

**Southern Vermont College
Student Handbook
2007-2008**

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Dear Southern Vermont College Student,

Welcome to the 2007-2008 academic year! This is a wonderful time to be an SVC student as many exciting changes are on the horizon both for the College as a whole and, therefore, you as a student. SVC is a dynamic environment, and we pride ourselves on developing the potential of each and every one of our students. I hope you will take advantage of all that SVC has to offer and become a successful and engaged member of our campus community throughout your college career.

The *Southern Vermont College Student Handbook* is designed to bring you the many aspects of life at SVC, and is divided up into the following major categories: academics, campus resources, residence life, student rights & responsibilities, and resources on substance abuse and sexual misconduct.

As an SVC student, you are afforded many rights. With these rights come responsibilities. All of our students are expected to be familiar with and uphold the policies outlined in this handbook as well as those listed by other departments. The *Student Handbook* also serves as a companion piece to the *Southern Vermont College Catalogue*, which is another important document for you to be familiar with during your tenure at SVC.

Whether you are a new or returning upperclass student, I urge you to reflect upon the coming year and determine what it is that you would like to accomplish within and beyond the classroom. Challenge yourself. Go beyond what you think you can do by raising the bar not only for yourself but for your classmates. It is through such challenges that each of us learns to grow and excel.

My colleagues and I wish you a most successful 2007-2008 year at Southern Vermont College!

Anne Hopkins Gross
Dean of Students

SVC VISION STATEMENT

Southern Vermont College aspires to be a model of an enlightened educational community that is diverse, supportive, environmentally respectful, and socially responsible.

SVC MISSION STATEMENT

At Southern Vermont College, our philosophy begins with a deep belief in the potential of every individual. The College is committed to offering a dynamic, career-enhancing, liberal arts education to students from diverse backgrounds. Recognizing varied academic experiences, the College challenges students to advance to significantly higher levels of academic performance. Southern Vermont College places an emphasis on students who are serious about enhancing their lives through higher education. The size of the College community and personalized nature of our instruction offer a student-focused environment which develops critical thinking and communication skills. Service-learning experiences are central to the College's curriculum and its sense of community and social responsibility. Students are involved in a dynamic teaching and learning partnership that includes interactive instruction and community-based internships.

Southern Vermont College is committed to supporting students' academic and financial needs within its resources. The students' educational experience is enhanced by a wide-range of on-campus support services. Every effort is made to offer institutional financial assistance to students who strive to achieve academic success.

The Southern Vermont College experience fosters personal development, leadership abilities, and knowledge and skills essential to future success, whether on a career path or in graduate study. The students do this in a safe, environmentally respectful, creative, and caring campus community. Graduates are prepared to be lifelong learners and well-rounded, socially responsible citizens who can confidently face challenges presented by a complex, global society.

Southern Vermont College policies as stated in this *Handbook* are subject to change. The College may amend policies and procedures at any time, giving the community reasonable notice of the changes via the SVC official email address. For the most recent and accurate *Student Handbook*, please refer to the SVC Student Handbook website where any changes will be updated.

Statement of Non-Discrimination: Southern Vermont College, in accordance with Federal and State laws and regulations, does not discriminate on the basis of race, color, creed, religion, national origin, sexual orientation, sex, age, veteran's status or handicap, in regards to treatment, access to, or employment in its program or activities. In compliance with the Americans with Disabilities Act (ADA), individuals with disabilities requesting accommodations should contact the Office for Students with Learning Differences. Telephone: 802-447-6360

The *Student Handbook* is published annually by the
Southern Vermont College Office of Communications and the Dean of Students Office

Helpful Phone Numbers

Academic Services/Academic Dean.....	447-6333
Athletics.....	447-4660
Bookstore.....	447-6318
Business Office.....	447-6340
Campus Emergencies.....	0
Campus Life and Leadership.....	447-6328
Campus Security Office.....	447-4001
Computer Services/Phone Services.....	447-6344
Counseling Services.....	447-6343
Dean of Students.....	447-6323
Dining Services.....	447-4024
Facilities.....	447-6322
Financial Aid Services.....	447-6306
Health Services.....	447-4355
Hospital (Southwestern Vermont Medical Center).....	442-6361
Library.....	447-6036
Mailroom.....	447-6320
Police, Fire, and Ambulance Emergencies.....	9-911
President's Office.....	447-6319
Registrar.....	447-6324
Residence Life.....	447-4013
Security Office Cell Phone.....	384-1648
Student Office.....	447-4382
Success Center.....	447-6375
Weather/Information/College Closing.....	447-4694

College Calendar

Fall 2007

Weekday and evening classes begin August 27, 2007.

August 24-26	New Student Orientation
August 26	Returning Student Check-in Day/Late Registration
August 27	First Day of Weekday and Evening Classes
August 27 - September 7	Add/Drop Period
September 3	Labor Day - No Classes, Offices Closed
September 4	Fall Convocation
September 4	Classes Resume - All Offices Open
September 7	Add/Drop Period Ends
October 8	Columbus Day - No Classes, Offices Closed
October 9	Classes Resume - All Offices Open
October 12-14	Family & Homecoming Weekend
October 13	Fall Open House
November 2	Last Day to Withdraw/be Withdrawn from Classes
November 12	Registration for Spring 2008 Begins
November 21-25	Thanksgiving Holiday - No Classes, Offices Closed
November 26	Classes Resume - All Offices Open
December 7	Last Day of Classes
December 10-14	Final Exam Period
December 14	Last Day of Final Exams
December 18	Fall Graduation Date (no ceremony)
December 24 - January 1	Employee Winter Break - Most Offices Closed

Spring 2008

Weekday and evening classes begin January 16, 2008.

January 13	New Student Check-in
January 13-15	New Student Orientation
January 15	Late Registration
January 16	First Day of Weekday and Evening Classes
January 16-30	Add/Drop Period
January 21	Martin Luther King Jr. Day - No Classes, Offices Closed
January 31	Add/Drop Period Ends
February 18	President's Day - No Classes, Offices Closed
February 19	Classes Resume - All Offices Open
March 10-16	Spring Break - No Classes
March 17	Classes Resume - All Offices Open
March 26	Last Day to Withdraw/be Withdrawn from Classes
March 29	Spring Open House
April 7	Registration for Fall 2008 Begins
May 2	Last Day of Classes
May 5-9	Final Exam Period
May 9	Last Day of Final Exams
May 18	Commencement

(Calendar continued on next page)

Summer 2008

Summer New Student Registration: June 23

Session I - 7 Weeks (On-campus Courses)

Dates: May 12 - June 27

Holiday: Memorial Day, May 23, through May 26 - All Offices Closed

Meet: Mondays and Wednesdays **OR** Tuesdays and Thursdays

Time Blocks: 9 a.m. - Noon, 1-4 p.m., 5:30-8:30 p.m.

Add/Drop Period and Withdrawal:

Last Day to Add - May 16

Last Day to Drop - May 23

Last Day to Withdraw - June 13

Session II - 7 Weeks (Low-residency Courses)

Dates: July 1 - August 8

Meet: First day or evening class of the session and two additional times TBA

Time Blocks: 9 a.m. - Noon, first day/evening of semester and two TBA

1-4 p.m., first day/evening of semester and two TBA

5:30-8:30 p.m., first day/evening of semester and two TBA

Add/Drop Period and Withdrawal:

Last Day to Add - July 2

Last Day to Drop - July 9

Last day to Withdraw - July 25

Session III - Clinicals, Practica and Internships

Dates: May 12 - August 8

Holidays: Memorial Day, May 26, no Radiologic Technology clinicals, All Offices Closed; Independence Day, July 4, no Radiologic Technology clinicals, All Offices Closed

Meet:

Practica - TBA - minimum time at site 150 hours, all work must be completed and project materials submitted by August 8.

Internships - TBA - minimum time at site 50 hours per credit; all work must be completed and project materials submitted by August 8.

Clinicals - RT161 Clinical Radiography II - Summer Break, May 12-18; clinical rotations begin May 19; May 26 and July 4, no clinicals; all clinical time must be completed by August 8.

Academics

ACADEMIC ADVISING

Advisors and advisees are partners in the advising process. Each has a role in making sure that the process works. As a student and advisee, students are responsible for:

1. Making appointments with his/her advisor. Be prompt and come prepared with all necessary information and documents.
2. Developing a personal advising file in which he/she keeps the *College Catalogue* and copies of all documents related to his/her academic history at the College, such as semester course schedules, submitted add/drop forms, submitted course withdrawals forms, etc. Although the student's advisor should have a similar file, having one's own means that the student has it as a reference and backup documentation.
3. Asking questions! If a student doesn't understand a policy or procedure, he/she should ask questions until they are clear about the policy or procedure. The student should make sure he/she understands who is responsible for implementing the policy or seeing that the procedure is carried out and how to contact him or her.
4. Developing with his/her advisor a long-range course plan that will guide the course selection over multiple semesters.
5. Knowing all course and other requirements of the major(s), minor(s), and other programs of study for which the student is seeking a degree or other college recognition. Meeting those requirements is the student's responsibility. "I didn't know I had to do that," is not a valid excuse.
6. Understanding academic performance standards, academic probation, academic dismissal, GPA requirements, and course prerequisites and how these can affect his/her long-range academic plan.
7. Observing academic deadlines for registration, dropping or adding classes, application for graduation, etc.
8. Keeping his/her advisor informed about changes in his/her academic progress, course selection, and academic/career goals.
9. Reviewing his/her degree audit on a regular basis for accuracy.
10. Reading his/her college mail and e-mail on a regular basis.

CLASS ATTENDANCE

Students should note that the College does not have a College attendance policy. In the written syllabus for the course instructors set the policy for class attendance and the associated consequences for failure to meet those standards. Students failing to meet those standards may receive a reduction in grade or be withdrawn from the course. Removal for failure to meet attendance requirements does not warrant a refund for that course. A student who does not attend any class meetings of a course during the first week of class may be dropped from the course. A student who stops attending class without requesting to be withdrawn will receive a grade for the course. The grade will reflect any academic penalty for non-attendance as outlined in the course syllabus. It is the responsibility of the student to know his/her enrollment status; check with the Registrar's Office to determine correct status.

MISSING CLASSES DUE TO ILLNESS OR OTHER REASONS

Absences are not excused. The affect of absence for any reason, including illness, may affect the ability of a student to complete the course. The impact is determined by the instructor and the policies as stated in the course syllabus. It is the students' responsibility to notify instructors in cases when they must miss class due to illness or other emergencies. An instructor must be contacted in person or by phone, e-mail, or leaving a written message in his/her faculty mailbox. Contact should take place as soon as possible. Keep in mind that all faculty set their own attendance policies and policies regarding missed exams, in class work, and assignments.

ATTENDANCE FOR ATHLETES

Athletes are required to work with the course instructor when they have a scheduled game that conflicts with a class meeting. It is the responsibility of the student-athlete to make arrangements with his/her instructors for any absence due to a scheduled game. The student-athlete must:

1. Notify each instructor of absences **at least one week** in advance of missing classes;
2. Make necessary arrangements for missed assignments, quizzes, and exams;
3. Seek ways to compensate for missed class content (e.g., join study groups, work with a tutor, tape lectures, view AV material at a later date); and

The student-athlete should understand that in some instances (e.g., guest lectures, field trips, films, plays) it may be impossible for students to arrange for equivalent experiences. In such cases, the student-athlete should attend the class.

It should be stressed that when a student-athlete does not take responsibility for making arrangements for missed classes, the instructor will treat those absences according to the absence policy of the course. This may have a negative impact on the student-athlete's grade and/or continued enrollment in the course.

Absences to complete are counted in the total number of absences that an instructor may allow for the course, not in addition to.

CLASSROOM DECORUM

It is important that Southern Vermont College classroom environments have an appropriate academic atmosphere that promotes learning and makes it possible for faculty to be effective. Respect between, for, and to each other is of utmost importance. If the behavior of an individual student is disruptive to the academic environment, the instructor may seek to resolve the behavior as he/she deems appropriate, including a request that the student leave the classroom. The instructor may also consult with the Division Chair and/or notify the Dean of Students to determine an appropriate course of action. If the Student Code of Conduct has been violated, the student may be subject to disciplinary action as outlined in the *Student Handbook*. Students can appeal through the applicable Student Appeals Policies.

OBSERVANCE OF RELIGIOUS HOLIDAYS

As a secular (nonreligious) institution of higher learning, Southern Vermont College does not formally include the observance of any religious holiday in its academic calendar. It is important, however, to be sensitive to the religious requirements and customs of all religions.

Students should speak to their professors in advance if plans to observe a religious holiday will interfere with class attendance on a given day. There is no blanket institutional endorsement of absences for any purposes, but instructors are asked to be sensitive when deciding individual cases regarding religious holidays.

GRADUATION

The College recognizes three graduation dates: at the end of the fall and spring semesters and at the end of summer sessions. While degrees will be conferred as of the indicated graduation dates, only one annual Commencement is held. The official program for that occasion will contain the names of all who have or will have completed their degree requirements in the current academic year. Diplomas are distributed at Commencement.

Students must indicate their intention to graduate by filing a graduation application form in the Registrar's Office. Students should check with the Registrar's Office for the deadline date by which graduation applications must be filed. The deadline for filing is on the academic calendar. Students who file after the deadline must pay a \$50 late fee.

Commencement Participation When Lacking Credits for Graduation Requirements

If a student is one or two courses short of the graduation requirement, he/she may request permission from the Academic Dean to participate in Commencement. Evidence of registration for the missing courses must be shown prior to approval. No student with a cumulative GPA below 2.0 at the end of the spring semester will be allowed to participate in Commencement. Students needing three or more courses for meeting graduation requirements by the end of the spring semester will not be allowed to participate in Commencement activities for that year.

Students who have been given permission by the Academic Dean to participate in Commencement prior to completion of all course work must submit to the Registrar documentation as to how the course work will be completed during the summer. Verification of completion must be submitted to the Registrar by August 31 according to the dates and policy published in the *College Catalogue*. Failure to meet the deadline will result in the need to reapply for graduation.

Honors and Awards

GRADUATING WITH HONOR

Degrees awarded with honor at Commencement are: Summa Cum Laude (3.75 GPA); Magna Cum Laude (3.50 GPA); and Cum Laude (3.25 GPA). Baccalaureate degree candidates must have completed at least 60 credits in graded courses at Southern Vermont College to graduate with honor. Associate degree candidates must have completed at least 30 credits at Southern Vermont College to graduate with honor. Baccalaureate degree candidates who have completed between 30 and 59 credits in graded courses at the College may graduate With Distinction if their GPA is 3.25 or higher. All students who are graduating with honor are recognized at Commencement.

DEAN'S LIST

Each semester, full-time students who have achieved a 3.25 GPA are placed on the Dean's List. Those students included on the Dean's List have completed at least 12 credits with no incompletes or grades below C- at the close of the semester.

COMMENDATION LIST

Part-time students who have achieved a 3.25 GPA and completed between 6 and 11 credits with no incompletes or grades below C- at the close of the semester are named to the Commendation List.

ALPHA CHI

Alpha Chi is a national scholarship recognition society with over 300 chapters. The Vermont Delta Chapter number 351 was installed at Southern Vermont College in 1999. Membership is open to Juniors and Seniors (transfer students must check with the committee) of high scholarship (a GPA of 3.5 or higher) who exhibit good character and reputation. Membership is for life, but alumni may maintain active status by paying an annual fee.

AWARDS

At awards ceremonies each spring, students are cited for outstanding achievements and contributions to the College. Athletic awards are presented in separate ceremonies. At the Honors Convocation, the following special awards are presented:

The President's Award is presented to the Most Outstanding All-Around Student. After open nominations and balloting by faculty and staff, the recipient is presented with a plaque and a cash prize. This most coveted prize is the high point of the awards ceremony.

The Student Affairs Award is presented to the student who contributed significantly to the betterment of student life at the College.

The Academic Excellence Award highlights overall academic excellence and is awarded to the student with the highest GPA after two full years of full-time study (minimum of 12 credits per semester).

The Community Service Award recognizes a student for contributions and commitment to the College community and community at large.

Academic Program Awards are presented to outstanding traditional and nontraditional students who have earned the highest cumulative grade-point average in their major field of study with a minimum of 3.0. To be eligible, students must have taken 12 credits or more for two consecutive semesters.

Highest Ranking First-Year Student Award is granted to the full-time first-year student (with 12 credits or more) with the highest GPA after the fall semester.

The following awards are presented during the College's spring Commencement:

The **Edward Everett Award** honors a graduating student who has made numerous contributions to the Southern Vermont College community. The recipient personifies a spirit of giving, a willingness to work hard, and a dedication to the College, all qualities of Edward Everett, the original owner of the Everett Estate.

The **Lynda Curry Memorial Award** is given in memory of an educator who was devoted to fulfilling the College's mission: to help each student realize his or her full potential. This award is given to a graduating associate or baccalaureate degree student who best exemplifies the fulfillment of this mission. The graduate's name is engraved on a plaque permanently displayed in the Office of Student Affairs.

The **William A. Glasser Award** is awarded to the first-generation, baccalaureate degree candidate who best exemplifies the mission of Southern Vermont College as championed by Dr. Glasser during his years as President. This graduate has achieved outstanding personal and academic growth while at the College.

The **President's Special Recognition Award** is given to a member of the College community or friend of the College in recognition of exemplary service or unique contribution to the College through work with the Office of the President.

Campus Resources

ATHLETICS

Field House

The Athletic Department provides services in the areas of intercollegiate athletics, intramurals, fitness, and recreation in concert with the mission of the College and the underlying mission of the Student Affairs Office. These services are best characterized by the goal of "accessibility." The mission of the Athletic Department is to be accessible to students of all skills, abilities, and interests; provide the appropriate support for students with special needs to reach their unrealized potential; work with and assist Student Affairs staff and faculty; and provide an extracurricular environment which will enrich learning and personal growth. In providing this learning environment, the office places emphasis on the academic success of student-athletes, the fair and equitable treatment of women and men, the principles of fair play in amateur athletics competition, the principles of sportsmanship and ethical conduct, and the health and welfare of all students.

Facilities

Outdoor athletic teams play their home games at the College's recently renovated Bill Epstein Baseball Field and other fields throughout the local community. The basketball and volleyball teams play home games at the campus Field House. The Field House includes fitness and weight-training equipment, a batting cage, locker rooms, and the gymnasium, which seats up to 300 spectators.

Field House Gymnasium hours are:

Monday-Friday: 6:00 a.m. - 10:00 p.m.

Saturday-Sunday: 8:00 a.m. - 10:00 p.m.

(Schedule is subject to change)

A current Southern Vermont College ID must be presented to use the Field House. All guests must sign in with a member of the College community. The student, alumnus, or faculty/staff member is responsible for guests during his or her stay. Sneakers must be worn on the gym floor (no black-soled sneakers are allowed). An orientation is required to utilize the fitness and weight equipment, and weight-lifting activities must be performed with a partner. Students of any athletic level can arrange a session with a certified athletic trainer to set up a personal training program.

Intercollegiate Athletics

Southern Vermont College is an active Division III member of the National Collegiate Athletic Association (NCAA), Eastern College Athletic Conference (ECAC), Association of Division III Independents (AD3I), Northeast Collegiate Volleyball Association (NECVA), and the New England Rugby Football Union (NERFU). Southern Vermont College fields intercollegiate varsity teams in the following sports:

Men's	Women's
Soccer	Soccer
Cross Country	Cross Country
Basketball	Basketball
Baseball	Softball
Volleyball	Volleyball
Rugby	Rugby

Eligibility for participation in intercollegiate athletics is based on NCAA Division III guidelines. To be eligible to join an intercollegiate athletic team, students must be enrolled in a minimum of 12 credit hours (including IP courses), maintain good academic standing, and make satisfactory progress towards their degree. Satisfactory progress is determined by the successful completion of 12 credit hours per semester with a cumulative GPA of 2.0 or with a cumulative GPA of 1.75 if fewer than 24 credits. Once the student has earned 24 or more credits, he or she must maintain a 2.0 GPA. Transfer student-athletes must have been in good academic standing at their previous institution to be immediately eligible.

Club Sports

If students are interested in playing a sport not currently sponsored by the college, they may explore developing a club team. Information on club team sponsorship is available from the Office of Campus Life and Leadership. The potential for limited financial and staff support does exist.

Intramurals

Southern Vermont College strongly encourages student participation in intramural programs. Intramural programs are administered by the Athletic Department and Student Government Association based on student interest. Competitions have been held in rugby, flag football, softball, basketball, bowling, volleyball, golf, and indoor soccer to list a few. Students interested in these or other activities should contact the Office of Campus Life and Leadership or the Athletic Department.

Fitness and Recreation Programs

A variety of exercise, fitness, and weight-training equipment is available including treadmills, elliptical machines, free weights, nautilus equipment, a squat rack, jump ropes, medicine balls, a speed bag, and ankle weights. Southern Vermont College has a full-time certified athletic trainer on staff to meet the sports medicine needs of the intercollegiate, intramural, and club sports on campus. The athletic trainer will also work with students of all athletic levels to set up a personal athletic program. Other services available include prevention education, with individual and team strength and conditioning programs and instructional lectures, as well as evaluation, treatment, and rehabilitation services of sports-related injuries. The gymnasium provides a cold weather location to pursue cardiovascular activities, and fitness trails are located throughout the campus.

CAMPUS LIFE AND LEADERSHIP

Room 209

The Office of Campus Life and Leadership takes an active role in cultivating student development by providing and assisting students with civic activities, including service learning, leadership programs, community work-study opportunities, and campus forums and events, that are educational, cultural, social, and entertaining. The Office strives to engage students through service and leadership while providing students with the tools and resources to become leaders and socially responsible citizens, both on and off campus. The Office is committed to developing a sense of community and respect for diversity in an environment conducive to personal growth and higher learning. The Director of Campus Life and Leadership and student staff are available to assist students with all aspects of community life with the belief that students who participate in campus functions and serve within their community connect with their college and local communities enriching their overall academic experience. Southern Vermont College is a member of Vermont Campus Compact.

The majority of Southern Vermont College extracurricular activities are sponsored by the Office of Campus Life and Leadership and Student Government Association. The Office of Campus Life and Leadership and SGA work with faculty and staff to offer programs aimed at enhancing the social, creative, educational, recreational, and cultural life of the student community. Students are encouraged to participate in all activities, clubs and organizations, SGA, and leadership positions of Campus Life and Leadership.

Service Learning

Southern Vermont College offers students opportunities to serve in the local community while earning course credit. Serving in the community is rewarding and beneficial, providing citizenship growth, critical-thinking skills, social understanding, personal achievement, and career development. Service learning is supported by the Success Center.

Bulletin Board Policy

The bulletin board policy refers to all written and visual materials to be posted on the Southern Vermont College campus, its buildings, and grounds. This policy applies to all individuals or groups, including Southern Vermont College affiliates and non-College organizations/individuals.

Materials may only be posted on designated bulletin boards and bulletin bars, including in the Van Room, the hallway outside the Van Room, the second floor of the Main Building bulletin bars in either stairwell, and bulletin boards on the lower campus. Materials cannot be taped, tacked, or stapled to windows, doors, walls, desks, buildings, statues, College signs, plants, trees, vehicles, trash receptacles, or other non-designated areas or objects.

Materials requiring tape may only be posted with blue painters tape. Permission from the Director of Campus Life and Leadership is necessary for special occasion materials to be posted on non-designated bulletin board areas. (The only exception to this criteria is for emergency or immediate communication purposes: e.g., messages from the President, snow removal times for Residence Hall parking lots to be cleared.) For questions regarding appropriate materials, contact the Director of Campus Life and Leadership.

The name of the sponsoring and/or posting organization/individual must be included on all materials. This material must be in accordance with College policies and local, state, and federal laws. You are encouraged to produce only the

amount of materials necessary for your event and to use white paper (which is recyclable). External groups may use bulletin board space with pre-approved permission from the Director of Campus Life and Leadership. Materials must be dropped off at the Office of Campus Life and Leadership. All external materials not approved for distribution will be immediately removed.

Any materials deemed by the College to be contrary to the College's Anti-Discrimination/Anti-Harassment and/or Sexual Harassment Policy in reference to individuals, or demeaning or offensive on the basis of race, creed, color, sexual preference, etc., or promote the use of alcohol and/or drugs will not be posted and/or will be immediately removed. Any materials promoting credit cards will not be posted and/or will be immediately removed. The College reserves the right to remove materials considered inappropriate.

Calendar of Events

The Office of Campus Life and Leadership produces a Calendar of Events each month to keep students, staff, and faculty aware of activities and events occurring on campus. The calendars are located in the Van Room of the Main Building, the Moose Lounge, and posted on the College Web site.

Clubs/Organizations

The Office of Campus Life and Leadership maintains a current list of clubs and membership. Clubs and organizations are required to register with the Office of Campus Life and Leadership. Students interested in starting a new club can obtain *Club Guidelines* and a club registration form from the Office of Campus Life and Leadership. Additionally, the Office of Campus Life and Leadership provides advisement on event planning and business procedures to clubs and is available to assist with the establishment of new clubs. Listed below are our student organizations. If you would like to start your own club or organization, we strongly encourage you to do so! Just stop by The Office of Campus Life and Leadership for guidance on how.

1. Student Government Association (SGA) - The Southern Vermont College SGA is a group of elected students who govern the student body. The SGA consists of an executive board and a senate. The senate chairs include: Non-Traditional, Activities, Athletics, Cultural, and Food and Housing. The SGA President represents students on the College's Board of Trustees. A strong emphasis is placed on student involvement in all facets of life at the College. Membership in the SGA offers valuable experience and an opportunity to develop useful career skills. The SGA selects two representatives for the Judicial Review Board and appoints students to serve on standing committees and the Campus Governance Committee at the College. Students hold voting membership on standing committees at the College. In most cases, student representatives are appointed by the SGA. The effectiveness of the SGA depends on the quality of participation of its members. All students are urged to become involved in the SGA. Elections to the Student Government Association are held once a year during the spring semester. Students interested in campaigning for an SGA office must first obtain a petition form from the SGA Advisor. To serve as President, Vice-President, Treasurer, or Secretary, students must have a GPA of 2.5 or higher; to campaign for other offices, students must have a GPA of 2.0 or higher.

2. Alpha Phi Omega National Service Fraternity - Members of the Alpha Phi Omega National Service Fraternity are involved in creating awareness about local, regional, and global issues. Service activities promote civic responsibility, cultivate community leadership, and enhance individual development. The College is currently chartering this fraternity.

3. Mad Hatters Drama Club - The Mad Hatters Drama Club organizes and implements small plays for the College community.

4. Multicultural Club - The Multicultural Club is designed to celebrate diversity on the SVC campus among all students, faculty, and staff and expand understanding between different groups on all cultural levels.

5. Ski-Snowboarding Club - The group of students who are members of the Ski-Snowboard Club plan fundraising events to support their frequent trips to local ski resorts such as Mount Snow, Stratton Mountain, and Killington Mountain for a day of skiing and snowboarding.

6. Adventure Club - This group serves as an outing and environmental club. They schedule a variety of activities during the academic year including hiking, snowshoe trips, mountain biking, and rafting, as well as visit sites of environmental interest. This group also looks forward to planning and presenting programs in celebration of Earth Day.

7. **Alpha Chi (Honor Society)** - Alpha Chi is a national scholarship recognition society with over 300 chapters. The Vermont Delta Chapter number 351 was installed at Southern Vermont College in 1999. Membership is open to juniors and seniors (transfer students must check with the committee) of high scholarship (a GPA of 3.5 or higher) who exhibit good character and reputation. Membership is for life, but alumni may maintain active status by paying an annual fee.

8. **National Student Nurses' Association** - The National Student Nurses' Association (NSNA) is an organization comprised of individuals who are seeking their first academic degree in Nursing. NSNA is committed to providing community health activities, supporting legislative action regarding access to and the provision of care, and educating the public regarding nursing. This organization provides an opportunity for students to become involved in their first professional nursing organization while still attending college. The knowledge and skills students develop as a result of their participation in NSNA will enhance their practice of nursing. All members of the Southern Vermont College associate degree program may enroll in the NSNA.

9. **Mountaineer Cheerleaders** - The Southern Vermont College Cheerleaders are a group of students who choreograph dance routines and perform at home basketball games. The Mountaineer Cheerleaders hold frequent fundraising events, such as 50/50 raffles, to support the club's financial goals.

10. **Gay-Straight Student Alliance** - Both gay and straight students are brought together to talk about current issues, break uncomfotableness and segregation, and just have fun.

11. **Colleges Against Cancer** - American Cancer Society Colleges Against Cancer is a nationwide collaboration of college students, faculty, and staff dedicated to eliminating cancer by initializing and supporting programs of the American Cancer Society in college communities. *Southern Vermont College is the only college in Vermont to be a part of Colleges Against Cancer.*

In addition to these clubs, students can also participate in the:

1. **Summit Yearbook** - The *Summit Yearbook* enables SVC students to enjoy their years at SVC through narrative and photographs of friends and events that took place during the year. Participation in this club offers members valuable publication and advertising experience while expanding their knowledge of the SVC community and campus.

2. **Mountain Press** - *Mountain Press* is Southern Vermont College's student-produced newspaper. Freelance writers, editors, and layout coordinators are welcome to assist communication majors in the production of *Mountain Press*.

CAMPUS SAFETY AND SECURITY

Aldis Hall, First Floor

Security is provided 24 hours a day, seven days a week, year round. Throughout the day, Security Officers conduct mobile and foot patrols on campus. An evening escort service is provided by Security staff upon request. A Security Officer may be contacted by calling 447-4001 or cell phone 384-1648. The College also uses the 911 (9-911 to dial off campus) emergency number when the fire department, rescue squad, or police are needed. The Director of Security, Director of Residence Life and College Counselor are all available on an emergency on-call basis.

Campus Registration

Strict enforcement of the following regulations is essential to the prevention of accidents and injuries and the orderly operation of the campus.

Vehicle Registration

Any student who owns or operates a vehicle on College property must register it with the Security Office and display the sticker issued by the Security Office at all times. All vehicles operated on Southern Vermont College property must be insured, display current license plates, and be in safe operating condition as defined by Vermont Motor Vehicle Safety Regulations. The driver/operator of any vehicle must have a valid driver's license at all times. Parking permits issued by the Campus Safety and Security Office must be displayed and clearly visible at all times. Faculty, Staff and Administration are issued hang-tag permits to be displayed on the vehicle's rear-view mirror. Students are issued parking permit stickers which allow parking in designated areas, in accordance with the regulations listed below. Failing to register a vehicle with Southern Vermont College Security will result in a fine as set forth below, and failing to display a valid parking sticker may result in a vehicle being towed at owner's expense.

Parking Regulations

All vehicles parked in the College parking lots on a regular basis must be registered with the Security Office.

1. All first-year resident students and transfer resident students must park in the Field House parking lot only. Registered Seniors are issued a Senior Privilege Parking Permit and have six (6) reserved parking spaces in the Residence Hall Parking Lot near Darby Hall. Seniors, displaying their Senior Privilege Parking Permit, may also park in the Main Building Lot.
2. Returning resident students must park in the Residence Hall and/or Field House parking lots only.
3. Commuter students are limited to parking in the Main Building and Field House parking lots.
4. Resident students cannot park at the Main Building, Monday through Friday, from 8:00 a.m. to 5:00 p.m., except Seniors with a Senior Privilege Parking Permit.
5. Entrance and exit routes to the Main Building parking area are one way. All vehicles must exit via the upper-level roadway.
6. The upper parking area at the Main Building is designated as small vehicle parking only. Two ten-minute, temporary parking spaces for College personnel only are provided at the Main Building next to the visitor parking. Assigned spaces (those marked by a sign) are to be utilized only by authorized individuals. This policy is in effect 24 hours a day, seven days a week.
7. No motor vehicles are permitted in the Main Building Courtyard or its roadway except for authorized daily deliveries. However, individuals requiring wheelchair access may be allowed to park in the Main Building Courtyard.
8. Parking overnight at the Main Building is not permitted. Guest parking only will be permitted at the Field House parking lot in an area specified by Security.
9. A temporary parking space is provided at the Dining Hall, for the use of College personnel only, to drop off equipment, etc.
10. Nonfunctional, abandoned, or unregistered vehicles left on campus for more than 48 hours will be towed at the owner's expense. Attempts will be made by Security to notify any individuals in danger of violating this policy.
11. Any students leaving their vehicles while returning home for College breaks must park in the Field House parking lot to facilitate snow removal or deliveries. Vehicles parked in other areas of the campus may be towed, at the owner's expense, if they impede these activities.

Driving Regulations

Students must be aware of all traffic policies on campus, including but not limited to speed limits, negligent, reckless, or dangerous driving, and appropriate parking areas.

1. Everyone must obey the 30-miles-per-hour speed limit on campus roads and 10 miles per hour in all parking areas. The speed limits are enforced by radar.
2. Use of the farm road leading from the Main Building parking lot to the athletic field is limited to Facilities/Security personnel in the course of their duties. This pertains to all off-road activities. All motorized vehicle traffic is limited to the main College road and paved parking lots.
3. Use of recreational vehicles on campus is prohibited.
4. In cases of negligent, reckless, or dangerous driving, the owner/operator will be subject to fines. Additionally, parking privileges will be suspended immediately, and the student may be subject to further actions by appropriate College personnel.
5. Per Vermont Vehicle and Traffic Law and College policy, vehicles are required to stop for pedestrians at the marked crosswalks. Failure to do so will result in a fine and possible revocation of vehicle privileges.

6. Students must operate vehicles in a safe and responsible manner. Driving on sidewalks or walkways or driving off designated paved roadways is strictly forbidden. Students may not ride in trunks of vehicles or truck beds or hang from vehicle windows, trunks, roofs, hoods, or doors.

Snow Removal Policy

Snow is cleared from roadways and walkways at various times of the day and night. Faculty, staff, and students must cooperate.

Snow removal in Residence Hall parking lots will generally commence at 1:00 p.m. on the day the particular storm subsides. Students will be notified by Security and the Residential Life Office of snow removal plans. Notices shall be posted in all Residence Halls and shall be in place three hours prior to snow removal. Snow removal will not commence prior to notice being given. All vehicles must be removed from the Residence Hall parking lots to the Field House parking area prior to the 1:00 p.m. deadline to facilitate snow removal at the Residence Hall site. Students who are unable to remove their vehicles at the designated time must make arrangements to have said vehicles removed. All vehicles interfering with snow removal will be ticketed and/or towed at the owner's expense.

There is no parking on the College road during snowstorms. Vehicles parked on the road will be towed at the owner's expense. Unregistered and disabled vehicles are to be removed from lots within 48 hours from the time they become disabled or unregistered.

Offenses and Penalties

General parking violations will result in a fine of \$25 (note that multiple offenses may result in disciplinary action). Other offenses will be handled as follows:

1. Speeding will result in a minimum of a \$25 fine, with the maximum not exceeding \$100.
2. Negligent, reckless, or dangerous driving will result in a \$100 fine and possible revocation of on-campus driving privileges.
3. Illegal parking such as parking in an emergency access zone, fire lane, or handicap restricted space will result in a \$50 fine. Note that the striped zones in front of Aldis Hall, Bowen Hall, and Cady Hall are emergency access zones. Walkways surrounding the Residence Halls are considered fire lanes.
4. Illegal parking in reserved areas (President's space, visitor spaces, etc.) are subject to a \$40 fine.
5. Driving through a crosswalk illegally will be subject to a \$25 fine.
6. Failure to register a vehicle will result in a \$25 fine with repeat offenders receiving additional fines.
7. Failure to comply with snow removal rules will result in a \$25 fine.

A student receiving in excess of ten (10) parking violations during an academic year will be referred to the Director of Security for disciplinary action. In addition, the student may incur increased fines and/or have his/her on-campus driving privileges suspended.

Appeals

All parking and traffic appeals should be made in writing to the Director of Security no later than 10 working days after the violation.

Van Policy

The College currently owns four 15-passenger vans, which are available to departments and student organizations for use. Only faculty, staff, and such students, as may be designated by one or more Department head, in writing, may be proposed to operate the College vans. Proposed van drivers must have a good driving history and be at least 18 years of age. Once a driver is proposed, that person shall contact the Director of Security to obtain a van certification package, which must be completed and brought to the Security Office, along with a photocopy of his/her valid driver's license, where he/she will take a written test on van safety and a van driving test. When completed successfully, the written and driving test results, as well as the certification package, will be delivered to the Business Office. The Chief Financial Officer shall make the final decision as to whether such person is eligible to drive a College van. The College may revoke van driving privileges at any time.

Van reservations must be made through the Security Office at least three days in advance on a vehicle-available basis. Athletic events and academic programs have priority use of the vans. Van mileage is billed to the department or student organization using a van in the amount of \$.40 per mile. A log sheet is available in the Security Office for each van in which to record the beginning and ending mileage for each trip. Departments and organizations are responsible for the cleanliness of the interior of the vans for each trip. Any department or organization that leaves any van in disarray may be charged a fee for cleaning.

Any department or organization that utilizes a College-owned van shall be held liable for damages incurred up to the full amount of the insurance deductible and subject to the terms of applicable policies. Reports of damage must be submitted to the Director of Security immediately. The College has a charge account with Hemmings Motor News, located on West Main Street in Bennington, for refueling. If users are unable to refuel the vans after a trip, the Security Office must be informed at the time the van keys are returned. If a van is returned before 6:00 p.m., the van shall be fully fueled before return.

Shuttle Service

Southern Vermont College offers a shuttle to/from the Albany Airport, Rensselaer Train Station, and Rensselaer Bus Station at the beginning and end of each semester. Shuttle times and dates are usually posted two weeks prior to the end of the semester. Arrangements should be made with the Student Affairs Office no later than one week in advance. Students returning for the fall or spring semester should contact the Student Affairs Office at extension 6323 or off-campus phone at 802-447-6323 for shuttle information no later than one week prior to their return. At other times, it is the responsibility of students to make their own travel arrangements. Students will be charged a fee for such shuttle service.

CAREER SERVICES

Room 209

Career Services utilizes a student-focused, developmental approach in assisting students and alumni at any stage of their career. Students are encouraged to use Career Services early in their college experience to assess their interests, explore career options, and develop a career plan. Career Services staff are actively involved with the local community to develop relevant internships and job opportunities, both part time while in college and full time after graduation. Services include:

■ Career Counseling

career assessments
choosing a major
career planning
graduate school planning

■ Job Search

techniques/strategy
resume writing
cover letter writing
interviewing skills

■ Work Experience

internships
employment

■ Resource Library

■ Alumni Services

CLASS CANCELLATIONS

Whenever weather conditions exist that may cause a delay or cancellation of classes, please call the Weather/Information Phone at 802-447-4694. Individuals should **not** call the College Switchboard or Security for closing information.

Decisions to implement a cancellation/delay shall be made and announced by 6:30 a.m. for day classes and by 2:00 p.m. for evening classes. Any weekend class cancellation/delay shall be announced by 6:30 a.m. Saturday or Sunday. Please also remember that you may tune into area radio and television stations for information as listed below.

WBTV
1370 AM

WPTR/WFLY/WROW/WXJB
590 AM/92.3 FM/95.5 FM/96.3 FM

WEQX
102.7 FM

WMNB/WNAW
100.1 FM/1230 AM

WBEC/WZEC
105.5 FM/1420 AM/97.5 FM

WRGB (TV6)

WTEN (TV10)

WNYT (TV13)

WJAN
94.5 FM/95.1FM

COMPUTER FACILITIES

Computer Labs

Computer Operations Office (Room 328)

Students have ready access to computing facilities at Southern Vermont College. There are three computer labs on campus. The Computer Lab on lower campus houses 24 computers and is available 24 hours a day, seven days a week, except when classes are scheduled. The Main Building Lab (Room 206) has ten machines and is available during hours the Main Building is open unless the lab is reserved for small groups. The third lab is in the Library, which has 9 computers with wireless workstations for remote Internet access and high-speed data transfer and are connected to a Novell network. All enrolled students are given access to the College's academic network. Use of the College's computing equipment is governed by the College's computer use policy (see below). The computers are all IBM-PC compatibles running Windows XP Professional. Each computer provides access to MS Office 2003 applications. In each lab there is one computer equipped with a scanner for use. Additional computers are available for student use in the library.

Internet Access

Every computer on the academic network has Internet access. All enrolled students are given Internet access through the academic network free of charge. Through the Internet, the College provides access to a periodical index providing full-text listings of more than 1,500 journals, an online encyclopedia, and other resources.

Computer Use Policy

Faculty, staff, and all registered students may use the College computing facilities, including the campus network and Internet access. Use of these facilities requires a User ID and password account which is created as a matter of course for registered students and by request for faculty and staff. Users of the campus network acknowledge that such access requires responsible behavior on the part of all members of the College community. Using the College's computing facilities in an irresponsible manner can result in sanctions ranging from loss of privileges, to disciplinary action through established College procedures as outlined in the *Student Handbook*, to possible state and federal criminal penalties.

All users should realize that access to the College's computing facilities is a privilege, not a right. In order to effectively manage the campus networks and Internet access for the entire campus community, it may be necessary for the network administrator(s) to monitor activity on the network and Internet to determine the source of objectionable activity and examine areas of the network equipment that have been designated for personal use. The College reserves

the right to delete files and restrict access without warning or advance notice if it is deemed warranted. In addition, our Internet provider will be monitoring our Internet access and reserves the right to suspend service if it believes it to be necessary. Therefore, students should not have an expectation of absolute privacy with respect to the College's computer facilities and system. If we receive complaints from other members of the Internet community regarding your behavior, you may lose access.

- Allowing others to use the account that was created for you or using another person's account.
- Installing software of any type on the College's computers without prior approval of the Director of Computer Operations.
- Copying software from the College's computers which violates software publishers' copyrights and is against federal law.
- Sending threatening or obscene e-mail, e-mail chain-letters, or broadcasting e-mail to the entire College community. If someone indicates to you that he/she does not wish to receive e-mail messages from you and you continue to send that person messages, it constitutes harassment.
- Using someone else's account to send e-mail or sending e-mail that claims to be from another person is forgery.
- Using College computers for commercial purposes or personal gain.
- Attempting to gain access to another person's account by guessing his/her password with/without his/her knowledge. It is also a poor idea to "challenge" your friends to attempt to guess your password, since this invites them to engage in disapproved activity.
- Disconnecting, moving, or modifying any College equipment, including keyboards and mice, unless you have specific permission to do so.
- Knowingly introducing viruses (self-replicating code) or other programs that are intended to disrupt computer operations, interrupt or disturb users, or damage or destroy information or programs on computer systems.

Account Owner Responsibility

Each user is responsible for any activity that occurs on his/her account. You have permission to use **ONLY** the account that was created for you. You do not have the right to allow others to use your account. Responsible use requires that you **never reveal your password to anyone**, for any reason. There is never a valid reason to use an account other than your own, unless permission was specifically granted by a College official. If someone is having difficulty accessing his/her account, the proper course of action is to ask the Computer Operations Office for assistance at extension 6344 or 6345.

Acceptance of Policy

Using your computer account is considered acceptance of this Computer Use Policy. By accepting the Computer Use Policy, you acknowledge your responsibility to behave as a good citizen of the electronic community and accept responsibility for activity on the account created for you on the Southern Vermont College computer network facilities. In addition, you agree to indemnify, defend, and hold harmless Southern Vermont College, its agents and employees, from any and all liabilities, damage, expense, causes of action, suits, claims, or judgments arising out of any activity on your account, including any act or omission of your own, regarding your use of Southern Vermont College computing resources related to the subject of this policy.

E-mail

All enrolled students have an on-campus e-mail address. Off-campus e-mail access is available via the Internet at <http://webmail.svc.edu>. There is no charge for either of these e-mail services.

COUNSELING SERVICES

Ellinwood Hall, First Floor

The College Counseling Service provides a variety of services to the campus community. Students in a college environment may encounter personal difficulties. In such instances students may benefit from speaking with a professional counselor. Such counseling can assist students with coping skills, stress management, interpersonal or family concerns by developing new ways of meeting goals and resolving problems. The Counseling Service also is able to provide alcohol and drug assessments to students for which a nominal fee is charged.

Generally, the College only provides students with brief counseling services. In some instances the counselor provides referrals to off-campus mental health services. Payment for any services received from off-campus resources is the responsibility of the student. In all instances confidentiality is maintained within the legal professional guidelines of Vermont.

In addition to individual counseling, the Counseling Service can offer workshops and presentations on a variety of mental health issues and has a self-help library of books, brochures, and videotapes.

The Counseling Service is open Monday - Friday, 9:00 a.m. to 5:00 p.m., from August 20 to May 14. There are no counseling services on campus during the summer months. One may contact the Counseling Service Office by calling 802-447-6343. For emergencies or to contact the counselor at other than regular service hours, contact campus Security (802-447-4001 or 802-384-1657).

DINING SERVICES AND MEAL PLANS

The main Dining Hall provides a full-service food court with multiple menu options for breakfast, lunch and dinner, plus continuous service – Continental breakfast and afternoon deli and salad – between meals. Enjoy tantalizing selections from daily pizza and pasta dishes to a variety of delicious entrees – topped off with tempting desserts.

Dining Hall Service

Breakfast, lunch, and dinner are served Monday through Friday; continental breakfast, brunch, and dinner are served on the weekends.

Meal service will begin with dinner on the day of registration and end with lunch on the day before break or the last day of final examinations. Meal service resumes from scheduled breaks with dinner on the day before classes resume. In the event that classes are cancelled due to weather or other conditions, the Dining Hall will operate on weekend hours.

The meal card must be presented each time a student enters the Dining Hall. In addition to the meal plans, students may deposit "Mountain Money" onto their meal card. This money can then be used in the Burgdorff Gallery Café or Mountaineer Café. The meal card must be validated each semester in Dining Services for both the meal plans and Mountain Money.

Dining Hall Hours

Monday-Friday

Breakfast	7:00 am - 9:00 am
Continental Breakfast	9:00 am - 11:30 am
Deli & Salad	2:00 pm – 4:00pm
Lunch	11:30 am - 2:00 pm
Dinner	4:30 pm - 6:30 pm

Saturday-Sunday

Continental Breakfast	9:00 am - 11:00 am
Brunch	11:00 am - 1:00 pm
Dinner	4:30 pm - 6:00 pm

Mountaineer Café

The Mountaineer Café, located in the Dining Hall, is the place to gather for late night snacks! Open Sunday through Thursday nights, the menu features wings, fresh salads, loaded nachos, assorted beverages and more. At the Mountaineer Café, students may use only their Mountain Money or cash.

Burgdorff Gallery Café

Burgdorff Gallery Café, located in the Mansion, is convenient for a meal on-the-go or as a great place to visit with friends. Open Monday through Friday, and flexible weekend hours, Burgdorff Gallery Café offers a variety of delicious grab'n'go sandwiches and salads for lunch as well as muffins, bagels and specialty coffees for a quick morning break. Burgdorff Gallery Café is a la cart, accepting only Mountain Money or cash.

Monday – Thursday	7:30am – 7:00pm
Friday	7:30am – 3:00pm

Flexible weekend hours

Bag Lunches

Students should contact the Food Services Director at ext. 4024 for "bag lunch" requests when their class, internship, or work conflicts with the scheduled meal hours.

Special Dietary Issues

Students with special dietary issues and requests should contact the Food Services Director at ext. 4024.

In rare cases, a residential student may require special dietary needs that Dining Services cannot accommodate. The procedure for waiving the meal plan requirement is as follows:

- Submit the diet and/or restrictions prescribed by a physician to the Dean of Students' Office. (A doctor's note simply requesting release will not be accepted.)
- The diet or restrictions will be reviewed by the College Nurse, a Dining Services Dietician, and the Director of Food Service.
- The student will be notified in writing. If the review team determines that Dining Services cannot accommodate the student, board charges will be prorated from the effective date of approval.

HEALTH SERVICES

Aldis Hall, First Floor

The on-campus health facility is available 20 hours per week during the academic year to all students, faculty, and staff. The Health Service Office is staffed by an RN and with close availability of a consulting physician. The office hours are posted monthly, and the telephone number is 802-447-4355. Health Services offers the following services to all Southern Vermont College students:

Sick Call

As a rule, students are evaluated by the College RN for illness or injury and are referred, when necessary, to our contracted physician. Students with the College's health insurance plan must have a referral.

Immunization

A flu vaccine is provided in November at a minimal charge. Also available in Health Services: Meningococcal vaccine, Hepatitis B, MMR, and PPD.

Preventative Care

General health education and preventative information are available on a variety of health topics. Sexual health concerns such as STD prevention and treatment, contraceptive counseling, and self-exam training are available through Health Services.

Wellness Program

Various workshops and seminars are provided to individuals and groups in collaboration with Southern Vermont College Counseling Service and community resources.

Serious Illness/Injury

The Emergency Department at Southwestern Vermont Medical Center is available to care for students needing treatment beyond the scope of Health Services. Because Southern Vermont College does not provide 24-hour health care, students whose illnesses or injuries require 24-hour care and/or observation may be requested to return home. In instances where this is not feasible, other plans will need to be made for care after consulting family and insurance.

Confidentiality

All student health records are confidential and remain in Health Services. Release of medical information will be done with written permission by the student on a medical release form obtained through Health Services or Student Affairs.

There are no additional charges for visits to the Southern Vermont College Health Services Office. However, diagnostic studies sent to Southwestern Vermont Medical Center, prescription drugs, and consultation or treatment outside Southern Vermont College Health Services are the responsibility of the student.

Immunization Requirements

Southern Vermont College complies with the Vermont Law requiring all entering students to present evidence of immunizations to certain diseases before they may enroll or attend classes. A medical history form must be submitted

to Student Affairs indicating proof of these immunizations. Students may not be allowed to enroll in classes or move into the residence halls unless arrangements have been made. In some cases, course registrations for the following semester may be held until all requirements are completed.

Physical Examinations

All students participating in clubs or intercollegiate athletics and/or any Nursing or Radiologic Technology program are required to have a yearly physical exam. All other students are encouraged to have an examination. Physicals are available through Southwestern Vermont Medical Center's Occupational Health Department. Physicals are available by appointment only. Please see on-campus Health Services to schedule during the school year. During the summer, call 447-5317.

*Please note: Most basic health services are covered by copays and health insurance. Medications and some diagnostic tests may be ordered as part of care. **Payment is the responsibility of the student.** All students should be aware of their health insurance coverage.*

Questions regarding admission requirements and recommendations or any aspect of health care at Southern Vermont College should be directed to:

During Academic Year:

Health Services Office

Phone: 802-447-4355

Fax: 802-447-4695

During Summer:

Dean of Student's Office

Phone: 802-447-6323

Fax: 802-447-4695

IDENTIFICATION CARDS (ID)

Security Office, Aldis Hall

First Floor

All Southern Vermont College students are required to carry a Student Identification Card (ID). ID cards can be obtained from the Security Office at designated times throughout the week. ID cards are required for meal plan students when entering the Dining Hall, for Mountain Money use, or when using the College library and Field House. ID cards entitle students to discounts at some shops and cultural events in the Bennington area. The first ID card is free; replacement cards cost \$10 each. Replacement ID cards can be obtained through the Security Office.

MAIL AND MESSAGES

Lower Level

All on-campus students are assigned locked mailboxes that are located outside the Mailroom in the lower level of the Main Building. Off-campus students may request a box that is located inside the Mailroom but should not use this as their primary mailing address. *Mail usually arrives at the College between 12:00 and 1:00 p.m. and is sorted for pickup by 3:00 p.m., Monday through Friday.* Boxes should be checked daily. Mailboxes may be accessed only during Main Building open hours. **All students must return their mail key at the end of the academic year or if they leave the College at any time during a semester.** The cost for replacing either a lost key or a key that has not been returned is \$5.

Mail for resident students should be addressed to them: Student's name, c/o Southern Vermont College, Box #__, 982 Mansion Drive, Bennington, VT 05201-6002 (*mail should not be addressed to the Residence Halls*). If mail arrives without a name, it will be opened by the Mailroom Manager and forwarded to the appropriate person or office. It is the student's responsibility to advise the Registrar of a change of address or forwarding address if leaving the College. The College forwards only first-class mail.

PHOTOCOPYING SERVICE

Coin-operated copiers for student use are located in the library.

QUIET STUDY

Quiet study takes place in the Library and when not in use: Computer Labs (Room 206 of the Everett Mansion and lower campus), Seminar Room (behind the lower-campus Computer Lab), President's Meeting Room (Everett Mansion), Classroom 3 (Field House), and other classrooms.

STUDENT RECORDS

All students' permanent academic records are maintained in the Registrar's Office. A report of grades is sent to each student at the end of each semester or session.

A transcript is a copy of a student's permanent academic record and is a chronological list of course work taken and grades received. Official transcripts bear the raised seal of the College and the signature of authorized personnel. There is a \$10 fee for each official transcript. There is no charge for unofficial transcripts. To request a transcript, contact the Registrar's Office at 802-447-6324 or e-mail registrar@svc.edu.

It is Southern Vermont College policy to withhold reports, registrations, transcripts, degrees, and references for students whose financial obligations to the College have not been met.

Family Rights and Privacy Act of 1974

The Federal Family Educational Rights and Privacy Act of 1974 (known as "FERPA" or "the Buckley Amendment") provides students the right to review their educational records and request amendment thereof, and provides that institutions such as the College should not release educational records or personally identifiable information contained therein to third parties, except as allowed by FERPA.

The following student records policy is intended to be consistent with FERPA, and should be interpreted as such, and is not intended to create rights or remedies broader than those created by FERPA. Students rights under FERPA include:

1. A student in attendance at Southern Vermont College shall, upon written application, be able to view his/her educational records at the Office of the Registrar within 45 days of the date of the request.

a. At Southern Vermont College, the repository for student records is the Registrar's Office. Official student records are identified as a student's cumulative academic records kept on file in the Registrar's Office, and other education records as defined by FERPA. Not included are "desk drawer" records kept by an individual faculty member or administrator. Also, nothing in this policy is intended to waive privileges to which the College is otherwise entitled by law.

b. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.

c. Students who wish to amend a record should direct a written request to the office in which the records are housed (i.e.; the Registrar for academic records, the Dean of Student Life for conduct records). The written should clearly identify the part of the record they want changed, and specify why they believe it is inaccurate or misleading. If the College decides not to amend a record as requested, the College will notify the student of the decision and advise him/her of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of such decisions.

2. The right to consent to disclosure of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent.

a. FERPA provides several exceptions which authorize disclosure without consent. If students have questions regarding the treatment of specific information in a specific circumstance, they should contact the Dean of Students. Examples of circumstances where FERPA does not require a release authorization include, but are not limited to, the following:

(1) Disclosure to College personnel with legitimate educational interests in the information. Such personnel include, for example, individuals employed by the College in an administrative, supervisory, academic, research, or support staff position (including security personnel and health services staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a member of the Board of Trustees, and students serving on official College committees or assisting College personnel in performing their jobs. Such an individual has a legitimate educational interest in information from student education records where he/she has a need to review an

education record or to learn such information in order to fulfill his/her professional responsibility or the duties of his/her position;

(2) Disclosure to a parent or guardian of a student in attendance at Southern Vermont College who claims the student as a dependent on his/her Federal Income Tax Form;

(3) Disclosure pursuant to a valid subpoena or judicial order, but only after a reasonable attempt is made to notify the student of the existence of the order or subpoena so as to allow the student an opportunity to respond to same, unless in the case of certain types of subpoenas, the subpoena clearly states that the student is not to be notified;

(4) Disclosure to parents or guardians of dependent or independent students who are under the age of 21 regarding the student's violation of any federal, state, or local law, or of any rule or policy of the College, governing the use or possession of alcohol or a controlled substance, if the College determines that the student has committed a disciplinary violation with respect to such use or possession;

(5) Disclosure in a health or safety emergency, as determined by the College; or

(6) Other circumstances in which FERPA authorizes release without authorization.

3. The right to refuse to permit the designation of any or all of the following categories of personally identifiable information.

Unless the student informs the Registrar in writing, before the second week of the fall semester, of the categories of personally identifiable information which they would like **not** to be treated as directory information, the following will be treated as directory information, and may be disclosed to third parties without consent:

- Name
- Home/permanent address
- Current local address
- Sex
- Date of birth
- Citizenship
- Major field of study, department, or program in which a student is enrolled
- Grade level classification;
- Dates of attendance and graduation and degrees received
- Height, weight, and place of birth for varsity athletes only
- Honors and awards received, including Dean's List and/or induction into an honorary organization
- Photographic, video, or electronic images of students taken and maintained by the College

4. The right to file a complaint with the U.S. Department of Education concerning alleged failure by the College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue SW
Washington, DC 20202-4605

TELEPHONE

Pay phone: Second-floor hallway of Everett Mansion

Residence Life

The Southern Vermont College Residential Life Program encourages students to develop independence and responsibility. Both resident and off-campus students are responsible for knowledge of and adherence to all rules and regulations in the Residence Halls which include quiet hours, a guest policy, and alcohol and drug policies.

The Residential Life staff consists of the Director of Residence Life and Community Assistants (RAs). The Director of Residence Life is the direct supervisor to the RAs who are specially selected and trained in leadership skills to assist other resident students in making the most of their living environment.

Residence Hall living is a significant part of the college experience. However, living in a community with people of varying interests and lifestyles demands a great deal of understanding and openness on the part of all residents. Respect for the rights, privacy, property, and well being of others is necessary for the community as a whole to enjoy an environment that is conducive to personal growth and academic achievement. Each lounge, floor, and hall is a community within itself. Any established community needs to maintain policies that will ensure the rights of all community members.

Each Residence Hall is made up of six suites. Each suite offers a living room, bathroom, and four double occupancy bedrooms. In some suites, an additional single bedroom is also available. The residence complex also offers a laundry facility, cable television service, a 24-hour computer lab, moose lounge, and late-night coffee.

The following information relates to all aspects of residential living. Questions should be directed to the Director of Residence Life, whose office is located on the first floor of Aldis Hall.

RESIDENCY REQUIREMENT

All full-time students with fewer than four full-time semesters (48 semester hours) of college enrollment are required to reside in College housing. If a student transfers to the College with fewer than four semesters of college enrollment (48 semester hours), the student will be required to live in College housing until the requirement is met.

For a student to be exempt from the residency requirement, he/she must meet one of the following criteria:

1. Have more than two semesters or three quarters of full-time college enrollment.
2. Have earned more than 30 semester hours of college credit at Southern Vermont College.
3. Be 21 years of age or older.
4. Be a veteran of the U.S. armed forces.
5. Be married and/or have children.
6. Be considered a local resident by living within a 50-mile commuting radius of the College and have established that residency for at least three months prior to enrollment.

Freshmen and sophomores meeting any of the above criteria must complete a housing waiver form. Forms must be submitted to the Director of Residence Life before the first day of classes. Students without this waiver will not be permitted to enroll or attend classes.

Prior to admission to the College, new students wishing to appeal the on-campus residency requirement must submit a written appeal to the Director of Admissions and Dean of Students. Students must clearly state the reasons for their request. All decisions are final.

Appeals of the residency requirement for currently enrolled students must be made in writing to the Dean of Students. The Student Affairs staff will review the appeal and make a final decision.

HOUSING ELIGIBILITY

In addition to new freshmen and sophomore students, housing is available to other full-time students (minimum of 12 credits) on a space-available basis. Students enrolled in fewer than nine credit hours and wishing on-campus housing may appeal to the Dean of Students. All students are placed in double-occupancy rooms, with the exception of a small number of single occupancy rooms. There may be times when new students are assigned to triple occupancy or alternative housing on a temporary basis until space becomes available. Any student placed in this temporary housing assignment may be given priority for placement before all other requests.

A student who requests and accepts a housing assignment agrees to abide by all College policies, regulations, and conditions as outlined in the *Student Handbook* and the Housing Contract.

HOUSING RESERVATIONS

In April of each year, current residential students participate in a Housing Reservation process for the following year. Anyone who wishes to reserve a space for the next year must have a \$200 deposit on account with the Business Office. The Director of Residence Life will notify the residents of the process.

The College considers enrollment and efficiency of space when assigning housing through the reservation process. However, within these constraints, every effort is made to honor student requests. If there are more requests than spaces available, decisions will be based on the number of earned credit hours for each student.

The College has a limited number of single occupancy rooms in the Residence Complex. Students requesting assignment in one of these single bedrooms will be required to pay a per semester fee in addition to the normal room and board charge. If a student is assigned single occupancy in a double occupancy bedroom, the student will still be subject to a roommate if additional student(s) request housing, or if the Director of Residence Life deems it necessary to use the space. In such a case, the student will be refunded a prorated portion of the single room charge.

The College reserves the right to place a student in any vacant space and to reassign students at any time. While every attempt will be made to honor roommate requests and to match living styles, cooperation, understanding, and compromise are expected from all parties.

Since space must be set aside for incoming first-year students, some returning students who request housing during the April reservation process may not be immediately placed in on-campus housing. Those students will be placed on a "primary waiting list." Off-campus students and residential students requesting housing after the April reservation process will be placed on a "secondary waiting list." Students on the primary waiting list will be given housing priority over those students on the secondary waiting list.

Students who reserve a room during the April reservation process will forfeit their housing deposit if they decide to move off campus after reserving a room. If a student chooses to move off campus after reserving space, they must contact the Residence Life Office **by June 1**. If the student notifies the Residence Life office on or after June 1, the student may be assessed the full room and board charges for the year.

ROOM DEPOSITS

All residential students must have a \$200 nonrefundable room deposit on account with the College.

Room deposits must be received by June 1, for both new and returning students, to guarantee a space.

ROOM AND BOARD CHARGES AND REFUNDS

The room and board commitment is made for the entire academic year (fall and spring semesters), and the residential student is responsible for the yearly charges established by the College. Half of these charges are due at the beginning of the fall semester with the remainder due at the beginning of the spring semester.

Board Plans: A meal plan is required for all students residing in College housing. Freshmen and sophomores are required to purchase an all-access meal plan. Juniors and seniors have the option of purchasing all-access or other meal plan.

RESIDENCE HALL SUPERVISION

The Director of Residence Life lives on campus and provides response to any concerns. In addition to the Director, the Office of Campus Safety and Security provides a security officer on a 24-hour basis. The Residence Life staff also includes Community Assistants. These upperclass students assist residents with day-to-day needs and provide

additional supervision in the evenings and on weekends. Residents are encouraged to discuss all questions and concerns with their Resident Assistant and/or the Director of Residence Life.

Community Assistants, the Director of Residence Life, and Security Officers make rounds through the suites each evening. The staff members serve as a resource for students and provide an additional level of security.

HOUSING OPTIONS

Within the Residence Halls, a variety of special housing options exist. A description of those options follows. In the event that there are more requests for a specific option than there are spaces available, housing assignments will be made based on seniority, using the student's number of earned credit hours.

Quiet Housing is available in Aldis Hall for students wishing extended periods of quiet in their suite. Students choosing this housing option must sign an agreement to abide by the quiet conditions. Quiet hours are in effect from 8:00 p.m. - 8:00 a.m., Sunday through Thursday, and from 11:00 p.m. - 8:00 a.m. on Friday and Saturday.

Freshman Student Housing: Members of the incoming class may be placed in this Residence Hall which is sensitive to their particular needs.

Substance-Free Housing is available in Cady Hall. Students living in these suites agree to abstain from all use of alcohol, drugs, tobacco, and the influences of these substances at all times while in their hall. Students living in substance-free suites agree to abide by the conditions set forth in Darby Hall when signing the Housing Contract.

Smoking is not permitted in any of the Residence Halls (Aldis, Bowen, Cady, Darby, or Ellinwood).

Summer Break Housing

Housing during the summer months is granted on a first-come, first-served basis for students taking classes or working on campus. All other students are not allowed to reside on campus. The Director of Residence Life will notify resident students informing them of procedures and requirements to acquire summer housing during spring registration. Students on Residence Hall/College disciplinary probation are ineligible for summer housing.

Housing is available for students:

- Working 35 hours per week for the College.

--or--

- Enrolled in three-credit hours of class and work at least 17 hours per week for the College. (Summer work-study opportunities are not guaranteed).

--or--

- Enrolled in six-credit hours of class.

There is a weekly fee for summer occupancy. Students who are not taking classes or working on campus are not allowed to remain on campus for the summer. The above conditions must be met each week the student resides on campus or he/she will be asked to leave campus. Summer housing keys are distributed by the Director of Residence Life for a \$50 deposit which is added to the student's account. Upon return of the keys, the deposit will be removed from the student's account.

ROOMMATES

Roommates can be great fun and frequently become lifelong friends. Sometimes, however, problems result when two or three people share a room. Accordingly, to promote a positive relationship between roommates, we offer the following suggestions:

1. Courtesy and respect dictate that any person be able to sleep or study during normal hours. If you need to stay up much of the night cramming for an exam or typing a paper, make an effort to find a place that will not disturb your roommate.
2. Roommates should discuss the boundaries between community property and personal property. Free-for-all use of each other's personal belongings is a quick way to end a friendship.
3. Keep in mind that your roommate's habits, interests, and beliefs are as important to him/her as yours are to you. Try to strike a balance with TV, music, guests, smoking, and anything else that has to be shared by both of you.

4. Many conflicts arise over varying degrees of interest in keeping a "clean" room and adhering to personal hygiene. Everyone may be happier if all parties concerned maintain a reasonable level of cleanliness.

5. Roommate conflicts frequently can be resolved if the two involved talk about the problems and try to reach a solution that is satisfactory to both. Residence Hall staff will assist with mediation if necessary.

At the beginning of each semester, freshmen residents are required to complete a Roommate Contract. This agreement sets boundaries for both individuals and is enforced by the Residence Hall staff.

Room Changes: While every effort is made to place students in compatible situations, roommate conflicts may arise. Room change requests will not be considered until the third week of a semester. This waiting period allows for an appropriate adjustment time for both parties. If housing concerns arise, residents must notify the Community Assistants or Director of Residence Life. The Director of Residence Life or Community Assistants will meet with the parties and attempt to mediate possible solutions or compromises and generally work toward an end to the conflict. Following this meeting, a trial period will be established after which time the Director of Residence Life will determine if a room change is appropriate.

Students are not permitted to transfer, lend, or sell assigned space to any other individual. Students may not change assignments without written authorization from the Director of Residence Life. Violation of this policy can result in fines and/or other disciplinary sanctions.

Room Consolidation: If a vacancy occurs in a double-occupancy room within the first eight weeks of a semester, the remaining student may be required to relocate to another assignment or receive a new roommate. When consolidating space, every effort will be made to move the fewest number of students.

If the student chooses not to relocate or be reassigned, and the Director of Residence Life is not forced to move another individual into the space, the student may be permitted to remain in the bedroom as a double-occupancy single for an additional fee per semester. Should a vacancy occur after the eighth week of a semester, the student may be permitted to remain in the room as a single at no additional charge for the remainder for that semester. However, the student will be subject to a roommate, a required reassignment, or the double-single charge the following semester. The Director of Residence Life makes decisions on room assignment issues.

Refund Policy: For returning students reserving a room during the spring room reservation process: If written notification for a change in housing status is received BEFORE June 1, no room or board charges will be assessed. Returning students choosing to move off campus may be held to the full room and board charges for the year if notification is received on or after June 1.

For new students not required to live in College housing: After receipt of the Housing Deposit, students choosing to move off campus may be held responsible for the entire year's full room and board charges.

For residential students withdrawing from the College or dismissed from the College during the fall semester: No refund of room and board charges after the second week of classes. There will be no charges for the spring semester.

For residential students withdrawing from the College or dismissed from the College during the spring semester: No refund of spring room and board charges.

For students removed from housing for disciplinary reasons during the fall semester: No refund of room or board charges for fall semester. The student will be charged for housing costs in the spring semester but not for board charges.

For students removed from housing for disciplinary reasons during the spring semester: No refund of room or board charges.

SAFETY AND SECURITY

Everyone has a responsibility to protect individuals and property on the campus and in the Residence Halls. To avoid becoming a victim of crime, you are encouraged to follow the simple steps outlined below.

1. Lock your room door at all times, even when you are just napping, visiting another room, or in the shower.

2. All Residence Hall doors, especially bedroom doors, should not be propped open.
3. If your room key is lost or misplaced, report it immediately to the Director of Residence Life, who will have your lock changed. Residents are responsible for their keys and will be charged for new keys and for the locks to be changed.
4. Do not keep large sums of money or valuables in your room. Keep plane and bus tickets, credit cards, and phonecards secure.
5. Do not give your long distance PIN number to anyone.
6. Books are expensive--keep track of yours.
7. Avoid leaving suitcases and boxes unattended.
8. Lock your car doors at all times.
9. Secure your bicycle with a lock. You may keep your bicycle in your bedroom. See the bicycle policy in this section of the *Student Handbook*.
10. Have a lock box or footlocker in your bedroom to secure personal belongings.
11. Never let strangers into your suite, for any reason.
12. Never walk alone after dark, even if you are familiar with the surroundings.
13. Report all thefts, vandalism, and suspicious behavior immediately to the Security Office or to the Residence Life staff.

Southern Vermont College is not responsible for the loss or damage of personal property of its students or employees. The College strongly recommends that students have an additional personal property or renters insurance policy while in residence. In some cases, a parent's home owners insurance policy will cover a student's belongings while in college.

Fire Safety

Fire regulations allow for a maximum occupancy of 32 people in a living room area and an eight- person maximum in any double-occupancy bedroom.

Smoke and heat detectors are only part of fire safety. While the residence halls are as fireproof as practicable, each room may contain combustible personal possessions, and the following rules are necessary:

- Students must comply with all restrictions related to electrical appliances.
- Candles, incense, camp stoves, lanterns, hurricane lamps, and other items with open flames are prohibited.
- Fireworks, explosives, volatile liquids, car batteries, ski-waxing materials, fuel, and firearms/ammunition are not permitted.
- Flammable materials such as fuel cans, lighter fluid, and gas engine vehicles are prohibited.
- Live Christmas trees are prohibited.
- Holiday or string lights in rooms or lounges are prohibited at all times.
- Wooden constructions (lofts, overstuffed chairs, etc.) that change the combustible mass of the bedroom or suite are prohibited.
- Room contents may never obstruct doors, passageways, heat vents, or living rooms.

- Tapestries, fabrics, posters, fishnets, or other items that may ignite may not be hung from ceilings, hung near beds, hung or draped over lamps, or placed on ceiling light fixtures. Only 20 percent of each wall and door surface may be covered
- Open fires are not permitted on campus without a fire permit obtained from the Bennington Fire Department and without written authorization from the Director of Facilities. Campus Security must be provided copies of both documents prior to ignition.
- Barbeques and hibachis are permitted but must remain at least 50 feet away from any College building.

Any student found violating any fire safety policy or regulation will be subject to severe disciplinary action, up to and including dismissal from the College.

Fire Safety Equipment: Fire safety equipment is critical for safety and includes, but is not limited to, smoke detectors, fire extinguishers, heat sensors, emergency/exit signs, emergency lights, and fire hydrants. Tampering with, vandalizing, misusing, damaging, or removing fire safety equipment is prohibited and considered a serious violation of policy. Students violating this policy will be subject to a \$500 fine in addition to any repair or replacement costs. Students may also be subject to immediate suspension or dismissal from the College and possible legal prosecution.

Fire Drills: Fire drills are conducted periodically throughout the year. Residents are required to vacate campus buildings whenever a fire alarm sounds. Failure to do so will result in disciplinary action.

Fire Evacuation: All fire alarms must be treated as actual emergencies. When an alarm sounds:

- Leave the building quickly and carefully.
- Go to the Field House parking lot. Aldis, Bowen, and Cady Hall students should exit to the parking lot side of the building if possible. Darby and Ellinwood Hall students should exit to the courtyard side of the building if possible. Once outside, residents may not reenter the building until directed to do so by Campus Security or other authorized personnel.
- During an alarm, please keep the following items in mind:
 1. Do not panic.
 2. Bring a towel to cover your mouth and nose in the event of smoke.
 3. Close your door and shut your windows.
 4. Help others when necessary.
 5. Stay low to the ground or crawl to the nearest exit if smoke is present in the air.
 6. Move away from the building.
 7. Leave personal items behind.
 8. If you are trapped by smoke or fire, find a window and call for help, then find a safe location until assistance arrives.
 9. Listen for directions from the housing staff, security personnel, or fire department.

Please do not try to go back into the building for any reason! Any individual who does not vacate the building will face disciplinary action and/or a fine.

ROOM CONDITION AND DAMAGE ASSESSMENT

Check-in: When a student moves into the Residence Halls, he/she is required to sign a Room Condition Report (RCR) at the time of occupancy. The RCR will document the current condition of the suite, including the bedroom, living room, and bathroom. Students must carefully review this form and then sign it. This form is the basis of assessing the suite condition upon checkout.

Checkout: At the end of each semester, or when a student vacates a room, the Director of Residence Life or a designated staff member will inspect the suite. Any damage, missing furniture, or room cleanliness conditions will be compared to the RCR and noted. Students will be held accountable for the condition of their furniture and fixtures that have been altered due to intentional, reckless, or malicious behavior. Throughout the year as furniture and fixtures malfunction due to normal "wear and tear," the Residence Life staff will assist in the issuing of maintenance requests to insure that the students' living area remains safe and conducive for sleep and study. Any changes to the condition of the suite will be noted on the RCR. If a student fails to sign the RCR upon occupancy, the student shall forfeit all rights to appeal damage assessments.

Students will be notified of the check-out procedures prior to the end of each semester. Students failing to properly check out will incur a fine and be held financially responsible for any damage or cleaning charges.

Room and Common Area Damage Assessment: As noted above, the Director of Residence Life will inspect suites and common areas at the end of each semester and when a student vacates a room. The student will be responsible for any damage or vandalism that is not documented on the RCR. If damage occurs to common areas within a suite and the student(s) responsible are not identified, all residents of the suite will be financially responsible for an equal portion of the repair, replacement, or cleaning.

Unidentified damage to the Dining Hall, Laundry Room, Moose Lounge, the Residence Hall Courtyard areas, and/or the Residence Hall buildings, hallways, or equipment will be totaled each semester and divided equally among all resident students; students must remit this amount to the College before the start of the next semester. If the amount is to be deducted from the student's housing deposit, the amount will be withheld from the refundable portion of the deposit.

Health and Safety Inspections: Community Assistants will conduct monthly inspections of the suite, including the bedrooms, bathrooms, closets, and lounge areas. The RAs will note any maintenance deficiencies, fire/safety concerns, or room cleanliness issues. Suites (including bedrooms) will be given a 24-hour correction notice. The RA will re-inspect the area the next day. If that suite does not pass that inspection, they will be subject to disciplinary action. RAs and the Director of Residence Life will also be confronting issues of cleanliness in the lounge during their duty and rounds at night.

At the end of each semester and breaks, the Director of Residence Life will inspect each suite, including common areas and bedrooms. Students will be notified of any damage or corrective action noted during these inspections.

In addition to regular College inspections, state inspectors have statutory authority to inspect, without notice, any of our facilities including residence halls and suites with at least one College official present.

Room Entry: Student Affairs staff, including but not limited to Residence Life staff, Security staff, and Maintenance and housekeeping personnel, are authorized to enter your room under the following circumstances:

1. To conduct routine or emergency inspections and facilitate repairs, cleaning, and maintenance.
2. To conduct routine security patrols.
3. To address probable violations of College policy or state laws.
4. To address a concern or question related to a student's health or safety.

Residents are not required to be present during room entry. Whenever possible, residents will be notified in advance of routine inspections; however, notification is not required for entry.

Room Search: In the event of a situation or report that warrants room entry, particularly with respect to policy or law violations, the Dean of Students may authorize a specific room search. The Dean will specify the nature of the search and the conditions upon which the Student Affairs staff may act.

If items such as illegal cooking appliances, weapons, alcohol, drugs or drug paraphernalia, stolen property, or other items classified as College policy or state law violations are found, the staff are authorized to confiscate the items. If the items are not illegal under existing local, state, or federal laws, the items will be returned at the end of the

semester, with the understanding that the individual will immediately remove the items from the campus. Alcohol will be immediately disposed; drugs and weapons may be disposed or turned over to local law enforcement agencies.

OPENING AND CLOSING INFORMATION

Students are responsible for moving their possessions into their rooms at the beginning of a term and out of the residence halls at the end of the academic year or when they leave College housing. To allow time for interim use, **students are required to vacate their rooms and remove their belongings within 24 hours after their last exam.** Students who have exams on the last day of finals are required to vacate their rooms by noon on the following day. Failure to check out of a room by the specified time will result in a \$50 per day fine. The only exception would be for students who are degree candidates at the end of the academic year and students who have volunteered to serve in a support capacity for Commencement.

Building and Break Closing: The Residence Halls close during the semester break in December, spring break in March, and summer. The only housing exceptions would be for students who are degree candidates at the end of the academic year and students who have volunteered to serve in a support capacity for Commencement. The Dining Hall also closes during these break periods. Only international students holding a valid I-20 visa and in season student-athletes (as determined by the Director of Athletics) are permitted to stay in College housing during the break periods. **All other students must vacate the campus in accordance with the published schedule established by the College.** Students failing to vacate housing by the established times will be subject to disciplinary action.

The Residence Halls will close at noon on the day following the last scheduled final exam. Students are required to vacate housing within 24 hours of their last final exam. For spring break, the Residence Halls close at 4:00 p.m. on the Friday preceding the start of break. The Residence Halls will reopen at 9:00 a.m. on the day before classes resume. Should a student need to remain in his/her room due to a weekend class, he/she must obtain permission from the Director of Residence Life. Students are subject to disciplinary action for failing to vacate the Residence Halls by the scheduled times, for entering the Residence Halls during a break period without written approval, or returning to the Residence Halls before the building officially opens. Students who have permission to stay on campus during winter, spring, or summer break will have a weekly fee charged to them. Anyone who improperly checks out will have a \$50 fee charged to him or her.

Summer Housing: Limited housing during the summer months is available on a first-come, first-served basis. Summer housing may only be granted to students enrolled in summer courses or to students working for the College. No other students are permitted in summer housing. Students will receive information during the April room reservation process about summer housing availability and registration. Students on Residence Hall Probation or Disciplinary Probation during the spring semester are not eligible for summer housing.

All residential students will be assessed a per week fee for summer occupancy. Students staying for any portion of a week will be charged for the entire week.

To qualify for summer housing:

- Students must work at least 35 hours per week for the College.

--or--

- Enroll in three-credit hours of class and work at least 17 hours per week for the College. (Summer work-study opportunities are not guaranteed.)

--or--

- Enroll in six-credit hours of class.

Students not meeting one of these conditions will not be permitted to remain on campus during the summer. One of the above conditions must be met each week the student resides on campus or he/she will be required to leave campus. Full-time, off-campus employment does not meet this criteria of Residence Life. Students violating College policy while in residence during the summer will be subject to immediate removal from housing.

Summer housing keys are distributed by the Director. A \$50 fee will be assessed to the student's account for the keys. Upon return of the keys, the fee will be removed from the student's account.

HOUSING POLICIES AND REGULATIONS

In addition to the regulations listed under the College Policies and Regulations section of this *Student Handbook*, there are policies and regulations that apply specifically to the Residence Halls. Violation of these regulations will generally

be adjudicated by the Director of Residence Life. However, the Dean of Students reserves the right to waive any violation in an appropriate manner. Housing regulations and policies include the following:

Alcohol and Drug Policies: refer to page 43.

Athletic Equipment: The use of athletic equipment (footballs, baseballs, frisbees, etc.) is not permitted in the rooms or hallways of the Residence Halls. Also, the use of such equipment is not permitted near the windows of the buildings in the Residence Complex.

Ball Playing, Skating, and Sports Activities: Sports activities, including but not limited to ball playing, skate boarding, in-line skating, wrestling, and use of scooters are not permitted in hallways, rooms, buildings, or on the sidewalks surrounding the Residence Halls.

Bicycles: Students are permitted to bring one bicycle to campus. The following policies regarding bicycles will be enforced:

- Bicycles must be stored in an individual's bedroom or on the bicycle rack located near Aldis Hall.
- Bicycles may not be stored or kept in the living room areas, bathrooms, or hallways/stairwells. Only one bicycle per resident may be stored in a student's bedroom.
- Bike hooks can be installed by the Facilities Department for a \$10 fee. Students may not install ceiling hooks or wall racks on their own.
- Campus bike travel is only permitted on paved roadways. A helmet should be worn at all times.
- Students are encouraged to bring their bicycle home for the winter since there are no storage facilities on campus.

Cable Service: The College provides basic cable service to the living room of each suite. Students may choose to purchase cable service in their bedroom from the local cable company. Students may not splice into the living room cable service or run a single cable from the living room into a bedroom. Splicing into the cable line will result in disciplinary action and may result in criminal prosecution.

Computer Access: Each bedroom is equipped with outlets for personal computers. Students are permitted to bring a computer for use in their room. Access to the campus Internet and e-mail service is available through these outlets, though the computers must have network capability for connection.

Damage: Students will be held responsible for all damage, missing furniture or equipment, violation of fire safety or security procedures, or vandalism. If the individual(s) responsible for the damage are not identified, an equal share of the repair/replacement costs will be assessed to the residents using the following criteria:

- Damage to a bedroom: damage assessments will be made to those assigned to that bedroom.
- Damage to living rooms, bathrooms, or common area closets: damage assessments will be made to all residents assigned to that suite.
- Damage to hallways, common areas, etc.: Damage assessments will be made to all residential students, regardless of their assignment.

Damage assessments may include fines and/or administrative costs in addition to the actual repair or replacement costs. Students responsible for repeated damage or vandalism or students responsible for violations of fire safety or security policies, may be subject to removal from housing or suspension from the College. Residents that are found responsible for damages on campus and who are being assessed fines shall be notified of such fines in their end of semester bill prepared by the Business Office. Included with the bill will be a written description that shall describe the reason(s) the resident is being fined, when the incident occurred, and what corrective action was taken to ameliorate the problem. This report will also indicate how the person charged can appeal the fine.

Students will be afforded the opportunity to give information regarding the damage to a Resident Assistant or directly to the Director of Residence Life in order to more effectively charge only person(s) who are responsible for the

damage that occurred. When the person(s) responsible for damage are not identified, all the residents living in the dorm or lounge where the damage occurred may be held responsible for the damages and fines that accrue.

Decorations: Students may not hang banners/signs or other items on the exterior of buildings, or on or from windows without written permission from the Director of Residence Life. Product advertisements, neon signs, and other such items placed in Residence Hall windows must face into the suite.

Road signs, highway cones, barriers, and hazard lights are not permitted in the Residence Halls and will be confiscated if found. Dartboards are also prohibited. All other decorations must meet the fire safety guidelines described in this *Handbook*.

Residents will be expected to use courtesy and common decency when displaying materials in common areas, such as the living room. Residents will be asked to remove materials deemed inappropriate or offensive.

Doors: Students may not tamper with or force open any internal or external door. Use of credit cards or other devices to try and open a door, even if it is to the student's room, is strictly prohibited. Students are also prohibited from propping open suite doors or external doors. Students found violating this policy will be subject to disciplinary sanctions that can include fines, and/or removal from the Residence Halls and/or suspension from the College.

Electrical Appliances: The following is a list of electrical appliances that are permitted in the Residence Halls. Any electrical appliance used in the complex must be U/L approved.

Permitted:

Television Stereos
Personal computers Irons
Refrigerators up to 3.5 cubic feet Small microwave oven

The following items are not permitted in the Residence Halls:

All cooking devices including, but not limited to, toasters and toaster ovens, hot plates, electric sandwich makers, coffee pots, hot bowls, George Foreman grills, etc.
Space heaters Halogen bulb lamps/lights
Holiday lights Sun lamps
Strobe lights Immersion coils
Power tools Electric blankets
Extension cords Grills

Power strips that are equipped with surge protection are permitted. Illegal appliances will be confiscated and returned to the student at the end of a semester for removal from campus.

Furnishings and Equipment: The College provides a bed, desk, chair, dresser, and clothing rack in each bedroom. Due to varying room sizes and building structures, some furniture may not be provided for each student. In some cases, students will be asked to share some items.

Furniture designated for bedrooms must remain in the bedroom; furniture designated for living rooms must remain in the living room. No furniture will be removed or stored by Facilities. Non-College furniture is not permitted in the suites. Students must have all furniture in its original configuration at the time of checkout to avoid replacement charges.

Personal items left behind by students after the check-out period will be disposed of by the College at the student's expense. Waterbeds are not permitted. Screens and blinds in living room and bedroom windows may not be removed at any time, for any reason.

Guests: A guest is defined as any nonresidential student or any residential student present in a suite not specifically assigned to him/her. All nonresidential guests must register with Security or the on-duty Resident Assistant upon arrival to campus.

The campus visitation hours are as follows:

Sunday-Thursday 8:00 a.m. - 12:00 a.m.

Friday-Saturday 8:00 a.m. - 1:30 a.m.

Guests on campus after these hours are considered overnight guests and must be registered as overnight guests, or they will be asked to leave campus.

The following procedures apply to all guests:

1. When a guest arrives on campus, they must register with Campus Security. Campus guests must be at least 12 years old. If a guest is under the age of 18, written permission from the minor's parent/guardian must be given to Security. The parent/guardian will be contacted to verify permission. Roommates and suite mates must also be in agreement with the overnight stay.
2. When registering, the guest must provide a valid form of identification. Guests will also be required to provide information on the host and an emergency contact.
3. Once registered, the guest will be issued a "Guest Pass." The guest must carry the pass with them at all times and show this pass to College personnel when asked.
4. If the guest has a vehicle, the guest will be issued a temporary parking permit and be directed to park in the Field House parking lot.
5. Resident students are only permitted two overnight guests at any one time. Residents may only have overnight guests for three days in any given 10-day period. After three nights, the guest may not stay overnight again for at least six days.
6. Residential students staying in a bedroom or suite not assigned to them after visitation hours must comply with the roommate contract for the host student's room.
7. If a guest violates College policy or local, state, or federal laws, the guest will be required to leave the campus immediately.
8. Host students will be held responsible for the actions of their guests. Failing to register a guest will subject the host student to disciplinary action.
9. Students are reminded that they share space with others, and all residents have the same right to privacy and safety in their living space. Students who abuse visitation rights may be subject to disciplinary action.

Housekeeping: Residents are required to maintain an acceptable level of cleanliness in their suites. Housekeeping services provide routine cleanings in common areas and bathrooms. However, students are expected to clean up after themselves and assist in maintaining a healthy environment. Vacuums are available for student use from the Resident Assistant Office. Other cleaning items are available for student use from the Security Office. Students are expected to maintain a practice of personal hygiene and health.

Keys: When a student checks into housing, he/she will be issued keys to his/her suite/bedroom, the exterior door, and a mailbox. If a student loses the key(s), he/she must report it immediately to the Director of Residence Life or Security. There is a \$25 replacement fee per key. If the lock core(s) must be replaced for security reasons, the student will be responsible for those costs.

Students must return all keys to the Residence Life Office when leaving housing at the end of a semester or moving out of housing. Failure to return keys will result in a \$25 per key fine.

Students should carry their keys at all times. Bedroom and suite doors lock automatically when closed. Students may not give their keys to friends or family members for their use. During vacation periods, students granted permission to remain in housing will be issued an additional key. A \$50 fee will be assessed to the student's account for this key. The fee will be removed from the account when the student returns the key after the vacation period.

Unauthorized use or possession of unauthorized keys will result in disciplinary action.

Laundry: Laundry machines are available in the laundry room, located next to the Computer Lab. Machines are coin-operated, but also utilize a vending card system available for purchase in the laundry room. It is expected that

residents will use such equipment as specified and avoid machinery abuse that will result in great inconvenience and expense. Students should notify the Director of Residence Life or the Facilities Director in the event of a malfunction. Students may not remove another student's laundry from a machine without permission.

Painting: Students are not permitted to paint or write on the walls of their bedrooms or common areas. Students may be permitted to paint their living rooms but must first receive written authorization from the Director of Residence Life. Students receiving approval must follow the specified guidelines and will be held accountable for charges resulting from a poor paint job or resulting damages. Stain damages to carpets, furniture, or other College property will be subject to damage charges.

Personal Property: The College is not responsible for theft, damage, or loss of student property. The College recommends that students obtain an insurance policy protecting personal property. Students should keep doors locked at all times and should never prop doors open, leave keys in a door, or leave their room open when not present. Students may also want to have a lockable container in their room to secure cash, credit cards, plane and bus tickets, and other valuables. Students may complete a "High Dollar Value Property Sheet" with the Security Office to register any valuables.

Pets/Animals: Animals of any type are not permitted in the Residence Halls under any circumstances. The only exception to this restriction are fish kept in a fish tank no larger than 10 gallons. Students found in violation of this policy will be subject to a daily fine and additional disciplinary sanctions. Waivers of this restriction will be made for seeing-eye dogs.

Phones: Each bedroom has one telephone. The phone service includes: a desk phone, voicemail, calls to other on-campus phones, and local calls. An authorization code for long distance calls may be requested. Students with a long distance code receive a monthly bill for all long distance calls made with their authorization code. Students are strongly encouraged to keep their PIN number to themselves and not share it with other people. Students will be held responsible for all long distance or toll calls made with their PIN number. A resident may request their own phone for an additional fee.

Quiet Hours: Residents are expected to respect the rights of others with regard to noise levels. Quiet hours in the Residence Halls and surrounding grounds are as follows:

Sunday - Thursday 8:00 p.m. - 8:00 a.m. ~ in Aldis Hall
11:00 p.m. - 8:00 a.m. ~ in Bowen, Cady,
Darby, and Ellinwood Halls

Friday - Saturday 11:00 p.m. - 8:00 a.m. ~ in Aldis Hall
1:00 a.m. - 8:00 a.m. ~ in Bowen, Cady,
Darby, and Ellinwood Halls

During final exams, starting the day before the first exam is scheduled and continuing through the end of the last exam, 24-hour Quiet Hours will be enforced in the Residence Halls and surrounding grounds. Violations of the Quiet Hour policy will result in disciplinary action.

Recycling Regulations: For health reasons, all empty cans and bottles must be removed from suites. Students who choose to be responsible for their own recycling must do so each week; otherwise, housekeeping staff will dispose of bottles and cans. Recycling containers are located in all suites and are located outside of the College Bookstore.

Repairs and Maintenance: The College employs a Facilities staff to respond to repairs in and around the Residence Halls. If your room, suite, or an area of the Residence Halls requires maintenance or repair, students should report it immediately. Maintenance request forms are also available in the Laundry room.

All students are also encouraged to submit an online Maintenance Request form. The forms may be found at www.svc.edu/svc. If an emergency repair is required, contact the Security Office immediately.

Smoking: Smoking is not permitted in any of the Residence Halls (Aldis, Bowen, Cady, Darby, or Ellinwood). Smoking is never permitted in hallways, bedrooms, suites, bathrooms, hallways, or stairwells. Students may smoke outdoors in the designated smoking sheds. Smokers are required to properly dispose of trash and cigarette butts.

Storage: The College does not provide storage facilities for students' personal belongings. Students should plan carefully as to what items to bring with them to the College as space is limited.

Windows/Projectiles: No object may be thrown or dropped from a window, thrown up to a window, or thrown through a window. Screens must be kept securely in a window at all times. Students may not climb through windows, either to enter or exit any building, unless emergency conditions warrant such action for personal safety.

Mandatory Meetings: At any time the Director of Residence Life, Community Assistant, or appropriate College personnel may call a mandatory floor, suite, or an all-Residential Hall meeting. It is mandatory for all students to attend the meeting. If a student does not attend the meeting, they will be subject to a fine.

Bed Risers: Students can purchase bed risers for a nominal fee from the Campus Shop to provide additional storage under the beds in the Residence Halls. Bed risers may be sold back to the College at the end of each semester or at the end of a student's stay on campus. The bed risers must be in good condition to qualify for buyback.

Cement blocks will not be allowed in the Residence Halls. Any student found with cement blocks will be fined \$50 and given 24 hours to remove the blocks from his/her room. In the event the blocks are not removed within that time frame, there will be an additional \$25 per block charge to remove them.

Student Rights and Responsibilities

PRINCIPLES OF COMMUNITY

Southern Vermont College firmly believes in the concept of individuality, which includes responsibility for one's own behavior. We strive to create and support an educational environment that promotes student growth and development. To that end, students must be guided by a sense of personal honor based on integrity, common sense, and respect for the rights of others.

In a community such as ours, self-discipline is the cornerstone of personal freedom. The College recognizes the rights of all individuals to express themselves in words and actions so long as they do so without infringing upon the rights of others or violating the standards of good conduct. There must be a willingness and commitment among those within the College to associate in such a way that allows individual freedom, rights and privileges to coexist with reasonable order. Membership in the College community assumes a respect for these basic principles that enable the College to accomplish its mission.

The policies and procedures set forth in the *Handbook* and other published documents are an important part of the educational mission of the College and apply to all Southern Vermont College Students. They are designed to foster an effective learning environment and support the values of our educational community. They are not based on nor are they intended to mirror the rights or procedures in civil or criminal court proceedings.

Separate documents outline the community responsibilities related to faculty, staff and administrators. The Dean of Students generally establishes, reviews, and administers the student conduct policies and procedures. The College reserves the right to amend the policies and procedures at any time, giving the community reasonable notice.

Initiating a Complaint

All complaints concerning infringement of student rights and/or alleged violations of the Student Code of Conduct shall be responded to through the Southern Vermont College conduct system. This response shall apply to individual students and student groups.

Any member of the Southern Vermont College community may initiate the College's judicial process by alleging a violation by a student. This includes, but is not limited to students, faculty, Campus Security Officers, a member of the Dean of Student Life staff, campus organizations and departments. Complaints must be submitted in writing to the Dean of Student Life within 45 days (except for allegations of sexual misconduct, which may be submitted within one year) from the time the Complainant (person submitting the complaint) became aware of the alleged violation. The written complaint should present any allegations concerning specific violations of the Student Code of Conduct and the names of the student(s) responsible for one or more of these violations.

Interim Sanctions

An interim sanction; i.e., a sanction imposed before completion of the conduct review process, may be imposed by the Dean of Student Life or his/her designee if there is a reasonable belief that:

1. a student's own safety and/or well-being is at risk;
2. a student poses a threat to the health and/or safety of any members of the College community;
3. a student poses a threat of disruption or interference with the normal operations of the College.

An interim conduct sanction may include:

Suspension from the College - While interim suspension status is in effect, a student is denied access to classes, activities, and facilities pending resolution of the judicial case or completion of the adjudication process.

Campus Restriction - While campus restriction is in effect, a student is allowed access to classes; however, access to any activities, campus facilities, and campus property is denied.

No-Contact Order - While a no-contact order is in effect, a student is instructed not to engage in either direct or indirect contact with the Complainant(s) and witnesses. Methods of contact include verbal exchange, telephone, e-mail, letter, and communication via another party on the student's behalf.

CONDUCT REVIEW SYSTEM

In the case of misconduct or violation of College policy, the Dean of Students or designated representative may, at his or her discretion, either settle the problem in accordance with College policy or refer a formal complaint to one of the hearing bodies.

Reports of student misconduct and disciplinary records from any judicial process are kept in the Dean of Students Office, and all information is considered confidential. Students failing to appear for a hearing when called by a judicial agency, failing to cooperate with an investigation, providing false information, and/or intentionally interfering with an investigation will be considered in violation of College policy and may be subject to disciplinary action.

Acts which constitute violations of local, state, or federal laws and the student conduct policy may result in students being accountable to both civil authorities and the College. These acts may be referred to civil authorities by the College. The College may take disciplinary action separately from any criminal or civil proceedings and its actions will not be subject to challenge on the grounds that criminal charges involving the same incident are in litigation and/or have been dismissed or reduced.

Fair Practice in Conduct Matters

Students have the right to a fair process in addressing alleged violations of the Student Code of Conduct. Southern Vermont College's conduct process follows procedures of "Fair Practice." Fair Practice is a flexible term generally indicating that the student accused of a violation of the Student Code of Conduct will be provided with reasonable notice of the alleged violation(s) and an opportunity to be heard. Fair Practice normally includes written notification to the student of the alleged violation of the Student Code of Conduct, an Administrative Disposition or a hearing by a hearing board, and the right of appeal.

Conduct Review

The Dean of Student Life, or designee, determines the path a case will follow in the conduct system. Most cases are typically handled at the Administrative Meeting level. However, a case can be sent directly to a Conduct Review Team or the Conduct Review Board, depending on the level of severity of the situation, a student's conduct history or at the discretion of the Dean of Student Life.

All members serving on any Conduct Review process have been trained in the Student Rights and Responsibilities policies and procedures and will be appointed on a yearly basis.

1. Administrative Meeting: A College staff member designated by the Dean of Student Life will conduct a preliminary interview with the person alleged to have violated a Student Code of Conduct policy (Respondent).
 - a. The Respondent will receive written notification of the alleged violation(s) at the meeting and will need to choose to either **accept** or **deny** responsibility for the alleged violations of the Student Code of Conduct.
 - b. If the student **accepts responsibility** for the alleged violation, the staff member will immediately conduct an "Administrative Meeting" and determines what sanction, if any, is appropriate.
 - c. If the student **denies responsibility** for the alleged violation, the staff member will refer the matter to the Dean of Student Life to determine if a hearing is warranted or if there is sufficient evidence for the respective Administrator to determine an appropriate sanction.
2. Conduct Review Team: The Conduct Review Team (CRT) consists of two members, and could either have two staff representatives or a staff representative and a student representative, depending on availability. The Dean of Student Life will determine who will participate on a given CRT. The CRT typically hears cases that will not result in separation from the College. Should there be a "tie" regarding the outcome, the two CRT members will consult with the Dean of Student Life for assistance.
3. Conduct Review Board: The Conduct Review Board (CRB) quorum consists of one staff member, one faculty member and one student. The CRB hears cases involving serious violations of College policy where a student may be separated from the College.

The student representatives will be selected by the President of SGA in consultation with the Dean of Students; the faculty representatives are selected by the Chair of the Faculty Association; and the staff are

selected by the Chair of the Administrative Forum. Each of the representative bodies will select two members to participate on the CRB. In cases of discrimination, harassment, sexual harassment, and/or sexual misconduct, the Dean of Student Life or the Director of Human Resources will serve as Chair of the CRB.

PROCEDURE FOR CONDUCT REVIEW HEARINGS

1. **Referral Time Frame.** All cases referred to the Conduct Review Team (CRT) or Conduct Review Board (CRB) will be handled as soon as is reasonably practical. Typically, after a complaint is filed, cases will be heard within a two-week period. The Dean of Student Life may make exceptions as deemed necessary. The only reason an individual may not attend a hearing is due to a scheduled class or intercollegiate athletic game. Generally, in cases of a particularly serious nature and/or having a serious outcome (such as suspension), an intercollegiate athletic game may not be considered an excuse.
2. **Notification.** Upon receiving a referral of a case for resolution, the Dean of Student Life Office will notify all involved persons and members of the hearing body of the scheduled hearing. The Dean of Student Life will also designate one of the hearing body members to serve as Chair of the proceedings. The student responding to the complaint (Respondent) will be provided with a written statement of the complaint and will be granted access to copies of all relevant materials. Once a student is verbally notified for an alleged policy violation at a given incident, it is the student's responsibility to check his/her email for follow-up information from a member of the Dean of Student Life staff.
3. **Written Statements.** A written statement by the Respondent must be provided to the Dean of Student Life 48 hours in advance of the hearing. This statement will be shared with the Complainant as soon as it is reasonably practical.
4. **Campus Community Advisor.** Both the Complainant and the Respondent may request the assistance of an advisor from within the Southern Vermont College community. Neither the Complainant nor the Respondent may have an attorney present during the hearing. If the advisor will be in attendance at the hearing, his/her name must be shared with the Dean of Student Life at least 48 hours in advance of the hearing. During the hearing, the advisor's role will be limited to consultation with the advisee.
5. **Witnesses.** Names of witnesses being called by either party must be given to the Dean of Student Life at least 48 hours in advance of the hearing. These names will be provided to the other party as soon as is practical thereafter. Neither the Complainant nor the Respondent has a right to compel witnesses to appear or speak but both may request the Dean of Student Life to do so with sufficient notice. Witnesses shall only be allowed to share information that is factual and directly pertinent to the specific incident being reviewed; character references will not be heard.

The hearing body may require the cooperation of any member(s) of the Southern Vermont College community in providing information during the hearing. However, no member of the College staff with whom the Complainant or Respondent has entered into a confidential relationship can be required to give information arising from that role without the permission of the Complainant or Respondent.

6. **Individuals Permitted at the CRT/CRB.** During the review, normally only the Complainant, the Respondent, CRT/CRB members, witnesses, and advisors may be present. Witnesses shall be present only when sharing information with the CRT/CRB, unless noted at the discretion of the Chair. At the request of a hearing participant, the Chair will take appropriate action to maintain a safe environment for all parties. Such action may include offering a physical separation of the parties during the hearing and/or adding the presence of a Campus Security Officer at the hearing.
7. **Questions & Answer Format.** During a hearing, the hearing body will allow the Complainant, the Respondent, and witnesses to share information via a question and answer format. The Complainant and Respondent will have the opportunity to ask questions of each other and of witnesses through the Chair.
8. **Audiotape Recording.** All information shared at the hearing will be audio taped. If any person scheduled to be present at the hearing has an objection to the audio taping of the hearing, notice of this objection must be given in writing to the Dean of Student Life 48 hours in advance of the hearing. In the event an objection is given, provisions will be made to record the hearing information on paper. The deliberations by the CRT/CRB will not be taped. The tape is the property of the College, and it will be preserved only until the conclusion of any appeal process.

9. **Attendance.** If the Respondent chooses not to speak at or attend the hearing, the CRT/CRB procedures will still be followed and sanctions, if appropriate, will be imposed. Failure of the respondent to appear may also result in additional complaints.
10. **Civility.** The Chair will promote a civil and respectful proceeding. Hence, the Chair reserves the right to remove any individual who impedes the judicial process.
11. **Recess/Continuance.** A case may be recessed or continued at the hearing body's discretion.
12. **Evidentiary Standard.** The CRT/CRB shall invoke the evidentiary standard Preponderance of Evidence, which means "more likely than not," when determining whether a violation has occurred.
13. **Majority Vote.** Following completion of the hearing, the Board members shall decide by majority vote whether or not each Respondent is responsible for the violation(s) of the Student Code of Conduct.
14. **Deliberation and Sanctioning.** The CRT/CRB's deliberation to determine responsibility and sanction, if appropriate, are confidential, not recorded, and only the hearing body members entitled to be present. On occasion, for training purposes, additional people may be entitled to be present. If the majority decides the Respondent is responsible for a violation and a sanction is deemed appropriate, a separate majority vote will take place to determine the sanction that will be imposed. Pertinent records of previous disciplinary action may be used in determining an appropriate sanction
15. **Respondent Notification.** At the conclusion of the conduct review proceeding, the final decision will be delivered (normally within three days) in writing to the Respondent from the Chair of the CRT/CRB or his/her designee, in the name of the College
16. **Complainant Notification, if applicable.** If the incident involved an issue of violence, the Dean of Students or his /her designee will notify the Complainant of the decision, in compliance with FERPA regulations.

SANCTIONS FOR VIOLATIONS

Judicial sanctions may be imposed on a student found responsible for violating the Student Code of Conduct. The following disciplinary sanctions may be imposed for violations of College regulations. Depending on the circumstances, more than one sanction may be imposed. Disciplinary action is determined on a case-by-case basis. Therefore, when types of disciplinary actions are referred to throughout this *Handbook* as being likely in the event of certain misconduct, understand that these references are only for the sake of example; that is, all levels of College discipline, up to and including expulsion, are potentially appropriate violation of policy, depending on the circumstances.

Graduate schools, professional schools, and College programs (i.e. Study Abroad and Internships) may request information about a student's Disciplinary Standing. They will be informed that a student is not in good Disciplinary Standing if the student's judicial status is Conduct Probation or any form of Suspension or Expulsion. It will be assumed that a request for a Dean's recommendation provides implied permission for release of this information.

If the violation involved violence, the Complainant will be informed of the specific sanction per FERPA guidelines.

Letter of Warning – A letter indicating that a student has been found responsible for a violation of policy of the Student Code of Conduct. This sanction will be in effect for a specified period of time and indicates that if the student is again found in violation of the Student Code of Conduct during the period of this status, a sanction will likely be imposed that reflects a repeated violation.

Conduct Warning – A letter indicating that a student has been found responsible for a violation of policy of the Student Code of Conduct that reflects a more serious violation. This sanction will be in effect for a specified period of time and indicates that if the student is again found in violation of the Student Code of Conduct during the period of this status, a sanction of Disciplinary Probation or greater will likely be necessitated.

Conduct Probation – Formal notice that a student's status at the College is in jeopardy as a result of one or more violations of the Student Code of Conduct. This sanction will be in effect for a specified period of time and indicates

that if the student is found in violation of the Student Code of Conduct during the period of this status, the imposed sanction may include Residential Suspension or Expulsion, Suspension from the College, or Expulsion from the College. Restrictions generally associated with disciplinary probation may include, but are not limited to, qualifications for prizes and participation in and/or attendance at College extracurricular activities, including intercollegiate athletics. Legal guardians of dependent students and academic advisors will be notified of the decision.

Residential Suspension – Temporary dismissal from College owned housing for a specified period of time and without financial reimbursement. After this period is concluded, the student may regain his or her ability to live in a residence hall following an interview with the Dean of Student Life or his/her designee. A residentially suspended student may not enter any College owned housing during this time. Legal guardians of dependent students and academic advisors will be notified of the decision.

Residential Expulsion – Permanent expulsion from College owned housing without financial reimbursement. A residentially expelled student may not enter any College owned housing for the remainder of his/her College career. Legal guardians of dependent students and academic advisors will be notified of the decision.

Suspension from the College – Temporary dismissal from the College for a specified period of time. After this period is concluded, the student may resume his or her studies following an interview with the Dean of Student Life or his/her designee. A suspended student may not engage in College activities, use any College facilities, or be on College property without expressed permission from the Dean of Student Life or his/her designee. During the period in effect, suspension is recorded on the student's academic record. Upon the student's reinstatement, this notation is permanently removed from the academic records, and he/she will be considered eligible for registration in compliance with academic policy. Any further incidents of misconduct after the student is readmitted may result in disciplinary dismissal. Legal guardians of dependent students and academic advisors will be notified of the decision. Legal guardians of dependent students and academic advisors will be notified of the decision.

Expulsion from the College – Permanent dismissal from the College, without the right to return. An expelled student no longer has the privileges of matriculated students and may not engage in College activities, use any College facilities, or be on College property. Expulsion is recorded on the student's transcript. Legal guardians of dependent students and academic advisors will be notified of the decision.

Individualized Sanctions – Special sanctions directly related to individual cases may be imposed in place of, or in addition to, other imposed sanctions. Examples of possible sanctions follow:

- substance abuse education
- substance abuse counseling
- restitution
 - payment for property loss/damage
- community work hours
- loss of privileges
 - denial of specified privileges for a designated period of time
- fines
- required assignment; i.e., written apology, paper, program

APPEALS

If a student is found responsible and sanctioned by the College Conduct System, he/she has the right to an appeal. Appeals must be made in writing to the Dean of Student Life within three business days of the original decision; after that time, an appeal will not be heard. However, if the Dean of Student Life was a member of the hearing board, the President, or designee, will serve as the appeal officer.

Criteria for Appeals: There are three criteria for appeals, and all appeals must be based on one or more of these criteria for consideration:

1. The basic tenets of Fair Practice, as defined earlier, were not met.
2. Significant new information, that was available that was not available for the original hearing, is submitted.
3. The imposed sanction is not consistent with the sanctions imposed in similar cases or is inappropriately severe, given the information shared in the case and the student's previous conduct status.

Dissatisfaction with the finding(s) or sanction(s) is not sufficient grounds for appeal. The decision of the appellate agency is final.

The Dean of Student Life or the President may, at his/her discretion meet with the Respondent and/or Complainant. The appeal officer shall have the sole discretion in accepting or rejecting a case for review based on the criteria for appeals listed above and may uphold, modify or amend the decision of the review board. The Dean or President may also request and ad hoc body to review the case and make recommendations to him/her prior to making a final decision on the appeal.

STUDENT RESPONSIBILITIES

Most Serious Community Violations

Although the following violations appear elsewhere in the Student Code of Conduct, they are repeated here to indicate that they represent the most serious forms of violations that compromise the safety and security of the Southern Vermont College community and, as a result, will not be tolerated under any circumstances. The following violations will typically lead to a student's suspension or expulsion from the College when a determination of responsibility has been made.

1. Serious acts against persons including, but not limited to civil misconduct violations:

- physical assault
- rape or other sexual assault
- hate/bias crimes
- stalking

2. Serious acts against property including, but not limited to:

- arson
- destruction of property, including electronic property
- illegal occupation of a building

3. Possession or discharge of weapons

4. Illegal alcohol distribution or illicit drug distribution

5. Seriously jeopardizing the safety and lives of others including, but not limited to:

- false reporting or creation of bombs
- hazing
- inciting a riot
- resisting arrest
- tampering with fire or safety equipment, including the instigation of a false fire alarm
- driving on campus under the influence of alcohol or drugs

A. Alcohol and Other Drug Policy

The College encourages students to make informed decisions regarding alcohol consumption and recognizes that there are times when alcohol will be used in social settings or by students of legal drinking age in private living areas including rooms and suites. The College does not permit the possession or consumption of alcoholic beverages by students under 21 years of age, and it is not permitted in first-year student housing. Community Assistants of legal drinking age assigned to first-year housing may not have alcohol in their rooms. The College adheres to Vermont State Alcohol Laws. A student who decides to consume alcohol assumes full responsibility and consequences from its use or abuse, both on and off campus.

Southern Vermont College recognizes that substance abuse is a complex social problem. While it is necessary for the College to delineate and enforce regulations concerning alcohol and drugs, the College seeks to foster a positive climate in which those who choose to use legal substances do so responsibly. It is equally important for the College to support those who are dealing with a substance abuse problem.

General Regulations

1. Intoxication will not be accepted as an excuse or mitigating circumstance for Student Code of Conduct violations.

2. Students 21 years of age or older may possess alcohol and are expected to consume alcohol responsibly on or off campus. Alcoholic beverages may not be served or given directly or indirectly to students under 21 years of age.
3. Dispensing or consumption of alcoholic beverages is only permitted in private rooms or suites by students of legal drinking age or under the direct supervision of Sodexo Food Service Corp. with approval from the Dean of Students.
4. Privately obtained alcoholic beverages may not be brought into an organized College-sponsored event.
5. Kegs or alcohol in common source containers are prohibited unless served by Sodexo Food Service Corp. with approval from the Dean of Students.
6. Use of empty beer balls, kegs, funnels, beer bongs, or their equivalent as decorations or furnishings are prohibited regardless of age.
7. Drinking games are not permitted as they encourage inappropriate consumption of alcohol.
8. Students under the age of 21 may not possess the following alcohol paraphernalia which includes but is not limited to: open or closed containers of alcoholic beverages, can tabs, bottle caps, or packaging.
9. Alcohol may not be stored in a suite, common area closet, or bathroom. It must be kept in a bedroom in which a person of legal drinking age resides.
10. Any student who arrives in class and the instructor believes that he/she may be under the influence of alcohol or other drugs may be asked to leave. In addition, the instructor is encouraged to document the incident and forward it to the Dean of Student Life.

Open Container

1. Open containers (can, bottle, box, cups, flasks, etc.) with alcoholic beverages are only permitted in private rooms or suites by individuals of legal drinking age.
2. When transporting alcohol on campus, all containers must be unopened and may not be open until the individual of legal drinking age reaches their room or suite. This includes transferring alcohol from suite to suite. Individuals under the age of 21 may not transport alcohol.

Private Party Guidelines

At a registered private party in a residential area where alcohol is served, the students hosting the event are considered the “party hosts.” Hosts are expected to encourage interaction among guests, control the service of alcohol, provide plentiful and appealing food and non-alcoholic beverages, and are encouraged to create a theme or focus for the party that emphasizes social interaction and not consumption of alcohol.

In order to serve alcohol at a private party, two hosts must be at least 21 years of age, be assigned residents of the suite and they must have attended a Private Party workshop, offered at the beginning of each semester by a member of the Dean of Student Life staff. Hosts need to be recertified each academic year.

The hosts are responsible for knowing and understanding the student responsibilities listed in the *Student Handbook*, and, in particular, the Southern Vermont College alcohol and other drug policy. It is up to the discretion of the Director of Residential Life whether or not a given suite may have a registered private party. Unregistered parties are not permitted.

1. Party hosts must coordinate with the Director of Residence Life, or designee, to attend a college-approved social function workshop in order to have a party. Party hosts must be 21 years or older.
2. Parties where alcohol is being served may only be held in suites where there are three or more students of legal drinking age and two of those individuals will be the designated “party hosts;” however, all residents of the suite must agree that a private party can take place in the suite. The registered hosts must be present during the entire party, should refrain from consuming alcohol and are expected to ensure that a safe atmosphere pervades. The hosts must also check IDs to ensure that no one under the age of 21 is consuming alcohol and monitor who and how many individuals are in the suite so as to not exceed the occupancy code.

One of the hosts needs to agree to not consume any alcohol in order to serve as a designated driver for guests who do not reside on campus.

3. A private party may not advertise for alcohol, alcohol for purchase, or “bring your own beer.” It is illegal to sell alcohol at a private party.
4. The residents hosting the party will assume all financial responsibility for additional housekeeping services following the party or any damage that occurs to College property resulting from the party. Hosts will also be held accountable for the behavior of any guests of the suite regardless of their age.
5. Due to fire regulations, no more than eight individuals are permitted in a bedroom, and no more than twelve people are permitted in a living room at one time. Therefore, no more than 32 people (including the residents of the suite) may be present at one time for a party.
6. No more than two parties per hall may take place Friday and/or Saturday between 8:00 p.m. and 1:00 a.m. unless otherwise authorized by the Director of Residence Life. The total length of a party shall not exceed four hours, with the first three hours having alcohol being served. Parties with alcohol are not permitted in Bowen or Cady buildings as they are primarily first-year halls.
7. At any party or catered function, alcoholic beverages will be served one drink at a time. It is illegal to serve intoxicated individuals. At any party with alcohol, food must be readily available and an equal amount of nonalcoholic beverages must be offered (e.g., one six pack of beer is equivalent to a six-pack of soda or water). The party hosts will need to indicate in advance how much alcohol, non-alcoholic beverages and food will be available based on the alcohol industry standards as follows:

Amounts of Alcohol

The maximum amount of alcohol for the average person for a time span of 3 hours (the average length of a party) is **three drinks or one drink per hour**. Note that the amount of alcohol should be based on the number of 21 year olds who plan to consume alcohol at the party.

**3 drinks = 15 ounces of wine
36 ounces of regular beer**

# of 21 yr olds	Ounces of Wine	1.5 Liter of wine	Cans of Beer
5 x 3 hours	75 oz or 15 five oz cups	1.5 (1.5 liter bottles)	15 (12 oz cans)
10 x 3 hours	150 oz or 30 five oz cups (6 bottles of wine)	3 (1.5 liter bottles)	30 (12 oz cans)
20 x 3 hours	300 oz or 60 five oz cups (12 bottles)	6 (1.5 liter bottles)	60 (12 oz cans)
30 x 3 hours	450 oz or 90 five oz cups (18 bottles)	9 (1.5 liter bottles)	90 (12 oz cans)

Amounts of Non-Alcoholic Beverages

For a gathering serving alcohol, the average amount of non-alcoholic beverages is one per person per hour, or three beverages in the average three-hour party.

Amounts of Food

The average amount of food at a party varies with the type of food. Typically, for chips, pretzels, etc., there should be at least two to three ounces per person. If there will be 30 people attending the party, there should be approximately five to six pounds of chips, pretzels, etc. Similarly, if serving pizza, there should be approximately 8 (8 sliced) pies. For a three hour party, there should be two to three slices per person.

College Sponsored Events with Alcohol

1. Any club, organization, or College department wishing to host a function with alcohol must work with the Sodexo Food Services Manager to apply for a liquor license at least 30 days prior to the event. Student clubs or organizations must first seek the approval of the Dean of Students to sponsor a function with alcohol.
2. College clubs or organizations may not sponsor alcohol activities or gatherings in the residence halls.
3. Clubs, organizations, or College departments may tastefully advertise alcohol for an event if the event is approved by the Dean of Students and signs are approved by the Director of Campus Life and Leadership. The focus of the event should be primary and not the alcohol.
4. Kegs and alcohol in common source containers are prohibited unless served by Sodexo Food Service Corp. with approval from the Dean of Students. At any party or catered function, alcoholic beverages must only be served by trained service staff. Sodexo Food Services Manager will assist with the ration of alcohol/non-alcoholic beverage/food (see above guidelines for ratio of alcohol/non-alcoholic beverage/food).

State Laws and Local Ordinances: Alcohol

1. Vermont law provides that no person shall sell or furnish any alcoholic beverages to any person who is under the age of 21. Violators generally may face a fine not less than \$500 and up to \$2,000 and/or imprisonment up to two years, and/or civil actions for damages. Where the underage person is involved in a related motor vehicle accident as an operator and death or serious bodily injury results, violators may be imprisoned for up to five years and fined up to \$10,000.
2. No person shall knowingly enable the consumption of alcoholic beverages by a person under the age of 21; "enable" under this Vermont law means to create a direct and immediate opportunity for a person to consume alcoholic beverages, including where there is no charge for such beverages. The potential penalties for violation of this provision are as those detailed in the section above.
3. Individuals knowingly aiding any person under the age of 21 in procuring alcoholic beverages, or who falsely represent their age for the purpose of procuring/consuming alcoholic beverages, may face a fine of not more than \$500 and/or imprisonment of not more than 30 days.
4. Anyone who sells alcoholic beverages without a license may be punished by fine and/or imprisonment. If admission is charged at an event where alcohol is served, sponsors must have obtained a license.
5. State law prohibits Southern Vermont College from providing alcohol at College events unless a licensed caterer (approved by the College) has been contracted for the event. Students/guests are required by law to present, when asked, proof of age in the form of a current valid driver's license, passport, or state-issued identification card.
6. Town of Bennington open container ordinances prohibit consumption of alcoholic beverages in public areas and in or on motor vehicles, either moving or stationary. Violators are punishable by a fine not exceeding \$100 or imprisonment not exceeding 30 days or both.

College Drug Policy

The following constitute violations of the College's Drug policy:

1. Presence, possession or use of any drug(s) currently classified by the state of Vermont or the federal government as a narcotic drug or controlled substance without a valid prescription for the same, on College property or at any College-sponsored function.
2. The sale or distribution of any drug(s) currently classified by the state of Vermont or the federal government as a narcotic or controlled substance, whether on or off College property or at any College function.
3. Presence, possession, or use of drug paraphernalia.

State and Federal Drug Regulations: Drugs

1. State and federal laws provide for potentially severe and, in some cases, mandatory penalties in the forms of fines, imprisonment, and seizure of property for persons who knowingly and unlawfully possess illegal drugs for use or sale.
2. Federal regulations permit revocation of federal student aid to anyone prosecuted and convicted of a drug offense.

B. Audio-electronic Devices

1. Misuse of mechanical, electronic, or other audio devices that disturb the peace on campus including but not limited to, classroom areas, the Residence Halls, and administrative offices.
2. Speakers and other audio devices may not be directed out of Residence Hall windows or placed outside of Residence Hall suites without prior written authorization from the Director of Residence Life.
3. Amplified musical instruments and drums may not be played in the Residence Halls without prior written permission from the Director of Residence Life.
4. Non-College owned TV and/or radio antennas or satellite dishes may not be placed outside of windows or on the roof of the Residence Halls or other buildings on campus.

C. Civility/Disrespect

The College prohibits any verbal, written or physical conduct that has the intent or effect of unreasonably interfering with the activities or performance of one's duties of any member of the College community, or of creating an intimidating or hostile environment.

D. Compliance

1. Students are required to comply with reasonable directives from members of the Southern Vermont College staff and faculty in performance of their duties, such members include Campus Security Officers and Community Advisors.
2. In situations when a staff or faculty member is immediately unavailable and a policy violation is occurring, students and their guests are expected to follow a reasonable request by another student.
3. Not fulfilling the sanction requirements as directed by a hearing body
4. Not appearing as directed to a conduct review process

E. Computing Resources

(Please refer to the earlier section entitled Computer Facilities)

F. Dangerous Practices

All students are expected to respect the need for ensuring the safety of others within the College community. Creating a dangerous condition threatens the integrity of the community. Examples of such prohibited behaviors include, but are not limited to:

- riding in the truck beds or hang from the windows, roofs, hoods, or trunks of a moving vehicle
- sitting, hanging, or jumping from windows, railings, or roofs;
- entering ponds, wooded areas, or other areas designated as dangerous;
- manipulation of door locks, peepholes, or emergency doors
- utilization of roof tops, except in case of emergency
- utilization of any window as means of entering or exiting a College building, except in the case of an emergency
- alteration or duplication of College keys
- exposing others to a biohazard, including but not limited to, bodily fluids or wastes
- drugging another person's food or drink
- throwing anything out of campus windows
- failure to submit necessary health forms as required by Student Health Services
- possessing and/or lighting candles and/or incense in residential areas

Activities that endanger the safety of one's self or others may result in required withdrawal from the College for the student in question. Such behavior may include, but are not limited to suicidal behavior, eating disorders, and repeated alcohol intoxication.

G. Departmental Regulations

Members of the community are expected to follow the established and publicized regulations. They are intended to cover the operating regulations of academic or nonacademic offices, laboratories, and campus departments.

H. Discrimination and Harassment

Southern Vermont College is committed to providing an educational and work environment which is free of discrimination and harassment. The College recognizes that learning and working occur best in an atmosphere in which diversity is valued, where there is respect for individual differences of opinion, belief, background, and lifestyle. Discrimination and harassment infringe upon the rights of each individual to work and study. It is the responsibility of all constituents of the College community to protect the rights of individuals and provide a healthy environment for all members of the community.

Therefore, discrimination or harassment by any member of the College community against any other member of the College community in connection with SVC programs and activities on the basis of gender, sexual orientation, race, color, ethnicity, religion, physical ability, handicap/disability, national origin, age, or other notated characteristics as defined and protected by applicable law, are not tolerated. Such harassment is antithetical to the mission of the College and is strongly condemned by College policy.

The College defines harassment as repeated verbal or physical conduct which has the purpose or effect of creating an intimidating, hostile, or offensive educational, living, or working environment on the basis of a person's gender, sexual orientation, race, ethnicity, religion, physical ability, age, or other protective characteristic, national origin, and which would create such an environment for a reasonable person under the circumstances.

This policy is intended to protect all College students and employees and applies to the conduct of Southern Vermont College students, faculty, staff, and administrators. Any person who feels they have been harassed and/or discriminated against as defined in this policy may file a grievance under the College's Discrimination, Harassment, Sexual Harassment and Sexual Misconduct Grievance Procedure. Students and employees should also note that sexual harassment is also separately addressed in the College's Sexual Harassment Policy and Sexual Harassment Procedure. Complaints or concerns regarding sexual harassment may be addressed through such procedures. Students and employees are strongly encouraged to take advantage of the informal and/or formal resolution and preventions options afforded by such procedures.

While the College wishes to have the opportunity to address concerns or complaints of harassment or discrimination itself at the earliest opportunity, any person may also file complaints of harassment or discrimination with governmental agencies. A student may contact the following agencies:

1. Vermont Human Rights Commission, 133 State Street, Montpelier, VT 05633-6301, (802) 828-2480.
2. United States Department of Education, Office of Civil Rights, Boston Office, 33 Arch Street, Suite 900, Boston, MA 02110-1491, (617) 289-0111.

Employees may contact the following agencies:

1. Vermont Attorney General's Office, Civil Rights Unit, 109 State Street, Montpelier, Vermont 05602 (802) 828-3171.
2. Equal Employment Opportunity Commission, 1 Congress Street, Boston, MA 02114 (617) 565-3200.

Southern Vermont College recognizes that the protection of free and open speech and the open exchange of ideas are important to any academic community. This recognition is therefore an important element in the "reasonable person" standard used in judging whether harassment has occurred. This policy is meant neither to proscribe nor to inhibit discussion in the educational context, in or out of the classroom, of complex, controversial or sensitive matters, when in the judgment of a reasonable person they arise appropriately and with respect for the dignity of others. Southern Vermont College also recognizes, however, that verbal conduct can be used specifically to intimidate or coerce and to inhibit genuine discourse, free inquiry and learning. Such abuses are unacceptable. If someone believes that another's

speech or writing is offensive, wrong, or hurtful, s/he is encouraged to express that judgment in the exercise of his/her own free speech or to seek redress under the noted procedure(s) to otherwise when appropriate.

Retaliation against complaints or witnesses in connection with their filing, making, or participating in good faith complaints of discrimination or harassment is strictly prohibited and will be treated under this policy and the related procedures as an independent act of discrimination.

I. Disorderly Conduct/Disruption

1. Students may not unreasonably disrupt or interfere with the orderly processes of the College, involving teaching, studying, research, administration, conduct proceedings or other College Activities.
2. Infringing on the rights to individual privacy, including a failure to maintain a reasonable level of peace and quiet is prohibited.
3. Disruption and/or obstruction of any College personnel, students and/or traffic by blocking reasonable entrance to or exit from any College building or property.
4. Disrupting students who are exhibiting freedom of expression by depriving them of the opportunity to speak or be heard, physically obstructing their movement or by interfering with academic freedom otherwise.
5. Lewd, indecent or obscene conduct or expression thereof on College-owned property or at College-sponsored events.

J. Documents

Forgery, alteration, or unauthorized possession or use of College documents, records, or instruments of identification, is strictly prohibited.

K. Fire and Safety Regulations

1. Initiating or causing a false alarm, warning, or threat of fire, explosion, or other emergency
2. Removing, transferring, misusing, or damaging to any fire safety equipment, including but not limited to fire extinguishers, smoke detectors, fire exit signs, fire horns, bells, conduit, or alarm pull devices
3. Failing to immediately evacuate College buildings, including Residence Halls, during a fire alarm or drill
4. Possessing or using candles, incense, camp stoves, hurricane lamps or other items that may cause an ignition are prohibited in College buildings without prior written authorization by the Dean of Students
5. Possession or use of fireworks, explosives, volatile liquids, or other flammable materials is prohibited
6. Open fires are not permitted on campus without a permit and written authorization of the Dean of Students and Director of Facilities
7. Barbeques and hibachis are permitted but must remain at least 50 feet away from any College building

L. Gambling

Any member of the College community found to be involved in any form of gambling on College property will be subject to disciplinary action.

M. Hazing

Southern Vermont College's Principles of Community require that students be guided by a sense of personal honor based on integrity, common sense, and respect for the rights of others. Accordingly, the College unequivocally opposes hazing. The College defines hazing as any conduct, requirement or expectation of conduct which a reasonable person would view as likely to abuse, endanger, humiliate, or harass a student, in connection with the student's joining, initiation into, or status with, a program or organization sponsored or recognized by the College (such as, e.g., an intercollegiate or intramural athletic team, club, or student social organization). Any requirement or expectation that a student participate in any activity which is against College policy or state or federal law in connection with membership in such a program or organization will also be considered hazing.

Consent of an individual to participate in any form of hazing will not prevent a finding that this policy has been violated, and all individuals involved in those actions will be held responsible for a violation. Students required, expected, or asked to participate in hazing activities should refuse to participate and immediately contact a College official. Failing to report known acts of hazing is considered a violation of the policy. Also, individuals involved in the planning, preparation, and implementation of hazing will be in violation of this policy. Actions and activities that are explicitly prohibited as hazing include, but are not limited to, the following:

- Requiring or expecting participation in an activity in which the full membership is not willing to participate;
- Requiring or expecting a student to drink alcohol or ingest any other substance;
- Requiring or expecting the eating of anything a student would refuse to eat otherwise;
- Requiring or expecting any form of physical activity (except in connection with customary College-sanctioned activities inherent in the nature of the program or organization, such as athletic training and competition);
- Awakening or disturbing students during normal sleeping hours;
- Engaging in an activity that compels an individual or group to remain at a certain place or transporting anyone anywhere without their knowledgeable consent;
- Requiring or expecting a student to alter his/her physical appearance;
- Causing excessive fatigue through physical and/or psychological abuse;
- Interrogations conducted in a psychologically damaging manner;
- Requiring or expecting a student to wear in public, apparel that is conspicuous and not within the norm of what is considered to be in good taste;
- Not permitting a person to talk for an extended period of time;
- Requiring or expecting a student to engage in public stunts;
- Requiring or expecting nudity or review of pornographic material;

N. Host

Room Host: All students living in campus housing shall be held responsible for violations that occur in their room by their guest(s), regardless of whether the individual is a student or non-student, so long as they had reasonable knowledge of the violation or if the host allowed the individual(s) access to the room. Registered private party hosts are responsible for adhering to all private party guidelines as explained under the alcohol policy.

Guest Host: All guests must be registered with the Campus Security office. Students hosting guests are accountable for the whereabouts and actions of their guests at all times, and the host assumes responsibility for the actions and behaviors of their guests while the guests are on the College campus. In order to protect the integrity of the community, guests are expected to conduct themselves in a manner in keeping with the policies and standards of the campus community. Guest who do not do so may be required to leave campus. All guests are expected to produce identification at the request of a College official. Unescorted guests may be required to leave the campus.

O. Identification Cards

Every registered student is required to carry a Southern Vermont College student identification card at all times while on campus. Students must present this card when asked by College personnel in the course of their duties. If a student has a meal plan, the meal plan must also be carried at all times and presented to the Dining Services staff upon entering the dining hall.

P. Misrepresentation

Providing false identification or information to College officials with the intent to deceive.

Q. Off-campus Conduct

The College cannot as a practical matter monitor or control the off-campus conduct of Southern Vermont College students, nor does it attempt to assume any duty to so. This is particularly true of off-campus conduct that does not involve a College-affiliated excursion, event, or program. However, if College officials receive notice of non-College related off-campus conduct that is inconsistent with the College's Principles of Community or other conduct policies, the College may take action against the students involved under the College's conduct policies. College disciplinary action is particularly likely if such conduct appears to present a danger to the students or others, reflects negatively on the student's ability to participate in the College's programs, or otherwise negatively affects the interests of the College. With respect to off-campus, College-affiliated excursions, events or programs, such as sports-related

travel, study abroad, field trips, etc., the College will hold students responsible for compliance with College policies. Depending on the circumstances, interim sanctions may be imposed until a conduct review process can be reasonably scheduled.

R. Physical Abuse or Threats

Physical abuse, sexual abuse, detention, intimidation, or threats of violence to any person (student, faculty, staff, employee, or guest) on any part of the College campus, at any College-sponsored event, or at off-campus sites involving Southern Vermont College students will be considered a serious violation. Physical and sexual violence shall be defined as inflicting physical or sexual injury or imposing the threat of physical or sexual injury or intimidation by threat of physical or sexual injury. Violations include, but are not limited to, pushing, punching, slapping, use of a weapon to cause injury, sexual force, or the threat of such action.

S. Postings/Bulletin Boards

All individuals wishing to post information on the College campus must abide by the Bulletin Board policy. Posters, banners, or any other printed material may only be displayed on bulletin boards or other approved areas on the College campus. All material must first be approved by the Director of Campus Life before being displayed. Offensive material and material promoting the sale or use of alcohol are prohibited. Please refer to the Bulletin Board policy in this *Student Handbook* for further information and restrictions.

T. Sexual Assault

When a formal complaint has been put forward, the College may enforce its policy regarding sexual assault regardless of whether criminal liability has been imposed and regardless of whether criminal action is initiated, investigated, or otherwise implicated by conduct that is also subject to the College sexual assault procedures.

Sexual assault has occurred when a person engages in a sexual act with another person and:

1. Compels the other person to participate in a sexual act without the consent of the other person; by threatening the other person; or by placing the other person in fear that any person will suffer imminent bodily injury; or
2. Has impaired substantially the ability of the other person to appraise or control conduct by administering or employing drugs or intoxicants without the knowledge or against the will of the other person; or
3. The individual is unable to give consent if one is asleep, drugged, intoxicated, unconscious, a minor (under the age of 16) or mentally impaired or incapacitated. Signs that a person is intoxicated, incapacitated, or otherwise unable to give consent include, but are not limited to: slurred speech, loss of coordination, passing out for any period of time, vomiting, and a verbalized feeling of being nauseous.

Both partners must clearly communicate their willingness and permission. Consent is not the absence of the word "no." Failure to resist sexual advances, silence, and/or prior relationship does not constitute consent.

Further, the College's policy defines sexual assault as occurring when a person does not view specific sexual contact as desirable or if he or she finds it necessary to resist sexual advances in any way. A verbal "no" (no matter how indecisive) or resistance (no matter how passive) constitutes a lack of consent. This policy applies to all members of the College community and its guests regardless of the gender of the parties involved and regardless of the previous actions or personality of any individual.

Students violating this policy will be subject to severe disciplinary sanctions, up to and including, dismissal. Complaints involving a third party not associated with the College may require resolution with local law enforcement agencies, depending on the nature of the third party's relationship with the College. Complaints involving an employee of the College will be handled under separate procedures for addressing employee misconduct.

Please refer to the Sexual Assault and Harassment Resource section of the *Student Handbook* for further information on reporting procedures and support services.

U. Sexual Harassment

Sexual harassment constitutes sex discrimination. Sexual harassment is verbal, physical, or other conduct that has the purpose or effect because of a person's gender, of creating a hostile, threatening, or offensive working, living, or educational environment for a reasonable person. Sexual harassment may also include conduct that a reasonable person would find to be unwelcome sexual advances or requests for sexual favors, and/or sexual advances that explicitly or implicitly affect educational or employment decisions concerning the individual.

Romantic or sexual relationships between College faculty/staff and students are strongly discouraged, even though such involvements need not necessarily constitute sexual harassment.

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

1. Sexual graffiti directed at an individual;
2. Intrusive questions about one's personal life;
3. Intimidation, hostility, or condescension that is based upon a person's gender;
4. Slurs, taunts, or humiliating jokes or written communications when such conduct is offensive upon an individual's gender;
5. Requests for dating when a person has indicated that he or she is not interested;
6. Unwanted physical touching;
7. Demands or requests for sexual favors accompanied by threats about grades, recommendations, or job security;
8. Promises of preferential treatment in exchange for sex;
9. Continued writing of suggestive communications after being informed that they are not welcome;
10. Harassment or retaliation of any kind for having filed or participated in the processing of a complaint of sexual harassment.

You can protect yourself by:

- Informing the harasser directly that you do not welcome such treatment.
- Avoiding answering personal questions.
- Documenting where, when, and how you are being harassed.
- Contacting College officials or outside authorities and reporting the behavior.

V. Smoking

Smoking is not permitted in any of the buildings on the campus (including residence halls) or in entrance doorway. Smokers should use designated smoking areas outside of each building and are required to properly dispose of trash and cigarette butts.

W. Solicitation or Sales

1. No student or student organization shall engage in advertising or selling any goods, services or tickets; solicit for any purpose; or survey students on College property or at College-sponsored events without written permission from the Dean of Students, or designee.
2. Non-student and non-related organizations may not sell or solicit on the campus for any purpose without prior written permission from the Dean of Students.
3. No student should solicit materials off campus in the College's name without proper authorization.

X. Theft/Property

1. Damaging, destroying or misusing College buildings, grounds, equipment, educational materials, or the personal belongings of others is prohibited.
2. Knowingly possessing stolen property on College premises or at College functions.
3. Students shall be held liable for intentionally or recklessly destroying or damaging College property or the property of others on College premises or at College-sponsored events. This includes all forms of vandalism and graffiti.

Y. Trespassing

1. Unauthorized presence on/or use of any College facilities or property.
2. Entering another individual's room/office without their knowledge.

Z. Unauthorized Use or Possession

1. Unauthorized use or possession of College keys, vehicles, equipment, furniture, buildings, computers, or space.
2. Operating College vehicles without prior certification from the Security Office and/or authorization from a College department.

ZZ. Weapons or Explosives

Possessing/using firearms, explosives/fireworks, or other weapons on College property is strictly prohibited. Students who work for the Sheriff's or Police Departments must make arrangements to store their firearms off campus. Contact the Director of Security if you have questions.

1. The possession, use, or storage of any explosive material on College property or at any College function.
3. The possession, use, or storage anywhere on College property (including the Residence Halls) of any object designed to inflict injury. Possession and/or use of firearms, explosive chemicals, gasoline, ammunition, bows and arrows, swords, and other similar items are prohibited.

STUDENT GRIEVANCE POLICY

The Student Grievance Policy gives the student the opportunity to follow a grievance procedure if the student believes that a policy was not appropriately discharged. Course grades are the purview of the respective faculty member and do not fall under this policy, nor does dissatisfaction with the outcome of a conduct review process. At any stage in the following process, all parties will make sincere efforts to reach a resolution of the issue in question.

1. The student must first discuss the matter of concern with the staff member involved.
2. If the student is not satisfied with the results of the above discussion, he or she then appeals to the staff member's immediate supervisor.
3. The supervisor will meet with the student and the staff member in an effort to resolve the grievance.
4. If the grievance is not resolved, an ad hoc committee will be formed consisting of the Dean of Students, one student, and a staff or faculty member appointed by the Dean of Students in consultation with the employee's supervisor.

In cases where administrators at the level of the Dean of Students are involved, Steps 2 and 4 are replaced by an appeal to the College President. All parties are expected to adhere to the findings of the ad hoc committee.

SUBSTANCE ABUSE COUNSELING, SUPPORT AND INFORMATION

Southern Vermont College supports programs aimed at the prevention of substance abuse by College employees and students. The College will provide preventative educational programs for students and may refer employees/students experiencing substance dependency related problems for counseling and assistance.

The College's Alcohol and other Drug Policy describes general expectations for behavior and cannot guarantee that substance-related regulations will be honored by everyone. The College must therefore rely on the judgment of students, faculty, and staff to observe and abide by all regulations.

Counseling Services provides counseling, education, consultation, and referrals for students with substance-related problems that may include concern about another person's use and/or abuse. A counselor is available to meet with any Southern Vermont College student. Use of Counseling Services for substance related issues is confidential. Individual privacy will be respected unless otherwise required by law.

On-Campus Resources

Counseling Services: Counseling is generally available Monday through Friday from 9:00 a.m. to 5:00 p.m. To schedule an appointment, call 802-447-6343.

In case of an emergency, contact the Southern Vermont College Security Office or contact emergency medical services by calling 9-911.

Security Office 802-447-4001
Main Switchboard 802-442-5427

Off-Campus Community Resources

Alcoholics Anonymous 802-447-1285
Narcotics Anonymous 802-773-5757
PAVE (Project Against Violent Encounters) 802-442-2111

Health Risks

Alcohol--Alcohol consumption causes a number of changes in behavior and physiology. Even low doses of alcohol significantly impair judgment, coordination, and abstract mental functioning. Statistics show that alcohol use is involved in a majority of violent behaviors on college campuses, including acquaintance rape, vandalism, fights, and incidents of drinking and driving. Continued use may lead to dependency, which often causes permanent damage to vital organs and deterioration of a healthy lifestyle.

While legal use of alcohol may be accepted socially, abstinence is a preferred choice for many people in the College community. A larger percentage of college-aged students do not drink or drink infrequently as compared to those who drink often or to excess. Each individual must make a responsible decision about alcohol use. For some individuals, the use of alcohol can lead to academic problems, personal problems, and/or legal problems. Alcohol may interfere or interrupt the education process.

Marijuana/Cannabis/Hashish--The use of marijuana may impair or reduce short-term memory and comprehension, alter sense of time, and reduce coordination and energy level. Users often have a lowered immune system and an increase risk of lung cancer.

Hallucinogens--Lysergic acid (LSD), mescaline, and psilocybin cause delusions and hallucinations. The user may experience panic, confusion, suspicion, anxiety, and loss of control. Delayed effects or flashbacks can occur even when use has ceased. Phencyclidine (PCP) affects the section of the brain that controls the intellect and keeps instincts in check. Because the drug blocks pain receptors, violent PCP episodes may result in self-inflicted injuries.

Cocaine/Crack--Cocaine users often have a stuffy, runny nose and may have a perforated nasal septum. The immediate effects of cocaine use include dilated pupils and elevated blood pressure, heart rate, respiratory rate, and body temperature, followed by depression. Crack, freebase rock cocaine, is extremely addictive and can cause delirium, hallucinations, blurred vision, severe chest pain, muscle spasms, convulsions, and death.

Methamphetamines--Methamphetamine use causes increased heart rate and blood pressure and can cause irreversible damage to blood vessels in the brain, producing strokes. Other effects include respiratory problems, irregular heartbeat, dental deterioration, and extreme anorexia. Its use can result in cardiovascular collapse and death.

Heroin--Heroin is an opiate drug that causes the body to have diminished pain reactions. The use of heroin can result in addiction, coma, or death due to a reduction in heart rate.

Ecstasy--Ecstasy is related to mescaline and methamphetamine. Its use permanently depletes the body's serotonin reserves, affects memory, heightens anxiety, and has led to death in some users.

Substance Abuse Self-Test

The following questions can help you explore whether you or a friend might have a drinking or drug problem.

Ask yourself the following questions:

1. Have you ever missed class because of partying the night before?
2. Have you ever used alcohol or drugs before going to class?

3. Have your friends or family suggested you cut down on your drinking?
4. Have you changed friends since you started drinking or using drugs?
5. Have you ever passed out from drinking or drug use?
6. Does it irritate you if someone says you drink or use drugs too much?
7. Do you drink more than most of your friends?
8. Has anyone in your family had a problem with drugs or alcohol?
9. Do you often get "high" several days in a row?
10. Do you sometimes drink or use drugs even though you planned not to?
11. Have you ever "hooked up" while drunk or high and regretted it?
12. Do you stop all drinking and drug use and go "on the wagon" periodically?
13. Have you experienced memory lapses (blackouts) from drinking?
14. Have you ever been arrested or received medical attention due to drinking?

If you answered yes to three or more of these questions, you might find talking to a counselor helpful.

Legal Sanctions for Violations of Controlled Substances/Alcohol Laws and Policies

The following list of legal sanctions related to Vermont state and local laws is not intended to be exhaustive or authoritative. For additional information regarding the laws discussed below, please consult local law enforcement and federal and state statute resources.

- Driving Under the Influence (blood alcohol level of 0.08 or higher);

First offense--up to a \$750 fine and/or up to two years in prison.

Second offense--up to a \$1,500 fine and/or up to two years in prison.

Third offense--up to a \$2,500 fine and/or up to five years in prison.

- If a DUI causes injury or death;

First offense--up to a \$10,000 fine and/or up to 15 years in prison.

In addition to the above penalties, the following may also be imposed for DUI violations:

Probation

Public service or community work project

Suspension of driver's license

Vehicle immobilization or vehicle forfeiture

Attendance at a licensed substance abuse program

- Alcohol violations for those under 21 years of age;

Purchase or possession--up to \$400 in fines and attendance in an educational program and/or license suspension for up to 120 days.

Providing alcohol to a minor--up to a \$2,000 fine and/or 2 years in prison.

- Possession of a Controlled Substance

Marijuana--fines up to \$500,000 and/or up to 15 years in prison.

Other Drugs--fines up to \$500,000 and/or up to 20 years in prison.

- Sale, Manufacture, or Delivery with Intent to Traffic Controlled Substances;

Drug paraphernalia--up to a \$1,000 fine and/or 12 months in prison.

Marijuana--up to \$500,000 in fines and/or up to 15 years in prison.

Other Controlled Substances--up to \$1,000,000 in fines and/or up to 20 years in prison.

Delivery or sale of any drug to a minor--up to a \$25,000 fine and/or up to five years in prison.

Second Offense--recommended sentences double from first conviction.

Drug convictions (felony or misdemeanor) can result in revocation or denial of Federal Student Financial Aid.

SEXUAL ASSAULT AND HARRASSMENT INFORMATION AND RESOURCES

Sexual Assault

If you are the victim of a sexual assault, the College can provide support and resources to help you. The College recommends that you follow these steps:

1. Get to a safe place: Campus Security, the Residence Life staff, Health Services, the Counseling Office, and the Dean of Students can provide assistance to you. The office locations and phone numbers are listed in the Resource section.
2. Seek medical attention: Southwestern Vermont Medical Center personnel are trained to help you through this process. The College Health Services Office or Campus Security can help you get to the hospital.
3. Seek emotional support: Community agencies and the College Counseling office can provide emotional and counseling support.
4. Report the assault to College authorities: Reporting the incident to the Campus Security Office, Residence Life staff, Counseling Office, or Dean of Students can initiate the support services you will need to help you through the process.
5. Consider legal action: You should report the incident to local authorities as soon as possible. College authorities can help you with this step.

On-Campus Resources

Campus Safety and Security Office 802-447-4001

Aldis Hall

Counseling Office 802-447-6343

Aldis Hall

Dean of Students 802-447-6323

Main Building

Health Services 802-447-4355

Aldis Hall

Residence Life Office 802-447-4013

Aldis Hall

On-call Administrators (after hours) 802-442-5427

Switchboard

Off-Campus Community Resources

PAVE (Project Against Violent Encounters) 802-442-2111

PAVE offers assistance to victims of domestic and sexual violence.

United Counseling Services (UCS) 802-442-5491

UCS is a comprehensive behavioral and developmental system of care benefiting the residents of the community. Services include education, prevention, early intervention, support, and treatment.

Rape Crisis Emergency Line 800-489-7273

Bennington Police Department 802-442-1030

State Attorney's Office 802-442-8116

Southwestern Vermont Medical Center (SVMC) 802-442-6361

SVMC is a 99-bed community with emergency services. The hospital is located within one mile of SVC.

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