

Located near the Multisport building

x 5706

Hours: Monday – Friday: 8:15 A.M. – 4:45 P.M. during academic year;

Monday – Friday: 8:15 A.M. – 3:45 P.M. during summer

The Children's Center is licensed by the Massachusetts Office of Child Care Services and provides child care for Five College staff, faculty, and students. The center enrolls children ages 2 months to 5 years in three groups — infants, toddlers and pre-schoolers, with a total enrollment of about 40 children. Priority in enrollment is given to Hampshire-affiliated staff, students, and faculty who constitute about 60% of the families at the center. Second priority is given to Five College affiliated families, and then to community families. In all priority categories, minority children are enrolled first. The staff consists of one full-time director, seven professional teachers, trained in early childhood education and 20 work-study students/volunteers who work 8-12 hours a week as assistant teachers. The program is inspired by the Reggio Emilia approach, child-centered with an emergent curriculum, a focus on self-expression, problem solving and social interaction and an anti-bias multicultural framework. All parents pay tuition. Income-eligible vouchers funded by the state are available as are subsidies through a state funded grant for 3- and 4-year-olds.

In addition to providing child care and early education for children and their families, the center is a site for student and faculty observation and research in the fields of child study, education, child psychology, experimental education, design, etc. Teaching internships or practica can also be arranged. Community service projects and volunteer opportunities are also possible through the Lemelson program (designing and constructing equipment for the children), or in other disciplines. The director is available to help students wishing to become certified child care teachers through the Massachusetts Office of Child Care Services.

HUMAN RESOURCES OFFICE

<http://hr.hampshire.edu>

Box HR

Robert Stiles House

x 5411 or 5442

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

PHYSICAL PLANT

Box PP

Bay Road, Hadley

x 5431

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

PURCHASING OFFICE

Box PG

Blair Hall, 2nd Floor

x 5528

The Purchasing Office assists in all acquisitions made for the college. We can offer guidance on where to purchase items as well as where the best pricing and customer service is offered.

SPECIAL PROGRAMS AND EVENTS

Box SP

Red Barn, Ground Floor

x 5610

The Special Programs & Events office is responsible for the scheduling of campus meeting rooms and event spaces and marketing these spaces to on and off campus clients. The office also assists with logistical support for campus events, and operates all programs, events and conferences during the summer months.

COMMUNITY STANDARDS, POLICIES AND PROCEDURES

ABOUT THIS SECTION

The Hampshire College community seeks to balance the rights of individuals and the responsibilities of community membership. All members are entitled to a safe and productive environment and are expected to follow all the policies and procedures delineated in this section.

Conduct that adversely affects the institution's pursuit of its educational objectives, violates or shows disregard for the rights of other members of the community, endangers property or persons on college or college-controlled property, or violates local, state or federal law is unacceptable. When such conduct occurs the college retains the power, through appropriate procedures, to impose disciplinary measures to maintain order within the college and to exclude those who are disruptive to the educational process.

The policies in this section delineate the rights and expectations of all members of the Hampshire community. Additional staff and faculty policies and regulations can be obtained from the Office of Human Resources and the Office of the Dean of Faculty.

NORMS OF COMMUNITY LIVING

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

CHARGE AND MEMBERSHIP

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

All persons affiliated with Hampshire College are considered members of the Hampshire community. The families of any of these members are members while they are on the Hampshire campus. All invited 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 libelous 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 and libel, and not to have his or her character impugned.

RIGHT OF PERSONAL SECURITY

Every member of the Hampshire community has the right to be secure 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 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 to a quiet environment. Noise that infringes on a person's living or working environment at any time cannot be tolerated. Quiet hours begin at 11:00 PM Sunday through Thursday, and 2:00 AM on Fridays and Saturdays. 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, the throwing of objects out of windows or off of roofs or in any other dangerous manner—are unacceptable. Actions that are excessively violent or life-threatening will always result in the the offender's removal from the college.

Threatening and intimidating behavior

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

Lack of Respect for Property

Maintaining and preserving the private property of individuals as well as the resources of the college itself (including its grounds, academic buildings, residences, 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 their proper use. 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

All community members are required by Massachusetts law to 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 reasonable manner.

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.

DISCRIMINATORY HARASSMENT POLICY

Discriminatory harassment, a form of discrimination clearly in conflict with the general mission of the college, is strictly prohibited by college policy. In addition, discriminatory harassment in many instances violates Massachusetts criminal statutes and, when civil rights are denied, may violate other state and federal laws as well. While some examples of discriminatory harassment such as physical and verbal assaults are easily identified, more frequent and generalized instances such as blatant and subtle graffiti and insensitive use of language—including epithets and “humor”—often go unacknowledged in larger society. Discriminatory harassment is verbal, physical, or written abuse

or other offensive actions directed towards an individual or group on the basis of race or racial affiliation, age, sex or sexual preference, religion, national origin, disability, or previous military service.

Discriminatory harassment is understood to comprise the following actions and courses of conduct:

1. Physically assaulting, or threatening to assault, any person because of their race, age, gender, religion, national origin, sexual preference, disability, or previous military service.
2. Causing any person to have good reason to believe that they are prevented from pursuing activities of their choice for these reasons.
3. Making written or oral statements designed to produce fear in members of particular racial, age, gender, religious, national origin, sexual preference, disabled, or military service groups for their personal safety or freedom of movement or expression, or making written or oral statements that can reasonably be supposed to have this effect.
4. The use of offensive or insulting racial, age, ethnic, national origin, religious, gender, sexual preference, disability, military service epithets or characterizations to refer to or to describe a person or group of persons.
5. The denial of any academic, social, recreational, housing, employment, health service, or other college opportunity or service because of race, age, ethnicity, national origin, religion, gender, sexual preference, disability, or previous military service, or action or statement that might lead any member of such a group to reasonably expect that access to such opportunities or services might be denied to them on such a basis.
6. The use of different standards of evaluation for academic work, suitability for employment or promotion, or job performance for members of different racial, age, ethnic, national, gender, religion, sexual preference, disabled, or military service groups.
7. Any similar actions designed to degrade, insult, threaten, or harm the members of any such groups, or which can reasonably be expected to have these effects.

SEXUAL HARASSMENT POLICY

Unwelcome sexual advances, requests for sexual favors, other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of employment or is a basis for education or employment decisions;
2. such conduct has the purpose or effect of interfering with work performance;
3. such conduct has the purpose or effect of creating an intimidating, hostile, humiliating, or sexually offensive educational, employment, or living environment.

Under state and federal laws, as well as Hampshire College policy, sexual harassment is prohibited, whether perpetrated by other students, faculty, staff or visitors to the campus. Such behavior can be blatant or it can be very subtle. It can include implicit or explicit threats or insinuations that refusal to submit to sexual advances will adversely affect an individual's status at the college. It might also include, but is not limited to, offensive sexual flirtations, graphic verbal comments about an individual's body, unwelcome touching or physical contact, unwelcome sexual jokes or language, and asking questions about another person's sexual conduct or boasting about one's own sexual conduct. All forms of sexual harassment cause the victim to feel uncomfortable or threatened by the behavior and may cause the victim to fear retaliation.

The student affairs sexual assault and harassment officer is responsible for determining appropriate procedures to address allegations of sexual misconduct and to provide advice to all the parties involved. Under federal regulations, employees of the college, except for those who have confidentiality privileges under the law (i.e., mental health services) are required to report any and all incidents related to sexual assault or misconduct. Once a report is made, the college may need to conduct an investigation and find ways to take corrective action. For more information, contact the sexual harassment officer at x 4960.

All disciplinary cases related to the violation of this policy are handled by the sexual harassment officer and the Community Review Board.

The college is currently revising the discriminatory harassment policy and procedures. For more information, please contact the sexual harassment officer at x 4960.

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, drug, 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 which 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 immediate 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 & DRUG POLICY

Hampshire College, in accordance with both federal legislation and existing college policy, is committed to providing a drug free, healthful and safe environment for all students.

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance, and the unauthorized possession or use of alcoholic beverages on the Hampshire College campus or as part of any college activity or business off the college premises is prohibited. If a student violates this policy disciplinary action up to and including expulsion and referral for prosecution may result as deemed appropriate.

HEALTH RISKS ASSOCIATED WITH ALCOHOL AND DRUG USE

Hampshire College recognizes alcohol and drug dependency as an illness and a major health problem in this country and on campus. Drinking alcohol has acute effects on the body. It impairs judgment, vision, coordination and speech and often leads to dangerous risk-taking behavior. Nearly half of all accidental deaths, suicides and homicides are alcohol-related. The misuse of alcohol is often responsible for violent behavior, acquaintance rape and unwanted pregnancies.

Use of drugs and alcohol can cause physical and psychological dependence. They can interfere with memory, sensation and perception. Drugs impair the brain's ability to synthesize information. Regular users of drugs develop tolerance and physical dependence often experienced by withdrawal symptoms. The psychological dependence occurs when the drug taken becomes central to the user's life and decision making.

Students who need help with substance abuse problems are encouraged to seek help from Hampshire College's health services, from Hampshire's community health educator, or from dean of student affairs office staff. Referrals for appropriate services for assessment and treatment may be made by staff in these offices. These referrals will be held in confidence and will not jeopardize a student's status at the college.

SUMMARY OF THE PERTINENT LAWS REGARDING ALCOHOL IN THE COMMONWEALTH OF MASSACHUSETTS

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 on-line.

1. 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 the Amherst Town Hall at least three weeks before date of the event. The application must be approved and signed by the director of Hampshire College public safety, the appropriate student affairs professional staff member, and the Amherst Chief of Police. Return the completed application and the \$100 application fee to the Selectboard's Office to have it placed on the agenda for the next Selectboard's meeting. These meetings usually occur on the second and fourth Mondays of the month. Dates are available by calling the Amherst Town Hall at 256-4004.

2. Possession of kegs of alcohol is permitted only with a permit from the town of Amherst. Such a permit must be applied for from the Amherst police chief, at least one week prior to the event.

3. A person must be 21 years of age or older to purchase, consume and transport alcoholic beverages.
4. Willful misrepresentation of one's age or the age of another person in order to purchase or receive alcoholic beverages is a serious crime punishable by law. Violation of this section results in a mandatory fine of \$300 and a one year driver's license suspension.
5. Purchasing or delivering a drink to anyone under the legal drinking age is also a crime punishable by law. Punishment for violation of this section is a fine of \$2,000, imprisonment up to six months or both.
6. The possession of open containers of alcoholic beverages in public and 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 are the only exception to the law.
7. No person may serve an alcoholic beverage to a person who is obviously intoxicated. To do so may result in a civil liability for injuries caused by the intoxicated person.
8. No alcohol may be served at a social event after 1:00 A.M.
9. Operation of a motor vehicle while under the influence of alcoholic beverages is both extremely dangerous and a crime punishable by law. If reasonable grounds exist, a police officer may administer a breathalyzer test. The driver has the right to refuse to take the test, but this will result in automatic loss of license for a period of 90 days. Conviction for a first violation of this section results in either a loss of license for one year, a \$1,000 fine, imprisonment for up to two years or mandatory alcoholic rehabilitation. Conviction of a second violation means loss of license for at least one year, a fine and minimum of seven days in jail, or two years probation and a minimum of 14 days confinement in a residential alcoholic treatment program.

Note: Members of the community are equally responsible for upholding these laws, and are equally at personal risk if they fail to follow them. Persons violating 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 in which alcoholic beverages will be served, an authorized party 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. Such events held in other college facilities, or outdoors, are regulated by student affairs professionals, who must authorize an Event Registration Form. An Event Registration Form is issued in the Leadership Center.
2. All state and local laws apply to any organizations, college departments, or individuals sponsoring any gathering where alcohol is served. The persons who provide alcoholic beverages at a gathering are legally 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 which violates this law 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 of any event. On-campus advertising may indicate alcohol may be served, 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 of 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 which 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 moneys can be exchanged at events where other liquors are served.
7. Beer kegs are not permitted on campus without the prior approval of the appropriate professional house staff for parties in student residences, the appropriate student affairs professional for all campus events, or the director of public safety for other events. In addition, individuals must obtain written approval from public safety in order to

apply for a keg permit from the town of Amherst. In all cases, a copy of the completed permit must be provided to public safety prior to the event.

8. Sponsors of events are responsible for purchasing amounts of alcohol which will not exceed safe and legal consumption levels for their legal drinking age guests. The factors which 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.
9. Students planning events at which alcohol will be served go through the regular party registration process with student affairs professionals or professional house staff. S/he reviews the party registration form. If the amount of liquor requested for the purchase exceeds the amount recommended by the existing guidelines, and the student planner is unwilling to reduce the amount of liquor requested, the student affairs professional or professional house staff will automatically reject the permit, with the stipulation that this decision may be appealed to the standing Appeals Committee.

The Appeals Committee shall consist of the dean of student affairs; the chairperson of Public Health and Safety; the Chairperson of the Committee on Community Activities; a professional house staff member if the permit is for a mod or hall party or a public safety staff member if the permit is for an all-campus party; an Emergency Medical Technician (student); a trained server (student); the Hampshire College community health educator (seven members total, sit to hear each case.) Staff, Emergency Medical Technician, and server members may volunteer or will be appointed to the committee.

The Appeals Committee must receive all pertinent information and meet with any interested parties within three working days of the filing of the appeal, and must render its decision within the following two working days. A quick response is important, so as not to compromise the liquor license process.

Decisions of the Appeals Committee, determined by majority vote, shall be considered final.

10. 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.
11. 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.
12. 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.
13. 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.
14. While the sponsor(s) of a social event at which alcohol is served are 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, distribution, 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. 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 and assigned community service. 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, narcotic, addictive, 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 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.

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, ten years the second, permanently after the third conviction.

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.

DISCIPLINARY PROCEDURES

The Residence Life staff, Student Affairs staff and the Community Review Board conduct all disciplinary procedures that involve misconduct by a student.

RESIDENCE LIFE

Each of the houses has a process for addressing disciplinary issues in college residences. Consequences for the violation of the norms of community living within the houses include fines, restitution, community service, warnings, house probation and suspension from any particular residence. In addressing disciplinary issues, members of the residential staff may take into consideration differences in population, culture and structure among the houses. Residential staff may refer any particular case to the office of the dean of student affairs, the community review board and/or the sexual harassment officer. 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 “Code of Student Conduct” and its consequences relate to the actions of both individual students and student organizations and groups. All groups and their officers and/or organizers are expected to conform to these established standards. 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.

COMMUNITY REVIEW BOARD

The purpose of the Hampshire College Community Review Board is to provide fair and equitable procedures for Hampshire College students accused of violating the “Norms for Community Living” and/or the discriminatory harassment policy. It may also hear appeals of those students who have come into conflict with the norms of 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 accused student 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.

Membership Selection

In selecting the members of the board, the college will use the civic model of jury selection. The office of the dean of students will forward to the president’s office a list of students’ names, randomly selected by the computer, who have completed at least one year of study at Hampshire College and who are in good academic and disciplinary standing. A panel will then select the appropriate board members and alternates, including staff and faculty, ensuring that the community review board’s membership reflects the diversity of the campus community. The panel should consist of the executive assistant to the president (who will serve as convener), chair of community council, a faculty representative from community council, chair of staff advisory committee, the faculty and student representatives from the trustee campus life committee, and a student member of a previous community review board.

The board shall consist of three students, two faculty, and one staff. Members of the board shall serve one year. A quorum of the board shall consist of four voting members, with at least one member of each group. The board shall meet at the beginning of the semester to reserve a common weekly meeting time as cases require.

Judicial Procedures: Informal Stage

The college strongly encourages the Hampshire community to pursue informal resolutions to complaints alleging violations of community norms. Informal attempts at resolution will be confidential. Informal resolutions may include, but not be limited to, the following: agreement by all parties to resolutions presented by the dean of student affairs or his/her designee; mediation procedures facilitated by a member of the office of student affairs; or implementation, supervised by a member of the office of student affairs, of reasonable outcomes proposed by the parties involved in a

specific complaint. In cases of violation of the sexual harassment policy, informal procedures will be directed by the sexual harassment officer.

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.

Judicial Procedures: Formal Stage

1. Complaints may be brought by all members of the Hampshire community, including the dean of student affairs, 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 and signed by the person who will appear before the board as the complainant. A standard college complaint form, available in the office of the dean of student affairs, will contain the following specific information:
 - a. The name(s) of the complainant and the accused student(s);
 - b. The Norm(s) of Community Living which is (are) alleged to have been violated;
 - c. A narrative summary of the conduct which 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 evidence to be presented to prove the allegation (notes, papers, writings, photographs, statements, reports, etc.); and
 - e. A list of the witnesses who will appear to testify to the facts in the case.
3. The complaint must be timely, i.e., submitted within 14 weeks of the alleged event.
4. The board will consider each complaint received and decide:
 - a. Not to charge the accused student(s) due to: (1) insufficient evidence; (2) untimely submission of complaint, as defined in paragraph 3, above; or (3) determination that the charge is frivolous or harassing. Complaints determined to be frivolous or harassing may themselves be grounds for disciplinary action.
 - b. To charge the accused student(s) with violation of the Norms of Community Living and schedule a hearing. Formal, written notice of the charge will be provided to the accused student(s). A copy of the complaint statement as written by the complainant will simultaneously be provided the accused, the dean of student affairs, and the board. The accused student(s) will be allowed at least three working days between notification of the charge and the hearing to prepare a defense. The accused student(s) may petition the board for an extension of time to prepare, which may be granted at the discretion of the board.

Judicial Procedures: Dean's Hearing

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

Hearing Procedures

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

- a. 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.
- b. The board, in its best judgment, will decide what evidence is admissible, not necessarily following strict rules of evidence as in a court of law.
- c. Persons appearing before the board may be accompanied by an advisor (peer or other), but may not be represented by another person. The board and its proceedings are not a court of law. The board may, at its discretion, listen to the opinions of such an advisor when he/she is recognized by the chair. An advisor may be required to leave the proceedings if he/she fails to follow the procedures of the board.
- d. Witnesses may be sequestered during the hearing at the discretion of the board. In no case will the accused student(s) or the complainant(s) be required to leave while testimony 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.
- e. The board may choose advisors as it feels necessary, including, but not limited to, college legal counsel and/or the dean of student affairs.

- f. 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.
- g. A board member must disqualify him/herself if unable to hear a case with objectivity.
- h. The hearing will be over when the board has determined, through careful examination of all evidence presented, (1) the merit or lack of merit of the complaint; and (2) the sanction or resolution to be recommended if the preponderance of evidence convinces the board that the complaint is found to have merit.

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

The findings of the board will be communicated orally and in writing by the chairperson of the board to the accused, the complainant, and the dean of students within three working days of the board's decision.

Responsibilities of the accused student

The accused student must appear before the board at the time when his/her hearing is scheduled.

The accused student must be truthful. The accused student is subject to the filing of judicial charges if he/she willfully perjures him/herself before the board or in writing.

Rights of the accused student

The accused student shall be provided with a copy of the complaint as written by the complainant.

The accused student has the right to know the date of the hearing of the case pending against him/her at least three working days prior to the hearing so that he/she may be able to prepare a defense.

The accused student has the right to request a postponement, which may be granted for reasonable cause by a majority of the board, providing he/she notifies the community review board chair 36 hours in advance of the scheduled hearing. The chair may ask that the request for postponement be put in writing.

Before the hearing begins, an accused student 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 in such cases shall be made by the dean and the chair and reported by the chair to the board at its next regular meeting.

The accused student may provide compelling reasons to challenge the inclusion of any board member.

The accused student may remain silent, but, by exercising this right, is not immune from action by the community review board if the circumstances warrant.

The accused student shall be allowed to present witnesses and character references on his/her behalf and to be accompanied by an advisor of his/her choice. He/she 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 cross-examination, 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 accused.

The accused student may be accompanied by an attorney at board hearings. (See Hearing Procedures, Part c.)

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

The accused student in any judicial proceeding shall have to right to appeal, as explained below.

Responsibilities of the complainant

The complainant must appear before the board at the time when his/her hearing is scheduled.

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

The complainant must be truthful. The complainant is subject to the filing of judicial charges if he/she willfully perjures him/herself before the board or in writing.

Rights of the complainant

A complainant shall have the same procedural rights, as they may apply, as set forth for the accused student.

When the college is not in session

When the community review board is not in session, the dean of student affairs will be responsible for appointing a hearing panel. The panel will have three members: a faculty member, a staff member, and a student. The panel will have the same responsibilities and follow the same procedures as the community review board.

Sanctions

The dean of student affairs will impose any sanctions within three working days of receipt of the findings of the board. The dean of student affairs 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, he/she 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.

Appeals

Both the accused student and the complainant have the right to appeal the board's decision; the accused student may also appeal the sanctions. Appeals may be procedural or substantive. The complainant may appeal on procedural grounds only. The accused student may appeal on procedural or substantive grounds.

Appeals of procedure by the complainant or the accused student will be heard by the judicial council in accordance with its procedures. Such appeals must be submitted in writing to the judicial council within one week after notification of the board's action.

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

CONSEQUENCES

Actions have consequences, and a student who has performed unacceptable actions such as those listed above must expect one of the following penalties:

Exclusion from Campus

In those cases where the dean of student affairs determines that a student's conduct or potential conduct presents a clear and immediate danger to him/herself or others, that student may be summarily excluded from the campus pending a hearing and determination under the community review board procedures. The board will meet as soon as possible following such a summary exclusion.

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 altogether.

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.

House expulsion

When expelled 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 suspension

A student may be required to move from his/her assigned housing area. This house expulsion can be in effect for anywhere between two semesters to permanent removal.

Room choosing restriction

May be imposed together with another sanction. A student is not allowed to take part in the housing lottery. The Director of Housing Operations will house the student in an available room after the lottery has ended.

Disciplinary probation

Students placed on probation who exhibit irresponsible conduct during this period will be faced with particularly severe penalties, such as suspension or expulsion. Like suspension, probation lasts no longer than two semesters.

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 of community living anywhere on campus may result in a student's suspension from his/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 demand 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 his/her disciplinary sanctions imposed by the community review board, the dean of student affairs, or residence staff, the student's degree will be withheld and official transcripts will not be released. Students will be issued an unofficial transcript which will be stamped "Issued to Student" and "outstanding obligation." Transcripts will not be issued to third parties.

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

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

Confidentiality and Public Records

All formal and informal proceedings are confidential. College officials and members of the community review board are not to discuss cases outside of the judicial process. However, it is recognized that those charged and those bringing charges are not bound to secrecy, witnesses will speak of what they know, and college officials will talk to other college officials. Evidence 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, then destroyed. A cumulative public record of board decisions will be maintained in a file in the reserve section of the library. The record will contain a statement of the charge, the finding, and the sanction (if any.) All names or other personal identifying data (such as addresses) will be deleted from the public record. A copy of each record will be submitted to 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 rights 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.

OTHER POLICIES AND PROCEDURES

Acquired Immune Deficiency Syndrome (AIDS) Guidelines

Discrimination against students or employees with AIDS or “who are perceived to be at risk of having AIDS” will not be permitted at Hampshire College.

Students with AIDS who can function academically and maintain health to the point of being able to attend classes, comply with academic requirements, and be self-reliant will not be excluded from any function or building on the Hampshire College campus.

Employees with AIDS will not be excluded from carrying out their normal work functions.

In the event a decision must be made about whether a person may remain on campus, the case will be referred to a group, previously appointed by the president of the college, which will provide an analysis of each case.

The confidentiality of the diagnosis of AIDS or infection with Human Immune deficiency Virus (HIV) associated with AIDS is protected by law.

The above guidelines are in accordance with recommendations made by the American College Health Association and Massachusetts General Laws Chapter 151B, et seq., and Chapter 272, Section 598.

Auxiliary Aid Policy, Reasonable Accommodation

Hampshire College takes seriously its obligation under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 not to discriminate against qualified disabled individuals in its programs or activities. The college recognizes it has a responsibility under Section 504 and the Americans with Disabilities Act to ensure that no disabled student who can meet the academic and technical standards requisite for admission to, or participation in its programs, is unreasonably excluded from such participation or otherwise discriminated against because of the absence of educational auxiliary aids which are necessary to provide the disabled student with an equal opportunity to obtain an education in the most integrated setting appropriate to the student’s needs or because of an unwillingness to make reasonable accommodations in the college’s programs.

Hampshire College believes that its responsibility to ensure the availability of necessary auxiliary aids ordinarily can be met by assisting disabled students in obtaining such aids from governmental units, such as the state vocational rehabilitation agencies, or from private charitable organizations. Accordingly, students with disabilities will be expected to exercise reasonable self-help in obtaining and maintaining funding from outside sources for required aids.

In the event a disabled student with appropriate documentation has been turned down by outside agencies for the aids that the college has determined are necessary to give the student an equal opportunity to obtain the same educational benefit from the course or courses in which the student seeks to enroll as may be obtained by the able student, the college will take whatever action is necessary and reasonable to fulfill its obligation to ensure that the student is not denied the right to participate in any such class or classes because of the absence of educationally necessary aids.

To ensure the availability of necessary aids at the start of any particular semester, a disabled student who believes he or she will need an auxiliary aid to participate in a course or courses offered by Hampshire College must notify the advising or student affairs office of the need for such assistance at least several weeks before the first day of classes for that term. Such notice is required in order to give the student and the college a reasonable period of time to evaluate whether the requested aid is necessary to provide the student with an equal opportunity to benefit from the college’s education programs; to identify sources for purchasing, leasing, or hiring any necessary aid; and, if possible, to obtain funding for required aids from appropriate governmental or charitable agencies.

College ID card

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

Pet policy

Pets and other animals, with the exception of certified service animals, are prohibited in all residential buildings. Residents are also prohibited from keeping or providing for animals on college property, and visiting animals must be kept outdoors, either heeling and under voice control in the presence of the owner or on a leash. Hosts are responsible for cleaning up after any visiting animals. "Visiting" is defined as temporary, short-term (3 or 4 days), and occasional (2 or 3 times a term). Students who violate this policy are subject to disciplinary actions and will bear any associated costs for college property where animals are found in violation of this policy.

Right of entry

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

Smoking Policy

Smoking is prohibited in all nonresidential campus buildings. In the residential areas, smoking is permitted only in student rooms and only where the hall or mod designation allows it. Smoking is not allowed in residential common spaces.

Summer access to campus facilities

Students may not use academic 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 with the approval of the dean of faculty. Hampshire offers no summer school courses and does not provide housing for students over the summer.

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

1. Circulation of books, records and bound periodicals, from the Harold F. Johnson Library Center: student must supply the library with summer mailing or email address, and abide by normal rules and loan periods.
2. Direct borrowing access to Five College libraries: student must renew library registration at Hampshire, supply the lending library with summer mailing or email address, and abide by normal rules and loan periods.
3. Inter-Library Loan: student must supply the library with summer mailing or email address, pay \$2.00 for each request in addition to any charges levied by the supplier, and abide by normal inter-library loan rules and loan periods.

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

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

FIVE COLLEGE POLICIES

Access to Five College Physical and Recreational Facilities

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

Adjudicating Breaches of Discipline by Five College Students

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

HOUSING & RESIDENTIAL LIFE POLICIES AND PROCEDURES

THE HOUSE SYSTEM

Since its founding, Hampshire College has been envisioned as a residential learning community. This has meant that not only does Hampshire strive to provide safe, secure and comfortable living areas for students, but we also strive to provide a dynamic, intellectual environment outside the classroom. The residential life system encourages students to assume community responsibility, to learn to appreciate people with diverse backgrounds and lifestyles, and to make connections between a student's formal academics and what goes on outside the classroom. To meet these goals, we expect students to live on campus during their enrollment at the college.

The residential system at Hampshire is made up of five "houses." Merrill and Dakin Houses are modeled on traditional dormitories, while Greenwich, Enfield and Prescott Houses provide apartment-style living. The houses are staffed by a full-time house director who lives in the residential area, and a house secretary. Each house sends a student representative to community council, and two staff members also serve on the council. All of the houses are supervised by the associate dean of student affairs for residential life.

Each house maintains an office that is supervised by a house director and is staffed by a house secretary, student interns and student office workers. The house offices are the focal point of much of the activity that takes place in the residences. Administrative needs can be met by going there and individual staff members can be found there. In addition, the house office often serves as a gathering place where residents can meet each other and their staff.

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

In addition to the professional staff, each house has student interns who act as intermediaries 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 implement the policies and procedures necessary for the smooth running of the residences. They are also actively involved in providing the programming sponsored by each house.

Working in collaboration with house staff are house faculty and faculty-in-residence. These faculty members live on campus and are responsible for sponsoring programming of an intellectual nature in the Houses. They also provide an important after-hours presence on campus.

OVERVIEW OF IMPORTANT HOUSING POLICIES

1. Hampshire College provides housing to registered on-campus students during the academic year. Housing is contingent upon a student's maintaining an active student status.
2. Student rooms are designed to be utilized as bedrooms and/or study space. The use of bedrooms for other purposes is prohibited.
3. Rooms must be maintained in good sanitary condition and must be returned in as good repair as when possession was taken, ordinary wear and tear excepted. **Damages to student rooms, including costs for replacing missing furnishings, will be charged to the last known student occupant(s) of that room.** Damages to the common spaces in a residential area, including costs for replacing missing furniture and other furnishings, which cannot be attributed to specific individuals or groups, will be charged to all residents of the smallest applicable area of the residence, the total being divided equally. Assessments for damages are made as students move and/or at the end of the academic year. If repairs are needed in individual rooms or common spaces, students should contact their house office to make their requests. The house office will contact the physical plant.
4. Students' right to privacy in their bedrooms is respected by the college. Physical plant personnel may enter student rooms for the purpose of making repairs. Other appropriate college employees may enter student rooms under the following conditions: 1) in an emergency or situations which present a clear and present danger, 2) to conduct fire safety/health inspections, and 3) at the start of the holiday 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.
5. Any duplication of college keys is strictly prohibited. Replacements for lost keys must be obtained from the appropriate house office. If a bedroom door key is lost, the door lock is automatically changed, for which the charge is \$15 and two new keys (\$15 each) are made. If an entry key is lost (in the apartments) the locks will be re-cored at \$15 each and a replacement key (\$15) will be issued. All residents will be issued a new entry key each time the locks are re-cored. In Dakin and Merrill, a lost or unreturned lounge key will result in a \$15 charge for a

new key. Basic charges for unreturned or lost bedroom keys are: \$15 per re-core, \$15 for replacement key, \$15 for backup key.

6. Any student vacating a residence hall for any reason—including but not limited to withdrawal from the college, moving to a different residence hall, or vacating the hall at the end of the academic year in May must have his/her room checked out by a member of the house staff and return all keys within 72 hours. Failure to check out properly will result in NOT being able to contest room damage charges.
7. A resident may not unreasonably interfere with a roommate's or any other resident's rights under a residence hall contract. This includes the right to a reasonable degree of quiet and all hall/mod noise level designations are expected to be honored. Campus-wide quiet hours are as follows: after 11:00 P.M. Sunday to Thursday, or after 2:00 A.M. Friday and Saturday. Noise that seriously infringes on a person's working environment at any time cannot be tolerated.
8. Smoking is prohibited in all nonresidential campus buildings. In the residential areas, smoking is permitted in student rooms and where the hall or mod designation allows it. Smoking will not be allowed in any residential common spaces.
9. No pets or animals of any kind are permitted in the residence halls or apartments at any time for any reason.
10. Room decorations are permitted except for hanging blankets, rugs or fishnets. Combustible decorations must not be put on the ceiling, in the entryway, on the door or near heat sources such as radiators or light bulbs. Any method of affixing decorations that puts holes in or mars walls, woodwork, doors or furnishings is prohibited.
11. The installation of air conditioners is prohibited.
12. The removal of window screens by residents is prohibited.
13. The use of candles, hotplates, incense or halogen lamps is prohibited. The use of water beds is prohibited. The building or installation of "lofts", furniture, or other structures of any kind or size, including but not limited to cinder block or wooden platforms, is prohibited. All college furnishings and fixtures must remain in the room at all times, with exception of mattresses and bed frames which may be removed from mod rooms.
14. Additions to, modifications of, and unauthorized connections to existing wiring systems are prohibited. Such systems include electrical, telephone, data, and television/radio signal wiring and distribution systems. Residents are prohibited from installing additional wiring or distribution systems, including satellite dishes. Only the jacks and outlets provided in a resident's room may be used for obtaining electrical power or for connecting telephone and data transmission equipment.
15. Residents are prohibited from entering onto roofs through any windows, from using ladders or other equipment or means to gain access to roofs, and from being present on roofs for any purpose.
16. Students are permitted to have overnight guests in their rooms or apartments as long as the host is on campus during that time. All guests are expected to abide by Hampshire's policies and norms of community living. Responsibility for the conduct and safety of guests lies with the student host. Any damage incurred by a guest will be charged to the student host. Any guest whose behavior is disruptive will be asked to leave campus. Student guests must be registered at the appropriate house office and the office must be informed as to the length of the visit. The normal length of guest visitation is two to three days, and under no circumstances longer than one week. Guest's vehicles must be signed in at the public safety office on a daily basis.
17. Only residents assigned by Hampshire College may reside in their assigned rooms, residents may not invite or permit any other person to reside in their assigned room, or in any other area of the residence hall.
18. Fire alarms, extinguishers, and other devices are provided for the safety of all residents in case of fire. Tampering with these devices or using them for other purposes is prohibited. Fire exit drills for residence halls are required by Massachusetts and Amherst law. All occupants of a residence hall must leave the building during a fire exit drill. Sounding a false alarm is a violation of town and state law and college regulations. Persons found to have sounded a false alarm or to have tampered with extinguishers or smoke or fire detection devices may be fined and other disciplinary sanctions will be applied. Any student(s) determined to have tampered with or wrongfully activated the fire detection system, or to have contributed in any manner to a false fire alarm while engaged in prohibited or unlawful behavior, will be fined an amount approximate to the cost of the Amherst Fire Department's response to the alarm. This amount is currently \$600. When responsible individuals cannot be identified, all residents of that particular area may be assessed.
19. By Massachusetts law, a person commits arson when by means of fire or explosive he or she knowingly damages, partially or totally, any building, and he or she knows or reasonably should know that one or more persons are present therein. Arson is a felony. Arson is punishable by imprisonment of up to ten years.
20. When it appears through reports of the residence hall staff, public Safety, etc., that a student has broken the residence and board contract or has violated a residence hall rule or regulation as specified herein, the college reserves the right to review the case and take appropriate action administratively.

MAINTENANCE AND CLEANLINESS OF ROOMS

The college provides each student with a room that is clean and in good repair. Students should expect to have any subsequent repairs completed promptly, to have all facilities working, and not to have their right to privacy breached capriciously. If repairs are needed, students should contact their house office to make their requests. The house office

will contact the physical plant. Hampshire College personnel may enter a student's room in order to make requested repairs, to perform routine inspections with prior notice to students, or to respond in case of emergencies. Students should expect to have the following items of furniture: bed frame, mattress, dresser, pedestal unit, bookcase, desktop, chair, and clothing rod & shelf.

During the year, members of the custodial staff regularly clean the halls and bathrooms in Merrill and Dakin houses. Students are responsible not only for the cleanliness of their own rooms, but also for the common spaces (dormitory lounges and kitchens, living rooms, and bathrooms in the apartments.) Residents are responsible for regular and timely disposal of all recyclables, trash and compost from their rooms, lounges and mods into the public recycling sheds, dumpsters and compost bins found in each residential area. This must be done on a regular and timely basis. Recycling is the law in Amherst, and all members of the Hampshire community are expected to comply. All recyclable materials must be clean and sorted before they are deposited in the recycling sheds.

Students living in apartments are responsible for providing cleaning materials and equipment. They are responsible for the removal of trash and garbage, proper food storage, cleaning of stoves, refrigerators, and all aspects of bathroom cleaning. Residents in all areas may borrow vacuum cleaners from the house offices. The cleanliness of rooms must meet the standards of fire and safety codes. Periodic visits by state health and fire officials do occur. If warnings are not heeded and conditions do not improve, the physical plant staff will remedy the situation. The student(s) responsible will be billed for the cost of labor involved and housing privileges could be lost. Inspections of student living areas are conducted twice during each semester and again at the end of the academic year.

COLLEGE FURNITURE

Students are not permitted to remove college furniture, other than bed frames and mattresses, from their rooms. Each student is responsible for all furniture itemized on the room contract. If, at the end of the term, furniture is missing, the student living in the room will be charged for the cost of replacing missing furniture.

A student may supplement college-owned furniture with their own additions for common area use. However, the college is not responsible for damage or theft of non-college furnishings. It is the student's responsibility to remove all non-college furnishings upon departure and summer shutdown. Furniture that remains in rooms and common spaces will be disposed of by the college. Water beds are not permitted.

ROOM AND COMMON SPACE CONTRACTS

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

Students are required to sign room and common space contracts which reflect the conditions and content of these spaces, when they move in. When students check out of their rooms, the room and common area contract is used to assess the condition of the facilities and to determine whether or not students are responsible for any damage beyond normal wear and tear or missing furniture. Common areas are assessed and billed for damage and cleanliness at the end of *both* fall and spring semesters. Students have an opportunity to review these contracts upon moving into their rooms. Any students who do not review and sign their contracts when moving into their rooms or fail to properly check out of a room, forfeit the opportunity to challenge the room and common space contracts at checkout or during the summer appeals process, and are held liable for any damages that may have occurred in their rooms.

DEPOSITS AND CHARGES

Students pay a one-time "on-campus security deposit" of \$400, which covers room damage, room key and key core. If there are no outstanding charges this deposit is returned when a student permanently separates from the college.

Room Damage

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

Room Key and Core

If a room key is not returned immediately after occupancy is concluded, the core must be replaced. Students will be charged for replacements.

DAMAGE AND ALTERATION OF COLLEGE BUILDINGS

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

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

Students are required to sign a room and common area contract as they move in. These contracts should accurately reflect the conditions and furnishings of the area. All student rooms should have a full complement of furniture. The only items of furniture allowed to be removed are bed frames and mattresses. Students will be held accountable for any damage to their rooms, common areas or furniture and will also be responsible for any missing furniture upon their vacating their room.

General Fees for Student Damages

Replacement Charges

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

Painting Charges — Minimum

Dorm room	200
Dorm hall.....	250
Dorm ceiling.....	50
Patch & repairs	50+

Vinyl Wallcovering — Minimum

Room	300
------------	-----

Cleaning Charges

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

Carpet Replacement

Dorm room	200 – 300
-----------------	-----------

Common areas	400
Lounges	400

Moving Contents of a Student’s Room

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

Moving Charges: 100

OPENING AND CLOSING OF RESIDENCES

It is not possible for a student to be admitted or to leave luggage in the residences before the official opening date in the fall.

All residential areas are closed during the winter break and occupancy is strictly forbidden. Physical plant and house staff will enter each room during this period to turn down heat, monitor fire safety compliance and secure all areas.

All students must vacate their rooms by the end of Hampshire’s examination period at the end of fall semester and by noon of the day after commencement in the spring semester. In the case of students who have exams scheduled at one of the other area colleges or university after the closing dates, they must seek permission from the Director of Housing Operations, by the posted deadline, to stay. In those cases where permission is granted, students must leave on the day their exam is scheduled. Failure to comply to this policy may result in disciplinary action and a significant fine commensurate to the amount of time a student has taken to leave.

ROOM CHOOSING PROCEDURES

The following is a brief description of several room choosing procedures. Additional information is available in the housing office. Most students will reside in their fall term room assignment for the entire academic year. However, some students finish their degree work in the fall and several students go on leave or field study and return for the spring semester. Mods will be expected to fill their vacancies in the spring with returning from leave students. Any remaining vacancies will be filled by the Director of Housing Operations using Mod Wait List applicants and alternate lists of students provided by current mod residents.

Enrollment Notification Deadline

The enrollment notification deadline is listed in the calendar that is publicized by the Center for Academic Support and Advising (CASA). Anyone who plans to go on leave, field study or withdraw at the end of the semester must fill out the appropriate forms and submit them to the center for academic support and advising by the deadline. Students who turn in their forms after the deadline are charged a \$500 late notification fee. Students filing for leave, field study or withdrawal automatically lose housing for the semester for which they are filing.

Campus-Wide Lottery/Auction Policy

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

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

Policies for special interest and physically unique housing are currently being developed.

Points for Lottery

1 or two points for being a transfer student (one point for being a transfer and an extra point if you filed Div II within the first year of Hampshire enrollment).

1 seniority point for each semester enrolled (maximum of 8)

1 age point for being 22 years of age or older (as of September 1)

1 squatter’s point for currently living in the mod you want to lottery for

Maximum number of points = 11 Minimum number of points = 1

A student with less than 2 points may only live in the mods if s/he is willing to share a double or has extenuating circumstances.

All students are sent a lottery number, accounting for all points except the squatter point.

Mod Lottery

(Prescott, Enfield and Greenwich Houses)

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

Dorm Lottery

(Merrill – 27 halls, Dakin – 25 halls)

Groups of 6 or larger can lottery for any hallway in Merrill and Dakin Houses. Although dorm hallways will be offered to groups of students for lottery, residents are not required to go through the lottery process. However, lottery groups may displace any single residents of a hallway. Shortly after the lottery, all remaining dorm rooms will be available on a first-come, first-served basis to any unhoused students.

Administering the Lottery:

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

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

Substance Free Mods

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

Mod Wait List and Dorm Room Sign-Up

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

Clustering Designations

After studying designations in the different residential areas, an attempt will be made to cluster some designations. Clusters will be determined, prior to the lottery, depending on what makes sense with the current designations. Designations that are determined prior to the lottery must be honored by groups moving into those areas.

An example might be:

Donut 1, in Greenwich House, will be Quiet.

Donut 2, in Greenwich House, will be No Smoking.

Apts. 47-50, in Enfield House, will be No Smoking.

Stairwell for apts. 98, 99 & 100 in Prescott, will be No Smoking.

All newly renovated residential spaces will be designated No Smoking.

Special housing options (application process used to determine residency)

Substance-free housing

In addition to expecting that state and campus alcohol and drug policies are adhered to, Hampshire College recognizes that students may want to live where there are strictly defined standards of behavior regarding the decision not to use alcohol or other drugs. Institutionally designated substance-free (or chem-free) housing are living areas free from substances at all times, regardless of legal age. Substances are defined to include alcohol, tobacco, and other illicit drugs. This housing option is available in all types of campus housing. In order to be placed on an institutionally designated substance-free hall or mod, or to be part of the substance-free lottery, students (or groups of students) must fill out an application, signing a contract detailing expectations of behavior for both residents and their guests, and be put on the Housing Coordinator's eligibility list. Residents of an institutionally designated substance-free housing area who violate the conditions of the contract may be immediately removed from that hall or mod.

Allergen-reduced environment

One of our newly renovated mods has been set aside specifically to help students who require an allergen-reduced living area. Anyone needing such a living space must complete an application and submit documentation regarding their needs to the housing coordinator.

Greenhouse Mod

Our unique physical space that has a greenhouse attached to a six-person mod. Applications are submitted to a committee who determines residency.

Kosher Kitchen Mod

Uses an application process and a committee to determine residency, based on need.

International Students Mod

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

Identity-based mods

Hampshire College has had several student initiated identity based mods that the institution supports, such as: "students of color, women of color, men of color and queer. The residents of these mods pick, from an applicant pool, who the new residents will be. As long as these identity-based mods can fill prior to the lottery, they will continue. If not, the mods will be part of the campus-wide lottery.

Handicapped Accessible apartments and dorm rooms

The Director of Housing Operations will determine residency in our specially designed handicapped accessible apartments, giving preference to students needing such accommodations. Anyone housed in these areas who do not need these special accommodations may be moved if/when the space is needed for such use.

Theme Housing

Students are encouraged to come together around a specific topic or theme and share that interest with their residential community. The goals of theme housing are:

- To create opportunities for academic and intellectual activities to take place in students' living spaces.
- To support students who do not receive funding through a student group to initiate programming that will benefit the entire community.
- To enhance the variety and scope of events that take place in the Houses.

Requirements for Theme Housing Groups

- Housing (mod or hall) is assigned through the regular housing lottery.
- All members of the mod/hall must participate in the programming.
- Membership of the housing group must be distinct from any other campus-funded group.
- The designation of the group's theme must be declared by October 15th.
- Programs must address the group's theme.
- Programs must have a formal connection to a staff or faculty member.
- Groups must sponsor a minimum of 2 programs open to the community both semesters.
- In the fall, the first program must take place prior to October 15 and in the spring semester it must take place prior to March 1.
- All events must be completed and evaluation forms submitted by December 1 in the fall and April 15 in the spring.
- Evaluation forms are available in the Housing Office.

Logistics of qualifying for Theme Housing

Plan event. Be sure to fill out a "Party Registration Form" at the House Office.
Carry out the event.
Participants from outside the mod/hall must sign an attendance sheet. A minimum of four outside participants must attend to qualify.
Faculty/staff member must attend the event (as documented on the sign-in sheet) or there must be clear academic/intellectual content, supported by the faculty/staff member, which supports the group's theme.
Submit approved evaluation form to the Director of Housing Operations.
Groups may apply for up to \$25 funding from the Housing Office to support their event(s) by submitting receipts to the Director of Housing Operations with their event evaluation form.

Rewards

Squatters in qualified theme mods will each receive an extra "squatter's point" in the mod lottery for that same mod for the following year. Squatting does not commit the group to being a theme mod for the next year.
Members of qualified theme halls who enter the hall/mod lottery as a continuing group of at least four people will each receive an extra lottery point for whatever hall/mod they wish to attempt to win. Entering the lottery with these additional points does not commit the group to being a theme mod or hall for the following year.
Qualified theme mod/hall residents may be eligible for Division II community service evaluations if they contribute to the community by carrying out significant programming beyond the basic requirements of the Theme Housing program.

ROOM CHANGES

There are times during the semester when students may choose to move rooms based on available vacancies. A housing freeze (a time when no changes are possible without the permission of the housing coordinator, granted only for emergencies) is enforced during the first two weeks of any semester or during any time in which there are students living in lounges. If a student wishes to move when a housing freeze is not in effect, s/he should contact the Director of Housing Operations to determine available rooms. Dorm rooms are given on a first-come, first-served basis. In order to move into a mod, a student must be invited by the current mod residents or be assigned to the mod by appropriate student affairs staff. House staff will issue keys to the new room and oversee the completion of a new room contract. They will also do a check out inspection of the previous room. Students get 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 are expected to house two people. Except with special permission from the housing coordinator, an occupant of a double may not move from his/her room if it leaves a vacancy in that double. The Director of Housing Operations reserves the right to assign roommates if a single occupant of a double room does not choose a roommate him/herself. If the Director of Housing Operations determines it is possible for a double room in Merrill or Dakin House to house only one student, a lottery will be held to assign that double to a Division III student. Single occupants of doubles in Merrill and Dakin Houses who have not acquired that room through the lottery process will be required to move.

The House staff and Dean's office also reserve the right to house students in any vacancy in Greenwich, Enfield and Prescott Houses if residents of apartments have not filled them.

OFF-CAMPUS HOUSING

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

1. If a student is 25 years of age or older;
2. If a student continues to live with a parent or legal guardian within 30 miles of campus;
3. If a student is married (nonlegal definitions are considered);
4. If a student has legal dependents living with them. (The college has no facilities for students with dependents.)

If a student falls into one of these categories, s/he 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 s/he has a need to live off campus, s/he must meet with the Director of Housing Operations and fill out a housing exemption application. Documentation, supporting this need, is required. If students are seeking off campus housing accommodations due to psychological, physical or learning disabilities, they may seek advice through our disability coordinators who may also authorize a housing exemption.

Students may be invited to take a housing exemption and move off campus when Hampshire 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 being offered off campus first. Off campus slots will be given on a first-come, first-served basis until the bed shortage is remedied.

Students lose their off-campus status when they go on leave of absence or field study, and must reapply during the semester prior to their return to full-enrollment status. Continuously enrolled students need not reapply, though they will be asked to update documentation attesting to their status each semester. All off-campus students are required to provide the college with, and update, their current local address and telephone number each semester. This is required for emergency purposes. This information is published in an off-campus directory, unless otherwise indicated on the address form each semester.

RIGHT OF ENTRY

Students' right to privacy in their bedrooms is respected by the college. Physical plant personnel may enter student rooms for the purpose of making repairs. Other appropriate college employees may enter student rooms under the following conditions: 1) in an emergency or situations which present a clear and present danger, 2) to conduct fire safety/health inspections, and 3) at the start of the holiday 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. Common areas (i.e. kitchens, living rooms, lounges, etc.) are considered public and may be entered, routinely, by Hampshire College personnel.

LOCK-OUTS

Students who have lost their keys or are locked out of their rooms, should have a replacement key issued by house staff. When the house office is open (Mon. – Fri., 8:30 a.m. – 4:30 p.m.), students should go directly there for help. When the house office is closed, the student's intern or, on weekends, the intern on-call can help. If it is late at night, (after 11:00 p.m., Sun. – Thurs., or 2:00 a.m., Fri. – Sat.) public safety should be called (x5424) for immediate assistance and then the student should go to the house office or find the appropriate intern the next morning.

GUESTS

Students are permitted to have overnight guests in their rooms or apartments, as long as the student host is present for the duration of the guest's stay. All guests are expected to abide by Hampshire's policies and norms of community living. Responsibility for the conduct and safety of guests lies with the student host. Any damage incurred by a guest will be charged to the student host. Any guest whose behavior is disruptive will be asked to leave campus. Guests must produce identification if asked to do so by any college employee.

Student guests must be registered at the appropriate house office, and the office must be informed as to the length of the visit. The normal length of guest visitation is two to three days, and under no circumstances longer than one week.

PET POLICY

Pets and other animals, with the exception of certified service animals, are prohibited in all residential buildings. Residents are also prohibited from keeping or providing for animals on college property. Non-residents may bring pets to visit the campus but visiting animals must be kept outdoors and on a leash. Pets may not be on-campus overnight. Owners are responsible for cleaning up after any visiting animals.

Students who violate this policy are subject to disciplinary actions and will bear any associated costs for college property where animals are found in violation of this policy.

CABLE TV OUTLETS

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

RESIDENTIAL PHONES

Each apartment or dormitory corridor is equipped with a telephone provided by the college, for on-campus and local calling. In addition, each residential room on campus is equipped with a phone line capable of making on-campus and local off-campus calls. Long distance services and calling cards are available through PaeTec Communications at campuslink.paetec.com, or (800) 962-4772. Each student will also be provided with a voice mailbox by the college. Students are responsible for bringing their own touch-tone phones for their rooms. Public telephones are available in each house and throughout campus. Vandalism of college-provided phones will result in all hall or apartment residents bearing the cost of repairs or replacement and disciplinary action.

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

ENERGY CONSERVATION

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

STORAGE

Each house has limited storage space for the use of residents. Though students are permitted to store personal belongings, the college is not liable for lost, stolen, or damaged property. As the college can not guarantee the safety and security of the storage spaces, it is strongly recommended that students use secured self-storage units in the local area. In no circumstances should students store electronic equipment, computers, or other valuables in the storage spaces in the houses.

Because the storage spaces are different in each house, procedures to access those spaces vary across campus. Students need to check with their house office for the specific process, restrictions, and guidelines in that house.

Any stored items must be labeled with the student's name, date of entry, and date it was stored. All materials should be stored in the area where a student will be living the next semester. Students who are not returning to Hampshire the following semester, whether because of leave, graduation or withdrawal, may not store belongings on campus. House staff have the right to remove items stored by students not currently enrolled and to dispose of those items as they see fit.

SUBLETTING

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

SMOKING POLICY

Smoking is prohibited in all nonresidential campus buildings. In the residential areas, smoking is permitted only in student rooms and only where the hall or mod designation allows it. Smoking is not allowed in residential common spaces.

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 and the Amherst Fire Department will respond. Residents must leave the building and remain evacuated until the fire department determines that it is safe to restore the alarm system.

If the fire alarm activates and an individual knows the cause, this individual is asked to call public safety from a safe location and explain what happened.

If the fire alarm is activated by mistake (cooking smoke, shower steam, cigarette smoke, etc.) the individual responsible needs to make him/herself available to public safety and the fire department.

Students who fail to respond appropriately to fire alarms are liable to disciplinary action. In addition, at the discretion of public safety, students may be fined up to \$50 and assigned six hours of community service for negligent or repeated acts in setting off fire alarms.

Fire drills

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

Tampering with fire safety equipment

Fire extinguishers and fire detection systems are in place to protect the community. Tampering with fire safety equipment or the fire detection system is a serious violation of the norms of community living, and also violates local and state laws. Any student(s) determined to have tampered with or wrongfully activated the fire detection system, or to

have contributed in any manner to a false fire alarm while engaged in prohibited or unlawful behavior, will be fined an amount approximate to the cost of the Amherst Fire Department's response to the alarm. This amount is currently \$600.

Regulations

1. 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 entry ways.
2. No more than 40% of wall space may be covered by combustibles, such as tapestries, posters, etc. No combustibles may be in hallways, stairwells or egresses.
3. Light fixtures may not be covered by combustible materials (such as bedspreads, scarves, paper shades) nor may they be painted or darkened.
4. Combustibles, such as furniture, recycling, clothing, curtains and garbage, must be stored at least 12 inches away from heaters.
5. No lit candles or incense are permitted in residential rooms.
6. Cooking is not permitted in student rooms.
7. Toaster ovens may only be used in common areas and must be kept clean at all times.
8. 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.
9. Use of non-college alarm systems or other than college-issued locks, including locks on storage closets, is prohibited.
10. The storage and use of flammable liquids (gasoline, paint thinner) and flammable gases (propane, acetylene) is prohibited in the residential areas.
11. Halogen lamps are a significant fire safety hazard if there are combustibles too close to the bulb. The use of these lamps is prohibited.

ALCOHOL USE IN THE RESIDENCES

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

Outside of 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. 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.

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. 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 only be authorized for a single hall or mod to host an event. Larger events should take place outside the residences. Entertainment may not be so loud as to disturb neighboring residents. Only one event registration form will be authorized in each residential area on a single night. Social events in the residences will not be authorized to take place during or around the time of large-scale campus events nor during the time of college quiet hours. Therefore, events in the residences ordinarily will be authorized only for Friday and Saturday nights. They will not be authorized to take place during the Five College exam period, during break periods (October Break, Thanksgiving Break or Spring Break), during any time of the Halloween weekend, or during Spring Jam.

DEPARTMENTAL POLICIES & PROCEDURES

INFORMATION TECHNOLOGY (IT)

For more comprehensive information, go to <http://computing.hampshire.edu> or call x 5418

The IT computer lab on the third floor of the library is available to all members of the Hampshire community to support teaching, learning, and research. Unauthorized use of these facilities is prohibited.

Computer Users Code of Ethics

- Accounts created on college computers are for the sole use of the person to whom they are issued. Accounts are not transferable.
- Each user has the right to privacy. Users will not access, inspect, or alter any file or directory belonging to another user without his/her permission. IT or other authorized personnel may, however, inspect users' files and directories in the event that there is reason to suspect a violation of system or ethics rules, or in the event that there is disruption to the network or other shared resources.
- Each user has the right to personal privacy while using the system. Users will not harass other users either verbally, by creating a disturbance in a computer lab, or by means of unwanted email. Users will not attempt to send email that appears to be from an account other than their own nor will they knowingly send virus-infected e-mail or files.
- Users will not damage, deface, alter, or remove any college computing equipment. Users will not attempt to sabotage or "crash" any computer system.
- Hampshire College computing facilities are maintained by the college to support the teaching, learning, research, and management needs of members of the Hampshire community. Unauthorized use of these facilities for any other purpose is prohibited.
- The Hampshire College world wide web site presents Hampshire to the outside world. In addition, the web site provides links to internal information resources. Although the college implements disk quotas on its servers, personal home pages of students, faculty, staff, and alums are not monitored by the college. If, however, the college receives a complaint about a personal home page, the Norms for Community Living and this Code of Ethics may be invoked.
- Anyone using Hampshire College computing facilities to communicate with other computing facilities is responsible for learning the rules of those facilities and abiding by them. Any infraction of the rules of another computer facility committed by anyone using the Hampshire network will be considered a violation of the Hampshire rules.
- Serious or repeated infractions of this code of ethics will be referred to the appropriate dean or supervisor for disciplinary action.

LEADERSHIP CENTER

For more information call x6005 or email leaders@hampshire.edu

Hosting/Registering an Event or Program

The event registration process is designed to provide Leadership Center 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, Special Activities Fund, Student Organizations)

If an event organizer comes to the Leadership Center 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.

Process steps

1. The event organizer develops initial plans for 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 set-up, amplification, police, alcohol, non-student guests, admission fees, co-sponsors and estimated attendance. *Conduct in all campus facilities is expected to conform to the Campus-Wide Conduct Regulations as stated in the Hampshire's "Norms of 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.*

2. The event organizer completes an **Event Registration Form (ERF)**. The ERF needs to be turned in to the Leadership Center at least **TEN** 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). The Event Organizer must also be authorized to make financial contracts from the requesting organization. An account number is required to submit the ERF.

3. The event organizer will receive confirmation or denial of their request from the Leadership Center. 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 who have previously been informed of the event. If the event organizer decides to cancel the event the event organizer must notify the Leadership Center. Events not cancelled 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 event.

5. Cleanup, breakdown, pick up, and lock up, if needed.

Regulations

1. Alcoholic beverages are only allowed by special permit.

2. Quiet Hours begin 11:00 p.m. (Sunday - Thursday) or 2:00 a.m. (Friday - Saturday). 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.

3. All trash and litter must be collected and placed in plastic bags or litter cans.

4. At no time may doors, fire exits, elevators, hallways, or foot traffic be blocked. All events must observe fire and handicap accessibility codes.

5. 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.

6. Chalking is permitted on any outside ground surface that is exposed to the elements (can be rained or snowed upon) so removal does not require the attention of physical plant staff. Chalking is prohibited inside campus buildings and outside on non-ground surfaces including, but not limited to, walls and windows of campus buildings, signs, trees, poles, or other structures.

THE HAROLD F. JOHNSON LIBRARY CENTER

For general information call 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

For more information, call x 5440

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.

Five College Borrowing

A valid Hampshire ID is required for borrowing. You are responsible for complying with the circulation policies of each library; these are detailed in the "Five College Library Guide," which is available in the library. In addition to borrowing in person, books may also be requested through the on-line catalog using the "Get" function; these books will be sent to the Hampshire library for you to pick up. Instructions on using this function are available at the library circulation desk.

Inter-library Loan

For more information, call x 5440

For material not available through the "get" function, student may submit requests using an online form available from the library home page (<http://library.hampshire.edu>). There is no charge for this service. Inter-library loans are short-term loans: books circulate for three weeks only, with only one renewal.

Library Fine Policy

The Five Colleges adopted a uniform system of library fines in 1996. There are no daily overdue fines for regular stack material. If an item is more than a month overdue, however, students may be billed for the replacement of the item. If the item is subsequently returned, a \$10.00 penalty fee will be charged to the student's account. Overdue recalls are fined at a rate of \$2.00 per day, and class reserves at a rate of \$5.00 per day.

Magic Board

Forms to post announcements and events on the "Magic Board" in the library lobby are available on the bulletin board opposite the circulation desk. To post an event on the day it occurs, use the yellow calendar forms; use the blue announcement forms to post an announcement for up to three days. Personal announcements (lost and found, items for sale, personal statements) will not be accepted for the Magic Board. The third screen may be rented at \$5.00 per day by Hampshire College organizations; reservations may be made through the library main office. (x6691)

Media Services

For more information, call x 5435

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. 16mm 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 \$5.00 per day, per item. In addition to the college's own collection of over 1800 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. The vending machine at the circulation desk can also be used to purchase a copy card as well as purchasing additional value for a copy card. Students are asked to report malfunctioning photocopiers to the circulation desk staff.

OUTDOORS PROGRAM & RECREATIONAL ATHLETICS (OPRA)

For more information, call 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. OPRA maintains the approved list of drivers and shares this list with public safety. Contact OPRA for details and dates. Courses are usually held at the beginning of fall and spring terms and during May.

General use of the Robert Crown Center

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. Individually keyed lockers are provided at the front desk area for storing valuables. Staff on duty are not responsible for personal belongings or valuables left in the RCC.
5. The director of OPRA has final authority over all space and facility assignments, usage, and facility scheduling in the building.
6. 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.
7. 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 considers an unpleasantness in the building will be required to leave the RCC.
8. Dogs, alcohol, and smoking are not permitted in the RCC. Consumption of alcohol is prohibited on the playing fields.
9. Graduate and non-graduate alums are welcome to use the RCC and can apply for an alumni ID card at the front desk which is good for the balance of the academic year. Alums may bring one guest.
10. The climbing wall may be used only with the permission and direct supervision of the staff according to established safety regulations.
11. The bouldering cave is for the use of Hampshire picture ID holders only. Guests are not permitted to use the cave.
12. 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 only available to students and employees.

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 are not allowed in the pool.
7. The lifeguards on duty have complete authority over the pool. The guards may ask anyone to leave who breaks the RCC rules or, in the judgment of the guards, creates a nuisance or 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 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 optional. 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.

The weight room

1. The area is reserved for Hampshire College and authorized guests only.
2. Minimal supervision is provided so the apparatus must be 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 weights area is sometimes closed off as a courtesy to events being held on the playing floor and during special weight training clinics.

Multisport Center

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

Equipment use

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

1. Persons signing out equipment are responsible for the replacement value of the equipment (not the depreciated value.) If equipment is lost, they will be billed for it directly.
2. All equipment should be returned clean and in good repair. The person who signed out the equipment is the person who will be billed for loss or damage.
3. No one may sign out more than \$400 worth of equipment.
4. Only people having valid Hampshire ID cards, or who are taking Hampshire courses for which the equipment is specifically necessary, may sign out equipment.
5. Sign-out limit is one week for all equipment (except bikes and ski equipment.)
6. For overdue equipment, fines will be assessed at the rate of 10 cents per item per day for items having replacement cost of less than \$10, and 25 cents 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 are open to all members of the Hampshire community as well as full-time, five-college undergraduates. Beginners are welcome and most trips require no previous experience. Trips are free or "shared" in cost. OPRA provides transport vehicles and most equipment. Students provide personal clothing and pay for food and fuel.

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

1. Sign up for a trip in the OPRA office (open 9:00 A.M. to 4 P.M., Monday-Friday.)
2. Register your medical insurance information and pay a \$10 deposit (cash only please) at the OPRA office. This one-time deposit allows you to sign up for trips for the entire semester and will be returned to you upon request.
3. You must cancel by phone or in person no later than 1:00 P.M. Thursday or you will lose your \$10 deposit.
4. If you show up after the trip leaves, you will forfeit your deposit.
5. If you sign up, the trip will go!

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

Teams/Trips/Courses/Activities

1. No one may use or have in their possession alcohol or illegal drugs while participating in any OPRA sponsored activity.

2. The ultimate authority on all OPRA activities are the OPRA leaders, coaches, and instructors. If a student does not wish to abide by the leaders' instructions, the only option for the student is to leave the activity.
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 for students in advance for expenses on trips 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 card holders 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.

POST OFFICE

For more information, call 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 01002-5001. Include your name, campus post office box and return address on 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, please do not ship packages to campus prior to January 15.

Post Office service for students on leave

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.

PHYSICAL PLANT

For more information, call x5431

Chalking policy

Chalking is permitted on any outside ground surface which is exposed to the elements (can be rained or snowed upon) so removal does not require the attention of physical plant staff. Chalking is prohibited inside campus buildings and outside on non-ground surfaces including, but not limited to, walls and windows of campus buildings, signs, trees, poles, or other structures

Postering policy

Posters are permitted only on bulletin boards not designated for other purposes and on glass spaces specifically designated for postering. Students are encouraged to use the bulletin boards under the walkway along the west wall of FPH and the north wall of the Johnson Library underneath the bridge. Posters placed anywhere but upon designated bulletin boards and glass spaces shall be removed with no regard to content. All posters will be removed from these designated spaces on the last working day of the month without regard to content.

Residential maintenance concerns

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

Requesting maintenance service within your dorm room or in your mod bedroom authorizes a physical plant worker to enter your room/bedroom. See Community Standards & 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 the physical plant will decide about closing or delaying the opening of the college, based on weather forecasts and the condition of parking lots, paths, and roads on campus and roads leading to campus. If a decision is made to close or delay opening, this decision will be made by 6:30 A.M. and a message to that effect will be placed on the Hampshire College hotline (x 5508.) Dining services would continue to be open for meals during closed days.

If a snowstorm happens during the day, the director of the physical plant will decide about closing early, after consultation with the dean of faculty, president's, and the student affairs 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 placed on the hotline.

PUBLIC SAFETY

For more information, call x5424

EMERGENCIES: x 5555

Camping

No camping on Hampshire College property is allowed without explicit permission from 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 filled with the Leadership Center. *We require that ERFs be filled out and turned in to the Leadership Center 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 policies

Students with vehicles on campus, including motorcycles and mopeds, must register within seven of the beginning of each semester. Parking on campus is limited and parking permits are issued on a first come first serve basis. Students are encouraged not to bring vehicles back to campus over the breaks (Thanksgiving, Christmas, etc) without first checking with public safety as there might not be any available parking on campus. A complete set of parking regulations is issued with each permit. Below are some general guidelines:

1. Student vehicles must be registered within 7 days of the beginning of each semester. A valid drivers license, valid state registration and proof of insurance are required in order to register a vehicle on campus. A student can only have one vehicle registered on campus at a time. The fees are presently \$75.00 per semester for on campus students and \$40.00 per semester for off campus students. This fee will be charged directly to your student account. A vehicle is not considered registered until the parking sticker is affixed to the vehicle. Vehicles not registered within 7 days are subject to being towed without warning at the owner's expense. After the 7 days, issues involving vehicle registration and parking should be directed to Public Safety between 8am and 2pm Tuesdays and Thursdays.
2. Student vehicles must be parked in the designated student parking lots. The director of public safety may grant exceptions, only registered vehicles can be parked in the student parking lots.
3. 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.

4. Students who show a continual disregard for parking and/or driving regulations risk losing their ability to have a vehicle on campus. The dean of student affairs upon recommendation by the department of public safety makes this decision.
5. Parking tickets are issued and/or vehicles are booted when they are parked or driven contrary to campus rules. Tickets range from \$15 to \$50, depending on the violations, plus \$35 for boot removal.

Fines are billed directly to a student's account at the student accounts office. They may be paid at the student accounts office during regular business hours.

Tickets may be appealed in writing to the director of public safety within 72 hours of issue of the ticket.

All visitors and guests are required to register their vehicle at public safety, providing the vehicle's make, color, and license plate number, as well the host's name and room number. Public Safety will issue a temporary parking permit, which must be visibly displayed in the vehicle, and assign a parking lot.

Personal property

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

It is the responsibility of each student to safeguard their personal belongings and keep bedroom and apartment doors locked. The vast percentages of property crime 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 the owner's social security number or other identifying marks. Marking of personal property will help in identifying the rightful owner of recovered property.

Trespass policy

In certain situations Hampshire College may serve unwanted individuals with a trespass notice. Violators of a trespass notice are subject to arrest. Public safety officers or other college employees may ask community members or visitors for identification. Failure to comply with such a request may result in disciplinary action up to and including escort from the Hampshire College campus and/or trespass. Students are encouraged 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 between 9am – 4pm Monday through Friday by a representative of a college budget unit (e.g. student affairs, house offices, school offices, etc.). All individuals operating college vehicles must complete the defensive driver course, which is offered at least once each semester by OPRA.

Weapons, Firearms, and explosives

All (fake or real) weapons, firearms, and explosives including but not limited to firearms, knives (over 4 inches), swords, bow & arrows, incendiary devices, including fire-crackers 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.

PURCHASING OFFICE

For more information, call x5612

Procedures for obtaining purchase orders

Offices

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

Student/Agency Groups

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

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

Specific information pertaining to what product or service being purchased must be referenced. Student groups may send paper requisitions via campus mail or they can be hand carried. The purchasing office can provide information regarding products or services.

The purchase order authorizes the expenditure to the vendor. An invoice or statement will be sent to the accounts payable office directly referencing the purchase order and allowing for immediate payment processing

Vending machine, washer & dryer, and copy machine reimbursements

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

SODEXHO FOOD SERVICES

For more information, call x5424

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

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

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

Meal Plan

All students living in Merrill and Dakin houses as well as first year/first semester mod students are required to be on the meal plan. Meal plans are subject to change each year, and information about meal plan options are available from the dining services office. Meal plans are not transferable and are only to be used by the meal plan holder. Students must have their meal card to enter the dining room. Students will be asked to retrieve their card if they arrive without it. Students who have lost their card will be required to go to the business office to receive a temporary replacement card.

Entering & exiting dining commons

Each student is allowed into the dining commons at anytime and as often as they wish. Guests are not permitted to enter the dining room unless they have paid for that meal. Food is not allowed to be taken from the dining commons, and must be consumed inside. This is for both the safety of possible food borne illnesses, as well as our ability to maintain the program and standards of service required at Hampshire.

Dress Codes

Everyone entering the dining commons is required to have a shirt and shoes. We also 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 negotiate 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

For more information, call x 5610

The dining commons, Red Barn, main, west, and east lecture halls in FPH, most academic and other campus spaces may be reserved through the special programs office. Exceptions include the Tavern which may be reserved through the Prescott House office, x 5463; the library gallery and music & dance recital hall may be reserved through the gallery coordinator, x 5622; the Writing Center may be reserved through the Greenwich - Enfield House office, x 5383; Merrill living room may be reserved through the Merrill House office, x 5453; and the Dakin living room may be reserved through the Dakin House office, x 5564.

Any reservations of space for student events made with special programs will be considered tentative until the Event Service Request 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. sanction, Sunday through Thursday nights; a 1:30 A.M. sanction on Friday and Saturday nights.

STUDENT FINANCIAL SERVICES

For more information, call x5484

Questions pertaining to account balances and collections should be directed to student accounts. Payments can be made in person or mailed to this office. All changes in account information (person/persons responsible, address, phone number) should be reported to student accounts in a timely manner.

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

Both on- and off-campus students must register vehicles driven on campus with the college. Registration stickers are obtained through student accounts. A registration fee is charged.

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

All questions relating to Perkins and Hampshire College Loans should be directed to the collection division of 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).

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 careers, 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 December. 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 postmark date. All forms must be signed to be acceptable. These forms are also available on the website.

Required by June 1 each year

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

Required by July 1 each year

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

Aid Awards

Financial aid decisions are mailed in late June each year. Awards are “packaged” to include 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 need to notify this office in writing. Hampshire is participating in the Federal William D. Ford Direct Loan Program that replaces the Federal Stafford Loan Program operating at 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

For more information, call x5727

Only students who have work-study eligibility as part of their financial aid awards are eligible to work on campus. Eligible students are given a list of available jobs at the beginning of the year and it is their responsibility to secure employment. The master job list can be viewed 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 for 2002-03 is \$6.75 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. A W-4 and Work Authorization form are also required. These forms are available from this office.

ACADEMIC POLICIES

*****This policies contained within this section apply only to students entering Hampshire College in the Fall of 2003 of Spring of 2004. Students who entered prior to this date should consult the version of *Non Satis Non Scire* they received upon matriculation.*****

ACADEMIC RECORDS

Students' academic files are maintained in the central records office; students have access to their files at any time during open office hours. A picture ID must be presented upon requesting the file, and the student must remain in the office while using the file. Any of the records may be photocopied on the machine located in the central records office.

DIRECTORY INFORMATION

It is college policy to keep student records confidential, with the exception of the following "directory information" which is considered public. It will be made available upon request unless written notice to the contrary is given to the director of central records.

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

Telephone inquiries for alumni addresses and phone numbers are answered by the alumni relations office, which releases this information only to other alums, Five College faculty, students, and other inquirers expressly authorized by the alum.

PRIVACY OF RECORDS

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

Academic:	Director of central records
Admissions:	Dean of academic support & advising/Director of admissions
Disciplinary:	Dean of student affairs
Financial Aid:	Director of financial aid

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

- personal files kept by a college staff member if the record is not revealed to others and is kept in the sole possession of the staff member;

- student employment records that relate exclusively to the student in the capacity as an employee;
- records maintained separately from educational records solely for law enforcement purposes;
- medical records maintained by the college student health clinic;
- parents' financial records.

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

- College officials who have a legitimate educational interest in the record;
- officials of another school in which the student seeks or intends to enroll;
- federal, state, and local agencies and authorities as provided under law;
- parents of an eligible student if the student is claimed as a dependent for income tax purposes;
- organizations conducting studies for or on behalf of educational institution, where such studies will not permit personal identification of students or their parents by those other than the representatives of such organizations;

- appropriate parties in a health or safety emergency;
- compliance with a judicial order or lawfully issued subpoena, where reasonable effort has been made to notify the student in advance of compliance;
- other circumstances permitted by the Family Educational Rights & Privacy Act of 1976, as amended.

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

REQUEST FOR AMENDMENT TO EDUCATIONAL RECORDS

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

WAIVER FORMS

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

THE FILE

Portions of the student's academic file are maintained in the central records office and in the secure, online evaluation system located on the website thehub.hampshire.edu. The majority of the file consists of the student and faculty narrative evaluations. Proposal forms, Division II and III contracts, and self-evaluations are available on TheHub, online or in central records. Student records may include:

- Instructors' course evaluations
- Student self-evaluations
- Division I Assessments and evaluations
- Division II contract, contract revisions, and evaluations
- Division III contract, contract revisions, and evaluations
- Grades received through participation in the Five College Interchange
- Transcripts from other institutions
- Evaluations of internships and other relevant learning activities
- Field study leave and leave of absence paperwork

TRANSCRIPTS

The Hampshire College transcript includes the following:

Dates and titles of examinations passed and in progress; Hampshire College courses for which the student is properly registered; co-curricular activities; Five College grades; and field study, leaves of absence, graduation, and/or withdrawal dates. All Five College grades are included. An optional list of evaluated learning activities specified by the student may also be included.

The Division III examination evaluation, including two advanced educational activities.

The Division II examination evaluation, including the community service evaluation and evidence of completion of the multiple cultural perspectives requirement.

The Division I examination portfolio review.

The Division II or III contract abstracts when the evaluation has not yet been received.

All course evaluations are included for students who are transferring, or who have not yet completed Division I. To keep the transcript to a reasonable length, Division III students and graduates select representative evaluations of course work, field studies, internships, etc.

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

Requesting a Transcript

When a student first anticipates needing a transcript for graduate schools, summer school, transferring, or other reasons, he or she should go to central records, review the file, fill out an official request form, and indicate the addresses to which the transcript must be sent and any deadlines for receipt. The specifics of the request must be reviewed with one of the transcript coordinators in central records, who will ultimately prepare the document. No transcript can be issued without a student's written permission and signature.

Deadlines for requesting transcripts

While providing one of the most complete and accurate methods of evaluating a student's progress, the narrative transcript is time consuming to prepare for both the student and central records. In order to do a proper job, central records requires two weeks notice.

Cost

Students are billed a one-time transcript fee which covers all preparation and mailing costs for the narrative Hampshire transcript. This one-time fee entitles students to request transcripts both while enrolled and in the future at no additional charge.

Maintenance of Student Files

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

Transcripts/Good Financial Standing

Students who have outstanding debts of under \$100 will be issued unsigned transcripts that are stamped "Issued to Student." Students who have outstanding balances of over \$100 will also have "outstanding financial obligation" stamped on the transcript. Transcripts will not be issued to a third party.

Transcripts will not be issued for any student who has defaulted on a federally subsidized loan until the college has been notified by an agency that the student is no longer in default.

If a student has not fulfilled his/her disciplinary sanctions imposed by the Hampshire College Community Review Board, the dean of student affairs, or the residence staff, the degree will be withheld and official transcripts will not be released. Students will be issued an unofficial transcript which will be stamped with "Issued to Student" and "outstanding obligation." Transcripts will not be issued to a third party.

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

Transcripts of students who are expelled for disciplinary reasons will bear the notation, "Permanently separated on (date) by the Dean of Student Affairs." This notation will not be removed.

COURSE REGISTRATION CLASSIFICATION

Hampshire courses are divided into three levels: basic studies (including tutorials), foundational studies (general surveys, skills courses), and advanced studies. Basic studies (100 level) and foundational (200 level) studies courses are open to all students (although some may require instructor permission). Three hundred level (advanced) courses are designated primarily for upper division students and require previous background.

100 Basic Studies

100-level basic studies courses (including first-year tutorials) are designed to introduce students to the conceptual tools necessary to college work in general and the Hampshire education in particular. Besides providing specific subject content, these courses emphasize individual attention to students' needs and interests, engage them directly in the excitement of learning, and allow opportunity for close faculty teaching, advising, and evaluation of students' skills and preparation.

200 Foundational Courses

200-level foundational courses explore subject matter relevant to work at any division. These can be "skills courses" (statistics, or dance technique); general surveys or introduction-to-the-field courses, designed to convey a large body of information fairly quickly (introduction to economics); they can be foundational in that they present the combination of skills and concepts that are prerequisite to any further work in the area (Film I or Photo I); or they can be designed to cover a body of central theories or methodologies.

300 Advanced Courses

300-level advanced courses are taught on an advanced level and presume some background of experience and knowledge on the part of the student.

REGISTRATION

There is an advising and preregistration period each semester during which students meet with their advisors to discuss their proposed programs for the following semester. Hampshire students may preregister for both Hampshire and Five College courses at this time. Course registration instructions will be issued via students' Hampshire College email. Students may register for courses until the end of the add/drop period indicated in the academic calendar. Courses dropped after the end of the add/drop period will be recorded on the student transcripts as "withdrawn." If a course is not properly dropped, "no evaluation" or, in the case of a Five College course, a grade of "F" will be recorded on the transcript.

Students are responsible for verifying the accuracy of their schedules online and making corrections to the schedule by the published deadlines. Students may only add courses after the add/drop period through an exceptions process. Students must complete a Late Add Justification that includes a description of the extenuating circumstances, and the support of both the instructor of the course and the advisor. These forms must be submitted to the Center for Academic Support and Advising, and requests to add late will be considered by the Appeals Committee of the Educational Policy Committee. Requests to drop a course late will not be considered.

The need to observe religious holidays will be honored by arrangement with individual faculty members.

The Commonwealth of Massachusetts statute assures any student who is unable, because of religious beliefs, to attend classes or to participate in any examination, study, or work requirement on a particular day shall be excused and shall be provided with an opportunity to make up such examination, study, or work requirement which may have been missed because of such absence on any particular day; provided, however, that such make-up shall not create an unreasonable burden upon the College. No adverse or prejudicial effects shall result to the student.

FIVE COLLEGE COURSES

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

1. Students may preregister for a maximum of two Five College courses. During the registration periods, students may select additional Five College courses. Students may take no more than two courses at Amherst College in any one semester without special approval from the advisor and central records.
2. Off-campus courses do not incur extra tuition charges unless there are special lab fees, music lesson and practice fees, or special materials.
3. The Five College Interchange Application is obtained from central records and must be signed by the advisor and the director of central records. By signing the card, the student agrees to abide by all the academic regulations of the institution where the course is taught. The card must be returned to central records by the appropriate deadline. Registration policies at the University of Massachusetts may differ slightly. Check with central records for details.
4. If the course is one that requires permission of the instructor, the student must get that permission. This requirement is usually published in the school's catalog. If the student has not taken courses listed as prerequisites, instructor's permission is also required.
5. If a student fails to enroll properly in a Five College course by the stated deadlines, the grade in the course will not be recorded. The other colleges will not permit enrollment after these dates even if the student has been attending the course.

6. For year-long courses, students must repeat the registration process for the spring-term part of the course by filing an Interchange Application, following the same procedures as for one-term courses.
7. Central records places in each student's mailbox a yellow "course admission authorization" form that should be taken to the first class. This slip shows that the student has officially registered for the course and should be given to the instructor at the first class meeting. The yellow form does not automatically mean that the student has been accepted into the course.
8. The student is responsible for any class work missed because of absences at the beginning of the academic year, or because of any other subsequent calendar conflicts.
9. All interchange students in another college's course are subject to the grading system, calendar, and academic honor system of the host institution. (Some instructors in the other four colleges will provide a written evaluation on request.) A Five College grading system is used by the Five Colleges. Students may be graded on a 14-point system (A+, A, A-, B+, B, B-, etc.) when taught by Five College-appointed faculty.
10. Students are expected to familiarize themselves with the pertinent regulations of the institution where the course is being taken and to abide by them. The standard regulations governing interchange are printed on the back of the Five College Academic Schedule, available from central records. There are significant consequences if these are not followed. In other words, the work, readings, reports, exams, and any other work that students from the host institution are required to do must also be done by Hampshire students.
11. Division III students who enroll in off-campus courses to fulfill advanced educational activities that extend beyond Hampshire graduation deadlines should be aware that formal awarding of the degree will be delayed if confirmation of course completion is not received prior to commencement.

INDEPENDENT STUDY

Occasionally, a student wishes to set up a plan for pursuing work not otherwise available in courses. Students wishing to include independent study at Hampshire in their course of study must register for an independent study course in one of the Schools, using the regular course registration system, with the permission of the instructor supervising the independent work. Five College interchange forms must be completed for independent studies completed at the other four colleges.

JANUARY TERM

January Term (three weeks in duration) at Hampshire offers a unique opportunity to pursue a variety of interests. Students may study a specific subject in depth, take practical courses or workshops, participate in seminars, or work independently on divisional examinations. January Term can also be a time to study something that doesn't fit into the regular program of study. Important features of January Term are an intensive foreign language program, and study trips abroad.

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

The college strongly encourages participation in January Term. Students may also work, travel, or study elsewhere in January. From time to time, the other private colleges offer courses open to Hampshire students. At the University of Massachusetts, January Term courses are offered through the Division of Continuing Education, which is not part of the Five College interchange. Students may participate in the courses, but must pay the required fees and request a separate transcript of these courses.

January Term is considered part of the fall semester. Students on leave of absence during the fall semester may not enroll in January Term courses. Students on field study during the fall semester may enroll in January term courses only with special permission from the dean of academic support and advising. Field Study students who obtain this permission must live on-campus and pay the fees for tuition and room as listed in the fee brochure that is included in tuition bills or otherwise distributed by the student accounts office.

SPECIAL STUDENTS AND AUDITORS

On occasion, someone from the outside community wishes to enroll in a Hampshire course. Special students are permitted to take one course per term. They are officially enrolled in a course but do not matriculate. A fee of \$600 (subject to change) is paid at the time of registration. A special student who enrolls in a course and fulfills the course requirements will receive a narrative evaluation of his or her work, which the instructor submits to central records. The student may then receive a certificate of enrollment, verifying registration in the course and having a copy of the evaluation attached. The certificate will receive the college seal and be an official document. No grades and no credit designations are given. Instructors are obligated to provide a written evaluation of students' work, if they have fulfilled the course requirements, unless the director of central records is notified of a change in enrollment status. Auditors may

attend a course, but do not participate in class and do not receive evaluations of any kind. No written documentation of an audit will be provided. There is a \$15 fee for auditing.

Some courses, especially those that require use of special college facilities, are restricted and are not available for audit. Courses in great demand such as film, photography, and video are not available to special students under any circumstances. Dance courses and Outdoors and Recreational Athletics Program activities have separate fees. Consult with the instructor of these courses for availability and fees.

Students who are on leave from the college are not eligible for special student status.

The form for enrolling as a special student or as an auditor is available from the central records office; it requires the student's signature, the instructor's signature, and the signature of the director of central records. It is due in the central records office by the end of the add/drop period.

Special students and auditors are eligible to use only those college facilities required in order to complete the course. No additional privileges such as student housing or use of recreational facilities will be granted.

ADVISORS

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

MAJOR ROLES OF THE ADVISOR

- Assisting students in planning an academic program and developing their educational interests.
- Helping students understand Hampshire's programs and procedures.
- Assisting students in maintaining their academic files.
- Contributing to the determination of students' academic standing. (Refer to section on guidelines for academic progress.)
- Writing letters of recommendation upon request from the student.
- Counseling students about field study, leaves and withdrawals

It is the student's responsibility at the end of each term to schedule an appointment to discuss that term's academic progress. The academic advisor assesses academic progress at the end of each term.

Advisors will be assigned to new students prior to their arrival on campus. During the first three semesters of the academic program, a student who wishes to change academic advisors should contact the dean of academic support and advising. During advanced studies, the Division II or III chair serves as the academic advisor.

Close student-faculty relationships are a central feature of a Hampshire education. Every student is assigned a first-year advisor to assist with the selection of courses and the planning of the student's academic program. The advisor-advisee connection is strongest when student and faculty member work closely together on common academic projects. Therefore, each student will be assigned an advisor who leads a First-Year Tutorial in which the student (along with all the other first-year advisees of that advisor) will be enrolled during the first term of study. The first year tutorial provides an initial basis for the advisor to get to know and assess the advisee's academic progress. Hampshire also involves staff members and advanced students in first-year advising to provide a broader range of models for mentoring and apprenticeship.

THE ACADEMIC PROGRAM

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

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

In Division I–Basic Studies–students pursue foundational studies in the liberal arts by designing a first-year curriculum in which they satisfy a distribution requirement and make progress toward Hampshire College's learning goals.

In Division II they explore their chosen field(s) of emphasis (the concentration) through an individually designed program of courses, independent work, and internships or field studies. In Division III–advanced studies–students complete a major independent study project centered on a specific topic, question, or idea.

In addition to these requirements, students must include volunteer service to Hampshire or the surrounding community as a part of their Hampshire education and, in Division III, are asked to look beyond the specific focus of their work by integrating their work into the larger academic life of the College. The faculty also expect all students to consider some aspect of their Hampshire work from multiple cultural perspectives.

DIVISION I

Division I serves two essential purposes. The distribution requirement introduces students to a broad range of subject matter before they choose an area of concentration. Division I also helps students to attain the methodological and critical tools of inquiry necessary for Division II and Division III work including the development of writing skills, methods of quantitative analysis, the capacity for critical inquiry and art making, presentation skills, research skills, and the ability to do self-initiated academic work. The student's advisor will periodically review academic progress during and at the end of each semester of Division I to identify the student's developing areas of strength as well as indications of the need for further study.

Students normally complete Division I during their first three semesters of enrollment. The first two semesters of Division I constitute the first-year program (see below), followed by a transitional third semester in which first-year work is systematically evaluated and plans for Division II work are begun.

THE FIRST-YEAR PROGRAM

During each of their first two semesters of enrollment, students must satisfactorily complete four evaluated courses (understood to include independent study and other appropriate evaluated educational activities) distributed as follows:

In the first semester, the student must satisfactorily complete a first-year tutorial, a small 100-level course taught by the student's advisor. By the end of their second semester students must have successfully completed one 100-level course (one of which is the first-year tutorial) in each of the five Schools of the College (Natural Science; Cognitive Science; Social Science; Humanities, Arts, and Cultural Studies; and Interdisciplinary Arts–the distribution requirement). During their first year of enrollment, students must also satisfactorily complete three additional courses drawn from the curriculum offered by any of the Schools of Hampshire College or from the Five Colleges (for a total of eight courses in the first year).

Students are strongly encouraged to incorporate the study of a second language and of quantitative methods of analysis into their Division I studies. Since second languages are best learned when studied continuously, students electing to study a second language are strongly encouraged to enroll in language courses in the first year.

THE THIRD SEMESTER

After the second semester of enrollment, students are responsible for preparing a first-year portfolio that includes eight first-year course evaluations (see above), representative samples of work, and a retrospective essay that reflects on their studies in the first year. At the beginning of the third semester, students meet with their advisor to discuss the first-year portfolio and to determine an appropriate course of study that supports the development of an initial plan for the Division II work. This plan may also address the need for further study to ensure the satisfactory completion of Division I.

Division I is complete when the student satisfies the first-year requirements, submits a complete first-year portfolio, and passes a Division I examination in which the advisor determines that the Portfolio is satisfactory and that the student is ready to move on to Division II work. The advisor then prepares a Division I evaluation based on the first-year portfolio that will be placed in the student's academic file.

DIVISION II: THE CONCENTRATION

: Division II is the core of a student's education at Hampshire College. It consists of a concentration including the multiple cultural perspective requirement, additional studies as are appropriate, and the performance of community service. The Division II examination completes the process.

The concentration is a program of study adapted to the individual interests and requirements of the student. Each student designs and executes a concentration, with the aid and under the supervision of a committee of faculty selected by the student for this purpose. The committee normally consists of two persons. At least two Hampshire College faculty must be members of the committee.

Within the limits of the resources of the college, the Five Colleges, and the ability of the student and the student's committee to locate resources for the student elsewhere, there is great latitude in the design of a concentration. It is essential, however, that a concentration proceeds on the basis of a plan, that it be a coherent body of studies, and that it builds from work at foundational levels to advanced work. There is no set time period for completion of the concentration; normally, it takes three or four semesters. Students must spend a minimum of three full academic semesters pursuing Division II studies after completing Division I.

In the concentration, the student seeks to achieve a grasp of particular knowledge and techniques and of the broader concepts that lie behind them. A concentration may range from a plan of studies similar to that of a traditional college major to a highly individualized program of study. Its scope may be broad or narrow. It may include a number of different kinds of learning activities: independent studies and projects, courses, reading programs, internships, and other forms of field study.

Additional studies are also an appropriate part of a student's work in Division II. The concentration is not necessarily the whole of a student's work in Division II. In addition to the concentration, the student is urged to pursue academic interests in areas unrelated to the concentration, much as a student pursuing a major at a traditional college will also have room for other interests. Since these additional studies need not meet the criteria for a concentration (planning, coherence, and building), this feature gives the Division II student an added measure of flexibility and freedom in designing a course of study.

Community service is also a basic requirement of Division II. The performance of community service should (1) provide the student with the opportunity to contribute in a substantial and sustained manner to the college and/or the outside community, and (2) complement the individualized nature of the program of study. It is preferable that the community service be performed in a group situation. (See below for section on community service.)

The Division II examination is the formal evaluation by the concentration committee which determines whether the work for the concentration has been completed. The type of material to be presented to the committee and the form in which it is to be presented must be determined by the committee well in advance of the date set for the examination. When a student has passed the examination, the committee files a written report containing its evaluation which becomes part of the student's academic record.

Procedures for Division II Work

Overview:

Students begin to formulate a preliminary course of study for Division II during the third semester. Normally, by the end of the third semester (and no later than the beginning of the fourth semester) a Division II committee is constituted consisting of two Hampshire College faculty who, together with the student, discuss how the student's interests and goals might be best addressed. The student drafts a concentration statement—a description of the various learning activities to be completed over the span of three semesters (following the successful completion of the third semester) that reflects the student's interests and goals as well as the concern for breadth and intellectual rigor.

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

Procedures:

1. Division II work may begin when a student has satisfied the first-year requirements, completed a retrospective essay reflecting on Division I work, and has completed a successful review of the first-year portfolio. The initial Division II contract is normally filed during the third semester, and no later than the end of add/drop period in the fourth semester of enrollment.
2. In consultation with the advisor and the potential members of the concentration committee, the student drafts a contract for the concentration. As the form for this proposal indicates, the student should state the general goals of the concentration, naming the fields of inquiry, techniques, and skills that the student seeks to understand and

develop through the plan of study; indicate prior experiences, including those in Division I, which contributed to the choice of the concentration; outline the learning activities that will constitute the plan of study, showing how they relate to its general goals; indicate expectations for assistance and supervision that the student will receive from faculty; and state the ways in which the student intends to demonstrate fulfillment of the contract for the examination. The proposal also includes a statement of how the student's work relates to the multiple cultural perspectives requirement (see below).

3. The student should identify appropriate people to serve on the concentration committee. The student's advisor can direct the student to appropriate members of the Hampshire faculty. The committee must include two Hampshire faculty members. Many committees consist only of these two members, but it is possible to include an advanced Hampshire College student or a Five College faculty as a third member. Under some circumstances, someone at another institution who is working in the field may be appropriate. Membership on the committee is usually restricted to people with whom a major portion of the concentration will be done. Others can be asked to submit a written evaluation to the committee that addresses specific parts of a student's work.
4. The chair of the committee will serve as the academic advisor.
5. A member of the Division II committee is designated as the chairperson. The chairperson has the primary responsibility for monitoring the progress of the concentration and for the conduct of the examination.
6. The contract should be filed as early as possible, but in no case later than three full semesters prior to the final examination date. Generally, Division II is seen as a four-semester undertaking, with at least three semesters after filing. After getting the signatures of all committee members, the original should be submitted to the School office. Students should provide each committee member with a copy.
7. The initial Division II contract may be and usually is amended or rewritten during the period of work on the concentration. The revised contract must be signed by all members of the committee, and copies must be given to all committee members, and central records.
8. The student is responsible for fulfilling all the commitments detailed in the contract, and is expected to submit all of the materials for the final examination that were specified in the contract. These will typically include course evaluations, course work, evaluations for internships and independent studies, research papers and other written work, performances and evaluations of artistic work, the community service evaluation and evidence of fulfillment of the multiple cultural perspectives requirement.
Prior to the examination, periodic feedback from the committee chairperson will provide a sense of how the concentration is progressing. Before a final meeting is scheduled, the student should contact the chairperson to verify that all of the materials to be submitted for evaluation as specified by the contract have been made available to each committee member. At that point, the student should arrange the time of the final meeting with each of the members of the committee. Although the format and style of the final meeting varies, it is normally an oral examination of the student's Division II work which involves a discussion of the central questions addressed in the concentration.
9. Students are encouraged to include a statement about prospective Division III work as a part of Division II material submitted for evaluation. It is expected that Division III work will normally grow out of Division II work. Since Division III is not the place to acquire knowledge, skills, methodologies, and techniques necessary for independent study, Division III work should be undertaken in a different area of study only in cases in which the student has appropriate other background which constitutes suitable preparation for advanced work.
10. The student should take a Division II pass form, which can be picked up in the School office or central records, to the final Division II meeting. The chairperson should fill out the form immediately, and the student should take it to central records. The committee chairperson will then write a formal evaluation in accordance with evaluation deadlines.

Additional Division II Studies

In addition to carrying out the work defined by the Division II concentration statement, every Hampshire student must also complete two additional academic requirements before beginning Division III work: multiple cultural perspectives, and community service:

Multiple Cultural Perspectives

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

Critical Issues

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

A. Non-Western Perspectives: Study of non-Western peoples and cultures will help our students to understand better the cultural diversity of the interconnected world at large. An intellectually vigorous engagement with non-Western perspectives expands the way one comprehends the world. To achieve this goal students must incorporate study of non-Western peoples and cultures into their Division II.

B. Race in the United States: Study of the history, politics and culture of race in the United States and elsewhere will enable our students to understand better the conditions that underlie discrepancies of power that often fall along racial lines. Serious academic study of theories and analyses pertaining to "race" offers a more critical approach to students' education. To achieve this goal students must incorporate study of the roles that race and racism play in American culture and society into their Division II.

C. Knowledge and Power: The influence of discrepancies in power and privilege is hidden from most scholarly discourse, where the canons of academic disciplines are apt to be presented as neutral and universal. Study of how academic knowledge may be shaped by relations of power and difference will help our students think more critically about the processes under which intellectual or artistic perspectives can be either privileged or marginalized. To achieve this goal, students must incorporate study of the relations between power and knowledge, in regard to either A (non-Western perspectives), or B (race), into their Division II.

Community Service Requirement

Hampshire's commitment to community-based learning and service emerges in part from the obligation that all institutions of higher learning have to serve the larger communities of which they are a part. This commitment also emerges from Hampshire's distinctive pedagogy, which stresses engaged scholarship and development of the critical inquiry and leadership skills necessary to enable students to participate responsibly in a complex world. The fulfillment of the community service requirement should provide the student with the opportunity to contribute in a substantial manner to the college and/or to meeting critical needs as defined by community-based organizations outside the college. The nature of the service provided should complement students' individualized academic programs and encourage them to collaborate in helping communities to address important needs. To the extent possible, Hampshire encourages students to integrate their community-based service learning experiences into their academic work and to document this work through reflective writing in the Division II portfolio. To satisfy the community service requirement the student must satisfactorily complete substantial service opportunities that have been approved by the Division II committee.

Division II Exceptions

College policy requires that students be enrolled for three full semesters in Division II after the completion of Division I. The anticipated date of completion shown on the Division II contract should reflect planning with this policy in mind. Any adjustment in college academic policies requires the approval of the committee on exceptions to academic policy.

DIVISION III

In the final year, students undertake a major independent study project with the guidance of a committee. The committee must include two Hampshire faculty members, one of whom shall be the chairperson. Many committees consist of only these two members, but it is possible to include an additional member, who may be a faculty member at one of the four neighboring colleges, a professional working in the student's chosen field, or another qualified person.

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

A student's readiness to be awarded the Hampshire College degree is indicated by the satisfactory completion of advanced studies in Division III. During Division III, each student fully develops the conceptual and expressive skills appropriate to his or her field of interest.

The Advanced Independent Study Project

Each student designs, implements, and completes an advanced independent study project dealing with a sophisticated and complex set of questions, concepts, skills, and abilities. The faculty working with the student on this project will

strive to develop the student's ability to work on his or her own. The completed project should clearly demonstrate the student's ability to perform advanced work.

It is expected that the independent project will normally take at least one half of the student's time for a full academic year. The project should lead to a substantial paper or performance that can be evaluated—for example, a thesis, portfolio, exhibit, recital or performance.

Division III Advanced Educational Activities

We expect scholars and artists to move beyond the boundaries of their particular fields of expertise and to participate in the collective activities that help to define and invigorate intellectual life. In a similar way, students are expected to engage in activities concurrent with their Division III independent study project that have the double goal of broadening the scope of their intellectual endeavor and making their more mature skills and viewpoints available to the college at large. All advanced educational activities must demonstrate a serious academic/intellectual approach and engagement at an advanced level. They must indicate semester-long involvement, be evaluated by faculty, and take place in a setting that permits interactions with other students who are working at an advanced level. Students are required to undertake and successfully complete two advanced educational activities while they are engaged in Division III work. The first of these activities must be an advanced level course or supervised teaching activity. The second may be one of the above activities, a supervised internship, or a course of independent study for which the student is properly registered. If the student and committee decide on an internship or independent study, that activity and its rationale must be explained in the Division III contract so that when it is reviewed in the School, the reader understands the reason for the proposal. In all cases, the student's first activity must be an advanced course, or supervised teaching.

Definitions

Advanced course

An advanced course related to the student's Division III area of study. All Hampshire 300-level courses may be used with the approval of the committee. A 200-level Hampshire course may be used if a letter from the committee chair explaining the appropriateness of using that 200-level course accompanies the Division III contract at the time of filing. Courses taken at another college or university that are directed at seniors or graduate students may be used with the approval of the committee. Students must receive a grade of C- or better in a course taken at another college or university in order for that course to count as an advanced educational activity. Division III students who enroll in off-campus courses that extend beyond graduation deadlines should be aware that formal awarding of the degree will be delayed if confirmation of course completion is not received prior to commencement.

Supervised teaching

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

Responsibilities of the College, Schools, and Faculty

The College

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

The Schools

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

The Faculty

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

Procedures for Division III

Entrance to Division III

To begin work in Division III, each student first forms a Division III committee. The committee must include two Hampshire faculty members, one of whom shall be the chairperson. Many committees consist of only these two members, but it is possible to include an additional member, a Five-College faculty member, or another person with special expertise. Advisors for students who have formed Division III committees will typically come from the members of those committees.

After forming the committee, the student completes a Division III contract, which is signed first by the student, then by the committee members. Committee members' signatures signify their approval of the tasks, the evaluators, and the method of evaluation.

After obtaining all the necessary signatures on the contract, the student delivers it to the central records office, where it is checked and recorded. If the contract is in order, the contract is sent to the School of the committee chairperson for review. Each School has its own procedures for reviewing Division III contracts. Approval of the Division III contract occurs in the School of the chairperson; the Division III contract is returned to central records when the School has fully processed the contract.

Timing

Since students will normally spend a full academic year fulfilling the requirements of Division III, the proposal will ordinarily be submitted early in the semester preceding the anticipated final semester. Calendars with specific deadline information are available in central records and are included in the college Academic Year Calendar.

Students who anticipate problems with the filing deadline should consult with their advisors and with the center for academic support and advising well in advance of the deadline. Division III contracts may be negotiated or submitted while a student is on field study leave. They may not be negotiated or submitted while a student is on leave of absence.

The Division III Contract

The Project Proposal

Judgment of the quality and scope of the project proposal is properly the basic responsibility of the student's committee. The following guidelines should be noted:

It is expected that the independent project will normally take at least one half of a student's time for a full academic year.

Because the student is expected to design and complete an advanced independent study, considerable background must be acquired before Division III work is initiated. The independent project will usually grow out of the Division II concentration or some equivalent background. Division III is not the place to acquire knowledge, skills, methodologies, and techniques necessary for advanced independent study.

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

- A statement of the purpose and substantive nature of the project.
- A brief statement of the student's background and experiences relating to the project.
- Some discussion of the approach, techniques, and methods to be applied.
- Some discussion of the kinds of resources (e.g., human, bibliographical) and facilities to be used and their availability.
- A statement concerning the kind of final product which will be evaluated.
- The completion date for all Division III work.
- A statement reflecting the agreement made between the student and the committee delineating the duties of the respective members and the amount of assistance the student can reasonably expect to receive from each.

Additional Academic Requirements

The additional Division III requirements should be described as fully as possible in the contract. In cases where work can not yet be specified, the student may list alternative possibilities for fulfilling the requirement (for instance, when the course guide has not yet specified courses in upcoming semesters.) The student and the committee must amend the contract when these plans are finalized. Methods of evaluation must be specified.

Abstract

The Division III contract contains an abstract page. This abstract page provides a condensed description of the Division III work, and is made available to others in locations around the college. A notebook containing up-to-date abstracts is on file in the Student to Student Academic Resource Center (STAR). Abstracts are handy references for information concerning the kinds of projects being carried out at the college, and they provide the names of people with whom students may share ideas. They are not substitutes for the actual contracts.

Contract Revisions

When any aspect of the Division III Advanced Independent Study Project or Advanced Educational Activities changes, students must complete a contract revision approved by all members of the committee. Revisions must be submitted by the published deadlines early in the student's final semester of Division III. Division III calendars are available in the central records office

Progress Reports

Each student must submit a progress report to his or her Division III committee by the published deadlines early in the final semester of Division III. At this time, the student's Division III committee assesses in writing whether the student is progressing satisfactorily toward the completion of the contract. A copy of the student's progress report, together with the division III committee's assessment and any contract revisions must be submitted to the central records office.

Completion Dates

Spring terms:

- Committee members will decide and committee chairs will communicate to students the date by which completed Division III work must be submitted to committee.
- All final meetings must be held by the third Friday before commencement. Commencement is on a Saturday. All final presentations, including film screenings, gallery shows and theatre productions, must take place by this date. If a final meeting does not take place by this deadline, the student will be placed on a September extension for graduation with the corresponding fee. The degree will be voted the following February.
- All Division III evaluations will be due in central records by the second Friday before commencement.
- The faculty meeting at which degrees are voted upon is held the Tuesday before commencement.

Fall terms:

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

- Committee members will decide and the committee chair will communicate to students the date by which completed Division III work must be submitted to committee.
- All final meetings must be held in December by the last day of classes. All final presentations, including film screenings, gallery shows and theatre productions, must take place by this date. If a final meeting does not take place by this deadline, the student will be placed on a February extension for graduation with the corresponding fee. The degree will be voted the following May.
- All Division III evaluations for students completing in December will be due in central records one week after the last day of classes.
- For students whose committees are available to meet and write the evaluation in January, all final meetings must be held by the Friday of the first full week of January term classes. All final presentations, including film screenings, gallery shows and theatre productions, must take place by this date. If a final meeting does not take place by this deadline, the student will be placed on a February extension for graduation with the corresponding fee. The degree will be voted the following May.
- All Division III evaluations for students completing in January will be due in central records by the Friday of the second full week of January term classes.
- Degrees will be voted at the first faculty meeting of the spring term in February.

Final Evaluation

The final evaluative statement by the student's own committee must include an evaluation of each part of the contract. This evaluative statement is sent with the student's committee's recommendation to the dean of faculty, who reviews the committee's recommendation and nominates the student to the faculty meeting, which votes to recommend the student for the Hampshire College degree. Students may finish their Division III work at any time, but evaluation and the granting of the degree will be done only during those times the college is in session. A student who does not complete the work by the end of the term proposed in his or her contract or whose work is judged not yet satisfactory by his or her committee has three possibilities for completing the work and the evaluation.

Responsibilities of the Chairperson

The chairperson is responsible for forwarding the student's progress report, with the committee's assessment of progress, to the central records office two months before the projected final evaluation date. At the time of final evaluation, the chairperson is responsible for forwarding the committee's recommendation for graduation to the central records office by the appropriate deadline. The recommendation for graduation should be signed by all members of the student's committee. It must include an evaluation of all three parts of the contract, either as part of the letter of recommendation, or accompanying the letter as separate evaluations of the project and the advanced educational activities.

Five College Faculty

Five College faculty sometimes serve on Division III committees as members, as project supervisors, or as additional evaluators. A statement describing the Five College faculty member's role is available in the central records office. A token honorarium is offered to Five College faculty who are members of a Hampshire student's Division III committee.

Division III Field Study

Division III ordinarily requires that a student be fully enrolled at the college. An exception to the above policy is available in cases in which Division III projects will involve work in the field. A student might be doing an internship in Washington, or in a public interest research group or law firm, a laboratory experiment at Brookhaven or at a medical school, field research on a Native American reservation or in an urban setting or abroad, working in a theatre with a touring group, and so forth. In such cases, where a student must by the nature of the project be away from campus, and where his or her work is under the immediate supervision of someone other than a Hampshire College faculty member (or where the committee agrees that the student can work without supervision), that student may be granted field study leave for one term (or in rare cases, both terms) of Division III work. Division III students who pursue field study relevant to the independent project are required to complete all Division I and II work and file the Division III contract (or at minimum, a preliminary Division III plan) by the end of the semester prior to the term of field study leave.

All such plans for field study must be written into the Division III contract and approved by the student's Division III committee and the center for academic support and advising. In order to plan appropriately, students need to consult with the Division III counselor in the center for academic support and advising well in advance of the deadlines.

The committee on exceptions to academic policy reviews requests for exceptions to these policies.

Deadlines for filing for field study

Students who plan to be on field study during Division III are required to complete Division I and II work and file the Division III contract and field study form by the Division III contract filing deadline (not the field study deadline) in the term prior to the field study. Students who intend to complete a term of field study leave followed by a term of enrollment must meet college field study deadlines and must file a preliminary Division III plan with their field study form.

Extensions for Division III Work

Normally, a student who does not complete Division III work by the projected date will be enrolled as a full-time student for an additional term, with full access to the faculty and facilities of the college. The student and his or her committee must judge how much work remains to be done and how much faculty supervision or other use of the college resources is likely to be required. Students and their Division III committees should discuss the alternatives described and write a petition (signed by both the student and the committee chairperson) submitted to the center for academic support and advising, requesting one of the following categories:

If the student needs only a limited amount of faculty time for completion and evaluation of the Division III work, the student pays a fee equivalent to one-third tuition. The student is not in residence. Individual arrangements are made with the student's committee. The student's work is due to the committee no later than the October deadline in the fall term and the March deadline in the spring term. If this date of completion is not met, the student is charged full tuition for the term.

If all of the Division III work is complete, except for completion of the final draft or minor revisions, and can be completed away from the college and without faculty supervision, the student pays an examination and graduation fee of one-sixth tuition. The deadline for this completion deadline is the end of add/drop period of the successive semester. If major revision and/or faculty involvement are required, the student falls into the previous category. Students must meet with the Division III counselor in the advising center to discuss requesting any extension deadline.

A student may file a petition for waiver of Division III policy based on the demonstration of extenuating circumstances beyond the student's control as well as the academic soundness and viability of the student's plan of study. The appeal is heard by the Division II exceptions committee. Materials to request a Division III exception are available in CASA. The petition process exists only for exceptional circumstances.

The center for academic support and advising can provide further information about the Division III exceptions procedure.

February Graduates

Students who are candidates for degrees in February are required to submit their completed work to their committees for evaluation by December 1. Final evaluations are due in central records two weeks later. If a student's entire Division III committee will be on duty in January, the committee may request an extension of these deadlines until January. Note that Division III work submitted on the first day of January term requires receipt of a written evaluation by the end of the same week. A request for this extension, signed by all members of the committee, must be filed in the central records office no later than October 1 (the due date for progress reports). Dates vary slightly each year; check the Division III calendar, available in central records.

Division III Funding

Students who receive financial aid and who have already expended the expense funds included in their aid package may apply for additional funds by submitting an application to the financial aid office. Students should not expect the college to meet the costs of expensive Division III projects; nor should they expect to be funded by several different offices. Students are encouraged to apply early for funding. Since there are no other sources of funding, other than through financial aid, realistic planning at the beginning of Division III is necessary.

Outstanding Bills

No degree will be awarded unless all outstanding bills have been paid.

Division III Calendar

A recommended Division III calendar is available from central records and the center for academic support and advising.

A B Division III (All But Division III Degree Program)

Students whose last semester of enrollment was at least five years ago, and who have completed Division II, are eligible to apply for admission to the A B Division III program. Students admitted to this program complete their work away from campus and are permitted a maximum of four consecutive semesters in which to complete all degree requirements. Further information is available from the center for academic support and advising.

TRANSFER POLICY:

Transfer students will be required to fulfill all distribution and additional course requirements of Hampshire's first year as well as all Division II and III requirements. Under certain circumstances as described below, college course work completed prior to enrollment at Hampshire may be used to satisfy some of Hampshire's graduation requirements.

To be considered for transfer status, a student must have been enrolled at a regionally accredited college or university on a full- or part-time basis and have completed at least 15 transferable semester credits or 23 quarter credits in a variety of academic (liberal arts and sciences) disciplines prior to enrollment at Hampshire. Credits earned on a dual-enrollment basis (used to meet secondary school graduation requirements) may be used for placement into an advanced course for the purpose of fulfilling Hampshire's distribution requirements, but may not be otherwise used to fulfill Hampshire College requirements unless they have culminated in an A.A. degree.

Transfer students who present Advanced Placement Program (AP) scores of 3, 4, or 5, International Baccalaureate (IB) scores of 5, 6 or 7 on Higher Level exams, or college courses used for dual-enrollment during high school with a grade of C or better, may use these for Hampshire's distribution requirements only if the student was awarded transfer credit for the above mentioned at the previously attended college or university.

A grade of "C" (or 2.0 on a 4 point scale) is the minimum required for either transfer credit or placement, and courses must be comparable in academic demands to those offered at Hampshire.

Normally, a transfer student who has completed one semester of work prior to enrolling at Hampshire will enter into the second semester of the First-Year Program. Transfer students who have completed two semesters of work will enter

as third-semester students and will develop a Division II plan during their first semester at Hampshire. A transfer student who has completed three semesters of work will enter into the first semester of Division II (i.e., as a fourth-semester student), and one who has completed four semesters will enter as a second-semester Division II student. Normally, all Hampshire students must complete all distribution requirements prior to filing a Division II contract and beginning Division II work. However, transfer students entering directly into Division II (i.e., fourth or fifth semester transfers) may complete at most one distribution course concurrently with their first semester of Division II study. In certain cases, at the option of the Division II committee, transfer students may be asked to undertake additional studies as appropriate to supplement their prior preparation for Division II work.

FIRST-YEAR STUDENTS WITH ADVANCED PLACEMENT

Students who have completed fewer than fifteen semester or twenty-three quarter credits of college work will be considered first-year students and must meet all distribution and additional course requirements of the first year.

First year students who present Advanced Placement Program (AP) scores of 3, 4 or 5 or International Baccalaureate (IB) scores of 5, 6 or 7 on Higher Level exams may use 200-level courses to fulfill the first year distribution requirement in the relevant Schools.

ADVISING FOR TRANSFER STUDENTS

Transfers who have completed one or two semesters of college work will be assigned to a faculty advisor in a first-year seminar. Those who have completed three or four semesters of college work will be assigned a Division II advisor. Mid-Year entrants will enter into a first-year seminar or be assigned a Division II advisor, as above.

BEYOND DIVISION I

Often, previous college work may be applicable to Division II rather than Division I. This is usually the case when students have completed three or more semesters at another college and have pursued work beyond the introductory level in their intended area of concentration. Discussion about potential Division II areas of study should be initiated with the advisor as soon as appropriate.

Please note that transfer courses used to satisfy first-year requirements cannot be used in Division II portfolios.

SPECIAL TRANSFER POLICY- TIMING OF DIVISION I AND DIVISION II

It is sometimes possible for a transfer student who has completed two full years of study elsewhere to complete degree requirements in four terms of enrollment at Hampshire College. Many transfer students find that completion of degree requirements can only be accomplished after five terms of enrollment at Hampshire College. In either case, careful individual planning with the student's advisor is extremely important to meet the long-range goals for graduation, including completion of outstanding Division I examinations, as well as the Division II.

College policy requires students to spend three full academic terms in Division II after the completion of Division I requirements. Transfer students who wish to graduate in four terms must request a waiver of college policies, demonstrate strong faculty support and substantive progress on Division II because of prior work, and present concrete plans for completion of any remaining Division I work. A transfer student who wishes to complete the degree in five terms of enrollment must have completed Division I requirements prior to matriculation at Hampshire College.

EVALUATION OF ACHIEVEMENT

According to policy, criteria and opportunities for evaluation are established at the beginning of the learning activity, including courses, independent study, field study, and any other learning activities between instructor and student. There shall be some form of regular exchange between the instructor and the student during the activity concerning the student's progress, and some form of final evaluation. The instructor prepares a written final evaluation of the student's work if student requests it and has completed the course requirement. The student may choose whether or not to add the instructor's evaluation to his or her transcript portfolio with the exception of evaluations for the degree requirements.

There are two important reasons for making sure to get evaluations. The student will have written comments on his or her learning activities that will provide a means for reviewing what has been done; and will have materials for the portfolio. The first provides information for the student's own use; the second is of tremendous help in applying for a job, deciding to transfer, or applying to graduate school.

DIVISION I EXAM (PORTFOLIO EVALUATIONS)

)Portfolio evaluations for students completing Division I are due no later than 30 days after all requirements are satisfied (see above).

DIVISION II EXAM EVALUATIONS

Exams passed before the end of the December exam period can be evaluated earlier, but must be evaluated no later than January 25.

Exams passed before the end of the May exam period can be evaluated earlier, but must be evaluated no later than June 15.

DIVISION III EVALUATIONS

No student can formally be awarded the degree unless all Division III evaluations have been filed.

Note: For the purpose of meeting deadlines, the end of the semester is considered to be the end of the Hampshire examination period.

COURSE EVALUATION DEADLINES

Faculty should make clear what work must be done if a course is to be evaluated and whether self-evaluations are required and, if so, by what date.

If all the work required for a course to be evaluated is submitted on or before the last day of classes or by a deadline set by the instructor, for students enrolled in the first-year program, course evaluations are due by January 15 in the fall term and May 30 in the spring term. For all other course evaluations, the written evaluation must be completed by January 25 in the fall semester and June 15 in the spring semester.

Incomplete courses

At the end of the term, faculty indicate whether or not a course has been satisfactorily completed. At the discretion of the faculty member, students may be granted an extension until two days before the evaluation due date for the course. To request a longer extension for incomplete work, a student should secure the support of the faculty member teaching the course in question and make an appeal to the committee on exceptions to academic policy. If an additional extension is granted, up to one term of active enrollment is allowed for incomplete work to be completed. If the course for which an incomplete has been approved is to count as an Advanced Educational Activity in the final semester of Division III, central records must receive notification from the instructor no later than the end of the examination period that the course requirements were satisfactorily completed. If the student fails to complete the course satisfactorily, the student will need to complete an advanced class, approved by the Division III chairperson, at another institution.

GUIDELINES FOR ACADEMIC PROGRESS

ACADEMIC GOOD STANDING

Hampshire is committed to the principles of individualized education, where each student receives the benefits of close collaboration with faculty, individually designed programs of study, and interdisciplinary work. In order to graduate, students must satisfy the requirements at each divisional level

At the end of each of the first two semesters, to be in good academic standing, students must satisfactorily complete all required courses, independent studies, and other required educational activities. Students who complete fewer than four courses in either of the first two terms will be placed on academic probation, and will be expected to address the deficiencies in an academic contract to return to good standing in the subsequent term. To achieve good standing in the third semester, students must successfully complete the course of study that they negotiated with their advisor (see above). For Division II and Division III students, good standing will be determined at the end of each semester by the committee chair. Students completing fewer than three courses in either of the first two semesters or students who remain on academic probation for two consecutive semesters are subject to academic withdrawal.

In Division II, students choose an area of concentration and acquire greater understanding in their field through continued course work and independent study. In addition, students must perform a community service project. Division III is a final thesis, performance, or creative project that demonstrates intellectual mastery of their subject and field. Division III students must also complete and be evaluated in two advanced educational activities.

Examination proposals are designed and submitted by students in collaboration with faculty. Passage through the divisional system is marked by a formal evaluation process in which faculty committees review the sum of students' efforts and activities within the division.

Considering the number of factors that enter into the determination of academic progress, and the particular needs of the individual student, the student and academic advisor work together, throughout the academic year, on the design of a rigorous and appropriate course of study to move the student towards graduation. This course of study may include course work, independent projects, field work, divisional exams, and other learning activities.

Students must meet with their advisors prior to the end of each term so that determination of progress can be made.

The maximum time that a student may take to complete the bachelor's degree work is five years of full-time enrollment. At the end of each term the advisor and student will meet to review the learning activities undertaken and completed during the past term. Based on the advisor's report to the center for academic support and advising and the College's rules for academic progress, the center for academic support and center for academic support and advising whether or not the student is in good academic standing.

INSUFFICIENT ACADEMIC PROGRESS

Students who are not in good standing will be on academic probation and will be placed on a "contract" worked out by the center for academic support and advising in consultation with the advisor. At the end of a contract semester, the center for academic support and advising will determine if the student has satisfied the conditions of the contract and can return to good standing the following semester. Students who fail to satisfy the requirements of an academic contract are subject to academic withdrawal. A student may also be placed on an academic contract if the advisor determines that the student is making insufficient academic progress and is in danger of not being able to meet guidelines for graduation in five years. If the terms of the contract are not met, the student forfeits financial aid eligibility and will be subject to withdrawal from the college.

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

A student may appeal his or her academic standing by submitting a written statement to the committee on exceptions to academic policy. The statement may cite mitigating circumstances for review.

In rare instances, because of injury, severe illness, or death of a close relative, it may be necessary for a student to exceed the maximum period for completing degree requirements. In such cases, the student must submit an alternative plan of study to his or her advisor and to the committee on exceptions to academic policy.

Depending on the circumstances that motivated the student's request to be allowed to exceed the established maximum period for completion of degree requirements, the student may be required to spend time away from the college before returning. Financial aid eligible students who are granted permission to exceed the maximum period for completing degree requirements will continue to receive financial aid.

GUIDELINES FOR GRADUATION IN FOUR YEARS

The academic program at Hampshire College is flexible, and each student will work out a plan of study with his or her advisor. The general expectation of students when they enter the college, however, is that they will graduate within four years. The following guidelines outline a plan for completion of divisional work in a four-year program of study. The guidelines incorporate an expectation for steady academic progress in each of the four years. These guidelines are intended to encourage early and frequent discussions between students and advisors concerning the student's academic progress.

- Completion of the first-year course requirements by the end of the second term.
- Completing Division I by the end of the third term.
- Filing of the Division II concentration statement by the beginning of the fourth term.
- Completion of the Division II examination by the end of the sixth term.
- Filing of the Division III contract at the beginning of the seventh term.
- Completion of the Division III examination by the end of the eighth term.

Transfer Students:

Determination of academic standing for transfer students should take into account Division I waivers received, the applicability of previous college experience to Division I or Division II, and the projected time for graduation.

TRANSFER STUDENT GUIDELINES FOR ACADEMIC PROGRESS

, Each transfer student will negotiate a plan of study with his or her adviser. This plan, and the rate of academic progress, will be determined in part on the basis of progress toward Hampshire graduation requirements, as well as the amount of work that has been successfully completed that is applicable to the Division II concentration. Each student's program is individually designed and rates of progress will vary.

In general, depending on the transfer status awarded, a student who enters Hampshire having successfully completed one or two semesters of college work may expect to complete the Hampshire degree program in a total college enrollment of eight semesters. Guidelines for academic progress for third or fourth semester non-transfers may be appropriate for these students. While a student who has completed four terms or more of successful college level work may request an exception to college policy in order to complete degree requirements in four terms of enrollment, this is unusual; five semesters of enrollment are typically needed to meet all degree requirements.

Guidelines for graduation in five semesters:

- Completion of any remaining Division I requirements in the first semester of enrollment and file Division II by the filing deadline in the first semester of enrollment;
- File Division III by the filing deadline of the fourth semester;
- Complete Division III at the end of the fifth semester.

Guidelines for graduation in six semesters:

- Completion of any remaining Division I requirements and filing the Division II contract by the end of the first semester of enrollment;
- Completion of Division II by the end of the fourth semester;
- Filing Division III no later than the filing deadline in the fifth semester;
- Complete Division III at the end of the sixth semester.

Guidelines for graduation in seven semesters:

- Completion of Division I requirements by the end of the first semester of enrollment and the filing of the Division II contract by the end of the second semester of enrollment;
- Completion of Division II at the end of the fifth semester or early in the sixth semester of enrollment;
- Filing of the Division III contract no later than the filing deadline for the sixth semester.
- Complete Division III at the end of the seventh semester.

Note: Students receiving financial aid should consult with the financial aid office regarding the number of semesters of financial aid eligibility.

TRANSFER STUDENTS MAXIMUM SEMESTERS OF ENROLLMENT

The maximum amount of time that a transfer student may take to complete the bachelor's degree at Hampshire College is determined by the student's transfer status upon entering the college and the applicability of previous work to the Division II concentration. Students who have satisfied two or fewer of the distribution requirements of the first-year program have a maximum of nine semesters of enrollment; students transferring into the second semester of the first-year program (having satisfied more than two but less than all of the distribution requirements) have a maximum of eight semesters of enrollment. Students transferring into the third semester of study have a maximum of seven semesters of enrollment. Students transferring into the first semester of Division II have a maximum of six semesters of enrollment, with five semesters for those entering into the second semester of Division II, and four semesters for students enrolling in the third semester of Division II. Students transferring directly into Division III will have two semesters of enrollment.

FILING DATES AND DEADLINES FOR DIVISION II & III

Central records publishes the academic calendar detailing the filing deadlines for each academic year.

NOTIFICATION OF PARENTS OF PROBATIONARY CONTRACT/ACADEMIC DISMISSAL

Under Massachusetts law, the age of majority is 18 and carries full adult rights and responsibilities. The college communicates directly with students in matters concerning academic progress. It is the policy of the college to notify both the student and the parents of a dependent student in writing when an academic contract goes into effect and of dismissal from the college. In communicating with parents concerning other matters, it is normal college policy to

respect the privacy of the student and not to disclose information from student educational records without the prior consent of the student.

LEAVES FROM FULL-TIME ENROLLMENT

All students taking a leave from full-time enrollment must file forms with the Center for Academic Support & Advising by the enrollment notification deadline. The enrollment notification deadline is published each year in the fee brochure that goes out with the tuition bills and is advertised by the Center for Academic Support & Advising. All forms must be submitted by that date. This is an absolute deadline; by being late even by one day a \$500 late enrollment notification fee is assessed.

LEAVE OF ABSENCE

If a student needs to be away from Hampshire College and will not require any faculty supervision or a formal Hampshire record of what he or she will be doing, a leave of absence may be appropriate. Leave of absence for one or two terms may be granted to any student in academic good standing. Automatic readmission is assumed unless otherwise noted.

Normally a leave of absence tends to be more productive once the student has completed Division I and has chosen the area of his or her Division II concentration.

Note: A leave of absence is not an active enrollment status, regardless of the nature of activities pursued. Students may find that a leave of absence is appropriate; however the student should understand that a minimum of three full semesters of enrollment in Division II after the passage of Division I is required, and that regular enrollment is required after the filing of a Division III contract.

Students on leave of absence do not have an advisor, cannot complete divisional exams, cannot negotiate Division II or III contracts, and cannot work with faculty. In addition, a student on leave of absence may not have use of any Hampshire College or Five College facilities. Specifically this involves the library, the Robert Crown Center, the Hampshire College or University of Massachusetts Health Services, the Outdoors Recreational Athletic Program's college-sponsored trips, internet accounts and email, enrolling, teaching, or auditing Hampshire or Five College interchange courses, having a job on campus, or having a validated Hampshire ID card. Students may purchase the supplemental health insurance offered by Hampshire College which entitles leave students to medical care as outlined in the college insurance company brochure and the Hampshire College Fees brochure. Supplemental insurance does not cover a student for care at the Hampshire College or University of Massachusetts health services.

Students on leave of absence during the fall semester may not enroll in January Term courses.

Procedure for Filing for Leave of Absence

The form for filing for leave of absence should be obtained from the center for academic support and advising. The summary of academic program and the statement on reasons for leave should be completed. The form requires signatures from the student's advisor, the housing coordinator, and the director of financial aid (for financial aid students), and must be returned to the center for academic support and advising. The center for academic support and advising staff are available to talk with students about their plans.

Students taking a leave of absence are responsible for communicating with the student affairs office regarding their plans for the following term. Student affairs will send forms and information to students on leave, requesting this information, during the second month of the semester of leave. Students taking a leave of absence are responsible for providing reliable contact information on their leave of absence form. Students may opt not to receive a paper mailing but instead to refer to online forms and information. If the student affairs office or the center for academic support and advising are not notified of the student's plans for the term following the term of leave by the beginning of that term, he or she will be administratively withdrawn.

Deadlines and Fees

A \$500 late enrollment notification fee is assessed if leave forms are not turned into center for academic support and advising by the enrollment notification deadline. The enrollment notification deadline is published each year in the fee brochure that goes out with the tuition bills and is advertised by the Center for Academic Support & Advising. If plans are not definite or if a signature is missing, the form should be submitted by the deadline and an appointment should be made for the following week.

The leave of absence fee is \$300 for each term.

Division III Leaves

All Division III leaves require special approval. Division III students must meet the college requirement of a two terms of enrollment in Division III and must plan their leaves accordingly. Occasionally, a Division III student may plan a leave for which leave of absence may seem appropriate. The committee on exceptions to academic policy reviews requests for exceptions to this policy; consultation with a member of the center for academic support and advising must be done well in advance of college deadlines in order to plan appropriately. Students planning to go on leave in Division III must file a leave application with a preliminary Division III plan. See Division III leave policy in the section on Division III. Approval for a field study leave during the final term is rarely given.

FIELD STUDY

A field study may be granted for academic study that requires the student to be away from the Hampshire campus for an entire semester. It assumes that the student is on leave away from the college, not just living off campus, and that the study or work to be carried out is of such a nature that it cannot be done while the student is regularly registered at Hampshire. Residence in or around the surrounding communities is not permitted. In general, field study leave is the term used to describe work for which there has been adequate academic preparation and that must be done in a particular place away from the college—a “field site.”

A student on field study generally is supervised by an appropriate person at the field study site. The student is entitled to a limited amount of supervision by a Hampshire College faculty member. Students on field study leave have advisors and are eligible to take divisional examinations and file contracts. A semester of field study is considered a semester of enrollment for the purpose of academic standing (see section on Guidelines for Academic Progress).

Students on field study are not entitled to use any Hampshire College or Five College facilities. Specifically, this involves the library; Five College libraries; the Hampshire College or University of Massachusetts health services; the Robert Crown Center; Outdoors & Recreational Athletics Program college-sponsored trips; enrolling; teaching, or auditing Hampshire or Five College interchange courses; having a job on campus; or having a validated Hampshire ID card. Students may purchase the supplemental health insurance offered by Hampshire College which entitles field study leave students to medical care as outlined in the college insurance company brochure and the fees brochure that is included in tuition bills or otherwise distributed by the student accounts office. Supplemental insurance does not cover a student for care at the Hampshire College or University of Massachusetts health services.

Students on field study during the fall semester may not enroll in January term courses unless they receive special permission from the dean of academic support and advising. Field Study students who obtain this permission must live on-campus and pay the fees for tuition and room as listed in the fee brochure that is included in tuition bills or otherwise distributed by the student accounts office.

Appeal Process

Occasionally a student will request permission to be on a field study that does not meet the criteria of the above policy. When extraordinary circumstances prevail, a petition may be submitted to the committee on exceptions to academic policy requesting an exception to the policy. Initial consultation should be held with the center for academic support and advising.

Fee

The fee for a field study is one sixth of the yearly tuition for students in residence.

Status

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

Financial aid

All students who receive financial aid from Hampshire must obtain the signature of the director of financial aid on their field study applications.

A limited amount of aid in the form of loans is available for students on field study. The loan is converted to a grant only when the student returns to Hampshire and the advisor certifies satisfactory completion of the work proposed. The field study aid form must be signed by a dean in the center for academic support and advising before the field study can be converted to a grant. Eligibility is restricted to Division II and III students whose approved Division II or III contract is on file in central records; and, engagement in the field study project is certified in writing by the faculty supervisor and academic advisor as essential to the completion of the Division II and III contract.

No financial aid awards will be announced until after the leave deadline, and no requests for aid will be considered unless the center for academic support and advising has on file statements from the student’s faculty supervisor and

academic advisor verifying the above requirements and supplying evidence that the Division II and III contract has been filed.

Upon return from field study, the student will need to contact the center for academic support and advising within the first month of the semester so that his or her field study loan can be converted to a grant. The student needs to show evidence that the objectives of the field study have been met. This usually comes in the form of an evaluation from the field supervisor. Evaluation by the faculty supervisor will also suffice.

Applications for field study financial aid are available in the financial aid office.

Procedures for Filing for Field Study

The process for filing for field study should begin about six weeks into the term preceding the leave. The center for academic support and advising staff is available to answer questions about the differences between the leave options; the career options resource center has information about internships. The international studies office has information regarding opportunities abroad.

1. Field study forms are available from the center for academic support and advising. The Summary of Academic Program form should be filled out first; this becomes a part of the central records file and is useful in discussions about field study plans.
2. A meeting with the advisor and with the faculty member (i.e., faculty supervisor) who will be supervising the work during the leave should occur at an early stage. This should be followed by a meeting with one of the staff in the center for academic support and advising.
3. After the project has been planned, it must be put in written form. A copy of the Division II concentration statement or a preliminary Division III plan (see below) should be attached. A written agreement between the student and the faculty supervisor outlining the obligations each is willing to undertake is an important part of the form. A statement about how and when the work will be evaluated should also be included.
4. Filing for field study requires the signature of the following people: academic advisor, supervising faculty member, a member of the center for academic support and advising staff, the housing coordinator, and finally, the director of financial aid (for financial aid students).
5. A \$500 late enrollment notification fee is assessed if field study forms are not turned into CASA by the enrollment notification deadline. The enrollment notification deadline is published each year in the fee brochure that goes out with the tuition bills and in the academic calendar in the course guide. If plans are not definite or if a signature is missing, the form should still be submitted by the deadline and an appointment made with a member of the center for academic support and advising the following week. Occasionally a student will find that his or her plans cannot be finalized until later in the term or during the summer. The student should file a preliminary field study form by the deadline and meet with a member of the center for academic support and advising in order to discuss the situation.
6. Any field study for which final approval has not been received may be canceled.
7. A student may not change status from leave of absence to field study leave unless arrangements have been made with the center for academic support and advising before the beginning of the field study

Students taking a field study leave are responsible for communicating with the student affairs office regarding their plans for the following term. Student affairs will send forms and information to students on field study, requesting this information, during the second month of the semester of field study. Students taking a field study leave are responsible for providing reliable contact information on their field study form. Students may opt not to receive a paper mailing but instead to refer to online forms and information. If the student affairs office or the center for academic support and advising are not notified of the student's plans for the term following the term of leave by the beginning of that term, he or she will be administratively withdrawn.

MEDICAL LEAVE

Students who are unable to continue their enrollment because of a medical condition or psychological issues must contact health services to obtain verification of their need to leave the college. All medical leaves are processed through health services and the student affairs office. Refunds of tuition, are granted according to the schedule printed in the fees brochure that is included in tuition bills or otherwise distributed by the student accounts office. Refund of room and board fees are prorated according to the date a student leaves the college. No room and board fees are refunded after the last date by which partial tuition refunds may be granted. Tuition refund is based on a separation date as determined by the appropriate health services professional and this date must be within one week of the student leaving the college.

In cases where a student's behavior is determined to be significantly dangerous to self or others (e.g., psychotic episode, serious suicide attempt), the student may be placed on medical leave by the director of mental health. Students who are placed on medical leave for psychological reasons are expected to remain away from the college for two semesters and demonstrate to the readmissions committee that, during that time away, they have successfully engaged in counseling directed at issues underlying their behavior. (Refer to Readmission Policy.)

In cases when the college determines that a psychological or emotional problem would interfere with the student's academic work, or behavior which results from a psychological or emotional problem has become disruptive to the academic or social environment, the student will be strongly encouraged to go on medical leave in order to have the opportunity to address these problems. Behavior which is sufficiently disruptive to the college may result in the student being placed on disciplinary suspension.

Students placed on medical leave ordinarily do not have the option of completing the semester's academic work, and any outstanding work would be evaluated upon returning to Hampshire College. Students placed on medical leave within the last two weeks of the semester, however, may request an exception to this policy. Students may submit to the dean of the center for academic support and advising, a proposal (one page) describing a plan to complete work on time. The dean will assume the responsibility of consulting with the appropriate faculty and staff members to determine the feasibility of the proposal and will inform the student of the final decision. This decision may not be appealed.

STUDENTS EXTENDING LEAVE

Students on leave of absence who decide to extend their leave may do so by notifying the student affairs office or the center for academic support and advising of their intent to remain on leave. Extensions of leave along with extensions of financial aid eligibility beyond one year require special permission from the center for academic support and advising. Permission is rarely granted to extend Field Study. If such permission is granted, students must file a new form and obtain new signatures on the form. Failure to do so will result in cancellation of the field study.

RETURNING FROM LEAVE OR FIELD STUDY

The student must notify the student affairs office of his or her intention to return by the November and April due dates in order to pre-register for courses or participate in the on-campus room choosing lottery process. For those with conditions on their leave, individual arrangements with the center for academic support and advising may be necessary. If the advisor has specified conditions for re-entry on the leave form, or if the student's academic good standing is conditional on completion of certain work, or if other conditions have been placed on re-entry, the student must apply to the center for academic support and advising by December 1 for a spring term re-entry and May 1 for fall term re-entry. Students on leave who plan to return to the college the following semester must notify student affairs office in writing. Forms are sent in March to students on spring term leave and in October to students on fall term leave. Record of experience forms are also sent to students on leave. Any student who wishes his or her leave activities to remain confidential may indicate this on the form. If student affairs has not been provided with the student's current contact information or that information has not been listed on the student's original leave form, these forms will be sent to the permanent home address. Arrangements should be made with parents or guardian to have mail forwarded while on leave. The forms and information of this mailing are also posted on the student affairs website at this time. Students may also opt not to receive a paper mailing and instead refer to the online materials.

Returning from Medical (Physical) Leave

Students seeking to return from a physical medical leave should contact student affairs in writing and submit a letter from a medical health professional indicating the student's readiness to return to the College and if needed, suggestions for ongoing treatment at the college health services if needed.

LEAVES AND WITHDRAWALS DURING THE SEMESTER

Any change of status from fully enrolled to field study, leave of absence, or withdrawal after the opening of the term (registration date) will, if approved, lead to the partial or full forfeiture of tuition, room, and board fees. Factors determining the amount of the refund include the date of leave or withdrawal, the type of leave or withdrawal, and the financial aid status of the student. Government regulations must be applied in determining refunds for students receiving various forms of financial aid. Generally, no refund is granted after the third full week of classes, except in cases of leave or withdrawal for medical reasons. Refunds of tuition are granted according to the schedule printed in the Hampshire College fees brochure distributed by the student accounts office. Refund of room and board fees are prorated according to the date a student leaves the college. No room and board fees are refunded after the last date by which partial tuition refunds may be granted.

Vacating Student Rooms

Students who change status from fully enrolled to field study, leave of absence, or withdrawal after the opening of the term must vacate their on-campus rooms within 72 hours of the change of status. All residential keys must be returned to the appropriate House Office. Failure to comply to this policy may result in significant additional charges commensurate to the amount of time a student has taken to leave.

WITHDRAWING FROM THE COLLEGE

VOLUNTARY WITHDRAWAL

If a student decides not to remain at Hampshire or if personal circumstances affect a student's ability to continue at the college, several offices (student affairs, financial aid, advising, etc.) are available for assistance. Often there are alternatives; however, if withdrawing from the college is appropriate, or the withdrawal is required, the student should obtain a withdrawal form from the center for academic support and advising, complete it, get signatures from the advisor, a member of the house office, the director of financial aid, and meet with a member of the center for academic support and advising. Form must be returned to CASA by the enrollment notification deadline. The enrollment notification deadline is published each year in the fee brochure that is included in tuition bills or otherwise distributed by the student accounts office. All forms must be submitted by that date. There is a \$500 late enrollment notification fee for voluntary withdrawals processed after the deadline. (See the above section for withdrawals during the semester). Students who are withdrawing should make sure their academic files are in order in the office of central records before they leave campus. Note that financial aid eligibility is affected by withdrawal.

Students who decide to leave the college while in good academic, disciplinary, and financial standing are listed as voluntary withdrawals.

ACADEMIC WITHDRAWAL

A student who has failed to make academic progress may be required to withdraw from Hampshire. Withdrawal for academic reasons occurs after formal notification. In some cases students who have been withdrawn for academic reasons may be readmitted if they fulfill certain academic requirements specified by the College. (Please refer to section on Guidelines for academic progress.)

ADMINISTRATIVE WITHDRAWAL

Students on leave of absence or field study who do not intend to return should contact the student affairs office to request that their status be listed as voluntary withdrawal. If a student on leave or field study fails to notify the college of his or her intention for the following term by the beginning of that term, he or she will be administratively withdrawn.

Division III students who do not complete their requirements as scheduled and who do not make arrangements for their status for the next term will be administratively withdrawn from the college, effective the end of the term.

The Commonwealth of Massachusetts law (chapter 76, section 15C) and Hampshire College regulations require that all entering students (new and transfer), must submit completed immunization forms, and health assessment forms prior to matriculation at Hampshire College. Students who have not submitted completed forms may matriculate on the condition that requirements are met within ten days of matriculation. Failure to comply with these regulations will result in the student's being administratively withdrawn from the college until the requirements are met. Students may also not be permitted to preregister for courses for the following term.

Students are reminded to complete their enrollment registration each term during registration day. If a student is unable to do so on registration day, he or she must do so at student financial services within one week of registration day. Failure to register will result in an administrative withdrawal.

DISCIPLINARY WITHDRAWAL

Students may be withdrawn from the college by the dean of student affairs as a result of behavior that represents a serious breach of the norms of community living as follows:

1. Suspension: The student is required to remain away from the college for a specified length of time, not to exceed two semesters, and fulfill conditions as set forth by the dean of student affairs. (Refer to Readmission Policy.)
2. Expulsion: The college's association with the student is permanently severed.

It is the policy of the college to notify both the student and his or her parents in writing of dismissal from the college. In communication with parents concerning other matters, it is normal college policy to respect the privacy of the student and not disclose information from the student's educational records without the prior consent of the student.

FINANCIAL WITHDRAWAL

A student may be withdrawn by the college for financial reasons because of an outstanding obligation. Financial withdrawals may occur if an account is not in good standing:

Accounts in Good Standing

A currently enrolled student is considered to be in good standing if his or her tuition and fees have been paid in full, or if satisfactory arrangements have been made with the student accounts office concerning any unpaid balance.

A former student or student on leave is considered to be in good financial standing if there is not a balance owed on his or her account.

Accounts Not in Good Standing

A currently enrolled student (including a student on field study leave) who has not paid his or her tuition and fees in full, and who has not made arrangements or complied with arrangements made with the manager of student accounts, or who has not made restitution for a returned check, shall be considered in arrears. A student whose account is in arrears shall be subject to the following actions:

1. Suspension of check use and charging privileges including, but not limited to, the campus store and text book store;
2. Denial of requests for copies of academic records;
3. Denial of requests to participate in multi-payment plans in future terms;
4. Withholding of diploma and classification as a graduate;
5. Administrative withdrawal for nonpayment.

Procedure for Financial Withdrawal for Nonpayment of Bills

The student accounts office is responsible for initiating contact with the student about the outstanding bill. If the situation has not been resolved before midterm, the manager of student accounts will notify the student affairs office to financially withdraw the student. The dean will issue a letter of financial withdrawal, notifying the student of the date by which she or he must leave the college. The dean may determine that in extenuating circumstances the student be permitted to remain enrolled for the term. No access to evaluations and academic records will be permitted for any student until payment of the bill has been made. Registration for the following term will not be permitted until the outstanding bill and the bill for the following term has been paid in full.

A student who separates from the college while in arrears shall be considered in default and shall be subject to the following actions:

1. Denial of requests for copies of academic records;
2. Denial of requests for readmission;
3. Placement of account with a collection agency.

The college will make every reasonable effort to help students who are trying to bring their accounts current, however, appropriate actions will be taken when individuals fail to comply with the college's billing policies.

MEDICAL WITHDRAWAL

Students on medical leave who fail to notify the college of their intentions after two semesters of medical leave will be medically withdrawn from the college.

READMISSION POLICY

Students seeking readmission to the college are required to submit an application to the Center for Academic Support & Advising that includes a statement of their activities while away from the college and an outline of their plans if readmitted. Students who have enrolled in another college or taken courses elsewhere must submit transcripts of that work. These materials, as well as the central records file, are reviewed by the readmissions committee. The committee may also consult with faculty (former advisors, faculty working in the area of the student's interests, etc.) on the advisability of readmitting the student. The center for academic support and advising should be contacted for information about submission of materials or to answer questions about reapplying.

Students who are applying for readmission must do so no later than December 1 for readmission for the spring term and May 1 for readmission for the fall term. Materials for readmission should be submitted to the center for academic support and advising. A processing fee of \$50 is required.

Students seeking readmission who have been away from Hampshire for a minimum of four years will follow the academic policies and deadlines in effect at the time of readmission. The center for academic support and advising will provide current information upon request.

Students applying for financial aid must meet the college deadlines for consideration and should contact the student financial services directly. Students applying for financial aid should note that there are limitations for aid eligibility for readmitted students and should contact the financial aid office early in the process. These deadlines may be earlier than

those required by the readmissions committee. Foreign students should also contact central records to discuss visa status and enrollment limitations.

All students must submit a reapplication package. The materials will be reviewed on a case-by-case evaluation by the readmissions committee. Students should be aware that, regardless of the original or predominant reason for withdrawal, all issues that pertain to the student's ability to function at Hampshire may be addressed in determining suitability for readmission. It should be understood that readmission is not automatically based solely on the submission of the materials and a request for readmission. Submitted materials are reviewed and evaluated by the readmissions committee before a final decision is made.

The readmissions committee will sometimes recommend that a student be readmitted to the college with the understanding that certain expectations will be met once the student has returned. The center for academic support and advising will be responsible for conveying this information to the student and the advisor in the form of a contract for monitoring academic progress.

The staff of the center for academic support and advising are available to answer any questions about readmission.

Those students who voluntarily withdrew from the college in academic good standing and with no history of medical, disciplinary, or academic problems may expect to be readmitted. Students who have a history of medical, disciplinary, or academic problems should understand that the readmissions committee will be interested in determining how these problems have been addressed while the student has been away from Hampshire.

A student who has been asked to leave for academic, administrative, disciplinary, financial, or medical reasons may apply for readmission through the center for academic support and advising if he or she meets the following requirements:

Academic

Submits work set forth in their academic contract and/or recommendations at the time of dismissal, as well as a letter proposing the next semester's work.

Administrative

A student who is administratively withdrawn from the college because she or he has not informed the college of his or her plans, must submit information on his or her academic plans, or plans for further activities while on leave, to the center for academic support and advising.

A student who is administratively withdrawn due to missing medical records, must submit required documentation to health services. Health services will notify student affairs once all medical information has been received and student affairs will cancel the administrative withdrawal.

Disciplinary Suspension

In addition to criteria and recommendations made at the time of dismissal from the college, evidence of responsible behavior in academic and nonacademic areas will be used to determine readiness for reentry into the Hampshire community.

Financial

Students who have been financially withdrawn from the college because of an unpaid bill will not be considered for readmission until the student accounts office has notified the center for academic support and advising that the student's account has been paid in full. The student must also submit a detailed plan of study.

Medical (Mental Health)

Students are required to be away from Hampshire for a minimum of two full semesters before applying for readmission. The student must submit a letter from a licensed mental health professional which provides information about his or her diagnosis, progress in treatment, prognosis, medications which he or she will be required to take upon return to the College (if any), areas of continuing concern, and recommendations for continuation of therapy when returning to the College. In specific cases, additional requirements are possible. This information will be held confidential by College health officers and the readmissions committee.

ETHICS OF SCHOLARSHIP

Hampshire College is part of a broader community of scholars, a community where ideas, hypotheses, new concepts, and carefully established facts are the currency. None of us, faculty or students, is able to survive without borrowing from the work of others. Just as we expect to have our work recognized in examination reports, reappointments and promotions, or the footnotes of those who borrow from us, so must we carefully recognize those from whom we borrow.

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

The failure to acknowledge one's sources is more than a failure to be properly socialized into a community of scholars. Writers who fail to note sources are, at best, ignorant, and, at worst, dishonest. Unacknowledged borrowing from the work of others in any medium is a fundamental repudiation of the deepest values of the academic community.

PLAGIARISM

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

False Citation

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

False Data

Data fabricated or altered in a laboratory experiment or field project is an instance of academic fraud. While it is not plagiarism, it is clearly a first cousin and it is not acceptable.

Intentional Poor Documentation

As scholarly writers, we are expected to acknowledge our indebtedness for phrases, sentences, charts, diagrams, figures, and for longer verbatim quotations.

Writers prepare for this necessity by taking careful notes on exact wording and spelling, page numbers, and source identification. It is particularly important to present verbatim quotations exactly as they are in the original sources, including any errors. Paraphrases require documentation, and they must be a true restatement of the original rather than simply a rearrangement of the words in the sources.

There are a number of methods of documentation. The form of the reference list or bibliography or footnote style may vary by discipline. There are a number of style manuals that describe the documentation rules for various academic disciplines. Some are in the reference collection at the library.

Papers Written by Others

Presenting papers bought, borrowed or stolen from others as one's own is the most blatant form of plagiarism. It should be crystal clear that there is no conceivable excuse for this behavior, not even ignorance.

Unacknowledged Multiple Authors or Collaboration

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

Unacknowledged Multiple Submission

Using the same paper or portions thereof for several purposes without prior approval (for example, a course at another college and a Division I examination paper, publication in several scholarly journals, or submission to several classes) is generally considered to be illegitimate. However, such multiple submission is entirely acceptable if that borrowing is agreed to by the parties involved. It is, in fact, encouraged at Hampshire College when students want to pursue an idea further or when they have undertaken work well beyond that required for the original purpose of the paper or presentation.

Academic Dishonesty: Procedures for dealing with violations

Academic dishonesty (plagiarism, fabrication, or falsification of data) is a breach of the ethics of scholarship and a violation of one of the central norms of an academic community. Allegations of academic dishonesty are most likely to arise from work done in a course or for a divisional project. The accusation is usually brought by a member of the college faculty. When it is clear to a faculty member that a charge of plagiarism is appropriate, the procedure is as follows:

1. Consultation with the School dean and dean of academic support and advising: The faculty member will inform the student, the School dean, and the of the accusation. Both the faculty member and the student will meet with the School dean who will a) consult with the center for academic support and advising to see if there are previous incidents, b) hear both sides, and c) recommend a course of action. If the School dean concurs with the charge of academic dishonesty and determines that it is a first offense, s/he will choose one of the following options, depending on the seriousness of the offense:
 - a. Write a letter of warning to the student, with a copy to the dean of academic support and advising, or
 - b. Refer the matter to the dean of academic support and advising, who will write a letter of warning to the student. In addition to the letter of warning, further sanctions available at stage 1a. or 1b. may include removal of all record of the course being taken (in the case of plagiarism in a course paper), or a decision to set aside the project in question and require the student to do an alternate project on a different topic with a different committee (unless the committee concerned agrees to continue working with the student.)
 - c. In cases of egregious violation, the School dean or dean of academic support and advising may refer the case to the dean of student affairs for disciplinary action, as outlined below.
2. Referral of the case to the dean of student affairs for disciplinary action: Second or multiple offenses concerning plagiarism or other violations of the ethics of scholarship (as well as egregious first offenses) will be referred by the School dean or the dean of academic support and advising to the dean of student affairs for further disciplinary action. The dean of student affairs will consult with the dean of the faculty in deciding disciplinary action. Sanctions available include disciplinary probation, suspension, or expulsion from the college.
3. Appeals: The student has the right to appeal the finding of academic dishonesty and/or disciplinary sanction to the president.
4. Record of cases of academic dishonesty: All cases of academic dishonesty should be reported in writing to the dean of academic support and advising. A record of all cases will be maintained by the center for academic support and advising. The center for academic support and advising will be responsible for monitoring recommended actions and insuring appropriate confidentiality. The center for academic support and advising will also keep a summary of all cases, without identifying specifics, to aid in determining appropriate action.

(The student handbooks of Amherst, Mt. Holyoke, and Smith Colleges and of Princeton University were employed extensively as source material in drafting the above statement on Ethics of Scholarship.)

Computer Users Code of Ethics

- Accounts created on college computers are for the sole use of the person to whom they are issued. Accounts are not transferable.
- Each user has the right to privacy. Users will not access, inspect, or alter any file or directory belonging to another user without his/her permission. IT or other authorized personnel may, however, inspect users' files and directories in the event that there is reason to suspect a violation of system or ethics rules, or in the event that there is disruption to the network or other shared resources.
- Each user has the right to personal privacy while using the system. Users will not harass other users either verbally, by creating a disturbance in a computer lab, or by means of unwanted email. Users will not attempt to send email that appears to be from an account other than their own nor will they knowingly send virus-infected e-mail or files.

- Users will not damage, deface, alter, or remove any college computing equipment. Users will not attempt to sabotage or “crash” any computer system.
- Hampshire College computing facilities are maintained by the college to support the teaching, learning, research, and management needs of members of the Hampshire community. Unauthorized use of these facilities for any other purpose is prohibited.
- The Hampshire College world wide web site presents Hampshire to the outside world. In addition, the web site provides links to internal information resources. Although the college implements disk quotas on its servers, personal home pages of students, faculty, staff, and alums are not monitored by the college. If, however, the college receives a complaint about a personal home page, the Norms for Community Living and this Code of Ethics may be invoked.
- Anyone using Hampshire College computing facilities to communicate with other computing facilities is responsible for learning the rules of those facilities and abiding by them. Any infraction of the rules of another computer facility committed by anyone using the Hampshire network will be considered a violation of the Hampshire rules.
- Serious or repeated infractions of this code of ethics will be referred to the appropriate dean or supervisor for disciplinary action.

ABOUT THIS SECTION

Hampshire College encourages students to participate in community governance. Students have many opportunities to take an active part in shaping campus policy and making decisions affecting academic and student life issues. In fact, most committees and governance bodies require student membership. The degree of involvement ranges from being elected the student trustee, serving as a Community Council member, attending School meetings, or serving on a house director search committee.

The college has set aside time during each week when classes are not scheduled so that community members may participate in governance activities. This “governance time” is during Tuesdays, beginning at 3:00 P.M., throughout the academic year. During this time governing boards regularly meet. Meetings of all governance bodies are generally open to the community.

This section discusses some of the important governance positions and committees that require student involvement. For more information on various governing boards on campus consult the *Hampshire College Constitution*, Trustee bylaws, Community Council bylaws or inquire in the dean of faculty and Community Council offices.