

# **Community Standards**

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.

# 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. Policies on pages 94 to 95 are applicable to all community members, employees and students. Policies that appear on pages 96 to 148 pertain to students only.

## 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.



## 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 courtesy that apply inside residence halls also apply to the area surrounding them. The use of amplified instruments and drums in the residences, indoor or outdoors, and the placing of stereo speakers in windows facing outward are prohibited. The disciplinary action for violation of noise regulations will depend on the severity and frequency of the noise and 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. Public Safety should be contacted regarding any physically endangering behavior.

#### Threatening and Intimidating Behavior

Verbal threats to do violence, psychological intimidation, and harassment of any person are unacceptable behaviors. Public Safety should be contacted regarding any threatening and intimidating behavior.

#### 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. Public Safety should be contacted to report all vandalism, damage to property, or theft.

##### Pets

Pets and other animals, with the exception of certified service animals, are prohibited in all residence buildings. Residents are also prohibited from keeping or providing for animals on college property, and visiting animals must be kept outdoors, 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. This policy is currently being updated. For the most up-to-date information regarding the pet policy please visit: [nsns.hampshire.edu](http://nsns.hampshire.edu).

# 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 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 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 also 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 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 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 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 or designee serving as mediator or facilitator. The period for investigation should not be protracted. The special presidential assistant will notify both parties of his/her 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 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 students 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 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.

# 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. Reporting a sexual offense to Public Safety does not mean this incident will need to go to court. Public Safety's certified sexual assault investigators will work with the survivor who will determine the resolution.

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 Misconduct

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

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

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

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

## 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. Public Safety can be called to provide safety advice, medical assistance, and documentation. Public Safety is available 7 days per week, 24 hours per day. 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. Public Safety 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 website 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)

THE COMMUNITY HEALTH COLLABORATIVE  
x5743

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 residence 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.

### Dean of Students 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 students 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 website 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 University of Massachusetts Amherst 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.

## Hampshire College Public Safety

x5424  
EMERGENCY x1911

- 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 mean that legal action will be taken. You may file a police report directly with the Hampshire Public Safety officers who will notify the Amherst Police Department.
- 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.
- 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 students 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 liaison to the CRB (x5412) 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 students 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 email 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

### Position Statement

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. (To view state laws in their entirety, you may visit [www.mass.gov/legis/laws/mgl/](http://www.mass.gov/legis/laws/mgl/) or see chapter 138 of the Massachusetts General Laws, which is available in the reference section of the Hampshire College library.)

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 honestly and realistically, and not dichotomized into "abstinence-only" vs. "unlimited freedom" (without responsibility). A number of issues have been raised by the 2006 and 2009 Core survey on drugs and alcohol\*, a series of focus groups\* with students, faculty, and staff, and other conversations and efforts taking place on campus. (\*The results of the Core surveys and focus groups can be viewed at: <https://intranet.hampshire.edu/cms/index.php?id=9969>.) The drug and alcohol policy seeks to address these issues and promote the following values and practices:

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

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

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

- 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 using substances 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 drug use, 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 alcohol screening to get feedback on your drinking at [alcoholscreening.org](http://alcoholscreening.org). If an intern, house staff, or anyone else becomes concerned about your substance use, please be aware that they may initiate a conversation with you to address that concern.

The following behaviors may indicate unhealthy use of substances:

- Frequency of use (i.e. several times a week)
- Excessive use (with alcohol this would mean 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.)
- Negative consequences (e.g. has a negative impact on academic work, attendance, relationships, work, health, legal)
- High-risk, destructive, or out-of-the-ordinary behavior
- Experiences/expresses cravings or plans center on obtaining/using substance.
- Possession of large amounts of drugs/alcohol

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

## Medical Amnesty

The dean of students office is committed to providing support and assistance to students struggling with issues related to substance use. Students who come forward to actively seek help when they are concerned about their own use or that of their friends and/or acquaintances will not face disciplinary action related to substance use. The goal of this policy is to decrease the likelihood that a student

will hesitate to seek help in an alcohol or drug-related emergency. Medical Amnesty encourages safety and responsibility throughout the community and promotes education/treatment for individuals who receive emergency medical attention to reduce the likelihood of future occurrences.

In cases of alcohol and drug intoxication, the primary concern is the health and safety of the individual(s) involved. Individuals are strongly encouraged to call for medical assistance (x1911 on campus, 911 off campus) for themselves or for another member of the community who is dangerously intoxicated.

Students seeking emergency medical assistance for alcohol and drug overuse will be granted "one-time" amnesty and will not be subject to disciplinary sanctions for the sole violation of using or possessing the substance. Medical Amnesty is not automatic and is earned only once the student has met with the house staff and the dean of students or designee, at their respective request, and successfully completes any educational/wellness follow up steps discussed in either meeting. Failure to meet with the dean of students or designee and complete the follow up steps will be grounds for disciplinary action.

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



## FAQ about Medical Amnesty

### What is the purpose of Medical Amnesty?

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

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

### How does Medical Amnesty work?

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

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

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

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

### Can a student be granted Medical Amnesty more than once?

Medical Amnesty is only granted one time. If an individual requires additional emergency medical assistance, it may be a sign that the student is unable to maintain a safe and healthy lifestyle and needs

assistance beyond what we can provide here at Hampshire. The goal of this program is for the student, in conjunction with the dean of students office staff and Health Services staff, to set a plan in place for the student to get help, get healthy, and return to the campus when ready.

## 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](http://www.mass.gov/legis/laws/mgl).

- A person must be 21 years of age or older to purchase, possess, consume, and transport alcoholic beverages.
- Purchasing or delivering a drink to anyone under the legal drinking age is also a violation.
- The possession of open containers of alcoholic beverages in public violates Hampshire policy and Amherst town law. Possession of open containers of alcoholic beverages outdoors and in common areas of the college is prohibited in the absence of a registered social event. The private rooms and offices of community members 21 years of age or older and the residence common spaces of campus apartments where residents are 21 years of age or older are the only exception to this.
- It is a violation of Hampshire policy and Massachusetts law to willfully misrepresent one's age or the age of another person in order to purchase or receive alcoholic beverages.
- No person may serve an alcoholic beverage to a person who is obviously intoxicated.
- No alcohol may be served at a social event after 1 A.M.
- Possession of kegs of alcohol is permitted only with a permit from the town of Amherst. A town permit must be applied for from the Amherst police chief at least one week prior to the event.
- A person, group, or organization may not sell alcoholic beverages, or charge admission to an event where alcoholic beverages are served, unless a license is obtained from the local licensing authority, i.e., the Amherst Board of Selectmen.



- To obtain a wine and malt beverage license, pick up an application form from Amherst Town Hall at least three weeks before the date of the event. The application must be approved and signed by the director of Hampshire College Public Safety, the appropriate student life professional staff member, and the Amherst chief of police. Return the completed application and the application fee to the select board'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.
- Operation of a motor vehicle while under the influence of alcoholic beverages is both extremely dangerous and a violation of Hampshire policy, as well as a crime punishable by law.

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

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

## Sponsoring an Event Involving Alcohol

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

## Drug and Alcohol Support Resources

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

- Information on drug and alcohol use and its effects
- To complete 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

#### Public Safety and Student EMTs

For a medical emergency or an immediate safety issue:

x1911 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

#### Residence Life

For substance-free housing options:

x5543 LINDA MOLLISON

For support, referrals, and problem-solving:

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.

#### Alcoholics Anonymous (Confidential)

413.532.2111

WWW.WESTERNMAAA.ORG

#### Alanon (Confidential)

413.253.5261

WWW.VALLEYALANON.ORG

#### Narcotics Anonymous (Confidential)

800.481.6871

WWW.NA.ORG

#### SMART Recovery (Confidential)

Group treatment:

413.586.8550

Self-Screening Questionnaire (Confidential):

WWW.ALCOHOLSCREENING.ORG





### Web Support for Tobacco Cessation

413.586.2016

413.586.2539

WWW.TRYTOSTOP.ORG

WWW.QUITNET.ORG

## DISCIPLINARY PROCEDURES

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

### DEAN OF STUDENTS

The dean of students or designee 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 students, 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 residence staff may take into consideration differences in population, culture, and structure among the houses. Residence Life staff may refer any particular case to the office of the dean of students, 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 anti-discrimination 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 students for implementation. This recommendation will include, as necessary, any mitigating, extenuating, and/or aggravating circumstances discovered in the course of the board's investigation.

The board is active during the academic year, while classes are in session. Complaints filed when the board is not in session will be referred to the dean of students for adjudication (see Disciplinary Procedures: Dean's Hearing).

### Membership Selection

In selecting the members of the board, the office of the dean of students will forward to the president's office a list of names to be reviewed and approved for service on the CRB. The list will include



the names of students, randomly selected by computer, who have completed at least one year of study at Hampshire College and who are in good academic and disciplinary standing. The list will also contain

the names of faculty and staff members, randomly selected by computer. The list will be reviewed, edited if necessary, and approved by the following individuals: the executive assistant to the president (who will distribute the information to the group), the chair of Community Council, a faculty representative selected by the dean of faculty, the chair of the Staff Advocacy Committee, the faculty and student representatives

from the Trustee Campus Life Committee, and a student member of a previous Community Review Board. The list of names will be reviewed with the intention of ensuring that the Community Review Board's membership reflects the diversity of the campus community.

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

The board meets 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 students or designee; mediation procedures facilitated by a member of the office of the dean of students; or implementation, supervised by a member of the office of students, of reasonable outcomes proposed by the parties involved in a specific complaint. In cases of violation of the sexual 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 Complaints

1. Complaints may be brought by all members of the Hampshire community, including the dean of students 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 the 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 decide on one of the following options:
  - a. Not to charge the respondent(s) due to insufficient information or untimely submission of complaint, as defined in paragraph 4 above.
  - b. Recommend to the full board not to charge the respondent(s) due to a determination that the charge is frivolous or harassing. Such a decision would need to be reviewed and approved by a quorum of the board. Complaints determined to be frivolous or harassing may themselves be grounds for disciplinary action.
  - c. Charge the respondent(s) with violating of the Norms for Community Living and schedule a hearing. Formal, written notice of the charge will be provided to the respondent(s) by the advisor to the board. A copy of the complaint statement as written by the complainant will simultaneously be provided to the respondent(s), the dean of students, 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 a quorum of the board.

## Disciplinary Procedures: House Sanction Appeals

1. In a house sanction appeal, the student filing the appeal acts as the complainant, and the house director who issued the sanction acts as the respondent. Students may appeal the house director's findings and/or sanctions, though findings may only be appealed on procedural grounds. The Community Review Board's responsibility in hearing an appeal is a.) in the case of an appeal of sanction: to make a recommendation to the dean of students to let stand, lessen, or overturn the original sanction; or b.) in the case of an appeal of procedure, to make a recommendation to the dean of students to let stand or change the findings of the house director, and, in the case of new or different findings, to recommend an appropriate sanction. The original house sanction

will be in effect throughout the duration of the appeals process. The sanction will only be lessened or overturned if and when the complainant is informed by the dean of students that the decision has been altered.

2. Students appealing such sanctions must complete a house sanction appeal form, in place of a standard complaint form, with the following information:
  - a. The name(s) of the complainant and the respondent(s);
  - b. The Norm(s) for Community Living that the complainant had been sanctioned for allegedly violating;
  - c. A narrative summary from the complainant explaining the rationale for the appeal;
  - d. A list of the information to be presented to support the appeal (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 to the advisor to the Community Review Board within seven (7) days after the student receives notification of the house director's action.
4. The chairperson of the board, with guidance from the advisor to the board, will review the complaint and decide one of the following options:
  - a. Not to accept the appeal due to insufficient information or untimely submission of complaint, as defined above.
  - b. Recommend to the full board not to hear the appeal due to a determination that the charge is frivolous or harassing. Such a decision would need to be reviewed and approved by a quorum of the board. Complaints determined to be frivolous or harassing may themselves be grounds for disciplinary action. Accept the appeal and schedule a hearing. Formal, written notice of the appeal will be provided to the house director being named as the respondent. A copy of the complaint statement as written by the complainant will simultaneously be provided to the respondent, the dean of students, and the board. The respondent will be allowed at least three working days between notification of the charge and the hearing to prepare a response. The respondent may petition the board for an extension of time to prepare, which may be granted at the discretion of the board.

5. The hearing for a house sanction appeal will follow the same procedures as a Community Review Board formal hearing (see “hearing procedures”).
6. The original house sanction will be in effect throughout the duration of the appeals process. The sanction will only be lessened or overturned if and when the complainant is informed by the dean of students that the decision has been altered.

## Disciplinary Procedures: Dean’s Hearing

The dean of students, or their designee, may act in cases when the Community Review Board is not in session or when it is otherwise not feasible for the board to meet. In such cases, the dean will convene and serve as chair of an ad hoc board, with the membership of the board being at the dean’s discretion. In such cases, the dean will work with guidance from the advisor to the board to ensure that the standard Community Review Board processes are followed.

The dean of students, or their designee, may serve independently in place of the Community Review Board when a respondent requests a dean’s hearing instead of a hearing before the Community Review Board, or in extreme cases facing the Community Review Board (including, but not limited to, threatening and/or violent behavior to self or others, and distribution of illegal drugs).

## 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 students.
6. Every effort will be made to conclude the proceedings at one sitting. The board may choose to extend the hearing to more than one session, especially in complicated cases.
7. Board members must disqualify themselves if they are unable to hear a case with objectivity.
8. The hearing will be over when the board has determined, through careful examination of all information presented, (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 students and to the respondent within three working days of the hearing.

The dean of students will impose any sanctions within three working days of receipt of the findings of the board. The dean of students 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 they may be able to prepare a response.

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

Before the 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 their own behalf and to be accompanied by an advisor of their own choice. The advisor shall be a current faculty, staff, or

student member of the Hampshire community. The respondent shall also be allowed to 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 in the next section.

## 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 they willingly commit 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 they notify the advisor to the board at least 36 hours in advance of the scheduled hearing. The advisor may ask that the request for postponement be put in writing.

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 their own behalf and to be accompanied by an advisor



of their own choice. The advisor shall be a current faculty, staff, or student member of the Hampshire community. The complainant shall also be allowed to 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 president. Such appeals must be submitted in writing to the president's office within seven (7) days after notification of the board's action.

Appeals of the sanction by the respondent will also be heard by the president. Such an appeal must be submitted in writing to the president's office within seven (7) days of the board's action becoming final and must state the grounds for the appeal.

In all cases of an 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.

## Disclosure of Disciplinary Outcomes

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 a student's disciplinary records to any third party unless the

student has provided written consent. However, FERPA does permit disclosure of the final results of a disciplinary proceeding to the victim or to the alleged victim's next of kin when appropriate, of any crime of violence or non-forcible sex offense regardless of whether the institution concluded a violation was committed. An institution may also disclose to anyone—not just the victim—the final results of a 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 students 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 as well as on the board's website. 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 life 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 students, 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, dean of students or designee, or residence staff, the student's degree will be withheld and official transcripts will not be released. The student will be issued an unofficial transcript, which will be stamped "Issued to Student" and "outstanding obligation." Transcripts will not be issued to third parties.

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

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

## Appeals

Appeals of disciplinary sanctions that are imposed by the dean of students or designee 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.

## 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. Students seeking a medical leave must fill out a medical leave declaration. As with any other leave, the college reserves the right to deny a student's request for medical leave.

A student on voluntary or involuntary medical leave normally will not be permitted to participate in college activities or to utilize the college's services, facilities, or programs (including extracurricular activities) and will also be restricted from entering the campus during the leave period; exceptions to these restrictions must be approved in advance by the dean of students.

Students on medical leave must complete a readmissions application. Refer to 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 website for more information.

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

## Vacating Student Rooms

Students who go on medical leave must vacate their on-campus rooms within 48 hours after the date on which the leave is granted, as approved by health services or student life 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.

## 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.

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.

## 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 either through the college's disciplinary process or by a qualified health professional. Where such behavior is deemed attributable to a physical or psychological condition, the college may, in its discretion, initiate the following:

The college may encourage the student to voluntarily seek professional assistance and/or apply for a voluntary medical leave in order to address the condition. If the student is unwilling to take a voluntary medical leave, the college may place the student on involuntary medical leave. 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 students, the director of Health Services, or the director of Counseling Services will make an assessment of the student's ability to participate in the college's academic, residential, or social environment. When the student is available on campus, the assessment may include a meeting with the Director of Health or Counseling Services or a dean of students at which they will: (a) discuss the areas of concern with the student; (b) give the student an opportunity to respond to those concerns; and (c) explain the college's involuntary medical leave policy to the student. Further assessment may include consultation with

persons knowledgeable about the college's obligations regarding students with disabilities and with appropriate health or other professionals. The total assessment will take into consideration the following: (a) the nature, duration, and severity of the risk of harm; (b) the likelihood that the harm will occur; and (c) whether reasonable modifications of policies, practices, or procedures would sufficiently mitigate the risk.

- If the process is initiated by a dean of students, the dean may require the student to be evaluated by an appropriate health professional selected by the college. Such evaluation normally must be completed within five business days after the dean's request. The student will be requested to sign a written authorization permitting the health professional to exchange health information with appropriate representatives of the college. A student's refusal to sign such authorization will impede the dean's ability to make an assessment and may negatively affect the leave decision.
- If the assessment results in a decision to place the student on involuntary medical leave, the assessor will inform the student of 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 of students within ten (10) business days of receiving notice of the decision. The student will also need to sign a form giving the dean permission to speak with any medical professionals involved in the case. The student also may utilize the Section 504 complaint procedure referred to in the Disabilities' Policy section of this handbook.
- The college may immediately suspend a student from the campus and/or from student housing if it determines that such immediate action is warranted due to: (a) imminent risk of substantial harm to the health/safety of the student or others; (b) the student's refusal to participate in any part of the above-described process; or (c) a senior administrator's determination that such action is necessary under the circumstances then known to him or her. Following an immediate interim suspension, the college will engage in the procedures described above as soon as reasonably practicable.

Students placed on involuntary medical leave will be subject to the policies and procedures, including those for readmission.

## OTHER POLICIES

### COLLEGE ID CARD

A Hampshire College ID is necessary for use of the library facilities at Hampshire and the other four colleges in the Five College consortium, and for entrance to some buildings, 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.



## 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:

- Circulation of books, records, and bound periodicals, from the Harold F. Johnson Library Center
- Direct borrowing access to Five College libraries
- Inter-Library Loan: student must 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: media services, and TV studio and editing facilities.

## FIVE COLLEGE POLICIES ACCESS TO FIVE COLLEGE PHYSICAL AND RECREATIONAL FACILITIES

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

## RESIDENCE LIFE

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 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 to 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.

Students live in five "houses" on the Hampshire campus. Merrill and Dakin Houses are modeled on traditional dormitories, whereas Greenwich, Enfield, and Prescott Houses provide apartment-style living. All of the houses have a designated space where residents can gather for programming events and to meet their staff. A house director who also lives in the residence supervises each housing area. House directors work to create a healthy, stable, and vibrant community for their residents. They facilitate the academic, cultural, and social programming that takes place in the houses to promote an environment of growth and a sense of community. House directors support students



experiencing distress. They may provide non-clinical counseling, referrals, mediation, crisis response, academic advice, and resources for a variety of concerns. They also oversee the enforcement of the Norms for Community Living in their houses.

The director of housing operations, along with a staff of House Operations Assistants, meets the operational needs of the residences. They work out of the central housing office, which is located near Merrill House. The house operations staff ensures that the residences are in good repair and perform necessary administrative functions pertaining to student moves and housing assignments.

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.

## RESIDENCE LIFE POLICIES

Members of the Hampshire College community are required to abide by the laws of Massachusetts, the laws of the town of Amherst, and the rules and policies set forth by Hampshire in *Non Satis Non Scire*.

### Administrative Action

When it is found, through reports of the residence hall staff, 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 administrative action.

### Use of Student Rooms

Only registered Hampshire College students may live on campus. Housing is contingent upon a student's maintaining an active student 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.

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

## Subletting

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

## Guests

Students are permitted to have overnight guests in their rooms or apartments as long as the host is on campus during that time. Hosts must register their guests with their house office (this can be done in person or online), indicating the length of the visit, which may never exceed one week at a time or more than 15 days cumulatively in a semester, even if the guest has had more than one host. Guests' vehicles must be 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.

## Right of Entry

Students' right to privacy in their bedrooms is respected by the college to the extent practicable. A submitted work order acts as permission for facilities and grounds personnel to enter a student's room for the purpose of making the requested repair(s). Other appropriate college employees may enter student rooms under the following conditions: 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.

## Quiet Hours

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.

## Smoking

Smoking is prohibited in all campus buildings and within 20 feet of all buildings.

## Key Card Access Policy for the Residences

All exterior doors to buildings equipped with card readers will be locked at all times. Each student living in a building equipped with card access will have 24-hour key-card access to the building in which they live. All Hampshire College students have access to residences with key-card access during non-quiet hours (Sunday—Thursday, 8:30 am–11:00 pm and Friday—Saturday, 8:30 am–2:00 am).

The college, at the discretion of the dean of students office, has the right to make changes, or to restrict an individual student's access settings on his or her card, for disciplinary reasons or for special accommodations. For more information, visit <http://onecard.hampshire.edu> or call the one card office at x6029.

## Keys and Lockouts

Any duplication of college keys is strictly prohibited.

Replacements for lost keys must be obtained from the central housing office during working hours. If a key to a student room is lost, the lock on the door is automatically changed and two new keys are made. In the apartments, if an entry key is lost, the lock is changed and replacement keys issued to all residents of that apartment. When a lounge key is lost, a new key to the lounge is issued to the resident. In all cases, the student responsible for losing the key is charged to replace each lock and key that must be made.

Replacements for lost key cards (in applicable residence areas) must be obtained from student financial services in Blair Hall during working hours. Lost cards will be immediately deactivated and a new card will be issued to the student for a fee.

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

In the case where keys and/or a key card are lost outside of business hours, access to a student's room can be obtained by calling Public Safety (x5424) or a house intern.

## Proper Upkeep – Student Responsibilities

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

Students living in apartments are responsible for providing their own cleaning materials and equipment. Residents in all areas may borrow vacuum cleaners from their house offices. Residence Life staff conduct full health and safety inspections of each student's room and common areas at least one time during each semester. Violations are cited and students are required to correct them in a timely way. Failure to do so could result in educational and disciplinary sanctions, up to and including the loss of housing privileges.

## Requests for Repairs

If repairs are needed in individual rooms or common spaces, the occupant(s) of that space is responsible for submitting a work order to request the repair. Students are requested not to contact facilities and grounds directly 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. Requesting maintenance service within your dorm room or in your mod bedroom authorizes a facilities and grounds worker to enter your room/bedroom.

## Room and Common Space Contracts

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

Students are required to sign room and common space contracts when they move in. A student's signature on the contract indicates that they agree with the assessed condition of their room.

Students have an opportunity to review room and common space contracts upon moving into their rooms. A student has five working days from the signing of their room contract to notify the Central Housing Office of any disagreements with the stated condition of the room.

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

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

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

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

## Room Damages

Damage to student rooms and furnishings, beyond ordinary wear and tear, will be charged to the last known student occupant(s) of that room. This will include costs for replacing missing furniture, screens, and/or draperies. Damages to the public areas of a residence hall will be charged to all residents of the smallest applicable area of the hall, the total being divided equally. Group charges may include costs for replacing missing furniture and other furnishings that cannot be attributed to specific individuals. Assessments for damages are made as students move and at the end of the academic year.

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

## Deposits & Charges

Students pay a one-time "dormitory security deposit," 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.

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

## Furnishings and furniture

Room decorations are permitted, provided they do not exceed 40 percent of any wall and are not hung on ceilings, sprinkler pipes, over smoke detectors, or near any source of heat. Any method of affixing decorations that puts holes in or mars walls, woodwork, doors, or furnishings is prohibited. No decorations are allowed in hallways or stairwells with the exception of existing student room bulletin boards.

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

Waterbeds are prohibited.

Hotpots and small microwave ovens are the only cooking devices allowed in student rooms and should be unplugged when not in use.

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

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

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

## Residence Phones

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





The phone line in each student room is equipped 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 checking their voice mail, either by providing their own phone for the line or calling into the line from another phone.

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

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

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

## Cable TV Outlets

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

## Energy Conservation

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

## Room Changes

Although students are expected to live in the same room for an entire academic year, there are sometimes extenuating circumstances that may warrant a move. If a student feels a move is necessary, he or she must meet with their house director to discuss those needs. If the house director grants 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. Staff in the central housing office 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.

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

## Vacating student rooms

Any student vacating a residence hall for any reason—including but not limited to withdrawal from the college, moving to a different residence hall, or vacating their room at the end of a semester—must have the room formally checked by a member of the house staff. The student must return all keys within 48 hours. Failure to check out properly will result in NOT being able to contest room damage charges.

## ROOM CHOOSING

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



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

The director of housing operations will make all housing assignments that take place throughout the academic year to fill any vacancies that occur.

## 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 residence areas are closed during the winter break and occupancy is strictly forbidden. Facilities and grounds and residence life staff will enter each room during this period to turn down heat, monitor fire safety compliance, and secure all areas.
- All students must vacate their rooms by the end of Hampshire's examination period at the end of fall semester and by 6:00 pm on the day of commencement in the spring semester.
- Arriving before the designated arrival time and failing to leave by the designated departure time may result in disciplinary action and a significant fine commensurate with the amount of time a student has been on campus when they should not have been.
- Those students who have exams scheduled at one of the other area colleges or the university after Hampshire's closing date must seek permission from their residence life 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.

## 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 per mod for kitchen items in those areas will be allowed into Dakin House storage. This box needs to be clearly labeled with the mod number and the date it is being deposited. All unclaimed boxes will be discarded at the discretion of residence life staff in the fall.

Storage closets within Greenwich and Enfield Houses are NOT secure and any items left at the end of the academic year will be discarded at the discretion of facilities and grounds 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 residence life staff.



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

## Off-Campus Housing

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

- Students 25 years of age or older may choose to live off-campus.
- Students who live with a parent or legal guardian within 30 miles of campus are not required to live on campus.
- Students who are married (non-legal definitions may be considered) must live off-campus as there are no provisions for dependents to live on-campus.
- Students who have legal dependents living with them must live off-campus, as there are no provisions for dependents to live on-campus.
- Students under 16 years of age as of September 1 of their entering year (or February 1 if a spring entrant) are not eligible to live on campus 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 the above 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. 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.

## Safety

Residence Life staff and/or the health and safety staff enter common spaces and rooms as needed, and at least once during each term, to conduct fire, health, and safety inspections. Residence life staff also enters each room, as part of the December shut down process, to check the heat and make certain windows and doors are secure.

Students are required to comply with all fire, health and safety inspections carried out by college personnel.

- Additions to, modifications of, and unauthorized connections to existing wiring systems (electrical, telephone, data, television, radio, cable/dish) are prohibited.
- The installation of air conditioners is prohibited.
- No resident is allowed on the roof of any building on campus, except in those instances when it is a secondary egress route in the event of a fire.
- The use or possession of fireworks is strictly prohibited.
- The use or possession of candles, hotplates, incense, or halogen lamps, or any flammable materials (e.g. spray paint) is prohibited.
- Tampering in any way with fire alarms, fire extinguishers, smoke detectors, sprinkler systems or other devices provided for the safety of all residents is prohibited, as is using them for other purposes or hampering their effectiveness.

## 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 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 required 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 residence life staff will conduct fire drills at least one time per semester in each residence area. All occupants of a residence hall must leave the building any time the alarm sounds. These drills are not announced and staff may enter each apartment, hallway and room 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 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, hanging items from sprinkler pipes or discharging, tampering with or moving fire extinguishers. Violation of this policy 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 up to \$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.
- Light fixtures may not be covered by any materials (such as bedspreads, scarves, paper shades,) nor may they be painted or darkened.
- Combustibles, such as furniture, recycling, clothing, curtains, and garbage, must be kept at least 12 inches away from heaters.
- No combustibles are permitted in hallways, stairwells, or egresses.
- Space heaters are not permitted in student rooms, with the exception of those provided by the college in response to a problem with the heating system.
- Toaster ovens may be used only in common areas, must be kept clean at all times, and unplugged when not in use.
- 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. Electrical cords should be kept at least 12 inches away from heaters.
- Use of non-college alarm systems or other than college-issued locks, including locks on storage closets, is prohibited.
- The storage and use of flammable liquids (e.g. gasoline, paint thinner, spray paint, air brushes) and flammable gases (e.g. propane, acetylene), fireworks or other materials that pose and increased fire hazard are 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. Use of grills (charcoal and gas) is not permitted inside, on



balconies or exterior stairwells. Charcoal barbecues are permitted, but must take place at least 10 feet from buildings. Barbecues must not be left unattended.

## ALCOHOL USE IN THE RESIDENCES

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

Only those individuals who are 21 years of age or older may possess alcoholic beverages. Any alcoholic beverage found in the possession of someone under 21 years of age may be confiscated and disciplinary action 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 residence 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. Attendance at events within living areas is limited due to fire safety concerns. Larger events should take place outside the residences. Entertainment must not be so loud as to disturb neighboring residents. Only one event registration form will be authorized in each residence area on a single night. Social events in the residences will not be authorized to take place during or around the time of large-scale campus events 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

x5405

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 BO). 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  
x5418

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

## STUDENT COMPUTING ACCEPTABLE-USE POLICY

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

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

Accounts to college resources, including email, are issued to all students at time of enrollment and remain in effect as long as the student maintains a student relationship with the college. These accounts are for the sole use of the student to whom they are issued. Accounts are not transferable. Students are responsible for choosing secure passwords

and maintaining password confidentiality. Students are also responsible for checking their college email accounts regularly, as all official college correspondence via email is sent to these accounts only. The college is not responsible for setting up, using, or forwarding email to any other account. Students may retain email accounts as alumni in accordance with the college's email policy.

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

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

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

Guidelines regarding plagiarism and academic integrity apply to 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 CAMPUS LEADERSHIP AND ACTIVITIES

LEADERSHIP.HAMPSHIRE.EDU, LEADERSHIP@HAMPSHIRE.EDU  
 Box CL  
 DAKIN STUDENT LIFE CENTER, 1ST FLOOR (IN BACK, FACING THE COURTYARD)  
 x6005

Through event registration and the formal recognition of student groups, Hampshire College encourages students to design and implement programs that enrich and are consistent with the educational mission of the college. The name “Hampshire College” and all abbreviations are property of the Trustees of Hampshire College and may not be used to imply, either directly or indirectly, the college’s endorsement, support, favor, association with, or opposition to an organization, product, or service without permission of the college. The assistant dean of students for campus leadership and activities, as well as the dean of students office or designee, may deny recognition; cancel events; or activities that violate any of these criteria.

### Student Group Recognition Process

All groups, new and established, are required to submit a request for recognition form. This form, once completed and if approved, will activate the group for the next academic year. The office of campus leadership and activities 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 is held in April for the following academic year. Each November there will be an abbreviated process allowing newly formed groups to request 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 campus leadership and activities
- 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 <http://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 each semester organized by the office of campus leadership and activities. In the event that a signer cannot attend a meeting, the student must notify the assistant dean of students for campus leadership and activities 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 campus leadership and activities. 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 campus leadership and activities 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 assistant dean of students for campus leadership and activities will review each request.

The following conditions apply to the review process.

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

## Termination of Recognition

1. A student group can have its recognition terminated by the office of campus leadership and activities 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 campus leadership and activities determines that a group should have its recognition terminated due to the above failures or other reasons, they will notify the dean of students office and recommend disciplinary sanction(s)

## Discipline of Recognized Student Organization Members

Anyone, including the office of campus leadership and activities, may submit a complaint regarding the action of a recognized student organization to the dean of students office. 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 campus leadership and activities to register an event that does not require registration, that group will be directed to the appropriate facilities reservation office. For example, regular student 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 campus leadership and activities will work in conjunction with student organizers in an attempt to accommodate large events. However, because each event may require unique considerations, each must be evaluated on a case-by-case basis.

### Hosting Conferences or Multi-day Events

Students wishing to hold a conference or multi-day event on campus must do so in conjunction with the office of campus leadership and activities. Conference planning requires a large amount of preparation and logistics. Considerations need to include: expected attendance

of on- and off-campus individuals, parking and traffic, time of year, security, food, lodging, cost, location, setup, technical needs, conflicts, advertising, and guest registration.

The office of campus leadership and activities 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 campus leadership and activities .

## General Event Planning Guidelines

### Process Steps

1. The event organizer develops initial plans for an event, including choosing a tentative time, date, and place. The event organizer should consider and be prepared to discuss the following: program, budget, publicity, food/refreshments, tables, chairs, room setup, amplification, police, alcohol, non-student guests, admission fees, cosponsors, and estimated attendance. Conduct in all campus facilities is expected to conform to the Campus-Wide Conduct Regulations as stated in Hampshire's Norms for Community Living earlier in this chapter. All persons using the campus facilities, including guests, are expected to conduct themselves in accordance with these norms of behavior. 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](http://leadership.hampshire.edu). The ERF must be turned in to the office of campus leadership and activities 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 campus leadership and activities. 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 campus leadership and activities. Events not canceled at least 48 hours prior to the scheduled start time could incur charges from the various entities involved.
4. The event organizer prepares for and holds the event.
5. The event organizer provides for cleanup, breakdown, pickup, and lock up, if needed.

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

## Regulations

- Alcoholic beverages are allowed only by special permit.
- 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.

- All trash and litter must be collected and placed in plastic bags or litter cans.
- At no time may doors, fire exits, elevators, hallways, or foot traffic be blocked. All events must observe fire and handicap-accessibility codes.
- Advertising for events is permitted only once the event has been approved by the CLA. This includes Internet advertising (facebook, myspace, daily jolt, etc.) as well as postering, tabling, chalking, and mailbox stuffing.
- 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.
- Chalking is permitted on any outside ground surface that is exposed to the elements (can be rained or snowed upon) so removal does not require the attention of facilities and grounds staff. Chalking is prohibited inside campus buildings and outside on non-ground surfaces including, but not limited to, walls and windows of campus buildings, signs, trees, poles, and other structures.
- Events cannot take place prior to the first day of classes (orientation period) or beyond one week after classes end (graduation period). Only events sponsored by COCA can be scheduled during Hampshire Halloween and Spring Jam weekends. The CLA 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 students.
- 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.
- 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 CLA. Students are prohibited from signing any contracts or making verbal commitments to outside



agencies, as it makes them personally liable for fulfilling the terms of the contract should a problem arise.

## 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 Five College circulation policies; these are detailed at [www.fivecolleges.edu/libraries](http://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 website or you can 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

x5475

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 (<http://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 x5475 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 email to [magicboard@hampshire.edu](mailto: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 monthly throughout the academic year.

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

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

1. Users must show their valid Hampshire ID cards when they enter the RCC. ID cards are not transferable. No one is allowed to use someone else's ID card to gain entrance to the RCC.

2. Children under the age of 16 must be under the immediate supervision of an adult (over 18) Hampshire ID holder.
3. Those in charge, in addition to the regular staff, include lifeguards, coaches, and student monitors.
4. The director of OPRA has final authority over all space and facility assignments, usage, and facility scheduling in the building.
5. In regard to first-aid measures, staff on duty are instructed to offer only Band-aids and cold packs. For anything more serious, the EMTs and Public Safety must be called.
6. Guests must be signed in at the guest register at the front desk. The host must remain with the guest in the RCC. A member of the general public desiring access to the RCC may not look for a sponsor inside or outside the building. Invitations must be initiated by a Hampshire ID card holder. Guests forfeit their use privilege if they break any of the rules of the RCC. Any person causing what the staff consider unpleasantness or unruliness in the building will be required to leave the RCC.
7. Pets, alcohol, and smoking are not permitted in the RCC. Possession or consumption of alcohol is prohibited on the playing fields.
8. Graduate and non-graduate alumni 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. Alumni may bring one guest. There is no summer use.
9. 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.
10. The bouldering cave is for the use of Hampshire picture ID holders only. Guests are not permitted to use the cave.
11. 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.
12. The use of radios, boom boxes, etc., is prohibited. These devices may be used only with earphones.



lighting, overcrowding, or any other situation that the lifeguards deem potentially hazardous, the guards have the right to close the pool.

10. No swimming is allowed in the pool unless it is during a regularly scheduled recreational swim or class period with appropriate lifeguards on duty.
11. Lifeguards are not responsible for personal belongings left in the pool area.
12. No swimming is allowed when the pool cover is covering the pool.

## The 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

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

## Exercise/Bouldering Area

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

## The Swimming Pool

1. A valid Hampshire ID card must be left at the lifeguard's desk before a swimmer enters the water.
2. Non-swimmers are not allowed to use the pool.
3. A shower must be taken before a swimmer enters the pool.
4. Bathing suits are necessary; cut-offs are permissible. Nude swimming is not allowed at any time. Artificial flotation devices such as water wings and inner tubes are not allowed.
5. Anyone with a heart problem, epileptic seizures, or a dislocated shoulder should get a physician's approval before using the pool and must alert the lifeguard.
6. No glass containers are allowed in the pool area. The consumption of beverages or food is not permitted. Running, splashing, or throwing of objects is not allowed in the pool or pool area.
7. The lifeguards on duty have complete authority over the pool. The guards may ask anyone to leave who breaks the RCC rules or who, in the judgment of the guards, creates a nuisance, disturbance, or a potential hazard.
8. The pool phone is to be used only for pool emergencies.
9. In the event of a storm involving lightning in the vicinity of the college, an equipment breakdown, problem in the heating or



## 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.

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 trips with the RCC front desk monitor, register your medical insurance, and pay a refundable \$10 deposit.
2. You must cancel by phone or in person no later than 1 P.M. Friday or you will lose your \$10 deposit.
3. If you show up after the trip leaves, you will forfeit your deposit.
4. If you sign up, the trip will go!

## 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.



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.

## FACILITIES AND GROUNDS

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 facilities and grounds staff. Chalking is prohibited inside campus buildings and outside on non-ground surfaces including, but not limited to, walls and windows of campus buildings, signs, trees, poles, and other structures.

### Posting Policy

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.

### Residence Maintenance Concerns

Maintenance issues in the five residence areas must be directed to the Central Housing Office. Students are requested not to contact facilities and grounds for maintenance concerns. Emergency maintenance concerns occurring after and before the Central Housing Office is open 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 facilities and grounds 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 facilities and grounds 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 facilities and grounds will decide about closing early after consulting with the dean of faculty, the president, and the dean of students 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: x1911

### 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 campus leadership and activities. We require that ERFs be filled out and turned in to the office of campus leadership and activities 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 TheHub and complete a Student Motor Vehicle Registration Form. Do not use "N/A" or "none" on this form. (Incomplete forms will not be processed.)





- a. Nonresidents of the Commonwealth of Massachusetts must complete the Nonresident Student Vehicle Information Form in addition to the above. Print this form; you will need it when you pick up your student parking decal. Do not use “N/A” or “none” on this form. (Incomplete forms will not be processed.)
- b. If you are a Massachusetts resident, once you have completed your registration information on the Hub your parking decal will be mailed to your mailbox.
- c. If you are not a resident of Massachusetts, you are required to visit the public safety parking office. Office hours are Monday through Friday, 10:00 A.M.–2:30 P.M. PLEASE BRING YOUR NON-RESIDENT DRIVER STATEMENT with you. You will not be issued a decal without it.

Students with vehicles on campus, including motorcycles and mopeds, must register with the department of public safety parking office within seven days of arrival. Parking on campus is limited, and parking permits are issued on a first-come first-served basis.

Students are encouraged to check with the department of public safety for available parking before bringing a vehicle back to campus after any holidays.

- 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. 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. 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 2:30 p.m. Monday through Friday.
- Parking permits are nontransferable and must be affixed to the vehicle for which they are issued. If you sell or dispose of your vehicle, you must return a portion of the parking permit that was issued to the vehicle to public safety in order to register another vehicle.
- 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.

- Contact public safety at x5424 if you cannot find a space in your designated lot. **DO NOT PARK ILLEGALLY.**
- 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.
- Students who show a continual disregard for parking and/or driving regulations risk losing the ability to have a vehicle on campus. The dean of students, upon recommendation by the department of public safety, makes this decision.
- Violation tickets are issued when cars are parked or driven contrary to campus rules. Tickets range from \$20 to \$100, depending on the violation. Fines are billed directly to a student’s account. They may be paid at the student accounts office during regular business hours.
- Tickets may be appealed in writing to the parking office within seven days from the time the ticket was issued. Appeals and questions can be directed to the parking office during the following hours: Monday—Friday, 10:00 A.M.–2:30 P.M.
- Students with special needs must register with disabilities services in order to receive appropriate accommodations.
- 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 assigned a parking lot. Visitors to campus who have their vehicles ticketed must pay cash.

## 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

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., dean of students

office, 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 dean of students office. The handbook is also available at the public safety website.

## Weapons, Firearms, and Explosives

All (fake or real) weapons, firearms, and explosives including, but not limited to, firearms, knives (over four 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 and 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 and Copy Machine Reimbursements

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

## SODEXO FOOD SERVICES

x5750

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

## Meal Plan

All students living in Merrill and Dakin Houses as well as first-year/first-semester mod students are required to be on the full meal plan. Meal plans are subject to change each year, and information about meal plan options is available from the dining services office or the dining services website [www.Hampshiredining.com](http://www.Hampshiredining.com). Meal plans are not transferable and are to be used only by the meal plan holder. Students must have their meal card to enter the dining commons. Students will be asked to retrieve their card if they arrive without it. Students who have lost their card will be required to go to the business office in Blair Hall 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 at all times. We ask that all clothes be clean to ensure proper sanitation.

## Meal Plan Waivers

Waivers from the college meal plan are rarely granted because the college has a variety of housing options available. Students with legitimate medical problems, documented by a physician's letter, should first consult with the dining services director to determine if 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 tuition bills 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 TheHub 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.

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

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

### Financial Aid

#### 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](http://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](http://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](http://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 <http://studentemployment.hampshire.edu>. There are a variety of employment opportunities and experiences that will enable students to meet their work-study award eligibility as well as their academic schedule and interests. Students work an average of 10 to 12 hours per week and are paid directly on a biweekly schedule according to the time slips submitted. The wage rate is \$8/hour for all positions. Students may need to utilize some of their work-study earnings to satisfy their tuition bills, and have the option to pay directly or sign up for payroll



deduction. Student accounts allows students to pay up to \$500 per semester from earnings.

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

## STUDENT LIABILITY, PROPERTY, AND INSURANCE

### Insurance

The following information is provided to inform students about the insurance coverage that the college may purchase, and how the coverage may apply to students. The descriptions of coverage are not intended to, nor do they supplement, amend or modify any insurance policy terms and conditions. The college reserves the right at all times to modify its insurance coverage, terms, conditions and limits without notice to any person or entity, including students, faculty or staff. Students may wish to make adjustments in their own coverages if they feel that it would be appropriate to their interests.

### Medical

The Commonwealth of Massachusetts requires that all students carry health insurance or sickness and accident insurance. The college provides Student Accident and Sickness Insurance that meets or exceeds the state requirements. The program is a “hard waiver” program, which means that students are automatically enrolled and billed for the insurance unless they waive the coverage in accordance with the plan requirements. For details of Hampshire College’s program, see [www.hampshire.edu/offices/5177.htm](http://www.hampshire.edu/offices/5177.htm)

Sickness and Accident Insurance is not comparable to most employer-type health insurance programs, as it has lifetime per-condition limits as well as sub-limits for out-patient, pharmacy and other benefits. The policy conditions may result in the student incurring partial or full charges for some medical care. The college is not responsible for any co-payments, medical, dental or surgical expenses not covered by the college’s Student Accident and Sickness Insurance Program, or the student’s own insurer, or any uninsured or excluded medical, dental or surgical expenses.

Claims are handled by the program administrator. The staff at Student Health Services may provide assistance with claims problems. The program is a managed care program, so in the event of an injury or sickness, the insured student should, if at school, immediately report to Health Services. If the student is away from school, consult your doctor, and follow his/her instructions. Report all claims to the program administrator (see the plan brochure for information) and follow their instructions.

Intercollegiate and club sports athletes have additional benefits available under certain policies which are purchased for their behalf by the college. Coverage applies to athletes who are injured while in organized competition or practice, which is constructively supervised, or traveling to or from one of these events. The Sports Accident Policy provides up to \$25,000 for intercollegiate and club sport injuries, and has a \$500 deductible. If you do not carry the Student Medical Insurance you are responsible for meeting the deductible either with your own insurance or out-of-pocket. (The Student Medical Insurance provides \$500 for intercollegiate sports injuries or covers club sports as “any condition” subject to policy limits, terms and conditions, which meets the deductible.) Because Hampshire is not an NCAA member the college also carries a Club Sports Catastrophic Policy on all of its athletic teams with a policy limit of \$5,000,000, for medical expenses only, in excess of all other collectible insurance and a \$25,000 deductible. The benefits of all of these policies are over and above



benefits available through any other valid and collectible insurance available to the injured person. The Controller's Office administers these insurance policies. These policies do not extend to participants in intramural or any other recreational sports. They cover intercollegiate and college recognized club sports only.

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

Additional information about medical coverage and health services is in the Campus Services and Resources section of this handbook. For a complete description of the Club Catastrophic Coverages provided for athletes, contact OPRA.

## Travel Accident Insurance

The college provides limited travel accident insurance, including medical evacuation and repatriation to students traveling on college or academic business, worldwide. Worldwide travel assistance services are also available. Contact the dean of students office for details or see [www.fivecolleges.edu/sites/riskmgmt/travel/](http://www.fivecolleges.edu/sites/riskmgmt/travel/).

## Auto

The college purchases Auto Liability Insurance which protects both the college and the driver from third party liability and third party property damage arising from the use of college owned, hired/rented and non-owned vehicles. The Five College Risk Management website has more detailed information on this coverage ([www.fivecolleges.edu/sites/riskmgmt/auto/](http://www.fivecolleges.edu/sites/riskmgmt/auto/)).

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

- If a student drives his/her own vehicle on college business, such use must be specifically authorized in writing before the use occurs. The college policy is excess of the student's own policy with respect to liability coverage. No coverage is provided for any physical damage to the student's vehicle, nor will any deductible amount be paid by the college, whether the vehicle is used for college business or not, and regardless of any liability of the driver or other parties.

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

## Personal Vehicles on Campus

The college is not responsible for, nor will it pay any claims for, damages to student owned vehicles resulting from falling ice, snow, tree limbs or any other natural occurrence or event on its property or elsewhere, whether the possibility of such an event is warned against or not. The college is not responsible for, nor will it pay any losses, claims or other damages to student owned vehicles resulting from vandalism, collision or other acts by any person, other than damage caused directly by its employees.

## Property

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

## Liability

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



action. Although the college will not provide liability protection, it may, at its discretion, assist in obtaining a defense if it is not provided for by parental insurance coverage.

If a student is sued for an act or omission and believes that s/he was acting in the capacity of an employee or agent of the college at the time of such act or omission, contact the dean of students immediately for instructions.

## Workers Compensation

Students who are employed by the college, and who are injured in the course of their work for the college are eligible for Workers Compensation. If a student is injured on the job, the student should contact his/her supervisor immediately to report the injury and complete an accident investigation form. Questions should be directed to the student's supervisor and the Human Resources Office.

