

**Southern Vermont College
Student Handbook
2011-2012**

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Dear Southern Vermont College Student,

Welcome to the 2011-2012 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. 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, student code of conduct, resources on substance abuse and sexual misconduct, residence life, and campus resources.

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.

Southern Vermont College policies as stated in this *Student 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 e-mail address. For the most recent and accurate *Student Handbook*, please refer to the *SVC Student Handbook* Web site where any changes will be updated.

Whether you are a new or returning upper-class 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 2011-2012 year at Southern Vermont College!

A handwritten signature in black ink that reads 'Anne Hopkins Gross'.

Anne Hopkins Gross
Dean of Students

SVC MISSION STATEMENT

Southern Vermont College
offers a transformative living and learning experience
that cultivates lifelong learners in a personalized setting,
emphasizes active learning and exploration, and
encourages empowered citizenship
and environmental sensibility.



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

Helpful Phone Numbers

Academic Services/Provost	447-6333
Athletics.....	447-4660
Bookstore (virtual).....	447-6318
Business Office.....	447-6340
Campus Emergencies.....	447-4001
Campus Safety.....	447-4001
Campus Safety Cell Phone.....	384-1648
Campus Shop.....	447-6318
Computer Services/Phone Services.....	447-6344
Counseling Services.....	447-6343
Dean of Students.....	447-6323
Dining Services.....	447-4024
Director of Campus Safety	447-4004
Facilities.....	447-6322
Financial Aid Services.....	447-6306
Health Services.....	447-4355
Library (calls from campus).....	447-6036
Library Director.....	447-6312
Mailroom.....	447-6318
Mountaineer Shuttle	375-4130
Police, Fire and Ambulance Emergencies.....	9-911
President's Office.....	447-6319
Registrar.....	447-6324
Residence Life.....	447-4013
Campus Activities/Mountaineer Events Board.....	447-6328
Success Center.....	447-6375
Weather/Information/College Closing.....	447-4694

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

Academics

ACADEMIC ADVISING

Advisors and advisees are partners in the advising process. Each has a role in making sure that the process works. A student has these responsibilities:

1. Making appointments with his or her advisor. Be prompt and come prepared with all necessary information and documents.
2. Developing a personal advising file in which he or she keeps all documents related to his or her academic history at the College, such as semester course schedules, submitted add/drop forms, submitted course withdrawals forms, etc.
3. Asking questions. If a student doesn't understand a policy or procedure, he or she should ask questions until there is clarity about the policy or procedure. The student should make sure he or 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 or 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.
6. Understanding academic performance standards, academic probation, academic dismissal, GPA requirements, and course prerequisites, and how these can affect his or her long-range academic plan.
7. Observing academic deadlines for registration, dropping or adding classes, application for graduation, etc.
8. Keeping his or her advisor informed about changes in his or her academic progress, course selection, and academic/career goals.
9. Reviewing his or her degree audit on a regular basis for accuracy.
10. Reading his or her college mail and e-mail on a regular basis.

CLASS ATTENDANCE

The classroom is the heart of the educational experience at Southern Vermont College because it provides a formal setting for the important exchanges among faculty and students. Regular and punctual attendance at all classes, essential for maximum academic achievement, is a major responsibility of Southern Vermont College students. Absence effects the contributions one can make to the classroom environment, and absence significantly and demonstrably reduces the quality of the educational experience for everyone in the classroom. As a result, absence almost always impacts the quality of performance.

As part of its commitment to a quality educational experience for all members of the SVC community, the College formally requires specific attendance policies to be developed by its professors and reviewed by the Division Chairpersons and Provost. The attendance policy used by an individual professor as a criterion for evaluation is specified in the course syllabus and presented to students during the first week of classes. Such a policy may include reasonable penalties and sanctions for excessive absences, including administrative withdrawal. Therefore, it is the student's responsibility to adhere to each professor's course attendance policy and to be in ongoing communication with his or her professors regarding attendance concerns and issues.

In the event of prolonged illness, accident, or similar emergency, it is the responsibility of the student to notify the professor, advisor, the Dean of Students, and the Provost. Students should be sure to refer to the *Student Handbook* regarding specific guidelines for each of these circumstances. Students should remember that it is always their responsibility to make up their work they have missed during an absence from class. Students are directed to confer with their professors when their absences jeopardize satisfactory progress. Whenever a professor is absent without notification, students are expected to wait fifteen minutes before leaving and to sign an Attendance List, which a class member should then deliver to the Office of the Provost.

MISSING CLASSES DUE TO ILLNESS OR OTHER REASONS

Absences are not excused. Absence for any reason, including illness, may affect the ability of a student to complete the course. The impact is determined by the professor and the policies as stated in the course syllabus. It is the student's responsibility to notify professors in cases when he or she must miss class due to illness or other emergencies. A student may contact a professor in person or by phone, e-mail, or a written message left in his or her faculty mailbox.

ATTENDANCE FOR ATHLETES

Athletes are required to work with the professor 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 or her professors for any absence due to a scheduled game. The student-athlete should adhere to the following:

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; and
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).

In the event that the College's head athletic trainer determines that a student-athlete has sustained a concussion, which requires absence from class, the athletic trainer will notify the Provost who will then notify the student's professors.

The student-athlete should understand that, in some instances (e.g., guest lectures, field trips, films, plays), it may be impossible for him or her 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 professor will treat those absences according to the attendance 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 compete are counted in the total number of absences that a professor may allow for the course, not in addition to.

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 Campus Safety for closing information.

Weather related campus wide delays or cancellations will also be announced using the Campus Notification System. For more information or to sign up for the Campus Notification System please check out the following link online - http://www.svc.edu/pr/campus_notification.html, or go to the SVC homepage and click on the "Sign Up for Emergency Notifications" link in the Campus Notices box.

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 or delay shall be announced by 6:30 a.m. Saturday or Sunday. Individuals may also tune into area radio and television stations for information as listed below.

WBTV 1370 AM	WBEC/WZEC 105.5 FM/1420 AM/97.5 FM	WPTR/WFLY/WROW/WXJB 590 AM/92.3 FM/95.5 FM/96.3 FM		
WRGB (TV6) WNYT (TV13)	WTEN (TV10)	WEQX 102.7 FM	WMNB/WNAW 100.1 FM/1230 AM	WJAN 94.5 FM/95.1FM

CLASSROOM DECORUM

It is important that Southern Vermont College classroom environments have an appropriate academic atmosphere that promotes learning and makes it possible for professors to be effective teachers. 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 professor may seek to resolve the behavior as he or she deems appropriate, including a request that the student leave the classroom. The professor 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

Southern Vermont College does not formally include the observance of any religious holiday in its academic calendar. However, the college is 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 institutional endorsement of absences for any purposes, but professors are asked to be sensitive when deciding individual cases regarding religious holidays.

LEARNING DIFFERENCES SUPPORT PROGRAM AND REASONABLE ACCOMMODATIONS

Through the Learning Differences Support Program (LDSP), Southern Vermont College provides reasonable accommodations to any student, if he or she has a documented disability and if he or she requests such accommodations. The process for this self-disclosure involves providing the student's professors with a form that he or she will receive from the LDSP Coordinator. Any information related to a student's disability will be kept confidential.

The College expects the student to provide timely notice of a documented disability to the LDSP Coordinator for verification and for evaluation of available options. Once it is determined that a student's disability falls within ADA, her or she is responsible for presenting to each of his or her professors what reasonable accommodations may be necessary. A student should disclose this information within the first two weeks of the semester to ensure the best use of the College's resources and the greatest benefit to them.

The LDSP Coordinator is available at 802-447-6360.

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 formal 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 should 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 or she may request permission from the Provost 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 Provost to participate in Commencement prior to completion of all course work should submit to the Registrar documentation as to how the course work will be completed during the summer. Verification of completion should 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 should have completed at least 60 credits in graded courses at Southern Vermont College to graduate with honor. Associate's 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.

PRESIDENT'S LIST

Full-time students who have achieved a cumulative minimum GPA of 3.8 for both the fall and spring semesters, in an academic year, are placed on the President's List. Those students included on the President's List have completed at least 12 credits of graded course work with no incompletes or grades below C at the close of each semester.

PROVOST LIST

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

COMMENDATION LIST

Part-time students who have achieved a minimum GPA of 3.25 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 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 Achievement 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.

Success Center Student of the Year Award recognizes the Success Center participant who, in the opinion of the Success Center staff, has made the greatest strides in fulfilling his or her potential as an SVC student.

Distinguished Tutor of the Year Award recognizes the tutor whose dedication to his or her peers is exemplary

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.

Student Records

All students' permanent academic records are maintained in the Registrar's Office; conduct records are kept in the Dean of Students Office. A report of grades is sent by the Registrar to each student at the end of each semester or session when the student is financially clear.

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

On June 17, 1974, the Federal Register published the official regulations of the Family Educational Rights and Privacy Act (known as "FERPA" or "The Buckley Amendment") that expands students' rights in respect to their educational records. In sum, FERPA provides students the right to review their educational records and request amendment thereof, and provides that institutions such as the College should not release education records or personally identifiable information contained therein, except as allowed by FERPA.

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

1. A student in attendance at Southern Vermont College shall, upon written application, be able to view his/her educational record 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. 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 educational records that the student believes is inaccurate, misleading or otherwise in violation of the rights of privacy or other rights of students.
 - c. The request for a hearing should be directed to the Registrar. Students should start the process by written request to the Registrar, which 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 the 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 disclosures 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 that 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 or Registrar's Office. 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); and students serving on official College committees, or assisting College personnel in performing their jobs. Such individuals have a legitimate educational interest in information from student education records where s/he has a need to review an education record or to learn such information in order to fulfill his/her professional responsibility or job duties;

2. a parent or guardian of a student in attendance at Southern Vermont College who claims a student as a dependent on his/her Federal Income Tax Form shall, upon proper presentation of the dependency condition, be afforded the same rights as set forth in paragraph 1.
 3. disclosure pursuant to a valid subpoena or judicial order, but only after a reasonable attempt is made to notify the student or the parent of the existence of the order or subpoena and been given an opportunity to respond to same, unless 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 as directory 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 disclosed to third parties without consent:

- name, home address;
- state of residence;
- age, and date and place of birth;
- sex;
- major field of study, department, or program in which the student is enrolled;
- classification as a first-year student, sophomore, junior, or senior;
- class schedule and class roster;
- participation in officially-recognized activities and sports;
- height and weight of members of athletic teams;
- dates or attendance and graduation, and degrees received;
- the most recent educational institution previously attended;
- honors and awards received, including selection of a deans list or honorary organization, and the grade point average of students selected; and
- photographic, video, or electronic images of students taken and maintained by the College.

Student Code of Conduct: 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 *Student 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. Note that the web version of the *Student Handbook* is considered the most up-to-date.

CONDUCT REVIEW SYSTEM

In the case of misconduct or violation of College policy, the Dean of Students or designated representative may, at 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 conduct 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 meeting or a hearing by the Conduct Review Board, and the right of appeal.

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 Safety Officers, a member of the Office of Student Life staff, campus organizations and departments. Complaints must be submitted in writing to the Dean of Students 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 Students 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, but are not limited to, verbal exchange, telephone, e-mail, text message, letter, and communication via another party on the student's behalf.

Conduct Review

The Dean of Students, 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 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 member of the Student Life Staff will conduct a meeting with the student(s) alleged to have violated the Student Code of Conduct (Respondent). The purpose of this meeting is to create an opportunity for educational conversation, and follow-up and resolution, of relatively minor alleged violations. The Student Life staff member will determine if the Respondent is responsible or not for the alleged violation and, if necessary, determine appropriate sanctions.

Students are required to attend Administrative Meetings. If you are unable to attend an Administrative Meeting, the student is required to contact the administrator via email within 24 hours to reschedule. Failure to attend a conduct meeting without rescheduling will result in a \$50.00 administrative fee and a mandatory rescheduled meeting. Failure to attend or reschedule the second meeting will result in an additional \$25.00 administrative fee and the student will be sanctioned in absentia and forfeit his or her right to appeal the sanction. All administrative fees will be placed on the student's account.

2. **Conduct Review Board:** The Conduct Review Board (CRB) quorum consists of a combination of staff and/or faculty members and students with no more than three members hearing each case. The CRB hears cases involving serious violations or repeated minor violations of College policy where a student may be removed from College housing or separated from the College, or if it is more reasonable to have a review board based on the circumstances of a given case.

The student representatives will be selected by the Dean of Students in consultation with the President of SGA; the faculty representatives are selected by the Chair of the Faculty Association; and the staff members are selected by the Chair of the Administrative Forum. Each of the representative bodies will normally select at least three members to participate on the CRB. In cases of discrimination, harassment, sexual harassment, and/or sexual misconduct, the Dean of Students or the Director of Human Resources may serve as Chair of the CRB.

Facilitator. A member of the Student Life staff, as designated by the Dean of Students, will serve as an objective Facilitator of the Conduct Review Board. The role of the Facilitator is to ensure the proper order of the meeting and answer any questions related to process.

PROCEDURE FOR CONDUCT REVIEW BOARD HEARINGS

1. **Referral Time Frame.** All cases referred to the 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 Students 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 Facilitator will notify all involved persons and members of the hearing body of the scheduled hearing. The Facilitator 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 or her e-mail for follow-up information from a member of the Dean of Students' staff.
3. **Written Statements.** A written statement by the Respondent must be provided to the Facilitator at least 24 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 Facilitator at least 24 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 Facilitator at least 24 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 Students or the Facilitator 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 CRB.** During the review, normally only the Facilitator, Complainant, the Respondent, CRB members, witnesses, and advisors may be present. Witnesses shall be present only when sharing information with the CRB, unless noted at the discretion of the Chair. At the request of a hearing participant, the Facilitator 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 Facilitator at least 24 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 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 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 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 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 business days) in writing to the Respondent from the Chair of the CRB or his or 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 the Facilitator 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 was ever on 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 or repeated minor violations. 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 Conduct Probation or greater will likely be necessitated. Legal guardians of dependent students, academic advisors and coaches will be notified of the decision.

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 conduct 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, academic advisors and coaches 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 Students or his/her designee. A residentially suspended student may not enter any College owned housing during this time. Legal guardians of dependent students, academic advisors and coaches 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, academic advisors and coaches 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 Students 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 Students 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, academic advisors and coaches 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, academic advisors and coaches 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 Conduct Review Process, he/she has the right to an appeal. However, if a student fails to schedule and attend a second Administrative Meeting, the right to appeal will be forfeited. Appeals must be made in writing to the Dean of Students within three business days of the original decision; after that time, an appeal will not be heard. However, if the Dean of Students conducted the Administrative Meeting or was a member of the hearing board, the Chief Operating Officer, or designee, will serve as the appeal officer. All appeal decisions are final.

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.

In cases related to Title IX violations and/or violence:

1. Both the respondent and the complainant will receive written notification of sanctions imposed on the respondent.
2. Both the respondent and complainant may submit and appeal a per the appeal guidelines.

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 Students or the President may, at his or 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 or her prior to making a final decision on the appeal.

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.

Campus Policies

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 or property including, but not limited to civil misconduct violations:**
 - physical assault
 - rape or other sexual misconduct
 - discrimination and harassment
 - stalking
 - arson
- 2. Violation of Weapons or Explosives Policy**
- 3. Illegal alcohol distribution or illicit drug distribution**
- 4. Seriously jeopardizing the safety and lives of others including, but not limited to:**
 - driving on campus under the influence of alcohol or drugs
 - tampering with fire or safety equipment, including the instigation of a false fire alarm
 - hazing

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 Advisors 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. Public intoxication anywhere on campus or at a college event, is considered unacceptable behavior in our community. Public intoxication is defined as alcohol influence/ behavior which causes a disturbance, and/or is harmful to self, others and/or property.
2. Intoxication will not be accepted as an excuse or mitigating circumstance for Student Code of Conduct violations.
3. Possession and use of alcohol beverages by students under the legal drinking age of 21 is prohibited. Any alcohol confiscated by Campus Safety or Residence Hall staff will be disposed of as soon as is reasonably possible.
4. 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.
5. The manufacture and/or sale of alcoholic beverages is prohibited in college residence halls.

6. Dispensing or consumption of alcoholic beverages is only permitted in private rooms by students of legal drinking age. Any other dispensing of alcoholic beverages on campus needs to be under the supervision of Sodexo Food Services with the approval from the Director of Residence Life and the Dean of Students. See *College – Sponsored Events with Alcohol*.
7. Kegs or alcohol in common source containers are prohibited unless served by Sodexo Food Services with the approval of the Director of Residence Life and Dean of Students.
8. Privately obtained alcoholic beverages may not be brought into an organized College sponsored event.
9. Open containers (can, bottle, box, cups, flasks, etc.) with alcohol beverages, or items which once contained alcoholic beverages, are only permitted in private rooms by individuals of legal drinking age.
10. Empty beer containers, hard liquor or wine containers, packaging or bottle caps cannot be used for decorative purposes for any students under the age of 21, nor in any common area, including all suites, hallways, and lounges regardless of age. Such containers or associated prohibited items may be used as proof of an alcohol violation policy.
11. Drinking games and associated paraphernalia (i.e. beer funnels, beer pong tables, etc.) are prohibited due to concern of inappropriate and unsafe consumption of alcohol. Such paraphernalia may be subject to confiscation by Campus Safety or residence hall staff and will not be returned.
12. Alcohol may not be stored in a suite, common area, common area closet, or bathroom. It must be kept in a bedroom in which the owner of the alcohol is of legal age.
13. Driving under the influence of alcohol is strictly prohibited.
14. Any student who arrives in class and the instructor believes 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 Students.
15. Open containers (can, bottle, box, cups, flasks, etc.) with alcoholic beverages are only permitted in private rooms by individuals of legal drinking age.
16. 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. Individuals under the age of 21 may not transport alcohol.

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-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 Director of Residence Life and the Dean of Students to sponsor a function with alcohol.
2. College clubs or organizations may not sponsor alcohol activities or gatherings in campus housing.
3. Clubs, organizations, or College departments may tastefully advertise alcohol for an event if the event is approved as per #1 and the signs are approved by the Director of Campus Programs. 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 with approval from the Director of Residence Life and the Dean of Students. At any party or catered function, alcoholic beverages must only be served by two trained service staff from Sodexo. Sodexo Food Services Manager will assist with the ratio of alcohol/non-alcoholic beverage/food.
5. Market value needs to be charged for the price of drinks.
6. Students 21 years of age and older who want to purchase alcohol need to wear a specific wristband or similar marking signifying they are allowed possession, as well as be listed on Sodexo's master list. In addition, guests who are 21 years of age or older must show two forms of ID in order to consume alcohol.
7. Areas where alcohol can be consumed need to be separate from the general event area. For example, alcohol should not be allowed on the dance floor or areas intermixed with underage students.
8. Campus Safety Officers need to be present at any student event where alcohol is being served. The number of officers needed will be dependent on the expected number of attendees. Cost of the Campus Safety officers will be paid by the sponsoring organization.
9. No alcohol-related events may be scheduled for students Sundays through Thursdays.

College Drug Policy

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

1. The presence, possession, sale, distribution, manufacturing, or use of any drug(s) currently classified by the State of Vermont or the Federal Government as a narcotic drug including, but not limited to marijuana, LSD, cocaine, MDMA (ecstasy), heroin, and other illicit drugs is prohibited anywhere on campus including campus sponsored events and personal automobiles parked on campus property.
2. Possession of drug related paraphernalia (including, but not limited to roach clips, pipes, bongs, water-pipes, cocaine spoons, hypodermic needles, rolling papers) or any item containing drug residue is prohibited. These items will be confiscated.
3. Unauthorized possession, improper use, sale, distribution, and/or manufacturing of medication or prescription drugs are prohibited. Possession and use of prescription medication is only permitted with a valid prescription belonging to that individual.

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.

Arson

Intentionally, maliciously, and/or knowingly setting fire to or burning any property while on College-owned or College-leased property is prohibited. This includes the setting fire to or burning of one's own property, the property of another, or College property.

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.

Campus Ponds

The College strictly prohibits entering any campus pond at any time. Swimming, rafting, boating, skating or any other activity in/on the pond at any time is strictly prohibited.

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.

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 Safety 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

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 a student's behavior, he or she may lose access.

- Allowing others to use the account that was created for the student 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 violates 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 a student that he or she does not wish to receive e-mail messages from that student and he or she continues 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.
- Attempting to gain access to another person's account by guessing his or her password with or without his or her knowledge. It is also a poor idea to "challenge" a student's friends to attempt to guess their password, since this invites them to engage in disapproved activity.
- Disconnecting, moving, or modifying any College equipment, including monitors, keyboards and mice, unless a student has specific permission from the Computer Operations staff to do so.
- Knowingly introducing viruses, malware) 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 or her account. Students have permission to use **ONLY** the account that was created for them. A student does not have the right to allow others to use his or her account. Responsible use requires that a student **never reveal his or her password to anyone**, for any reason. There is never a valid reason to use an account other than a person's own, unless permission was specifically granted by a College official. If someone is having difficulty accessing his or her account, the proper course of action is to ask the Computer Operations Service Center for assistance at extension 6344 or 6345.

Acceptance of Policy

Using a student's computer account is considered acceptance of this Computer Use Policy. By accepting the Computer Use Policy, the student acknowledges his or her responsibility to behave as a good citizen of the electronic community and accept responsibility for activity on the account created for the student on the Southern Vermont College computer network facilities. In addition, the student agrees 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 his or her account, including any act or omission of his or her own, regarding the student's use of Southern Vermont College computing resources related to the subject of this policy.

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 any ponds;
- 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.

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.

Discrimination, Harassment and Sexual Harassment

Southern Vermont College strives to create and maintain a working and learning environment in which people are treated with dignity, decency and respect. The environment of the College is characterized by mutual trust and the absence of intimidation, oppression and exploitation. Faculty, staff, and students are able to work and learn in a safe, yet stimulating atmosphere. For these reasons, SVC does not tolerate unlawful discrimination or harassment of any kind. Through enforcement of this policy and through education of faculty, staff, and students, SVC seeks to prevent, correct and, when necessary, sanction behavior that violates this policy.

All faculty, staff, and students, regardless of their position, are covered by and are expected to comply with this policy, and to take appropriate measures to ensure that prohibited conduct does not occur. Appropriate disciplinary action will be taken against any employee or student who violates this policy.

Any SVC faculty or staff member who is found to have engaged in conduct prohibited under this Policy is subject to disciplinary action according to procedures in the *Human Resources Policies, Procedures and Benefits Manual*. Any SVC student who is found to have engaged in conduct prohibited under this policy is subject to disciplinary action according to the procedures in this *Student Handbook*.

1. Discrimination:

a) It is a violation of this policy to discriminate in the provision of employment or educational opportunities, to create discriminatory work or learning conditions, or to use discriminatory evaluative standards if the basis of that discriminatory treatment is, in whole or in part, the person's race, color, sex, national origin, age, religion, disability status, military/veteran status, or sexual orientation.

b) Discrimination of this kind is also prohibited by a variety of federal, state and local laws, including Title VII of the Civil Rights Act 1964; Title IX of the Educational Amendments of 1972; the Age Discrimination in Employment Act of 1975; the Americans With Disabilities Act of 1990; the Family and Medical Leave Act; the Equal Pay Act, and Vermont discrimination statutes.

c) Discrimination in violation of this policy will be subject to severe sanctions.

2. Harassment:

Harassment, including sexual harassment, is prohibited by federal and state laws. This policy prohibits harassment, and SVC will take appropriate action to swiftly address any unlawful harassment. Harassment is defined as verbal or physical conduct that has as its effect to threaten, intimidate or coerce. Also included are verbal taunting (including racial and ethnic slurs) which, in the employee's or the student's opinion, impairs his or her ability to perform his or her job or studies.

Examples of inappropriate conduct are:

(1) Verbal: Insulting comments, epithets, slurs or negative stereotyping, regarding a person's nationality, origin, race, color, religion, age, gender, sexual orientation, disability or other protected status.

(2) Non-verbal: Distribution or display of any written or graphic material that ridicules, denigrates, insults, belittles, or shows hostility toward an individual or group because of national origin, race color, religion, age, gender, sexual orientation, disability, or other protected status.

3. Sexual Harassment:

Sexual harassment is prohibited under this policy. Sexual harassment is a form of discrimination and is unlawful under Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972. According to these statutes, sexual harassment is defined as "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to or rejection of such conduct is used as the basis for employment or educational decisions or such conduct has the purpose or effect of creating an intimidating, hostile, or offensive working or learning environment."

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

a) such advances or requests are made under circumstances implying that one's response might affect educational or personnel decisions that are subject to the influence of the person making the proposal; or

b) acceptance or rejection of such advances or requests is used as a basis for an employment or educational decision; or

c) such speech or conduct is directed against another and is either abusive or severely humiliating, or persists despite the objection of the person targeted by the speech or conduct; or

d) such speech or conduct is reasonably regarded as offensive and substantially impairs the academic or work opportunity of students, colleagues, or co-workers. If it takes place in the teaching context, it must also be persistent, pervasive, and not germane to the subject matter. The academic setting is distinct from the workplace in that wide latitude is required for professional judgment in determining the appropriate content and presentation of academic material.

Sexual harassment does not refer to behavior or occasional compliments of a socially acceptable nature. It refers to behavior that is unwelcome, that is personally offensive, and therefore interferes with work or learning effectiveness. The more severe the conduct, there is less of a need to show a repetitive series of incidents to prove a hostile environment, particularly if the harassment is physical.

Sexual harassment may take different forms. Examples of conduct that may constitute sexual harassment are:

(1) Verbal: Sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, lewd remarks, threats, requests for any type of sexual favor (this includes repeated, unwelcome requests for dates), and verbal abuse or "kidding" which is oriented towards a prohibitive form of harassment, including that which is sex oriented and considered unwelcome.

(2) Non-verbal: The distribution, display, or discussion of any written or graphic material, including images, posters, and cartoons that are sexually suggestive, or show hostility toward an individual or group because of sex; suggestive or insulting sounds; leering; staring; whistling; obscene gestures; content in letters and notes, facsimiles, e-mail, that is sexual in nature.

(3) Physical: Unwelcome, unwanted physical contact, including but not limited to, touching, tickling, pinching, patting, brushing up against, hugging, cornering, kissing, fondling; forced sexual intercourse or assault.

There are three types of sexual harassment:

1. "*Quid pro quo*" harassment, where submission to harassment is used as the basis for employment or educational decisions.

Quid pro quo harassment occurs when employee benefits such as raises, promotions, working hours, etc., or student benefits such as grades, assignments, recommendations, etc. are directly linked to compliance with sexual advances. Therefore, only someone with the authority to grant such benefits can engage in *quid pro quo* harassment. Example: A supervisor promising or implying a raise to an employee if she goes on a date with him; a professor telling or suggesting to a student he will not get a recommendation for graduate school if he does not go out with her.

2. "Hostile work or learning environment," where the harassment creates an offensive and unpleasant working or learning environment.

Hostile environment can be created by anyone in the work or learning environment, whether it is supervisors, fellow employees, professors, students, or outside contractors. Hostile environment harassment consists of language of a sexual nature, unwelcome sexual materials, or unwelcome physical contact as a regular part of the work or educational environment. Cartoons or posters of a sexual nature, vulgar or lewd comments or jokes, or unwanted touching or fondling all fall into this category. Again, it is recognized that the academic setting is distinct from the workplace in that latitude is required for professional judgment in determining the appropriate content and presentation of academic material.

3. "Gender-based hostility", where an individual or individuals are harassed because of their gender.

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.
6. Any form of contact, whether it be in person, by phone, by email, by text message, by any other electronic communication, or through a third person, that has the intent to intimidate, threaten, harass or annoy another person is prohibited.

Documents

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

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 Director of Campus Safety and Director of Facilities

7. Barbeques and hibachis are permitted but must remain at least 50 feet away from any College building

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.

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);
- Awakenning 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 or 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;

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 Safety 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.

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.

Littering

All waste material must be properly disposed of in an appropriate waste receptacle. This includes cigarette butts and any other smoking products.

Misrepresentation

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

Motor Vehicle Regulations

Parking Regulations

All vehicles parked in the College parking lots must be registered with the Campus Safety Office.

1. All first-year and new transfer resident students must park in the Mountaineer Athletic Center parking lot only.
2. Returning second-year and upper-class resident students must park in the Residence Hall and/or Mountaineer Athletic Center parking lots only.
3. Commuter students are limited to parking in the Main Building and Mountaineer Athletic Center parking lots.
4. Resident students are not permitted to park at the Main Building, Monday through Friday, from 8:00 a.m. to 5:00 p.m.
5. Entrance and exit routes to the Main Building parking area are one way. All vehicles must enter via the lower level lot and exit via the upper-level roadway.
6. 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. Motor vehicles are not permitted in the Main Building Courtyard or its roadway except for authorized deliveries. Individuals requiring wheelchair access may be allowed to park in the Main Building Courtyard with permission from Campus Safety.
8. Parking overnight at the Main Building is not permitted. Guest parking will only be permitted at the Mountaineer Athletic Center parking lot in an area specified by Campus Safety. Overnight guest: vehicles must be registered with the Campus Safety Office.
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 may be towed at the owner's expense. Attempts will be made by Campus Safety to notify any individuals in danger of violating this policy.
11. Any students leaving their vehicles while returning home for College breaks must notify Campus Safety and park in the Mountaineer Athletic Center 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.
2. Use of the farm road leading from the Main Building parking lot to the athletic field is limited to College 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 may be subject to fines. Additionally, the student may be referred to the Conduct Review System for further disciplinary action.
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 not permitted except when Campus Safety has designated on such days as check-in, check-out and Commencement. When in doubt, check with Campus Safety. 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. Snow removal plans may at times require that vehicle are removed from parking lot areas to facilitate the snow removal process. Students will be notified by Campus Safety and/or Residence Life of such snow removal plans. Notices indicating the snow removal plan requirements will be posted in all Residence Halls and shall be in place as soon as possible prior to snow removal. Students who are unable to remove their vehicles at the designated time must make arrangements to have their vehicles removed. All vehicles interfering with snow removal may be ticketed and/or towed at the owner's expense.

There is no parking on the College road at any time, unless designated by Campus Safety. Vehicles parked on the road and interfering with snow removal will be towed at the owner's expense.

Vehicle Violations and Penalties

The following is a list of the vehicle violations and penalties and the associated fine. Please note that repeated violations may be subject to increased fines and/or referred to the Conduct Review System for further disciplinary action.

1. General parking violations: \$25 fine.
2. Speeding: minimum of a \$25 fine, with the maximum not exceeding \$100.
3. Negligent, reckless, or dangerous driving: \$100 fine and possible revocation of on-campus driving privileges.
4. Illegal parking such as parking in an emergency access zone, fire lane, or handicap restricted space: \$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.
5. Illegal parking in reserved areas (President's space, visitor spaces, etc.): \$40 fine.
6. Driving through a crosswalk illegally: \$40 fine.
7. Failure to register a vehicle: \$25 fine.
8. Failure to comply with snow removal: \$50 fine.

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

Ticket Appeals

All ticket appeals must be made no later than 10 working days after the date of the violation. Ticket appeals must be made in writing to the Director of Campus Safety and can be delivered by e-mail or printed and hand-delivered. All ticket appeals must include the name of the person receiving the ticket, the ticket number and a brief explanation of the reason for appeal. Ticket appeal responses will be addressed to the student's SVC e-mail account only.

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.

Physical Abuse and/or Sexual Misconduct

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.

Sexual Misconduct:

Sexual Misconduct is defined as any physical act of a sexual nature perpetuated against any individual without consent or when an individual is unable to freely give consent. Acts of a sexual nature include, but are not limited to, touching or attempted touching of an unwilling person's breasts, buttocks, inner thighs, groin or genitalia, either directly or indirectly; and/or rape, forcible sodomy, or sexual penetration (however slight) of another person's oral, anal or genital opening with any object. Sexual conduct also includes sexual exploitation, defined as taking nonconsensual, unjust sexual advantage of another for one's benefit or the benefit of another party. These acts may or may not be accompanied by the use of coercion, intimidation, or through advantage gained by the use of alcohol or other drugs.

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 verbalized feeling of being nauseous.

Both partners must clearly communicate their willingness and permission to engage in sexual activity. 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 misconduct 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.

When a formal complaint has been put forward, the College may proceed with its process concerning sexual misconduct before, during or after any criminal or civil court proceedings involving the same event.

Students found responsible for violating this policy will be subject to severe disciplinary sanctions up to and including separation from the College (as outlined in the "Most Serious Community Violations" section of the Student Handbook). Complaints involving an individual not associated with the College may require resolution with local law enforcement agencies, depending on the nature of the individual'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.

Postings/Bulletin Boards

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, in designated location including in the Van Room, the hallway outside the Van Room, the second floor of the Main Building, bulletin bars in both stairwell and bulletin boards on the lower campus. Materials cannot be taped, tacked, or stapled to windows, doors, walls, buildings, statues, or other non-designated areas or objects.

Materials requiring tape may only be posted with blue painters tape. Permission from the Director of Student Involvement and Leadership is necessary for special occasion materials to be posted on non-designated bulletin board areas. The only exception to these 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.

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. Individuals are encouraged to produce only the amount of materials necessary for his or her event and to use recycled paper. External groups may use bulletin board space with pre-approved permission from the Director of Involvement and Leadership. Materials must be dropped off at the Office of Student Involvement and Leadership. All external materials not approved for distribution will be 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 or credit cards will not be posted. The College reserves the right to remove materials considered inappropriate.

All materials to be posted are to be approved by the Director of Student Involvement and Leadership prior to making copies. Clubs and organizations, individuals, external groups, etc. are responsible for bringing copies of their materials to the Director of Student Involvement and Leadership two weeks prior to the start of an event to guarantee posting in a timely manner.

Property Damage/Vandalism

1. Damaging, destroying or misusing College buildings, grounds, equipment, educational materials, or the personal belongings of others is prohibited.
2. 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.

Smoking

It is the policy of Southern Vermont College to provide a safe learning and working environment for both students and employees. Research clearly indicates that smoke from cigarettes, pipes and cigars are hazardous to health; therefore, it is the intent of the College to provide a smoke-free environment to the greatest extent possible. To achieve this goal, smoking will be limited to areas at least 25 feet from any structure operated by Southern Vermont College. Designated smoking shelters are identified and clearly marked in various locations on campus.

The College recognizes the rights of those who choose to use tobacco and does not prohibit the use of tobacco products. It does, however, restrict the use of these materials to designated areas outside the College buildings and vehicles. This policy complies with the American with Disabilities Act, which provides smoke free entrances for employees and students with respiratory and other conditions affected by exposure to smoke. In addition, in accordance with the American College Health Association guidelines, smoking will be prohibited in outside athletic and classroom areas, which include but are not limited to the baseball and soccer fields and rugby pitch.

1. Smoking is prohibited in all indoor locations under the jurisdiction of the college.
2. Campus Safety and the Residence Life Staff are responsible for publicizing the policy to students. The Director of Human Resources is responsible for publicizing the policy to employees. The Chief Operating Officer is responsible for notifying contractors. It is the responsibility of students and employees and

contractors to enforce the policy if they have visitors. Campus Safety and Facilities are responsible for the posting of signs. Notification about the policy on smoking will be included in employee and student

publications, newsletters and in other written materials as appropriate. In addition, materials which are used to publicize College public events will include policy notification to the general public.

3. To assist in the implementation of this policy, the College will provide education about the hazards of smoking tobacco and assist students and employees in accessing smoking cessation programs.
4. It is the responsibility of all students and employees to observe the policy and guidelines on smoking. Students who fail to comply with the policy on smoking will be referred to the Conduct Review system. If an employee violates the policy, he or she will be referred to his or her supervisor and addressed through the Counseling and Correction procedures outlined in this manual.
5. It is the responsibility of Campus Safety and supervisors in consultation with the Director of Human Resources to enforce the policy on smoking. Complaints about individuals violating the policy should be brought to the attention of the Campus Safety personnel or an employee's supervisor.
6. It is the responsibility of students, employees and visitors to dispose of cigarettes in the designated smoking outposts. It is a violation of this policy to throw smoking materials on the ground.

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 from the Dean of Students.

Stalking

Stalking is defined as harassing or threatening behavior that is engaged in repeatedly, serves no legitimate purpose, and would cause a reasonable person to fear for his or her physical safety and/or cause that person substantial emotional distress. Such actions or behaviors can be either physical stalking or stalking by electronic means (such as by phone, text message, email, or other forms of communication).

Theft

1. Wrongful taking or carrying away of the personal property or services of another. This includes the wrongful taking of College property or College services.
2. Knowingly possessing stolen property on College premises or at College functions.

Trespassing

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

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 Campus Safety and/or authorization from a College department.

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 Campus Safety if you have questions.

1. The possession, use, or storage of any explosive material on College property or at any College function.
2. 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.
3. Threatening the possession or use of weapons or explosives is prohibited. This includes threats made verbally, by phone, by email, by text message, or by any other means of electronic or other communication.

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 including 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 Campus Safety Office or contact emergency medical services by calling 9-911.

Campus Safety Office 802-447-4001
Campus Safety Cell Phone 802-384-1648

Off-Campus Community Resources

Alcoholics Anonymous 802-447-1285
Narcotics Anonymous 802-773-5575
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: Information and Resources

If you are the victim of a sexual assault, the College can provide support and resources to help you determine your options. The College recommends that you follow these steps as possible courses of action:

- **Get to a safe place:** Campus Safety, 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. After hours and on weekends, Campus Safety can help you as can the Administrator on Call (AOC) or Community Advisor (CA). To reach the AOC, contact Campus Safety to request that the AOC be contacted.
- **Seek medical attention:** Southwestern Vermont Medical Center personnel are trained to help you through this process. The College Health Services Office or Campus Safety can help you get to the hospital.
 - One of the options the survivor will have at the hospital is to have a “rape kit” done. A rape kit is used to collect evidence that could be used if the case were to go through the court system. In order to be effective, rape kits need to be done within five to six days after the rape (the sooner the better). A specially trained SANE nurse (Sexual Assault Nurse Examiner) will collect the evidence for the rape kit. A survivor does not have to commit to going through the court system; however, it is recommended that a rape kit be done in case the survivor wants to pursue the matter legally at a later time.
 - At the very least, if the survivor does not wish to go to the hospital, s/he should go to Health Services or seek medical assistance off campus.
 - If the survivor believes s/he may have been drugged and sexually assaulted, it is important to be tested for drugs as soon as possible before the drugs leave the system.
- **Seek emotional support:** Community agencies and the College Counseling office can provide emotional and counseling support. In addition, a PAVE (Project Against Violent Encounters) volunteer is a very good resource to 1) be a support person and advocate for the survivor and 2) provide information for the survivor regarding off-campus options.
- **Report the assault to College authorities:** Reporting the incident to the Campus Safety Office, Residence Life staff, Counseling Office, or Dean of Students can initiate the support services you will need to help you through the process. When contacting one of these offices, the survivor will be given options that may be pursued.
- **Consider legal action:** You should report the incident to local authorities as soon as possible. Campus Safety can help you with this step as can a PAVE volunteer.

On-Campus Resources

Campus Safety Office 802-447-4001
Campus Safety Cell Phone 802-384-1648
Counseling Office 802-447-6343
Dean of Students 802-447-6323
Health Services 802-447-4355
Residence Life Office 802-447-4013

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.

Sexual Harassment: Information and Resources

What those who are harassed should do:

- a) SVC wants to stop inappropriate behavior, especially before it becomes a violation of law. The College cannot solve a problem of which it is not aware. Report inappropriate behavior.
- b) Review the complaint procedures set forth in this document.
 - Contact the **Director of Human Resources** to file a complaint against a *faculty or staff member*. If the **Director of Human Resources** is unavailable or if you are uncomfortable reporting to the **Director of Human Resources**, you may report to the **Chief Operating Officer**.
 - Contact the **Dean of Students** to initiate a complaint against a *student*. If the **Dean of Students** is unavailable or if you feel uncomfortable reporting to the **Dean of Students**, you may report to the **Director of Human Resources**.
 - Contact the **Chief Operating Officer** to initiate a complaint against a non-SVC community member (contractor, vendor, etc.). If the **Chief Operating Officer** is unavailable you may report to the **Director of Human Resources**.

The complainant (faculty, staff or student making the complaint) may file a verbal complaint in person with the appropriate party referenced above in part b, or may use written forms of communication. Note: It is not a prerequisite for filing a complaint with the College that the complainant needs first confront the alleged violator.

What to do if you observe discrimination or harassment:

If you become aware of discrimination or harassment, either from personal observation or as a result of an employee or student coming forward, you should immediately report it to the **Director of Human Resources or alternate** (faculty or staff alleged violator); the **Dean of Students or alternate** (student alleged violator); **Chief Operating Officer** (non-SVC community member).

Special reporting situations: Allegations of discrimination or harassment alleged against the Human Resources Director should be reported to the President. Allegations of discrimination or harassment by the President should be reported to the Chair of the Board of Trustees.

Any person using the complaint resolution procedure will be treated courteously, the problem handled swiftly and as confidentially as feasible in light of the need to take appropriate corrective action, and the registering of a complaint will in no way be used against the employee or student, nor will it have an adverse impact on the individual's employment or educational status. While reporting such incidents can be a difficult personal experience, allowing discrimination or harassment activities to continue will most certainly lead to less desirable outcomes. For that reason, faculty, staff, and students are required to utilize this procedure. However, filing groundless and malicious complaints is an abuse of this policy and is prohibited.

RESPONSIBILITIES

All SVC faculty, staff, and students must share the responsibility of understanding and preventing discrimination and harassment. Ultimately, no satisfactory investigation or resolution of complaints can occur without the initiative and continued cooperation of the complainant.

Duty to Report

Administrators, Managers, Supervisors and Faculty have the special legal responsibility to act promptly to eliminate any discrimination or harassment that exists in their areas of responsibilities, including not only employment but educational programs and student life. If an Administrator, Supervisor, Manager, or Faculty knows, believes, or suspects that discrimination, harassment or retaliation is occurring, or receives information that discrimination, harassment or retaliation might be occurring, he or she must take immediate action to

address the problem. Such action should include, but is not limited to, speaking directly with the injured person, developing a specific account of the actions, omissions or occurrences that are alleged to be discriminatory or harassing, and consultation with the Human Resources Director.

CONFIDENTIALITY

- a) SVC wishes to create a safe environment in which individuals are not afraid to discuss concerns and complaints, or to seek general information about discrimination, harassment, and retaliation. The College recognizes that individuals may be concerned about the confidentiality of information they share, and will strive to preserve confidentiality to the fullest extent possible.
- b) The Counseling Office provides confidential counseling services to SVC students. The Employee Assistance Program provides confidential counseling services to employees. Persons wishing to discuss confidentially an incident of possible discrimination, harassment or retaliation, or persons seeking information and advice without committing to future action, are encouraged to contact the Office of Counseling or the Employee Assistance Program. The role of the counselor in such cases will be limited to personal counseling and treatment of the person. Faculty, staff, or students seeking guidance from licensed counselors may invoke a privilege of confidentiality. Faculty, staff, or students who seek confidential advice from counselors **will not be deemed to have filed a formal complaint with SVC.**
- c) SVC will take prompt responsive action once informed that discrimination, harassment or retaliation has occurred or may be occurring by conducting an investigation.
- d) Confidentiality will be maintained to the extent practicable. During the investigative process, any information gathered, or any notes or documents written by or received by the person(s) conducting the investigation will be shared only with those who have a legitimate need to know and as required by law.

RETALIATION

1) No hardship, no loss or benefit, and no penalty may be imposed on an employee or student as punishment for:

- a) Filing or responding to a bona fide complaint of discrimination or harassment;
- b) Appearing as a witness in the investigation of a complaint; or
- c) Serving as, or assisting, an investigator or otherwise acting to enforce the policy.

2) Retaliation or attempted retaliation is a violation of this Policy and anyone who does so will be subject to severe sanctions.

DISCRIMINATION/HARASSMENT AWARENESS EDUCATION

The **Human Resources Director** will ensure that appropriate Discrimination/Harassment Awareness Education is provided to SVC faculty and staff. The **Dean of Students** will ensure that appropriate Discrimination/Harassment Awareness Education is provided to all SVC students.

Residence Life

The Southern Vermont College Residential Life Program encourages students to develop independence and responsibility. We understand that 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.

The Residence Life/Campus Programming Staff:

Residence Life and Campus Programming is located in Hunter Hall, Southeast Wing, 1st Floor.

Director of Residence Life

The Director of Residence Life is responsible for the leadership and management of the Southern Vermont College Campus Programming and Residence Life program and its facilities. This individual works with professional and student staff to create a residence life program that fosters: a sense of community, leadership development and personal responsibility. This person provides supervision for the residence life staff, management of residence halls, and oversight of departmental budgets and directs administrative processes (student conduct system, housing assignments, room changes, housing lottery, damage billing, etc.)

Resident Director/Campus Programming

The Resident Directors are full-time, live-in professional staff members with administrative responsibilities for a designated area of the residential campus. They assist with the selection and training and provide direct supervision to the Community Advisors. They participate in the Student Conduct system, serve on campus wide committees, and have responsibilities in Campus Programming.

Community Advisors (CAs)

Community Advisors are upper-class students who are there to assist other residential students in making the most of their living environment. They are carefully selected and trained to provide community members with support, assistance and referrals to other campus departments. Through the development of positive relationships, social and education programming and policy enforcement they seek to build strong, respectful, cooperative communities-to make your residence hall feel like a home away from home!

RESIDENCY REQUIREMENT

All full-time students with fewer than four full-time semesters of college enrollment are required to reside in College housing. If a student transfers to the College with fewer than four full-time semesters of college enrollment, the student will be required to live in College housing until the requirement is met. Note, however, that housing contracts are in effect for the entire academic year.

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

- Have at least four semesters of full-time college enrollment.
- Be 23 years of age or older.
- Be a veteran of the U.S. armed forces.
- Be married and/or have children.
- 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.

New students. Prior to admission to the College, new students wishing to appeal the on-campus residency requirement must submit a “**Request to Live Off-Campus**” form to the Dean of Students one week after depositing. Students must clearly state the reasons for their request.

Returning students. First-year and second-year students meeting any of the above criteria must complete a housing waiver form by June 1st. An eligible student who went through lottery and who wants to move off campus must also submit the waiver form by June 1st. Forms submitted after June 1st or students who move off campus without this

waiver signed by the Dean of Students will be billed for room and board for the academic year. The Dean of Students will review all appeals and make a final decision.

HOUSING ELIGIBILITY

In addition to new first-year and second-year students, housing is available to other full-time students (minimum of 12 credits) on a space-available basis. Students enrolled in fewer than nine (9) credit hours and wishing on-campus housing may appeal to the Director of Residence Life. All new students are typically 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 LOTTERY

In April of each year, current residential students participate in the housing lottery 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. 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 Aldis through Ellinwood. All student rooms in Hunter are singles. Students assigned to a single 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.

Students who reserve a room during the April lottery process will forfeit their housing deposit if they decide to move off campus after reserving a room. If an eligible student chooses to move off campus after reserving space, they must contact the Dean of Students in the Student Life Office **by June 1**. If the student puts the request through the Dean of Students 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 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 board (meal) plan is required for all students residing in College housing.

Refund Policy

	Type of refund
Returning students reserving a room during the spring lottery process:	If written notification for a change in housing status is received BEFORE June 1, the student meets the eligibility requirement and is approved by the Dean of Students, 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 and/or if it is not approved.
All new students <u>not</u> required to live in College	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.

housing:	
Withdraw from the College or dismissed from the College during the fall or spring semester:	No refund of room and board charges after the last day of the add/drop period.
Are removed from housing for disciplinary reasons during the fall or spring semester	No refund of room or board charges for the semester in which the removal occurs.

SPECIALTY HOUSING OPTIONS (2011-2012)

Within the Residence Halls, special housing options exist. For new students, in the event that there are more requests for a specific option than there are spaces available, housing assignments will be made based on the date the housing request was received.

Quiet Housing is available in specific areas of the residence halls for students wishing extended periods of quiet in their suite. Students choosing this housing option must 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.

ROOMMATES

Having a roommate can be a great experience and roommates frequently become lifelong friends. Sometimes, however, problems result when two or three people share a room. Accordingly, to promote a positive relationship between roommates, the College offers the following suggestions:

1. Courtesy and respect dictate that any person is able to sleep or study during normal hours. If a student needs 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 his or her 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 a roommate's habits, interests and beliefs are as important to him or her as they are to that student. Try to strike a balance with TV, music, guests, smoking, and anything that has to be shared by both roommates.
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, first-year 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 Advisors, Residence Director or Director of Residence Life. A staff member 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 being referred to the conduct review process.

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. In the event that a vacancy occurs 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.

ROOM CONDITION AND DAMAGE ASSESSMENT

Everyone has a responsibility to protect individuals and property on the campus and in the Residence Halls. 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 renter's insurance policy while in residence. In some cases, a parent's home owner's insurance policy will cover a student's belongings while in college.

Check-in: When a student moves into the Residence Halls, he or 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. Students will be notified of the check-out procedures prior to the end of each semester. Students failing to properly check out will likely incur a fine and be held financially responsible for any damage or cleaning charges. If a student fails to sign the RCR upon occupancy, the student shall forfeit all rights to appeal damage assessments.

Room and Common Area Damage Assessment: As noted above, the Residence Life staff 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 Rooms, common areas like the Greenberg Atrium, the Residence Hall Courtyard areas, and/or the Residence Hall buildings, hallways, or equipment will be totaled each semester and divided equally among all residential 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.

Housekeeping: Residents are required to maintain an acceptable level of cleanliness in their rooms or suites. Students are expected to clean up after themselves and assist in maintaining a healthy environment. Vacuums are available for student use from the Residence Life and Facilities staff.

Repairs and Maintenance: The College employs Facilities staff to respond to repairs in and around the Residence Halls. If a student's room, suite, or an area of the Residence Halls requires maintenance or repair, he or she should report it immediately. This can be done through the Community Advisor or via a Maintenance request forms. They are available in the Laundry Room or online. The online forms may be found at www.svc.edu/connections on the left hand side of the page. If an emergency repair is required, contact the Campus Safety Office immediately.

Health and Safety Inspections: Community Advisors will conduct inspections of the suite as often as twice per month, including the bedrooms, bathrooms, closets, and lounge areas. The CAs will note any maintenance deficiencies, fire/safety concerns, policy violations and/or room cleanliness issues. Suites (including bedrooms) will be given a 24-hour correction notice. The CA will re-inspect the area the next day. If that suite does not pass that inspection, they may be subject to disciplinary action. CAs 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 during breaks, the Director of Residence Life and Residence Life staff 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: Staff of the College, including but not limited to Residence Life, Campus Safety and Maintenance and Housekeeping are authorized to enter a student lounge, hallway or room under the following circumstances:

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

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

Process: Typically, the College employee(s) will knock and announce the department s/he is representing. Should there be no response; the College employee will enter the room. Should the situation be perceived as being an emergency with the need to immediately enter the room, the staff member may do so for the sake of safety of the student or security of the room.

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 or designee, may authorize a specific room search. The Dean of Students will specify the nature of the search and the conditions upon which the Student Life staff may act.

If items such as inappropriate 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 is authorized to confiscate the items. If the confiscated item is determined to be a housing policy violation, such as an inappropriate cooking appliance, or a non-permitted furnishing or equipment, etc. the item may be returned with the understanding that the individual will immediately remove the item from campus. In most cases, alcohol will be disposed of immediately. Drugs, drug paraphernalia, items related to drinking games and weapons may be disposed of or turned over to the local law enforcement agencies. Under no circumstances will these items be returned to any student. Note that all confiscated items (with the exception of alcohol) will be held for evidentiary purposes until the completion of the conduct review process.

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 5:00 p.m. the last day of finals. Failure to check out of a room by the specified time may result in being referred to the conduct system.

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, entering the Residence Halls during a break period without written approval, or returning to the Residence Halls before the building officially opens may be subject to the conduct review process. Students who have permission to stay on campus during winter, spring, or summer break will have a daily or weekly fee charged to them.

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. 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.

Typically, 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.

Residence Hall 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. Both resident and off-campus students are responsible for knowledge of and adherence to all rules and regulations in the Residence Halls. These are designed for the safety of all residents and visitors to Southern Vermont College and will be enforced by the Residence Life Staff, Campus Safety and other college officials. Students in alleged violation of these regulations may be referred to the conduct process.

Alcohol and Drug Policies: refer to the **Student Code of Conduct** section of this *Handbook*.

Appliances: The following is a list of electrical appliances that are permitted in the Residence Halls. Any electrical appliance used in the residence halls **must be U/L approved**. Illegal appliances will be confiscated and returned to the student at the end of a semester for removal from campus.

Permitted:

Televisions	Stereos, CD Players
Personal Computers	Irons with an automatic shut-off
Refrigerators up to 3.5 cubic feet	Small microwave ovens
Coffee Makers with internal heating units	Power strips with a surge protector

Not permitted:

Cooking devices including but not limited to: Toasters, toaster ovens, hot plates, electric sandwich makers, hot bowls, George Foreman grills, etc.	Extension Cords
Halogen Lamps	Air Conditioners
Sun lamps	Grills or camp stoves
Strobe Lights	Space Heaters or Electric Blankets
Immersion Coils	Power Tools

Bicycles: Students are permitted to bring one bicycle to campus.

- 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 in Aldis, Bowen, Cady, Darby and Ellinwood Hall only. Bike hooks are not allowed in Hunter Hall. Students may not install ceiling hooks on their own.
- Campus bike travel is only permitted on paved roadways. A helmet should be worn at all times.

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.

Cement Blocks: Cement blocks are not allowed in the Residence Halls. Students may use plastic bed risers.

Damage: Students will be held responsible for all damage, missing furniture or equipment 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. Students will be afforded the opportunity to accept responsibility for any damage to a Community Advisor or to the Director of Residence Life in order to charge only the person(s) who is responsible for the damage that occurred. If responsibility for damage cannot be determined, all the residents living in the room, lounge or building (depending on the location of the damage) will share in the fine.

Damage assessments may include fines and/or administrative costs in addition to the actual repair or replacement costs. 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. Appeals must be in writing to the Dean of Students no later than 14 days after being billed.

Decorations, Furnishings and Equipment: 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*.

The College provides a bed, desk, chair, dresser and clothing rack in each bedroom in the traditional halls. 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. Bed lofts are not permitted (see Fire Safety).

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. Students must have all furniture in its original configuration at the time of checkout to avoid replacement charges. Personal furniture is not allowed in the lounge areas.

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.

Students are not permitted to paint or write on the walls of their bedrooms or common areas.

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

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.
- Smoke machines may not be used in the residence halls
- Flammable materials such as fuel cans, lighter fluid and gas engine vehicles are prohibited.
- Live holiday trees and decorations are prohibited.

- Holiday or string lights in rooms or lounges are permitted if they are UL listed. They may not be hung from the ceiling, outside of windows or near fire detectors.
- 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 only permitted on campus as part of a College sanctioned event. The College sanctioned group is required to obtain a fire permit through the Director of Facilities and notify Campus Safety of the event.
- Barbeques and hibachis are permitted but must remain at least 50 feet away from any College building.

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 may be subject to a \$500 fine in addition to any repair or replacement costs.

Fire Drills: Fire drills are conducted periodically throughout the year. Residents are required to vacate campus buildings whenever a fire alarm sounds.

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

- Students are required to vacate campus buildings and follow all directions from the housing staff, security personnel, or the fire department.
- If you reside in Hunter Hall: leave the building at the nearest exit and make your way to the designated gathering area at the southeast end (towards the orchard) of the Hunter Hall access road, approx. 75 ft away from the lower level atrium entrance of the hall.
- If you reside in Aldis, Bowen, Cady, Darby or Ellinwood Hall OR are in the Computer Lab or Dining Hall at the time of the alarm: Go to the Mountaineer Athletic Center 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 Safety or other authorized personnel.

Guests: A guest is defined as any nonresidential student or any residential student present in a suite not specifically assigned to him or her. All non-residential guests must register with Campus Safety. Any guest, including non-residential students, must be registered by 8 pm.

The following procedures apply to all guests:

1. It is the responsibility of the student host to register their guest(s) with Campus Safety. If a guest is under the age of 18, written permission from the minor's parent or guardian must be given to Campus Safety. The parent or 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 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 Mountaineer Athletic Center 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 may be required to leave the campus immediately.
8. Host students will be held responsible for the actions of their guests via the Conduct Review Process. Failing to register a guest may subject the host student to the conduct review process.
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.

Hall Sports/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.

Keys/IDs: When a student checks into housing, he/she will be issued keys and/or a Mountaineer ID card to his/her suite/bedroom, the exterior door and a mailbox. If a student loses any key or access card, he/she must report it immediately to the Director of Residence Life or Campus Safety. Students must return all keys/cards to the Residence Life Office when leaving housing at the end of a semester or moving out of housing. Lost, stolen or unreturned keys/card will result in a fee of \$25 per key or Mountaineer ID card. If the lock core(s) must be replaced for security reasons, the student will be responsible for those costs.

Students should not give their keys/ID cards to friends or family members for their use.

Lockouts: Students are allowed two (2) lockouts per semester without charge. After the second lockout, students will be billed an administrative fee of \$15.00 per lockout . The Campus Safety Department is available to provide assistance with residence hall room lockouts. At the time of your request, provide your name, assigned residence hall and room number. Upon arrival, the Campus Safety Officer will confirm your identity by requesting to see your Mountaineer ID. Additionally, the Officer will inquire as to the location of your residence hall keys. If the Officer is unable to confirm the location of your residence hall keys, the Department of Residence Life will be notified for follow up according to their lost keys procedures.

Pets/Animals: Animals are not permitted in the Residence Halls under any circumstances with the exception of fish kept in one fish tank no larger than 10 gallons. Waivers of this restriction will be made for doctor-approved therapy animals.

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 Quiet Housing (Darby Hall)

11:00 p.m. - 8:00 a.m. ~ in Aldis, Bowen, Cady, Ellinwood, and Hunter Halls

Friday – Saturday

11:00 p.m. - 8:00 a.m. ~ in Quiet Housing (Darby Hall)

1:00 a.m. - 8:00 a.m. ~ in Aldis, Bowen, Cady, Ellinwood, and Hunter Halls

During final exams, starting as early as the Thursday 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.

Recycling Regulations: 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.

Smoking: Smoking is not permitted in any College building, including the Residence Halls. Students may smoke outdoors in the designated smoking sheds or at least 25 feet away from any entrance to any College building. Smokers are required to properly dispose of trash and cigarette butts. For more information, please refer to the smoking policy in the Student Code of Conduct of this *Handbook*.

Trash Removal: The College provides limited housekeeping services (see page 42). Students living in Hunter Hall are expected to remove their own trash and dispose of it in the dumpster provided near the parking lot. Students living in Aldis-Ellinwood should dispose of trash in the dumpster behind the Dining Hall.

Hunter Hall residents will be billed excessive cleaning fees when their trash is not removed and/or Facilities is required to remove it (beyond a 1 bag limit per lounge).

1st Occurrence: \$20.00 fee

2nd Occurrence: \$40.00 fee

3rd Occurrence: \$80.00 fee

4th and every occurrence thereafter: \$100.00

This fee will be divided amongst all members of the suite.

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.

Getting Involved on Campus

CAMPUS PROGRAMMING

Hunter Hall (Southeast Wing)

The Office of Campus Programming takes an active role in cultivating student development by providing and assisting students with leadership development opportunities and the development of student run clubs and organizations. The office is located in Hunter Hall (Southeast Wing). The programs that are orchestrated through the Office of Campus Programming include campus forums and educational, cultural, social and entertaining events. The Office strives to engage students through service and leadership while providing the tools and resources needed to become successful 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. Students are encouraged to participate in activities, clubs and organizations, and leadership positions.

Clubs/Organizations

The Office of Campus Programming maintains a list of active clubs and organizations. All clubs and organizations are required to register with the Office of Campus Programming at the beginning of each new academic year. Students interested in starting a new club can obtain *Club Guidelines* and a *Club Registration* form from our offices. If students wish to start a new club or organization, it is strongly encouraged to do so. Funding for clubs is provided by the Student Government Association and can be requested after a club is approved by the Residence Director.

Clubs are required to have a faculty or staff advisor to provide advisement on event planning and business procedures. Club advisors can obtain a copy of the *Club Advisor Handbook*. The following are some examples of the student organizations:

1. **Adventure Club** – This club is a group of students who honor and respect the earth and enjoy participating in outdoor activities. Any student who wishes to be active outdoors regardless of prior experience is welcome to join the Adventure Club. This club is a pivotal way to explore and partake in the beautiful environment and its activities as well as honor as the essential experience for any SVC student. Examples of activities that the Adventure Club offers are hiking, snowshoeing, camping, canoeing/kayaking, snowboarding/skiing and anything environment activity oriented.

2. **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.

3. **Alternative Spring Break (ASB)** – This group of students comes together to participate in a community service project during Spring Break. This group of students organizes, plans and executes this trip which includes all fundraising and promotional efforts.

4. **Big Brothers Big Sisters** – This organization is for SVC students to interact with members of the community through the Big Brothers Big Sisters (BBBS) organization. BBBS is a program that is run on Southern Vermont College's campus and allows students to be mentors to children in the Bennington Community. SVC students are paired up with one student and are able to meet with them twice a week on campus.

5. **Colleges Against Cancer (CAC)** – The American Cancer Society's 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.

6. **Criminal Justice Club** – This club formed to further enhance their academic education through exploration of criminal justice issues in a co-curricular environment.

7. **Dance Team** – SVC students join together to celebrate and cheer at the men's and women's basketball games. These students will lead cheers and perform at half time. Students choreograph their own routines and perform at pep rallies held on campus.

8. **Environmental Club** – The Environmental Club is a group of students, staff and faculty committed to honoring and preserving the SVC campus; increasing campus awareness of environmental issues through student presentations,

guest speakers, and campus activities; creating and implementing campaigns, such as a campus recycling program; and taking educational trips off campus.

9. **Everett Edition** – The *Everett Edition* is the College's student-produced newspaper. Free-lance writers, editors, and layout coordinators are welcome to assist communication majors in the production of the newspaper.

10. **Fishing Club** – The Fishing Club members wish to share the sport of angling with their peers. This club utilizes the excellent angling opportunities that Vermont has to offer while providing a healthy and active outdoor experience.

11. **Japanese Culture and Animation Club (J-CAC)** – This is a great opportunity for students who are interested in Japanese anime to meet each other and share ideas and thoughts about anime. During these meetings, students watch and analyze animes and there is an open discussion afterward. Students will have the opportunity to learn about anime and share information regarding anime to others in the group. This group is also looking into the possibility to travel to Kyoto, Japan, and are currently fundraising to make this happen.

12. **Mad Hatters Drama Club** – The Club organizes and implements a main stage production for the College community during the spring semester. The annual "Halloween Haunted Walk" is the Mad Hatters' largest event and one of the most popular for the College and local community.

13. **MCLOVIN (Mountaineers Committed to Leading Others to Valuable Information Now)** – This is one of SVC's newest groups on campus and the recent sponsor of SVC's Biggest Loser during the Spring. The group focuses on educating students about health issues affecting the campus.

14. **MooseCorps** – The MooseCorps is a community service club that organizes and provides service opportunities for the SVC community including students, staff, and faculty. MooseCorps members have a desire to engage in the Bennington community in meaningful ways.

15. **Mountaineer Events Board (MEB)** – The Mountaineer Events Board is responsible for planning all on- and off-campus events run through the Office of Campus Activities. Students work closely with the Campus Programming Coordinator to create these events and encourage other students participating in campus events. MEB sponsors over 100 successful events each year that take place both on and off campus.

16. **Mountaineer Maniacs** – The Mountaineer Maniacs promote school pride, especially in athletics. This club cheers at all men's and women's home basketball games in addition to other SVC sporting events. Additionally, Mountaineer Maniacs sponsor some Fan Van events.

17. **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.

18. **Nursing Club** – The Nursing Club was formed to provide any interested student the opportunity to learn about the nursing field and to learn from, network with, and support each other in these endeavors.

19. **Radiology Club** – The goal of the Radiology Club is to further students' knowledge of the field. Opportunities include all aspects of diagnostic imaging, understanding challenges of the field, and continuing education about the field outside the classroom.

20. **Ski & Snowboarding Club** – This winter-based club is a great opportunity for students to meet others and organize ski and snowboarding trips to local ski resorts in the area. Students plan, fundraise and run trips throughout the winter and even have the opportunity to take lessons at various mountains. SVC students have the opportunity to purchase discounted ski and snowboarding season passes to local mountains, and this club is a great way to meet new students on campus.

21. **Student Government Association (SGA)** - The SGA is a group of student elected to represent the student body to college administrators. The SGA consists of an executive board and a senate. The senate addresses issues such as: Non-Traditional Students, Athletics, Diversity, and Food and Housing.

Campus Resources and Services

ATHLETICS

Mountaineer Athletic Center

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 Office of Student Life. 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 Bill Epstein Baseball Field, the newly constructed Everett Soccer Field and other fields throughout the local community. The basketball and volleyball teams play home games in Mountaineer Gymnasium at the campus Mountaineer Athletic Center. The Mountaineer Athletic Center includes fitness and weight-training equipment, a batting cage, locker rooms and the gymnasium, which seats up to 300 spectators.

Mountaineer Athletic Center Gymnasium hours are:

Monday-Friday: 6:00 a.m. - 11:00 p.m.

Saturday-Sunday: 8:00 a.m. - 11:00 p.m.

(Schedule is subject to change)

A current Southern Vermont College ID must be presented to use the Mountaineer Athletic Center. 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), New England Collegiate Conference (NECC) and Northeast Collegiate Volleyball Association (NECVA). 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, or determined to be making academic progress by the ranking academic officer. Once the student has earned 24 or more credits, or determined to be making academic progress by the ranking academic officer, he or she must maintain a 2.0 GPA. Transfer student-athletes must have been in good academic standing at their previous institution, and meet all other NCAA guidelines 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 Programs. The potential for limited financial support does exist.

Intramurals

Southern Vermont College strongly encourages student participation in intramural programs. Intramural programs are administered by the Office of Campus Programs and the 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 Programs.

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 injury 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 SAFETY

Aldis Hall, First Floor

Campus Safety Officers are on duty 24 hours a day, seven days a week, year round. Throughout the day, Campus Safety Officers conduct mobile and foot patrols on campus. A Campus Safety Officer may be contacted by calling 447-4001 or the Campus Safety Cell Phone, (802) 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. Various College staff and administrators are available on an emergency on-call basis.

Campus Notification System

The College utilizes a College-wide notification system to send instant notifications to the College community via e-mail and text message capable devices. The system is used only in cases of campus-wide closings or delays, emergency situations and major facility or technological failures. This system is an “opt-in” system, which means that you are required to create your own account. You can create an account by clicking on the “Sign Up – Emergency Closing Notification System” link in the *Campus News* box on the main SVC web page.

Identification Cards (“Mountaineer Card”)

All Southern Vermont College students are required to carry a Student Identification Card (ID) at all times and present it at the request of any College official. Mountaineer Cards can be obtained from the Campus Safety Office at designated times throughout the week. Your Mountaineer Card is required to give you access to Hunter Hall, utilize your College meal plan and Mountain Money, and when using the College library services or Mountaineer Athletic Center. The first Mountaineer Card is free; replacement cards cost \$25 each.

Vehicle Registration

Any student who owns or operates a vehicle on College property must register it with the Campus Safety Office. 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 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 later in this handbook. Failing to register a vehicle with Southern Vermont College Campus Safety will result in a fine as set forth in the Vehicle Violations and Fines section, and failing to display a valid parking sticker may result in a vehicle being towed at owner's expense.

College Vehicle Use Policy

The College currently owns two 5-passenger cars, three 15-passenger vans, and a 27-passenger bus, which are available to departments and student organizations for limited use.

College Cars: Reservations must be made through the Director of Campus Safety at least three business days in advance on a vehicle-available basis. Car mileage is billed to the department or student organization in the amount of \$0.40 per mile. It is the responsibility of the College department or student organization to provide a driver when using a College car. Proposed car drivers must submit to the Director of Campus Safety written approval from the department head or student organization advisor, and a copy of their valid driver's license. Proposed drivers must be

at least 18 years of age and have a good driving history. The Director of Campus Safety, with input from the College's insurance carrier, will make the final decision regarding the proposed driver's eligibility to drive a College car. The College may revoke car driving privileges at any time.

College Vans: Reservations must be made through the Director of Campus Safety at least three business days in advance on a vehicle-available basis. Athletic teams and academic programs have priority use of the vans. Van mileage is billed to the department or student organization in the amount of \$0.75 per mile. It is the responsibility of the College department or student organization to provide a driver when using a College van. 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 Campus Safety to obtain a van certification package, which must be completed and brought to the Campus Safety Office, along with a photocopy of his or her valid driver's license, where he or she will take a written test on van safety and a van driving test. When completed successfully, the proposed driver's information will be submitted to the College's insurance carrier. The Director of Campus Safety, with input from the College's insurance carrier, will 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.

College Bus: Reservations must be made through the Director of Campus Safety at least 10 business days in advance on a vehicle-available and driver-available basis. Athletic teams and academic programs have priority use of the bus. College bus use is billed to the department or student organization in the amount of \$0.90 per mile + \$14.82 per hour for the driver.

Departments and organizations are responsible for the cleanliness of the interior of the vehicles after each trip. Any department or organization that leaves any van in disarray may be charged a fee for cleaning. Additionally, any department or organization that utilizes a College-owned vehicle shall be 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 Campus Safety 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 vehicle after a trip, the Campus Safety Office must be informed at the time the vehicle keys are returned. If a vehicle is returned before 6:00 p.m., the vehicle must be fully fueled before return.

Mountaineer Shuttle Service

During the fall and spring semesters, the Mountaineer Shuttle runs seven days a week offering extensive on and off campus service. On campus shuttles provide daily service between Hunter Hall, lower campus and upper campus. Off campus service provides shuttles to businesses and other locations in the Bennington community, and also includes scheduled connections with the Green Mountain Express local bus service. Green Mountain Express offers regular routes to various other localities including Manchester, VT with connections to Rutland, VT and north, as well as Williamstown, MA with connections at the Peter Pan bus terminal to all over New England and beyond. The College also provides shuttle services to/from the Bennington Center for the Arts (BCA) for scheduled off campus classes. Mountaineer Shuttle Service schedules, as well as Green Mountain Express local bus services schedules, are available at the Campus Safety Office and other locations on campus.

In addition, Southern Vermont College offers a limited shuttle service to and from the Albany Airport, Rensselaer Train Station and Rensselaer Bus Station at the beginning and end of each semester and Thanksgiving and Spring Break. Shuttle times and dates are generally posted two weeks prior to the scheduled shuttle availability. Arrangements should be made with the Campus Safety Office no later than one week in advance. Students returning for the fall or spring semester should contact the Campus Safety Office at 802-447-4001 or via the Campus Safety cell phone at 802-384-1648 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 use of the Albany shuttle service.

Campus Safety Escorts

An evening walking escort service is provided by Campus Safety staff upon request. To request the on campus walking safety escort service contact the Campus Safety Department at 802-447-4001 or the Campus Safety cell phone 802-384-1648. A uniformed Campus Safety Officer will meet you and provide a walking safety escort to your desired location on campus.

Residence Hall Room Lockouts

The Campus Safety Department is available to provide assistance with residence hall room lockouts. To request assistance contact the Campus Safety Department at 802-447-4001 or the Campus Safety cell phone 802-384-1648.

At the time of your request, provide your name, assigned residence hall and room number. Upon arrival, the Campus Safety Officer will confirm your identity by requesting to see your Mountaineer ID. Additionally, the Officer will inquire as to the location of your residence hall keys. If the Officer is unable to confirm the location of your residence hall keys, the Department of Residence Life will be notified for follow up according to their lost keys procedures.

CAREER DEVELOPMENT

Room 209

The Office of Career Development utilizes a student-focused approach in assisting students and alumni at any stage of their career. Students are encouraged to use Career Development early in their college experience to assess their interests, explore career options and develop a career plan. Career Development staff is 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/graduate school fair
workshops on career topics

■ Job Search

techniques/strategy
writing a resume/cover letter
interviewing skills

■ Work Experience

internships
employment
Career and Internship Fair

■ Resource Library

■ Alumni Services

COMPUTER FACILITIES

Computer Labs, Computer Operations Service Center (Lower Level-Main Building)

Students have ready access to computing facilities at Southern Vermont College. There are four 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. In Hunter Hall, there is a small lab off of the Greenberg Atrium. The Mansion Computer Lab (Room 206) has ten machines and is available during hours the Main Building is open unless the lab is reserved for small groups. There is also a lab in the Library where there are 15 workstations. 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 the *Student Handbook's* section on the Student Code of Conduct). The computers are all IBM-PC compatibles running Windows. Each computer provides access to MS Office applications. In each lab (except Hunter) there is one computer equipped with a scanner for use.

Internet Access

Southern Vermont College has broadband Internet service throughout the campus. The residential hall network provides Internet service to all rooms via Ethernet cable. Wireless service is available in the library, classrooms and most common areas of the campus. All computers in the library and in the computer labs use the Windows operating system. 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.

Printers

Laser printers are available in all computers labs. Students are allotted a credit of \$15 per semester for printer usage. Monochrome prints are deducted at a rate of 3 cents per page; color prints are deducted at a rate of 10 cents per page. Unused credits are carried over to the next semester. Additional credits can be purchased through the Computer Operations Service Center.

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 these e-mail services. The official means of communication from the college is via the student's SVC e-mail account.

COUNSELING SERVICES

Hunter Hall, North Wing (Wellness Center)

Students in a college environment may encounter a variety of personal difficulties. In such instances, students may benefit from speaking with a professional counselor. The Southern Vermont College Counseling Services Office

provides a variety of services to the campus community. The Counseling Services Office can assist students with coping skills, stress management, interpersonal, or family concerns by developing new ways of meeting goals and resolving problems. The office is also able to provide alcohol and drug assessments to students.

Services offered by the SVC Counseling Services Office are free to all SVC students. In some instances, the office may provide 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 the state of Vermont.

In addition to individual and group counseling, the Counseling Services Office offers workshops and presentations on a variety of issues and has a self-help library of books, brochures and videotapes.

The Counseling Services Office is open Monday - Friday, 9:00 a.m. to 5:00 p.m. during the academic year. There are no counseling services on campus during the summer months. Appointments can be made by calling The Counseling Service Office at 802-447-6343. (For emergencies, contact Campus Safety at 802-447-4001 or 802-384-1657.)

DINING SERVICES AND MEAL PLANS

The main Dining Hall was recently renovated and 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 Mountaineer 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. 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 - 11:00 am
Deli & Salad	11:00 pm - 7:00pm
Lunch	11:00 am - 2:00 pm
Dinner	4:30 pm - 7:00 pm

Saturday-Sunday

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

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	7:30 am – 3:30 pm
Friday	7:30 am – 3:00 pm
Flexible weekend hours	

Bag Lunches

Students should contact the Food Services Director at ext. 4024 at least two days in advance 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 is not sufficient.
- The diet or restrictions will be reviewed by the College Nurse, the Director of Food Service and the Dean of Students.
- The student will be notified in writing of the decision. 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

Hunter Hall, North Wing (Wellness Center)

The on-campus health facility is available 20 hours per week during the academic year to all students, faculty and staff. The Health Services 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:

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.

Sick Call

All students on campus can be evaluated by the on-site Registered Nurse. The RN will evaluate, and when necessary, refer to Occupational Health at Southwestern Vermont Medical Center or other local health care providers. Students with the College's insurance have requirements for notifying Health Services before or after a trip to the emergency room and must always complete a claim form.

Preventative Care/ Wellness

General health education and preventative information are available on a variety of health topics. 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. Records will be kept for seven years after graduation or from when the student left the college. Release of medical information will be done with written permission by the student on a medical release form obtained through Health Services or the Dean of Students Office.

Immunization Requirements

Southern Vermont College complies with the Vermont Law requiring all entering students to present evidence of immunizations before they may enroll or attend classes. The required immunizations are a current tetanus (within 10 years), two measles, mump and rubella, Meningococcal, Varicella (Chicken pox) – history of disease or vaccine, three Hepatitis B vaccines. These immunizations can be obtained in Health Services. Immunizations need to be paid for at the time of administration. A medical history form must be submitted to the Dean of Students Office 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 to show proof of these immunizations. Course registrations for the following semester may be held until all requirements are completed. A seasonal flu vaccine is available for those students wishing to receive it on site for a minimal charge.

Physical Examinations

All students participating in clubs or intercollegiate athletics and/or any Nursing or Radiologic Technology program are required to have an initial physical exam to clear them for clinical or sports. 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.

Insurance

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
Phone: 802-447-4355
Fax: 802-447-4695

During Summer:

Dean of Students Office
Phone: 802-447-6323
Fax: 802-447-4695

LIBRARY AND LEARNING RESOURCES CENTER

Everett Mansion, First Floor

The Library provides a quiet place for research and study as well as space for group study. The Webster Information Research Laboratory (WIRL) offers students a computer lab devoted for research and writing with a wireless computer network and high quality printing.

Friendly, accessible library staff is available to assist students with all kinds of research and to teach lifelong information gathering skills. Descriptions of the College's collections and current library policies are posted on the library Web site (<http://cardcatalog.svc.edu>) under the heading "About the Library."

MAIL AND MESSAGES

Lower Level

All residential students are assigned locked mailboxes that are located outside the Mailroom in Hunter Hall next to the Atrium. Commuter students will be assigned a box that is located inside the Mansion's 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. It is the students' responsibility to check mailboxes on a daily basis. Mailboxes in the Mansion 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 residential students should be addressed as follows: Student's name Box #__, c/o Southern Vermont College, 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

A coin-operated copier for student use is 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), Classroom 3 (Mountaineer Athletic Center Conference Room) and other classrooms.

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