

Emergency Numbers

**Public Safety Emergency and
Emergency Medical Technicians
(EMTs)**

x5555

Public Safety

x5424

*All non emergency business, including
night escort service*

Counselor Advocates

x6998

Crisis intervention and advocacy

**To file a complaint regarding
discriminatory harassment**

x5687

Sexual offense services coordinator

x5743

Hampshire College Health Services

x5458

**University of Massachusetts Amherst
Health Services**

9.577.5000



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, religion, national origin, disability, or previous military service in the admission of students, administration of its educational policies, scholarships and loan programs, and athletic and other administered programs.

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.

A Note on Pronoun Use

We want to acknowledge our use of gendered pronouns in this document. Our language does not yet reflect identity politics and activism. We do realize that the use of “he” and “she” may exclude valuable members of our Hampshire community. We will be working to make sure future versions of *NSNS* include the transgender members of our community.

Accuracy

This publication was made as accurate as possible at the time of printing. Please refer to the online version for the most current text.



Non Satis *not to know is not enough* Non Scire

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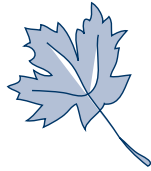
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Calendars



Academic & Divisional Calendar 2008–2009



Fall Term 2008



| | |
|---|---------------|
| New students arrival and check-in..... | Aug 28 |
| New student orientation period | Aug 28–Sept 2 |
| Continuing students arrive and check-in | Sept 1 |
| Course add/drop period begins (Hampshire and Five College)..... | Sept 2 |
| Classes begin at Amherst and UMass | Sept 2 |
| Classes begin at Hampshire | Sept 3 |
| Classes begin at Mount Holyoke and Smith | Sept 4 |
| Div III contract revision/student progress reports for fall '08 completion..... | Sept 15 |
| Course add/drop period ends (Hampshire and Five College) | Sept 16 |
| Div II filing for 4th semester students..... | Sept 25 |
| Div II pass for spring '09 Div III completion..... | Sept 25 |
| Advising Day—no classes | Sept 25 |
| Div III faculty progress reports for fall '08 completion | Sept 25 |
| Div III filing for spring '09 completion | Oct 1 |
| Mid-semester student self-evaluations for fall and spring '08 entrants..... | Oct 8 |
| Yom Kippur—no classes..... | Oct 9 |
| October Break—no classes..... | Oct 11–Oct 14 |
| Mid-semester evaluations for fall and spring '08 entrants..... | Oct 15 |
| Hampshire Exchange Programs application deadline (GEO)..... | Oct 17 |
| Jan Term Field Courses application deadline (GEO)..... | Oct 17 |
| Family and friends weekend..... | Oct 24–Oct 26 |
| January Term registration begins..... | Oct 30 |
| Div II and III preliminary request period ends..... | Oct 31 |
| January Term registration ends..... | Nov 3 |
| Advising Day—no classes | Nov 5 |
| Spring course preregistration begins | Nov 10 |
| Enrollment notification deadline | Nov 14 |
| Spring course preregistration ends | Nov 16 |
| Last day to drop classes with “W” | Nov 17 |
| Thanksgiving Break—no classes | Nov 26–Nov 30 |
| Last day of classes..... | Dec 12 |
| Div III pass for December completion (all work presented and completed)..... | Dec 12 |
| Divisional meeting period..... | Dec 15–Dec 18 |
| Houses close..... | Dec 18 |
| Winter recess..... | Dec 18–Jan 3 |
| Evaluation period..... | Dec 19–Dec 23 |
| Course completion summaries for fall '08 classes..... | Dec 23 |



January Term 2009

| | |
|---|-----------|
| Students arrive..... | Jan 4 |
| Div III pass for January completion (all work presented and completed)..... | Jan 5 |
| January Term classes begin | Jan 5 |
| Fall term grades for Five College students..... | Jan 5 |
| January Term add/drop ends..... | Jan 9 |
| Div III evaluations for December and January completion..... | Jan 15 |
| Fall term course evaluations for all students..... | Jan 15 |
| Martin Luther King Jr. Day—no classes | Jan 19 |
| Last day of classes..... | Jan 22 |
| Recess between terms | Jan 23–24 |
| New students arrival and check-in..... | Jan 25 |
| New student orientation period | Jan 25–27 |
| Students returning from LV/FS/LE arrive and check-in..... | Jan 25 |
| Course completion summaries for Jan '09 classes..... | Jan 26 |
| Classes begin at Amherst, Mount Holyoke, Smith, UMass..... | Jan 26 |
| Course add/drop period begins (Hampshire and Five College)..... | Jan 26 |





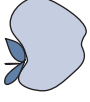
Spring Term 2009



| | |
|---|-----------|
| Classes begin at Hampshire | Jan 28 |
| Div I and II evaluations for fall '08 completion | Jan 30 |
| January Term grades for Five College students..... | Jan 30 |
| Div III contract revision/student progress reports for spring '09 completion..... | Feb 9 |
| Course add/drop period ends (Hampshire and Five College)..... | Feb 10 |
| January Term evaluations..... | Feb 15 |
| Advising Day—no classes | Feb 18 |
| Div II filing for fourth semester students | Feb 18 |
| Div II pass for fall '09 Div III completion | Feb 18 |
| Div III faculty progress reports for spring '09 completion..... | Feb 18 |
| Div III contract filing for fall '09 completion..... | Feb 25 |
| Mid-semester self-evaluation for fall '08 and spring '09 entrants..... | Mar 4 |
| Hampshire Exchange Programs application deadline (GEO)..... | Mar 11 |
| May/Summer Field Courses application deadline (GEO)..... | Mar 11 |
| Mid-semester evaluations for Fall and Spring '09 entrants..... | Mar 11 |
| Spring Break—no classes | Mar 14–22 |
| Div II and III preliminary request period ends..... | Mar 27 |
| Advising Day—no classes | Apr 2 |
| Fall course preregistration begins (Hampshire and Five College)..... | Apr 6 |
| Enrollment notification deadline | Apr 10 |
| Fall course preregistration ends (Hampshire and Five College)..... | Apr 12 |
| Last day to drop classes with “W” | Apr 13 |
| Last day of classes | May 1 |
| Div III pass (all work presented and completed)..... | May 1 |
| Divisional meeting period..... | May 4–8 |
| Course completion summaries for spring '09 classes..... | May 11 |
| Division III evaluations..... | May 11 |
| Evaluation period..... | May 11–15 |
| Spring term grades for Five College students..... | May 11 |
| Commencement | May 16 |
| Course evaluations for all students..... | Jun 15 |
| Div I and II evaluations for spring '09 completion..... | Jun 30 |



September 2008



| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|------------------|---|---|--|--|-----------|-----------|
| August 31 | 1 Continuing students arrive and check-in | 2 Course add/drop period begins | 3 Classes begin at Hampshire | 4 | 5 | 6 |
| | New student orientation period | | | | | |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 Course add/drop period ends | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 Advising Day (no classes) | 26 | 27 |
| 28 | 29 | 30 | | | | |

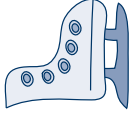
October 2008



| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|-------------|---------------|-----------|-----------|------------------------------|-----------|----------------------------|
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| | October Break | | | | | October Break |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| | | | | | | Family and Friends Weekend |
| 26 | 27 | 28 | 29 | 30 | 31 | |
| F&F Weekend | | | | Jan Term registration begins | Halloween | |

November 2008

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--|---|-----------|--|-----------|---|-----------|
| | | | | | | 1 |
| 2 | 3 Jan Term registration ends | 4 | 5 Advising Day (no classes) | 6 | 7 | 8 |
| 9 | 10 Spring course preregistration begins | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 Last day to drop classes with "W" | 18 | 19 | 20 | 21 Enrollment notification deadline | 22 |
| Spring course preregistration ends 23/30 | 24 | 25 | 26 | 27 | 28 | 29 |
| Break | Thanksgiving Break | | | | | |



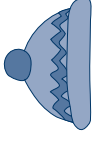
December 2008

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| | | | | | | |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| | | | | | | |
| | | | | | | |
| 28 | 29 | 30 | 31 | | | |
| | | | | | | |

January 2009

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|-----------------------------------|---|-----------|---------------|---------------------|----------------------------|-----------|
| | | | | 1 | 2 | 3 |
| | | | | Winter recess | | |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| Students arrive | January Term classes begin | | | | January Term add/drop ends | |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| | | | | | | |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| | Martin Luther King Jr. Day (no classes) | | | | | |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |
| New students arrival and check-in | Course add/drop period begins | | Classes begin | Last day of classes | | |
| New student orientation period | | | | | | |
| Recess between terms | | | | | | |

February 2009



| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|-----------|-----------|---|---|-----------|-----------|-----------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 Course add/drop period ends | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 Advising Day (no classes) | 26 | 27 | 28 |
| | | | | | | |

March 2009

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------------|-----------|-----------|-----------|-----------|-----------|-----------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| Spring Break | | | | | | |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| Spring Break | 30 | 31 | | | | |

Spring Break

Spring Break

April 2009



| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|-----------|--|-----------|-----------|--|--|-----------|
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 Fall course preregistration begins | 7 | 8 | 9 Advising Day (no classes) | 10 | 11 |
| 12 | 13 Last day to drop classes with "W" | 14 | 15 | 16 | 17 Enrollment notification deadline | 18 |
| 19 | 20 Fall course preregistration ends | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | | |

May 2009



| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------------|-----------|-----------|---------------------------|-----------|-----------|--------------|
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| | | | Divisional meeting period | | | |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| | | | Evaluation period | | | Commencement |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24/31 | 25 | 26 | 27 | 28 | 29 | 30 |

June ☀ 2009

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | | | | |

Campus Services and Resources



This section is offered to assist students, staff, and faculty in learning what services are available on campus. Office locations and phone numbers listed in this section may change. For a complete list of staff and their phone numbers, please refer to the current campus telephone directory.

Policies and procedures related to the various departments are listed in the Community Standards, Policies, and Procedures chapter. If you have questions related to services, hours, facilities, or policies listed in this handbook, please call the appropriate office directly.

Most offices are open Monday–Friday, 8:30 A.M.–4:30 P.M. (some are closed between noon and 1 P.M. for lunch) unless otherwise noted.

Student Services

Office of the Dean of Student Services

Box SA
Merrill Student Life Center, 2nd floor
x5412
Hours: 8:30 A.M.–NOON and 1–4:30 P.M.

The office of student services provides a broad range of student services and facilitates educational and campus life opportunities.

The dean of student services is responsible for various departments within the division of student services, including residential life, housing, student development, community health and wellness, public safety, outdoor programs and recreational athletics, career options resource center, dining services, and health services.

The senior associate dean of student services oversees all aspects of residential life. This includes the supervision of the residential life staff and the housing coordinator. Together with members of the residential life staff, the senior associate dean ensures safe and comfortable housing in an environment that encourages students to grow and learn outside the classroom as well as within it. The senior associate dean also oversees community health and wellness and spiritual life.

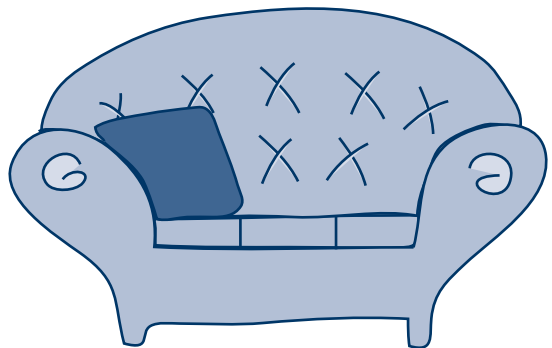
The associate dean of student development oversees the office of student development and community

leadership, student activities and student groups, student events, community council, the Cultural Center, the Women's Center, the Queer Community Alliance Center, the Prescott Tavern, and the Airport Lounge. The associate dean also oversees the administration and proper use of the student activity fee funds, the performing arts fund at UMass Amherst, and the PVTA fare-free bus fee.

The assistant dean of student services/director of new student programs is responsible for the creation, implementation, and assessment of programs and services to support new first-year and transfer students, including the college's biannual orientation program. The assistant dean also acts as the advisor to the Community Review Board (CRB).

Residential Life

Box SA
Merrill Student Life Center, 2nd floor
x5849



From its founding, Hampshire College has been designed as a residential learning community. In such communities, the residences provide a dynamic intellectual learning environment as well as safe, comfortable housing. It is the goal of the residential life program at Hampshire to foster a fun, interactive, and mutually supportive community that balances the rights of individuals with the responsibilities of community membership. The residential life program does this by encouraging students to create and participate in social and educational programs, to assume community responsibility, to learn to appreciate people with diverse backgrounds and lifestyles, and to make connections between learning inside of the classroom and outside of the classroom.

Central Housing Office

Box MH
Merrill Student Life Center, 1st floor
x5543

The director of housing operations helps students who are seeking advice and assistance related to their on-campus housing assignments and housing options. The director has oversight of the room-choosing process, which enables students to secure comfortable living arrangements. In addition, the director oversees the housing exemption process and maintains a list of off-campus addresses and phone numbers for those students who have been granted this exemption. The director also convenes the Housing Advisory Committee, which makes recommendations about housing policy. This person serves in the role of operations manager by acting as primary liaison between the residential life staff and other departments on campus concerned with the use and maintenance of the residences.

Residential House Offices

Dakin House Office, Box DH, x5564
Merrill House Office, Box MH, x5453
Greenwich/Enfield House Office, Box GE, x5383
Prescott House Office, Box PH, x5463

The five residential living areas are administratively managed through four house offices. Each house office is staffed by a house director, who has principal responsibility for the overall functioning of the living area; and a house operations assistant, responsible for the administrative aspects of each office. Trained students, known as interns, assist these professional staff in providing a variety of services for residents of the houses:

- planning and implementing programming events
- dissemination of information through house newsletters and weekly flyers
- mediation/conflict resolution
- informal, nonclinical counseling
- crisis intervention
- referrals to on and off-campus resources
- processing repair and maintenance requests
- lock-outs
- responding when there are violations of the Norms for Community Living
- staff coverage during nonbusiness hours

House offices also lend or provide a variety of items to improve the quality of campus living, such as cleaning supplies, vacuums, games, hand carts, trash bags, toilet paper. Check with each house office for availability and procedures.

House Interns

One goal of the college's residences is to ensure a safe, secure, and comfortable community for all residents. To support this goal, the college offers leadership positions to students as house interns. Interns provide the crucial link between the college administration and the student population in the houses. They do this by providing social, educational, cultural, and recreational programming; peer counseling, conflict resolution, and referrals; and helping to implement the policies and procedures necessary for the smooth running of the residences.

Interns receive intensive training at the beginning of each semester, attend regular weekly staff meetings, and participate in monthly in-service training workshops. They are supervised by the house director and work collaboratively with fellow interns and other campus groups and offices. For more information about becoming a house intern, inquire in any of the house offices.

Student Development

Box SA
Merrill Student Life Center, 2nd floor
x4960

The department of student development facilitates initiatives that foster an appreciation for diverse cultures, backgrounds, and perspectives while encouraging understanding, inclusiveness, and mutual respect. The areas within student development are: student activities, programs, and events; student groups; community council; multicultural and international student services; women's student services; and queer student services.

Student Activities and Programs

leadership.hampshire.edu, leadership@hampshire.edu
Box CL, x6005
Dakin Student Life Center, 1st floor
(in back, facing the courtyard)

Student Development and Community Leadership (SDCL) is your office of student activities and programs. SDCL is committed to supporting students as they endeavor to create organizations, plan programs, lead campaigns, and build community at Hampshire College. SDCL provides support for student organizing and activities and facilitates several initiatives designed to strengthen community on campus.

SDCL oversees a number of services and resources, including the student organization directory (visit studentgroups.hampshire.edu to view), the event registration process, the Prescott Tavern, the Airport Lounge, approval and processing of FiCom paperwork, and the annual Ingenuity Awards. For more information on all this and more, visit the SDCL Web site at the address listed above.

Resources for Students and Student Organizations

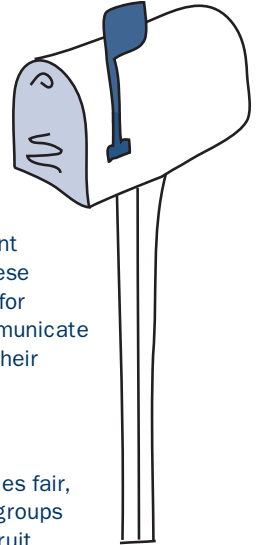
At SDCL you'll find the student activities coordinator, the student development secretary, and a full student staff, all of whom are resources for planning your activities and events. (For detailed policies and procedures regarding hosting an event, see the section for the office of student development and community leadership in "Community Standards, Policies, and Procedures.") Our staff bring networking possibilities as well as a wealth of organizing experience to their job of helping you. In addition, SDCL has pamphlets on various aspects of event planning, campus resources, and Hampshire history.

Office Space

SDCL is a shared office space for all student groups. The office has iMac computers, a printer, a fax machine, and a photocopier. The SDCL student staff are trained to assist you in working with most of this equipment. We also have assorted art and poster supplies that can be used or checked out by student groups.

Student Organization Mailboxes

SDCL provides a central location for student organization mail. Every student organization has a mailbox and can choose to have its mail delivered to SDCL, providing a consistent address from year to year. These mailboxes allow easy access for student organizations to communicate and inform each other about their upcoming events.



Hampfest

Hampfest, the student activities fair, is an opportunity for student groups to publicize who they are, recruit members, advertise their events, and network with other student organizers. Hampfest takes place at the start of each semester and is a great way to find out about and get involved with any of Hampshire's 100+ student organizations. This is a fun event with food, music, and more. Visit the SDCL Web site for information about the next Hampfest.

Ficom Office Assistant

Box CC
FiCom Office Annex, Airport Lounge, Library
x6763

In addition to the resources and staff listed above, FiCom, the Financial Committee of Community Council, employs a full-time office assistant. Working closely with the student activities coordinator and student development secretary, the ficom office assistant is available Monday through Friday during business hours to help answer questions about processes, paperwork, and student group accounts. Be sure to stop by and say hi.

Airport Lounge

Located on the first floor of the Johnson Library Center, the Airport Lounge is a 24-hour space to study, work, and relax. There are four desktop computers for e-mail and Internet work. The lounge is also equipped with outlets and ethernet jacks for laptops, as well as with wireless Internet access. There is a pay-as-you-go laser printer available

also. Coffee and tea are provided Sunday through Thursday nights, for 25¢ cup or for free if you bring your own mug.

Prescott Tavern

The Tavern is a coffeehouse located in the Prescott residential area and is open to all students from Tuesday through Saturday evenings. Food served at the Tavern includes pastries, snacks, coffee, and other hot beverages. Purchases made at the Tavern may be charged to your student ID card. The Tavern is available to be booked for student events three nights a week: Friday and Saturday nights for any event and Wednesday night for non-amplified/non-drumming events. To reserve the space, call special programs at x5610. Policies regarding use and booking of the Tavern can be found at the SDCL office.



Experimental Program in Education and Community (EPEC)

epec.hampshire.edu, epec@hampshire.edu

The Experimental Program in Education and Community (EPEC) was founded in 1995 as a way to support and promote student-initiated work not otherwise represented within the academic structure of the college. It is best known as a system of student-led classes and workshops, and a course catalog comes out each semester describing current projects. EPEC also acts as a strong voice on campus to advocate for the institutional support of alternative educational models and the continued inclusion of independent work within Hampshire's curriculum.

Multicultural and International Student Services

Box SA
Lebrón-Wiggins-Pran Cultural Center
(behind Cole Science Center)
x5415—director

The Office of Multicultural and International Student Services (MISS) is housed in the Lebrón-Wiggins-Pran Cultural Center. MISS provides a network of comprehensive services and innovative programs

that support and advance the intellectual, personal, cultural, and social development of students of color and international students.

International Student Advisor

The International Student Advisor, also housed in MISS, assists international students with U.S. immigration and employment regulations, cross-cultural adjustment, and much more.

Lebrón-Wiggins-Pran Cultural Center

culturalcenter.hampshire.edu, culturalcenter@hampshire.edu
Behind Cole Science Center
x5461—General

To better serve and retain students of color and international students, the Lebrón-Wiggins-Pran Cultural Center provides a range of programs and resources to support and promote their success at Hampshire. Additionally, the center provides programs and resources to the larger campus community for engagement in issues related to race, culture, and underrepresentation, with the underlying goal to effect social change.

We enhance our longstanding commitment to community and social change by:

- providing and advocating for services, programs, and resources that assist international students and students of color for a successful transition to, matriculation at, and graduation from Hampshire College.
- offering services, programs, and resources that foster academic success among international students and students of color.
- ensuring a space for multicultural community building, individual expression, and the exchange of ideas.
- fostering leadership skills for multicultural competence for students of color, international students, and multicultural student groups.
- continually examining the fluidity of race, culture, and identity, examining specifically how race and culture intersect with other social identities and their impact on one's view of self and of the world.
- serving as a campus partner in promoting multicultural competence through community engagement on topics related to race, culture, and underrepresentation.



Overview of Programs and Resources

The Cultural Center organizes programs and resources that specifically address the needs of students of color and international students. The center also provides programs and resources for the larger campus community to increase awareness on issues of race, culture, and underrepresentation. At the Cultural Center, we recognize students come to Hampshire with their own terms of self-identity and will soon be placed in a new environment where identity will take on different terms and meanings. The Cultural Center aims to help students of color and international students navigate through that phenomenon.

- The Peer Mentorship Program matches incoming students of color and international students with continuing students of color and international students to help with acclimation to life at Hampshire College.
- The SCIENCES Network (SCI Net), for students of color and international students who are interested in and/or concentrating in Natural Science or Cognitive Science, provides academic and professional resources.
- The Mitziko Sawada Resource Library offers a multitude of books, magazines, articles, and videos focused on multiculturalism and social justice.
- The Kahlo Gallery (named after artist Frida Kahlo) runs exhibits and programs centered on underrepresented artists and the theme of underrepresentation.
- The annual ASK for Social Justice program seeks to increase attitudes, skills, and knowledge on issues related to social justice.
- The International Student Orientation each semester addresses the particular needs of international students and addresses immigration and work issues, as well as adjustment to life in a new country.
- The International Student Host Family Program matches incoming international students with a staff or faculty member to provide additional support far from home.
- Multicultural student groups that fall under the coalition of SOURCE (Students of Under-Represented Cultures and Ethnicities) meet at the Cultural Center. Currently, there are nine SOURCE groups who serve the following populations: indigenous; mixed heritage; queer people of color; international students; Asian/

Asian American; Latino/a American; African/African American; international; James Baldwin Scholars; women of color; and international women. The student groups, along with the Cultural Center, have historically organized a number of successful initiatives that look at community building, campus awareness, and institutional change on topics related to race, underrepresentation, and social justice.

- Additional Cultural Center programs include faculty talks, writing workshops, internship search workshops, study nights, film screenings, heritage month events, a newsletter, open houses, dialogues, speakers, and musical performances.

If you have an idea for a program or would like to further explore a topic related to the center's mission, please give us a call or stop by the Cultural Center.

Queer Student Services

Box SA
Women's Center, Enfield, near parking lot
x6234

Queer Student Services provides programmatic and administrative support for the activities and initiatives of the Queer Community Alliance Center. These include the development, delivery, and evaluation of a comprehensive program on gay, lesbian, bisexual, transgender, and queer issues (GLBTQ).

Queer Community Alliance Center

Top of Greenwich Donut 4
x5714—General

The QCA comprises individuals who support sexual diversity. We seek to foster awareness of lesbian, gay, bisexual, trans, pan, and queer issues, and create a comfortable space for discussion through social events and political activism, both at Hampshire and in the community at large. The QCA is a safe place of confidentiality and respect. People of all sexual preferences are welcome and encouraged to attend our meetings as long as the safe space is respected. The QCA advocates resisting all systems of oppression of freedom for all.



Women's Student Services

Box SA
Women's Center, Enfield, near parking lot
x5320

Women's Student Services provides programmatic and administrative support for the activities and initiatives of the Women's Center. These include the development, delivery, and evaluation of a comprehensive program on women's and gender issues that consistently integrate diversity and social responsibility as fundamental principles.

Women's Center

womenscenter.hampshire.edu
Enfield, near parking lot
x5540—general



The Women's Center is an educational resource center dedicated to raising awareness around women's issues and gender identity. The center is a space for all individuals from the campus community. For more information, stop by or check out our Web page.

- Div III Projects. The Women's Center has a collection of related Division III projects and welcomes additional donations. Students are also able to use the space to display their work.
- E-mail list. Our e-mail list is designed to provide information about related events hosted by both the center and other area groups.
- Events. We host a variety of educational events and we are always open to new ideas. A sample event is a Feminist Discussion Series.
- Library. We have a book, magazine, and DVD library.
- Resources. We offer brochures, flyers, and information about local resources.
- Space. Individuals are welcome to use the space to read or hang out during the day. In the evenings the space is available for events and meetings. If you are interested in using the space for a group meeting, you need to complete a form, which is available in the center and on our Web page.
- Staff. We have a full-time staff Coordinator of Women's Student Services staff member as well as work-study students.

- Support. The center can provide support to individuals and groups who are working on related issues.

New Student Programs

newstudents.hampshire.edu
Box SA
Merrill Student Life Center, 2nd floor
x6666

The office of new student programs supports first-year and transfer students in their transition to Hampshire. The director is responsible for the implementation of collaborative opportunities for new students to meet each other, make connections, and explore the many possibilities of life at Hampshire. These opportunities happen in collaboration with the work of the academic first-year program and other student services programs and activities. The office of new student programs is a direct extension of the college's new student orientation, with the goal of continuing to support incoming students as they establish themselves at Hampshire.

Family Services

Box SA
Merrill Student Life Center, 2nd floor
x5412

The office of family services is located in the Merrill Student Life Center and is a department within the division of student services. The director of family services offers counsel and support for families of new and returning students. Additionally, the director is available to help families discover and contact campus resources. Information regarding our programs can be found on the family services Web page under *student life*.

Career Options Resource Center (CORC)

corc.hampshire.edu
Box 00
Open year-round
Johnson Library, 3rd floor
x5445

The Career Options Resource Center (CORC) is a welcoming and accessible place where you can explore ways to complement your academic studies with an internship and think about where life might



lead you after graduation. With imagination and creativity, the options before and after graduation are limitless: an internship that inspires your Division III; travel; volunteer work at home or abroad; a fellowship; graduate or professional school; community service; a part-time or temporary job that allows you to “taste” a career idea; a job in harmony with your passion; and much more. We define a career as something that starts as play and experimentation in childhood and continues to evolve throughout life in a process unique to each person. The CORC staff will help you develop the research and technical skills you’ll need to explore, test, and choose options with confidence to make education and work decisions based upon your personal priorities and values.

Career Counseling

Career counseling sessions cover a wide range of topics from exploring who you are—your values, needs and concerns—to developing an internship, writing a résumé, setting goals, finding a job, applying to graduate or professional school, and more. We can help you figure out where you want to go and plan how to get there. Career counseling is available to undergraduates from the time they enroll until they graduate, as well as to all Hampshire alumni.

CORC Workshops and Speakers

CORC workshops provide information on a variety of topics in a small group setting. Students learn and share their ideas about such things as finding an internship or job, writing a résumé and cover letter, getting the most out of job fairs, applying to graduate school, and using CORC resources effectively. Workshops are continuously refined and added to meet current student needs. We also host information sessions with job and internship recruiters, graduate and professional school representatives, and alumni. See the Calendar of Events on CORC’s Web site for specific programs and dates (corc.hampshire.edu).

Alumni Connections

Many Hampshire alumni are happy to talk with Hampshire students and other alumni about their career and graduate school experiences. Contact information for alumni is available for students in hard copy at the Career Options Resource Center organized both by career field and geographic location.

Web Site Resources and Links

You’ll find the CORC Web site at corc.hampshire.edu. Our Web pages contain a wealth of information to help you with internship, career, and graduate school planning. Included on this site are subscription databases that list current internship and job opportunities in many fields; calendars for both CORC and Five College career events; information about developing an internship, finding a job, and preparing for graduate school; how-to guides for writing a résumé and cover letter; links to diversity resources; and links to information about a wide variety of career areas.

Career Library Resources

For an alternative to electronic research, come to CORC and peruse the books in our career library. We have a collection that covers all aspects of career planning. You can find out more about a career field that interests you, learn how people get their start in that field, and identify employers for both internships and jobs. If you’re looking for career ideas, you’ll be interested in books such as *Top Careers for Liberal Arts Graduates*, *Careers for Environmental Types and Others Who Respect the Earth*, and *Careers for Nonconformists* (a Hampshire favorite). For those pursuing graduate and professional study, we have books for researching schools and financial aid. Sometimes there’s nothing like a good book.

E-Mail Listservs

CORC manages four e-mail listservs that provide relevant, current information to students and alumni. We post job and internship openings, both those sent to us by various employers (including alumni) and those we find through targeted Web research. We also post local events and news related to graduate and professional schools. The four listservs are:

- CORC InternshipSeekers. On this listserv we generally post both paid and unpaid internships—for summer, fall, and spring semester, and Jan Term.
- CORC JobSeekers. On this listserv we generally post job opportunities appropriate for new graduates as well as alumni with three to five years of experience in the workplace. The postings cover a wide range of career fields and geographic locations.



- Graduate and Professional Studies. Subscribers to this list receive information about various tests (GRE, LSAT, etc.), local test preparation programs, and Five College graduate school events and workshops. (For medical school and other health interests, use the health professions list.)
- Health Professions. On this listserv we post information from the Hampshire Health Professions Committee about Five College health-related events, updates and newsletters from various professional organizations, and more.

For all of our listservs, we make the message subject line very clear so you can decide to delete without opening if the information is not right for you. To sign up for the listserv(s) most appropriate to your needs, visit the CORC Web site (corc.hampshire.edu); click on “For Students”; choose “Listservs” from the left-hand menu; then click on the listserv(s) you wish to join and follow the instructions for subscribing.

Five College Recruiting Program

Hampshire participates in the Five College Recruiting Program, which brings to the area hundreds of employers who recruit college students through job fairs, information sessions, and interviews (mostly for jobs, some internships). Employers from a wide variety of fields participate in Five College recruiting events, including those involved in private and public school education, scientific research, consulting, investment banking, social activism, social services, and publishing.

Entertainment Industry Internship Program

The Hampshire College Entertainment Industry Internship Program (EIIP) is sponsored by the Career Options Resource Center, the alumni office, faculty, and Hampshire alumni who are successful producers, directors, writers, and professionals in the film, television, and multimedia industries. For 14 years, this program has given serious Hampshire students a hands-on opportunity to learn the inner workings of entertainment-related fields during the summer months. (Students may also inquire about internships during fall or spring semester or Jan Term.) The program, initially created by alumni, has internship sites in Los Angeles, San Francisco, New York City, Boston, and Nashville.

Community Health and Wellness

Box GE

Located in Enfield above the Women’s Center, side-door entrance by the basketball court
x5743

The Community Health Collaborative

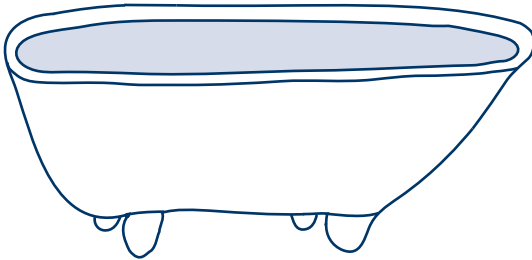
The Community Health Collaborative is a constantly evolving program aimed at improving the “wellness” of individual students and the community as a whole, so that Hampshire is a safe, healthy, and rewarding experience for all. The program is run by the director of Community Health, student staff, and student volunteers. Our mission is to provide and support efforts that cultivate an atmosphere of health and growth. We continually strive to make our resources and programs inclusive, respectful, and supportive of students of all races, classes, genders, sexual orientations, and ethnicities. Community Health initiatives take many forms, such as providing student services, educational programming, information, resources, and referrals related to sexual health, alternative healing, eating issues, stress, sexual assault, relationship violence, and drug, alcohol, and tobacco use. We invite students to come and discuss any issues related to individual or community health, and always welcome feedback and ideas for new programs. The CHC currently offers the following programs:

Counselor Advocate Program

The Counselor Advocates (CAs) are a group of student volunteers who offer confidential peer support and advocacy 24/7 through a hotline. You can reach a CA by calling the confidential CA answering service, x6998, and asking to have a CA paged. The CAs go through an intensive, 80-hour training on peer counseling skills, matters of sexual and relationship violence, and other issues that may be relevant to Hampshire students. CAs are excellent listeners and are very knowledgeable about community resources. You can call and talk to a CA privately about anything that’s on your mind, whether it’s an assault, academic problems, loneliness, or relationship issues.

Club Tub

Do you miss your tub? We have two clean, private bathtubs, complete with bubbles, available to students suffering from tub withdrawal. Call x5743 to schedule, and don't forget to BYOT (towel).



The "Light Box"

Community Health has purchased a light box for use by students who experience some level of depression associated with the reduction in daylight that accompanies seasonal change. The recommended light box session is generally around 30 minutes per day. Call x5743 for more information or to schedule.

Chair Massage Program

Yes, it's really true...you can get a FREE 15-minute chair massage! This service is provided by Hampshire student volunteers who have been trained in basic chair massage techniques. Chair massage is an excellent way to relax and de-stress. Regular drop-in hours are Monday through Friday during the afternoon/evening. Stop by or call x5743 to find out when this semester's hours are. Interested in becoming a volunteer? Trainings are held every fall. Call Jessica at x5743 for more information.

Safer Sex Supplies

Community Health distributes safer sex supplies (condoms, dental dams, gloves, and lube) to the house offices on a monthly basis, or you may pick up your own supplies at Community Health. We also have lots of information on safer sex, contraceptive options, STIs, and sexual health.

Recovery Network

The Recovery Network is made up of students, faculty, and staff who have self-identified as being in recovery, and have volunteered to make themselves

available to students in need of support in their own recovery process. Call x5743 for more information, to volunteer, or to get in touch with a member.

Resource Connections

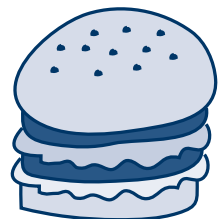
Community Health also has information on Five College and local support groups, holistic health practitioners, shelters, and other area resources in addition to those listed below. Call x5743 for more information.

| | |
|--|--------------|
| Sexual Offense Services Coordinator | x5743 |
| Public Safety/EMTs...emergency x5555, office x5424 | |
| Nutrition counseling | x5458 |
| Everywoman's Center 24-hour Hotline (rape crisis and information) | 545.0800 |
| Necessities/Necesidades 24-hour Hotline (battered women's shelter) | 586.5066 |
| University Health Services (medical services) | 577.5000 |
| Victim/Witness Assistance (legal information) | 586.9225 |
| Men's Resource Center, Amherst | 253.9887 |
| Gay Men's Domestic Violence Project | 800.832.1901 |
| Network for Battered Lesbians Hotline | 617.236.7233 |
| Eating Disorders 24-hour Hotline | 800.USA.0088 |
| Alcoholics Anonymous (AA) | 532.2111 |
| Dickinson Programs (alcohol and drug abuse evaluation and counseling) Northampton | 586.8550 |

Dining Services

Box DC
Dining Commons, x5750 or
413.549.2840
Bridge Café x3163

Hampshire dining services, managed by Sodexo Food Services, provides food services for the Hampshire College community. Sodexo has been a partner with Hampshire since the college opened. Sodexo staff provide the best possible programs and services for their customers. The main goal is to exceed the expectations of their customers. Customers are welcome to offer their suggestions, ideas, and concerns.



Dining Commons

Open to the entire college community, the dining commons is the primary place for students on meal plans to eat. Sodexo offers a wide range of food options and formats from pizza, grill, full salad bar, deli, stir-fry, full rotating menu cycle, and beverages. This is an all-you-can eat format where a meal plan student uses a meal card, or guests may pay one price at the door. Meals are served during these times in the dining commons:

Monday through Friday

7:30–9 A.M. breakfast
 9–11:30 A.M. Continental breakfast
 11:30 A.M.–1:30 P.M. lunch
 1:30–4 P.M. pizza, salad bar, deli
 5–7 P.M. dinner

Saturday and Sunday

10:30 A.M.–1 P.M. brunch
 5–7 P.M. dinner

Bridge Café

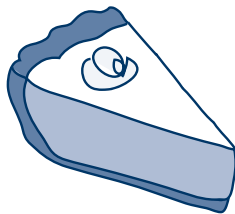
Located on the second floor of the Robert Crown Center, this small food bar is open both to the community and to limited meal plan participants. Here customers can purchase à la carte sandwiches, salad items, pastries, and beverages. The Bridge Café is open the following hours:

Monday through Friday

8 A.M.–2 P.M.
 Evening hours TBA

Saturday and Sunday

Hours TBA



Catering

Catering services are available for students, student groups, and the entire community. Sodexo will provide high-quality food and services to ensure that the event is successful. Catering guides can be found at the dining service's office or by calling the catering office for assistance. Dining services at Hampshire include a light lunch for faculty and staff. This light lunch is Tuesday through Thursday, during the academic year, in the faculty lounge in Franklin Patterson Hall.

Health Services

Box HS
 Montague Hall, adjacent to Admissions
 x5458

Clinic hours are 8:30 A.M.–5 P.M. Monday through Friday while school is in session. After 5 P.M. weekdays or on weekends, urgent care is provided by University Health Services in Amherst.

Health Services Staff

Karen Kalmakis, NP: director, health services
 Suzan Smith, MD: staff physician
 Bridget Logan, NP: nurse practitioner
 Judith Jackson, RN: clinic/advice nurse
 Stephen M. Klein, PhD: associate director/clinical psychologist
 Eliza McArdle, PhD: staff psychologist
 Darien McFadden, PhD: staff psychotherapist
 Corey Albert-Griffen, PhD: staff psychologist
 Vanessa Kehler: office manager

Important Telephone Numbers

Hampshire Health Services x5458
 Advice nurse x6030
 Counseling Services x5458
 After-hours emergency care,
 University Health Services 577.5000
 Public Safety x5424
 Campus EMTs x5555
 Serious medical emergency 9.911

Hampshire College Health Services is a primary health care center serving the medical and emotional needs of the students at Hampshire College.

Medical Services

At Hampshire College Health Services we offer:

- preventative health care
- STI screening
- contraceptive services
- annual gynecological exams

- treatment of acute illness or injury
- management of chronic disease
- health education

The medical staff at Hampshire College Health Services consists of a doctor, two nurse practitioners, a registered nurse, and our office manager, who assists medical and mental health staff. All have a commitment to the health and well-being of Hampshire students.

Appointments

Health services has adopted a same-day appointment scheduling system for medical issues. Students should call on the day they would like to be seen. There will be a limited number of appointments available for the next day should that be necessary. Medical appointments for routine care, nonurgent medical problems, and urgent illness or injury can all be made in this same-day system.

Advice Nurse

A registered nurse is available by phone during the day for students who would prefer to call in with medical questions, concerns, or problems. Often the nurse will advise appropriate self-care or provide the student with an appointment to see one of the medical or mental health providers as needed. The advice nurse can be reached by calling x6030.

Emergencies

In case of a medical emergency, call a Hampshire College EMT, at x5555, for assistance. In cases of serious, life-threatening medical emergencies, dial 9.911.

Student Health Insurance

All care directly provided by Hampshire College Health Services staff is covered under the student health fee, for example:

- advice nurse
- physician and nurse practitioner visits
- health education
- pregnancy screening
- other services provided within the clinic

Supplemental Health Insurance

Supplemental health insurance through Koster or through the student's private insurance is needed for coverage of:

- prescription medications, laboratory tests, and x-rays
- visits to providers outside of Hampshire College Health Services
- hospitalization
- any other medical care not provided by Hampshire College Health Services

After-hours urgent care is provided by University Health Services, UMass Amherst.

HIV Antibody Testing

Please bring your insurance card with you to *all* medical appointments.

Hampshire College Health Services offers confidential HIV testing to our students. Every student is eligible for one free test each school year. Confidential testing is done much like any other laboratory test and the results are kept in the patient record. HIV test information will be released only if a student completes a specific release form.

Mental Health Services

Located in Montague Hall, mental health services is part of the overall Health Services Program. Mental health services provides a variety of psychological services to Hampshire College students. Psychological consultation, assessment, crisis intervention, short-term counseling, and psychotherapy are free of charge. We work mostly with individuals, but we also consult with couples and have a group treatment option. When appropriate, we can refer our clients for medication consultations with the psychiatrists at the University of Massachusetts Amherst Mental Health Services. We can also help students find psychotherapists in the community when longer-term, open-ended psychotherapy is the treatment of choice.

Staff

The mental health staff consists of two full-time clinical psychologists, one part-time clinical psychologist, one part-time psychotherapist, and two part-time master level psychology interns.



Making an Appointment

You may make an appointment by calling x5458 (413.559.5458) between 8:30 A.M. and 5 P.M. every weekday. The office manager will help you schedule a confidential meeting with a counselor. Most often, appointments can be arranged within a few days.

For crises and emergency situations that occur during our regular operating hours, call x5458 and ask to speak to a mental health provider. We have a therapist available at all times to deal with mental health emergencies. If you are having a crisis or want to talk to someone during a time when the clinic is closed, call x5424 and ask to speak with the house director on call. The house director will help you decide if the on-call mental health provider should be contacted.

What to Expect at Your First Appointment

All students go through the same process at their first appointment. The office manager will ask you to fill out a form and you will then meet with a counselor for approximately 45–50 minutes to discuss your current concerns and your hopes about how we might be of help to you. Together with the therapist, you will decide which service or services would potentially be most beneficial to you. These services may be: individual or couples therapy, group therapy, a referral for a medication consultation, ongoing medication management, or a referral to a private off-campus psychotherapist.

Number of Visits

Mental health services' primary mission is to provide crisis intervention and short-term psychotherapy to Hampshire students. Nonetheless, we do not hold to a rigid limit on the number of visits allowed. The amount of treatment we offer is determined individually for each patient depending on his or her needs and our resources at any given time during the school year. If it becomes clear that you are likely to need ongoing psychotherapy for longer than a semester or so, you and your therapist can discuss the possibility of a referral to an off-campus, private psychotherapist. Each of our psychology interns also conducts a few longer-term individual therapies at any given time and this may provide another treatment option for you.

Community Consultation

Students, faculty, and staff should feel free to call mental health services when they encounter a situation in which professional consultation may be helpful. Though we could not specifically discuss clients with whom we have or have had a treatment relationship (because of confidentiality), we can often be helpful with general advice to friends and teachers about how to help a student in emotional distress who has not yet come to the service.

Confidentiality

Mental health services keeps to the highest professional, legal, and ethical standards of confidentiality. Information about your visits to mental health services (including the fact of the visits themselves) will not be released to anyone outside the service without your written request and permission.

There are some exceptions to the confidentiality law, of course (e.g., imminent threats to the life of the patient or physical and/or sexual abuse of a minor), which your therapist will gladly discuss with you.

Effective psychotherapy requires an atmosphere of trust and collaboration. Any concerns or questions about confidentiality can and should be raised with your therapist, or with Stephen Klein, Ph.D., director of mental health services.

Outdoors Program and Recreational Athletics (OPRA)

Box OP
Robert Crown Center
x5740

OPRA provides outdoor activities, intercollegiate athletics, and recreational activities. These programs span a playing season, a semester, a January term, or an hour. Students travel to other colleges to compete, hike, or climb in the Amherst area, or paddle white water in Costa Rica. The OPRA staff deliver a variety of services in several different formats. These include courses taught by both full-time and part-time instructors, off-campus field trips that last anywhere from one day to three weeks, and a variety of traditional athletics, such as intercollegiate athletics and individual fitness. OPRA provides indoor space for recreation in the Robert Crown Center, the Multisport facility, and outdoors on the playing fields. Most courses do

not have prerequisites. Class size is limited, so students receive individualized attention.

Several common themes run throughout OPRA programs. The participation in and the appreciation of physical culture are obvious and central. Slightly less obvious is the development of respect for oneself and responsibility to the community. The integration of body and mind is subtle, but part of every activity. Throughout all activities, we make an attempt to promote a model for healthy living and encourage students to do so on their own.

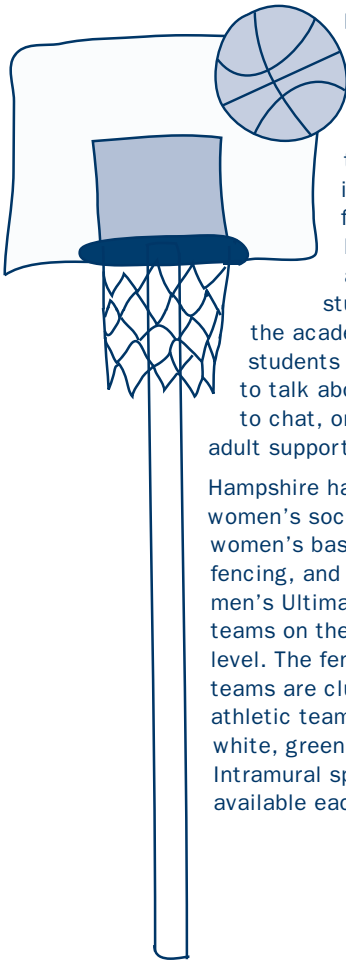
These programs are taught, coached, and directed by seven full-time instructors and a dozen or more part-time instructors and coaches. The instructors

are all experienced professionals who also serve as role models to Hampshire students, and

they participate individually in their fields at a high level. Instructors

are available to students throughout the academic year and students come to see them to talk about the activities, to chat, or to find friendly adult support.

Hampshire has men's and women's soccer, men's and women's basketball, co-ed fencing, and women's and men's Ultimate Frisbee® teams on the intercollegiate level. The fencing and Ultimate teams are club sports. The athletic team colors are blue, white, green, and black. Intramural sports are also available each term.



Public Safety

Johnson Library Center, ground floor (rear entrance)
Box 50
EMERGENCY ONLY: x5555
all other business: x5424

Get to know the folks at public safety; they are here to help you. The department of public safety is responsible for protecting the Hampshire College community. The department should be alerted to any situation that threatens a safe academic or residential environment.

The campus switchboard serves as the dispatch center for the department of public safety. The department has student employees such as EMTs and event monitors. Public safety is also responsible for on-campus vehicle registration and parking. For more information about any of these services, contact public safety. Public safety is a community-based organization that welcomes questions and concerns.

Hampshire's Emergency Medical Technicians (EMTs)

Hampshire College EMTs respond to on-campus medical emergencies. Student EMTs are on call 24/7 during the school year. To contact the EMTs, call public safety.

See the Community Standards and Policies section for information related to the college's alcohol and drug policy, campus parking, camping, outside fires, college ID cards, personal property, right of entry, smoking policy, trespass policy, use of college-owned vehicles, and weapons, firearms, and explosives. See the Housing and Residential Life policies section for information related to fire safety.

Walking Guards

Walking guards are available 8 P.M. to midnight, Sunday through Thursday, and 9 P.M.–3 A.M. Friday and Saturday to escort students on campus when requested. At other times, escort requests will be handled by an officer. To request an escort, call public safety.

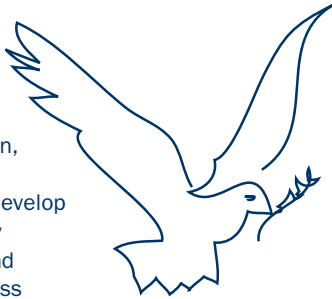
Student Monitors (SEMs)

Student event monitors are hired through the public safety office to work at student events.

Spiritual Life

Box SA, x5282
 Spiritual Life Office—adjacent to Student Services,
 2nd floor of the Merrill Student Life Center
 Spiritual Life Center—top of Greenwich Donut 5

The Spiritual Life Program provides space and support for spiritual exploration, development, and appreciation. We develop healthy community life, interaction, and reconciliation across boundaries of ideas, possibilities, and faiths. We celebrate diverse religions and aspects of spirituality to help the community develop the ability to communicate across their differences. The program affirms the wholeness of each human being and provides space for individuals and the community to explore the connections among the mind, the body, and the spirit. We encourage the exploration of ideas and honor both faith and a lack of faith in a spiritual context. We provide a quiet place for students, faculty, and staff to reflect, in good Hampshire tradition, that to know is not enough.



The Spiritual Life Program works cross-culturally, interfaith, and inter-campus. The director of spiritual life is here all week to coordinate the program, and to support programming and the spiritual life of students and of the Hampshire community. In addition, we have a campus rabbi, and Buddhist and Muslim advisors who provide programming and student support. We have a number of student groups, including the Multifaith Student Council (MISC) for all your miscellaneous spiritual needs, the Jewish Student Union, the Pagan Discussion Group, the Hampshire Christian Fellowship, a meditation group, and HUURA (Hampshire Unitarian Universalist Radical Action).

Programs and meetings are held in the Spiritual Life Center, located at the top of donut 5 in Greenwich House. It is a newly developed space, which houses a resource library as well as space to pray, meditate, meet, and eat. The spiritual life office is on the second floor of Merrill House and is open Monday through Friday for anyone to drop in.

Academic Services

Office of the Dean of Faculty

Box D0
 Cole Science Center, 1st floor
 x5378

The office of the dean of faculty consists of the vice president and dean of faculty, the dean of academic development, the associate dean of faculty, the assistant to the vice president and dean of faculty, an administrative assistant, the academic and curricular planning assistant, and the administrative secretary. The office of the dean of faculty oversees the academic aspects of the college including the faculty, staff, and programs of the school, the Center for Academic Support and Advising, admissions, financial aid, central records, international studies, multicultural education, January Term, the Writing Center, Quantitative Resource Center, the Lemelson program, the Center for Innovative Education, the Baldwin Scholars Program, and the Community Partnerships for Social Change Program. In addition, the office of the dean of faculty along with the office of student services and special programs organizes and coordinates commencement activities. The office prepares the *Faculty Handbook* for publication.

Center for Academic Support and Advising (CASA)

Box AC
 Dakin Student Life Center, 2nd floor
 x5498

The Center for Academic Support and Advising (CASA) provides a wide range of academic support services for students who may need additional guidance and information beyond what their individual advisors can give. The deans can, for example, help students develop strategies for timely completion of their academic work, plan for field study leave, or explore ideas about how to put a Division II committee together. One of the deans works closely with first-year students, who often have special needs and concerns. One of the deans is qualified to work with students who may have psychological disabilities. Others provide support in developing learning skills and strategies, working with students with learning disabilities and working with Division

II or Division III students. CASA monitors students' academic progress and works with academic advisors to provide support as necessary. CASA is a resource for reliable information about Hampshire's academic programs and policies and the place to come if you need a new advisor, to apply for a leave or field study, or just to talk about your academic concerns.

Disability Support Services

Box AC
Prescott House Office, x5423

Hampshire College offers services on an individual basis to students with documented disabilities. Hampshire College recognizes its obligations under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 to provide reasonable accommodations for individuals with disabilities so they may participate as fully as possible in the college's academic programs. Disabilities include, but are not limited to, sensory impairments, mobility impairments, chronic illnesses, learning disabilities, attention deficit disorders, and psychological disabilities. Joel Dansky, Disabilities Services Coordinator, is responsible for the coordination and provision of services to students with disabilities. He may be reached at 413.559.5423 or via e-mail, jdansky@hampshire.edu.

Student Responsibilities

Hampshire neither imposes accommodations on a student nor preempts his or her responsibility as a legal and social adult to request appropriate accommodations and make sure those needs are met. The student must take the lead in completing the disabilities form, available on the Hampshire College Web site or from CASA (see below). Students are expected to work in concert with the appropriate office to specify, arrange, and follow through on accommodations. Should problems occur, students should alert the college in a timely fashion so that together we can help solve them.

Disability Certification/Request for Accommodations

The Disability Registration Form/Request for Accommodations and Disability Certification Forms can be obtained from the disabilities services coordinators or downloaded from the disabilities

services Web page (hampshire.edu/cms/index.php?=3369). You must also provide documentation for your disability. The documentation must indicate the credentials of the evaluator or treating professional, and should contain a diagnosis, the limitations or impairments 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. For individuals with learning disabilities, the documentation must provide a complete educational evaluation conducted by a qualified psycho-educational diagnostician or licensed psychologist and should have been administered within three years of admission to Hampshire College. For individuals with attention deficit disorder or attention deficit/hyperactivity disorder, a similar report or a letter from a treating physician or psychiatrist is required. For psychological concerns, students need to submit a diagnosis made by a licensed mental health professional or neurologist involved with the student's care, accompanied by a letter that states what accommodations will likely be needed.

Documentation and specific requests for accommodation should be sent to:

Joel Dansky, Disabilities Services Coordinator
Hampshire College, 893 West Street, CASA Box AC
Amherst, MA 01002-3359

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.

Review of Requests

All requests for accommodations will be assessed by CASA, which also may review requests 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 to discuss accommodations directly with the student requesting them, prior to making a decision. CASA also may request further information from you and/or your treating professional and may make its own recommendations for alternative accommodations that are more appropriate to address your individual circumstances. You will be notified by CASA when

your request is approved or denied. In general, academic accommodations are approved for one semester and should be renewed early in the following semester.

Request for Accommodations at the Five Colleges

Hampshire students frequently take courses at the other four colleges in the Five College Consortium. Requests for accommodations in courses in other colleges must be made through the disability services coordinator at Hampshire, who will forward your request to his counterpart 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.

Confidentiality

The decision to disclose a disability to the college is wholly voluntary. However, you may not receive an accommodation from the college without such disclosure and/or without providing appropriate supporting information and documentation. The information provided by you will be treated as confidential and will be disclosed by the college only as necessary for it to assess and/or implement your requested services or accommodations. Students are legally considered to be adults. Communication of confidential information with parents or professionals regarding disabilities must be authorized by the student.

Transportation

The disabilities services coordinator facilitates applications for off-campus paratransit (van) services, provided by the Valley Transit Authority and by the Five Colleges, for students who have mobility impairments that prevent them from using Five College bus transportation. If you need a handicapped-parking permit, please contact disability services.

Housing

Hampshire has several housing units specially equipped for students with physical disabilities. If you need such accommodations, please indicate that in your Request for Accommodations.

Assistive Technologies and Study Skills

Hampshire has several computers equipped with text-to-speech, speech-to-text, and graphic organizing programs to assist students with learning disabilities. The disabilities services coordinator is available to work with students who have problems with organization, time management, or study skills, individually or in small groups. These services are open to all students, although first priority for use of assistive technologies and study skills services is given to students with documented learning disabilities and/or AD/HD.

TTYs

TTY Switchboard: 413.559.6097
TTY Student Services: 413.559.4556
TTY Admissions: 413.559.6150

There is a TTY for public use in the library.

Auxiliary Aids

Hampshire College believes that its responsibility to ensure the availability of necessary auxiliary aids ordinarily can be met by assisting disabled students to obtain such aids from governmental units, such as the state vocational rehabilitation agencies, through the student's health insurance, or from private charitable organizations. Accordingly, students with disabilities will be expected to exercise reasonable self-help in obtaining and maintaining funding from outside sources for required aids. In the event that a student with a documented disability is turned down by outside agencies for auxiliary aids that the college has determined are necessary to give the student an equal opportunity to obtain the same educational benefit from the course or courses in which the student seeks to enroll as may be obtained by a student without disabilities, then the college will take whatever action is necessary and reasonable to fulfill its obligations to ensure that the student is not denied the right to participate in any such class or classes due to the absence of educationally necessary aids.

To ensure the availability of necessary aids at the start of any particular semester, a student with a disability who believes that he or she will need an auxiliary aid to participate in a course or courses offered by Hampshire College must notify the disabilities services coordinator of the need at least four weeks

before the first day of classes for that term. Such notice is required in order to give the student and the college a reasonable period of time to evaluate whether the requested aid is necessary to provide the student with an equal opportunity to benefit from the college's educational programs, to identify sources for purchasing, leasing, or hiring any necessary aid, and, if possible, to obtain funding for required aids from appropriate governmental or other agencies.

Grievance Procedures for Students with Disabilities

Hampshire College and the office of disabilities services 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 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, she/he 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 equal access to her or him with reference to the relevant legislation and 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 appropriate 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 that resolution is unacceptable to the student or to the other principles in the grievance, either party may then appeal to the dean of student services. The dean shall consult with the college's ADA compliance officer to ascertain if violations of relevant federal or state laws have occurred. The dean of student services 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. Office of Civil Rights if they believe that their rights under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 have been violated.

If one of the disabilities services coordinators is the subject of the grievance, the complaint should be filed directly with the dean of student services, who will attempt to reach an informal resolution and/or investigate the grievance as in paragraph three above.

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.

STAR (Student to Student Academic Resource Center)

star.hampshire.edu
Dakin Student Life Center, 1st floor
x5425

STAR, the Peer Resource Center, is staffed by students who have extensive experience with faculty, classes, and exam work within the specific Schools. They provide a valuable resource to students by answering questions about the different Schools, faculty, and life at Hampshire. The center offers information on how to do divisional exams, Five College courses, and has listings of faculty and their areas of interest. STAR staff will provide workshops on time management, reading college materials, and organizational strategies. STAR's inventory includes Division III contract abstracts, Division II portfolios and contracts, and tip sheets covering an array of topics. STAR provides incoming students with a folder of introductory materials at matriculation. This includes the publication *Taking Root*, which is edited and published by STAR and the student services office. For more information about becoming a STAR advisor, visit the STAR Web site or inquire at CASA.

Global Education Office (GEO)

geo.hampshire.edu, geo@hampshire.edu
 Box GEO
 Merrill Student Life Center, 1st floor
 x5542

Hampshire's mission is to provide men and women with an understanding of the multicultural nature of our world and the necessity for responsible leadership within it.

As part of that goal, the global education office (GEO) encourages every Hampshire student to consider study in the international community.

The GEO has a strong commitment to cultural and community immersion and strives to provide a coherent vision of education for global citizenship. Through the study of language and culture at home and through firsthand experience in communities worldwide, international education at Hampshire College can serve as a resource for intellectual discovery, personal and professional growth, and multicultural awareness.

GEO strongly encourages students to plan their academic program to include a year or a semester immersion in another culture, to consider learning another language, and to begin preparation in their first year. The office offers in-depth advising and maintains an extensive collection of information on overseas educational opportunities, including study and travel programs, independent research and internships, and scholarship and fellowship programs, in its resource library. GEO staff also work with faculty to improve existing programs, further integrate international perspectives into their curricula, and develop opportunities for exchange and study abroad.

Among the many options for global learning, Hampshire encourages students to seriously consider study abroad opportunities through the college's own signature programs in China, Cuba, and Germany; its affiliations with leading universities/institutions in



Australia, Central America, England, France, Puerto Rico, Scotland, and South Africa; and its participation in the International Student Exchange Program (ISEP), which hosts opportunities at more than 225 academic institutions worldwide. Additionally, faculty-led international January Term programs provide short-term study abroad experiences each year.

Central Records

Box CR
 Cole Science Center, 1st floor
 x5421
 Hours: 10 A.M.–NOON and 1–4 P.M.

The central records office maintains students' academic files, handles course registration, receives Division III paperwork, prepares transcripts, schedules classroom space, and prepares other college records and statistics.

Services provided:

- Access to student files for photocopying
- Transcripts
- Certification of enrollment
- Hampshire and Five College course registration
- Examination contracts and pass forms
- Division III regulations and paperwork
- Certification of veterans
- Student directory information

Admissions Office

admissions.hampshire.edu
 Box AD
 Admissions Center, Stiles House
 x5471, TTY x6150

Current students play an active role in the recruitment of new students as paid admissions interns and as volunteers. Volunteers host prospective students during overnight visits, serve as panelists at open houses, visit their own secondary schools as Hampshire representatives, and telephone accepted students. Admissions interns do all of the above and conduct campus tours, serve as copresenters in information sessions, answer phones, and do routine office work and special projects. Upper-level students may also interview prospective students. For more information, inquire at the admissions office.

Interdisciplinary Centers & Programs

Children's Center

Box KC
 Located between the Multisport Center
 and the Eric Carle Museum
hccc@hampshire.edu
 x5706
 Monday–Friday 8:15 A.M. – 4:45 P.M. during academic year
 8:15 A.M. – 3:45 P.M. in summer

The Children's Center is licensed by the Massachusetts Department of Early Education and Care, and provides childcare and early childhood education for Five College staff, faculty, students, and community families. The center enrolls children ages two months to five years in three groups—infants, toddlers, and preschoolers—with a total enrollment of about 40 children. Priority in enrollment is given to Hampshire-affiliated staff, students, and faculty, who constitute about 50 percent of the families at the center. Second priority is given to Five College-affiliated families and Hampshire alums, and then to community families. In all priority categories, minority children are enrolled first. The staff consists of one full-time director, seven professional teachers trained in early childhood education, and 20 work-study students/volunteers who work 8–12 hours a week as assistant teachers. The program is inspired by the Reggio Emilia Approach, with a focus on emergent curriculum, creativity and self-expression, problem solving and social interaction, documentation of learning and teaching, parent involvement, and an anti-bias, multicultural framework. All parents pay tuition. Income-eligible vouchers funded by the state are available, as are subsidies through two state-funded grants.

In addition to providing childcare and early education for children and their families, the center is a site for student and faculty observation and research in the fields of child study, education, children's theater, nutritional anthropology, and design. Teaching internships and practice can also be arranged during the semester or during January term. Volunteer opportunities and community service projects are also possible in various disciplines, including music (visiting instrumentalist program); technology (technological assistance to the staff); designing

and constructing equipment for the children (through the Lemelson program), and in other disciplines. The director is available to help students who want to become certified childcare teachers through the Massachusetts DEEC.

Civil Liberties and Public Policy Program

Box CLPP
 Franklin Patterson Hall, G-13 & G-17
 x5416, x6976

The Civil Liberties and Public Policy Program (CLPP), a national program based at Hampshire, is dedicated to educating, training, and inspiring new reproductive justice activists. CLPP trains and mentors new generations of reproductive rights advocates and links education and leadership development with research and policy work, connecting reproductive and sexual rights and health to a broad range of social justice issues. CLPP's goals are: educating young people as reproductive freedom and justice organizers and leaders, stimulating campus activism nationwide, advancing the study of reproductive and sexual rights and women's health, and connecting reproductive rights with other social and economic justice work.

CLPP offers courses, develops curricula, convenes conferences, and serves as a resource for and bridge between the academic community, activists, policy and opinion leaders, and legal, national, and international reproductive rights and women's health groups. Primary CLPP activities are: the annual student conference, From Abortion Rights to Social Justice: Building the Movement for Reproductive Freedom; the Reproductive Rights Activist Service Corps, a summer internship program that places students with grassroots, national, and international projects and organizations; the New Leadership Networking Initiative, which promotes the vision and talent of younger and newer activists working in the movement, especially young women of color; a Summer Leadership Institute for young professionals in the movement; and The Fight for Reproductive Freedom, the only national campus-based forum for reproductive and sexual rights education and organizing in the country. For further information, contact the director, Marlene Gerber Fried, at 413.559.5565, mgfSS@hampshire.edu. Students interested in participating

in CLPP activities should contact CLPP's alumni fellow, Ellen Gattozzi, at 413.559.6976, ebg04@hampshire.edu.

Population and Development Program

Population and Development Program
Box CLPP
Franklin Patterson Hall, G-17
x6046, x5506

The Population and Development Program at Hampshire College was founded in 1986 as an international companion program to the Civil Liberties and Public Policy Program (CLPP). It is now widely recognized as a source of progressive feminist analysis, education, and activism on population, environment, reproductive rights, development, and women's health issues. The program takes on the double challenge of combating both population control and antiabortion forces, for both violate women's rights, especially affecting poor women and women of color.

The Population and Development Program offers courses on reproductive rights and population, environment, and security; international and domestic internships with the Reproductive Rights Activist Service Corps; lectures by leading feminist activists and scholars; and activism opportunities in women's health, contraceptive safety, immigrant rights, and social justice. The program publishes the *DifferenTakes* issue papers series, designed to bring alternative feminist analysis to the media, policymakers, advocacy organizations, and activists, and has developed a population studies curriculum for secondary school students. For further information, contact the director, Betsy Hartmann, 413.559.6046, bhartmann@hampshire.edu, or Elizabeth Barajas-Roman, the associate director of programs, at 413.559.5506, ebrCLPP@hampshire.edu.

Community Partnerships for Social Change

Box SS
Franklin Patterson Hall, basement, G-1
Program Director: Mary Bombardier, x5395
mbombardier@hampshire.edu
Special Projects Coordinator: Cinamon Blair, x5689
cjbSS@hampshire.edu

Community Partnerships for Social Change (CPSC) is the campus community-based learning (CBL) program. Through a number of programs, CPSC provides

assistance to members of the Hampshire College community who are interested in engaging with local community-based organizations to support exciting initiatives for youth leadership, social service, media arts, social justice activism, education, environmental justice, housing advocacy, and community development.

CPSC Programs

The *Semester Placement Program* has a database of over 75 local organizations where students can intern, fulfill work-study hours, or develop research projects and independent study opportunities in community-based settings.

The *Public Interest Leaders in Training Program* provides specialized, hands-on opportunities and mentoring for students interested in long-term social justice work and/or careers in the nonprofit sector. Through this program, CPSC provides support and mentoring to students who have a social justice focal point in their academic studies and are seeking to integrate their community experiences into their academic work.

The competitive *Social Justice Summer Scholars Program* awards \$3,000 grants for eligible Division II students to intern for a summer with local or national nonprofit organizations. CPSC supports these internships with mentoring and training.

The *Alumni Partnership Fellows Program* (APFP) provides a unique, salaried opportunity for recent Hampshire alumni to further their local social justice work and to gain experience within the nonprofit sector.

Faculty Partnerships for Community-Based Research offers research and course-related development grants to faculty and alumni whose work ultimately contributes to a conscious negotiation of fundamental change in our political-economic systems.

The Critical Studies of Childhood, Youth, and Learning (CYL)

Educational Outreach Coordinator
Robin Marion
Adele Simmons Hall, 132
413.559.5659
rmarion@hampshire.edu

The Critical Studies of Childhood, Youth, and Learning (CYL) program promotes critical thinking that entails examining childhood, child

development, processes of human learning, and educational theory and practice in the context of larger social structures, cultural and historical processes, and political economy.

CYL promotes community engagement and opportunities to integrate theory with practice as key components of the program. CYL has established partnerships with local schools and nonprofit organizations that provide exciting opportunities for students to integrate their classroom learning with practical experience in the field. Students can engage with children, staff, and public school teachers through a variety of avenues, such as theater performance, student-led workshops, collaborative curriculum design with elementary students, and observational research. The opportunities for creative engagement with children and youth provide powerful and meaningful learning experiences for students.

CYL students explore such questions as:

- How do we create knowledge about children's social and cognitive capacities?
- How do children understand and experience gender, class, ethnicity and race?
- How can the arts and other methodologies support young people's rights and participation in their communities?
- How do our views of childhood influence our philosophies and practices of education?

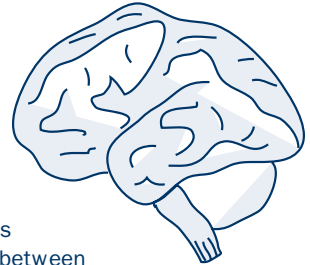
CYL faculty and student interests include curriculum and instruction, youth culture, integrating art in curriculum, children's literature, theater for young audiences, child development, child clinical psychology, childhood studies, science education, critical pedagogy and liberatory education, and gender studies.

There are many ways to get involved in the Critical Studies of Childhood, Youth, and Learning program. Please see our Web site, <http://CYL.hampshire.edu> for information about upcoming courses, events, teacher licensure, projects, and samples of student work.

The Culture, Brain and Development Program

Box CS
Adele Simmons Hall, 100
X 5501

The FPR-Hampshire College Program in Culture, Brain and Development (CBD) is an interdisciplinary, cross-school academic program that challenges traditional distinctions between nature and nurture and brain/mind and environment, and explores how culture, biology, and individual development interact. Participating faculty come from a wide variety of disciplines, such as anthropology, psychology, neuroscience, philosophy, child studies, and biology.



The CBD program offers courses, a yearly lecture series, funding for student research and internships and for faculty research and course development, and supports a student group. It also organizes panel discussions and other special events. The Hampshire College Program in Culture, Brain and Development is funded by the Foundation for Psychocultural Research. To learn more about CBD, visit the Web site at <http://cbd.hampshire.edu>, or contact Paula Harmon at x5501.

Farm Center

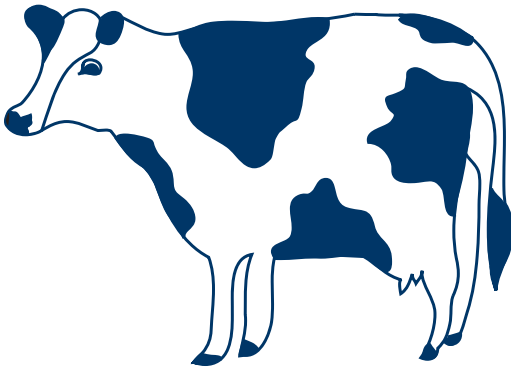
Box FC
Thorpe House
x5348

Before Hampshire College was established, the property the campus now sits upon was farmland. The Hampshire College Farm Center is an educational extension of the original use of this property. The farm maintains a flock of sheep, and produces hay for Hampshire livestock consumption as well as for sale in the local market.

The Community Supported Agricultural (CSA) project provides fresh organic vegetables to members of the Hampshire community. Currently about 150 households (students, faculty, staff, and community) come to the farm each week for produce. All, be they members or not, are welcome to come down, get their hands dirty, and learn all aspects of vegetable production.

As part of the Farm Center's ongoing outreach efforts, the School-to-Farm program was created in 1996 to provide greater on-farm educational opportunities to the region's youth. This program offers year-round programs as well as summer camps that introduce children of all ages and capabilities to organic farming and its role in the environment.

The student outreach coordinator provides activities at the farm, including the volunteer program, community service projects, research projects, seasonal festivities, and farm-oriented workshops. Examples of student-based activities at the farm are operations of the medicinal herb garden, the wool craft and weaving collective, and lamb-watch. Students may also become involved with the farm center through class work. See the Hampshire College Web site at www.hampshire.edu for more information related to the Farm Center, aquaculture studies, and other Natural Science programs.



Lemelson Assistive Technology Development Center (LATDC)

lemelson.hampshire.edu
Box LM
x5613

The Lemelson Assistive Technology Development Center (LATDC) is an academic program that is under the academic auspices of Hampshire's School for Interdisciplinary Arts. LATDC's mission is to provide students with an experiential education in applied design, invention, and entrepreneurship through the lens of assistive technology and universal design. LATDC achieves this with a

combination of courses, activities, internships, and collaborations with business and nonprofit organizations, and through teams of students who design, develop, and make available equipment for people with disabilities.

By providing resources such as the Lemelson Center for Design's fabrication shop and design lab (see Center for Design description), LATDC equips students with the resources to create technology and equipment, which can significantly enhance the quality of people's lives. Students can take advantage of LATDC in a number of ways, such as:

- Academic courses cross-listed with the School for Interdisciplinary Arts;
- Fulfillment of divisional exams, independent studies, and advanced learning activities;
- Grants and summer internships to pursue applied design projects;
- Mentors and advisors for applied design projects;
- Fulfillment of community service and multicultural requirements;
- Speakers, field trips, workshops, seminars, and other activities.

One important aspect of this program is to expose students to the independent reasoning and creative thinking that are part of the process of inventing. The curriculum emphasizes innovative problem solving guided by faculty members and enhanced by industry collaborators, advisors, and mentors. The program supports students from the initial concept of an invention through its development, possible patenting, and potential commercialization. The Lemelson program also initiated the National Collegiate Inventors and Innovators Alliance (NCIIA), which provides grants and other pedagogical support to institutions around the country that incorporate innovation and entrepreneurship into their curriculum.

Lemelson Center for Design

Box LM, x5869
 North end of Longsworth Arts Village
 Monday: 12:30–4:30 P.M.
 Tuesday: 2 P.M.–MIDNIGHT
 Wednesday: 10 A.M.–MIDNIGHT
 Thursday: 2 P.M.–MIDNIGHT
 Friday: 10 A.M.–6 p.m.

The Lemelson Center for Design is a design and fabrication resource open to all students. The facility contains a fabrication shop equipped for working with metals, plastics, and other materials. It also houses an electronics lab, design equipment for manual and computer-aided drafting and modeling, and sewing equipment for soft goods fabrication. The fabrication shop is supervised by full-time staff who provide one-on-one design and fabrication instruction as well as conducting group workshops and trainings. The facility may be used for both academic and personal projects.

Introductory safety trainings and other training and information sessions covering a range of fabrication and design areas are conducted each semester and during January Term. However, gaining access to the facility can be as simple as setting up an appointment with one of the shop supervisors. A schedule of trainings is published at the beginning of each semester and January Term.

This facility is also home to, and funded by, the Lemelson Assistive Technology Development Center (LATDC).

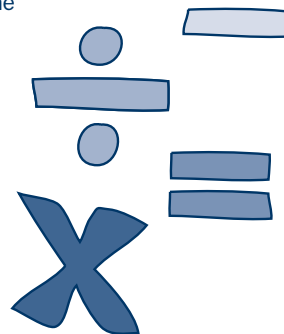
Quantitative Resource Center

Box QC
 Dakin Student Life Center, 2nd floor
 x6001

The Quantitative Resource Center (QRC) supports the study and application of quantitative methods by students across the Hampshire College curriculum. The QRC assists not only students who are studying mathematics or statistics as disciplines in their own right, but also students who are using mathematical, statistical, logical, or computational methods as part of their academic work in other disciplines. Among its resources are several PC and Macintosh workstations and a variety of mathematical and statistical software.

The QRC staff work with students at all levels of study. For example, they can provide advice

regarding how to fulfill the Quantitative Analysis Division I learning goal, help in understanding mathematics or statistics encountered in research or other scholarly papers, and guidance in collecting, organizing, and analyzing data for class assignments, independent projects, or divisional exams. They can also offer instruction in other areas such as GRE preparation. Students are encouraged to drop by or call to make an appointment.



Writing and Reading Program

Box WP
 Greenwich Writing Center
 x5531, x5577, or x5646
 Appointment for tutorials may be made by calling the Writing Center

The Writing and Reading Program offers assistance to students interested in strengthening their communication skills. Because of the importance that writing acquires at Hampshire, a range of activities is designed to meet varied students' needs.

Individual tutorials comprise a major part of the program. In brief, the strategy is to use the work in which the student is presently engaged. Generally, this means we use course work, divisional exams, proposals, and Division II and III papers. From these, writing staff address issues of organization, effective analysis, clarity, voice, and development of an effective composing process. Another concern is to help students to understand their problems with starting and/or finishing work, and to develop strategies for overcoming writing anxiety and procrastination. The center also provides assistance in research skills. Writing help includes classes as well as individual tutorials. Classes are run each semester and are open to all students.

School Offices

Hampshire's academic programs are organized into Schools: Cognitive Science (CS), Humanities, Arts, and Cultural Studies (HACU), Interdisciplinary



Arts (IA), Natural Science (NS), and Social Science (SS). Each School consists of its faculty, staff, and student members. Information on School membership, filing divisional exam contracts and pass forms, and evaluations of courses and exams as well as information about the faculty and courses may be found in the School offices. Appointments with the deans are scheduled by their assistants. See the Governance section for information on school membership.

School of Cognitive Science (CS)

Box CS
Adele Simmons Hall, room 100
x5502

Cognitive science is an interdisciplinary field devoted to the study of the mind, the brain, and computing technology. Hampshire's diverse program serves students with interests in many areas, including psychology, philosophy, linguistics, biology, animal behavior, computer science, anthropology, education, child development, learning, digital multimedia, and the social effects of new information technology. Many different types of Division II concentrations and Division III projects can be organized, in whole or in part, around the study of the remarkable capacities of the mind and brain or around the potential of computers and digital technologies.

Over the past 30 years, cognitive science has become a central area of knowledge and liberal arts learning, offering a critical perspective on human nature, on the nature of knowledge itself, and on our possible futures in the digital age. The three interlocking areas of the School's curriculum reflect these perspectives:

Mind and Brain

Research on the mind and brain is one of the most exciting frontiers of science. Our understanding of ourselves and of our potential are being profoundly altered by studies in many areas: brain imaging; the perceptual and mental abilities of infants and young children; theories of neural networks; the roots of learning disabilities, dyslexia, and autism; the evolution of animal consciousness and behavior; the nature of learning and memory; the effects of psychiatric medications; and the possibility of intelligent machines are just a few examples. We examine all of these areas in our courses and work with students in the laboratory and field to produce new research results in many of them.

Knowledge and Language

The nature of meaning and knowledge and the question of how they can be represented in the mind and conveyed by language are among the oldest and most central issues in philosophy, linguistics, and psychology. In our program, faculty members and students examine and extend the new ideas that are emerging from interdisciplinary research in this area. We study, for example, the relation between language and thought, the acquisition of language by young children in widely varying environments, the implications of philosophical theories of knowledge for neuroscience and computer science, and the question of how mere words can capture the richness and variety of our thoughts.

Computing and Technology

Computers and other digital technologies are extensions of the human mind, and, increasingly, they have more or less capable minds of their own. One focus of our curriculum is to give students a foundation for further work by providing them with skills in programming and digital media. Another focus is understanding computers, networks, and digital media as tools for learning and creativity and as powerful catalysts of intended and unintended social transformation. A final interest is the study of the potential and limits of artificial intelligence and its relationship to biological intelligence.

Courses and projects in Cognitive Science are supported by the School's laboratory facilities in Adele Simmons Hall, which include an open computing laboratory, child development and cognitive psychology laboratories, and laboratories for projects in digital media, artificial intelligence, and learning technology. Work on animal cognition and behavior is supported by the Animal Research Facility, located on the college farm.

School of Humanities, Arts, and Cultural Studies (HACU)

Box HA
Emily Dickinson Hall
x5361

The dean of the School of Humanities, Arts, and Cultural Studies is responsible for the academic administration of the faculty and curriculum for Humanities, Arts, and Cultural Studies and oversight of the academic facilities that support them. School

meetings take place
Thursdays at
3:30 P.M.
in Emily
Dickinson Hall.

Most of the facilities
have detailed
regulations concerning
use. Please check with
the appropriate person
for guidelines. For
building hours and information
about access to the facilities,
contact:

Art Barn, x5347
Music and Dance Building, x5622
(Monday–Thursday mornings)
Film and Photography Building, x5575
Emily Dickinson Hall, x5362

Within the School of HACU there are student/faculty
governance boards connected to various areas in
which students are strongly encouraged to participate:

Bart’s Arm is a student organization for students
interested in the studio arts. See the arts intern in
the Art Barn for more information.

Film, Photography, and Video have a number of
student organizations connected to them. For a
contact person, see the film and photography intern
in the Film/Photo building.

School of Interdisciplinary Arts (IA)

Box WP
Writing Center, 1st floor
x5824

The School of Interdisciplinary Arts (IA) has organized
its curricular offerings and interests around three
core principles that form the pedagogical foundation
for the School. These pillars are interdisciplinarity
among the fine and liberal arts, between arts and
technology, and between arts and social action. IA’s
three “pillars” reflect the interests of our faculty and
the range of our work both inside the classroom and
within our own professional pursuits.

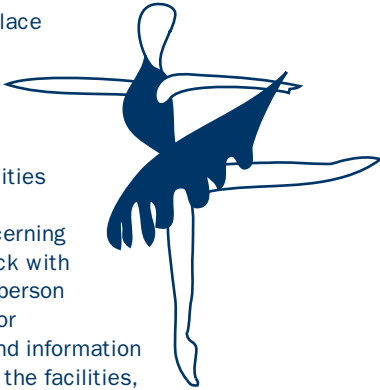
Interdisciplinarity applies Hampshire’s all-college
approach to the liberal arts to the investigation
of art forms and the process of art making. The
School offers students and faculty opportunities
to work across, as well as within, the boundaries

of such art forms as theater, sculpture, creative
writing, nonfiction writing, and literature. IA is
committed to exploring “cross, inter, intra, trans,
and post-disciplinarity,” as these new educational
conceptions shift the form and context of the art-
making practice.

Working in the arts at Hampshire has always
involved analysis and reflection, but the analysis of
work in progress necessarily starts from different
questions than does that of already completed work.
We are, first, interested in questions about artistic
intent, materials, audience, and social responsibility.
While we are reminded that all art begins with a
blank page or blank space, we are not singular in our
pursuits. All artists exist within history, politics, and
society and should understand their work in relation
to the world in which they live and to the work of the
artists, writers, and thinkers who have come before
them. We believe that working among the art forms
and within the larger liberal arts context increases
the scope of our investigations and the breadth of
our thinking about art making and the place of art in
our society.

Interdisciplinary Arts creates new opportunities
for students to cross the boundaries between art
forms and Schools, as well as explore new genres of
art making. Cross-listed courses, Interdisciplinary
Arts courses, and a program of faculty affiliation are
central to the pedagogy of our School. Our curriculum
encourages collaboration among both students
and faculty, and our understanding of art making is
crucially informed by colleagues who have studied
the social and psychological dilemmas, the shifting
demographics, and the global technologies that shape
the sensibilities of contemporary audiences.

The nature and conditions of art and art making
are increasingly expanded and challenged by new
technologies. The investigation of art, art making,
and new technologies constitutes the second
pillar in our School’s curricular foundation. As an
integral part of the school, the Lemelson Assistive
Technology Development Center provides a way
to explore strategies between art making and
technologies. Students can apply their interests in
a whole range of artistic endeavors to questions
of applied design, universal design, invention,
and entrepreneurship. Other areas of intersection
between arts and technology are being explored
by both faculty and students and with faculty and



students in other Schools of the college, including computer animation, design for adaptive technologies, Web journals, industrial design, and set design.

Exploring the relationship between artistic production and social action is the third pillar of our curriculum. Hampshire students are attracted to the arts as an agent for social change. The School for Interdisciplinary Arts provides students with an educational experience that not only overlaps disciplines and technologies, but actually allows new forms to emerge as well. These new forms enable artistic process to engage questions of social responsibility and activism. Creative drama, prison literature, universal design, teaching multicultural art curricula, and dramatizing IDS issues for new audiences are five current areas of investigation that embody this pedagogical principle.

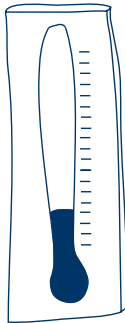
School of Natural Science (NS)

Box NS, x5373, x5371
Cole Science Center, room 311
Office hours: 8:30 A.M.–4:30 P.M.,
Monday through Friday
Appointments with the dean are
scheduled by calling x5373 or
dropping by the office.

NS labs and computer facilities are open and available for student use from 8:30 A.M. to 4:30 P.M.

daily, depending on scheduled class use. They are also available from 4:30 P.M. to 11 P.M. during the week, from 10 A.M. to 5 P.M. on Saturdays, and from 10 A.M. to midnight on Sundays by checking in with the building monitor on the second floor.

School meetings are held each Monday of the semester from noon to 1:20 P.M. in CSC 333. Student membership is welcome and valued. All students who attend the School meeting on a regular basis are considered members of the School, eligible to participate in all discussions and decision-making processes that constitute the business of school meetings. Student participation on committees is encouraged. If you have any questions about activities and programs within the School or student membership, please call the School office.



School of Social Science (SS)

Box SS
Franklin Patterson Hall, 2nd floor
x5548

School meetings are held twice a month on Thursdays at 3:30 P.M. in FPH. The School has an active student membership, a portion of which is renewed each term.

Several special programs are housed in the School of Social Science:

The Civil Liberties and Public Policy Program, x5645, works closely with the Population and Development Program, x5506. Through these programs, there are extensive opportunities for student involvement in social activism and research related to issues of reproductive freedom.

Community Partnerships for Social Change (CPSC) is a campus resource for students and faculty who want to integrate their academic interests with their social action/community-based experiences.

Administrative Services

Office of the President

Box PR
Cole Science Center, 1st floor
x5521

The president oversees all functions of the college. The president works with the board of trustees and with student, staff, and faculty committees on governance, academic, and student life concerns.

Students are welcome to meet with the president every Monday morning for breakfast at the dining commons during the academic year.

Office of the Secretary of the College

Box PR
President's Office
Cole Science Center, 1st floor
x5780

The board of trustees has the final responsibility for programs and the financial situation of the college. The board meets four times during the year to discuss college matters. There is one faculty-elected and one student-elected member of the board, and students serve as voting members on board committees.

See the Governance chapter for information related to student trustees and trustee committees.

Office of Communications

Box CM
Warner House
x5482

The office of communications oversees public relations, media relations, publications, Web content, and other communications vehicles for the college. The director of communications acts as a spokesperson for the college and serves as a liaison between the media and members of the college community. The office assists members of the college community with publicity for campus events and announcements. All official Hampshire College publications are designed and produced by the communications staff.

Office of Institutional Advancement and Alumni Relations

Institutional Advancement Office
campaign@hampshire.edu, donate.hampshire.edu
Box DV, x5574,
Lemelson Building Extension, adjacent to Arts Village

Alumni Relations Office
alumni.hampshire.edu, alumni@hampshire.edu
Box AH, x6638
Alumni House

The institutional advancement office, which includes the alumni relations office, is responsible for maintaining the relationship of the college with its alumni, parents, grandparents, and friends. Institutional Advancement oversees the fund-raising efforts of the college, including the Hampshire Fund, approaches to foundations, corporations, and government agencies to secure grants, and building relationships with major donors. Students are hired several times a year for phonathons to chat with alums and invite them to make gifts to Hampshire. For more information about student phonathon positions, call x5590.

The alumni relations office sponsors events in major cities across the country and coordinates many on-campus events, including Family, Alumni & Friends Weekend and reunions. All students are encouraged to attend alumni events both on and off campus.

Information regarding alumni activities and privileges can be found on the alumni relations Web site at alumni.hampshire.edu. All members of the Hampshire community are encouraged to check the Web site often to get the latest information on alumni news, programs, and events. The alumni Web site is a fast and convenient way to connect with alums and others in the Hampshire community. Additionally, the Hampshire College intranet will eventually offer the capability for alumni to network on a wide variety of topics with community members and each other.

The alumni relations office maintains contact with approximately 11,000 alums throughout the United States and around the world. Our award-winning alumni magazine, *Non Satis Scire*, published twice a year, contains thematic articles as well as class notes and news of alumni achievements. *Non Satis Scire* is also made available to students and faculty via the college post office, and is mailed to parents of currently enrolled students.

Many alums volunteer their time and contribute their talent for the good of Hampshire College. A significant number of the trustees of Hampshire College are graduates of Hampshire. Over 500 alumni volunteers assist the admissions office with regional outreach on behalf of the college, and more than 1,000 alums are registered as career advisors and/or internship providers through the Career Options Resource Center. Alums also play a vital role through their financial contributions to Hampshire.

Students are encouraged to take advantage of the alumni network early in their Hampshire careers by visiting the Career Options Resource Center (CORC), located on the third floor of the Johnson Library. Hampshire students wanting to contact alumni should consult the staff of CORC, who maintain information on alums offering career advice or internships. Please note that students may not contact alums for the purpose of requesting employment or raising funds for their individual or group projects. Funding for student programs is provided through other sources, including community council and the special activities fund, which are administered by the office of student development and community leadership.

Alumni Records and Information Policy

Hampshire College and the alumni relations office define an alum as a graduate or one who has completed four or more semesters. Institutional advancement and the alumni relations office maintain records of alumni that include such information as address, employment, and personal accomplishments.

It is the policy of the alumni relations office to release information about alumni only to other Hampshire alumni and to Hampshire College administrators, faculty (including Five College faculty), staff, and students. Unless otherwise directed by the alum, the alumni office releases alumni home address information only. Alumni determine the parameters of the contact information they choose to release by contacting the alumni office in writing or by updating their personal information via the Web site. Information regarding fellow alumni is provided to alums for personal and career networking purposes only, and may not be used for any other purpose such as business or nonprofit organizational mailings or fund-raising of any kind.

Faculty members or staff may request contact information about alums by e-mailing the alumni office at alumni@hampshire.edu or by calling 413.559.5574.

Alumni Visiting Speakers

The alumni relations office sponsors visiting alumni speakers and presenters each year. The alumni relations director oversees a limited budget to cover or offset lodging expenses of alumni invited to present their work at the college. The alumni office does not provide honoraria to visiting alums.

Faculty members wanting to invite alumni visitors to campus are urged to contact the alumni relations director as early as possible in order to discuss the office's involvement, program logistics, and any possible reimbursements. Receipts for expenses are required for all reimbursements.

Hampshire community members wanting alumni relations office participation in, or sponsorship of, other events must contact alumni relations during the initial planning phase of the event.

Office of the Vice President for Finance & Administration and Treasurer

Box TR
Blair Hall, 2nd floor
x5528

The vice president is responsible for the financial and physical aspects of the college. Reporting to the vice president are the director of finance, the controller, the bursar, and the directors of human resources, campus planning and economic development, environmental health and safety, and the Five College office of risk management. The office of finance and administration also oversees contracts for the college.

The Harold F. Johnson Library Center

x6691

Access to Library Services

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

Circulation

x5440

A valid Hampshire ID is required for borrowing. Books, bound journals, and records may be kept for four weeks, CDs for two weeks, and class reserves for short time periods ranging from three hours to three days. Material other than class reserves may be recalled for the use of another borrower after two weeks; material needed for class reserves may be recalled at any time.

Videos and DVDs can be checked out from media services with a valid Hampshire ID for three days.

Five College Borrowing

A valid Hampshire ID is required for borrowing. You are responsible for complying with the circulation policies of each library; these are detailed in the "Five College Library Guide," which is available online at www.fivecolleges.edu/libraries. The policies are also listed on the home pages of each of the colleges'

libraries. In addition to borrowing in person, you can request books that are not at Hampshire from the online catalog using the “Request Item” button. These books will be sent to the Hampshire library for you to pick up. Instructions on using this function are available on the library Web site or call the reference desk for help at x5758. Hampshire College students may also borrow videos and DVDs from the other libraries for three days by going there in person.

Inter-Library Loan (ILL)

x5440

If you want to borrow a book that is not in any of the Five College libraries, you can use the inter-library loan service. There is an online form on the library home page (library.hampshire.edu) for requesting an item. It usually takes about three weeks. Items are loaned for four weeks only, with one renewal. There is no charge for this service. For more information, call ILL at x5440 or the reference desk at x5758.

Library Fine Policy

There are no daily overdue fines for most library items. If an item is more than a month overdue, however, you may be billed for the replacement of the item. If the item is subsequently returned, a \$10 penalty fee will be charged to your account. Overdue recalls are fined at a rate of \$2 per day, and class reserves at a rate of \$5 per day.

Magic Board

The Magic Board displays announcements and events to the Hampshire community in the lobby of the Library Center. To submit an announcement (free) or a full-screen ad (\$5 per day), send an e-mail to magicboard@hampshire.edu. You may attach an image file, or contact Asha Kinney at x6691 for help in creating screens for the digital display.

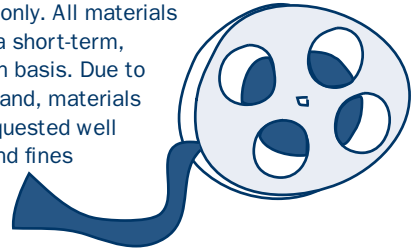
Media Services

x5435

The office is open from 8:30 A.M. to 4:30 P.M., Monday through Friday, and is located on the first floor of the library. This office circulates Hampshire’s film and video collection as well as audiovisual and media production equipment. Production equipment requires staff permission and training prior to use. Sixteen-millimeter films may be viewed by

appointment only. All materials circulate on a short-term, three-day-loan basis. Due to the high demand, materials should be requested well in advance and fines accrue at the rate of \$5 per day, per item.

In addition to the college’s own collection of over 1,800 titles, this office can assist in locating and scheduling films, videos, and DVDs from the other colleges as well as helping with general media questions.



Photocopy Machines

Copy cards may be purchased at the campus store in various cash amounts. You can also buy copy cards and add copies to your current card at the vending machine next to the circulation desk. Please report malfunctioning photocopiers to the circulation desk staff.

Color copies are available at the duplication center at a nominal fee. Large copy jobs are welcome and offered at competitive prices.

Information Technology (IT)

intranet.hampshire.edu (IT pull-down menu)
Box LO
Harold F. Johnson Library Center

Help Desk

x5418

The help desk is available from 10 A.M. to 6 P.M., Monday through Friday, to assist students with supported computers and network-related questions and problems. Students are encouraged to call the help desk when they need assistance. The help desk may schedule appointments to have students bring their computer to the diagnostic center between 2 P.M. and 6 P.M., Monday through Friday, where student workers will diagnose the problem and recommend solutions. Ethernet network cards and cables may be purchased from the bookstore. Copy cards for use with pay-for-print printers and copiers may also be purchased from the bookstore as well as revalued from the vending machine behind the circulation desk and at some

of the copiers on campus. Macintosh and Windows computers, including various peripheral options, can be purchased at a discount price by selecting the “Computer Purchase Program” under the IT menu on the Intranet.

IT Computer Lab

x5656
Harold F. Johnson Library Center, 3rd floor
Hours: Monday through Friday, 8:30 A.M.–11:30 P.M.
Saturday and Sunday, 10 A.M.–11:30 P.M.

The IT computer lab on the third floor of the library is available to all members of the Hampshire community to support teaching, learning, and research. The lab has Macintosh and Windows computers with standard software packages (i.e., word processing, spreadsheet, e-mail, Internet browsers) as well as printers and scanners. All lab computers have access to network resources such as the Internet, intranet, e-mail, and library catalogs as well as to the courseware and academic evaluation systems. Students are available as lab monitors to answer questions and to assist in the use of computers, software, and other resources during lab hours. Unauthorized use of these facilities is prohibited.

See the Acceptable Use Policy in the Community, Standards, Policies, and Procedures chapter. This policy is intended to assert the rights of all users. Students must agree to this policy in order to use network resources.

Advanced Media Labs

X5713
Harold F. Johnson Library, basement level
Hours: Monday through Friday, 10 A.M.–10 P.M.
Saturday and Sunday hours as the semester progresses

The media labs are open to all members of the Hampshire community. You don’t even need to be in a media class to use them. We have all the Adobe and Apple media applications, scanners, real-time DVD burners, DVD duplication, shooting studio and lights with a green screen wall, audio recording rooms, audio format transfers, midi keyboards, video decks, and friendly staff (alums) to help you. We do video editing, audio editing for CDs, radio or podcasts, interactive DVDs, book and magazine layout, Web page design, Web-casts, and more. We can show you how to do all of this and get you working on your own projects.

Administrative Systems

intranet.hampshire.edu (The Hub)
Box DS
Stiles House, 2nd floor
x5718 or thehub@hampshire.edu

Administrative systems staff support student, financial, and alumni systems at the college. These systems provide online access to course registration and schedules, academic evaluations, and student account information including billing and financial aid.

Business Office

Box B0
Blair Hall, 2nd floor
Accounting, x5717
Accounts Payable, x5491
Payroll, x5495

The *controller’s office* is responsible for collecting and disbursing all college funds and for the accounting of these funds.

The *accounts payable department* processes approved payments for the college and for Community Council accounts. Requests for payment received on or prior to 10 A.M. on Monday are processed and ready for mailing on Wednesday afternoon; requests for payment received on or prior to 10 A.M. on Wednesday are processed and ready for mailing on Friday afternoon.

The *payroll department* processes payments for employee salaries and wages including the student payroll. Student payroll is processed within the business office. Students may cash student payroll checks at the business office during posted hours.

Campus Planning

Box TR
Blair Hall, 2nd floor
x5405, x5639 (fax)

The office of campus planning coordinates the planning efforts and use of the college’s land and facilities. It directs the planning process of major construction and renovation projects on campus. It also provides assistance in the allocation and relocation of office space and departmental moves. The director of campus planning and economic development oversees the special programs, purchasing, and business services departments as well as develops additional opportunities

for economic growth. The business services departments include duplications, the post office, and the president's residence. For updated information on campus planning committees, projects, and initiatives, visit the campus planning pages at the Hampshire Web site under "Offices," then "Finance and Administration."

Physical Plant

Box PP
Bay Road, Hadley
x5431

The physical plant is responsible for maintenance of the campus buildings and grounds. The staff comprises electricians, plumbers, carpenters, painters, locksmiths, custodial workers, grounds workers, and other trades workers.

All requests for maintenance should go through your house office. For life-threatening emergency calls, dial 911. For non-life-threatening emergencies, dial Public Safety at x5555.

Human Resources Office

www.hr.hampshire.edu
Box HR
Robert Stiles House
x5411 or x5442

The human resources office is responsible for the development and administration of personnel policies, procedures, and benefit administration of the college. This includes such functions as recruitment, hiring, wage and salary administration, and compliance to state and federal employment laws and regulations.

Purchasing Office

Box PG
Blair Hall, 2nd floor
x5405

The Purchasing Office assists with all items or services purchased for the college. Signers for student groups should use us as a resource when purchasing food or other items for their organizations. We have established relationships with many vendors in the area and can advise you where the best prices and customer service can be found. We can also advise you regarding the fire-safety guidelines set by the Town of Amherst for the purchasing of furnishings, window treatments, and rugs bought for the campus.

Duplication Center

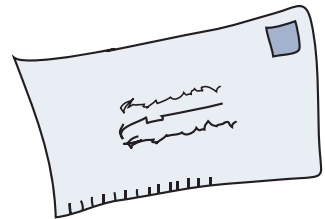
Box DP
Harold F. Johnson Library, ground floor
x5512
Hours: Monday–Friday, 8:30 A.M.–noon and 1–5 P.M.

The Duplication Center provides a wide variety of services to students, staff, and faculty: photocopying, photo duplication, folding, collating, stapling, velo and comb binding, hole punching, and paper cutting. Résumé paper is available. Consulting and estimates on jobs can be given to assist with various printing needs. Offset printing requires five-day turn-around time. Photocopying requires three-day turn-around time. Please plan accordingly.

Post Office

Box PO
Harold F. Johnson Library, ground floor
x5446

The service window is open 10 A.M.–4 P.M., Monday through Friday. Outgoing U.S. mail leaves campus, bound for the Amherst post office, at 7:45 A.M. and 2 P.M., Monday through Friday, and at 9 A.M. on Saturday. Incoming mail is distributed to student mailboxes by noon, Monday through Friday.



The Hampshire College Post Office provides most of the services available at U.S. post offices including express, certified, and registered (for overseas) mail. The office also sells stamps, stamped envelopes, and postcards. In addition, students may send and receive packages through the mail and through UPS. Be aware, however, that the Hampshire College Post Office does not accept checks, credit cards, or money orders. In order to receive mail as quickly as possible, letters and packages should include student's box number. The box number given to students will remain the same throughout their Hampshire career, even if students live off campus.

Special Programs and Events

specialevents.hampshire.edu
x5610

The Special Programs and Events Office is responsible for the scheduling of most campus meeting rooms and event spaces, assisting with logistical support for campus events, and operating summer programs. The Special Programs and Events Office is open Monday–Friday, 8:30 A.M.–4:30 P.M., during the academic year.

The dining commons, Red Barn, main, west, and east lecture halls in FPH, most academic, and other campus spaces may be reserved through the Office of Special Programs and Events. Exceptions are the library gallery and music and dance recital hall, which may be reserved through the gallery coordinator, x5622; the theater space in EDH, which may be reserved through the theater coordinator, x5749; the Writing Center, through the Greenwich-Enfield House office, x5383; Merrill living room, through the Merrill House office, x5453; and the Dakin living room, through the Dakin House office, x5564.

Hampshire College students must complete an Event Request Form (ERF) and submit it to the Office of Student Development and Community Leadership a minimum of ten business days before the planned event. Prior to filling out an ERF, make a tentative reservation for the location of your event with the Special Programs and Events Office. Your ERF will confirm this reservation. Any reservations of space for student events made with the Special Programs and Events Office will be considered tentative until the ERF is received. 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 a 10:30 P.M. sanction, Sunday through Thursday; and a 1:30 A.M. sanction on Fridays and Saturdays.

The Special Programs and Events Office staff will help you handle any decisions about specific setups, catering, media services, and public safety needs. Ten business days notice is required in order to guarantee any specific requests. The requestor of the event is responsible for any and all fees incurred

by the event. Any external vendor orders (rentals, linen, etc.) arranged through the office of special programs and events requires a purchase order prior to delivery. Orders will be canceled if purchase orders are not received.

Bookstore and Textbook Department

bookstore@hampshire.edu
Box BS, x6000
Bookstore: Library building, ground floor

Regular semester hours:
M–F, 8 A.M.–8:30 P.M.; Sat & Sun: noon–8:30 P.M.

Reduced Hours: M–F, 8:30 A.M.–4:30 P.M.,
closed weekends

The Hampshire College Bookstore is an independent campus store owned and operated by Hampshire College. It is the only independent campus store and textbook shop located on any of the Five College campuses. The department includes the textbook shop, located on the first floor of the library; the Hampstore, located on the ground level of the Library building; and the online Emporium Web store (<http://emporium.hampshire.edu>). All profits earned by the bookstore go into Hampshire's general fund, so bookstore customers can rest assured that they're supporting their school and not a faceless corporate entity.

The Hampstore features an incredible array of snacks and beverages; frozen and refrigerated foods; ready-to-eat and make-it-yourself meals; natural foods; local products; dairy; and produce from the Hampshire College Farm Center (in season). Don't miss our hot coffee and tea counter, featuring fair trade coffee from Dean's Beans! You'll also find Hampshire-imprinted clothing and gifts; magazines; school, art, computer, and audiovisual supplies; popular movies on DVD; Peter Pan bus tickets; phone cards; and copy/print cards.

The textbook shop offers a large number of used textbook titles, saving students money and contributing to Hampshire's goal of encouraging sustainability within our campus community. Textbook buybacks occur at the end of each semester, giving students the opportunity to sell their textbooks for cash. The textbook shop is accessible whenever the main store is open; please ask a staff member for assistance when the textbook shop is closed.

Students, faculty, and staff may charge purchases to their Hampshire accounts and have the balance posted to their monthly college bill. Students must have permission from a parent or guardian to charge on account. Personal checks, Visa, MasterCard, Discover, and American Express are also accepted.

Student Financial Services

sfs.hampshire.edu
Box SFS
Blair Hall, 1st floor
x5484
Public office hours are Monday through Friday,
9 A.M.–4 P.M., except lunch hour

The Student Financial Services Office provides services to students and families regarding financial aid and loans, student accounts, and student employment. More detailed information about each area is available at sfs.hampshire.edu.

Financial Aid

Box SFS or FA
x5484

This area is responsible for the distribution of all sources of financial aid from federal, state, and institutional funds to eligible students. Information about student and parent loans is also handled here. Visit financialaid.hampshire.edu and/or loans.hampshire.edu for more information.

Student Accounts

Box SFS
x5484

This area is responsible for the billing and processing of tuition and related fee payments. We are also the contact office for student health insurance issues and concerns. Visit studentaccounts.hampshire.edu for the fee schedule and other pertinent information.

Student Employment

Box SFS
x5727

This area is located across the hall from Student Financial Services and handles all aspects of student employment for both on- and off-campus positions. Please refer to the student employment section of the intranet for job postings, procedures, guidelines, and students' rights and responsibilities.



Community Standards, Policies, and Procedures



Norms for Community Living

On March 11, 1976, the Community Council affirmed the following principles as “Norms for Community Living.” These are the set of community standards to which Hampshire students and employees should conform.

Charge and Membership

Members of the Hampshire College community have a common concern for each individual and his or her 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 considered members of the Hampshire community. The families of any of these members are members while they are on the Hampshire campus. All guests are considered members while they are on the Hampshire campus and are, therefore, expected to abide by college policies.

Right of Assembly

All members of the Hampshire community have a right to peaceably assemble 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 previous restraint, they shall be held accountable for any erroneous, malicious, or defamatory statements that violate any other right affirmed by this document.

Right of Integrity

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

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

Right of Personal Security

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

Code of Conduct

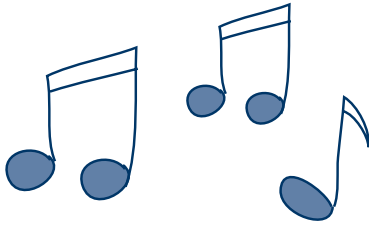
Unacceptable Actions

Lack of Respect for People

The “Norms for Community Living” are predicated on a concern for the welfare of every individual and the community as a whole. Actions that jeopardize the health and safety of members of the Hampshire community, or that intrude on their right of privacy, cannot be tolerated. Such actions include:

Noise

Members of the Hampshire community have the right to a quiet environment.



Unreasonably loud noise that infringes on a person's living or working environment at any time cannot be tolerated. Quiet hours begin at 11 P.M. Sunday through Thursday and 2 A.M. on Friday and Saturday. Unlike areas surrounding academic buildings, noise made outside of residence halls can interfere with the ability to sleep, study, or socialize. The same expectations regarding courtesies that apply inside residence halls also apply to the area surrounding them. The disciplinary action for violation of noise regulations will depend on the severity and frequency of the noise and the offender's behavior when alerted by public safety or a staff member.

Physically Endangering Behavior

Actions that endanger any person's physical well-being including, but not limited to, physical assaults, use or possession of fireworks or weapons, the setting of fires, the sale of illegal drugs, reckless driving or speeding, or the throwing of objects out of windows, off roofs, or in any other dangerous manner are unacceptable. Actions that are excessively violent or life-threatening will result in the offender's removal from the college.

Threatening and Intimidating Behavior

Verbal threats to do violence, psychological intimidation, and harassment of any person are unacceptable behaviors.

Lack of Respect for Property

Maintaining and preserving the private property of individuals as well as the resources of the college itself (including its grounds, academic buildings, residences, furnishings, dining facilities, and associated structures) are the responsibility of all members of the Hampshire community. College resources are provided to benefit the entire community, and must be maintained so that no one is denied his or her right to the proper resources. This right is possessed not only by those who are

now at the college, but by those who will be coming here in the future as well. The following sorts of behavior, therefore, will be considered unacceptable:

Improper Upkeep

Massachusetts law requires that all community members maintain their areas in a condition that is in accordance with health and fire codes. Rooms, lounges, and offices must be cared for in a manner that maintains their condition for future use.

Vandalism, Damage to Property, Theft

Theft of college or personal property, as well as damage done to such property (due either to malice or to extreme carelessness), is considered inappropriate behavior. This includes the moving or removal of furniture and other college property from their appropriate location in public places.

Discrimination and Harassment

Anti-Discrimination Policy

Discrimination on the basis of race, age, color, national origin, religion, sex (including sex stereotyping), sexual orientation, gender identity and expression, disability, genetic information, 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.

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

1. Physically assaulting, or threatening to assault, any person because of the Protected Factors.
2. 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 he/she/ze will be prevented from pursuing a chosen activity.
3. 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.

4. 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.
5. 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 her/him/hir on such a basis.

At the same time that Hampshire College stands strongly behind not discriminating on the basis of identities listed above, allocation of College opportunities or services will follow other established procedures in order to satisfy the needs of a broad population.

6. Using different standards of evaluation for academic work, suitability for employment or promotion, or job performance because of the Protected Factors.
7. 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.

Discrimination Complaint Policy

Whenever a member of the community (student, staff, or faculty) feels his/her/hir rights as defined above have been violated, said person can, without losing the right to access other resources inside and outside of Hampshire College, file a complaint with the Office for Diversity and Multicultural Education. The Special

Presidential Assistant for Diversity and Multicultural Education will ascertain which of the methods below the complaining party would like to follow.

Informal Processes

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 Office of the Special Presidential Assistant 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, he/she/ze may bring the complaint to the Special Presidential Assistant for Diversity and Multicultural Education, who—normally within two 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 Special Presidential Assistant will initiate an investigation. Investigations for informal procedures will consist primarily of interviewing the complainant(s) and respondent(s). This investigation has, as its main goal, facilitating a resolution between the involved parties with the Special Presidential Assistant for Diversity and Multicultural Education or designee serving as mediator or facilitator. The period for investigation should not be protracted. The Special Presidential Assistant for Diversity and Multicultural Education will notify both parties of his/her/hir recommendations for facilitating resolution within a reasonable time, normally no more than five business days (within term time).

Formal Process

Filing a Complaint

If the complainant chooses not to use the informal procedure or the informal procedure is not successful, said person can file a complaint to the Campus Climate Subcommittee of the Diversity Committee. The complaint is filed by submitting

a written description of the event(s) in question to the Special Presidential Assistant for Diversity and Multicultural Education, together with an explanation of which of the seven actions or conducts listed the complainant believes to have been involved. The Special Presidential Assistant for Diversity and Multicultural Education must forward this written complaint to the Campus Climate Subcommittee of the Diversity Committee promptly upon receipt, normally within two working days. The Special Presidential Assistant also forwards this written complaint to the respondent(s) within the same period, setting a deadline for response (again, normally another two working days). This response is immediately forwarded to the Campus Climate Committee.

Constitution of a Response Team

Normally within five business days (in term time) of receiving the initial communication regarding the complaint, the Campus Climate Subcommittee will, from among its members, constitute a response team to hear the complaint and assist the complainant through the complaint process. The response team will consist of a student, a member of the staff, and a faculty member. These three members will be selected by the Campus Climate Committee to ensure the ability of the team members to remain impartial. If for any reason the Campus Climate Committee fails to identify members that the committee, the complainant, and the respondent agree are impartial, it will select additional members from within the Diversity Committee, always maintaining the membership to one student, one member of the staff, and one faculty member. This second membership selection, when necessary, will identify members within seven calendar days of the receipt of the original complaint.

Information Gathering

Within 72 hours of being constituted, the response team will meet with the complainant. Options for course of action and desired responses will be discussed, and the complainant will choose a desired course of action and inform the response team. If the complainant chooses to proceed with the formal process, the members of the response team will elect a chairperson from among its members. The chairperson will be responsible for following the case, assisting the complainant

with the case, and, based on the status of the respondent, contacting the appropriate responsible entities: the Vice President for Academic Affairs/Dean of Faculty for faculty members; the Dean of Student Services and/or the Community Review Board (CRB) for students; the Director of Human Resources for staff members. In addition, if either the complainant or the respondent is employed at Hampshire, his/her/hir immediate supervisor will be notified of the complaint.

The process at this point will continue following the rules and regulations of the bodies listed above, including information gathering and decision making. Upon completion of the appropriate procedures for the above bodies, the chair of the response team will be notified.

Notifications

Within three days of the chair of the response team being notified, the response team will write a report about the process and its results. This report will be forwarded to the Special Presidential Assistant for Diversity and Multicultural Education, who will write, within a week of receiving this report, a description of the incident and its resolution into the campus climate grievance log. This description will be written in such a way as to conceal the identity of those involved.

Appeals

Appeals of disciplinary sanctions handed out by the respective senior administrative officers are heard by the president. Such an appeal must be submitted in writing to the president within seven (7) days of the imposition of the sanction, and must state the grounds for the appeal. The president shall have up to 14 calendar days to review facts, investigate further, and render a decision. The president's decision is final.

Human Immunodeficiency Virus (HIV) Nondiscrimination Statement

Discrimination against students or employees with HIV will not be tolerated at Hampshire College. Students with HIV who can function academically and maintain health to the point of being able to attend classes, comply with academic requirements,

and be self-reliant will not be excluded from any function or building on the Hampshire College campus. Employees with HIV will not be excluded from carrying out their normal work functions. In the event a decision must be made about whether a person may remain on campus, the case will be referred to a group, appointed by the president of the College, that will provide an analysis of each case.

The confidentiality of the diagnosis of HIV is protected by law. The above guidelines are in accordance with recommendations made by the American College Health Association and Massachusetts General Laws Chapter 151B, et seq., and Chapter 272, Section 98B.

Sexual Offense Policy

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

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

All Hampshire community members have the right to personal and sexual safety, respect, integrity, and freedom of expression, as long as such expression does not cause harm to others. Hampshire College will make every effort to protect these rights, and will not tolerate any form of sexual offense.

Sexual offenses are prohibited under state and federal laws and may be prosecuted in the criminal justice system, though legal definitions may vary from the definitions upheld by the Hampshire community. Pursuing campus resolution options does not preclude one from pursuing legal 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.

Definitions

Consent

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

- It is the responsibility of the initiator to obtain consent. While all students are encouraged to communicate openly about what they do and do not want, students will not be held responsible if they don't GIVE consent, whereas they may be held responsible for NOT GETTING consent. If the sexual interaction is mutually initiated, both parties are equally responsible for getting and giving consent.
- Consent is required for each separate sexual activity (i.e., kissing, touching, penetration). Any party has the right to give consent for specific activities and not others.
- Any party has the right to change his or her mind and withdraw consent at any time.
- Consent must be a free choice. A person cannot give consent if his or her ability to understand and give informed consent is impaired in any way. Consent is not valid if the person: is under the influence of drugs or alcohol, 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 body language. For example, active reciprocation could express consent; pushing someone away or moving away could express lack of consent.
- Body language and even verbal responses may be ambiguous. It may also be unclear who is responsible for getting consent and who is responsible for giving consent at any particular moment. If consent is unclear, there is a risk of committing a sexual offense. Consequently, when in doubt, each participant in the activity should stop and ASK.



Sexual Harassment

Sexual harassment is 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.

An offense 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; i.e., 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, 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
- 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, MySpace, blogs, LiveJournal)
- Stalking (e.g., continued unwelcome contact, attempts at communication, gifts, intrusiveness into daily routines and/or relationships)

Sexual Assault

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

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

Rape

A sexual offense may be considered rape when unwanted penetration occurs without consent. Penetration may be of the vagina, anus, or mouth, using a part of the body (e.g., penis, finger[s]) or an object.

Sexual Assault Prevention

Every community member plays a role in creating a culture of safety and respect and eliminating sexual offenses.

Most sexual offenses on this campus are not committed intentionally by “bad” people. Protect yourself from hurting others by educating yourself on what consent really means. Without consent, anyone is at risk of committing a sexual assault.



That said, the majority of us do not commit sexual offenses. However, many of us witness varying degrees of sexually offensive conduct. The actions you take by intervening at any level send the clear message that disrespectful, demeaning, and violent behavior is not acceptable. Such an intervention may serve to educate and prevent someone from committing a sexual offense in the future, and may empower and validate the person experiencing the offensive behavior. Making a choice to denounce violence of any kind is a choice that supports a peaceful, respectful, and vibrant community.

Here are some steps that you can take:

- Call public safety if you witness a violent or potentially violent situation, are aware of an assault taking place, or are concerned for someone’s safety.
- Intervene if you believe someone’s boundaries are being violated or that he or she is in a potentially uncomfortable/unsafe situation; ask if that person is comfortable with the situation or is in need of any assistance. Alternatively, you may alert other sources of assistance (e.g., public safety, residence life staff, or other employees in the vicinity). If you are not able to say something at the time of the incident, or if you are still concerned about the person’s well-being, follow up with him or her later by asking how that person felt about the incident and if one would like assistance in getting support.
- If you hear someone acting, speaking, or telling jokes in a manner that is offensive, demeaning or abusive to a targeted person or group of people, ask that person to stop.
- If you are aware that a sexual offense has taken place, you may report the offense yourself and/or encourage the victim/survivor to report the offense and seek support. Please know that the

following support resources are available to anyone affected directly or indirectly by a sexual offense.

- If you are concerned that you may have committed a sexual offense, you may call Health Services, x5458, for confidential counseling, or the Community Health Collaborative, x5743, for information and educational resources. If someone has alleged that you committed a sexual offense, you may contact the dean’s office, x5412, for information and guidance regarding the campus judicial process or legal proceedings.
- Take a R.A.D. (Rape Aggression Defense) course, x5470. R.A.D. is a women’s self-defense program that teaches a combination of awareness and risk reduction strategies, along with physical defense techniques. The techniques are designed to be easy to learn and the course is taught in a fun and supportive environment. OPRA offers R.A.D. courses periodically throughout the academic year at no charge to students.

In the Event of a Sexual Assault

Despite our best efforts to maintain safety in the community, sexual offenses still occur. There are a number of resources available to help you get the support, information, and services that you need. If you are unsure of where to go, whom to call, or what steps to take, you may confidentially contact the Counselor Advocates (CAs), x6998, or the sexual offense services (SOS) coordinator, x5743, who can help guide you through the process.

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

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

Reporting, Support, and Resources

On-Campus Resources

There are a variety of ways to report a sexual assault, from leaving a message on the Anonymous

Reporting Line to filing a police report, and different types of reports are responded to in different ways. All reports are channeled through the Sexual Offense Services (SOS) coordinator, who will review them to ensure there aren't multiple reports of the same assault. Statistical information from all sexual assault reports, anonymous or not, will be publicized each year through educational efforts by the Community Health Collaborative and on the public safety Web site in the annual Clery Report of crime statistics. This information is only made available to the community/public the following academic year in order to protect the identity of those involved.

The College has the legal and moral responsibility to protect students, and the community as a whole, whenever it is within its power to do so. Therefore, the College will investigate reports of sexual assault and take whatever steps possible to end harassment and assault and eliminate a hostile environment. The College will protect the confidentiality of the parties involved, and will respect the wishes of the victim/survivor to the extent possible without impeding the investigation and/or the ability to end harassment and eliminate a hostile environment.

If you wish to report a sexual assault, but do not want the College to investigate or take any further action at this time, you may report to the resources that are listed as anonymous or confidential. Anonymous reports are not investigable (and are therefore not responded to) so long as they do not contain identifying information about the parties involved. Confidential resources have the primary mission of addressing the needs of the individual reporting and have been granted certain confidentiality privileges to facilitate this. Thus, individuals may speak with these resources openly (which could include specific details or identifying information) without fear of spurring an investigation or response, so long as there is no immediate threat to safety.

Third-Party Reporting

Anyone can report a sexual assault. If you are reporting a sexual assault of which you have knowledge, you may choose whether or not to identify the alleged assailant or victim/survivor. If identifying information is revealed, the College can investigate the incident to the best of its ability but may not be able to take disciplinary action based on the third-party report. You may also choose one of

the confidential reporting methods listed below, or simply refrain from giving any identifying information. In those cases, the College will not investigate the incident but the report will ensure that the College is aware of the offense.

Anonymous Reporting Line (Anonymous)

x5756

The purpose of this line is to maintain accurate records of sexual assaults that occur on campus, to be used in prevention and awareness efforts and included in public annual reports on sexual assault and crime statistics. A recorded message will prompt you on how to make a report. Calls on this line will be checked regularly, but will not be responded to. If you would like a response, contact one of the resources below.

Counselor Advocates (CAs) (Confidential)

x6998

The CAs are student volunteers who have been trained to provide support, information, and referrals to other students. CAs are available around the clock and can be contacted by calling our answering service at x6998 and asking to have a CA paged.

Sexual Offense Services (SOS) Coordinator (Confidential)

x5743

The Community Health Collaborative
Jessica Gifford, jgifford@hampshire.edu

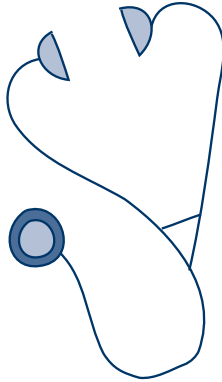
The SOS coordinator is a professional staff person who can provide confidential support, information, and referrals, and help you navigate your options. For example, the SOS coordinator can help to facilitate residential or academic accommodations that you need, help walk you through legal or campus judicial proceedings, and help you get connected to services.

Health Services (Confidential)

x5458

Health Services offers professional medical and mental health (counseling) services at no charge to students. Medical services include: attending to injuries, discussing and providing emergency contraception, and STD/STI prophylaxis if there is risk of pregnancy and/or contracting an STD/STI. The director of health services, Karen

Kalmakis, N.P., is also SANE certified (sexual assault nurse examiner) and can answer any questions you have about the medical exam.



Dean of Student Services Office

x5412

If you would like the College to take some type of action, you may choose to report directly to any of the deans in the dean of student services office, or you may report to the SOS coordinator, who can help you through this process. The dean's office is able to facilitate an immediate change in housing at the victim/survivor's request, and can help with academic or other accommodations as deemed necessary. The dean's office is also responsible for overseeing investigations, hearings, and disciplinary action.

Off-Campus Resources

The Everywoman's Center
1.888.337.0800
www.umass.edu.ewc

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. Its Web site also has links to other local resources.

Options for Resolution

To discuss your options confidentially and get more information before making a decision, you may speak to:

- the SOS coordinator, Jessica Gifford, at x5743
- the Everywoman's Center hotline at 1.888.337.0800

Legal Action

Sexual offenses are against the law (though legal definitions vary from the definitions laid out in this policy) and you may choose to legally prosecute and/or seek legal protection through a restraining order or campus trespass order. Even if you do not

want to pursue legal resolution at this time, or are unsure, you may want to consider the following:

- The SANE (sexual assault nurse examiner) 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. A medical exam is free of charge, is completely confidential, and is available 24 hours a day, 7 days a week at University Health Services (UHS) at UMass or at Cooley Dickinson Hospital in Northampton. If you have questions about the services at UHS, please call 577.5000 and ask to speak to the triage nurse. Even if you decide not to have the exam, it is advisable to seek medical attention, especially if penetration, bruising, or injury occurred, so you can receive care and medication to prevent pregnancy or STDs/STIs.

The Amherst Police Department

413.256.4011 or emergency 911

- Filing a police report will provide legal documentation in the event of a future offense by the same person, or in case 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 necessarily mean that you must take further legal action. You may file a police report directly with the Amherst Police, or with Hampshire Public Safety, who will refer the report to the Amherst Police Department.

Hampshire College Public Safety

x5424
Emergency x5555

- Hampshire College Public Safety is 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. Public safety also has the authority to "trespass" (i.e., ban an individual 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.



- When you report a sexual assault to public safety, it is important to know that it is required by law to follow police protocols. This means that a police report will be filed and investigated. Sexual assault reports are referred to the Amherst Police Department due to the specialized training needed to investigate this type of crime.
- What does an investigation entail? Depending on the circumstances, “gathering evidence” may be limited to interviewing the victim/survivor and the alleged perpetrator, or it may involve completing a medical exam to collect biological evidence or following other leads.
- The Massachusetts Northwest District Attorney’s Office can help you prosecute an assailant and connect you with a Victim’s Advocate.

Victim-Witness Assistance 586.5780

Campus Action

Victim/survivors may choose to pursue some form of campus resolution, regardless of whether or not they decide to take legal action. A victim/survivor may seek campus action at any time, as long as the offender is still a member of the Hampshire community.

If the offender is an employee, including a faculty member, you should contact the SOS coordinator (x5743), or, if unavailable, the dean of student’s office (x5412). That person will take you through the process of making a complaint. The investigation and any subsequent actions will be carried out by human resources, and the complainant will be informed of the findings.

If the offender is a student from another of the Five College campuses, disciplinary action may be pursued on the offender’s campus, though you may still want to access Hampshire’s resources to help you through this process. When the offender is a Hampshire student, the following options are available to victim/survivors.

Community Review Board (CRB) Hearing

The CRB is a judicial board made up of students, faculty, and staff who are able to hear complaints about any violation of the Norms of Community Living, including sexual assault. CRB members go through a specialized three-hour training in order to hear sexual

assault cases. Anyone is able to request a hearing by the Community Review Board by filing a complaint through the dean of students office. You may look in *NSNS* or contact the assistant dean of students (x6666) for more information on this process.

Dean’s Hearing

Either the complainant or the respondent may request a dean’s hearing in place of a CRB hearing. It is up to the dean’s discretion to evaluate the appropriateness of the request and to determine how the case will be heard. There may be rare instances when the complainant will not have the option of a CRB hearing (e.g., if the board has not assembled yet, classes are not in session, or there are not enough impartial board members to hear the case), in which case a dean’s hearing will be offered as an alternative.

No-Contact Agreement

If you would like to develop a no-contact agreement between you and the person who committed the offense, you may do so with the SOS coordinator (x5743) or the dean of student services office (x5412). This agreement would apply equally to both/all parties involved and would contain guidelines specific to your needs (e.g., no phone or e-mail contact, no entering each other’s living spaces, etc.).

Administrative Warning

You may request that a dean meet with the person who committed the offense and inform that individual that an allegation has been made and recorded, and that sexual offenses are not acceptable to this community. You may also write a statement and request that it be read to (or by) the person who committed the offense. It will also be made clear that any attempt at retaliation will be swiftly addressed by administrative sanctions. You may contact the SOS coordinator (x5743) or the dean’s office (x5412) to discuss an administrative warning.

Hazing Policy

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

Alcohol and Drug Policy

Preamble

Hampshire's drug and alcohol policy is guided by three primary concerns: the health and safety of all community members; upholding state and federal laws; and promoting positive Hampshire values, such as awareness and respect for self and others, accountability, and informed decision making.

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 related to that drug or alcohol use. Students will still be expected to work with the College to develop a plan to address these

issues, and to take responsibility for any negative impact their behaviors have had on others or the environment (e.g., property damage, noise complaints, medical transports.) Both on and off-campus support and informational resources are listed at the end of this policy for students seeking help for substance-use issues.

Hampshire recognizes that substance use is a reality on nearly all college campuses, and encourages productive community dialogue about drug and alcohol-related issues. Hampshire further recognizes that this is a complex topic that needs to be addressed in its full complexity and not dichotomized into "substance use is bad" vs. "students should be able to do whatever they want." A number of relevant issues related to Hampshire students' use and attitudes toward that use were highlighted through the 2006 Core survey on drugs and alcohol and a 2007 series of focus groups with students, faculty, and staff, the results of which can be viewed at: <https://intranet.hampshire.edu/cms/index.php?id=9969>. In order to address some of the concerns that were raised, the drug and alcohol policy seeks to promote the following:

- 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.
- 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, unpleasant living environment.)
- Adherence to all pertinent town, state, and federal regulations and laws.



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

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

- Eating before you drink
- Staying hydrated (with water)
- Setting a limit for yourself ahead of time
- Watching out for your friends and asking them to watch out for you
- Having a designated driver, a place to stay, or a plan to get home (if applicable)

When Drinking May Be a Concern...

While drinking can be social and enjoyable for some people, it can also become problematic for others and/or have a negative impact on those around them. If you have questions or concerns about your own drinking, or someone else’s, you are encouraged to seek confidential assistance from Health Services (x5458), the Community Health Collaborative (x5743), or one of the other resources listed at the end of this policy. You may also take a 10-minute anonymous screening to get feedback on your drinking at alcoholscreening.org. If an intern, house staff, or anyone else becomes concerned about your drinking, please be aware that he or she may initiate a conversation with you to address that concern. These conversations often occur when the behaviors listed below, which may indicate unhealthy alcohol use, are observed.

- Frequent drinking (i.e., several times a week)
- Excessive, or binge-drinking, as defined by reaching a BAC of 0.08 or above. For most adults, this corresponds to consuming four or more (if you’re female-bodied) and five or more

(if you’re male-bodied) drinks in a 2-hour period. This is based on a standard drink equivalent of one 12-oz. beer, one 5-oz. glass of wine, or one 1.5-oz. shot of spirits.

- Vomiting, blackouts.
- High-risk, destructive, or out-of-the-ordinary behavior when drinking.
- Expressed craving for alcohol, drinking in the morning, plans center on drinking.
- Negative impact on academic work, attendance, relationships, work.
- Storage of large amounts of alcohol for personal use (e.g., more than a 12-pack of beer, bottle of wine, or bottle of hard alcohol).

For more information about these and other topics relating to substance use, you may visit or call the Community Health Collaborative at x5743.

Alcohol Policy

Hampshire College’s alcohol and drug policy is guided by and abides by laws regarding such matters in the Commonwealth of Massachusetts and the town of Amherst. The acquisition, possession, transportation, consumption, and distribution of alcoholic beverages is governed by statute and regulation. For the full text of the law, please see chapter 138 of the Massachusetts General Laws, which is available in the reference section of the Hampshire College library and online at www.mass.gov/legis/laws/mgl.

1. A person must be 21 years of age or older to purchase, possess, consume, and transport alcoholic beverages.
2. Purchasing or delivering a drink to anyone under the legal drinking age is also a violation.
3. The possession of open containers of alcoholic beverages in public violates Hampshire policy and Amherst town law. Possession of open containers of alcoholic beverages outdoors and in common areas of the College is prohibited in the absence of a registered social event. The private rooms and offices of community members 21 years of age or older and the residential common spaces of campus apartments where residents are 21 years of age or older are the only exception to this.
4. 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.

5. No person may serve an alcoholic beverage to a person who is obviously intoxicated.
6. No alcohol may be served at a social event after 1 A.M.
7. Possession of kegs of alcohol is permitted only with a permit from the town of Amherst. The appropriate student services professional staff member and the director of public safety must first authorize kegs through the party registration process or an event registration form (ERF). Then a town permit must be applied for from the Amherst police chief at least one week prior to the event.
8. 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, i.e., the Amherst Board of Selectmen.
9. To obtain a wine and malt beverage license, pick up an application form from Amherst Town Hall at least three weeks before the date of the event. The application must be approved and signed by the director of Hampshire College Public Safety, the appropriate student services professional staff member, and the Amherst chief of police. Return the completed application and the application fee to the select board's office to have it placed on the agenda for the next select board's meeting. These meetings usually occur on the second and fourth Mondays of the month. Dates are available by calling Amherst Town Hall, at 256.4004.
10. 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.
11. Hampshire College administration wishes to promote a safe and responsible environment. To that end, drinking games are against College policy.

Members of the community are equally responsible for upholding these policies, and are also at personal risk if they fail to follow them. Those violating Hampshire College policy are subject to disciplinary action, up to and including suspension or expulsion from the College. A person found to have violated

the law may be subject to arrest without a warrant and/or criminal prosecution. In addition, if injury or property damage occurs as a result of a violation of the law, the responsible person(s) may be held liable in a civil suit.

Sponsoring an Event Involving Alcohol

1. 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 student residences are regulated by the respective professional house staff of the residence, which issues party registration forms for that residence. Further information about the process to obtain event registration forms for the residences may be found under "Housing and Residential Life Policies and Procedures." Social events held in other College facilities or outdoors are regulated by the student activities coordinator, 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.
2. All state and local laws apply to any organizations, college departments, or individuals sponsoring any gathering where alcohol is served. The people who provide alcoholic beverages at a gathering are responsible for compliance with all pertinent laws.
3. No person, group, or organization may sell alcoholic beverages at any gathering where moneys are collected, donated, or exchanged in any manner unless a license has been obtained from the town of Amherst. An event that



- violates this policy may be required to end, and disciplinary action may be taken against the sponsors of the event.
4. The availability of alcohol may not be included 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 include the offering of free alcohol at any time.
 5. No events, nor the advertising for events, may encourage drinking or drunkenness. Promotional activities by alcohol marketers are not permitted.
 6. 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.
 7. Beer kegs are not permitted on campus without the prior approval of the appropriate professional house staff for parties in student residences, the appropriate student services professional for all campus events, or the director of public safety for other events. In addition, individuals must obtain written approval from public safety in order to apply for a keg permit from the town of Amherst. In all cases, a copy of the completed permit must be provided to public safety prior to the event.
 8. 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 services staff member signing the event registration form and/or the director of public safety reserve the right to make final decisions regarding safe and legal amounts of alcohol for an event.
 9. 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.
 10. 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.
 11. 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.
 12. 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.
 13. While 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.

Possession and Use of Drugs

The unlawful manufacture, dispensing, dispensation, possession, or use of a controlled substance on the Hampshire College campus or as part of any College activity or business off the College premises is prohibited. This includes the unlawful or unauthorized use of prescription and over-the-counter drugs. If a student violates this policy, disciplinary action up to and including expulsion and referral for prosecution may result as deemed appropriate.

Local, state, and federal laws make illegal use of drugs and alcohol serious crimes. Conviction can lead to imprisonment, fines, assigned community service, and loss of federal financial aid funds. A felony conviction for such an offense can prevent you from entering many fields of employment or professions.

Massachusetts has criminal penalties for use of controlled substances, or drugs, with penalties varying with the type of drug. In general, narcotics,

addictive drugs, and drugs with high potential for abuse have heavier penalties.

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

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

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

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

Resources

There are a number of resources available to students, both on and off-campus. Resources marked with an asterisk are confidential, so fear of potential repercussions should not deter students from seeking help or information. Furthermore, students do not need to have a “problem” to take advantage of any of these resources. They may be helpful if you would like:

- information on drug and alcohol use and its effects
- to complete a self-assessment

- to discuss concerns about your own or someone else’s alcohol or drug use
- to know your substance-free housing options
- counseling
- to talk things through confidentially with another student
- to talk things through confidentially with a staff person
- to find out about groups or other resources
- to express your thoughts on drug and alcohol issues on campus
- to get involved in campus efforts to promote safety and accountability in this area

On-Campus

EMTs/Public Safety

For a medical emergency or an immediate safety issue:

- x5555 emergency only
- x5424 non-emergency

Health Services

For confidential professional counseling and medical attention:

- x5458

The Community Health Collaborative

For confidential information on drugs and alcohol, campus initiatives, resources and referrals, and self-assessment:

- x5743 or jgifford@hampshire.edu

CAs

For confidential peer support and referrals 24/7:

- x6998

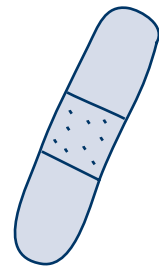
Residential Life

For support, referrals, and problem-solving:

- x5543 Linda Mollison

For substance-free housing options:

- x5770 Dakin House Office
- x5085 Merrill House Office
- x5314 Greenwich and Enfield House Office
- x5085 Prescott House Office



Off-Campus

You may contact the Community Health Collaborative for information about Five College and local groups and resources.

AA

413.532.2111
www.westernmaa.org

Alanon

413.253.5261
www.valleyalanon.org

NA

800.481.6871
www.na.org

SMART Recovery

Group treatment:

413.586.8550

Self-Screening Questionnaire:

www.alcoholscreening.org

Tobacco Cessation Programs

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

Disciplinary Procedures

The president of the College delegates to the dean of student services the authority and responsibility for the administration of all disciplinary procedures that involve misconduct by a student. The dean of student services directly addresses the most serious cases of misconduct and provides oversight of all other disciplinary procedures, which are conducted by the deans of the office of student services, residence life staff, or the Community Review Board.

Student Services

The deans of the office of student services conduct disciplinary procedures for cases that are referred by the residence life staff or cases that are considered to be of greater severity and/or frequency. Consequences for the serious violations

include, but are not limited to, fines, restitution, community service, parental notification, warnings, room choosing restrictions, house probation and suspension from any particular residence, and disciplinary probation. Additionally, the dean of student services, in the most serious cases, may impose suspension or expulsion from the College.

Residence Life

The houses have a process for addressing disciplinary issues in College residences. Consequences for the violation of the Norms for Community Living within the houses include fines, restitution, community service, warnings, room choosing restrictions, house probation, and suspension from any particular residence. In addressing disciplinary issues, members of the residential staff may take into consideration differences in population, culture, and structure among the houses. Residential staff may refer any particular case to the office of the dean of student services, the Community Review Board, and/or the sexual offense service coordinator. In those instances where students come into conflict with the norms described above and are in disagreement with actions taken by house staff, an appeal may be made to the Community Review Board. The overall climate of community life at Hampshire must be one of honesty, respect for the rights of all community members, and individual acceptance of responsibility. Failure to act in accordance with the standards of conduct outlined in this code will be treated as a failure of responsible community interaction and lead to disciplinary action.

Community Review Board

The purpose of the Hampshire College Community Review Board is to provide fair and equitable procedures for Hampshire College students accused of violating the Norms for Community Living and/or the discriminatory harassment policy. It may also hear appeals of those students who have come into conflict with the Norms for Community Living and are in disagreement with actions taken by house staff. The board will make decisions regarding matters of fact surrounding specific complaints and determine if the respondent did violate community norms. If the board determines that a student did violate community norms, it will recommend an appropriate

sanction to the dean of student services for implementation. This recommendation will include, as necessary, any mitigating, extenuating, and/or aggravating circumstances discovered in the course of the board's investigation.

Membership Selection

In selecting the members of the board, the office of the dean of student services will forward to the president's office a list of names to be reviewed and approved for service on the CRB. The list will include the names of students, randomly selected by computer, who have completed at least one year of study at Hampshire College and who are in good academic and disciplinary standing. The list will also contain the names of faculty and staff members, randomly selected by computer. The list will be reviewed, edited if necessary, and approved by the following individuals: the executive assistant to the president (who will distribute the information to the group), the chair of Community Council, a faculty representative, the chair of the Staff Advocacy Committee, the faculty and student representatives from the Trustee Campus Life Committee, and a student member of a previous community review board. The list of names will be reviewed with the intention of ensuring that the Community Review Board's membership reflects the diversity of the campus community.

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

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

Disciplinary Procedures: Informal Stage

The College strongly encourages the Hampshire community to pursue informal resolutions to complaints alleging violations of community norms. Informal attempts at resolution will be confidential. Informal resolutions may include,

but not be limited to, the following: agreement by all parties to resolutions presented by the dean of student services or designee; mediation procedures facilitated by a member of the office of student services; or implementation, supervised by a member of the office of student services, of reasonable outcomes proposed by the parties involved in a specific complaint. In cases of violation of the sexual offenses policy, informal procedures will be directed by the sexual offenses services coordinator.

Complaints that cannot be brought to informal resolution through an informal process will be referred to the Community Review Board if the complainant so desires. The complainant may be asked to describe actions or resolutions agreed on during the informal stage.

Disciplinary Procedures: Formal Stage

1. Complaints may be brought by all members of the Hampshire community, including the dean of student services acting for the College.



2. In the formal stage, unresolved complaints are submitted to the Community Review Board. In order for a complaint to be heard by the board, it must be submitted in writing to the advisor to the board and signed by the person who will appear before the CRB as the complainant. Complainants will meet with the advisor to the board, at which time they will be provided with a copy of the standard college complaint form. The complaint form contains the following specific information:

- a. The name(s) of the complainant and the respondent(s);
- b. The Norm(s) for Community Living that is (are) alleged to have been violated;
- c. A narrative summary of the conduct that violated the Norm(s), including the name(s) of the alleged offender(s), the date, the time, and the location of the offense;

- d. A list of the information to be presented to support the allegation (notes, papers, writings, photographs, statements, reports, etc.); and
- e. A list of the witnesses who will appear to present the facts in the case.

3. The complaint must be timely, i.e., submitted within 14 weeks of the alleged event, except in case of sexual violence (see sexual offenses policy) or other compelling circumstances as determined by the Board.

4. The chairperson of the board, with guidance from the advisor to the board, will review the complaint and recommend to the full board:

a. Not to charge the respondent(s) due to: (1) insufficient information; (2) untimely submission of complaint, as defined in paragraph 3 above; or (3) determination that the charge is frivolous or harassing. Complaints determined to be frivolous or harassing may themselves be grounds for disciplinary action.

b. To charge the respondent(s) with violation of the Norms for Community Living and schedule a hearing Formal, written notice of the charge will be provided to the respondent(s). A copy of the complaint statement as written by the complainant will simultaneously be provided to the accused, the dean of student services, and the board. The respondent(s) will be allowed at least three working days between notification of the charge and the hearing to prepare a response. The respondent(s) may petition the board for an extension of time to prepare, which may be granted at the discretion of the board.

Disciplinary Procedures: Dean's Hearing

The dean of student services may act in cases when it is not feasible for the Community Review Board to meet, or in extreme cases facing the Community Review Board (including, but not limited to, threatening and/or violent behavior to self or others, and use and/or distribution of illegal drugs). The dean of student services may also act in place of the Community Review Board when a respondent requests a dean's hearing in place of the hearing before the Community Review Board.

Hearing Procedures

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



1. The designated chairperson of the board will control the conduct of the proceedings, recognizing persons who may speak and ensuring fair and orderly presentation of facts. Only those members who hear the entire case may participate in making final decisions and recommendations.
2. The board, in its best judgment, will decide what information is admissible, not necessarily following strict rules of evidence as in a court of law.
3. Persons appearing before the board may be accompanied by an advisor (a current faculty, staff, or student member of the Hampshire community), but may not be represented by another person or by an attorney. The board and its proceedings are not a court of law. The advisor's role is to support the student and many speak only when recognized by the chair. The board may listen to the opinions of the advisor at its discretion. An advisor may be required to leave the proceedings if he or she fails to follow the procedures of the board.
4. Witnesses may be sequestered during the hearing at the discretion of the board. In no case will the respondent(s) or the complainant(s) be required to leave while information is being given. However, the board may go into executive session at any time, excluding all persons other than the board and its advisor(s) from its deliberations.
5. The board may have advisors as it feels necessary, including, but not limited to, College legal counsel and/or the dean of student services.
6. Every effort will be made to conclude the proceedings at one sitting. The Board may choose to extend the hearing to more than one session, especially in complicated cases.
7. Board members must disqualify themselves if they are unable to hear a case with objectivity.

8. The hearing will be over when the Board has determined, through careful examination of all information presented, (1) the merit or lack of merit of the complaint; and (2) the sanction or resolution to be recommended if the preponderance of information convinces the Board that the complaint has merit.

The failure of the respondent to appear at the hearing or to present a response will result in an inquiry by the board to determine if sufficient facts exist to sustain a finding of responsibility. The board will then proceed to determine sanctions, as if a regular hearing had occurred.

The findings and any recommended sanction(s) from the board will be communicated in writing by the chairperson of the board to the dean of student services and to the respondent within three working days of the hearing.

The dean of student services will impose any sanctions within three working days of receipt of the findings of the board. The dean of student services shall either (1) accept the judgment and recommended sanctions, (2) accept the judgment but reduce the sanctions, or (3) ask to come before the board to seek modification of the judgment or sanctions. If the dean seeks a modification, the dean will meet with the board to review its judgment and suggested sanctions, as well as the dean's suggested modifications. The dean may be accompanied by College counsel. The dean may ask the board to review its decision only once.

Responsibilities of the Respondent

The respondent must appear before the board at the scheduled time for their hearing. The respondent must be truthful. The respondent is subject to the filing of disciplinary charges if he or she willingly commits perjury before the board 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 three working days prior to the hearing so he or she may be able to prepare a response.

The respondent has the right to request a postponement, which may be granted for reasonable cause by a majority of the board, providing he or she

notifies the Community Review Board chair 36 hours in advance of the scheduled hearing. The chair may ask that the request for postponement be put in writing.

Before the hearing begins, a respondent shall have the right to request a dean's hearing in place of the hearing before the board. In making such a request, the decision to waive the original jurisdiction of the board shall be made by the dean and the chair, and reported by the chair to the board at its next regular meeting.

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

The respondent may remain silent, but, by exercising this right, is not immune from action by the Community Review Board if the circumstances warrant.

The respondent shall be allowed to present witnesses and character references on his or her own behalf and to be accompanied by an advisor of his or her choice. The advisor shall be a member of the college community. The respondent shall also be allowed to question witnesses whose statements may be considered by the board in its deliberations.

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

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

The respondent in any disciplinary proceeding shall have the right to appeal, as explained on page 82.

Responsibilities of the Complainant

The complainant must appear before the board at the scheduled time for the hearing.

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

The complainant must be truthful. The complainant is subject to the filing of disciplinary charges if he or she willingly commits perjury before the board or in writing.

Rights of the Complainant

The complainant shall be provided with a copy of any statement submitted to the Community Review Board by the accused.



The complainant has the right to know the date of the hearing at least three working days prior.

The complainant has the right to request a postponement, which may be granted for reasonable cause by a majority of the board, providing he or she notifies the Community Review Board chair 36 hours in advance of the scheduled hearing. The chair may ask that the request for postponement be put in writing.

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

The complainant may choose not to answer questions posed by the respondent or members of the Community Review Board, but exercising this right will not prevent continued discussion by the Community Review Board if the circumstances warrant.

The complainant shall be allowed to present witnesses and character references on his or her own behalf and to be accompanied by an advisor of his or her choice. The advisor shall be a member of the College community. The complainant shall also be allowed to question witnesses whose statements may be considered by the board in their deliberations.

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

The complainant in any disciplinary proceeding shall have the right to appeal, as explained below.

Appeals

Both the respondent and the complainant have the right to appeal.

The Respondent

The respondent may appeal findings and sanctions. Findings may be appealed only on procedural grounds.

The Complainant

The complainant may appeal the findings, but only on procedural grounds. The complainant may not appeal sanctions.

Process for Appeal

Appeals of procedure by the complainant or the respondent will be heard by the disciplinary council in accordance with its procedures. Such appeals must be submitted in writing to the disciplinary council within seven (7) days after notification of the board's action.

Appeals of the sanction by the respondent will be heard by the president. Such an appeal must be submitted in writing to the president within seven (7) days of the board's action becoming final and must state the grounds for the appeal. The president shall have 14 calendar days to review facts, investigate further, and render a decision. With good cause, the president may seek additional time to consider the appeal. The president's decision is final.

Confidentiality and Public Records

The results of disciplinary proceedings are subject to the Family Educational Rights and Privacy Act and can be disclosed only in accordance with the Act. Under FERPA, a school may not generally disclose personally identifiable information from a student's educational records to any third party unless the student has provided written consent. However, FERPA does permit disclosure of the final results of a disciplinary proceeding to the victim 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 disciplinary proceeding, 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 disciplinary proceeding to the victim, when the proceedings involve a sex offense.

Members of the Community Review Board are not to discuss cases outside of the disciplinary process. Information submitted in Community Review Board proceedings will be maintained in confidential files by the office of the dean of student services for a period of seven years, and then destroyed. A cumulative public record of board decisions will be maintained in a file in the reserve section of the library. The record will contain a statement of the charge, the finding,

and the sanction (if any). All names or other personal identifying data (such as addresses) will be deleted from the public record. A copy of each record will be submitted to the Community Council for appropriate dissemination. The purpose of this procedure is to keep the community informed as to the activities of the board and current interpretations of community values.

External Proceedings

The Community Review Board is not a substitute for civil or criminal courts; students pursuing complaints through the Community Review Board do not waive their right to pursue external remedies. Rape and all forms of sexual misconduct may also be subject to immediate disciplinary sanctions and possible civil or criminal complaints through the Northwestern District Attorney's Office.

Consequences and Disciplinary Sanctions

Actions have consequences, and a student who has engaged in unacceptable actions such as those listed above must expect at least one of the following penalties to be enacted by residence life staff, student services staff, or the Community Review Board. In some cases, faculty and/or families will be notified of disciplinary action taken against a student. Notifications will be done in compliance with FERPA (Federal Education Rights and Privacy Act). Failure to complete a sanction in the allotted time assigned by a dean or the Community Review Board is considered a violation of policy. Further disciplinary action may be taken in this case.

Expulsion from the College

This is the most severe penalty that can be administered by the College: the College severs its association with the individual permanently.

Suspension

While a suspension is in effect, the student is prohibited from visiting the College or using any of its resources, attending classes, having contact with an advisor or with faculty, and using community facilities (including the residence houses). Suspension lasts a specified length of time, not to exceed two semesters. While on suspension a student is withdrawn from the College and must apply for

readmission. Refer to the Readmissions Section of NSNS for specifics. Please be aware that if a suspended student completes course work in another program, the time spent in those courses cannot count as a semester of enrollment upon return to Hampshire College. The coursework may be included in a Division II portfolio or Division III project with the approval of the student's faculty committee.

Disciplinary Probation

Students placed on probation who violate community norms during this period will be faced with a particularly severe penalty, such as suspension or expulsion. Like suspension, probation lasts no longer than two semesters.

Exclusion from Campus

In those cases where the dean of student services, or designee, determines that a student's conduct or potential conduct presents a danger to him- or herself or others, that student may be summarily denied access to the entire campus pending the disciplinary process.

House Eviction

When evicted from the houses, a student may remain an actively enrolled student but is allowed to use only the academic resources of the College. The student is required to live off-campus and to use only the buildings and resources necessary to complete academic work.

House Relocation

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

Room Lottery Restriction

This may be imposed alone or together with another sanction. A student is not allowed to take part in the housing lottery. The director of housing operations will oversee the housing of the student in an available room after the lottery has ended.

House Probation

House probation may be imposed, for no more than two semesters, for severe or frequent violations of community norms that take place within the



residences. Additional violation of any of the Norms for Community Living anywhere on campus may result in a student's suspension from his or her assigned house.

Warning

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

Fines and Restitution

Hampshire staff members may issue a fine that covers the cost of an article unlawfully removed from the college or moved to another location at the college, or they may require restitution to cover the repair or replacement of any property (belonging either to the college or to an individual) that has been damaged or stolen. The cost of labor in moving, repairing, or replacing an item may be included.

Fulfilling Disciplinary Sanctions

If a student has not fulfilled the disciplinary sanctions imposed by the Community Review Board, the dean of student services, or residence staff, the student's degree will be withheld and official transcripts will not be released. The student will be issued an unofficial transcript, which will be stamped "Issued to Student" and "outstanding obligation." Transcripts will not be issued to third parties.

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

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

Appeals

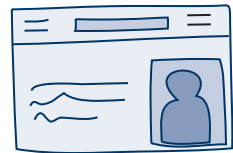
Appeals of disciplinary sanctions that are imposed by the office of the dean of student services are heard by the president. Such an appeal must be submitted in writing to the president within seven (7) days of

the imposition of the sanction, and must state the grounds for the appeal. The president shall have up to 14 calendar days to review facts, investigate further, and render a decision. With good cause, the president may seek additional time to consider the appeal. The president's decision is final.

Other Policies and Procedures

College ID Card

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



Pet Policy

Pets and other animals, with the exception of certified service animals, are prohibited in all residential buildings. Residents are also prohibited from keeping or providing for animals on college property, and visiting animals must be kept outdoors, either heeling and under voice control in the presence of the owner or on a leash. 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 a term). Students who violate this policy are subject to disciplinary actions, including seizure of animals when students fail to heed warnings and other attempts to resolve concerns with animals found in the residences. Students will bear any associated costs to the college property where animals are found in violation of this policy.

Right of Entry

Students' right to privacy in their bedrooms is respected by the college to the extent practicable. Physical plant personnel may enter student rooms for the purpose of making repairs. Other appropriate college employees may enter student rooms under the following conditions: 1) in an emergency or situations that involve possible harm, danger, or criminal activity, 2) to conduct fire safety/health inspections, and 3) at the start of the winter vacation to make sure that windows are closed and the heat is off. Unless authorized by the student assigned to the room, no other access will be granted.

Smoking Policy

Smoking is prohibited in all campus buildings, including the residences. Smoking is not permitted within 20 feet of campus residences.

Summer Access to Campus Facilities

Students may not use any campus buildings during the summer except when working on a special, authorized, all-college project, and then only with the approval of the faculty member in charge of the facility and the approval of the dean of faculty. Hampshire offers no summer school courses and does not provide housing for students over the summer.

Hampshire College students who will be on campus the following fall term, and who are living in the local area, may have access to the following library services during the summer, under the following conditions:

1. Circulation of books, records, and bound periodicals, from the Harold F. Johnson Library Center: student must supply the library with summer mailing or e-mail address, and abide by normal rules and loan periods.
2. Direct borrowing access to Five College libraries: student must renew library registration at Hampshire, supply the lending library with summer mailing or e-mail address, and abide by normal rules and loan periods.
3. Inter-Library Loan: student must supply the library with summer mailing or e-mail address, pay \$2 for each request in addition to any charges levied by the supplier, and abide by normal inter-library loan rules and loan periods.

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

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

Five College Policies

Access to Five College Physical and Recreational Facilities

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

Adjudicating Breaches of Discipline by Five College Students

The Five College consortium provides an enhanced learning environment with access to an almost unlimited variety of academic, social, and cultural resources. We are all well aware of the importance of maintaining good relationships among the five colleges. For that reason, the Five College deans of students and deans of student services 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 his or her own institution's applicable and appropriate judiciary procedures.

Housing & Residential Life Policies & Procedures

The House System

Since its 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 residential life system encourages students to assume community responsibility, to learn to appreciate people with diverse backgrounds and lifestyles, and to make connections between a student's formal academics and what goes on outside the classroom that helps to make connections between a student's formal academics and the equally important lessons that are learned by living with others and actively participating in a community. 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. To meet these goals, we expect most students to live on campus during their enrollment at the college.

The residential system at Hampshire is made up of five "houses." Merrill and Dakin Houses are modeled on traditional dormitories, whereas Greenwich, Enfield, and Prescott Houses provide apartment-style living. The house staff are supervised by the associate dean of student services for residential life.

Each house maintains an office within or near the residential building(s), which is supervised by a house director (who also lives in the residential area), and is staffed by a house operations assistant, student interns, and student office workers. The house offices are the focal point of much of the activity that takes place in the residences. Administrative needs can be met by going there and individual staff members can be found there. In addition, the house office and its adjoining space often serve as places where residents can gather for programming events and to meet their staff.

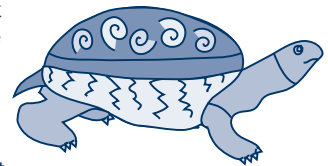
House directors and the house operations assistants work to create a healthy, stable, and vibrant community for their residents. They facilitate the academic, cultural, and social programming that takes place in the houses to promote an environment of growth and a sense of community. They ensure that the residences are in good repair and perform necessary administrative functions. House directors support students experiencing distress. They may provide non-clinical counseling, referrals, mediation, crisis response, academic advice, and resources for a variety of concerns. They enforce the Norms for Community Living in their houses.

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

Overview of Important Housing Policies

1. Members of the Hampshire College community are required to abide by the laws of Massachusetts, the laws of the town of Amherst, and the rules and policies set forth by Hampshire in *Non Satis Non Scire*.
2. Only registered Hampshire College students may live on campus. Housing is contingent upon a student's maintaining an active student 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 the residence hall.
3. Students are permitted to have overnight guests in their rooms or apartments as long as the host is on campus during that time. Hosts must register their guests with their house office (this can be done in person or online), indicating the length of the visit, which may never exceed one week at a time or more than 15 days cumulatively in a semester, even if the guest has had more than one host. Guests'

- vehicles must be signed in at the Public Safety Office for a maximum of two nights. All guests are expected to abide by Hampshire's policies and Norms for Community Living. Responsibility for the conduct and safety of guests lies with the host. Any damage incurred by a guest will be charged to the host. Any guest whose behavior is disruptive will be required to leave campus.
4. Student rooms are to be utilized as bedrooms and/or study space. The use of bedrooms for other purposes is prohibited.
 5. Rooms must be maintained in good sanitary condition and must be returned in as good repair as when possession was taken, ordinary wear and tear excluded. Damages to student rooms, including costs for replacing missing furnishings, screens, or draperies, will be charged to the last known student occupant(s) of that room. Damages to the public areas of a residence hall, including costs for replacing missing furniture and other furnishings that cannot be attributed to specific individuals or groups, will be charged to all residents of the smallest applicable area of the hall, the total being divided equally. Assessments for damages are made as students move and/or at the end of the academic year.
 6. If repairs are needed in individual rooms or common spaces, students should contact their house office to make their requests. The house office will contact the physical plant.
 7. Physical plant personnel may enter student rooms for the purpose of making repairs. In emergency situations, or when otherwise warranted, other college personnel may enter student rooms. House staff and/or the health and safety officer enter rooms during each term in order to conduct fire, health, and safety inspections. House staff enter each room, prior to the December shut down, to check the heat and make certain windows and doors are secure.
 8. Any duplication of college keys is strictly prohibited. Replacements for lost keys must be obtained from the appropriate house office. If a key to a student room is lost, the door lock 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. In all cases, the student responsible for losing the key is charged at the basic rate of \$15 per lock change; \$15 for each replacement key that must be made. Replacements for lost key cards (in applicable residential areas) must be obtained from Student Financial Services in Blair Hall. Lost cards will be immediately deactivated and a new card will be issued to the student at a cost of \$10. In the case where a key card is lost during non-business hours, a temporary replacement can be retrieved from Public Safety in the Johnson Library Center until Student Financial Services is open the next business day.
 9. Any student vacating a residence hall for any reason—including but not limited to withdrawal from the college, moving to a different residence hall, or vacating the hall at the end of a semester—must have his or her room checked out by a member of the house staff and return all keys within 48 hours. Failure to check out properly will result in NOT being able to contest room damage charges.
 10. Campus-wide quiet hours are: after 11 P.M. Sunday to Thursday and after 2 A.M., Friday and Saturday. Noise that infringes on a person's working environment at any time cannot be tolerated. The use of amplified instruments in the residences, indoors or outdoors, and the placing of stereo speakers in windows facing outward are prohibited.
 11. Smoking is prohibited in all campus buildings. In the residential areas, smoking is not permitted within 20 feet of the building.
 12. No pets or animals of any kind, except certified service animals, are permitted in the residence halls or apartments at any time for any reason.
 13. 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.
 14. The installation of air conditioners or waterbeds is prohibited. The use of candles, hotplates, incense, or halogen lamps is prohibited. 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. All college furnishings and fixtures must remain in the room at all times, with the exception of mattresses and bed frames, which may be removed in Merrill, Greenwich, Enfield, and Prescott Houses.

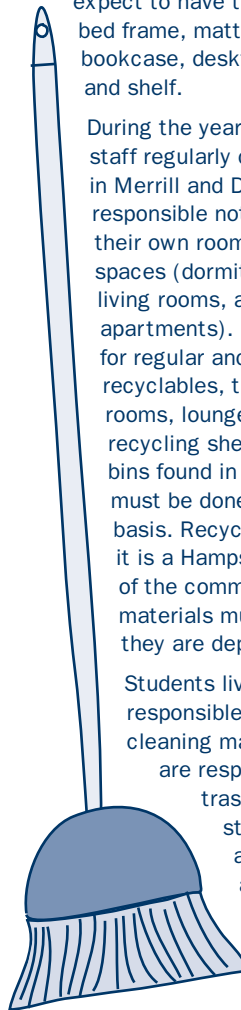
15. Additions to, modifications of, and unauthorized connections to existing wiring systems (electrical, telephone, data, television, radio, cable/dish) are prohibited.
16. No resident is ever allowed on the roof of any building on campus.
17. Fire alarms, extinguishers, smoke detectors, sprinkler systems, and other devices are provided for the safety of all residents in case of fire. Tampering with these devices, using them for other purposes, or hampering their effectiveness in any way is prohibited. Fire exit drills for residence halls will take place at least one time per semester. All occupants of a residence hall must leave the building any time the alarm sounds. Sounding a false alarm is a violation of town and state law and college regulations. Persons found to have sounded a false alarm or to have tampered with extinguishers or smoke or fire detection devices may be fined and other disciplinary sanctions will be applied. Any student(s) determined to have tampered with or wrongfully activated the fire detection system, or to have contributed in any manner to a false fire alarm while engaged in prohibited or unlawful behavior, will be fined and will also face severe disciplinary action. When responsible individuals cannot be identified, all residents of that particular area may be assessed.
18. The use or possession of fireworks is strictly prohibited.
19. When it appears, through reports of the residence hall staff, public safety officers, etc., 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 action administratively.

Maintenance and Cleanliness of Rooms

The college provides each student with a room that is clean and in good repair. Students should expect to have any subsequent repairs completed promptly, to have everything in good working order, and not to have their right to privacy breached capriciously. If repairs are needed, students should contact their house office to make their requests. The house office will contact the physical plant. Hampshire College personnel may enter a student's room in order to make requested repairs, to perform routine inspections with prior notice to the student, or to respond in case of emergencies. Students should expect to have the following items of furniture: bed frame, mattress, dresser, pedestal unit, bookcase, desktop, chair, and clothing rod and shelf.

During the year, members of the custodial staff regularly clean the halls and bathrooms in Merrill and Dakin Houses. Students are responsible not only for the cleanliness of their own rooms, but also for the common spaces (dormitory lounges and kitchens, living rooms, and bathrooms in the apartments). Residents are responsible for regular and timely disposal of all recyclables, trash, and compost from their rooms, lounges, and mods into the public recycling sheds, Dumpsters, and compost bins found in each residential area. This must be done on a regular and timely basis. Recycling is the law in Amherst, and it is a Hampshire policy that all members of the community comply. All 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. They are responsible for the removal of trash and garbage, proper food storage, cleaning of stoves and refrigerators, and all aspects of bathroom cleaning. Residents in all areas may borrow vacuum cleaners from the house offices.



The cleanliness of rooms must meet the standards of fire and safety codes. Residential life staff conduct full health and safety inspections of each student living area at least one time during each semester. Violations are cited and students must correct them in a timely way. Failure to do so could result in educational and disciplinary sanctions, up to and including the loss of housing privileges.

College Furniture

Students are not permitted to remove college furniture (other than bed frames and mattresses in Merrill, Greenwich, Prescott, and Enfield Houses) from their rooms. Each student is responsible for all furniture itemized on the room contract. If, at the end of the term, furniture is missing from any individual room, the student living in the room will be charged for the cost of replacing missing furniture. 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 with their own additions for common-area use. 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 may be disposed of by the college. Waterbeds are not permitted.

Room and Common Space Contracts

Room and common space contracts detail the condition and content of those areas and provide mutual protection for residents and the college. The contracts enable the physical plant department and house staff to assess charges for damages beyond normal wear and tear and/or for missing furniture at the end of occupancy. When the space is vacated, it will be inspected and any appropriate charges, including charges for extra cleaning that is necessary, will be assessed. Damages will be billed according to a rate schedule, which is available from any house office.

Students are required to sign room and common space contracts when they move in. When students check out of their rooms, the room and common area contract is 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 or missing furniture. Common areas are assessed and billed for damage and cleanliness at the end of both fall and spring semesters. Students have an opportunity to review these contracts upon moving into their rooms. Any students who do not review and sign their contracts when moving into their rooms, or fail to properly check out of a room, forfeit the opportunity to challenge the room and common space contracts at checkout or during the summer appeals process, and are liable for any damages that may have occurred in their rooms.

Deposits & Charges

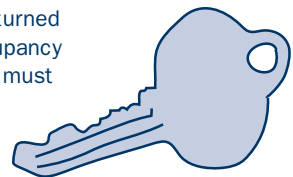
Students pay a one-time "on-campus security deposit" of \$410, which covers room damage, room key, and key core. If there are no outstanding charges, this deposit is returned when a student permanently separates from the college.

Room Damage

Students are billed in most cases at the end of each semester for repairs or furniture replacement costs. The repair/replacement rate schedule and fees appear below. The student receives a statement of charges assessed along with the billing statement shown in the charge. Charges for damage to common rooms are divided among the occupants of the apartment or hall/floor if responsibility cannot be attributed to a particular individual.

Room Key & Core

If a room key is not returned immediately after occupancy is concluded, the core must be replaced. Students will be charged for replacements. Key cards (in applicable residential areas) will be automatically deactivated immediately after occupancy is concluded, and will be reactivated if and when new occupancy begins.



Damage to & Alteration of College Buildings

Students are expected to act responsibly while attending Hampshire College. Deliberate destruction of college property will not be tolerated. If a room or common area incurs damage during the academic year, the resident of the room and all residents of the common area will be charged and held responsible for the damage.

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.

General Fees for Student Damages

Replacement Charges

| | |
|-------------------------------|---------|
| Bookcase..... | \$100 |
| Pedestal unit (3 drawer)..... | 300 |
| Bed frame..... | 125 |
| Desktop..... | 75 |
| Mattress..... | 100 |
| Dresser..... | 125 |
| Swivel chair..... | 90 |
| Mirror..... | 50 |
| Window screen..... | 40 |
| Screen door..... | 125 |
| Glass (window) per size..... | 40–1600 |
| Fire door (minimum)..... | 125–400 |
| Light fixture..... | 100 |
| Thermostat..... | 75 |
| Smoke detector..... | 50 |
| Carpet (per sq. yd.)..... | 20 |
| Drapes (Merrill/Dakin)..... | 175+ |
| Curtain rod..... | 30 |
| Window shade..... | 25 |

Painting Charges (Minimum)

| | |
|------------------------|------|
| Dorm room..... | \$20 |
| Dorm hall..... | 250 |
| Dorm ceiling..... | 50 |
| Patch and repairs..... | 50+ |



Vinyl Wallcovering (Minimum)

| | |
|-----------|-------|
| Room..... | \$300 |
|-----------|-------|

Cleaning Charges

| | |
|---------------------------|-------|
| Cooktop..... | \$15+ |
| Oven..... | 35+ |
| Refrigerator..... | 35+ |
| Dorm room carpet..... | 50+ |
| Carpet stain removal..... | 20 |
| Small cleaning..... | 25 |
| Medium cleaning..... | 50 |
| Large cleaning..... | 100 |
| Common area small..... | 100 |
| Common area medium..... | 200 |
| Common area large..... | 300 |

Carpet Replacement

| | |
|-------------------|-----------|
| Dorm room..... | \$200–300 |
| Common areas..... | 400 |
| Lounges..... | 400 |

Moving Contents of a Student's Room

On occasion, the contents of a student's room must be moved (if the student is not present on January moving day or for any reason is not available to move his or her belongings when decisions are made not to be an enrolled student at Hampshire College).

| | |
|---------------------|-------|
| Moving charges..... | \$150 |
|---------------------|-------|

Key Card Access Policy for Dakin and Merrill Houses

All exterior doors will be locked at all times.

Each student living in Dakin or Merrill House will have 24-hour key-card access to the building in which they live. Dakin and Merrill residents will have 24-hour access to all exterior doors of their respective buildings.

The college, at the discretion of the Office of Student Services, has the right to make changes, or to restrict an individual student's access settings on his or her card, for disciplinary reasons or for special accommodations. For more information, visit <http://onecard.hampshire.edu>.



Opening and Closing of Residences

A student may not be admitted or leave luggage in the residences before the official opening date in the fall. All residential areas are closed during the winter break and occupancy is strictly forbidden. Physical plant and house staff will enter each room during this period to turn down heat, monitor fire safety compliance, and secure all areas.

All students must vacate their rooms by the end of Hampshire's examination period at the end of fall semester and by noon of the day after commencement in the spring semester. Those students who have exams scheduled at one of the other area colleges or the university after Hampshire's closing date must seek permission from their house staff, by the posted deadline, to stay. In those cases where 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 office as the end of the term approaches. Failure to comply with this policy may result in disciplinary action and a significant fine commensurate with the amount of time a student has taken to leave.

Room Choosing Procedures

The following is a brief description of several room choosing procedures. Additional information is available in the housing office. Most students will reside in their fall term room assignment for the entire academic year. However, some students finish their degree work in the fall and several students go on leave or field study and return for the spring semester. Spring vacancies in the mods will be filled with returning-from-leave students, wait-listed students, or students listed as alternates by specific mods. Assignments will be made by the director of housing operations.

Enrollment Notification Deadline

The enrollment notification deadline is listed in the calendar that is publicized by the Center for Academic Support and Advising (CASA). Anyone who plans to go on leave, field study, or withdraw at

the end of the semester must fill out the appropriate forms and submit them to the Center for Academic Support and Advising by the deadline. Students who turn in their forms after the deadline are charged a \$500 late-notification fee. Students filing for leave, field study, or withdrawal automatically lose housing for the semester for which they are filing.

Campus-wide Lottery/Auction Policy

A room choosing process in the form of a lottery/auction will take place once per year—in the spring—for students to determine their housing for the upcoming academic year. No process will be held between fall and spring terms. Mods and/or halls with vacancies at the end of the fall semester may request specific returning-from-leave students to be assigned. A Mod Wait List will also be available for dorm residents with extenuating circumstances that make it difficult for them to live in the dorms, which may enable them to move between semesters.

The lottery/auction will be based on a point system, determined primarily by the number of semesters enrolled at Hampshire College. An additional point will be awarded students 22 years of age or older and 1 or 2 points to transfer students. Students will form groups whose size is determined by the size of the space they wish to "win" and pool their points. Groups with the highest number of points will have the first choice of available spaces.

Points for Lottery

- 1 or 2 points for being a transfer student (1 point if you enter Hampshire at the Division I level, 2 points if you enter in Division II)
- 1 seniority point for each semester enrolled (maximum of 8)
- 1 age point for being 22 years of age or older (as of September 1)
- 1 squatter's point for currently living in the mod you want to lottery for
- Maximum number of points = 11
- Minimum number of points = 1
- A student with less than 2 points may live in the mods only if he or she is willing to share a double or has extenuating circumstances.
- All students are sent a lottery number, accounting for all points except the squatter point.



Mod Lottery

(Prescott, Enfield, and Greenwich Houses)

The mod lottery takes place first over the course of several nights. The housing office will announce the sequence in which mods will be lotteried when specific information about the lottery is distributed, usually around spring break. Mod lottery groups must equal the size of the mod they are vying to win. Doubles must be filled.

Dorm Lottery

(Merrill—27 halls, Dakin—25 halls)

Groups of five or larger can lottery for any hallway in Merrill and Dakin Houses. Although dorm hallways will be offered to groups of students for lottery, residents are not required to go through the lottery process. However, lottery groups may displace any single resident of a hallway. Shortly after the lottery, all remaining dorm rooms will be available on a first-come, first-served basis to any unhoused students.

Administering the Lottery

All students receive a letter, from the director of housing operations prior to the first lottery, showing their lottery points. Students then determine with whom they would like to live and their point total. If they are lotterying for a mod in which some members of the group currently live, those current residents each get a squatter's point.

A majority of any group must be present when taking part in the lottery. Students unable to attend must send their lottery letter with someone from their group. Mods will be lotteried in their entirety. Four-person Prescott House mods are first. Starting with the group with the highest points (44 maximum for 4-person) mods are given out. If the group with the highest points has squatter's points, then they may keep the mod for which they have the squatter's points for the next year. If the group with the highest points does not have squatter's points, then they may pick any four-person mod they want. The lottery continues each night, proceeding to the group with the next highest points, until all available spaces are given out.

Substance-Free Mods

Substance-free groups may enter the campus-wide lottery only if all of the individuals in the group have previously applied for substance-free housing and are on the substance-free eligibility list. Applications may be filled out in the housing office at any time before the posted deadline. If substance-free groups have the highest points for their size mod and squatter's points are included in that number, that group may continue to live in their current mod. If other groups, with more points, pick mods that are currently substance-free, the last mod(s) available in that draw is reserved for the substance-free group. In other words, substance-free mods are guaranteed (provided there are enough substance-free groups). However, continuance in a specific mod would take place only if that group "wins" its current mod back. Squatter's points give groups an edge in being able to get back their same mods.

Mod Wait List and Dorm Room Sign-Up

Students left unhoused after the lottery process may come to the housing office to pick a room in the dorms. These rooms will be given on a first-come, first-served basis. The Mod Wait List system will continue to be available for students who do not get housed in mods through the lottery. The director of housing operations will make every effort to place students into mods over the summer, as space becomes available.

Special Housing Options (Application Process Used to Determine Residency)

Substance-Free Housing

In addition to expecting that state and campus alcohol and drug policies are adhered to, Hampshire College recognizes that students may want to live where there are strictly defined standards of behavior regarding the decision not to use alcohol or other drugs. Institutionally designated substance-free housing are living areas free from substances at all times, regardless of legal age. Substances are defined to comprise alcohol, tobacco, and all illicit drugs. This housing option is available in all types of campus housing. In order to be placed on an institutionally-designated substance-free hall or mod, or to be part of the substance-free lottery, a student

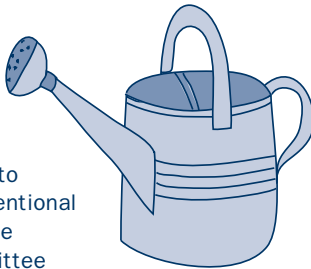
(or group of students) must fill out an application, sign a contract detailing expectations of behavior for both residents and their guests, and be put on the housing director's eligibility list. Residents of an institutionally-designated substance-free housing area who violate the conditions of the contract may be immediately removed from that hall or mod.

Allergen-Reduced Environment

A mod in Enfield House has been set aside, specifically, to house students who require an allergen-reduced living area. Anyone needing such a living space must complete an application and submit documentation regarding his or her needs to the director of housing operations. Since renovations, all of Dakin House meets similar allergen-reduced criteria.

Greenhouse Mod

This six-person mod in Enfield is a community formed around Hampshire College's 30-year commitment to sustainability and intentional living. Applications are submitted to a committee that determines residency.



Kosher Kitchen Mod

This mod uses an application process and a committee to determine residency based on need.

International Students Mod

An application process and committee are utilized for determining residency in this mod.

Identity-Based Mods

Each year Hampshire College supports several student-initiated, identity-based mods including mods for "students of color, women of color, men of color, and queer students." The residents of these mods choose new mod-mates from a pool of applicants who have identified as members of that group. As long as these identity-based mods can fill prior to the lottery, they will continue. If not, the mods will be part of the campus-wide lottery.

Wheelchair-Accessible Apartments & Dorm Rooms

The director of housing operations will determine residency in our specially designed wheelchair-accessible halls or apartments, giving preference to students needing such accommodations. Anyone housed in these areas who does not need these special accommodations may be moved if such space needs arise.

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, he or she must meet with the house director to discuss those needs. If the house director gives permission for a student to move, and there are vacancies available, the student will be given an opportunity to move during the term or in January. House staff will issue keys to the new room and oversee the completion of a new room contract. They will also do a checkout inspection of the previous room. Students receive a copy of their room contract, noting the final condition of the room they are checking out of and receipt of their room key(s).

Generally, all double rooms must house two people. Except with special permission from the house director (often requiring a replacement to be found), an occupant of a filled double may not move. When there is a single occupant of a double room, the director of housing operations reserves the right to assign a roommate or require the single occupant to move. If the director of housing operations determines it is possible to allow single-doubles in Merrill or Dakin, a lottery will be held to assign a final semester Division III student to those double rooms.

House staff, as well as the dean of student services office, reserve the right to move students to any vacancy on campus.

Off-Campus Housing

Hampshire College is a residential college. All students are required to live on campus and take advantage of and contribute to the campus community. Exceptions to this are as follows:

1. Students 25 years of age or older may live off-campus;
2. Students who live with a parent or legal guardian within 30 miles of campus are not required to live on campus;
3. 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;
4. Students who have legal dependents living with them must live off-campus, as there are no provisions for dependents to live on-campus;
5. Students under 16 years of age as of September 1 of their entering year are not eligible to live on campus during their first year. It is recommended that these students live off-campus with a parent or legal guardian.

If a student falls into one of these categories, he or she must notify the director of housing operations well before the housing process.

On-campus housing exemptions may be made through the housing office, when necessary. They are granted only in extreme circumstances when the college is unable to meet a student's housing needs on campus. If a student feels he or she has a need to live off campus, he or she must meet with the director of housing operations and submit a written request for a housing exemption. Documentation supporting this need is required. If a student is seeking off-campus housing accommodations due to psychological, physical, or learning disabilities, he or she must seek support through our disability coordinators, who can recommend a housing exemption.

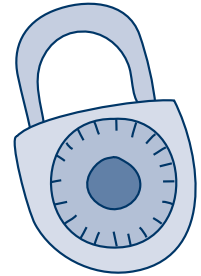
Students may be invited to take a housing exemption and move off campus when the college is predicting a shortage of bed spaces. In those cases, invitations will be given in an organized manner, beginning with final-semester Division III students first. Off-campus slots will be given on a first-come, first-served basis until the bed shortage is remedied.

Students lose their off-campus status when they go on leave of absence or field study and must reapply during the semester prior to their return to full-enrollment status. Continuously enrolled students may need to reapply each spring and slots will be given according to the needs of the college for the upcoming academic year. For emergency purposes, all off-campus students are required to provide

the college with their current local address and telephone number each semester. This information is made available to Hampshire staff and faculty.

Lock-outs

Students who have lost their ID card needed for key card access (in applicable residential areas) should obtain a replacement card from Student Financial Services in Blair Hall. Lost cards will be immediately deactivated and a new card will be issued to the student at a cost of \$10. In the case where a key card is lost during non-business hours, a temporary replacement can be retrieved from Public Safety in the Johnson Library Center until Student Financial Services is open the next business day.



Cable TV Outlets

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

Residential Phones

Each apartment or dormitory corridor is equipped with a telephone provided by the college for on-campus and local calling. In addition, each residential room is equipped with a phone line capable of making on-campus and local off-campus calls. Long-distance service may be obtained by purchasing calling cards, available at the campus store.

Each student is also provided with a voice mailbox by the college. College officials will use these voice mail accounts to disseminate official information and to leave messages regarding college business. Students are responsible for bringing their own touch-tone phones for their rooms. Public telephones are available in each house and throughout campus. Vandalism of college-provided phones will result in all hall or apartment residents bearing the cost of repairs or replacement and disciplinary action.

Collect calls will not be connected to student phones and long-distance collect, third-party, or credit card calls cannot be placed through the switchboard, nor can the switchboard staff take messages. Student employees are not allowed to place personal long-distance calls from staff and faculty phones.

Energy Conservation

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

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 (mini-fridges may take the place of one box) and all items (with the exception of mini-fridges) must be in boxes. No furniture, computers or other electronic devices, or bicycles will be allowed in storage areas. Storage is available on a first-come, first-served basis and on-campus storage options will end if/when the storage spaces are full.

Students who are moving into Dakin, Merrill, or Prescott Houses 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 basements 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 for each mod 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 house 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 may be discarded at the discretion of physical plant staff. Students who go on leave or field study may NOT leave items in storage during

their absence. There is no access to storage over the summer. Students must remove items from storage within the first few weeks of September (dates will be posted in the fall). Items left beyond that time will be discarded at the discretion of house staff.

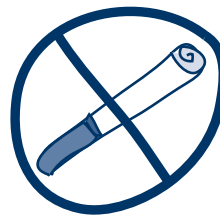
Students who do not use their three-box allotment of storage space may give their allotment to another student. They must accompany the student to the storage space and co-sign the storage tag.

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.

Smoking Policy

Smoking is prohibited in all campus buildings. In the residential areas, smoking is not permitted within 20 feet of the building.



Fire Safety

As fire poses an extreme danger to the health and safety of all members of the community, fire safety regulations and precautions are very important. The cooperation of each individual is necessary for the safety of all.

Fire Alarms

When a building fire alarm activates on campus, both public safety officers and the Amherst Fire Department will respond. Residents must leave the building 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. No one may reenter the building until the fire department determines that it is safe to return. Public safety 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 asked to call public safety 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 public safety and the fire department.

Fire Drills

Public safety and house staff will conduct fire drills at least one time per semester in each residential area. These drills are not announced and staff may enter each apartment and hallway to ensure compliance to proper evacuation procedures.

Tampering with Fire Safety Equipment

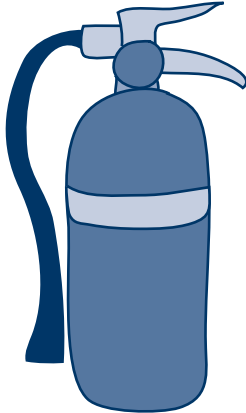
Fire extinguishers and fire detection systems are in place to protect the community. Tampering with fire safety devices, including using them for other purposes or hampering their effectiveness in any way, is a serious violation of the Norms for Community Living and is prohibited. This includes, but is not limited to, covering smoke detectors with any materials whatsoever and hanging items from sprinkler pipes.

Violation of this norm will result in serious disciplinary sanctions, additional fire safety education, community service, and restitution for any damages.

Those found to have sounded a false alarm due to prohibited or particularly negligent behavior (for example, smoking, leaving cooking unattended, or deliberately pulling a pull box) will be fined \$300 in addition to being subject to the consequences listed above. When responsible individuals cannot be identified, all residents of that particular area may be assessed.

Fire Safety Regulations

- Halls, entrances, and egresses must be kept clear of all items at all times. This includes entryways to buildings, center rooms in Greenwich House, and all stairwells. Bicycles may not be stored in hallways or entryways.
- No more than 40 percent of wall or ceiling space may be covered by combustibles, such as tapestries and posters. No combustibles are permitted in hallways, stairwells, or egresses.
- 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.
- Candles and incense are not permitted in residential rooms.
- Cooking is not permitted in student rooms.
- Toaster ovens may be used only in common areas and must be kept clean at all times.
- Students must exercise caution in locating and using appliances and extension cords. Only UL-approved extension cords with surge protectors may be used with appliances.
- Use of non-college alarm systems or other than college-issued locks, including locks on storage closets, is prohibited.
- The storage and use of flammable liquids (gasoline, paint thinner, spray paint, air brushes) and flammable gases (propane, acetylene) is prohibited.
- Halogen lamps are a significant fire safety hazard if there are combustibles too close to the bulb. The use of these lamps is prohibited.
- Open fires (inside or outside) are prohibited on campus, unless prior written approval is granted by the director of public safety. Charcoal barbecues are permitted, but must take place a safe distance from buildings. Barbecues must not be left unattended.



Alcohol Use in the Residences

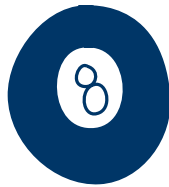
Hampshire College's alcohol policy appears in an earlier part of this chapter. All laws and policy outlined there will be enforced in the residences. Because residential areas contain both public and private spaces and house some individuals who are over the legal age to drink and some who are under, 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 may follow. Alcohol may only be stored 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 any common space, including, but not limited to, kitchens and lounges.

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 residential common spaces of campus apartments where residents are 21 years of age or older. Open containers of alcohol found outside of private rooms, including, but not limited to, lounges, porches, balconies, and hallways, will be confiscated and those individuals possessing the open containers, no matter their age, may face disciplinary action. Unregistered kegs will be confiscated and students will forfeit any deposits on the kegs or taps.

Social Events Hosted in the Residences



A social event on the Hampshire College campus is considered to be any gathering at which more than 15 people are in attendance. For any social event in the residences, whether or not alcoholic beverages will be served, an authorized event registration form must be obtained at least 24 hours prior to the event from the house director of the residence. The process of obtaining the registration form allows house staff to educate event sponsors about the responsibilities they have as social hosts and ensures that students understand all policies that are in place.

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 a discussion with the house director prior to the signing of the event registration form and by ensuring that all college policies and laws are adhered to during the event. If alcoholic beverages are being served during the event, both signers of the registration form must be 21 years of age or older. Those serving alcohol are required to check identification. Events will not be authorized if excessive alcohol is being served or if there is a lack of adequate non-alcoholic beverage and food. Event registration forms will be authorized only for a single hall or mod to host an event. 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 residential 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 nor during the time of college quiet hours. Therefore, events in the residences ordinarily will be authorized only for Friday and Saturday nights. They will not be authorized to take place during Hampshire's exam period or the exam periods of any of the other Five Colleges, during break periods (October Break, Thanksgiving Break, or Spring Break), during any time of the Halloween weekend, during Spring Jam, or the weekend of graduation. House directors may refuse to authorize events during other large-scale campus events.

Departmental Policies and Procedures

Campus Planning

x5612

Occasionally students will seek permission and logistical support for setting up what are often referred to as "outstallations," or temporary displays of artistic projects related to Divisional work in spaces not typically used for such purposes. Some recent examples are a maze for adult recreation, sculptures, and a meditation garden. Hampshire College encourages this creative use of space and would like to support these projects in every way possible.

Students interested in setting up an outstallation or in temporarily altering a space on campus should submit a short proposal to the campus planning office (Box 80). Contained in the proposal should be a brief description of the project explaining its purpose, the timeline for setup and removal, the material to be used, a sketch if applicable, and the desired location on campus. The campus planning office will subsequently contact other constituents on campus to ensure that the project is feasible, appropriate, and safe. Proposals should also include any requests for assistance in materials or labor.

When proposals are approved by the campus planning office, students are required to sign a contract that indicates agreed-upon parameters. Students are responsible for making the necessary arrangements for timely cleanup and removal.

Information Technology (IT)

computing.hampshire.edu or x5418

The IT computer labs are available to all members of the Hampshire community to support teaching, learning, and research. Unauthorized use of these facilities is prohibited.

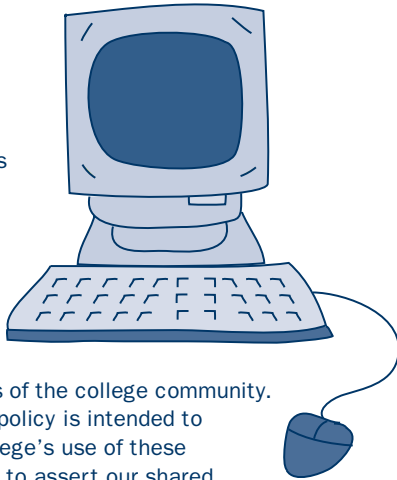
Student Computing Acceptable-Use Policy

Hampshire College's computing, server, network, and Web resources support academic, research, and administrative needs of all students, faculty, and staff members of the college community.

The following policy is intended to shape the college's use of these resources and to assert our shared values and expectations. Students agree to this policy by virtue of their relationship with the college.

The college owns the network, servers, and all college-purchased computer systems. Personal use of the college's computing resources is permissible as long as it does not interfere with other users' access to resources for academic work and is not excessive. The college assumes no obligation to retain any personal files or other information after a student graduates or withdraws from the college.

Accounts to college resources, including e-mail, 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 e-mail 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 e-mail 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 his or her 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 wish to act as a censor of information on college resources, including Web page 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 and academic integrity apply to coursework completed on computers, network, and Web resources just as they do with any other type of coursework. Students should be aware of and abide by all applicable copyright laws and licenses.

Office of Student Development and Community Leadership

leadership.hampshire.edu, sdcl@hampshire.edu
 Box CL
 Dakin Student Life Center, 1st floor (in back, facing the courtyard)
 x6005

Student Group Recognition Process

All groups, new and established, are required to submit a request for recognition form. This form, once completed and if approved, will activate the group for the following semester. The office of student development will evaluate requests for recognition forms and determine if a group will be recognized or if additional information is necessary for recognition. Consideration will be given to the type of activity or purpose of the group, risk, and safety, as well as the viability of the group determined by potential conflict with college rules and regulations. Groups may be asked to have a faculty or staff advisor, submit a self-risk activity assessment, and/or complete a student activities risk waiver for participating members of the group.

If the request for recognition form is not submitted, or supplemental information is not provided, the request for recognition will be not be approved. Unrecognized groups are not allowed to receive college or Community Council funding. The group recognition process will be held in April for fall recognition and is repeated in November for spring recognition.

Purpose

The recognition and process for student groups is intended to:

- Promote involvement in student groups.
- Help facilitate communication among student groups, faculty, and administrators.
- Provide training and education to encourage the formation and sustainability of student groups.

- Assist students and groups in taking full advantage of college resources and facilities.
- Provide students an opportunity to practice appropriate risk management with respect to their group activities.
- Provide students with the opportunity to gain experience in cocurricular activities that enhance their educational experience.

Recognized Student Organizations

A recognized student organization is:

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

Benefits of Being a Recognized Student Group

- Inclusion in the Student Organization Directory and student group mailing lists.
- Access to computers, printer, fax, phone, mailboxes, and supplies at the office of student development.
- Invitation to participate in Hampfest, the Student Activities Fair.
- The ability to apply for funding from the Student Activity Fee through FiCom.

Responsibilities of Recognition

All members of student groups are expected to:

- Conduct themselves, both on and off-campus, as responsible members of the Hampshire community as defined in the Norms of Community Living in *NSNS* (available online as nsns.hampshire.edu). This includes obeying all applicable federal, state, and local laws;
- Provide full disclosure regarding national, state, or local affiliations; as well as details regarding dues, fees, or costs associated with membership;
- Refrain from committing, either verbally or through written contract, Hampshire College to any financial obligation;
- Adhere to the college's anti-hazing policy and nondiscrimination policy as listed in *NSNS*;



- Exist for a purpose beyond the fiduciary benefit of the members;
- Keep the student activities and services coordinator informed of any changes of officers, the name of the group, statement of purpose, or the charter of the group in a timely fashion;
- Have a faculty/staff advisor if you choose. An advisor is recommended and in certain cases required (example: safety/risk of activities);
- Attend a leadership seminar organized by the student activities and services coordinator. In the event that a signer cannot attend a meeting, the student must notify the student activities and services coordinator in writing and send a representative of the organization in his or her place; failure to do so will impact the recognition status of the group.

Request for Review—Recognition Requirements

A student group has the right to request review of the recognition requirements determined by the office of student development. A request for review provides a limited reexamination of the original decision. It is not an opportunity to present the evidence again or to reevaluate credibility. If an error has been made, in most cases the matter will be returned to the office of student development so that the error may be corrected.

One of the following two conditions must be used as a basis for review:

1. Discovery of new information that was not available at the time of the decision.
2. The recognition process was not followed. The associate dean of students will review each request. The student activities coordinator will review the request if the associate dean is unable to.

The following conditions apply to the review process.

1. A written review must be filed with the office of student development within five working days of receipt of the decision. The written request must state the grounds for review. The associate dean will review the grounds for request, the materials submitted to the office of student development, and the original application for recognition. The associate dean may confer with the Five College risk manager in order to determine a final decision.

2. The associate dean will decide one of the following:
 - Uphold the original decision
 - Modify the recognition requirements
3. The associate dean will provide a written decision to the office of student development within three working days of the review.
4. The decision of the associate dean will be final.

Termination of Recognition

1. A student group can have its recognition terminated by the office of student development due to:
 - Submission of fraudulent materials
 - Failure to resubmit a request for recognition each semester by the stated deadline
 - Failure to follow Community Council regulations, college policies, and local and state/federal laws.
2. If the office of student development determines that a group should have its recognition terminated due to the above failures or other reasons, the office of student development will notify the dean of students office and recommend disciplinary sanction(s).

Discipline of Recognized Student Organization Members

Anyone, including the office of student development, may submit a complaint regarding the action of a recognized student organization to the office of student services. The discipline process for student organizations is the same as the process for individuals.

Hosting/Registering an Event or Program

All events impact 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 organization 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
- Events such as conferences and workshops
- Events in public spaces
- Events with anticipated audiences of 15 or more
- Events funded by Student Activity Fees (funded or sponsored by Community Council, student organizations)

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

Large Events, Conferences, and Multi-Day Events

Large Events

Events with an expected attendance of over 200 individuals require additional consideration beyond the 10-business-day event registration requirement. The office of student development and community leadership 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 Multi-day Events

Students wishing to hold a conference or multi-day event on campus must do so in conjunction with the office of student

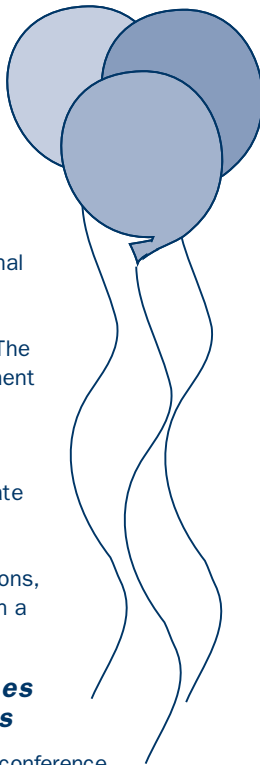
development and community leadership. Conference planning requires a large amount of preparation and logistics. Considerations need to include: expected attendance of on- and off-campus individuals, parking and traffic, time of year, security, food, lodging, cost, location, setup, technical needs, conflicts, advertising, and guest registration.

The office of student development and community leadership has guidelines that student organizers need to follow when planning a conference or multi-day 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 multi-day event a year. For information about additional requirements and planning procedures, please visit the office of student development and community leadership.

General Event Planning Guidelines

Process Steps

1. The event organizer develops initial plans for an event, including choosing a tentative time, date, and place. The event organizer should consider and be prepared to discuss the following: program, budget, publicity, food/refreshments, tables, chairs, room setup, amplification, police, alcohol, non-student guests, admission fees, cosponsors, and estimated attendance. Conduct in all campus facilities is expected to conform to the Campus-Wide Conduct Regulations as stated in Hampshire's Norms for Community Living earlier in this chapter. All persons using the campus facilities, including guests, are expected to conduct themselves in accordance with these norms of behavior. The event organizer will be held accountable for individual policy violations by his or her guests.
2. The event organizer completes an event registration form (ERF), found online at leadership.hampshire.edu. The ERF must be turned in to the office of student development and community leadership by 4:00 P.M. at least 10 business days prior to the event being registered. Failure to meet the deadline will result in cancellation of any reservation requests associated with the event.* (This is a public safety policy; any exceptions require written approval of public safety.) Assignment of a public safety employee or employees to work student events will be decided on a case-



by-case basis by public safety. In the event that the necessary coverage is not available, the event may be canceled. The event organizer must also be authorized to make financial obligations for the requesting organization. An account number is required to submit the ERF.

3. The event organizer will receive confirmation or denial of his or her request from the office of student development and community leadership. Other reservations offices may operate differently. Please inquire when submitting your requests. If the event organizer makes changes to the requested event (such as date, time, or place), the corrected information must be documented on the original event registration form and the event organizer must notify all related offices that have previously been informed of the event. If the event organizer decides to cancel the event, the event organizer must notify the office of student development and community leadership. Events not canceled at least 48 hours prior to the scheduled start time could incur charges from the various entities involved.
4. The event organizer prepares for and holds the event.
5. The event organizer provides for cleanup, breakdown, pickup, and lock up, if needed.

*Large events, conferences, or multi-day events require additional advance notification and pre-planning. Please consult with the office of student development and community leadership.

Regulations

1. Alcoholic beverages are allowed only by special permit.
2. Quiet hours begin 11 P.M. (Sunday–Thursday) or 2 A.M. (Friday–Saturday). Disciplinary action for violation of noise regulations will depend on the severity and frequency of the noise and the offender’s behavior when alerted by public safety or a staff member.
3. All trash and litter must be collected and placed in plastic bags or litter cans.
4. At no time may doors, fire exits, elevators, hallways, or foot traffic be blocked. All events must observe fire and handicap-accessibility codes.
5. Advertising for events is permitted only once the event has been approved by the SDCL. This includes Internet advertising (facebook, myspace, daily jolt, etc.) as well as posting, tabling, chalking, and mailbox stuffing.
6. Posters are permitted only on bulletin boards not designated for other purposes and on glass spaces specifically designated for posting. 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 and glass spaces shall be removed with no regard to content. All posters will be removed from these designated spaces on the last working day of the month without regard to content.
7. 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 physical plant 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.
8. Events cannot take place prior to the first day of classes (orientation period) or beyond one week after classes end (graduation period). Only events sponsored by COCA can be scheduled during Hampshire Halloween and Spring Jam weekends. The SDCL in conjunction with Public Safety and Special Programs 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 student services.
9. Student organizations are required to obtain written authorization from the Business Office for any event where money is exchanged (including fund raising activities) and must have their cash-handling procedures reviewed and approved by the Business Office beforehand.
10. Any performer at an event sponsored by a student organization must complete and sign a Hampshire College Contract for Services. All contracts must be authorized by the SDCL. 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.

The Harold F. Johnson Library Center

x6691

Access to Library Services

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

Circulation

x5440

A valid Hampshire ID is required for borrowing. Books, bound journals, and records may be kept for four weeks, CDs for two weeks, and class reserves for short time periods ranging from three hours to three days. Material other than class reserves may be recalled for the use of another borrower after two weeks; material needed for class reserves may be recalled at any time.

Videos and DVDs can be checked out from Media Services with a valid Hampshire ID for three days.

Five College Borrowing

A valid Hampshire ID is required for borrowing. You are responsible for complying with the circulation policies of each library; these are detailed in the "Five College Library Guide," which is available online at www.fivecolleges.edu/libraries. The policies are also listed on the home pages of each of the colleges' libraries. In addition to borrowing in person, you can request books that are not at Hampshire from the online catalog using the "Request Item" button; these books will be sent to the Hampshire library for you to pick up. Instructions on using this function are available on the library Web site or call the reference desk for help at x5758. Hampshire College students may also borrow videos and DVDs from the other libraries for three days by going there in person.

Inter-Library Loan

x5440

If you want to borrow a book that is not in any of the Five College libraries, you can use the inter-library loan (ILL) service. There is an online form on the library

home page (library.hampshire.edu) for requesting an item. It usually takes about three weeks. Items are loaned for four weeks only, with one renewal. There is no charge for this service. For more information, call ILL at x5440 or the reference desk at x5758.

Library Fine Policy

There are no daily overdue fines for most library items. If an item is more than a month overdue, however, you may be billed for the replacement of the item. If the item is subsequently returned, a \$10 penalty fee will be charged to your account. Overdue recalls are fined at a rate of \$2 per day, and class reserves at a rate of \$5 per day.



Magic Board

The Magic Board displays announcements and events to the Hampshire community in the lobby of the Library Center. To submit an announcement (free) or a full-screen ad (\$5 per day), send an e-mail to magicboard@hampshire.edu. You may attach an image file, or contact Asha Kinney at x6691 for help in creating screens for the digital display.

Media Services

x5435

The office is open from 8:30 A.M. to 4:30 P.M., Monday through Friday, and is located on the first floor of the library. This office circulates Hampshire's film and video collection as well as audiovisual and media production equipment. Production equipment requires staff permission and training prior to use. Sixteen-millimeter films may be viewed by appointment only. All materials circulate on a short-term, three-day loan basis. Due to the high demand, materials should be requested well in advance and fines accrue at the rate of \$5 per day per item. In addition to the college's own collection of over 1,800 titles, this office can assist in locating and scheduling films, videos, and DVDs from the other colleges as well as helping with general media questions.

Photocopy Machines

Copy cards may be purchased at the campus store in various cash amounts. You can also buy copy cards and add copies to your current card at the vending machine next to the circulation desk. Please report malfunctioning photocopiers to the circulation desk staff.

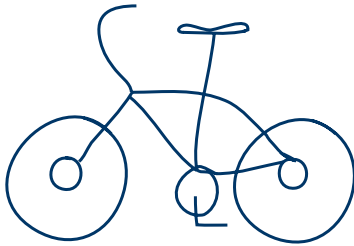
Color copies are available at the duplication center at a nominal fee. Large copy jobs are welcome and offered at competitive prices.

Outdoors Program & Recreational Athletics (OPRA)

x5470

Borrowing Recreational Equipment

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

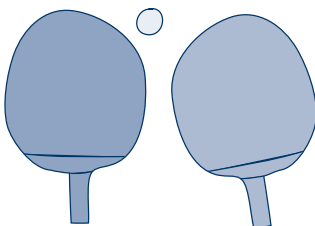


Defensive Driving Courses

Periodically, OPRA staff will conduct defensive driving courses. The successful completion of the course is mandatory to be able to drive college-owned vehicles. Contact OPRA for details and dates. Courses are held throughout the academic year.

General Use of the Robert Crown Center

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



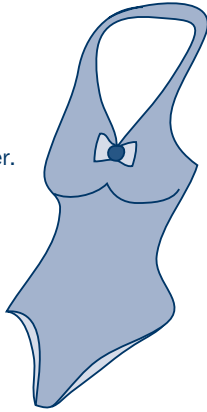
- Users must show their valid Hampshire ID cards when they enter the RCC. ID cards are not transferable. No one is allowed to use someone else's ID card to gain entrance to the RCC.
- Children under the age of 16 must be under the immediate supervision of an adult (over 18) Hampshire ID holder.
- Those in charge, in addition to the regular staff, include lifeguards, coaches, and student monitors.
- Individually keyed lockers are provided at the front desk area for storing valuables. Staff on duty are not responsible for personal belongings or valuables left in the RCC.
- The director of OPRA has final authority over all space and facility assignments, usage, and facility scheduling in the building.
- In regard to first-aid measures, staff on duty are instructed to offer only Band-aids and cold packs. For anything more serious, the EMTs and public safety must be called.
- Guests must be signed in at the guest register at the front desk. The host must remain with the guest in the RCC. A member of the general public desiring access to the RCC may not look for a sponsor inside or outside the building. Invitations must be initiated by a Hampshire ID card holder. Guests forfeit their use privilege if they break any of the rules of the RCC. Any person causing what the staff consider unpleasantness or unruliness in the building will be required to leave the RCC.
- Pets, alcohol, and smoking are not permitted in the RCC. Consumption of alcohol is prohibited on the playing fields.
- Graduate and non-graduate alums are welcome to use the RCC and can apply for an alumni ID card at the alumni office, which is good for the balance of the semester. Alums may bring one guest. There is no summer use.
- The climbing wall may be used by Hampshire picture ID holders only with the permission and direct supervision of the staff according to established safety regulations.
- The bouldering cave is for the use of Hampshire picture ID holders only. Guests are not permitted to use the cave.
- Lockers: 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.

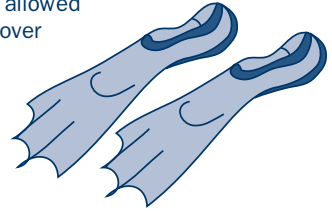
- The use of radios, boom boxes, etc., is prohibited. These devices may be used only with earphones.

The Swimming Pool

- A valid Hampshire ID card must be left at the lifeguard's desk before a swimmer enters the water.
- Non-swimmers are not allowed to use the pool.
- A shower must be taken before a swimmer enters the pool.
- Bathing suits are necessary; cut-offs are permissible. Nude swimming is not allowed at any time. Artificial flotation devices such as water wings and inner tubes are not allowed.
- 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.
- No glass containers are allowed in the pool area. The consumption of beverages or food is not permitted. Running, splashing, or throwing of objects is not allowed in the pool or pool area.
- The lifeguards on duty have complete authority over the pool. The guards may ask anyone to leave who breaks the RCC rules or, in the judgment of the guards, creates a nuisance, disturbance, or a potential hazard.
- The pool phone is to be used only for pool emergencies.
- In the event of a storm involving lightning in the vicinity of the college, an equipment breakdown, problem in the heating or lighting, overcrowding, or any other situation that the lifeguards deem potentially hazardous, the guards have the right to close the pool.
- No swimming is allowed in the pool unless it is during a regularly scheduled recreational swim or class period with appropriate lifeguards on duty.



- Lifeguards are not responsible for personal belongings left in the pool area.
- No swimming is allowed when the pool cover is covering the pool.



The Sauna

This facility is co-ed and clothing is required.

There are women-only and men-only hours posted in the RCC.

The Playing Floor

The RCC reserves portions of the playing floor (or all of it) for scheduled groups or activities as needed. The management also reserves the right to close off the upstairs area when activities there might interfere with or disrupt scheduled activities on the playing floor.

Sports Equipment

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

The Tennis Courts and Playing Fields

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

The Weight Room

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



Multisport Center



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

Equipment Use

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

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

8. The fine for late return of ski equipment is \$10 for the first day and \$12 for each additional day.

Vans

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

OPRA Trips

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

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

1. Sign up for a trip in the OPRA office (open 9 A.M. to 4 P.M., Monday–Friday.)
2. Register your medical insurance information and pay a \$10 deposit (cash only, please) at the OPRA office. This one-time deposit allows you to sign up for trips for the entire semester and will be returned to you upon request.
3. You must cancel by phone or in person no later than 1 P.M. Friday or you will lose your \$10 deposit.
4. If you show up after the trip leaves, you will forfeit your deposit.
5. If you sign up, the trip will go!

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

Teams/Trips/Courses/Activities

1. No one may use or have in his or her possession alcohol or illegal drugs while participating in any OPRA-sponsored activity.
2. The ultimate authorities on all OPRA activities are the OPRA leaders, coaches, and instructors.
3. Failure to comply with #1 or #2 above will result in removal from the activity, trip, game, or course at the participant’s own expense. The participant may also be liable for disciplinary action.

4. Money collected from students for trip expenses is not refundable.

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

Most of the above-listed facilities are tightly scheduled and reserved for summer programs. Officially contracted summer programs have first priority in the use of any and all of the above space.



Hampshire ID cardholders may use these facilities only during posted hours and only when not exclusively reserved and scheduled by a summer program.

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

Physical Plant

x5431

Chalking Policy

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 physical plant 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.

Postering Policy

Posters are permitted only on bulletin boards not designated for other purposes and on glass spaces specifically designated for postering. 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 and glass spaces shall be removed with no regard to content. All posters will be removed from these designated spaces on the last working day of the month without regard to content.

Residential Maintenance Concerns

Maintenance issues in the five residential areas must be directed to the respective house office.

Students are requested not to contact physical plant for maintenance concerns. Emergency maintenance concerns occurring after and before house office hours and during weekends should be directed to the scheduled on-call staff in the appropriate house.

Requesting maintenance service within your dorm room or in your mod bedroom authorizes a physical plant worker to enter your room/bedroom. See Community Standards and Policies for more information related to right of entry.

Snow Closings/Delays

If a snowstorm happens before classes begin or offices open, the director of physical plant will decide about closing or delaying the opening of the college based on weather forecasts and the condition of parking lots, paths, and roads on campus and roads leading to campus. If a decision is made to close or delay opening, this decision will be made by 6:30 A.M. and a message to that effect will be placed on the Hampshire College hotline (x5508.) Dining services continue to be open for meals during closed days.

If a snowstorm happens during the day, the director of physical plant will decide about closing early after consulting with the dean of faculty, the president, and the student services offices about the impact of the early closing on the academic program. If a decision is made to close early, the human resources office will communicate this to offices, schools, and houses, and a message will be recorded on the hotline.

Post Office

x5446

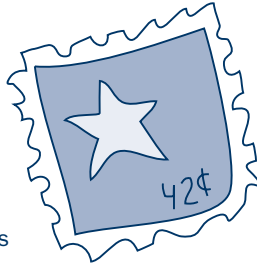
Students who will be away from the college for a period of time longer than one month must fill out a change of address form, which can be obtained at the post office. During this absence (this includes summer, leave of absence, field study, and extensions for graduation), the box will be closed and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

Magazines and newspapers will NOT be forwarded to students. In order to receive subscriptions while students are away, students must inform the



magazine or newspaper of their forwarding address at least four weeks prior to leaving the college.

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



Post Office Forwarding Service

When a student is on any type of leave from the college (leave of absence, field study leave, medical leave, consortium agreement) or has withdrawn, the Hampshire post office box will be closed and all U.S. mail will be forwarded to the student's current address. A change of address card should be completed and returned to the Hampshire post office. Campus mail will be opened to determine the relative importance of contents; the college will forward it via U.S. mail, in most cases. The post office tries to reassign the same box to a student returning from leave. Please note that any mail addressed to a student on leave in care of an enrolled student will be returned to sender.

Public Safety

x5424
Emergencies: x5555

Camping

Camping on Hampshire College property is not allowed without the written permission of the director of public safety.

Events

For each event planned on campus outside of the residence halls, an event registration form (ERF) needs to be filed with the office of student development and community leadership. We require that ERFs be filled out and turned in to the office

of student development and community leadership ten days prior to every event. Any ERF that is not submitted at least ten days prior will not be accepted/approved.

Open Fires

Open fires (inside or outside) are prohibited on campus unless prior written approval is granted by the director of public safety. Charcoal barbecues are permitted, but must take place a safe distance away from buildings. Barbecues must not be left unattended.



Parking/Vehicle Policies

In order to regulate and manage motor vehicles on campus, all students who want to bring, operate, or park a motor vehicle or motorcycle on the Hampshire College campus must do the following:

Go to the HUB and complete a Student Motor Vehicle Registration Form. Do not use "N/A" or "none" on this form. (Incomplete forms will not be processed.)

Nonresidents of the Commonwealth of Massachusetts must complete the Nonresident Student Vehicle Information Form in addition to the above. Do not use "N/A" or "none" on this form. (Incomplete forms will not be processed.)

Students with vehicles on campus, including motorcycles and mopeds, must register with the department of public safety 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 the department of public safety for available parking before bringing a vehicle back to campus after any holidays.

1. 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 fees are: \$150 per school year for students living on campus and \$80 per school year for students living off campus. 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 (the lower-right-hand side of the last piece of glass preceding the rear window, on the driver's side). 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 Department of Public Safety between 10 A.M. and 4 P.M. Tuesdays and Wednesdays.
2. Parking permits are non-transferable 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 public safety in order to register another vehicle.
 3. Student vehicles must be parked in the designated student parking lots. The director of public safety may grant exceptions. Only registered student vehicles can be parked in the student parking lots. Student should not park in areas marked SNOW REMOVAL.
 4. Contact public safety at x5424 if you cannot find a space in your designated lot. DO NOT PARK ILLEGALLY.
 5. Vehicles parked in restricted areas (fire lanes, bus stops, etc.), unregistered vehicles, or vehicles that are parked in violation of parking regulations are subject to being towed without warning at the owner's expense.
 6. Students who show a continual disregard for parking and/or driving regulations risk losing the ability to have a vehicle on campus. The dean of student services, upon recommendation by the department of public safety, makes this decision.
 7. Violation tickets are issued and vehicles are booted when they are parked or driven contrary to campus rules. Tickets range from \$15 to \$50, depending on the violation, plus \$35 for boot removal. Fines are billed directly to a student's account. They may be paid at the student accounts office during regular business hours.
 8. Tickets may be appealed in writing to the director of public safety within 72 hours from the time the ticket was issued. Appeals and questions can be directed to the office of public safety during the following hours: 10 A.M.–4 P.M. Tuesdays and Wednesdays.
 9. Students with special needs must register with disabilities services in order to receive appropriate accommodations.
 10. All visitors and guests are required to register their vehicle at public safety by providing the vehicle's make, color, and license plate number as well the host's name and room number. Public safety will issue a temporary parking permit, which must be visibly displayed in the vehicle, and assign a parking lot. Visitors to campus who have their vehicles ticketed or booted must pay cash.
 11. Signs in the student parking lots designate Cross Campus Parking. This area has been put in place to allow students who have valid parking permits to park in other student parking lots when they are visiting friends. This is not intended for overnight parking.

Personal Property

Hampshire College assumes no responsibility or liability, directly or indirectly, for damage, loss, or destruction of any personal property by fire, water, theft, etc. Students are strongly encouraged to carry personal insurance to cover their belongings.

It is the responsibility of each student to safeguard his or her 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.

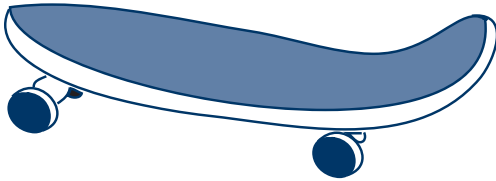
The Department of Public Safety has electric engravers available for loan. It is a good practice to engrave valuable items with some identifying marks. Marking of personal property will help in identifying the rightful owner of recovered property.

Skateboards

The use of skateboards, in-line skates, etc., on any campus roadways or staircases, including, but not limited to, holding on to or attaching oneself to moving vehicles or motorcycles, is prohibited. *Roadways* are defined as places where non-emergency, public vehicles normally travel; it does not include sidewalks and pedestrian paths. Student operating skateboards or in-line skates on



campus are strongly encouraged to wear protective equipment including helmets.



Trespass Policy

In certain situations, Hampshire College may serve unwanted individuals with a trespass notice. Violators of a trespass notice are subject to arrest. Public safety officers or other college employees may ask community members or visitors for identification. Failure to comply with such a request may result in disciplinary action up to and including escort from the Hampshire College campus and/or trespass. Students are required to carry their Hampshire College ID cards with them at all times.

Use of College Vehicles

College vehicles are not available for personal use. "Pool vehicles" are available for college business. Requests to reserve pool vehicles must be made to the switchboard from 9 A.M. to 4 P.M. Monday through Friday by a representative of a college budget unit (e.g., student services, house offices, school offices). All individuals operating college vehicles must complete an application to drive Hampshire College fleet vehicles and the defensive driver course, which is offered at least once each semester by OPRA.

Overview of the Fleet Vehicle System ("Pool Vehicles")

The college pool vehicle fleet is managed by the Fleet Vehicle Committee and is overseen by the Department of Public Safety. Vehicles included in this fleet are all "pool" vehicles and vehicles assigned to Natural Sciences and Social Sciences. Scheduling is the responsibility of the public safety office. Vehicle maintenance is the responsibility of the facilities management department, and safety inspections are the joint responsibility of the public safety office, the driver, and the facilities management department.

All drivers of college-owned vehicles, or vehicles driven on college business, are expected to follow the rules established by the Fleet Committee and to abide by all campus regulations and all local, state, and federal laws. Copies of the Fleet Vehicle Handbook can be obtained from public safety or student services. The handbook is also available at the public safety Web site.

Weapons, Firearms, and Explosives

All (fake or real) weapons, firearms, and explosives including, but not limited to, firearms, knives (over 4 inches), swords, bow and arrows, and incendiary devices including firecrackers are strictly prohibited on campus. BB, pellet, and paint-ball guns are also prohibited. All weapons, firearms, and explosives used in plays, theater, etc., must be registered and stored in public safety. These items are not allowed in the dorms/living areas and will be confiscated. Students who bring prohibited or unlawful items onto any Hampshire College property irrevocably waive all rights and claims to the items. Confiscated items will not be returned. Violators are also subject to disciplinary action.

Purchasing Office

x5612

Procedures for Obtaining Purchase Orders

A purchase requisition must be completed and submitted to the purchasing office via Datatel.

Student/Agency Groups

Purchase requisitions for student groups are available through the Community Council office and must be submitted in paper form to the student activities coordinator for review.

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

Specific information pertaining to the product or service being purchased must be referenced. The purchasing office can provide information regarding products or services.

The purchase order authorizes the expenditure to the vendor. An invoice or statement should be sent to

the accounts payable office and must reference the purchase order number.

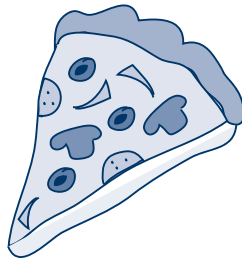
Vending Machine, Washer/Dryer, and Copy Machine Reimbursements

The bookstore gives refunds for coins lost in campus vending machines. The purchasing office will arrange for refunds for washers and dryers. The circulation desk at the library will arrange for money lost in all copy machines.

Sodexo Food Services

x5424

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



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

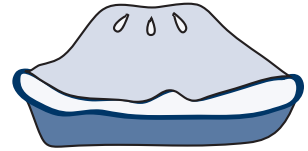
Dining commons staff request that everyone be sensitive to others using the facility. Students must bus their own trays, keep areas as clean and orderly as possible, and inform staff if there are any problems or if there is something of which staff should be aware.

Meal Plan

All students living in Merrill and Dakin Houses as well as first-year/first-semester mod students are required to be on the meal plan. Meal plans are subject to change each year, and information about meal plan options is available from the dining services office. 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 room. Students will be asked to retrieve their card if they arrive without it. Students who have lost their card will be required to go to the business office to receive a temporary replacement card.

Entering and Exiting Dining Commons

Each student is allowed into the dining commons at any time and as often as he or she wishes. Guests are not permitted to enter



the dining room unless they have paid for that meal. Food may not be taken from the dining commons, and must be consumed inside. This is out of concern for possible foodborne illnesses, as well as our ability to maintain the program and standards of service required at Hampshire.

Dress Code

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

Meal Plan Waivers

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

Special Programs and Events

x5610

The dining commons, Red Barn, main, west, and east lecture halls in FPH, and most academic and other campus spaces may be reserved through the special programs office. The library gallery and music and dance recital hall may be reserved through the gallery coordinator, x5622; the Writing Center may be reserved through the Greenwich-Enfield House office, x5383; Merrill living room may be reserved through the Merrill House office, x5453; and the Dakin living room may be reserved through the Dakin House office, x5564.

Any reservations of space for student events made with special programs will be considered

tentative until the event registration form is received. 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 a 10:30 P.M. curfew Sunday through Thursday and a 1:30 A.M. curfew on Friday and Saturday.

Student Financial Services

x5484

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

Student Accounts

Questions pertaining to account balances and collections should be directed to student accounts. Payments can be made in the form of check/money order payable to the Trustees of Hampshire College in person or by mail to the Student Accounts office. Credit card payments are accepted on The Hub anytime, or by calling Student Financial Services during normal business hours at 413-559-5484. All changes in account information (person/persons responsible, address, phone number) should be reported to central records, not student accounts.

Picture identification (ID) cards for students are issued at orientation. Throughout the year, lost or damaged cards may be replaced by visiting the student accounts office. A small replacement fee is charged.

In addition, this office provides information on the student health insurance plan and can approve and disburse small emergency loans (\$25 maximum).

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

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

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

Financial Aid

Aid Policies

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

Aid Eligibility

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

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

Aid Application Process

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

Required by June 1 each year:

1. Hampshire College Aid Application.
2. Profile Application processed by the College Scholarship Service (CSS). Online at www.collegeboard.com
3. Non-custodial Profile (if applicable). This form is required from your non-custodial parent even if your parents were never married.
4. Signed copies of your parents' federal IRS 1040 tax return(s). The college does not accept tax extension forms. No awards are determined without the actual signed tax return(s).
5. Signed copy of your federal IRS 1040 tax return. If you are not required to file a return, then you can complete the form on the reverse side of the Hampshire Aid Application and have it notarized.

Required by July 1 each year:

1. Copy of federal Student Aid Report (SAR), which is the result of your filing the Free Application for Federal Student Aid (FAFSA) (www.fafsa.ed.gov). This form determines your eligibility for federal aid programs. It also serves as your application for your state's grant, which normally has a May 1 deadline.

Aid Decisions

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

Student Loans

Students are eligible for a student loan even if they are not receiving assistance from the college. Students not awarded but interested in a student loan have to notify this office in writing. Hampshire is participating in the Federal William D. Ford Direct Loan Program which replaces the Federal Stafford Loan Program operating as lenders. After

you provide the college with a copy of your SAR and the appropriate tax returns, this office handles all of the paperwork for the loan. Annual loan limits are \$2,625 for first-year students; \$3,500 for second-year; and \$5,500 beginning with the third year.

After all of the loan paperwork is completed, the loan will be disbursed to your student account. First-time borrowers are required to participate in the entrance interview process before their loans can be disbursed. Students are also required to participate in an exit interview session when leaving Hampshire. Student rights, responsibilities, and obligations will be explained during both entrance and exit sessions.

Student Employment

x5727

Only students who have work-study eligibility as part of their financial aid award are eligible to work on campus. Eligible students can view the master job list and other job listings online at studentemployment.hampshire.edu. There are a variety of employment opportunities and experiences that will enable students to meet their work-study award eligibility as well as their academic schedule and interests. Students work an average of 10 to 12 hours per week and are paid directly on a biweekly schedule according to the time slips submitted. The wage rate is \$8 for all positions. Students may need to utilize some of their work-study earnings to satisfy their tuition bills, and have the option to pay directly or sign up for payroll deduction. Student accounts allows students to pay up to \$500 per semester from earnings.

Students are required to complete work papers before they begin their employment. All first-time employees at the college must complete an I-9 Form (requires identification and citizenship or visa status) to certify their eligibility for employment. W-4, M-4, and Work Authorization forms are also required. These forms are available from this office and on the Web.



Academic Policies



Academic Records

Students’ academic files are the responsibility of the central records office. Students have access to their paper files at any time during open office hours; online evaluations are available through TheHub at thehub.hampshire.edu. A picture ID must be presented upon requesting the paper file, which generally contains only outside evaluations such as community service, internships, transcripts for study abroad programs, etc. Any of the records may be photocopied on the machine located in the central records office.

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 staff, unless written notice to the contrary is given to the director of central records.

- Name
- Primary address and phone number
- Campus address and phone number
- Campus e-mail 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 relations office, which releases this information only to other alums, Five College faculty, students, and other inquirers expressly authorized by the alum.

Privacy of Records

Privacy rights apply only to currently enrolled students, former students, and alumni—applicants to the college are not covered. These rights pertain to any educational records in whatever form maintained by the college.

Type of Record

Responsible Officer

| | |
|--------------------|--|
| Academic..... | director of central records |
| Admissions..... | dean of academic support and advising/director of admissions |
| Disciplinary..... | dean of student services |
| Financial Aid..... | 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 as 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;
- 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, 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 services; 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.

Request for Amendment to Educational Records

If an eligible student believes information contained in his or her educational record is inaccurate, misleading, or in violation of the student's privacy, the student may request a review of the records 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.

Waiver Forms

Upon matriculation, students are asked to sign a waiver form stating whether or not the college can provide information about academic progress to parents and/or to the Hampshire College institutional advancement office if the student has received scholarships or grants. If the form is not completed, it will be assumed that information about a student's academic progress can be given. If the student wishes to rescind or to revise permission for access at any time, he or she should come into central records to sign a new form.

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 service evaluation and evidence of completion of the multiple cultural perspectives requirement.
- The Division I portfolio assessment.
- The Division II or III contract abstracts when the evaluation has not yet been received.

All course evaluations and/or Division I Portfolio Assessments are included in transcripts prepared for students who have not yet received the Division II evaluation. Division III students and graduates may select representative evaluations of coursework, field studies, internships, etc.

Transcripts also include a description of the academic program, a key to the transcript, and recommendations for awarding transfer credit.

Requesting a Transcript

When a student first anticipates needing a transcript for graduate schools, summer school, transferring, or other reasons, he or she should go to central records, review the file, fill out an official request form, and indicate the addresses to which the transcript must be sent and any deadlines for receipt. Forms are also available on the central records Web page. No transcript can be issued without a student's written permission and signature.

It can take up to ten business days to prepare your 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 Hampshire. 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 a federally subsidized loan until the college has been notified by an agency that the student is no longer in default.

If a student has not fulfilled his/her disciplinary sanctions imposed by the Hampshire College Community Review Board, the dean of student services, or the residence staff, the degree will be withheld and official transcripts will not be released.

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

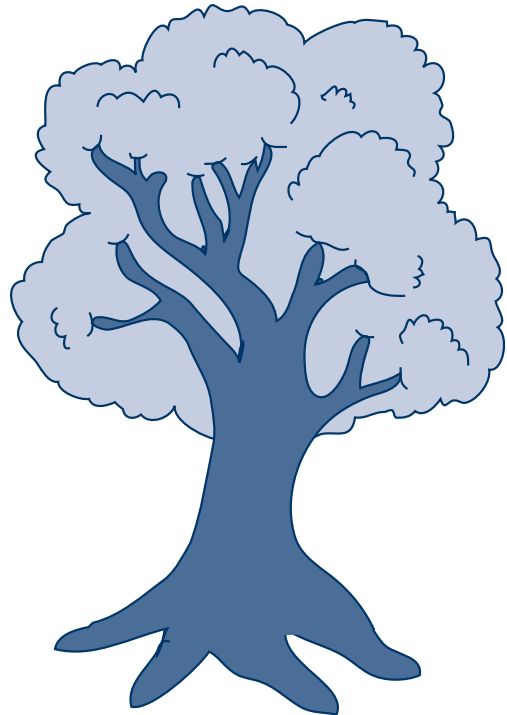
Transcripts of students who are expelled for disciplinary reasons will bear the notation "Permanently separated on [date] by the Dean of Student Services." This notation will not be removed.

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.

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 both Hampshire and Five College courses at this time. Students cannot preregister for courses for the following semester until their advisors give them permission on TheHub, so it is essential for students to meet with their advisors. Course registration instructions are located on the central records Web page. Students may register for courses until the end of the registration period indicated in the academic calendar. Courses dropped after the end of the registration period will be recorded on the student transcripts as "W" for "withdrawn." If a course is not properly dropped by the deadline, NO EVALUATION or, in the case of a Five College course, a grade of "F" will be recorded on the transcript.

Students are responsible for verifying the accuracy of their schedules online and making corrections to the schedule by the published deadlines. Students may add courses only after the add/drop period



through an appeals process. Students must complete a Late Add Justification that includes a description of the extenuating circumstances, and the signatures of both the instructor of the course and the advisor. These forms must be submitted to central records, and requests to add late will be considered by an appeals committee. Requests to drop a course after the final deadline will not be considered.

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 off-campus courses. These regulations have been worked out by mutual agreement among the five colleges. Registration instructions are located on the central records Web page.

1. Students may preregister for a maximum of two Five College courses. During the add/drop period, students may request additional Five College courses. Students may take no more than two courses at Amherst College in any one semester.
2. Off-campus courses do not incur extra tuition charges unless there are special lab fees, music lesson and practice fees, or special materials. Registration for Five College courses in any registration period is completed on TheHub through the Five College course request system. Enrollment in a course is not guaranteed until the class actually begins.
3. If a student fails to enroll properly in a Five College course by the stated deadlines, the grade in the course will not be recorded. The other colleges will not permit enrollment after these dates even if the student has been attending the course.

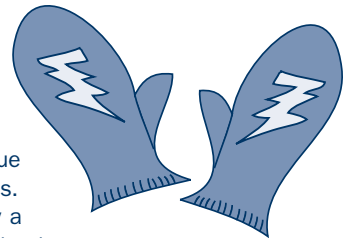
4. For year-long courses, students must repeat the registration process for the spring term.
5. Students taking Five College courses are subject to the grading system, calendar, and academic honor system of the host institution and must take all exams at the time scheduled by the host institution. Five College registration policies and practices vary from institution to institution.
6. All interchange students in another college's course are subject to the grading system, calendar, and academic honor system of the host institution. (Some instructors in the other four colleges will provide a written evaluation in addition to 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.
7. 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 (three weeks in duration) 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 study something that doesn't fit into the regular program of study. Important features of January Term are an intensive foreign language program and faculty-led courses abroad.

Faculty members may use January Term to experiment with new approaches or explore new subject matter, making their students partners in curriculum development. January Term faculty include both regular and visiting faculty. There are also course offerings by alums, staff, parents, and students.





The college strongly encourages participation in January Term. Students may also work, travel, or study elsewhere in January. From time to time, the other private colleges make courses 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. Students may participate in the courses, but must pay the required fees and request a separate transcript.

January Term is considered part of the fall semester. Students on leave of absence during the fall semester may not enroll in January Term courses. Students on field study or exchange during the fall semester may enroll in January Term courses only with special permission from the dean of academic support and advising. 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 distributed by student financial services and on the student financial services Web site. Fall term Hampshire exchange 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.

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.)

- Writing letters of recommendation upon request from a student.
- Counseling students about field study, leaves, and withdrawals.

It is the student's responsibility to schedule an appointment to discuss the academic progress at a minimum on advising days and at the end of each term. During Division I, 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.

During advanced studies, the Division II or III chair usually serves as the academic advisor, unless a student, by filing a form with the center for academic support and advising, requests that a different faculty member serve as the academic advisor. The Division II or III chair 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 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 the area of interest described in the student's proposed program of study.

The Academic Program

Hampshire College students qualify for the bachelor of arts degree by completing a full-time program composed of three levels or "divisions" of study with the aim of accomplishing Hampshire's learning goals:



- Learn to read and interpret intellectual or artistic works.
- Write critically and analytically.
- Understand quantitative methods of analysis.
- Develop creative abilities in expressive modes (e.g., creative writing, visual and performance arts, and music).
- Effectively present ideas orally.
- Conceive and complete project-based work.
- Understand multiple cultural perspectives on intellectual or artistic subjects.

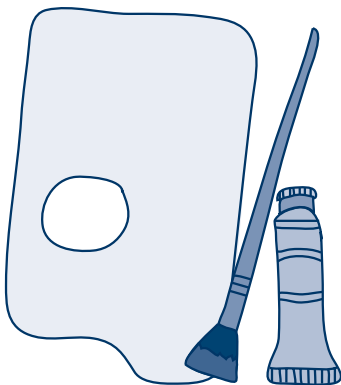
In Division I, students pursue foundational studies in the liberal arts by designing a first-year curriculum in which they satisfy a distribution requirement and make progress toward Hampshire College's learning goals.

In Division II, 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—advanced studies—students complete a major independent study project centered on a specific topic, question, or idea as well as two advanced educational activities. Students are also 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 serves two essential purposes. The distribution requirement introduces students to a broad range of subject matter before they choose an



area of concentration. Division I also helps students to attain the methodological and critical tools of inquiry necessary for Division II and Division III work including the development of writing skills, methods of quantitative analysis, the capacity for critical inquiry and art making, presentation skills, research skills, and the ability to do self-initiated academic work. 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 each of their first two semesters of enrollment, students must satisfactorily complete four evaluated courses (understood to include independent study) distributed as follows:

In the first semester, a student must be enrolled in a first-year tutorial, a small 100-level course taught by the student's advisor. By the end of the second semester, students must have successfully completed one 100-level course, one of which is the first-year tutorial, or a specifically designated 200-level course in each of the five Schools of the college (Natural Science; Cognitive Science; Social Science; Humanities, Arts, and Cultural Studies; and Interdisciplinary Arts—the distribution requirement). During their first year of enrollment, students must satisfactorily complete three additional courses drawn from the curriculum offered by any of the Schools of Hampshire College or from the Five Colleges (for a total of eight courses in the first year). Students must receive a grade of C or better in a Five College course.

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 may be used to satisfy the distribution requirement in Interdisciplinary Arts.

First-Year Students with AP, IB, or Prior College Work

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.

First-year students who present Advanced Placement Program (AP) scores of 3, 4, or 5 or International Baccalaureate (IB) scores of 5, 6, or 7 on Higher Level exams may use 200-level courses to fulfill the Division I distribution requirement in the relevant Schools. Placement must be recorded by central records during the add/drop period before it can be used for Division I.

College coursework recorded for credit on students' high school transcripts may not be used at Hampshire College.

College courses not recorded for credit on the high school transcript may be considered for use in Division II with the approval of the committee chairperson. These courses may not be used in Division I either for placement into 200-level courses or to satisfy distribution requirements.

Completion of Division I

During the third semester of enrollment, students are responsible for preparing a Division I portfolio that includes completed course evaluations, representative samples of work, and a self-evaluation that reflects on their studies in Division I. Students meet with their advisor to discuss their academic progress during the academic year. After receiving evaluations for second-semester work, and after reviewing the Division I portfolio, the advisor will determine if the student has satisfied all Division I requirements, and (if so) will pass the student's Division I examination. 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.

The Division I self-evaluation may be filed online 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. When Division I is complete, the advisor then prepares an evaluation online based on the Division I portfolio.

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

Division II

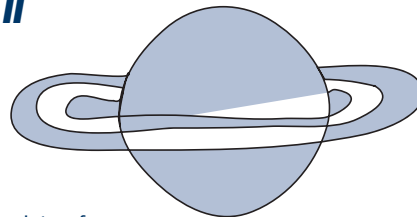
Division II is the core of a student's education at Hampshire

College. It consists of an area of concentration pursued through courses and other learning activities, as well as the Multiple Cultural Perspectives requirement, additional studies outside the area of concentration as appropriate, community service, or community engagement and learning. The Division II final meeting, at which the concentration is passed, completes the process.

The concentration is an area of learning that the student pursues in greater depth to his or her 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 is normally a four-semester process, 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 least three semesters prior to passing the Division II examination.

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 studies similar to that of a traditional college major to a highly individualized program of study. It may include a number of different 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. In addition to 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. Since 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 the committee. If the committee agrees that a student is ready to pass, they hold a final meeting. When a student has passed the Division II, the committee records a pass online, and files a written evaluation online 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 service or community engagement and learning.

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 coursework 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:

- a. **Non-Western Perspectives:** Study of non-Western peoples and cultures will help our students to understand better the cultural diversity of the interconnected world at large. An intellectually vigorous engagement with non-Western perspectives expands the way one comprehends the world. To achieve this goal, students must incorporate study of non-Western peoples and cultures into their Division II.
- b. **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.
- c. **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 A (non-Western perspectives) or B (race), into their Division II.

Community Service Requirement

This requirement applies to all students except fall 2008 first-year, non-transfer entrants.



Hampshire's commitment to community-based learning and service emerges in part from the obligation that all institutions of higher learning have to serve the larger communities of which they are a part. This commitment also emerges from Hampshire's distinctive pedagogy, which stresses engaged scholarship and development of the critical inquiry and leadership skills necessary to enable students to participate responsibly in a complex world. The fulfillment of the Community Service requirement should provide the student with the opportunity to contribute in a substantial manner to the college and/or to meeting critical needs as defined by community-based organizations outside the college. The nature of the service provided should complement students' individualized academic programs and encourage them to collaborate in helping communities to address important needs. To the extent possible, Hampshire encourages students to integrate their community-based service learning experiences into their academic work and to document this work through reflective writing in the Division II portfolio. To satisfy the Community Service requirement, students must satisfactorily complete substantial service opportunities that have been approved by the Division II committee and have a written evaluation of their work written and signed by a supervisor familiar with what they did.

Evaluations of community service must be submitted to and recorded by the central records office prior to passing the Division II concentration.

Community Engagement and Learning

This requirement applies to all students except fall 2008 first-year, non-transfer entrants.

In keeping with our educational mission, Hampshire expects every student to contribute something of value to the larger college community as well as 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 & Learning Requirement 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, Hampshire students will design and fulfill their Community Engagement and Learning requirement before the conclusion of their Division II. Engaging in a sustained semester-long equivalent (about 40 hours) of community-based learning, students will demonstrate social responsibility by meeting agreed-upon goals defined by an organization, person, or community on or, more typically, off campus. To the extent possible, these contributions and the engaged learning that results will complement or in some way further a student's academic course of study, and may take many forms. Typical examples are:

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

While integration of the Community Engagement and Learning requirement into the student's area

of concentration is desirable, it is not required, and students may elect to fulfill this requirement before beginning Division II. However, in all cases, students must carefully negotiate their proposed form of community engagement with their advisors and/or Division II committee before initiating the activity in order to determine if it meets the criteria and spirit of this requirement.

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 or on field study. 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 or field study, students must file for Division II prior to the start of their semester off campus.

Students on field study or exchange during the fall semester may enroll in January term courses only with special permission from the dean of academic support and advising. 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 distributed by student financial services and on the student financial services Web site. Fall term Hampshire exchange 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

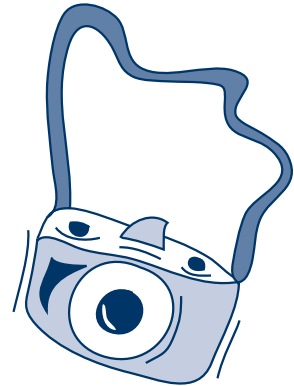
to the Field Study or Exchange section or the center for academic support and advising Web site for more information.

Procedures for Division II Work

Overview

Students begin to formulate a preliminary course of study for Division II during the third semester. As a result of discussions with the faculty, by the end of the third semester (and no later than the beginning of the fourth semester) a Division II committee is formed, which consists 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 criticism, advice, and ongoing evaluation. The process culminates in the presentation of a portfolio consisting of papers written for courses or independent projects, course and field work or internship evaluations, artistic products, and other evidence that the terms of the Division II form 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.

Filing Dates and Deadlines for Division II

Central records publishes the academic calendar detailing the filing deadlines for each academic year.



Procedures

1. Students post a preliminary Division II proposal on TheHub briefly indicating their area(s) of interest for this Division II concentration during their third semester. Students name three potential faculty members who could serve as the chair of the committee and three who could serve as the member (these may be the same three for each). This alerts faculty about which students want them on their committees and sets the stage for students to contact these faculty for face-to-face meetings.
2. Courses taken during the first two semesters of enrollment not used to fulfill Division I 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 requirements, will also become part of the Division II concentration if relevant, even though the Division II has not yet been filed on TheHub.
3. In consultation with the advisor and the potential members of the concentration committee, the student drafts a Division II contract online. 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, 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. The contract also includes a statement of how the student's work relates to the Multiple Cultural Perspectives requirement (see above) and, if possible, how the student plans to fulfill the Community Service requirement.
4. 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, requests that a different faculty member serve as the academic advisor.
5. Students should work on developing their Division II contracts, in consultation with their advisors and relevant faculty members, during their third semester. Toward the end of the third semester, but no later than the beginning of the fourth semester of enrollment, they should post the contract as ready for faculty signatures. Committee members electronically sign the contract, which files it with central records. 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.
6. The initial Division II contract may be and usually is amended or rewritten during the period of work on the concentration. The revised concentration form must be signed by all members of the committee.
7. The student is responsible for fulfilling all the commitments detailed in the Division II contract. Evidence of this will typically include course evaluations, coursework, evaluations for internships and independent studies, research papers and other written work, performances and evaluations of artistic work, the Community Service or Community Engagement and Learning evaluation, and evidence of fulfillment of the Multiple Cultural Perspectives requirement.
8. 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 each of 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.
9. 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, since 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.

10. Prior to the final meeting, students must submit a final revision of the Division II contract on TheHub updating the list of courses and other learning activities included in the concentration. The revision should also include any necessary changes in committee members, community service requirements, and other aspects of the concentration form. The Division II committee should sign the revised contract on TheHub prior to the final meeting.
11. Students must submit their Community Service or Community Engagement and Learning evaluations to central records for recording prior to the final meeting. The evaluation should be on letterhead of the institution where the student provided service, include a description of the work done, and evaluative comments of the student's performance. It should be signed by the evaluator and include the evaluator's name, title, and institutional affiliation.
12. 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.

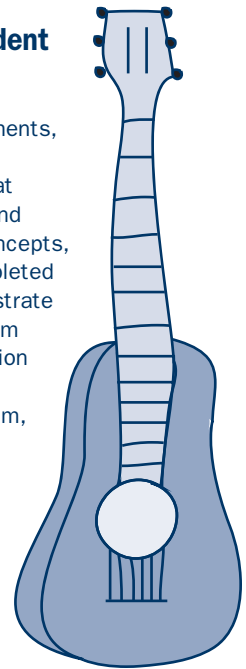
NOTE: Under exceptional circumstances, students who have made accelerated progress in their Division II studies may, with the support of their Division II committee, request to complete Division II at the end of five semesters of enrollment. To do so, students must complete the application form available at the center for academic support and advising and secure written support from both Division II committee members. The full application must be submitted to CASA no later than November 1 or April 1 of a student's fifth semester. The granting of such a request would allow the student to begin the Division III at the beginning of the sixth semester. Division III requires at least two full semesters of enrollment.

Division III

In the final year, students undertake a major independent study 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 study 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 Study Project

Each student designs, implements, and completes an advanced independent study project that encompass 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 committee members.



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 are required to undertake and successfully complete 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. If the student and committee decide on an internship or independent study, that activity and its rationale must be explained in the Division III contract so that when it is reviewed in the School, 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 order for that course to count as an advanced educational activity. Courses taken at another college or university must be pre-approved by the student's Division III committee as suitable for fulfillment of the advanced educational activity requirement.

The work for all advanced educational activities must be completed by the end of the Hampshire College examination period. 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 commencement. Students may not negotiate an incomplete in the final semester for a course used as an advanced activity. Failure to complete any advanced activity—whether advanced course, supervised teaching, internship, or independent study—will result in the student having to complete an advanced 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 semester-long course and fully approved as part of a School's curriculum. Note that the supervised teaching responsibilities of a teaching assistant differ significantly from the duties of a course assistant, which are more limited in scope. A teaching assistant helps plan the course and engages in teaching activities. Those activities include leading discussions, holding office hours for student appointments, and providing feedback on papers and other assignments.

Responsibilities of the College, Schools, and Faculty

The College

The college will undertake to 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.

Procedures for Division III

Filing Division III

To begin work in Division III, each student first forms a Division III committee. The committee must include two Hampshire faculty members, one of whom shall be the chairperson. 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 currently asked to post a preliminary Division III proposal on TheHub 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 online and asks committee members to "sign" the contract indicating approval for the proposed program of study. Since 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, on-line academic year calendar, and the Division III Guide for Students.

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 the student's

committee. Because the student is expected to design and complete an advanced independent study, 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 advanced independent study.

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.

Advanced educational activities 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. The petition process exists only for exceptional circumstances. The Division III counselor in CASA 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 his or her Division III committee and central records by the published deadlines 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 by the published deadlines.

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 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 theatre productions, must take place by this date. If a final meeting does not take place by this deadline, the student will be placed on a September or October extension for graduation and charged with the corresponding fee. If the Division III is passed by the September or October deadline, the degree will be voted the following February.
- All Division III evaluations will be due in central records ten days after the deadline to pass Division III.
- 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 and 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 committee.

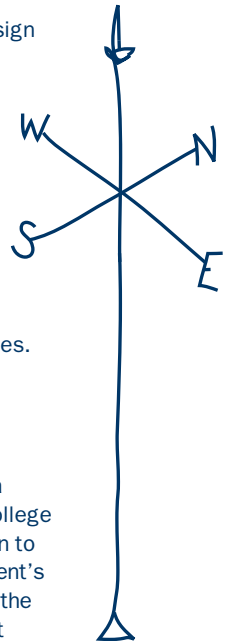
- All final meetings must be held in December by the posted deadline. All final presentations, including film screenings, gallery shows, and theatre productions, must take place by this date. If a final meeting does not take place by this deadline, the student will be placed on a February or March extension for graduation with the corresponding fee. If the Division III is passed by the February or March deadline, the degree will be voted the following May.
- 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 theatre productions, must take place by this date. If a final meeting does not take place by this deadline, the student will be placed on a February or March extension for graduation with 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 members 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, which votes 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 cases, the student may be granted field study or exchange status for the first semester of Division III work. The final semester of Division III must be one of full enrollment on campus, not on field study or exchange.

Examples of field work include participating in internships, engaging in field research, or 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). In order to plan appropriately, students need to consult with the Division III counselor in CASA 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.

Extensions for Division III Work

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 his or her committee must judge how much work remains to be done and how much faculty supervision or other use of the college resources is likely to be required. Students and their Division III committees should discuss the alternatives described and submit the appropriate form to the center for academic support and advising requesting one of the following categories:

1. 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 equivalent to 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 in the fall term and the March deadline 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.

2. If all of the Division III work is complete, except for completion of 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 and/or faculty involvement are required, the student falls into the previous category. Students must meet with the Division III counselor in CASA to discuss requesting any 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 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. See Division III leave policy in the section on Division III.

Division III Funding

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

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 have been 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 admitted to 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 academic support and advising.

Transfer Policy

Transfer students will be required to fulfill all distribution and additional course requirements of Hampshire's first year as well as all Division II and III requirements. Under certain circumstances as described below, college coursework 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 courses offered at Hampshire, be at least a grade of "C" and not recorded as high-school credit. Students who have completed fewer than 15 semester or 23 quarter credits of college work will be considered first-year entrants and should refer to the description of the First-Year Program 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. This policy also applies to Advanced Placement Program (AP) exams with scores of 3, 4, or 5; and International Baccalaureate (IB) Higher Level exams with scores of 5, 6, or 7.

Prior to matriculation, transfer students' transcripts are evaluated to determine which first year course requirements have been fulfilled through transfer work. Any remaining first year requirements must be fulfilled

during the first semester of enrollment. Requirements that have been met will be indicated when students fill out their course preference forms on TheHub during the summer prior to matriculation.

At a meeting for transfer students during orientation, students will receive a computer generated list of the courses from their previous institution(s). The courses that were accepted to satisfy the first year distribution requirements will be noted as such. During the first semester of enrollment students must declare the three additional requirements needed to complete the first year (a total of eight courses) using a form obtained in the central records office. These courses may be from the student's previous institution, Hampshire courses or a combination of both. After receiving the completed form, Central Records will record a Division I pass form which will allow the student to file their Division II contract. Note that all grades and evaluations for the eight Division I courses must be received before the student may file their official Division II contract. Transfer students do not submit Division I retrospective essays.

Each transfer student will negotiate a plan of study with his or her advisor. This plan and the rate of academic progress will be determined in part on the basis of progress toward Hampshire's graduation requirements and the amount of prior coursework used for Division I and II. Transfer courses not used for the completion of Division I are eligible for inclusion in Division II upon approval of the student's committee. Each student's program is individually designed and rates of progress will vary.

Transfer students entering with a least two full-time semesters of prior coursework participate in the preliminary Division II process in their first semester and have until the Division II filing deadline in their second semester of enrollment at Hampshire to file a Division II contract.

Transfer students entering with less than two semesters of prior coursework should consult with the center for academic support and advising during their first semester to establish when to participate in the preliminary Division II process and to file Division II.

The completion date of Division II will be determined by the student's committee with approval by the appropriate dean in the center for academic support and advising. Please see section concerning requirements and procedures for filing Division II.

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

Evaluation Deadlines

Criteria for evaluation are established at the beginning of any learning activity, including courses, independent studies, field studies, teaching assistantships, and other educational activities between instructor and student. Evaluations of internships, field studies, and community service activities written by non-Hampshire supervisors and must be submitted to the student's file in central records. Such activities must be approved in advance by the student's Division II or III chair to be included in the student's divisional work. 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 has completed the course requirement.

Evaluation deadlines may be adjusted if the deadline falls on a weekend. Check the academic calendar for details.

Courses

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 10 days after the end of classes.

January Term: Summaries are due 3 days after the end of classes.

Spring Term: Summaries are due 10 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: If an incomplete is granted, up to one term of active enrollment is allowed for incomplete work to be completed. The evaluation is then due by that semester's course evaluation

deadline. If the evaluation is not submitted by this deadline, the incomplete will be changed to "no evaluation" in the student's transcript.

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.

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.

Guidelines for Academic Progress

Academic Good Standing

Hampshire is committed to the principles of individualized education, where 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.

To be in good academic standing, Division I students must satisfactorily complete all required educational activities. Students who complete fewer than four courses in either of the first two terms will be placed on academic contract, 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 to be able to continue at Hampshire College. Students completing fewer than three courses in a term are subject to academic withdrawal.

For Division II and Division III 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.

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 may include coursework, independent projects, field work, and other learning activities.

The maximum time that a student may take to complete the bachelor's degree work is ten semesters of full-time enrollment.

Insufficient Academic Progress

Students who are not making sufficient academic progress will be placed on an “academic contract” worked out by the center for academic support and advising (CASA) in consultation with the advisor. At the end of a contract semester, the center for academic support and advising 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 satisfy the requirements of an academic contract are subject to academic withdrawal. At the discretion of the advisor and CASA, students may be placed on required leave status in order to complete academic work before returning to full enrollment.

During and at the end of the semester, CASA contacts the instructors of students who are on academic contract via email and requests that they provide feedback on the students' performance. Timely information on students' academic progress allows CASA to assist them in better achieving their academic goals for the semester.

Notification of Parents 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 both the student and the parents of a dependent student in writing 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 his or her 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.

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 an alternative plan of study to his or her advisor and to the committee on exceptions to academic policy.

Depending on the circumstances that motivated the student's request to be allowed to exceed the established maximum period for completion of degree requirements, the student may be required to spend time away from the college before returning. Financial aid eligible students who are granted permission to exceed the maximum period for completing degree requirements will continue to receive financial aid.

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 his or her advisor. The following guidelines are intended to encourage early and frequent discussions between students and advisors concerning the 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.

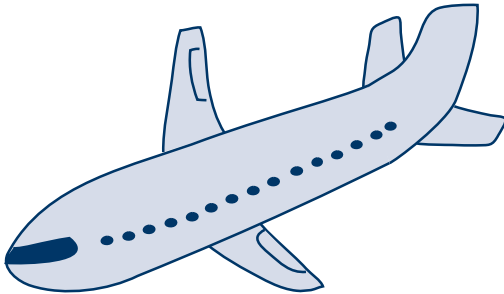
It is important to note that students have a maximum of ten semesters in which to complete all degree requirements.



Filing Dates and Deadlines for Division II and III

Central records publishes the academic calendar detailing the filing deadlines for each academic year.

Field Study, Exchange, Leave, or Withdrawal



Field Study

Field study may be granted for academic study that requires the student to be away from the Hampshire campus for an entire semester. It 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 advising staff is 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 wish to be on field study must be in good academic and disciplinary standing to qualify. The enrollment notification deadline is listed each year in the online academic calendar and tuition information on the student financial services Web site. 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 a limited amount of supervision by a Hampshire College faculty member. A semester of field study is considered a semester of enrollment for the purpose of academic standing (see section on Guidelines for Academic Progress).

Enrollment Status

Students on field study 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 will prepare a letter bearing the college seal.

All students, including those on field study, are automatically enrolled in the Hampshire College health insurance through Gallagher Koster. Medical care coverage is outlined in the college insurance company brochure and on the student financial services Web site. Field study students are required to have insurance. Students have the option to waive the college’s insurance if they are covered under another insurance plan; students who will be studying outside of the U.S. will need to confirm 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 services; the Robert Crown Center; Outdoors and Recreational Athletics Program college-sponsored trips; enrolling; 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 only enroll in January Term courses if they receive special permission from the dean of academic support and advising. 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 distributed by student financial services and with the tuition information on the student financial services Web site.

Appeal Process

Occasionally a student will request permission to be on a field study that does not meet the criteria of the above policy. When extraordinary



circumstances prevail, a petition may be submitted to the committee on exceptions to academic policy requesting an exception to the policy. Initial consultation should be held with the center for academic support and advising.

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 Web site.

Financial Aid

Refer to the financial aid Web site.

Procedures for Filing Field Study

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

1. Field study forms are available from the center for academic support and advising.
2. A meeting with the advisor (Division II or Division III chair) who will be supervising the work during the field study or exchange 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.
3. 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.
4. Filing for field study requires the signature of the following people: academic advisor, the housing coordinator, the manager of student accounts, the director of financial aid (for financial aid students), the assistant dean of global education (for students traveling outside the United States), and, finally, a member of the center for academic support and advising staff.

A \$500 late enrollment notification fee is assessed if field study form is not filed in CASA by the enrollment notification deadline. The enrollment notification deadline is listed each year in the online

academic calendar and with tuition information on the student financial services Web site. 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 staff member the following week. Occasionally a student will find that his or her 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 in order to discuss the situation.

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

International Students

International students must consult with the international student advisor regarding visa implications of field study. The advisor is located 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 of his or her intention to return by the November and April enrollment deadline. Students on field study who plan to return to the college the following semester must notify CASA in writing. Students should refer to online forms and information on the Hampshire College Web site. If CASA is not notified of the student's plans for the term following the field study by the notification deadline, he or she will be withdrawn from the college. Other information regarding returning to Hampshire is also included at this Web site.

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.

Exchange

Exchange is the term for participation in a Hampshire-sponsored program at another site away from the college. All Hampshire Exchange programs (both international and domestic) are administered by the Global Education Office (GEO). 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 Web site and extensively advertised 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 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 section on Guidelines for Academic Progress).

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 will prepare a letter bearing the college seal.

All students, including those on exchange, are automatically enrolled in the Hampshire College health insurance through Gallagher Koster. Medical care coverage is outlined in the college insurance company brochure and on the student financial services Web site. Exchange students are required to have insurance. Students have the option to waive the college's insurance if they are covered under another insurance plan; students who will be studying outside of the U.S. will need to confirm 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 services; the Robert Crown Center; Outdoors and Recreational Athletics Program college-sponsored trips; enrolling; 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 only enroll in January Term courses if they receive special permission from the dean of academic support and advising. 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 room and board fees on a program by program basis.

Appeal Process

Occasionally a student will request permission to participate in an exchange program that does not meet the criteria of the above policy. When extraordinary circumstances prevail, a petition may be submitted to the committee on exceptions to academic policy requesting an exception to the policy. Initial consultation should be held with the center for academic support and advising.

Financial Aid

Refer to the financial aid Web site.

Procedures for Exchange

Students must work closely with the global education office 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.

1. 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 counselor in CASA.
2. 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.
3. Filing for exchange requires the signature of the following people: academic advisor, the housing coordinator, the manager of student accounts, the director of financial aid (for financial aid students), the assistant dean of global education (for students traveling outside the United States), and, finally, 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 must consult with the international student advisor regarding visa implications of exchange. The advisor is located in the Lebrón-Wiggins-Pran Cultural Center.

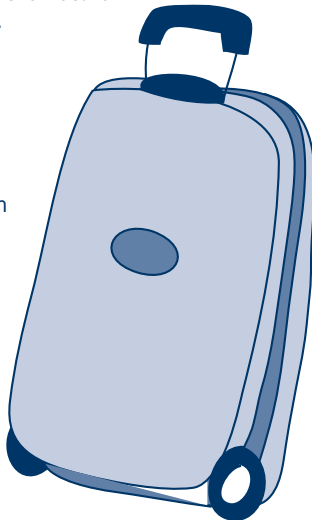
Returning from Exchange

In order to preregister for courses or participate in the on-campus room choosing lottery process, the student must notify CASA of his or her 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 in writing. Students should refer to online forms and information on the Hampshire College Web site. Other information regarding returning to Hampshire is also included at this Web site. If CASA is not notified of the student's plans for the term following the exchange by the notification deadline, he or she will be withdrawn from the college.

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. Leave of absence for one or two terms may be granted to any student in academic good standing. 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 concentration form 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 services, the Outdoors Program and Recreational Athletics college-sponsored trips, enrolling, 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 Web site. Supplemental insurance does not cover a student for care at the Hampshire College or University of Massachusetts Amherst health services.

January Term is considered part of the fall semester. Students on leave of absence during the fall semester may not enroll in January Term courses.

Procedure for Filing for Leave of Absence

The form for filing for leave of absence should be obtained from CASA. Members of the staff are available to talk with students about their plans. The form requires signatures from the student's advisor, the housing coordinator, the director of financial aid (for financial aid students), and a CASA dean. Students taking a leave of absence are responsible for communicating with CASA regarding their plans for the following term. Students should refer to online forms and information on the Hampshire College Web site. If CASA is not notified of the student's plans for the term following the leave by the notification deadline, he or she will be withdrawn.

Deadlines and Fees

The leave of absence fee is \$300 for each term. A \$500 late enrollment notification fee is assessed if leave forms are not filed in CASA by the enrollment notification deadline. The enrollment notification deadline is listed each year in the online academic calendar and tuition information on the student financial services Web site.

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

Vacating Student Rooms

Students who go on leave must vacate their on-campus rooms within 48 hours after the date on which the leave is scheduled to begin. All residential keys must be returned to the appropriate house office upon a student's departure. Failure to comply with this policy may result in additional charges commensurate with the amount of time a student has taken to vacate his/her room or to make arrangements with the house office to have articles moved to storage.

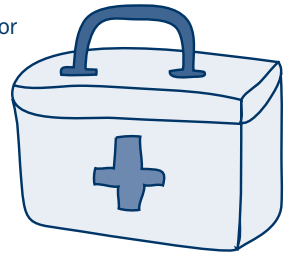
Students Extending Leave of Absence

Students on leave of absence who wish to extend their leave must notify the center for academic support and advising of their intent to remain on leave. Extensions of leave, along with extensions of financial aid eligibility beyond one year, require special permission from the center for academic support and advising.

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 Services (x5458) to obtain the proper forms for medical verification of their need to leave the college. All medical leaves are processed through Health Services and CASA. 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);



exceptions to this restriction must be approved in advance by the dean of student services. A student on voluntary or involuntary medical leave may also be restricted from entering the campus during the leave period; the student will receive written notice of any such restrictions.

Students on medical leave must complete a readmissions application. Refer to Readmissions section.

Students who have waived insurance coverage for the preceding term, are not eligible to apply for insurance while on medical leave. Students enrolled in the insurance plan are eligible for coverage for a maximum of two semesters. Insurance must be requested. Refer to the student financial services Web site 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 Web site, studentaccounts.hampshire.edu, for the refund schedule. Factors determining the amount of the refund include the date of leave, the type of leave, and the financial aid status of the student. Upon leave, financial aid students may have a part of their aid returned to the programs that assisted them as mandated by the federal return of funds formula. Returns are applied in the following order: federal student and parent loans, federal grants, college and outside grants and scholarships. Students will be responsible for a balance due created by the return of funds process.

Vacating Student Rooms

Students who go on medical leave must vacate their on-campus rooms within 48 hours after the date on which the leave is scheduled to begin, as approved by health services or student services personnel. All



residential keys must be returned to the appropriate house office upon a student's departure. Failure to comply with this policy may result in additional charges commensurate with the amount of time a student has taken to vacate his/her room or to make arrangements with the house office to have articles moved to storage.

International Students

International students must consult with the international student advisor regarding visa implications of medical leave. The advisor is located in the Lebrón-Wiggins-Pran Cultural Center.

Relation of Medical Leaves 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, and any outstanding work will be evaluated upon the student's return to the college. Students beginning a medical leave within the last two weeks of the semester, however, may request an exception to this policy. Students may submit to the dean of the center for academic support and advising a proposal (one page) describing a plan to complete work on time. If the exception is granted, the work will be evaluated and the current semester counted as a semester of enrollment.

Duration of Medical Leaves

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 described below.

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

Students who desire to return to the college after any medical leave (voluntary or involuntary) must follow the Readmission Policy described below.

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 usually will be addressed through the college's disciplinary process. 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. The college may place the student on involuntary medical leave. Where, prior to being placed on an involuntary medical leave, a student requests to take a voluntary medical leave, he/she 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 student services will make an assessment of the student's ability to participate in the college's academic, residential, or social environment. This assessment normally will begin with a meeting with the student at which the dean 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 by the



dean will 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.

- The dean of student services 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 dean's assessment results in a decision to place the student on involuntary medical leave, the dean will inform the student of his or her 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 within ten (10) business days of receiving notice of the decision. The student also may utilize the Section 504 complaint procedure referred to in the Disabilities' Policy section of this handbook.
- The college may immediately suspend a student from the campus and/or from student housing if it determines that such immediate action is warranted due to: (a) imminent risk of substantial harm to the health/safety of the student or others; (b) the student's refusal to participate in any part of the above-described process; or (c) a senior administrator's determination that such action is necessary under the circumstances then known to him or her. Following an immediate interim suspension, the dean of student services 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, including those for readmission.

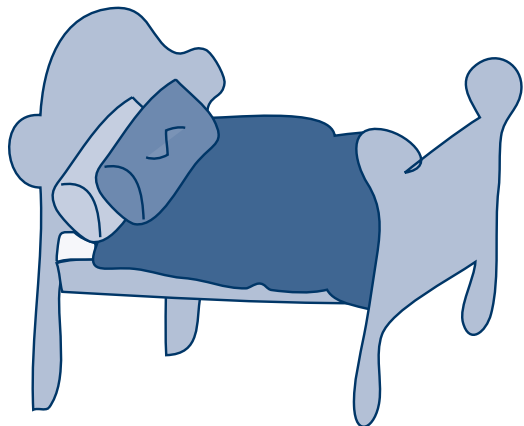
Withdrawal

Students who wish to withdraw from Hampshire College must complete a withdrawal form, which is available from the center for academic and advising. Members of the staff are available to talk with students about their plans. The form requires signatures from the student's advisor, the housing coordinator, the director of financial aid (for financial aid students), and a CASA dean.

Deadlines and Fees

A \$500 late enrollment notification fee is assessed if withdrawal forms are not filed in CASA by the enrollment notification deadline. The enrollment notification deadline is listed each year in the online academic calendar and tuition information on the student financial services Web site.

A change of status from fully enrolled to withdraw 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 Web site, studentaccounts.hampshire.edu, for the refund schedule. Factors determining the amount of the refund include the date of leave, the type of leave, and the financial aid status of the student. Upon 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.





Vacating Student Rooms

Students who withdraw must vacate their on-campus rooms within 48 hours after the date the withdrawal form is submitted. All residential keys must be returned to the appropriate house office upon a student's departure. Failure to comply with this policy may result in additional charges commensurate with the amount of time a student has taken to vacate his/her room or to make arrangements with the house office to have articles moved to storage.

Readmission Policy

Students seeking readmission to the college are required to submit an application to the center for academic support and advising (CASA) 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 file, and all other relevant documents, are reviewed by the Readmissions Committee. The committee may also consult with faculty or other pertinent persons, including 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 May 1 for readmission for the fall term. (Note: Deadlines for participating in course preregistration and the on-campus room choosing lottery may be earlier than those required by the Readmission Committee. Students are responsible for meeting all applicable deadlines.) Readmission materials are submitted to CASA. 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 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 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 early in the process.

These deadlines may be earlier than those required by the Readmissions Committee. International students should also contact the cultural center 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 the 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.

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. The center for academic support and advising 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 of the center for academic support and advising are available to answer any questions about readmission.

A student whose leave or withdrawal was due to academic, administrative, disciplinary, financial, or medical reasons must apply for readmission through CASA and must fulfill additional requirements as set forth below. The student must submit a personal statement to CASA explaining how the circumstances which led to the leave have been addressed. In addition to the requirements listed below, the college 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.

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

A student who has been administratively withdrawn from the college because he or she has not informed the college of his or her plans regarding return to the college 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 services. Health services will notify the center for academic support and advising 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 included in the criteria used to determine readiness to re-enter 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 has notified CASA that the student's account has been paid in full.

Readmission after Medical Leave

The student must submit a letter to CASA from a qualified health professional that includes 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;

and (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 his/her health professional. In specific cases, additional requirements are possible. This information will be held confidential by college health officers and the Readmissions Committee to the extent practicable.

Ethics of Scholarship

Hampshire College is part of a broader community of scholars, a community where ideas, hypotheses, new concepts, and carefully established facts are the currency. None of us, faculty or students, 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 the next couple of pages for the proper acknowledgment of sources upon which we draw for course 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 wish to review the evidence, consider other interpretations, or to 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. Writers who fail to note sources are, at best, ignorant, and, at worst, dishonest. Unacknowledged borrowing from the work of others in any medium is a fundamental repudiation of the deepest values of the academic community.

Plagiarism

Plagiarism (from the Latin for "kidnapper") is a term covering everything from inadvertently passing off as one's own the work of another because of ignorance, time constraints, or careless note-taking, to 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.



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. The use of secondary source material is permissible when properly cited.



False Data

Data fabricated or altered in a laboratory experiment or field project is an instance of academic fraud. While it is not plagiarism, it is clearly a first cousin and it is not acceptable.

Intentional Poor Documentation

As scholarly writers, we are expected to acknowledge our indebtedness for ideas, phrases, sentences, charts, diagrams, figures, and for longer verbatim quotations.

Writers prepare for this necessity by taking careful notes on exact wording and spelling, page numbers, and source identification. 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 on line.

Papers Written by Others

Presenting papers or sections of papers (including Web sites) bought, borrowed, or stolen from others as one's own is the most blatant form of plagiarism. There is no conceivable 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 overemphasized. At Hampshire College, students are encouraged to collaborate on work for courses, work for Division II, and even Division III "independent study 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 recognize their indebtedness to colleagues who have criticized their work in footnotes or reference lists. 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.

Unacknowledged Multiple Submission

Using the same paper 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 illegitimate. However, such multiple submission is entirely acceptable if that borrowing is agreed to by the parties involved. It is, in fact, encouraged at Hampshire College when students want to pursue an idea further or when they have undertaken work well beyond that required for the original purpose of the paper or presentation.

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. Allegations of academic dishonesty are most likely to arise from work done in a course or for a divisional project. The accusation is usually brought by a member of the college faculty. When it is clear to a faculty member that a charge of plagiarism is appropriate, the procedure is as follows:

1. Consultation with the School dean and dean of academic support and advising: The faculty member will inform the student, the School



dean, and the dean of academic support and advising of the accusation. Both the faculty member and the student will meet with the School dean who will a) consult with the center for academic support and advising to see if there are previous incidents, b) hear both sides, and c) recommend a course of action. If the School dean concurs with the charge of academic dishonesty and determines that it is a first offense, s/he will choose one of the following options, depending on the seriousness of the offense:

- a. Write a letter of warning to the student, with a copy to the dean of academic support and advising; or
 - b. Refer the matter to the dean of academic support and advising, who will write a letter of warning to the student. In addition to the letter of warning, further sanctions available at stage 1a. or 1b. may include removal of all record of the course being taken (in the case of plagiarism in a course paper), or a decision to set aside the project in question and require the student to do an alternate project on a different topic with a different committee (unless the committee concerned agrees to continue working with the student).
 - c. In cases of egregious violation, the School dean or dean of academic support and advising may refer the case to the dean of student services for disciplinary action, as outlined below.
2. Referral of the case to the dean of student services for disciplinary action: Second or multiple offenses concerning plagiarism or other violations of the ethics of scholarship (as well as egregious first offenses) will be referred by the School dean or the dean of academic support and advising to the dean of student services for further disciplinary action. The dean of student services will consult with the dean of the faculty in deciding disciplinary action. Sanctions available include disciplinary probation, suspension, or expulsion from the college.
 3. Appeals: The student has the right to appeal the finding of academic dishonesty and/or disciplinary sanction to the president.
 4. Record of cases of academic dishonesty: All cases of academic dishonesty should be reported in writing to the dean of academic support and advising. A record of all cases will be maintained

by the center for academic support and advising. The center for academic support and advising will be responsible for monitoring recommended actions and ensuring appropriate confidentiality. The center for academic support and advising will also keep a summary of all cases, without identifying specifics, to aid in determining appropriate action.

(The student handbooks of Amherst, Mount Holyoke, and Smith Colleges and of Princeton University were employed extensively as source material in drafting the above statement on Ethics of Scholarship.)

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 must agree to this policy in order to use these resources.

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 e-mail, are issued to all students at time of enrollment and remain in effect as long as the student maintains a 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 e-mail 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 e-mail accounts in perpetuity as alums 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 his/her 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 a way that violates the college's sexual harassment or nondiscrimination policies.

The college believes in freedom of speech regardless of the medium used for communication and does not wish to act as a censor of information on college resources, including Web page content. However, the college will investigate complaints arising either from 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 and academic integrity apply to coursework completed on computers, network, and Web resources just as they do with any other type of coursework. Students should be aware of and abide by all applicable copyright laws and licenses.



Governance





Hampshire College encourages students to participate in community governance. Students have many opportunities to take an active part in shaping campus policy and making decisions affecting academic and student life issues. In fact, most committees and governance bodies require student membership. The degree of involvement ranges from being elected the student trustee, to serving as a Community Council member, to attending School meetings, to serving on a house director search committee.

The college has set aside time during each week when classes are not scheduled so that community members may participate in governance activities. This “governance time” is Tuesday, beginning at 3 P.M., throughout the academic year. During this time governing boards regularly meet. Meetings of all governance bodies are generally open to the community.

This section discusses some of the important governance positions and committees that require student involvement. For more information on various governing boards on campus, consult the Hampshire College Constitution, trustee bylaws, or Community Council bylaws, or inquire in the dean of faculty and Community Council offices.

Student Trustee and Alternate to the Board of Trustees

According to the bylaws, the trustees have general supervision and control over the property and affairs of the college. They formulate and oversee educational and fiscal policy; appoint officers and set the terms of their employment; make rules to ensure the good government of the college; fix tuition and other fees; and confer all honors and degrees. There are currently 24 members of the board of trustees, including one member of the faculty, one staff person, and one student. The president of the college is also a member of the board. The board also provides for a nonvoting student trustee alternate.

The student trustee and the trustee alternate are expected to attend and to participate in four meetings per year of the board of trustees: three at Hampshire College (usually on Friday), in October, May, and June; and one off campus in January.

Student trustees are also expected to attend and to participate in meetings of various committees of the board. In addition to presenting students’ concerns and viewpoints to the board, the student trustee and student trustee alternate are expected to report back to their constituencies, formally and informally, on matters taken up by the trustees.

A student candidate must have been enrolled for one full academic year or be a transfer student who has completed one academic year elsewhere as well as one semester at Hampshire, and must be in good academic standing. The student trustee alternate must make a two-year commitment, so candidates must plan to be on campus for two years; students planning to go on field study or leave are not eligible. An incumbent is not eligible for reelection except when the incumbent filled an unexpired term. The student trustee alternate must be a nonvoting member of the board for the first year of service, and will automatically become the voting student trustee for the second year.

Student Representatives to Committees of the Board of Trustees

The Board of Trustees of Hampshire College is currently made up of 24 members. Due to the large volume of business required of the board, much of the work and detailed discussion is delegated to various committees of the board. Most committees include, besides trustees, an elected student representative, an elected staff representative, and an elected faculty representative.

They discuss concerns and proposals that fall within their area of responsibility, and they make recommendations to the full board of trustees about action to be taken. In general, they meet for one to two hours, three or four times a year. Occasionally committees convene in between regularly scheduled board sessions.

Any student who has been fully enrolled for at least two semesters, who is in good academic standing, and who will make a one-year commitment is eligible. Incumbents are eligible to run for a second term. Students planning to go on leave or field study are not eligible.



Current Committees of the Board of Trustees

- Admissions Committee: reviews and discusses admissions strategies and procedures.
- Buildings and Grounds Committee: considers policies affecting the physical plant, land use, construction, etc.
- Campus Life Committee: considers policies affecting nonacademic aspects of student and community life.
- Educational Policy Committee: considers policies and trustee actions bearing on the faculty and the academic program.
- Finance Committee: oversees the financial affairs of the college, i.e., budgets, cash flow. This representative will also serve as ex officio member of CHOIR (Committee at Hampshire on Investment Responsibility).
- Subcommittee on Investment Responsibility (CHOIR): reviews the college's investments and, as necessary, recommends changes, in accordance with established guidelines.
- Resources Committee: reviews the progress of fund-raising, alumni affairs, and development strategies.
- For more information about student participation on trustees committees or becoming a student trustee, inquire in the office of the secretary of the college, x5780.

Investment Practices of the College

The Board of Trustees of Hampshire College follows a policy designed to ensure that the college's funds are invested in socially responsible companies. The policy was developed by CHOIR (Committee on Hampshire Investment Responsibility), a subcommittee of the board's Finance Committee consisting of trustees, faculty, students, and staff. Because students have asked that the college review its investment policy, it is posted online for the convenience of those interested. Visit the Governance section of the Hampshire College Intranet for more information.

Community Council

Community Council is responsible for the quality of life on campus and the well-being of the college community. Community Council allocates funds from the student activities fee, which each Hampshire student pays. These fees fund various student groups, on-campus activities, and house programs as well as community-wide expenditures including the PVTA bus service fee and the UMass Amherst Fine Arts Center fee. Community Council is composed of students, staff, administration, and faculty serving together. Council meets weekly during governance time, 3:30–5 P.M. every Tuesday, in the Community Council Office, which is located in the rear of the Airport Lounge on the second floor of the Johnson Library Center. Council's meetings and minutes are open to the community. To learn more, call the office at x5708, e-mail at ccouncil@hampshire.edu, or visit the Web site at council.hampshire.edu.

Financial Committee (FiCOM)

The Financial Committee is the subcommittee of Community Council that is responsible for the distribution of the student activities fee. FiCom funds groups on a semester basis. To be on the agenda, a written request must be submitted to the box outside of the council office door one week in advance. FiCom is student-run and has both elected officers and at-large members. FiCom's office is located in the back right of the Airport Lounge in the library.

Committee on Community Activities (COCA)

COCA is the subcommittee of Community Council that plans large-scale events that are open to the Hampshire community. They receive significant funding from FiCom. COCA funds and organizes Hampshire Halloween in the fall and Spring Jam, and cosponsors many other events. COCA is student-run and anyone can join. For more information, write to coca@hampshire.edu. Community Council, COCA, and COCD share an office space in the far rear of the Airport Lounge in the library.

Committee on Community Development (COCD)

COCD is a subcommittee of Community Council that addresses issues of community space, resources, and services at Hampshire. Past projects include initiating the Airport Lounge and supporting the ongoing renewal of the Cultural Center, Women's Center, and Queer Community Alliance Center. COCD is student-run and anyone can join. Community Council, COCA, and COCD share an office space in the far rear of the Airport Lounge in the library.

All-Community Meetings

At least once each semester, Community Council coordinates and facilitates a meeting of all members of the campus community. This is an opportunity for students, staff, and faculty to come together to address concerns, to make proposals, and to ask questions related to current campus issues. Community Council solicits suggestions for the agenda from community members prior to each meeting. For more information and meeting dates, inquire in the Community Council office. Additional all-community meetings may be called by the president or the dean of student services.

Educational Policy Council (EPC)

This board is responsible for the many academic aspects of the college. Student members are elected to the board. EPC is composed of three faculty from each of the larger schools (NS, SS, and HACU) and two faculty from CS and IA. Each School also has a student representative to EPC. There are two staff members. Discussions regarding any educational policy change happen in EPC and then are forwarded on to the faculty for final approval. Meetings are open to all: 3:30 P.M., Tuesdays (except first Tuesday of the month), Faculty/Staff Lounge. For more information, contact EPC Secretary Linda Mollison at x5543 or lmollison@hampshire.edu.

Disciplinary Council

Three students are elected members of this board, which hears and decides on matters involving

interpretation of the constitution or any rule of the college. For more information inquire in the dean of faculty office.

School Membership

Hampshire's Schools have involved students in School meetings and committees since the first year of the college. Student membership is welcome and valued. As School members, students represent their own and other students' concerns in the forum of the School meetings. Students are eligible to participate in discussions and decision-making processes that constitute the business of School meetings. Students may also be responsible for reading reappointment files and deciding on faculty reappointments and promotions. In addition, students may serve on other committees as a student representative (searches, all-College committees, etc.). For more information, inquire in the School offices.

Student Membership in the School of Cognitive Science

Student members in the School of Cognitive Science are full voting members and are responsible for attending School meetings, serving on School and college committees, and, in general, contributing to the functioning of the School. Any fully enrolled Hampshire student who does not currently hold a School membership in another School is eligible. School meetings are scheduled on Thursdays at 3:30 P.M. in Adele Simmons Hall. For information about application procedures, call or visit the School office.

Student Membership in the School of Humanities, Arts, and Cultural Studies

To apply for membership in the School of Humanities, Arts, and Cultural Studies a student must have passed the HACU Division I and preferably have filed Division II in Humanities, Arts, and Cultural Studies. Students are required to submit a short paragraph stating why they would like to become a student member of the School. This letter must include the student's area of concentration,



campus box number, and campus phone extension. The School tries to balance the number of student members in the arts with those in the humanities. Mail application letter to the assistant to the dean, box HA, by the third week in September. The School as a whole will vote on student applications at a School meeting. Students have a single vote on all matters requiring a vote. A community service evaluation is available for those who serve as student members. School meetings take place Thursdays at 3:30 P.M. in Emily Dickinson Hall.

Student Membership in the School of Interdisciplinary Arts

The five student members in the School of Interdisciplinary Arts are full voting members and are responsible for attending the School meetings, serving on School and college committees, and, in general, contributing to the functioning of the School. Any fully enrolled Hampshire student who does not hold a school membership in another School is eligible.

School meetings are scheduled on Thursdays at 3:30 P.M. in the Writing Center. For information about application procedures, call or visit the School office.

Student Membership in the School of Natural Science

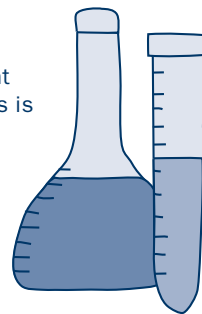
School meetings are held every Monday of each semester from noon to 1:20 P.M. in Cole Science Center, room 114. All students who attend School meetings on a regular basis are considered members of the School and are eligible to participate in all discussions and decision-making



processes. Decisions are made by consensus. Student participation on committees is encouraged.

Student Membership in the School of Social Science

The School of Social Science has an active student membership, a portion of which is renewed each term. Student members select from among themselves a group of six or seven voting members to vote on faculty hiring, promotions, and reappointment. Social Science meets about twice a month on Thursdays at 3:30 P.M. in FPH. For information about application procedures, call or visit the School office.



Student Involvement in the Reappointment of Faculty

Students have always been considered an integral part of college decision making. The high regard that the community has for student judgment and perception is clearly reflected in the fact that students participate in the decisions regarding faculty reappointments and promotions. This participation takes two forms:

1. Students are strongly encouraged to submit letters for files of faculty members who are up for reappointment. A list of such faculty members is printed in the school newspaper in the fall, with information as to where material may be sent. Student letters are most helpful when they describe in some detail the ways in which the student has worked with the faculty member and present an evaluation of the learning experience. It is not necessary for students to conclude with a recommendation for or against reappointment or promotion. Many factors are considered in the final judgment. A procedure established in 1979 allows students to submit confidential information to a faculty committee established in each of the Schools. A summary of the content and context of a student's information is placed by the committee in the candidate's open reappointment file. The name of the student is withheld.

2. Student members of all Schools participate in the reappointment process at that level. In addition, students are members of the Hampshire College Committee on Faculty Reappointments and Promotions (CCFRAP). CCFRAP makes recommendations on faculty reappointments and promotions to the president. Two students, elected early in the fall semester (and who must be voting members of a School), are members for a one-year term.

Student Services Committees and Task Forces

The division of student services offers many opportunities for student involvement on various committees and task forces related to student life issues. Students are members of search committees for student services staff. Recent committees in which students participated are searches for public safety officers and residential life house directors. Students are also members of student services task forces. Recent task forces have included the New Student Residence Task Force. For more information about student opportunities on student services committees and task forces, inquire in the student services office.

Students take part in the Community Review Board (CRB), which is the community-based disciplinary board comprising three students, two faculty, and one staff member.

See Community Standards, Policies, and Procedures section for information relating to the selection of CRB members.

Housing Advisory Committee (HAC)

HAC is a committee of students and staff who meet on an ad hoc basis to review and make recommendations relating to housing policy and room choosing procedures. HAC meetings are seasonal. They meet on Thursdays at 3 p.m. in the Merrill House living room. Meetings are open to all Hampshire College community members. HAC is always seeking more student involvement. For more information, contact HAC chair Linda Mollison at lmollison@hampshire.edu or x5543. Linda Mollison is the director of housing

operations. When HAC is meeting, those unable to attend can join the discussion on the ResLife discussion board at discussion.hampshire.edu.

Campus Facility Committees

Students are strongly encouraged to participate in campus planning and in the long-term planning for the future of Hampshire College. The campus planning office maintains a Web site that provides up-to-date information about various committees, current memberships, and projects related to college planning and the Sustainable Campus Plan. All planning committees involve students and a broad range of faculty and staff. For more information, visit the Campus Planning Web site at www.hampshire.edu/cms/index.php?id=194.

Campus Planning Committee

The Campus Planning Committee reviews, advises, and recommends for approval facility and land-use projects related to the core of the campus. Its recent efforts have been directed toward projects associated with the Facilities Refurbish and Renewal Program and the planning and implementation of the Core and Community Cohesion initiatives, identified as a result of the Sustainable Campus Planning effort.

Facilities Refurbish and Renewal Program

The Facilities Refurbish and Renewal Program is an ongoing program designed to address health and safety, deferred maintenance, and facilities renewal needs of the college's buildings and grounds.

Under the direction and approval of the board of trustees, Phase I, a five-year, \$12 million investment, is to be directed toward the refurbishment and renewal of student housing, along with academic and community spaces. It is also intended to begin to address critical building infrastructure needs and landscape repair and renewal.

Phase I projects were selected from information gathered from surveys and studies conducted by the college, recommendations of the Sustainable Campus Plan, and in support of the college's Strategic Plan. The studies include the Facilities Condition Assessment, Maguire Study, admissions

surveys, and the Retention Committee findings. Representatives of the physical plant, the Campus Planning Committee, and the Trustees Buildings and Grounds Committee also helped to develop the list of recommended projects.

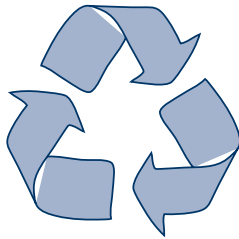
The projects and descriptions listed represent a large portion of Phase I of the college's Facilities Refurbish and Renewal Program. In addition to those listed, there are a number of health, safety, and infrastructure-related projects that have either been recently completed, are currently being implemented, or are in the planning stage.

The funds have been allocated approximately as follows: Residence Hall Improvements—73 percent, Academic Space Repairs and Upgrades—15 percent, Landscape and Exterior Repairs and Upgrades—7 percent, Social Spaces—3 percent, Admin Spaces Repairs and Upgrades—2 percent. Health and safety and deferred maintenance projects are included within the areas listed. Additional social space upgrades are included in the residence hall improvements.

Sustainable Campus Plan

The Sustainable Campus Plan seeks to 1) advance the college's distinctive educational program by modeling how the campus and community can be a laboratory for experimentation and demonstration of sustainable development principles; and 2) strengthen the college as an educational enterprise that is itself sustainable, qualitatively and financially.

For information on Sustainable Campus Plan committees and activities, visit plan.hampshire.edu or call the campus planning office at x5612.



Students Ineligible to Run for or Hold Elected Office

Students in poor academic standing or on disciplinary probation forfeit the privilege to run for or hold elected office. Students wishing to appeal must do so in writing to the 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, one faculty member of the Educational Policy Council for matters of academic standing, the dean of student services, a staff community council member, and a student community council member for matters of disciplinary probation.

Notification of Jury Duty Law

According to the Office of Jury Commissioner of the Commonwealth of Massachusetts, "Every U.S. Citizen 17 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 of Jury Commissioner (1.800.THE.JURY/1.800.843.5879). Further information can be found on the Office of Jury Commissioner's Web site at www.massjury.com.

Voter Registration



As a part of the Higher Education Amendment, Hampshire College must provide you with the opportunity to register to vote. To request a mail-in voter registration form online, visit www.state.ma.us/sec/ele/elestu/stuidx.htm. 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, Room 1705, McCormack Building, One Ashburton Place, Boston, MA 02108; 617.727.2828 or 800.462.8683.

Other Resources and Contacts





WHOM TO CALL AND WHERE TO FIND

On Campus

| | |
|---|--|
| Academic policy questions/concerns..... | Center for Academic Support and Advising (CASA), x5498 |
| Activities..... | Student Development and Community Leadership, x6005 |
| Address change..... | Central Records Office, x5421 (if leaving campus, complete forwarding form at Post Office) |
| Admissions volunteers..... | Admissions Center, x5471 |
| Advertisements/publicity..... | intranet.hampshire.edu, The Climax; SDCL; Magic Board; House Offices |
| Advisors, assignment of, changing..... | Center for Academic Support and Advising (CASA), x5498 |
| Alcohol and drug policy questions/concerns..... | Student Services Office, x5412 |
| All-Community Meetings..... | contact Community Council, ccouncil@hampshire.edu, or Student Services, x5412 |
| All-Student e-mail (or all-campus e-mail)..... | intranet.hampshire.edu or contact Student Services, x5412 |
| Alumni connections, addresses for alumni..... | Career Options Resource Center (CORC), 5445 |
| Audio/visual equipment..... | Media Services, x5759 |
| Bills, tuition, and fees..... | Student Financial Services, x5497 |
| Blood drives..... | sponsored each term by OPRA, x5470 |
| Books, supplies, novelties..... | Bookstore, x6000; and Textbook Department, x5795 |
| Bus tickets..... | Bookstore, x5437; www.peterpanbus.com or bus station in downtown Amherst |
| Career services/advice..... | Career Options Resource Center, x5520 or x5385 |
| Catering services..... | Sodexo Food Services, x5750 |
| Check cashing, student payroll checks only..... | Student Financial Services, during posted times only, x5484 |
| Child care | Children's Center, x5706 |
| Coffee..... | Airport Lounge, Dining Commons, house offices, Bridge Café, The Tavern, Bookstore |
| Cold self-care kits..... | available through Health Services, x5458 |
| College Committee on Faculty Reappointment and Promotions (CCFRAP)..... | Dean of Faculty Office, x5378 |
| Commencement (graduation), information about..... | commencement.hampshire.edu |
| Community Council..... | ccouncil@hampshire.edu, x5708 |
| Community Health Collaborative..... | Women's Center, x5743 |
| Community Review Board..... | to file a complaint, visit the Student Services Office, x5412 |
| Computers, problems with..... | Computing Help Desk, x5418 |
| Counselor Advocates (CAs)..... | x6998 |
| Course listings..... | thehub.hampshire.edu |
| Dance box office | x5889 |
| Dean of Students Office..... | Student Services, x5412 |
| Disciplinary Council..... | Dean of Faculty Office, x5378 |
| Disabilities, services and programs..... | Center for Academic Support and Advising (CASA), x5498 |
| Employment, on-campus..... | Student Employment, x5484 |



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| Educational Policy Committee (EPC)..... | Dean of Faculty Office, x5378 |
| FiCom..... | ficom@hampshire.edu , x5868 |
| Financial aid..... | Student Financial Services, x5484 |
| Five-College course registration..... | Central Records, x5421 |
| Food...Dining commons, x5750; Bridge Cafe, x3173; The Tavern; Bookstore, x6000; Mixed Nuts Co-op; Farm Center | |
| Gift certificates..... | Bookstore, x6000 |
| Graduate schools..... | Career Options Resource Center (CORC), x5445 |
| Grants, Lemelson..... | Lemelson National Program in Invention, Innovation, and Creativity, x5318 |
| Grants, Threshold..... | Dean of Faculty Office, x5378 |
| GRE (Graduate Record Exam)..... | Career Options Resource Center (CORC), x5445 |
| Guest policies..... | House Offices, or Housing Office, x5543 |
| Hampfest (Student Groups and Activities Fair)..... | held at the start of each semester, contact SDCL, x6005 |
| Health education information..... | Community Health Educator, x5743 |
| Health services..... | Health Services, x5458 |
| Heat problems..... | Call house offices (if after hours call switchboard, x5456) |
| HIV testing..... | Health Services, x5458 |
| House interns selection, training..... | call house offices |
| House offices..... | Dakin x5564, Merrill x5453, Prescott x5463, Greenwich/Enfield, x5383 |
| Housing Advisory Committee (HAC)..... | Housing Office, x5543 |
| Housing information..... | Housing Office, x5543 |
| ID cards, replacement of..... | Student Financial Services, x5497 |
| Immunization forms..... | Health Services, x5458 |
| Information, campus..... | Switchboard, x5456 |
| Insurance, student health..... | Student Financial Services, x5497 |
| Inter-library loan..... | Library, x5475 |
| International student exchange programs..... | Global Education Office, x5542 |
| International students, advisor for..... | Lebrón-Wiggins-Pran Cultural Center, x5415 |
| Internships..... | CORC, x5445; CPSC, x5395 |
| Intramural sports..... | Outdoors Program and Recreational Athletics (OPRA), x5470 |
| Job interviews..... | Career Options Resource Center (CORC), x5445 |
| Keys, lost room..... | your house office |
| Keys, return..... | your house office |
| Laundry services..... | Housing Office, x5543, for info, washers/dryers for student use in each housing area |
| Learning disabilities, services for students with..... | Center for Academic Support and Advising (CASA), x5498 |
| Leave of absence, taking a..... | Center for Academic Support and Advising (CASA), x5498 |
| Leave of absence, returning from or extending a..... | Center for Academic Support and Advising (CASA), x5498 |
| Library fines..... | Circulation desk, x5440 |

Life-Work Planning Workshop.....Career Options Resource Center (CORC), x5520 or x5385

Linen, purchase of.....call Housing Office, x5543, for linen provider

Loans.....Student Financial Services, x5484

Loans, emergency.....short-term loans are available through Student Financial Services, x5497

Lock-outs.....house offices (If house office is closed, find your intern. If after hours, call switchboard, x5456)

Lost and found.....campus switchboard at the public safety office, x5456

LSAT (Law School Application Test).....Career Options Resource Center (CORC), x5520 or x5385

Maintenance, residential areas.....call your house office

MCAT (Medical College Admission Test).....Career Options Resource Center (CORC), x5520 or x5385

Meal plan waivers.....begin with the Director of Dining Services at Sodexho Food Services, x5750

Meal plans.....Sodexho Food Services, x5750

Multicultural & International Student Services.....Lebrón-Wiggins-Pran Cultural Center, x5415

National Collegiate Inventors and Innovators Alliance (NCIIA).....Lemelson Program, x5318

Non Satis Non Scire.....published by Student Services, x5412

Non Satis Scire.....published by the Office of Alumni Relations, x5574

Notary Public.....see current campus telephone directory for notaries on campus

Off-campus housing.....Housing Office, x5543

OPRA activities.....Robert Crown Center, x5470

OPRA equipment room.....Robert Crown Center, x5470

Orientation leaders, selection, training.....Student Services, x5412

Parking Policies.....Public Safety, x5424

Parking stickers (permits).....Public Safety, x5424

Parking tickets, payment of.....Student Accounts Office, Blair Hall, x5497

Party permits.....House offices

Photocopying machines.....Library, x5440; Duplications, x5512

Pool.....Robert Crown Center for hours, x5470

Psychological disabilities, services for students with.....Center for Academic Support and Advising (CASA), x5498

Purchase orders.....students; Student Development and Community Leadership, x6005

Quantitative skills.....Quantitative Resource Center, x6001

Queer Student Services.....Queer Community Alliance Center, x5714

Refunds for vending machines.....report lost money to Bookstore, x5437

Reservations of rooms and spaces.....Special Programs, x5610

Résumé paper.....Duplication Center, Library ground floor, x5512

Résumé writing.....Career Options Resource Center (CORC), x5520 or x5385

Room changes.....Housing Office, x5543

Room choosing procedures.....Housing Office, x5543

Room problems (heating, plumbing, etc.).....report maintenance problems to your House Office



Running track.....Multisport Center, x5785

Sauna.....call Robert Crown Center for hours, x5470

School membership.....call School offices

School offices.....CS, x5501; HACU, x5361; IA, x5501; NS, x5373; SS, x5548

Sexual assault and harassment.....Counselor Advocates or Public Safety, x6998 or x5555 (emergency)

Sexual offense policy.....Sexual Offences Services (SOS) Coordinator, 5743

Snow hotline, closing of campus due to.....x5508

Spiritual Life..... Spiritual Life Center, x5282

Storage during summer.....inquire in house offices or Housing Office, x5543

Student Activities.....Student Development and Community Leadership, x6005

Student services staff search committee.....call Student Services Office for current searches, x5412

Student directory information.....Central Records, x5421

Student files.....Central Records, x5421

Student organizations and groups.....Student Development and Community Leadership, x6005

Sustainable Campus Plan, committees and information.....Campus Planning, x5612

The Tavern.....Information: SDCL, x6005; Scheduling: Special Programs, x5610

Telephone directory information.....Switchboard, x5456

Telephone repair faculty, staff.....x3000

Telephone repair hall/mod phones.....x5456

Tennis courts.....call Multisport Center for availability, x5785

Textbooks.....Textbook Department, x5795

Thefts.....Public Safety, routine calls, x5424; EMERGENCIES, x5555

Tickets, theater.....Theater box office, x5351, after 1 P.M.

Transcripts.....Central Records, x5421

Transfer student information.....Center for Academic Support and Advising (CASA), x5498

Trustees, student trustee.....Office of the Secretary of the College, x5780

Van reservation.....Campus switchboard, x5456

Vending machines,.....report lost money to Bookstore, x5437

Vendors selling on campus.....Bookstore, x5437

Veterans certification.....Central Records, x5498

Videotape editing systems.....Media production facilities, x5713

Volunteer work.....Community Partnerships for Social Change (CPSC), x5395

Career Options Resource Center..... x5520

Weight room.....Multisport Center, x5785

Withdrawing from the college.....Center for Academic Support and Advising (CASA), x5498

Women’s Leadership Program.....Outdoors Program and Recreational Athletics (OPRA), x5470

Women’s Student Services Women’s Center, x5320

Off Campus

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|--|---|
| Amherst College..... | 542.200 |
| Atkins Fruit Bowl | will deliver fruit and care packages, 253.9528; toll free 800.594.9577 |
| Mount Holyoke College..... | 538.2000 |
| Peter Pan Bus tickets..... | Bookstore, x5437; www.peterpanbus.com, or bus station in downtown Amherst |
| Refrigerator rentals..... | R&P Package Store, Amherst, 413.253.9742 |
| Tickets, bus..... | Peter Pan Bus Lines, limited destinations available at Bookstore |
| Smith College..... | 584.2700 |
| UMass Amherst Health Services..... | 577.5000 |
| University of Massachusetts Amherst..... | 545.0111 |
| Van service from airports..... | Valley Transporter, 253.1350; toll-free 800.872.8752 |

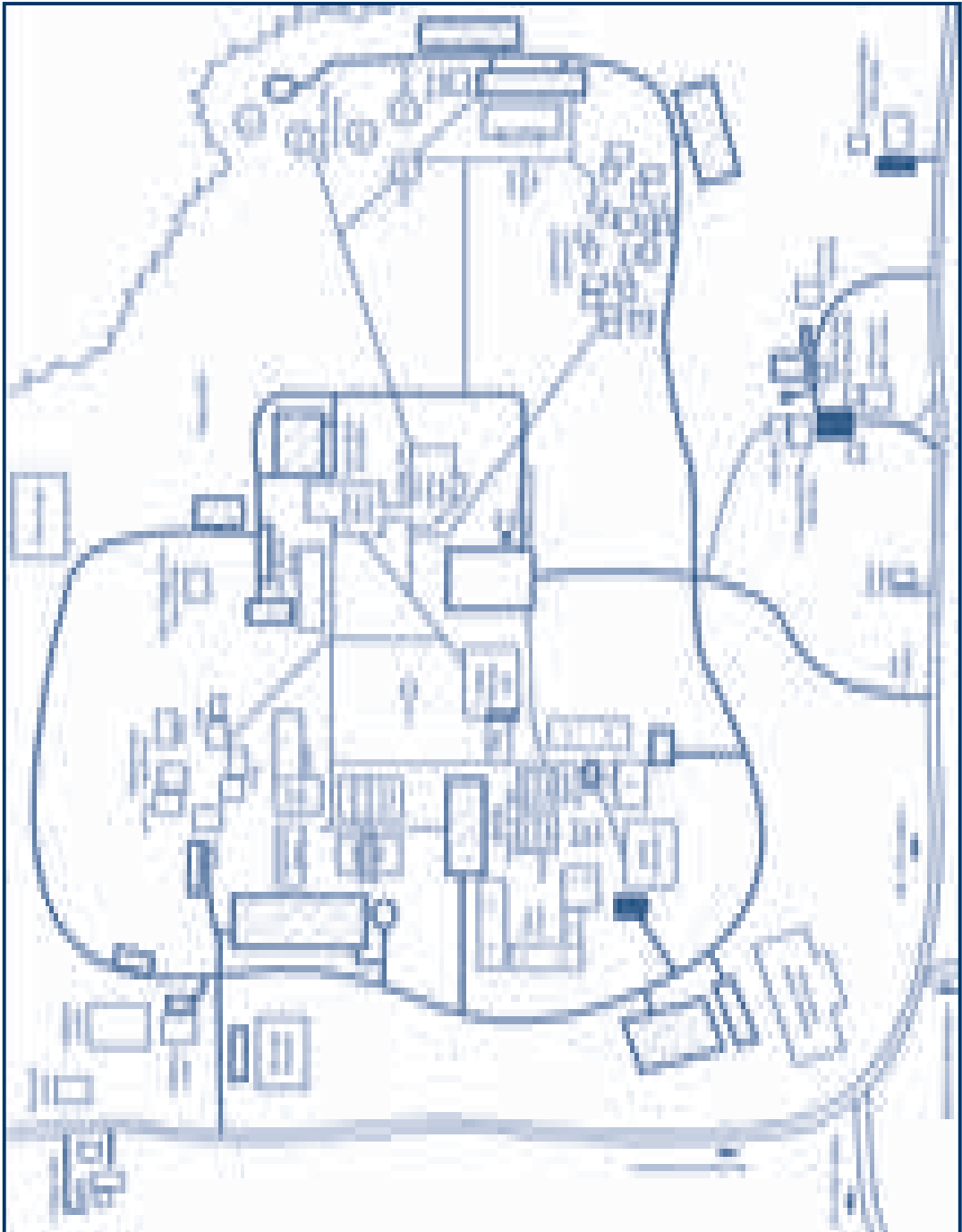
Physical Locations

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| Airport Lounge..... | Library Center, main level |
| Administrative Systems | Robert Stiles House, 2nd floor |
| Admissions Center..... | Stiles House |
| Alumni Relations Office..... | Weneczek House |
| Bookstore..... | Library Center, ground floor |
| Bridge Café..... | Robert Crown Center (RCC), upper level |
| Career Options Resource Center (CORC)..... | Library, 3rd floor |
| Center for Academic Support and Advising (CASA)..... | Dakin Student Life Center, 2nd floor |
| Central Records Office..... | Cole Science Center , 1st floor |
| Cognitive Sciences (CS) School Office..... | Adele Simmons Hall (ASH), 1st floor |
| Community Health Collaborative..... | Women’s Center, Enfield, 2nd floor |
| Communications Office..... | Warner House |
| Cultural Center, Lebrón-Wiggins-Pran..... | Behind Cole Science Center |
| Dakin House Office..... | Dakin Student Life Center, 1st floor |
| Dean of Faculty Office (Vice President)..... | Cole Science Center, 1st floor |
| Dean of Student Services Office (student services)..... | Merrill Student Life Center, 2nd floor |
| Dining Commons..... | Merrill Quad (adjacent to Merrill C building) |
| Disability Support Services Office | Prescott House Office |
| Duplications..... | Library Center, ground floor |
| FiCom Office..... | Library Center, off Airport Lounge |
| Global Education Office..... | Merrill Student Life Center, 1st floor |
| Greenwich/Enfield (G/E) House Office..... | Enfield House |
| Health Educator, Community..... | Women’s Center, 2nd floor, Enfield House |
| Health Services..... | Montague Hall, adjacent to Admissions |



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|---|---|
| Housing Office (campus-wide)..... | Merrill Student Life Center, 1st floor |
| Humanities, Arts, and Cultural Studies (HACU) School Office..... | Emily Dickinson Hall (EDH) |
| Human Resources..... | Robert Stiles House, 1st floor |
| Institute for Science & Interdisciplinary Studies (ISIS)..... | Cole Science Center, 2nd floor |
| Institutional Advancement Office..... | Lemelson Building, adjacent to Arts Village |
| Interdisciplinary Arts (IA) School Office..... | Writing Center, 1st floor |
| Library..... | Library Center |
| Lemelson Centers..... | Arts Village and Prescott Building B |
| Main Gallery..... | Library Center, lower level |
| Main Lecture Hall..... | Franklin Patterson Hall (FPH), lower level |
| Media Services..... | Library, 1st floor |
| Merrill House Office..... | Merrill Student Life Center, 1st floor |
| Multicultural Education (Office for Diversity and Multicultural Education)..... | Cole Science Center, 1st floor |
| Natural Sciences (NS) School Office..... | Cole Science Center, 3rd floor |
| Office for Diversity and Multicultural Education..... | Cole Science Center, 1st floor |
| Outdoors Program and Recreational Athletics (OPRA)..... | Robert Crown Center and Multisport Center |
| Post Office..... | Library Center, lower level |
| Prescott House Office..... | Prescott House, across from The Tavern |
| President’s Office..... | Cole Science Center, 1st floor |
| Public Safety..... | Library Center, rear of building |
| Purchasing Office..... | Blair Hall, 2nd floor |
| Quantitative Resource Center..... | Dakin Student Life Center, 2nd floor |
| Queer Community Alliance Center (QCA)..... | Greenwich Donut 4, 2nd floor |
| Science Technology and Society Program (see ISIS)..... | Cole Science Center, 2nd floor |
| Social Sciences (SS) Office..... | Franklin Patterson Hall (FPH), 2nd floor |
| Special Programs..... | Franklin Patterson Hall (FPH) |
| Spiritual Life Center | Greenwich Donut 5, 2nd floor |
| STAR Peer Resource Center..... | Dakin Student Life Center, 1st floor |
| Student Services Office (Dean of Students)..... | Merrill Student Life Center, 2nd floor |
| Student Development and Community Leadership..... | Dakin Student Life Center, 1st floor |
| Student Financial Services..... | Blair Hall, 1st floor |
| Switchboard..... | Library Center, rear of building |
| The Tavern..... | Prescott House |
| Textbook Department..... | Library Center, off Airport Lounge |
| Theater/Box Office..... | Emily Dickinson Hall (EDH) |
| Torrey Courtyard..... | Outside Franklin Patterson Hall (FPH) |
| Women’s Center | Enfield House |

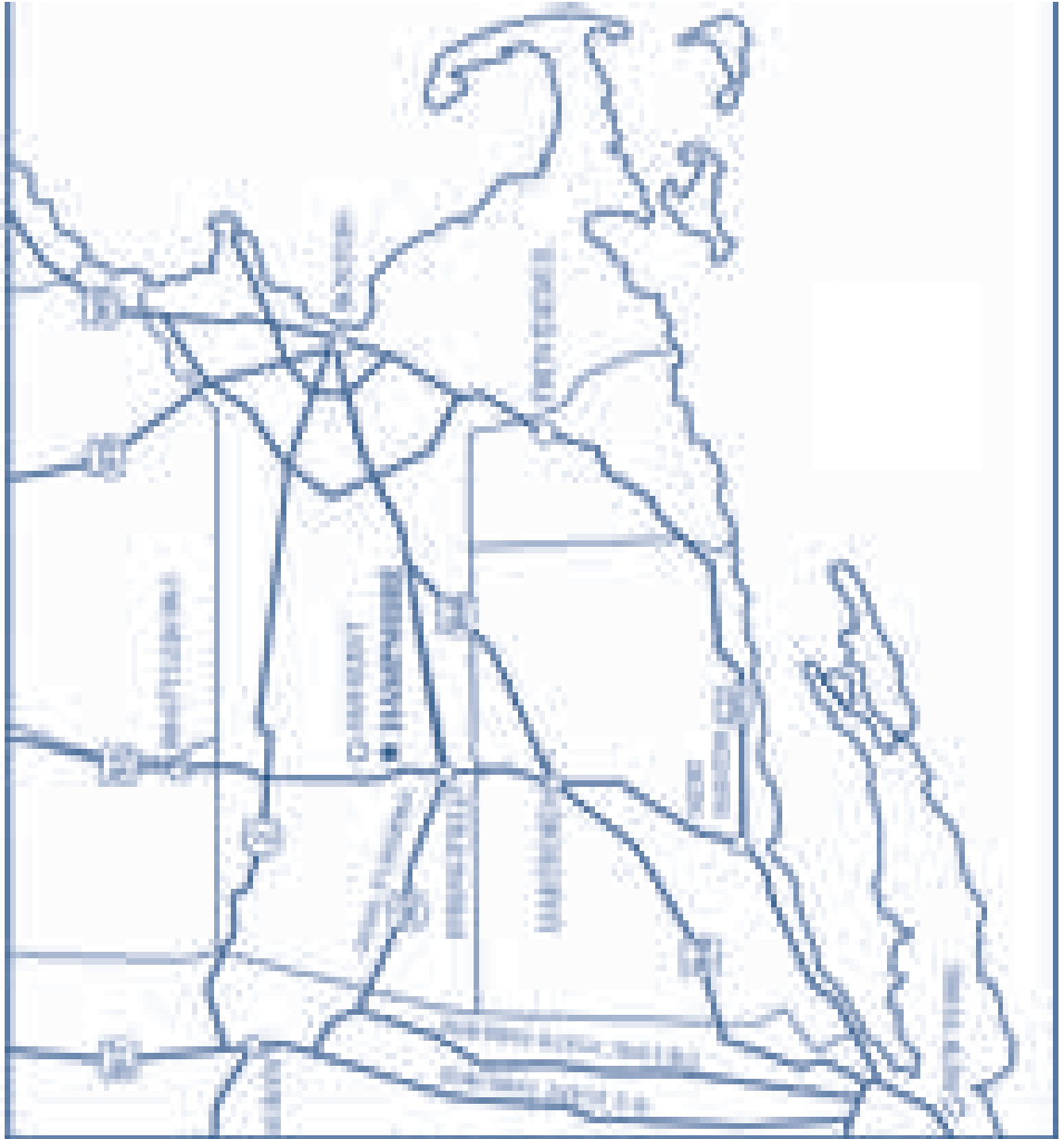
Hampshire College Campus Map



Pioneer Valley Map



Northeast Regional Map



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