshire College in Non Satis Non Scire. The following policies and associated subsections outline Residence Life and Housing Policies. If you have additional questions about these policies, please [contact your house director or another member of the housing staff](#) [90].

Disciplinary Action

When it is found, through reports of the residence hall staff, housing operations staff, or [campus police](#) [83] 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 [disciplinary action](#) [8].

Guests

Students are permitted to have overnight guests in their rooms or apartments as long as the host is on campus during that time. Hosts must [register their guests](#) [160], 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](#) [83] as specified in the [parking policy](#) [161]. All guests are expected to abide

by Hampshire College's Norms for Community Living and Policies. Responsibility for the conduct and safety of guests lies with the host. Any damage incurred by a guest will be charged to the host. Any guest whose behavior is disruptive will be required to leave campus.

Health & Safety

Residence life staff and/or health and safety staff may enter common spaces and rooms as needed, and at least once during each term, to conduct fire, health, and safety inspections. Residence life staff also enter each room, as part of the December shut-down process, to check the heat and make certain windows and doors are secure. Students are required to comply with the required corrective action of all fire, health and safety inspections carried out by college personnel.

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

Room Changes

Although students are expected to live in the same room for an entire academic year, there are sometimes extenuating circumstances that may warrant a move. If a student feels a move is necessary, they must meet with their 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.

An administrative move may be determined as necessary by a member of the residence life staff or the dean of students office. In such cases, these staff reserve the right to move students to any vacancy on campus.

Furniture, Furnishings, and Room Damage

Room Damages

Damage to student rooms and/or damage to or removal of furnishings or equipment, beyond ordinary wear and tear, will be charged to the last known student occupant(s) of that room. This will include, without limitation, material and labor costs for replacing missing furniture, screens, window stops, heater covers, draperies, other safety devices, stoves or any other equipment that is part of the room or mod. Damages to the public areas of a residence hall or mod will be charged to all residents of the smallest applicable area of the hall or mod, the total

being divided equally. Group charges may include costs for replacing missing furniture and other furnishings that cannot be attributed to specific individuals. Assessments for damages are made as students move and at the end of the academic year. Disablement or removal of safety devices may result in personal liability for harm that may arise from such acts and may be subject to disciplinary action [8].

Under no circumstances are students permitted to paint their rooms or common areas. Failure to abide by this rule will result in charges for paint and labor to restore the room or common area to its original condition.

Furnishings and Furniture

Room decorations are permitted, provided they do not exceed 40 percent of any wall and are not hung on ceilings, sprinkler pipes, over smoke detectors, or near any source of heat. Any method of affixing decorations that puts holes in or mars walls, woodwork, doors, or furnishings is prohibited.

No decorations are allowed in hallways or stairwells with the exception of existing student room bulletin boards.

Students bringing hotpots and/or microwave ovens should keep them unplugged when not in use.

All College furnishings and fixtures must remain in student rooms and common spaces at all times.

Items furnished by the College in public and common areas may not be moved from those spots. If such items are found in student rooms, it will be treated as theft of College property.

Students may supplement College-owned furniture in common spaces with their own additions. However, the College is not responsible for damage or theft of non-College furnishings. It is the student's responsibility to remove all non-College furnishings upon departure and summer shutdown. Furniture that remains in rooms and common spaces at the end of the academic year may be disposed of by the College.

All screens must be left in place, attached to the windows. Students are billed for detached, missing or damaged screens. Students may face disciplinary action [8] if screens are removed, causing security risks to locked doors.

Vandalism of college-provided phones will result in all hall or apartment residents bearing the cost of repairs or replacement and disciplinary action [8].

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 who are granted off-campus status will retain that status for the remainder of their time at the College. Students who wish to return to campus housing must contact the assistant director of residence life. The number of vacant rooms and the timing of the request will have an impact on how quickly students may be returned to campus housing. Every effort will be made to expedite the request. For emergency purposes, all off-campus students are required to provide the College with their current local address and telephone number each semester. This information is made available to Hampshire staff and faculty.

Room Condition and Upkeep

Proper Upkeep—Student Responsibilities

Students are responsible for the cleanliness of their own rooms and for their common spaces.

In the 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 [8], up to and including house relocation and removal from campus housing.

Room Contracts and Common Area Condition Reports

Room contracts and common area condition reports detail the condition and content of those spaces at the beginning and end of a student's occupancy of the space. These contracts provide mutual protection for residents and the College.

When vacating a space it is strongly suggested the student and a residence life and housing staff member together compare the final condition of the room with the information on the original contract. The staff member will give the student an opportunity to address any inconsistencies in order to avoid a cleaning or damage charge.

When a space is vacated, the room contracts and common area condition reports are used to assess the condition of the facilities and to determine whether or not students are responsible for any damage beyond normal wear and tear. Any appropriate charges, including charges for necessary extra cleaning and/or missing furniture, are assessed. Damages will be billed according to a rate schedule [162], available from the housing operations office [163].

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 forfeits the opportunity to challenge the final assessment of the space and is liable for any damages that are charged.

Social Events Hosted in the Residences

A social event on the Hampshire College campus is considered to be any gathering at which more than 15 people are in attendance. For any social event in the residences, whether or not alcoholic beverages will be served, an authorized event registration form must be obtained at least 24 hours prior to the event from the 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 [8].

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 Norms for Community Living and Policies [119] and laws are adhered to during the event. If alcoholic beverages are being served during the event, both signers of the registration form must be 21 years of age or older. Those serving alcohol are required to check identification. Events will not be authorized if excessive alcohol is being served or if there is a lack of adequate nonalcoholic beverage and food. For more information about hosting events with alcohol, please see the alcohol policy [164].

Event registration forms will be authorized only for a single hall or mod to host an event. Attendance at events within living areas is limited due to fire-safety [99] concerns. Larger events should take place outside the residences. Entertainment must not be so loud as to disturb neighboring residents. Only one event registration form will be authorized in each residence area on a single night. Social events in the residences will not be authorized to take place during or around the time of large-scale campus events or during the time of College quiet hours [94]. Therefore, events in the residences ordinarily will be authorized only for Friday and Saturday nights. They will not be authorized to take place during the College's exam period or the exam periods of any of the other Five Colleges, during break periods (October break, Thanksgiving break, or spring break), during any time of the Halloween weekend, during Spring Jam, or during the weekend of graduation. House directors may refuse to authorize events during other large-scale campus events.

Student Room Use and Access

Use of Student Rooms

Only registered Hampshire College students may live on campus. Housing is contingent upon a student's maintaining an active student enrollment status. The only persons who may reside in a room are those assigned by the College. Residents may not invite or permit any other person to reside in their assigned room or in any other area of a residence hall.

Student rooms are to be utilized as bedrooms and/or study space. The use of bedrooms for other purposes is prohibited.

Subletting

Subletting of a student room to any other person not officially assigned to that room is prohibited. Students violating this policy are subject to disciplinary action [8].

Right of Entry

Students' right to privacy in their bedrooms is respected by the College to the extent practicable. In most instances, the College is able to give students advance notice of a need to enter student rooms. A submitted work order acts as permission for facilities and grounds personnel to enter a student's room for the purpose of making the requested repair(s). By requesting maintenance service within your 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.

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.

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 ^[94] (Sunday–Thursday, 7:30 a.m.–11 p.m. and Friday–Saturday, 7:30 a.m.–2 a.m.).

Tampering with the operations of doors, windows or card readers will result in disciplinary action ^[8] that could include restitution of damages and removal from the residences.

The College, at the discretion of the dean of students office, has the right to make changes, or to restrict an individual student's access settings on their card, for disciplinary reasons or for special accommodations. For more information, about your student ID card, visit the OneCard office website ^[106] or contact the OneCard office at onecard@hampshire.edu ^[165].

Keys and Lockouts

Any duplication of college keys is strictly prohibited. Replacements for lost keys must be obtained from the housing operations office ^[163] during working hours. If a key to a student room is lost, the lock on the door is automatically changed and two new keys are made. In the apartments, if an entry key is lost, the lock is changed and replacement keys issued to all residents of that apartment. When a lounge key is lost, a new key to the lounge is issued to the resident.

Students are charged \$5 for each key replaced, \$60 for each bedroom re-core, and \$100 for each apartment entry recore, (this includes key replacements for all apartment

residents. Replacements for lost key cards (in applicable residence areas) must be obtained from the OneCard office ^[106], located in the basement of the library. Lost cards will be immediately deactivated and a new card issued to the student for a fee.

If a room key is not returned within 48 hours after occupancy is concluded, the lock must be changed. Students will be charged for replacement lock core and keys, as above.

Key cards (in applicable residence areas) will be automatically deactivated immediately after occupancy is concluded, and will be reactivated if and when new occupancy begins.

In the case in which keys and/or a key card are lost, access to a student's room can be obtained by calling campus police ^[83] (x5424 an on campus phone or 413.559.5424).

Vacating Rooms and Residence Opening and Closing

Vacating Student Rooms

It is strongly advised that a student vacating a residence hall for any reason—including but not limited to withdrawal from the College, moving to a different residence hall, or vacating their room at the end of a semester—have the room formally checked by a member of the 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.

Students who go on medical leave ^[166] 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 ^[62] or student life ^[167] personnel. All residential keys must be returned to the housing operations office ^[163] upon a student's departure. Failure to comply with this policy may result in additional charges commensurate with the amount of time a student has taken to vacate their room or to make arrangements with the housing operations office to have articles moved to storage.

Opening and Closing of Residences

- A student may not be admitted to or leave luggage in a residence before the official opening date in the fall without obtaining prior approval from the housing operations office ^[163]. 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 ^[99] 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 ^[8] and a significant fine, commensurate with the amount of time a student has been on campus when they should not have been.
- Those students who have exams scheduled at one of the other Five Colleges after Hampshire College's closing date must seek permission from the housing operations staff, by the posted deadline, to remain in Hampshire's College's residences. In those cases in which permission is granted, students must leave on the day their exam is scheduled. In cases of self-scheduled and take-home exams at other institutions, Hampshire students may be required to vacate their rooms before the deadline given by Five College faculty. For exact deadlines, students should consult notices distributed by the housing operations office ^[163] 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 minifridges) 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 ^[16] or field study ^[15] 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 ^[168] may not be stored on campus during the summer vacation period.

Retaliation

Hampshire College strongly prohibits the taking of any retaliatory action for the good faith reporting of alleged improper or wrongful activity, assisting another in making such a report, or participating in an investigation or resolution of such matters. Thus, it is prohibited to engage, directly or indirectly, in any action or attempt to harass, intimidate, retaliate against, or improperly influence any individual, including third parties, associated with the student conduct process. If a student believes that he or she has been discriminated against, harassed, or retaliated against, the student should promptly report the matter to the dean of students office ^[51]. Individuals who are alleged to engage in retaliatory tactics may face disciplinary action ^[80] independent of the sanction or interim measures imposed in response to the underlying allegations of misconduct.

Sexual Offenses

Hampshire College defines a sexual offense as any unwanted sexual conduct that occurs without consent. Definitions of all types of sexual offenses in which a student could be named in a complaint are listed in the definitions section ^[169] of this policy.

Hampshire College takes sexual offenses very seriously, as they are a violation of the Norms for Community Living and Policies ^[119]. 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 College community members have the right to personal and sexual safety, respect, integrity, and freedom of expression, as long as such expression does not cause harm to others. Hampshire College will make every effort to protect these rights, and will not tolerate any form of sexual offense.

Title IX ^[170] 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).

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](#) ^[171] to help you get the support, information, and services that you need.

Anyone can utilize [these resources](#) ^[171] and make a report; it is appropriate to use [these resources](#) ^[171] 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

Campus Action and Formal Complaint Processes

Formal Processes

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 may be referred to a review panel for consideration. The review panel is responsible for determining whether a policy violation occurred, and if so, making a determination as to sanctions.

You may speak directly to the Title IX Deputy Coordinator for Students (413.559.5412) 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 a 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 ^[167] 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 (if applicable), 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 offenses policy and other violations of Norms for Community Living and Policies ^[119] that are alleged to have occurred as part of the same circumstances as the sexual offense policy complaint may proceed in accordance with this procedures outlined in this policy or may be addressed separately.

Supporter

The complainant and respondent may choose a supporter to guide them throughout the investigation. The supporter may be invited by the complainant or respondent to attend meetings and the investigation interviews with the student. Trained supporters include members of the dean of students office. However, you may request any member of the Hampshire community to be your supporter who is not directly involved in the case as a witness or responding party.

Meeting with a Title IX Deputy Coordinator

A 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. A 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. A 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 where the other is known to be present or likely to be present.

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

The case will be assigned to one or more investigators as designated by the dean of students office ^[51].

Investigation

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

The 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, etc. The investigator(s) are not charged with reaching a determination as to responsibility.

If the investigation report indicates there is sufficient information to suggest a policy violation may have occurred, a Title IX Deputy will issue a notice of charge and refer the matter to a review panel.

If the investigation report indicates there is insufficient information to suggest a policy violation may have occurred, or if there is evidence a policy violation did not occur, the complainant and respondent will be notified in writing. The complainant will have the opportunity to seek review by the dean of students by filing a written request for review within five days. The dean of students may affirm the threshold finding, reverse the finding, or remand the matter for additional investigation as warranted. The dean of students will render a decision in writing, to both parties, within ten days of receipt of the request for review. The decision of the dean of students is final.

A request to reopen the investigation may be made by any of the involved parties at any time with a written request to the Title IX Coordinator and the submission of new and relevant information by the requesting party. Requests to reopen a closed investigation will be considered by the Title IX Coordinator. If an investigation is reopened, the complainant, respondent, and party making the request will be notified.

If the case is referred to a review panel of the CRB [54], the review panel may consider at its discretion not only complaints of violation of the sexual offense policy, but also other violations of Norms of Community Living and Policies [119] 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 faculty or staff panelists. Panelists shall be selected by the advisor to the Community Review Board [54] from the group of individuals who have been trained as part of the Community Review Board [54]. The complainant and respondent may review eligible panelists and advise the College of any real or potential conflicts of interest. Panelists may also recuse themselves.

The review panel will meet to review the investigation report. The panel members will read the investigation report and may ask further clarifying questions of the investigator/s, complainant, or respondent. Complainant(s) and respondent(s) will be expected to appear in person before the panel during their designated time, and they will have the ability to hear the other party's statement by telephone or video, but not in person. This process will closely mirror standard CRB hearing procedures [172] with the provision that the complainant(s) and respondent(s) will not be present at the hearing at the same time.

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

The review panel will then determine whether the respondent is responsible for violating the sexual offense policy following its consideration of the investigation report and related written materials, including witness statements and the statements of the complainant and respondent before the panel. If responsibility is found, the panel will issue sanctions against the parties found responsible for violating Norms of Community Living and Policies [119].

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

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 panel may be appealed to the dean of students in the same manner as appeals [173] from decisions of matters heard by the Community Review Board [79].

Definitions of Sexual Offenses Policy

Violations

A sexual offense is any unwanted sexual conduct that occurs without consent.

The definitions contained in this policy outline the specific sexual offenses for which a student can be named in a complaint. Definitions should be thoroughly reviewed as they may differ from standard legal definitions one may be familiar with as well as contain definitions that are higher than a legal standard.

Please click on the associated links below to see each of the definitions.

Statement on Intimate Partner Violence

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

The College will not tolerate intimate partner violence of any form. For the purposes of this policy, the College does not define intimate partner violence as a distinct form of misconduct. Rather, the College recognizes that sexual harassment, sexual assault, sexual exploitation, harm to others, stalking, and retaliation may all be forms of intimate partner violence when committed by a person who is or has been involved in a sexual, dating or other social relationship of a romantic or intimate nature with the complainant.

Consent

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

It is the Responsibility of the Initiator to Obtain Consent

Though all students are encouraged to communicate openly about what they do and do not want, students will not be held responsible if they don't GIVE consent, whereas they may be

held responsible for NOT GETTING consent. If the sexual interaction is mutually initiated, both parties are equally responsible for getting and giving consent.

Consent is Required for Each Separate Sexual Activity

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

Consent Must Be a Free Choice

A person cannot give consent if one's ability to understand and give informed consent is impaired in any way. Consent is not valid if the person is incapacitated (see definition of incapacitation [174]) due to drugs or alcohol or any other factor; is mentally impaired; is underage; or has experienced the explicit or implied use of force, coercion, threats and/or intimidation. The ability to give consent freely may also be jeopardized if the initiator is in a position of power over the student, such as a professor, employer, or possibly an intern or orientation leader.

Silence Does Not Equal Consent

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

Body Language and Unclear Verbal Responses Do Not Equal Consent

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

Incapacitation

An individual who is incapacitated lacks the ability to make informed, rational judgments and cannot consent to sexual activity. Incapacitation is defined as the inability, temporarily or permanently, to give consent, because an individual is mentally and/or physically helpless, asleep, unconscious, or unaware that the sexual activity is occurring. Where alcohol or other drugs are involved, incapacitation is a state beyond drunkenness or intoxication. Evaluating incapacitation requires an assessment of how substances consumed impact a person's decision-making ability, awareness of consequences, ability to make informed judgments or capacity to appreciate the nature and the quality of the act. The impact of alcohol and drugs

will vary from person to person, however, warning signs that a person may be approaching incapacitation may include slurred speech, vomiting, unsteady gait, odor of alcohol, combativeness, or emotional volatility.

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

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

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

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 [Norms for Community Living and Policies](#) ^[119] and/or violate the law.

Sexual Assault

Some forms of unwanted physical or sexual contact that occur within a sexual context and without consent may constitute a sexual assault. Sexual assault could include, but is not limited to, the following conduct when such conduct is unwelcome or enacted without consent:

- Use of force within a sexual context (hitting, kicking, grabbing, holding down)
- Penetration of the vagina, anus, or mouth, using a part of the body (e.g., penis, finger[s]) or an object.

Sexual Exploitation

Occurs when an individual takes non-consensual or abusive sexual advantage of another for

one's own advantage or benefit, or to benefit or advantage anyone other than the one being exploited. Examples of sexual exploitation include, but are not limited to:

- Surreptitiously observing another individual's nudity or sexual activity or allowing another to observe consensual sexual activity without the knowledge and consent of all parties involved.
- Non-consensual sharing or streaming of images, photography, video, or audio recording of sexual activity or nudity, or distribution of such without the knowledge and consent of all parties involved.
- Exposing one's genitals or inducing another to expose their own genitals in non-consensual circumstances.
- Knowingly exposing another individual to a sexually transmitted disease or virus without his or her knowledge.
- Sexually-based stalking and/or bullying; and inducing incapacitation for the purpose of making another person vulnerable to non-consensual sexual activity.

Stalking

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

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

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.

Unwanted Sexual Contact

Any unwanted physical contact that occurs within a sexual context, without consent, may constitute a violation of the sexual offenses policy. Unwanted sexual contact 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

Harm to Others

Words or conduct which threatens or endangers the health or safety of any person including physical abuse, verbal abuse, threats, intimidation and/or harassment. This behavior is typically treated as a violation of our [Norms for Community Living and Policies](#) ^[119]. Acts which constitute harm to others that are a form of intimate partner violence, or are based on sex or gender, will be resolved under the sexual offenses policy.

Retaliation

Acts or attempts to retaliate or seek retribution against the complainant, respondent, or any individual or group of individuals involved in the complaint, investigation, and/or resolution of an allegation of sexual offense(s). Retaliation can be committed by any individual or group of individuals, not just a respondent or complainant. Retaliation can take many forms, including

continued abuse, violence or other forms of harm to others.

Reporting, Support, and Resources

The College recognizes that deciding whether or not to make a report and choosing how to proceed can be difficult decisions. All individuals are encouraged to seek the support of campus and community resources. These trained professionals can provide guidance in making decisions, information about available resources and procedural options, and assistance to either party in the event that a report and/or resolution under this policy is pursued. Individuals are encouraged to use all available resources on and off campus, regardless of when or where the incident occurred.

Hampshire College makes a variety of resources available to students to support them in making choices that best supports individual needs. The links below provide an overview of reporting, and support and resources, which include information about seeking medical assistance, mental health support, how to report on campus, and seeking support in taking action off campus. For more information about resources and support available both on campus and in the local community, beyond the links below, visit www.hampshire.edu/sexualrespect.

[171][hampshire.edu/sexualrespect](http://www.hampshire.edu/sexualrespect) [171].

Reporting

Reporting on Campus

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 reported offender is a faculty or staff member, the investigation and any subsequent actions will be carried out by [human resources](#) [175] and the complainant will be informed of the finding of responsibility and any sanction that directly impacts the complainant.

A complainant, or any other individual, may make a report to the College. There are a variety of ways to report a sexual offense as follows:

- Contact one of the Title IX Deputy Coordinators listed at the bottom of this page
- File a report with [campus police](#) [83]
- Report to an employee of the College who you know and trust. 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.

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.

What Happens When a Report is Made to the College?

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. For more information on the investigation process, go to the [Campus Action and Formal Complaint Process section](#) ^[176] or contact the **Title IX Deputy Coordinator for Case Management** - Jessica Fontaine, Director of Student Conduct, Rights and Responsibilities • Box PH • Prescott House Office • Hampshire College • 893 West Street • Amherst, MA 01002 • 413.559.6205 • jfontaine@hampshire.edu ^[5].

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](#) ^[83] in the annual [Clery Report of crime statistics](#) ^[177].

Who Can I Work with at the College to Make a Report?

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:

Title IX Deputy Coordinator for Student Complaints

Renee Freedman, Senior Associate Dean of Students for Residence Life • Box SA • Hampshire College • Merrill Student Center • Hampshire College • Amherst, MA 01002 • 413.559.5412 • rfreedman@hampshire.edu ^[109]

- Duties and Responsibilities: The Title IX Deputy Coordinator for Student Complaints have oversight for the dissemination of Title IX information, receive student complaints and initiate investigations, coordination and oversight of student conduct proceedings, and assistance to Title IX Coordinator to ensure institutional compliance.

Title IX Deputy Coordinator for Athletics

Troy Hill, Coach and Instructor • Robert Crown Center • Box OP • Hampshire College • Amherst, MA 01002 • 413.559.5470 • Thill@hampshire.edu ^[120]

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

Title IX Deputy Coordinator for Faculty and Staff

Shelly Ruocco, Associate Vice President for Human Resources • Box HR • Robert Stiles House • Hampshire College • Amherst, MA 01002 • 413.559.5605 • amrHR@hampshire.edu

[110]

Dianna Williams, Assistant Director of Human Resources • Box HR • Robert Stiles House • Hampshire College • Amherst, MA 01002 • 413.559.5605 • dwilliams@hampshire.edu [111]

- **Duties and Responsibilities:** Responsible for Title IX compliance for matters involving faculty and staff and visitors, including training, education, communications, and administration of the grievance procedures for all complaints against faculty, staff and visitors, including those complaints filed by students.

Hampshire College Campus Police

413.559.5424

Emergency x1911 (from an on-campus phone)

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](#) [83], 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](#) [83] will pass on all sexual offense reports to the Title IX Coordinator and/or Title IX Deputy Coordinator for Students. If you are in an unsafe situation or would like to file a police report, contact [campus police](#) [83].

Support and Resources

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 [health and counseling services](#) [62], licensed mental health professionals, 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.

A number of private resources are also available on campus. Private resources share information with only those they are required to by law or job function. Private resources are not considered confidential as they are required to report to the Title IX Coordinator.

You can find more information about support and resource options at www.hampshire.edu/sexualrespect [171].

Confidential Assistance On Campus

- **Health and Counseling Services:** Health and counseling services ^[62] 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 at 413.559.5458.
- **Liza Neal, Director of Spiritual Life and ordained minister:** If you want to report confidentially and receive spiritual counseling call 413.559.5282 or visit the Spiritual Life website ^[178].

Confidential Assistance Off Campus

- **Center for Women and Community:** The Center for Women and Community ^[179] (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 and they can be reached by calling 1.888.337.0800.
- **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 413.577.5000 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.
- **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 the SANE. Campus police can assist in filing a police report, connecting you with the local police department, and the District Attorney's office. Additionally, it is always a student's right to contact the Office for Civil Rights (OCR) at 617.289.0111 or OCR.Boston.ed.gov ^[180].

Private Assistance On Campus

- **The Title IX team:** This is a group of administrators whose role is to oversee various parts of Title IX compliance. Please visit the on campus resources and support section of www.hampshire.edu/sexualrespect ^[171] for a full list of the Title IX team and a description of their individual responsibilities.
- **The Wellness Center:** Provides educational programming and support resources on many health and well-being topics, including sexual offenses. Visit the Wellness Center

[181] or call 413.559.5743 for more information.

Student Group Activities

Student group policies, activities, and events are overseen by [campus leadership and activities](#) [84]. 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](#) [84], as well as the [dean of students office](#) [51] or designee, may deny recognition, or cancel events or activities that violate any of these criteria.

Hosting/Registering an Event or Program

All events have an impact on the image and reputation of Hampshire College. Therefore, event organizers have the responsibility to ensure that their events reflect the core values of the institution: responsibility, community, and well-being. The event registration process is designed to provide assistance to event organizers and student group representatives in navigating the various steps necessary to host an event on campus. This includes providing support with reserving facilities, complying with applicable campus policies and procedures, and ensuring adequate program planning. The policy covers the following events hosted on campus:

- Events held outdoors
- Events involving alcohol
- Conferences and workshops
- Events in public spaces
- Events with an anticipated audience of 15 or more
- Events funded by student activities fee (funded or sponsored by the [Hampshire Student Union](#) [82] or student groups)

Looking for information about how to host events in the residences? Visit the [residence life social events section](#) [91] for more information.

Large Events, Conferences, and Multiday Events

Large Events

Events with an expected attendance of more than 200 individuals require consideration beyond the 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 ^[84] has guidelines that student organizers need to follow when planning a conference or multiday event. Planning must begin at least four months in advance. Due to availability of campus resources, students and student groups are allowed to host only one conference or multiday event a year. For information about additional requirements and planning procedures, please visit campus leadership and activities ^[84].

For general event planning guidelines visit leadership.hampshire.edu ^[182].

Additional Event Planning Regulations

- Alcoholic beverages are allowed only by special permit (see alcohol policy ^[164]).
- Quiet hours ^[94] begin 11 p.m. (Sunday–Thursday) and 2 a.m. (Friday–Saturday).
- All trash and recycling must be collected and placed in the appropriate barrels.
- At no time may doors, fire exits, elevators, hallways, or foot traffic be blocked. All events must observe fire and accessibility codes.
- Advertising for events is permitted only once the event has been approved by campus leadership and activities ^[84]. This includes Internet advertising in social media as well as postering, tabling, chalking, and mailbox stuffing.
- Posters are permitted only on bulletin boards not designated for specific departments or centers. Students are encouraged to use the bulletin boards under the walkway along the west wall of Franklin Patterson Hall and the north wall of the Johnson Library, underneath the bridge. Posters placed anywhere but upon designated bulletin boards will be removed with no regard to content.
- Chalking is permitted on any outside ground surface that is exposed to the elements (can be rained or snowed upon) so removal does not require the attention of facilities and grounds staff. Chalking is prohibited inside campus buildings and outside on non-ground surfaces including, but not limited to, walls and windows of campus buildings, signs, trees, poles, and other structures.

- Events cannot take place prior to the first day of classes (orientation period) or beyond one week after classes end (graduation period). Only events sponsored by the Hampshire Student Union [82] can be scheduled during Hampshire Halloween and Spring Jam weekends. Campus leadership and activities [84] in conjunction with campus [83]police [83] and event services [183] 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 for residence life.
- Student groups are required to obtain authorization from the associate dean of students for campus leadership and activities [84] for any event where money is exchanged (including fundraising activities). Campus leadership [84]and activities [84], working with the controllers office [184], must have reviewed and approved the student groups cash handling procedures prior to the event.
- Any performer at an event sponsored by a student group must complete and sign a Hampshire College contract. All contracts must be authorized by campus leadership and activities [84]. Students are prohibited from signing any contracts or making verbal commitments to outside agencies, as it makes them personally liable for fulfilling the terms of the contract should a problem arise.

Reserving Space

The dining commons, Red Barn, main, west, and east lecture halls in Franklin Patternson Hall, and most academic and other campus spaces may be reserved through the event services and summer programs office [183]. The library gallery may be reserved through the gallery coordinator, 413.559.5622; the Merrill and Dakin living rooms may be reserved through the Dakin/Merrill House office, 413.559.5564.

Any reservations of space for student events made with event services [183]and summer programs [183] will be considered tentative until the event registration form (ERF) is approved by campus leadership and activities [84]. If an ERF has not been 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 and a 1:00 a.m. curfew on Friday and Saturday.

Student Group Recognition Process

All groups, newly proposed and established, are required to submit an online recognition

application. Campus leadership and [84]activities [84] evaluates all applications to determine if additional information is necessary, and if approved, the group is recognized for the next academic year. Consideration will be given to the type of activity, similarity to existing groups, their detailed mission statement, proposed community engagement, risk, and safety concerns, as well as the viability of the group determined by potential conflict with Norms for Community Living and Policies [119]. Groups may be asked to have a faculty or staff advisor, submit a self-risk activity assessment, and/or complete a student activities risk waiver for participating members of the group. The student group recognition process is held each spring for the following academic year.

For additional information on becoming a recognized group visit leadership.hampshire.edu [84].

Student Identification

A Hampshire College ID is necessary for use of the library facilities at Hampshire and the other colleges in the Five College consortium, and for entrance to some buildings, eating in the dining commons [185], and admission to the Robert Crown Center. Campus police [83] officers or other college employees may ask you to produce identification to verify that you are indeed a student at Hampshire College. Students must comply with such a request. Failure to do so may result in disciplinary action [8] up to and including escort from the Hampshire College campus. If you need to replace your student ID (OneCard), replacement ID fee is \$25.

Student 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 the [student health insurance website](#) ^[186].

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 [health and counseling services](#) ^[62] 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](#) ^[62]. 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](#) ^[184] administers these insurance policies. These policies do not extend to participants in intramural or any other recreational sports. They cover intercollegiate and college-recognized club sports only.

The College accepts no responsibility for any losses, costs, or expenses not covered by the insurance policies listed above, whether by coverage terms or exclusions or the injured student's failure to comply with policy-required claims procedures.

For a complete description of the club catastrophic coverage provided for athletes, contact

OPRA [187].

Property

The College does not have property insurance for student possessions, and it accepts no responsibility for any personal possessions or property of students. Any possessions in student rooms or left in storage areas are left at the owner's own risk. Students are responsible for insuring their own property against loss, and may be able to do so using family policies or by obtaining a tenant's policy through a local insurance agent. It is recommended that students keep their doors locked at all times and not leave valuable items in storage areas. See the Five Colleges website [188] for more information and links to the College policy on abandoned property and bicycles.

Liability

The College is not liable for the actions of its students, nor is it possible for the College to obtain liability insurance on behalf of its students. Student athletes especially should be aware that if they are sued for injuries or damages caused to others in the course of an athletic event, Hampshire's insurance does not provide coverage. The liability section of your family's homeowner's policy or renter's policy may provide for the defense of the student and damages awarded, if any, in a suit alleging negligence. Students are responsible for avoiding intentional acts or negligent behavior that could harm others or give rise to adverse legal action. Although the College will not provide liability protection, it may, at its discretion, assist in obtaining a defense if it is not provided for by family insurance coverage.

If a student is sued for an act or omission and believes that they were acting in the capacity of an employee or agent of the College at the time of such act or omission, the student should contact the dean of students office [51] 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 [175].

Conduct Hearing Procedures

The dean of students or their designee has the authority to directly administer conduct hearing procedures (dean's meeting [93]) or designate cases for house sanctioning [189] or to be heard by the Community Review Board (CRB) [79]. Some cases may also be referred to the CRB advisor

to conduct a restorative conference [78]. Procedures for each of these types of meetings can be found by clicking on the associated links. The dean of students, and their designees, have a responsibility to determine if a violation of the Norms for Community Living and Policies has occurred and to with the student(s) involved determine outcomes and sanctions for such matters.

Sanctions may be punitive, educational, and/or restorative and include, but are not limited to, research projects, fines, restitution, community service, family notification, warnings, room-choosing restrictions, house probation and suspension from any particular residence, disciplinary probation, and, in the most serious cases, the dean of students or their designee may impose suspension (including interim suspension pending further investigation or additional proceedings), or expulsion from the College. Additional details about sanctioning can be found in the Disciplinary Outcomes and Sanctions [8] section.

Violations of Policy by Five College Students

The Five College consortium provides an enhanced learning environment with access to an almost unlimited variety of academic, social, and cultural resources. We are all well aware of the importance of maintaining good relationships among the Five Colleges. For that reason, the Five College deans of students have adopted the following resolution for maintaining standards of conduct at each of their institutions:

If a breach of discipline or good conduct is committed by a student from one of the colleges while visiting another of the Five College campuses, that violation will be treated as though it occurred on the student's home campus. The student will then be subjected to their own institution's applicable and appropriate conduct procedures.

External Proceedings

Community Review Board (CRB) [79] hearings, dean's meetings [93], residence life violation meetings [189], nor the investigation and determination by a review panel for a Sexual Offenses p [118] olicy [118] complaint are a substitute for civil or criminal courts; students pursuing complaints through any of the afore mentioned pathways do not waive their right to pursue external remedies. Sexual assault 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, the dean of students, or a designee of the dean of students, at their discretion, may elect to postpone the hearing date to an appropriate time.

Community Review Board (CRB)

The Community Review Board (the “board” or the “CRB”) shall hear complaints involving Hampshire College students (or for complaints of violation of the Sexual Offenses Policy [118] and other violations of Norms [119] of Community Living and Policies [119] that are alleged to have occurred as part of the same circumstances as the Sexual Offenses Policy [118] 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 [119] Community Living and Policies [119], and if finding a violation, shall determine sanctions. This determination of sanctions will take into account, as appropriate, any mitigating, extenuating, and/or aggravating circumstances discovered in the course of the board’s review.

The board is active during the academic year, 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 office for adjudication by a dean’s hearing [190] or, at the discretion of the dean of students, postponed to the next session of the board.

Membership

The board minimally consists 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 for a hearing to proceed consists of three members, with at least one member of each group. The CRB is convened and advised by the director of student conduct, rights, and responsibilities or other member of the dean of students office as designated by the dean of students.

For complaints of violation of the Sexual Offenses Policy [118] and other violations of Norms [119] of Community Living and Policies [119] that are alleged to have occurred as part of the same circumstances as the Sexual Offenses Policy [118] complaint, a separate review panel comprised of members of the CRB may be convened. Quorum for sexual offenses review panels may differ from CRB quorum and is described in the Campus Action and Formal Complaint Processes [176] section of the Sexual Offenses Policy [118].

Board members receive an in-depth training at the beginning of each calendar year as well as meet for regular inservice training throughout the academic year.

For further information about the CRB and membership, visit the CRB website [54].

Filing a Complaint

1. The CRB shall hear complaints of a violation of Norms of Community Living and Policies [119] involving a Hampshire College student (excluding complaints of Sexual Offenses Policy [118] violations and other violations of Norms of Community Living and Policies [119] that are alleged to have occurred as part of the same circumstances as the Sexual Offenses Policy [118] complaint). Such complaints may be brought by any member of the College community, including the Office of the Dean of Students [51] 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 complete a complaint form. A complaint form is not complete until as much information and evidence available at the time of filing is submitted. (This may included but is not limited to notes, papers, writings, photographs, statements, reports, etc.).
3. The complaint must meet the following criteria to be accepted by the CRB:
 - **Must be timely:** Complaints must be 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.
 - **Cannot be harassing:** Complaints filed as a means to harass or retaliate against a student are violation of Norms for Community Living and Policies and may be grounds for disciplinary action against the person filing a complainant as a means to harass or retaliate against a student.
 - **Must be specific:** The person filing the complaint must submit enough information on the complaint form to suggest that a violation may have occurred. If there is not enough information to suggest a violation may have occurred the advisor to the CRB may recommend other options for resolution.

Dean's Hearing

The dean of students, or a senior associate/associate dean designated by the dean, has the discretion to consider and decide complaints of violations of Norms for Community Living and Policies [119] by means of a dean's hearing. A dean's hearing follows the same procedures as a Community Review Board (CRB) [79] hearing, but is heard by the dean of students, a senior associate/associate dean designated by the dean, or a panel designated by the dean of students.

A complainant or respondent may request in writing to the dean of students and CRB [79] advisor 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 College community will be made at the sole discretion of the dean of students. A dean's hearing held in place of a CRB [79] hearing will follow all of the CRB [79] timelines and procedures.

During the Hearing

Procedures

When a hearing is held by the board, all parties will abide by procedures set by the board and by this document. For a dean's hearing all references to "the board" or "board members hearing a case" shall be replaced with "dean," "designee of the dean," or "panel designated to hear the case."

1. The hearing facilitator will manage hearing proceedings, recognizing persons who may speak and ensuring fair and orderly presentation of facts. Only those members who hear the entire case may participate in making final decisions and determine sanctions.
2. The board members hearing a case, in consultation with the advisor to the board, will decide what information is admissible. (For information submitted prior to the hearing, the chairpersons of the board, in consultation with the advisor to the board, will decide what information is admissible.)
3. Persons appearing before the board may be accompanied by a supporter (a current faculty, staff, or student member of the Hampshire College community or for sexual offense panels, an advocate from the Center for Women and Community [191]), but may not be represented by another person or by an attorney. The board and its proceedings are not a court of law. The supporter's role is to support the student and may not question the other party or any witnesses. A supporter may be required to leave the proceedings if that supporter fails to follow the procedures of the board.
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 members hearing a case may seek additional guidance on the case at the discretion of the hearing facilitator, including, but not limited to, college legal counsel or a senior associate/associate 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 recuse 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 Norms for Community Living and Policies were indeed violated by the respondent(s).

The findings and any sanction(s) from the board will be decided upon in an executive session of the board following a hearing. A majority agreement of board members present for a hearing is required in the board’s determination of findings and sanctions based on a preponderance of the evidence. The findings and sanction(s), if applicable, are to be communicated in writing by the board members to the respondent within three business days after the conclusion of the hearing (for example, if a hearing concludes on a Friday, the hearing board has until the end of business on Wednesday to communicate its determination with the respondent). In rare circumstances, as deemed appropriate by the CRB advisor, the hearing board may make a request to the CRB advisor for additional time to finalize their decision.

Rights and Responsibilities of Complainants/Respondents

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 meet with the office of student conduct, rights, and responsibilities to submit a written complaint. The complainant must be truthful. The complainant is subject to disciplinary action 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/ designee(s) of 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 the CRB advisor or the senior associate/associate dean (in the case of a dean's hearing [190]), providing they notify the CRB advisor at least 36 hours in advance of the scheduled hearing. The request for postponement must be put in writing to the CRB advisor.
- Before the hearing begins, the complainant shall have the right to request a dean's hearing [190] in place of the CRB hearing. The decision to consent to the request shall be made by the CRB advisor who may consult with a senior associate/associate dean of students. The dean of students office [51] also has the right to determine a case be heard as a dean's hearing [190] in place of a CRB hearing without a request being made by the complainant. A dean's hearing [190] held in place of a CRB hearing will follow the CRB timelines and procedures.
- The complainant may provide compelling reasons to challenge the participation of any board member; the decision shall be made by the board hearing or senior associate/associate dean the case in consultation with the CRB advisor.
- The complainant may choose not to answer questions posed by the respondent or members of the Community Review Board or senior associate/associate dean but by doing so will not prevent continued discussion by the Community Review Board or senior associate dean/associate dean 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 a supporter of their own choice. The supporter shall be a current faculty, staff, or student member of the Hampshire College community (or advocate from the Center for Women and Community [191] for a sexual offense hearing panel cases). The complainant shall also be allowed to direct questions, through the board, to any witnesses, including those presented by the respondent, whose statements may be considered by the board or senior associate/associate dean in their deliberations.
- The complainant in any conduct hearing shall have the right to appeal, as explained in the Appeals section.

The board or the dean's hearing [190] administrator shall not permit the consideration of statements by witnesses not available for questioning, but this may be waived for good cause if the board hearing the case, by majority vote, or dean's hearing [190] administrator determines that admission of such a statement enables of a thorough review of the matter, allows the case to be adjudicated in a fair and equitable manner, and will not cause undue prejudice to either party.

Responsibilities of the Respondent

The respondent must appear before the board, or if applicable, at a d [190]ean's hearing [190], at the scheduled time for the hearing. The respondent must be truthful. The complainant is subject to disciplinary action [8] if they knowingly lie to the board or at a d [190]ean's hearing [190] 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.
- The respondent has the right to request a postponement, which may be granted for reasonable cause by the CRB advisor or the senior associate/associate dean (in the case of a dean's hearing ^[190]), providing they notify the CRB advisor at least 36 hours in advance of the scheduled hearing. The request for postponement must be put in writing to the CRB advisor.
- Before the board hearing begins, a respondent shall have the right to request a dean's hearing ^[190] in place of the CRB hearing. The decision to consent to the request shall be made by the CRB advisor who may consult with a senior associate/associate dean of students. The dean of students office ^[51] also has the right to determine a case be heard as a dean's hearing ^[190] in place of a CRB hearing without a request being made by the respondent. A dean's hearing ^[190] held in place of a CRB hearing will follow the CRB timelines and procedures.
- The respondent may provide compelling reasons to challenge the participation of any board member; the decision shall be made by the board hearing the case or senior associate/associate dean in consultation with the CRB advisor.
- The respondent may remain silent during a hearing, but, by doing so, is not immune from disciplinary action ^[8] by the Community Review Board or senior associate/associate dean.
- The respondent shall be allowed to present witnesses, including one character reference, on their own behalf and to be accompanied by a supporter of their own choice. The supporter shall be a current faculty, staff, or student member of the Hampshire College community (or advocate from the Center for Women and Community ^[191] for a sexual offense hearing panel cases). The complainant shall also be allowed to direct questions, through the board, to any witnesses, including those presented by the respondent, whose statements may be considered by the board or senior associate/associate dean in their deliberations.
- The respondent shall be provided a copy of the CRB's letter of finding, which may also include sanctions if the respondent is found responsible for violating the Norms of Community Living and Policies ^[119].

The respondent in any conduct hearing shall have the right to appeal, as explained in the appeals ^[173] section.

The board or the dean's hearing ^[190] administrator shall not permit the consideration of statements by witnesses not available for questioning, but this may be waived for good cause if the board hearing the case, by majority vote, or dean's hearing ^[190] administrator determines that admission of such a statement enables of a thorough review of the matter, allows the case to be adjudicated in a fair and equitable manner, and will not cause undue prejudice to either party.

Dean's Meetings

The dean of students may designate members of the dean of students office or other appropriate administrators to meet with students to discuss reported violations of policy. The designated administrator(s) may determine sanctions when it is determined that violations of policy have occurred.

Students who come into conflict with the [Norms for Community Living and Policies](#) [119] will receive advance notice of the reported policy violation(s) including a description of the reported violation(s), 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 action](#) [8] or the administrator may also choose to refer cases to the [Community Review Board](#) [79] or for a [restorative conference](#) [78].

Students have the right to appeal decisions determined during a dean's meeting as described in the [Appeal's policy](#) [173].

Residence Life Violation Meetings

When a student is accused of violating [Norms for Community Living and Policies](#) [119] within the residences, or of violating policies specific to the residences, the accused student is required to meet with a house director. The student reported to have violated policy will receive advance notice of the reported violation(s) including a description of the reported violation(s), the opportunity to respond to the house director conducting the meeting, and will be given a minimum of 24 hours notice to meet with the house director. The house director may refer any particular case to the [dean of students office](#) [51], the [office of student conduct, rights, and responsibilities](#) [4], and/or a [Title IX Deputy Coordinator for Students](#) [170].

The meeting with the house director is to determine whether the student is responsible for violating the stated policy. If the student is found responsible, the house director will determine outcomes and sanctions commensurate with the violation. In determining an appropriate sanction, the house director may take into consideration the individual student's conduct history, the severity of the violation, the impact on the community, and possible differences in population, culture, and structure among the houses.

Please see [Disciplinary Outcomes and Sanctions](#) [8] for more information regarding sanctioning. Also, note that students violating policy in the residences may receive sanctions from any of the sections, not solely from the [House Sanctions](#) [192] section.

Any complaints or appeals relating to a violation of the [Sexual Offenses Policy](#) [118], and other violations of [Norms of Community Living and Policies](#) [119] that are alleged to have occurred as part of the same circumstances as the [Sexual Offenses Policy](#) [118] complaint, shall proceed in accordance with the [Sexual Offenses Policy](#) [118].

In those instances where students come into conflict with the [Norms for Community Living and Policies](#) [119] as applied by residence life staff, and disagree with the actions taken by residence life staff, an [appeal](#) [173] may be made in writing. The student will be informed in writing of [appeal](#) [173] options, which may include the matter being referred to a senior associate dean/associate dean or an appeal hearing panel. For an [appeal](#) [173] to be considered, the student must follow the procedures and submit the [appeal](#) [173] by the deadline provided in writing. Late [appeals](#) [173] may not be considered.

Restorative Conferences

Restorative conferences are an informal part of the College conduct process that engages students who caused harm with the person(s) impacted by the wrongdoing in facilitated conversation. This process provides a safe space for free exchange of emotion, a chance to be heard, and a way to move forward toward restoring relationships within the community.

Restorative conferences are available through the office of student conduct, rights, and responsibilities ^[4] for many types of conflict between responsible students and any impacted Hampshire College community member. A conference facilitator will work with the involved parties to determine whether a restorative conference is the best option for resolution. If it is determined that a restorative conference is not the best option, the office of student conduct, rights, and responsibilities ^[4] will recommend alternative options and processes.

As an informal part of the conduct process, no formal disciplinary record of the conference will be noted in a student's file, however it is the right of responsible parties, impacted parties, and facilitators overseeing processes to request or recommend the use of formal processes, such as filing a complaint with the Community Review Board ^[79].

Who's involved in a restorative conference?

- **Facilitators**—one or two trained members of the College community
- **Responsible parties**—the individuals whose actions have harmed others and/or the community
- **Impacted parties**—those who were directly harmed by the responsible parties' actions
- **Supporting parties**—supporters of either the responsible or the impacted parties (generally one or two supporters for each responsible and impacted party)
- **Affected parties**—others who consider themselves or their community to have been harmed by the actions of the responsible parties indirectly (not all conferences include affected parties, and some supporting parties may also view themselves as affected parties)

What happens during a restorative conference?

Prior to a restorative conference the facilitator(s) will meet with the responsible parties, impacted parties, and their supporters separately to prepare them for what to expect during the conference. The facilitators, during the conference, do not have a substantive part of the discussion, rather they are there to guide the conversation through to finalizing an agreement. Conferences ask parties to share the following:

- Each person introduces themselves and their relationship within the conference.
- **Responsible parties** share what happened before, during, and after the incident, and how they feel about what happened, and how they feel their actions impacted others.
- **Impacted parties** share what happened before, during, and after the incident, and how they feel about what happened.
- **Supporting parties** are invited to share any thoughts or feelings about what they've heard.

- If **affected parties** are involved, they also share thoughts or feelings about what they've heard and how they feel about the incident.
- **Facilitators** ask specific questions to help guide the process through to finalizing an agreement made by the responsible and impacted parties to conclude the conference.

Disciplinary Outcomes and Sanctions

Disciplinary action is the outcome or sanctions determined for violation of Norms for Community Living and Policies [119] as defined in *Non Satis Non Scire*. Actions have consequences, and a student who has engaged in unacceptable actions must expect disciplinary action to be determined with residence life staff, student life staff, the Community Review Board [79], or by the dean of students. An overview of the conduct hearing processes utilized to determine disciplinary action can be viewed in the Conduct Hearing Procedures [80] section.

Hampshire College values the use of educational and restorative practices in reaching outcomes that engage students in experiential learning. Punitive sanctioning is also utilized where appropriate and may be paired with educational and restorative outcomes. For more information about disciplinary outcomes, visit the Disciplinary Outcome Definitions [193] section.

In most cases, faculty advisors are notified (and in rare cases families will be notified) of disciplinary action taken against a student. Notifications will be done in compliance with FERPA. See Disclosure of Disciplinary Outcomes [194] for more information.

Please Note: Disciplinary Exclusion from Student Employment and Elected Office Positions

Students in poor academic standing or on disciplinary probation forfeit the privilege to run for or hold elected office. Students who want to appeal must do so in writing to an ad hoc appeals committee. This application must include a statement from the applicant's advisor. In order to allow time for possible appeals, nominations for any elected office must close at least one week prior to the elections. An appeals committee will consist of the dean of faculty and one faculty member of the Educational Policy Council for matters of academic standing, and the dean of students, the staff advisor to the Hampshire Student Union [82], and a student member of the Hampshire Student Union [82] for matters of disciplinary probation.

Hampshire College employers reserve the right to request information regarding disciplinary standing. While not all offices employing students request this information, employment can be denied based on poor disciplinary standing.

Appeals

Community Review Board (CRB), Dean's Hearings, & Panel Hearings

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. For appeals of academic integrity violations heard by the CRB, complainants and respondents should follow the processes outlined in the [Academic Dishonesty](#) ^[135] section.

1. Appeals of procedure and appeals of sanctions by the complainant and/or the respondent must be submitted in writing to the dean of students within seven (7) days after written notification of findings, or findings and sanctions, if applicable. (Note: appeals may be submitted after the seven (7) day deadline if new evidence becomes available that could not have been available at the time of the hearing and within the seven days for an appeal.)
2. Appeals must state the specific rationale for a procedural appeal and/or the grounds for an appeal of the sanction.
3. In all cases of an appeal, the dean of students shall review the appeal and pertinent facts relative to the appeal, determine if further investigation is warranted, and render a decision. The dean's responsibility in hearing an appeal includes:
 - (a) in the case of an appeal of sanction: making a decision to let stand or alter the original sanction;
 - (b) in the case of an appeal of procedure, determining if further investigation is warranted and, if so, determining how information gathered from additional investigation will be considered in making a finding of responsibility and, if necessary, sanctions, as well; or
 - (c) in the case of an appeal of procedure when it is determined further investigation is not necessary, making decision to let stand or alter the findings.
4. The original sanction will be in effect throughout the duration of the appeals process. The sanction will be altered only if and when the respondent is informed by the dean that such a decision has been made.
5. In the rare event that the dean of students serves directly as the dean hearing the case, the appeal will go directly to the President of the College or other designee of the President.

The dean of students 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 dean of students' decision is final.

Dean's Meetings

All students receiving disciplinary action [8] through a dean's meeting [93] have the right to appeal findings and sanctions. Findings may be appealed only on procedural grounds.

1. Appeals of procedure and appeals of sanctions by the complainant and/or the respondent must be submitted in writing to the dean of students within seven (7) days after written notification of findings, or findings and sanctions, if applicable. (Note: appeals may be submitted after the seven (7) day deadline if new evidence becomes available that could not have been available at the time of the meeting and within the seven days for an appeal.)
2. Appeals must state the specific rationale for a procedural appeal and/or the grounds for an appeal of the sanction.
3. In all cases of an appeal, the dean of students shall review the appeal and pertinent facts relative to the appeal, determine if further investigation is warranted, and render a decision. The dean's responsibility in hearing an appeal includes:
 - (a) in the case of an appeal of sanction: making a decision to let stand or alter the original sanction;
 - (b) in the case of an appeal of procedure, determining if further investigation is warranted and, if so, determining how information gathered from additional investigation will be considered in making a finding of responsibility and, if necessary, sanctions, as well; or
 - (c) in the case of an appeal of procedure when it is determined further investigation is not necessary, making decision to let stand or alter the findings.
4. The original sanction will be in effect throughout the duration of the appeals process. The sanction will be altered only if and when the respondent is informed by the dean that such a decision has been made.
5. In the rare event that the dean of students serves directly as the dean hearing the case, the appeal will go directly to the President of the College or other designee of the President.

The dean of students 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 dean of students' decision is final.

Residence Life Violation Meetings

In those instances where students come into conflict with the Norms for Community Living and Policies [119] as applied by residence life staff, and disagree with the disciplinary action [8] taken by residence life staff, an appeal may be made in writing. The student will be informed in writing of appeal options, which may include the matter being referred to a senior associate dean/associate dean or an appeal hearing panel. For an appeal to be considered, the student

must follow the procedures and submit the appeal by the deadline provided in writing. Late appeals may not be considered.

1. Students may appeal the house director's findings and/or sanctions, though findings may be appealed only on procedural grounds. The responsibility of the panel or administrator in considering an appeal of sanction is:
 - (a) 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 and house director are informed that such a decision has been made.

2. Students appealing house sanctions must file their appeal in writing. The statement should include the following information:
 - The name of the appellant and the name of the house director who issued the sanction
 - The Norms for Community Living and Policies [119] that the student was found responsible for violating
 - A narrative summary from the appellant explaining the rationale for the appeal
3. The appeal must be timely, that is, submitted by the deadline, which will usually be within within seven (7) days starting the day after written notification from the house director providing the student with written notification of their disciplinary action [8]. (Note: appeals may be submitted after the seven (7) day deadline, or other deadline specified in writing, if new evidence becomes available that could not have been available at the time of the residence life violation meeting and within the seven days for an appeal.)
4. The original house sanction will be in effect throughout the duration of the appeals process. Students should note that this means a sanction has not been and should not be considered lessened or overturned until the house director and student who filed the appeal are both informed that the decision has been altered; students should also not that the outcome of the appeal may result in no alteration of sanctions or the issuance of different sanctions, for which the student will be responsible.

The administrator or board hearing the appeal 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 administrator or board's decision is final.

Restorative Conferences

While restorative conferences [78] are facilitated through the office of student conduct, rights, and responsibilities (OSCRR) [4], a restorative conference [78] is not considered a formal disciplinary process. Rather, restorative conferences [78] are an agreement between involved parties in which OSCRR serves as the office that facilitates the agreement. In agreeing to

participate in a restorative conference [78], involved parties waive their right to appeal an outcome, however all involved parties, including the conference facilitator, have the right excuse themselves from the conference and request that a formal conduct process, such as the CRB [79], be utilized in its place.

Disciplinary Outcome Definitions

The list below is not all inclusive, as student life seeks to hold students accountable based on their specific actions and impact of those actions on the Hampshire community.

Restorative Outcomes

Use of restorative outcomes endeavours to help students who may have negatively impacted the community to repair harm and engage in dialogue that explores what it means to live in a community. Restorative outcomes are utilized with students who are willing to accept some responsibility for their actions and have a willingness to connect with those they have impacted to reach an appropriate outcome. The Office of Student Conduct, Rights, and Responsibilities [4] assists students, Hampshire College staff, and boards hearing cases to determine where restorative outcomes are appropriate.

Educational Outcomes

Educational outcomes may be used to engage students in further exploration of their behavior through community service, research papers and projects, collaboration with other campus offices, etc. Educational outcomes, like all other types of outcomes may be paired with other sanctions depending on the level of severity of the violation. The goal of an educational outcome is to promote the expectation set forth in the mission of the College [195] that students engage in "responsible and creative behavior." The breadth of educational outcomes is not limited and employed to expand a student's personal growth.

Warning

A warning 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.

Disciplinary Probation

Students placed on probation who violate policy within the Norms for Community Living and Policies [119] during this period may be faced with a particularly severe penalty, such as suspension or expulsion. Probation lasts a specified length of time, as determined by the administrator or board hearing a particular case.

Fines and Restitution

Fines may be issued for certain violations of Norms for Community Living and Policies [119] as well as charges that cover the cost of an article unlawfully removed from the College or moved to another location at the College, or they may require restitution to cover the repair or replacement of any property (belonging either to the College or to an individual) that has been damaged or stolen. The cost of labor in moving, repairing, or replacing an item may be included.

Exclusion from Campus/Interim Suspension

In those cases where the dean of students, or designee, determines that a student's conduct or potential conduct presents a danger to themselves or others, that student may be summarily denied access to the entire campus or specified portions of campus (i.e. residences) pending the disciplinary action [8]. Suspension may be imposed on an interim basis (for a period not to exceed 14 days) by action of the dean of students or their designee pending consideration of a complaint of a violation of Norms for Community Living and Policies [119] by the CRB [79] or other conduct hearing procedure [80] as deemed appropriate for a particular case by the dean of students or their designee.

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 board or administrator hearing a particular case. While on suspension, a student is withdrawn from the College and must apply for readmission. Refer to the Readmission Policy [141] for specifics. Please be aware that if a suspended student completes course work in another program, the time spent in those courses cannot count as a semester of enrollment upon return to Hampshire College.

Expulsion from the College

This is the most severe penalty that can be administered by the College. The College severs its association with the individual permanently. The individual may also be permanently trespassed from the campus.

Disclosure of Disciplinary Outcomes

The results of conduct hearings [196] are subject to the Family Educational Rights and Privacy Act (FERPA) [197] and can be disclosed only in accordance with the Act. Under FERPA [197], a school may not ordinarily disclose a student's disciplinary records to any third party unless the student has provided written consent. However, FERPA [197] does permit disclosure of the final results of a conduct hearing [80] to the victim or to the reported victim's next of kin, when appropriate, of any crime of violence or non-forcible sex offense regardless of whether the institution concluded a violation was committed. An institution may also disclose to anyone—not just the victim—the final results of a conduct hearing if it determines that a student is an alleged perpetrator of a crime of violence or non-forcible sex offense, and with respect to the allegation made against him or her, the student has committed a violation of the institution's rules or policies. Under the Student Right-to-Know and Campus Security Act, the College is required to disclose the results of a conduct hearing [80] to the victim, when the proceedings involve a sex offense.

Members of the Community Review Board [79] are not to discuss cases outside of the conduct hearing process. Information submitted in Community Review Board [79] or dean's hearing [190] proceedings will be maintained in private files (as part of a student's education records) by the

office of the [dean of students](#) [51] for a period of seven years and then destroyed. A cumulative public record of board decisions will be maintained on [the board's website](#) [54], and will be updated at the conclusion of each case. The record will contain a statement of the charge, the finding, and the sanction(s), if any. All names or other personal identifying data (such as addresses and dates) will not be included in this record.

Fulfilling Disciplinary Outcomes and Sanctions

Failure to complete a sanction in the allotted time assigned is considered a violation of the [compliance](#) [95][policy](#) [95]. Further [disciplinary action](#) [8] may be taken in this case.

If a student has not fulfilled the [disciplinary sanctions](#) [8] determined by a board or administrator, the student's degree will be withheld and official transcripts will not be released. The student will be issued an unofficial transcript, which will be stamped "Issued to Student" and "outstanding obligation." Transcripts will not be issued to third parties.

House Sanctions

The list below is not all inclusive of the sanctions imposed in the residences, rather this is a list of sanctions specific to students who live in Hampshire College housing. For additional information about other types of sanctions imposed for violations of College and housing policy, visit the other subsections of the [Disciplinary Outcomes and Sanctions](#) [8] section.

Removal from Campus Housing

When removed 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 [Norms for Community Living and Policies](#) [119] that take place within the residences. House probation lasts a

specified length of time, as determined by the board or administrator hearing a particular case. Additional violation of any of the [Norms for Community Living and Policies](#) ^[119] anywhere else on campus may result in a student's suspension from their assigned house, leading to either house relocation or removal from campus housing. House probation may also include restrictions of certain housing privileges, including the privilege of hosting parties within the residences.

NSNS Archives

Below you will find older PDF versions of NSNS. Students are responsible for following [academic program guidelines](#) ^[198] from their year of entrance.

Note: Students seeking readmission who have been away from the College for four or more years will follow policies and deadlines in effect at the time of readmission.

[2012 - 2013 Calendars and Resources](#)

^[199][2012 - 2013 Academic Policies and Governance](#)

^[200][2012 - 2013 Community Standards](#) ^[201] (with March 2013 sexual offenses policy)

[Fall 2012](#) ^[202] (sexual offenses policy only)

[2011 - 2012 Calendars, Resources, and Academic Policies](#)

^[203][2011 - 2012 Community Standards, Governance, Resources & Contacts](#) ^[204]

[2010 - 2011](#) ^[205]

[2009 - 2010 Calendars and Resources](#)

^[206][2009 - 2010 Academic Policies and Governance](#) ^[207]

[2009 - 2010 Community Standards](#) ^[208]

[2008 - 2009](#) ^[209]

[2007 - 2008](#) ^[210]

[2006 - 2007](#) ^[211]

[2005 - 2006](#) ^[212]

[2004 - 2005](#) ^[213]

Policy Updates

Campus policies are reviewed annually and some policies may be changed or updated. Changes or updates generally occur in August prior to the start of the academic year, however some changes or updates may occur throughout the year. Each change is dated for your

reference, with new policies effective as of the date listed. This section serves as a summary of changes that may impact students and a link to where to find the changed or updated policy. Policy changes will remain on this page for one year from the date listed.

Updates are divided between "Student Life Policies," which include all the policies listed under [Norms for Community Living and Policies](#) [119], and "Academic Policies."

Student Life Policies

Alcohol and Other Drug Amnesty Policy [214] - updated 10/23/2013

Previously called the Medical Amnesty Policy, the policy has been updated to reflect our practices as they relate to bystanders and those who call to seek medical attention for someone else. Our practice has been that bystanders and callers who may also be in violation of policy also receive amnesty, however we have added a different process for someone who is a bystander to earn amnesty from someone who has received medical attention. Medical amnesty has not changed.

Appeals Process [173] - updated 8/2013

The appeals process has been reformatted to allow the dean of students to hear appeals for CRB decisions, dean's hearings, panel hearings, and dean's meetings. Previous to the 2013-2014 academic year appeals were heard by the President of the College. Residence Life Violation Meeting appeals will be heard by a designee from the dean of students office other than the senior associate dean of students for residence life (who heard such appeals previously) in order reduce conflict of interest. An option to appeal if evidence becomes available that could not have been available at the time of a hearing has also been added.

Community Review Board [79] - updated 8/2013

The CRB will determine sanctions as opposed to recommending sanctions. More often than not, the dean of students, who recommendations were previously made to, upheld the recommendation of the CRB. The College values the decisions of the board and their ability to make decisions.

Dining and Meal Plans [215] - updated 8/2013

Some shifts in policy have occurred as a result of the addition of Bon Appetit as the new dining vendor. Please read the policy in its entirety.

Drug Policy and Medical Marijuana [102] - updated 8/2013

While the use of medical marijuana has been legalized in Massachusetts for those who qualify, federal regulations do not allow Hampshire College to permit the use of marijuana on the campus. For more information about this, see the statement on medical marijuana listed at the bottom of the drug policy.

Intercollegiate Athletics [216] - Added 8/2013

Policies specific to organized team sports and student-athlete participation have been added. These regulations are required by the conferences in which OPRA teams are a part.

Parking and College Vehicle Use [217] - updated 8/2013

A section was added to clarify that the college is not liable for damage of student personal vehicles on campus. This is not a new policy, however it previously was not clearly written as a Hampshire policy, but was covered by Five College Inc. policies. Also, there was an addition of policy for use of vehicles during inclement weather.

Restorative Conferences [78] - Added 8/2013

Restorative conferences are a new addition to the informal conduct process. Overseen by the office of student conduct, rights, and responsibilities [4], this part of the process allows students who may have harmed other community members to engage in facilitated conversation to come to a resolution.

Retaliation [218] - added 8/2013

A retaliation policy has been included in our policies as required by discrimination laws for many years. The College recognizes that retaliation could still occur without including discriminatory acts and therefore a separate policy has been developed.

Sexual Offenses Policy [118] - updated 8/2013

The policy has undergone a review to reorganize information and clarify various aspects of the policy. It is highly recommended that students review all aspects of the policy for complete understanding. Some examples of changes include the addition of a Title IX team to guide students through sexual offense investigation processes, clearer definitions of sexual offense violations, and revisions to the review panel process to allow complainants and respondents to meet with the review panel without being in the same room as the other party.

Student Employment [219] - updated 8/2013

Students qualifying for work study funds have the opportunity to apply for available positions, however, award of work study funds is not a guarantee that a position will be available. This is not a new policy, however it is clarification that work study is an opportunity.

Trespass Policy [220]- updated 8/2013

[220] The trespass policy has been updated to include the governance from the Board of Trustees and Massachusetts state law that permits campus police officers to issue a trespass order. The previous policy only indicated that trespass orders were solely in writing; the updated policy includes the ability of campus police to issue verbal and written trespasses.

Weapons, Firearms, and Explosives [101] - Updated 8/2013

The weapons, firearms, and explosives policy has been updated to further define items that are considered firearms. The policy also includes an additional list of items that are considered weapons and explosives that are prohibited at Hampshire College. This list is not all inclusive, because, as the policy defines, a weapon is "any device or substance that is

designed, used, or likely to be used to cause bodily harm, or property damage."

Academic Policies

Ethics of Scholarship ^[9] - updated 8/2013

A thorough review of Ethics of Scholarship, including Academic Dishonesty and Plagiarism policies, was completed during summer 2013. While the changes to the policy are not drastic, definitions were clarified as well as the process for reviewing violations of policy. It is highly recommended that students review this section as well as the subsections wholly to understand the updates to the policy.

Extensions and Leaves of Absence for ^[221]**Division III** ^[221]- updated 8/2013

This section has been updated in various areas, please read the policy in its entirety to have a clear understanding.

Filing Dates and Deadlines for Division II ^[222] - updated 8/2013

This section has been updated in various areas, please read the policy in its entirety to have a clear understanding.

First- Year Students with Advanced Standing ^[18] - updated 8/2013

First year entrants beginning with 2013F can receive advanced standing for work completed while enrolled in dual enrollment and early college programs. The policy for 2012F only allowed first year entrants advanced standing for AP and IB exams, and courses taken over the summer between high school prior to matriculation at Hampshire.

Grievance Procedures for Students with Disabilities ^[142] - updated 8/2013

The policy has not changed, however the process for a grievance against the disability services coordinator has been updated to reflect a process in line with other academic policy procedures.

Incomplete Policy ^[223] - updated 8/2013

An earlier deadline has been established both for students to turn in work for an incomplete course, and for faculty to complete the relevant course evaluation.

Service and Assistance Animals ^[224] - added 8/2013

While not a new policy, this policy is being included in NSNS for the first time.

Transcripts ^[52] - updated 8/2013

Discipline records will no longer be included on academic transcripts.

Transfer Policy ^[225] - updated 8/2013

A limit of 4 has been placed on the number of AP and IB exams accepted in transfer for

transfer students in Division I where prior there was none. The exams may be used for elective credit only. Prior policy allowed the exams to be used for both distribution requirements and electives.

Questions or comments? Contact the Director of the Office of Student Conduct, Rights, and Responsibilities, Jessica Fontaine.

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