Bard College at Simon’s Rock

Student Handbook

2014-2015
Notice of Nondiscrimination

Bard College at Simon’s Rock does not discriminate in admission, employment, education or services on the basis of race, color, sex, creed, age, gender identity or expression, sexual preference, religion, national or ethnic origin, disability, marital status, genetic information, previous military service or any other class protected under state or federal law. College policy is consistent with state mandates as well as federal statutes and regulation, including but not limited to Executive Orders 11246 and 11375 as amended, Massachusetts Executive Order 74, Section 504 of the federal Rehabilitation Act of 1973, the Americans with Disabilities Act, Title IX of the Education Amendments of 1972 and Titles VI and VII of the Civil Rights Act of 1964.

Inquiries or grievances concerning the College’s equal rights provisions under Title IX should be directed to the Title IX Coordinator. All other inquiries or grievances should be addressed to the Director of Finance and Administration, who serves as coordinator of Title VI, Section 504, and the Americans with Disabilities Act. For contact information, please call the Provost’s Office at (413) 528-7239.
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I. LEGAL AND DELEGATED AUTHORITY

Bard College at Simon’s Rock is a unit of Bard College, a New York--based nonprofit educational institution. Legal responsibility for the governance of the College is vested in the Board of Trustees of Bard College. Simon’s Rock has its own campus, Board of Overseers, administrative officers, faculty, staff, and student body. (For more information, see Appendix E).

The President of Bard College is the chief executive of Bard College at Simon’s Rock. The President has delegated to the Vice President of Bard College and Provost of Bard College at Simon’s Rock the responsibility and authority to determine what activities and behavior are acceptable on the campus and who may be included in the community. The President may delegate, retake, and/or re-delegate to the Simon’s Rock Community, or to any committee or to any constituent part or person thereof, such of his or her powers as s/he may determine.
II. CHARACTER OF THE COLLEGE

Bard College at Simon’s Rock (Simon’s Rock) is founded on the premise that younger students can successfully pursue serious college study when given the opportunity to work in a population of their peers, and in an environment specifically designed to meet their developmental needs.

Simon’s Rock is a selective, private coeducational college of the liberal arts and sciences. It is residential in nature and specially structured to offer bright, highly motivated students the opportunity to begin college after the 10th or 11th grade. At Simon’s Rock, these students can pursue academic programs leading to the AA in Liberal Arts or to a BA in any of approximately 40 concentrations.

Because most Simon’s Rock students are less than 18 years old, the College attempts to provide more structure and support than colleges typically offer. Students who choose to enroll here should recognize that while they have significantly greater freedom and responsibility for their own learning and personal behavior than do their peers in high school, they will not experience the same degree of autonomy as students at most other colleges and universities.

The residential rhythms of Simon’s Rock morph each academic year in harmony with the arrival and departure of students, but administrative energies are a constant:

- We draw on our knowledge of past experiences.
- We renew and revise policies to improve students’ social and academic lives.
- We welcome all new members of the student body, faculty, and staff, and encourage their involvement in our revitalized community.

The opportunity to interact informally with other students, and with faculty and staff of different backgrounds and experiences, benefits us all. Therefore, although many events on campus are structured, others purposely are not. We believe that some of our students’ most significant learning occurs within the many common areas on campus. The College encourages dialogue and urges students to “get comfortable with being uncomfortable” as they make new friends and contacts that may last a lifetime.

Regardless of age, class standing, or personal focus, students are expected to take responsibility for their own actions and to care about others in the community.

The Dean of Students is available to meet with students by appointment or at scheduled walk-in hours each week. Walk-in hours are published in the Activities Bulletin/Calendar, which is sent to all members of the community weekly via email.
III. PRINCIPLES OF COMMUNITY LIFE

A. Membership in the Simon’s Rock Community

A student’s membership in the Bard College at Simon’s Rock community is a privilege, not a right. Initially, the Office of Admission grants this privilege based on its assessment of prospective students’ past performance, and of their potential to benefit from and contribute to Simon’s Rock. Continued membership in the Simon’s Rock community is earned through acceptable behavior and accomplishment, both in and out of the classroom.

Leaders of the Simon’s Rock community share a common concern for the individual, as well as for creating an environment in which learning and the advancement of knowledge may be pursued through free inquiry. They understand that each member of the community has certain rights and responsibilities, and that those rights and responsibilities are fundamental to this community.

While individual rights are important at Simon’s Rock, the College retains the right to determine what student behavior and possessions are appropriate here. Therefore, authorized College personnel may enter any College owned or leased space, including student living units, at any time for the following purposes:

- To respond to emergencies
- To ensure personal safety
- To maintain acceptable health and safety standards
- To establish order
- To perform routine maintenance, scheduled or unscheduled
- To secure buildings during vacation and break periods

Authorized Security or Student Affairs personnel also may search a student’s living unit, vehicle or belongings – whether or not the student is present – if there is reason to believe a violation of College, state or federal regulations exists. Such searches will be conducted following well established protocol.

In keeping with both College and community standards, each student is expected to read and abide by the principles and policies outlined in the most recent edition of this Student Handbook. This important document is published annually, in August, via the College website, where it is available to all students, parents, guardians, faculty and staff. The most recent online edition supersedes any previous version.

The College communicates with students via their assigned Simon’s Rock e-mail address, and/or through printed documents delivered to their assigned mailbox in the Livingston Hall Student Union. Students are expected to check their Simon’s Rock email and mailbox daily, and to manage their accounts accordingly.

The College reserves the right to change its policies and procedures at any time. Whenever this occurs, the campus community will be notified of such changes via campus email. The Vice President of Bard and Provost of Bard College at Simon’s Rock or his or her designee, has the right and authority to revoke a student’s membership in this community if that student fails to meet and abide by the social and academic expectations required to continue studying at the
College. For additional information on the relationship with Bard and the authority of the Vice President of Bard and Provost of Bard College at Simon’s Rock, see Legal and Delegated Authority, below.

B. Valuing Diversity

Bard College at Simon’s Rock does not discriminate in admission, employment, education or services on the basis of race, color, sex, creed, age, gender identity or expression, sexual preference, religion, national or ethnic origin, disability, marital status, genetic information, previous military service or any other class protected under state or federal law. College policy is consistent with state mandates, as well as federal statutes and regulation, including but not limited to Executive Orders 11246 and 11375 as amended, Massachusetts Executive Order 74, Section 504 of the federal Rehabilitation Act of 1973, the Americans with Disabilities Act, Title IX of the Education Amendments of 1972, and Title VI and VII of the Civil Rights Act of 1964.

The College likewise expects that no member of the Simon’s Rock community will discriminate against any other member – or any member’s guest’s – based on any of the above traits. We see all community members as interdependent, yet functioning in roles that are far from interchangeable. We believe in respecting members of the Simon’s Rock community for their differing abilities, differing backgrounds, and differing contributions. And we believe that these differences can successfully mesh for a greater common good.

Within our diverse community, members will disagree from time to time. The College expects that such disagreements will be addressed peacefully, through discussion and debate, rather than through force or confrontation. Therefore, while the College seeks to ensure the rights of all to express themselves in words and actions, it also prohibits behavior that infringes on the rights of others or that digresses from the College’s educational mission and purpose.

Simon’s Rock administrators and staff are committed to challenging longstanding societal assumptions in order to create an enriched community in which all ranges of opinion and belief can be expressed and debated, within behavior permitted by public law and consistent with the College’s mission and regulations. Toward that end, administrators and staff have created structured situations to promote inclusion, especially of voices from groups traditionally underrepresented on college campuses. These learning situations include but are not limited to:

- Writing and Thinking Workshop/Orientation
- Book One Reading and Lecture Series
- Diversity Day Teach-In — a day when regular classes are replaced by mandatory workshops led by students, staff and faculty
- The Owl’s Nest — a house on campus devoted to diversity-focused student organizations, clubs and events
- Du Bois Lecture Series

Free Expression Policy

The College is deeply committed to having faculty, staff and students engage in free inquiry and speech in the service of the College’s educational mission, as described in the Statement on Academic Freedom in the Faculty Handbook and available at the Office of Academic Affairs. All members of the Simon’s Rock community have the right to express their ideas freely, both orally and in writing, provided that their method of expression does not violate any other rights affirmed by this document.
Any member of the College community may publish and distribute without interference, as long as publications and posted materials clearly identify all authors and such publications or distributions do not violate College policies. While members are not subject to prior restraint, they shall be held accountable for erroneous, malicious, or libelous statements or for violations of any other right affirmed by such documents.

In the classroom, discussion of controversial issues should and will occur. Although provocative material or language may at times lead to student feelings of discomfort, these feelings will not necessarily indicate the existence of discriminatory harassment or discrimination.

**Response to Discrimination**

Because the College takes allegations of discrimination or discriminatory harassment seriously, we will respond promptly to complaints; where it is determined that such inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate.

Any retaliation against an individual who has complained about discrimination or harassment, or retaliation against individuals for cooperating with an investigation of a discrimination or harassment complaint, is unlawful and will be investigated as a separate incident of harassment.

Students should address questions or concerns about the College’s nondiscrimination policy to the Dean of Students. Students also have the right to file complaints about all forms of discrimination and discriminatory harassment with these organizations:

- The Equal Employment Opportunity Commission, 800-669-4000
- The Massachusetts Commission Against Discrimination, 413-739-2145

**Individual Privacy**

Bard College at Simon’s Rock may disclose, without consent, “directory” information to select third parties. Third parties include but are not limited to the following:

- Prospective employers
- Other institutions of higher education
- Honor societies
- Licensing agencies
- Government agencies
- Lending agencies
- Insurance companies

The College has designated the following as directory information:

- Student name
- Address (home and email)
- Hometown
- Home telephone number
- Major or field of study
- Date and place of birth
- Full or part-time status
● Class year, (e.g., sophomore)
● Dates of enrollment
● Date of graduation (past or anticipated).
● Graduation information as published in the College commencement program
● Academic awards and honors
● Most recent previous educational institution attended
● Study abroad program

NOTE: Under the Family Educational Rights and Privacy Act (FERPA), which is summarized in Appendix A of this handbook, students have the right to withhold the disclosure of their directory information. An appropriate request form can be obtained from the Office of the Registrar. The completed form must be filed with the registrar at least 10 days before the start of an academic semester.
IV. ACADEMIC AFFAIRS

The Office of Academic Affairs at Simon’s Rock forms the core of essential academic resources and policies. This office is located in the Hall College Center and houses the Dean of Academic Affairs, the Associate Dean of Academic Affairs, the assistant to the Dean of Academic Affairs, the Academic Services Coordinator, the Registrar, and the Associate Registrar.

The College catalog, academic calendar, course schedules, student information, and academic policies all originate from here. Most of these documents are also available at: my.simonsrock.edu/academics; see Forms & Manuals for Students.

A. Academic Resources

*Academic Calendar*

Each school year, the Office of Academic Affairs publishes a calendar of important academic dates and deadlines. Students are expected to familiarize themselves with this information. The calendar is posted at: my.simons-rock.edu/academics, and is also available in the Academic Affairs office at Hall College Center.

Students will be held responsible for these and other procedures and deadlines:

- Course add/drop deadlines;
- College course withdrawal deadlines;
- Other academic deadlines (e.g., course grade change, course level change, incomplete);
- Filing for exception to a College policy;
- Requesting approval for independent projects, tutorials and extended campus projects (including internships), leaves to study away or abroad, thesis deadlines (seniors only).

*Class Planning*

The Registrar and Associate Registrar are required to maintain accurate academic records. It is the student’s responsibility to complete appropriate forms to add, drop or withdraw from courses, change Academic Advisors or request a course be designated pass/fail or incomplete; these forms require the signature of both the Academic Advisor and the relevant faculty or instructor.

*Course Loads*

Full-time students must maintain a course load between 12 and 18 credits. Students must receive permission from the Associate Dean of Academic Affairs to register for fewer than 12 credits or more than 18 credits per semester. They also should consult with the Financial Aid Office about the concomitant implications of such a decision.

*Enrollment Verification*

Written verification of enrollment is available by request from the Registrar’s Office. Unlike transcripts, these do not contain confidential information and may be requested by parents or
students without signature.

Grade Reports

Grades and comments are sent out at midterm and at the end of each semester to the person(s)/location that students designate as their home address during the admission process. Students may ask that grades be sent to additional or fewer recipients, or to a different address, by submitting a signed request to the Registrar’s Office (see Appendix A: Student Privacy Rights). Students receive their midterm grades and comments report via their Academic advisor. Academic advisors receive a copy of both the midterm and final grades and comments reports.

Special Study Opportunities

Forms for eligible students to propose special learning opportunities (tutorials, independent projects, extended campus projects, internships, study at Bard in Annandale, and study abroad or away) are available online at: my.simons-rock.edu/academics, see Forms and Manuals) and in hard-copy outside the Office of Academic Affairs. Tutorials and independent projects are generally reserved for juniors and seniors and must be applied for via the appropriate proposal or application form, by the deadline indicated on the Detailed Academic Calendar (available at: my.simons-rock.edu, see Calendars). Information on Special Study Opportunities is also provided in the College Catalog, which is available at: my.simons-rock.edu/academics.

Transcripts

To have an official transcript sent to another institution, a student must complete and sign a Transcript Request form, which is available at the Office of Academic Affairs and online at: my.simons-rock.edu/academics, see Forms & Manuals for Students. Active students are allowed one free transcript per semester. The charge for a second transcript is $2 for each additional copy within the same request.

- A student who is on campus may complete and turn in the form to the Registrar’s Office and charge it to his/her school account.
- A student who is away from campus will need to fax or mail the signed Transcript Request form with appropriate payment.

Generally, transcript requests are fulfilled within one week but may be delayed when student records are being updated or during periods of peak requests. Transcripts will not be released if the student’s account is not current.

B. Academic Policies

Attendance

Students are expected to attend all classes for which they are scheduled. Generally, an instructor’s evaluation of a student’s work depends in part on class participation; therefore, absence from class is viewed as an irrevocably lost opportunity for both the individual student and the class collectively. Classes immediately before and after vacations are as important as any other classes during a term; students are expected to attend them and to limit their vacations to the days prescribed in the College’s academic calendar. Final exam days are part of the academic semester and students should plan on being on campus through the end of the
exam period. Students who miss more than one week of a class may be suspended from that class.

**Excessive Absence**

If a student is suspended from class for exceeding the permissible number of absences, the student, Academic Advisor, Residence Director, and (for first-year students and students on academic probation) parent(s) or guardian(s) will receive notification from the Registrar’s Office. The student may apply to the appropriate instructor or instructors for readmission.

- If the request is granted, the instructor(s) must sign a reinstatement form outlining the conditions for return to class and file it with the Registrar’s Office within one week of the class suspension.
- If an instructor or student decides against reinstatement, the student should drop or withdraw from the course by submitting the appropriate form to the registrar before the deadline unless withdrawal results in a course load below 12 credits.
- Students for whom suspension or withdrawal from class would result in a course load below 12 credits may receive an F for the course and may be liable for immediate suspension from the College. They must meet with the Associate Dean of Academic Affairs immediately. Also see the 2013-2014 Course Catalog at: my.simonsrock.edu/academics.

**Absence for Religious Observance**

Simon’s Rock recognizes that the student body includes adherents of various faiths, and that observance of religious holidays is an important part of religious practice. Students may obtain an excused absence for such observance by informing their professors, in writing, of a planned absence at least two weeks in advance and making arrangements to complete any missed work. Absences for the observance of religious holidays are not counted toward maximum allowable absences. The policy regarding absences due to religious beliefs is available at the Office of Academic Affairs and online at: my.simons-rock.edu/academics see Forms, Guides, and Policies.

**C. Leave of Absence and Withdrawal**

At Bard College at Simon’s Rock, a student may be granted a leave or a withdrawal based on the policies outlined below:

**Leave of Absence**

A student may be granted leave for health or personal reasons. In-residence students on leave are expected to vacate campus for the duration of the leave. Leave is granted for a minimum of two, and not more than ten, consecutive days in which classes are in session. A student on leave is expected to resume his or her studies once the leave has run its course.

- The Director of Counseling Services or Health Services must recommend a health leave and also must clear the student to return to campus.
- The Dean of Students, Associate Dean of Academic Affairs or other administrator must recommend a personal leave.
- The Dean or Associate Dean of Academic Affairs must approve all leaves.
Leave is not an excuse to miss class; rather, it allows a student the opportunity to leave campus for legitimate health or personal reasons. A student on leave is required to make up missed work based on parameters s/he negotiates with faculty. For additional information also see the 2014-2015 Course Catalog at: my.simons-rock.edu/academics.

Withdrawal

Withdrawal involves an indefinite separation and departure from campus. Withdrawal can be voluntary or involuntary. The Dean of Academic Affairs, the Associate Dean of Academic Affairs, the Dean of Students, or the director of residence life – in consultation with the Health and Counseling Services staff – has the authority to compel a student to withdraw immediately, without prejudice, for reasons of serious health issues -- either physical or mental – or for the safety and well-being of the community.

The Dean or Associate Dean of Academic Affairs approves all withdrawals and any corresponding readmission. Students who withdraw will receive a W (withdrawal) grade in all scheduled courses for that semester.

Readmission

Readmission after any withdrawal is at the will of the College. Readmission requests and inquiries should be directed to the Associate Dean of Academic Affairs. (For information on refunds, see Financial Services.)

Vacating Campus for Leave or Withdrawal

Unless otherwise directed, a student required to leave campus outside normal closure dates, regardless of circumstances (medical or personal leave, withdrawal, suspension, expulsion) must vacate campus within 12 hours. Alternative arrangements for departure must be made directly with the Dean of Students.

If a student leaves school during a semester, they or their parent or guardian will need to make arrangements with the Dean of Students or his/her designee for any personal items left behind to be shipped to the student’s home before departing campus. Items left behind without a plan will be considered abandoned property, and may be discarded at will. The cost of shipping and handling is to be borne by the student, or their parent/guardian. Property left after departure time without permission of the Dean of Students will be considered abandoned, and discarded at will.

The student vacating campus is expected to surrender their College ID card, room key, and all other campus keys to the Security office (via the Student Affairs office during business hours or to the Security Office at night and on weekends). Failure to comply may impact readmission or return from leave status. Upon scheduled return, students cleared by the dean or director who granted the leave will be allowed to retrieve their ID card and key(s).

D. Academic and Career Advising

The Judith and Ba Win Student Resource Commons (Win Commons) is dedicated to helping students find personal and academic success at Simon’s Rock and beyond. The Win Commons
staff works closely with students and their academic advisors to design programs of study that reflect the interests, abilities and goals of individual students. A variety of seminars and programs provide academic and personal support in the following areas:

- Academic advising coordination
- Career development
- Graduate school exploration
- Internships
- Moderation preparation
- New-student advising
- Sophomore planning
- Study abroad opportunities
- Transfer options

**Critical Thinking and Study Skills**

Students who wish to develop strong study habits may take a one-semester, noncredit tutorial that focuses on a variety of techniques to improve comprehension, retention, and critical thinking. This tutorial is structured to meet the specific needs of each student. In addition, academic counseling and a series of workshops are available in the following areas:

- Critical reading and writing
- Memorization and retention
- Note-taking
- Organizational skills
- Reducing academic anxiety
- Test taking
- Time management

**Tutoring**

The Tutoring and Writing Center at Win Commons offers free individual and group peer tutoring in most subjects. Peer tutors have earned a 3.3 or higher GPA in the courses they tutor, have been recommended by the faculty, and are closely supervised.

Tutors of writing have completed training in the teaching of writing and provide support in all phases of expository composition.

Think Tank is an open venue for studying and receiving assistance from math and science tutors.

In addition to one-on-one peer tutors, the writing center and the math lab are available to all students on a drop-in basis.

The Office of Career Development helps all students envision and enact their careers. Through full-service advising and programming, students explore interests, develop skills, discover opportunities, and build relationships for launching their careers. From internships and jobs to graduate or transfer school exploration and creative projects, Career Development supports Simon’s Rock students and alumni in pursuit of their personal and professional lives. For appointments or questions related to career development, please contact James Jeffries (jjeffries@simons-rock.edu or 413-528-7273) Director of Career Development.
Support offered through the Office of Career Development include:

- Assessments and inventories to assist career decision making
- Resume, cover letter, CV writing
- Student and alumni networking services
- Internship and employment identification and opportunities
- Interview preparation
- Transfer and graduate school application support
- Moderation application preparation
V. CODE OF STUDENT CONDUCT

Outlined below and in the appendices that follow is the College’s Code of Student Conduct. Included is a statement about legal and delegated authority; the Principles of Community Life; statements about delegated authority and responsibility for code enforcement and, delegated authority for and responsibility to address alleged violations; the processes and policies that govern our disciplinary process; the grounds and process of appeal; and the authority for final disposition of appeals in all cases.

The College does not attempt to anticipate or describe every act that may constitute a violation of the Code of Student Conduct. Rather, it reserves the right to respond and to make determinations on a case-by-case basis as appropriate. It also reserves the right to change college rules and policies at will. Official notification of any change will be made via email to current students, faculty, and staff. Non-substantive changes may be made without notification.

Currently enrolled students, faculty and staff are notified of official College business via college email addresses. It is their responsibility to read and respond as necessary to email from College departments and personnel. Parents and/or guardians will be emailed at the address they or their son or daughter has provided the College Registrar’s Office in writing at the start of each semester. If an address changes during the academic year it is the responsibility of the student and his or her family to keep their contact information updated with the College Registrar.

A. Oversight and Delegated Authority at Simon’s Rock

The Vice President of Bard College and Provost of Bard College at Simon’s Rock is the chief executive of this campus. The Provost has ultimate authority to determine what activities and behaviors are acceptable on the campus and who may be included in the community. The Provost ensures that any alleged violation (or infraction) of the Code of Student Conduct is addressed and resolved in accordance with the policies and procedures documented in this Student Handbook and the appendices that follow.

The Provost delegates enforcement and follow up responsibilities as follows:

- The Dean or Associate Dean of Academic Affairs addresses allegations of academic dishonesty.
- The Dean of the College serves as the Title IX Coordinator. The Associate Dean of Academic Affairs and the Director of Residence Life serve as deputy Title IX Coordinators. The Title IX Coordinator, or a deputy coordinator addresses allegations of sexual misconduct.
- The Dean of Students or his or her designee address all other alleged violations of the College’s Code of Student Conduct.

The Deans are empowered to formulate and implement policy governing academic and student life, to enforce College regulations, and to impose such penalties as they deem reasonable and appropriate for violations of the standards of conduct detailed in this Student Handbook.

The Dean of Academic Affairs, Associate Dean of Academic Affairs, Dean of the College, Dean of Students, Director of Security, Director of Residence Life, and the staff of these departments
are responsible for fostering an atmosphere of living and learning consistent with the College’s principles of Community Life. These college staff members therefore are empowered to enforce the standards of behavior outlined in this Student Handbook, including removing students from campus who pose a threat to themselves or to any other person(s).

The Provost may delegate, retake, and/or re-delegate to the Simon’s Rock Community, or to any committee or to any constituent part or person thereof, such of his or her powers as s/he may determine.

B. Principles of Community Life

The College’s principles of Community Life are predicated on a concern for the welfare and integrity of each individual and for the community as a whole. Violations of these principles generally fall into the following three overarching categories of unacceptable behavior:

1. Lack of Respect for Individuals

Any action that jeopardizes the health, safety, well-being, or self-respect of an individual—whether oneself or another member of the Simon’s Rock community—will not be tolerated. Such acts include violence, harm, threat of harm, intimidation, sexual misconduct, discrimination, harassment, bullying, cyber-bullying, dishonesty, misconduct, unreasonable noise, and/or other endangering behavior.

2. Lack of Respect for Property

Respect for the private property of individuals—that of students, faculty, staff, or visitors—as well as the property and resources of the College itself (including furnishings, equipment, systems, buildings and grounds) must be maintained so that no one is denied the right to their proper use. This right applies not only to those who are now at the College, but also to those who will attend Simon’s Rock in the future. Therefore, disrespectful behavior toward any individual’s personal belongings or toward College property and/or resources is prohibited at Simon’s Rock. Lack of respect for property on or off campus will not be tolerated. Lack of respect for property includes theft; vandalism or damage; possession of stolen property; unauthorized access (to another’s living unit, office, lab, computer or computer account), misuse of keys, misuse of property, misuse or abuse of resources, improper upkeep of space, or trespassing on personal property adjacent to campus.

3. Lack of Respect for Civil or Criminal Law

While this is a private college, we remain subject to all federal and state civil and criminal law, on or off campus. Members of the Simon’s Rock community are expected to be law-abiding citizens. Any student who violates a law on or off campus is liable for his or her actions on campus, and may be subject to civil or criminal proceedings. When the College receives reports or complaints of illegal and/or disrespectful behavior by students off campus, it may take disciplinary action; College disciplinary action is not dependent on separate civil or criminal prosecutions by police or other non-College authorities. The College’s judicial process is separate from and independent of civil or criminal prosecution or its timetables.

The College’s Code of Student Conduct policies and processes used to investigate and resolve
alleged policy violations are provided below and in the appendices that follow. More specifically, Information about the policy(s) and process(s) used to respond to allegations of:

- Academic dishonesty is outlined below, and in Appendix B, section G.
- Sexual misconduct is outline below, and in Appendices B and C.
- All other violations are outlined below, and in Appendix B.

C. Academic Dishonesty

Honesty and integrity in the performance of all academic assignments are expected of all students at Simon’s Rock. Plagiarism; giving or receiving unauthorized assistance on any examination, quiz, lab or homework assignment; and falsifying data all are serious forms of academic dishonesty and will not be tolerated. Examples of violations to the College’s policy on Academic Honesty

**Plagiarism**

A student who submits, without acknowledgment, work that is not his or her own has committed plagiarism. An example of plagiarism is the submission of a paper with content that is wholly or partially taken from another’s work, including that found on the Internet. Plagiarism occurs even when a single sentence, phrase, or wording is copied without attribution. Special care should be taken when engaging in research on the Internet, as there are a vast number of sources that are designed to aid students in committing academic dishonesty, or that are otherwise unsuitable for academic pursuits.

Information about the proper use and acknowledgment of source material is available in the College library and from the faculty. The library has resources available to aid students in finding appropriate materials through Internet research. It is the student’s responsibility to consult with the faculty member involved whenever there is a question about the appropriate way to handle the use of source material. An approved style manual also should be consulted to avoid unintentional plagiarism.

A first offense will result in at least a grade of F on the assignment or exam in question and may result in a semester grade of F for the course. The student will receive a written warning (although nothing will go on the student’s academic record) and parents or guardians will be notified. Any subsequent offense will become part of the student’s record and will result in further consequences, which may include academic probation, revocation of scholarship, and suspension from the College.

**Appeals of Academic Dishonesty**

Appeals of the consequences or judgments of academic dishonesty more severe than a warning may be made in writing to the Standards and Procedures Committee within hours of the decision.

Questions about the College’s policy on academic dishonesty should be directed to the Dean of Academic Affairs, or his/her designee, and policies and procedures used to investigate and adjudicate violations of this policy are outlined in Appendix B, section G.
D. Alcohol and Illegal Substances

Simon’s Rock is a dry campus. Therefore possession of alcohol and/or illegal drugs, possession by consumption, as well as all paraphernalia used for the consumption of alcohol or drugs are strictly prohibited on the campus. Providing or selling alcohol or drugs to others is illegal and prohibited. Attendance at what appears to be a party/social gathering in which alcohol and/or illegal substances are available or appear to have been consumed is prohibited. The use of a fake ID or misrepresenting one’s identity in any way also is prohibited, as is misuse or abuse of prescription medication.

The College’s Security and Residence Life staff have the authority to ensure the campus is safe and free of alcohol and/or illegal drugs. When a student is found to be in possession of or under the influence of alcohol or illegal substances, the College’s first concern will always be the physical and emotional well-being of the student. Once the safety of the student and others has been ensured, the student will be counseled on personal reflection, education, and accountability. College and Commonwealth sanctions may also be imposed.

E. Call for Help

If a student requires medical attention as a result of using alcohol and/or drugs – and that student or a peer contacts Security or a residence director (RD) stating that this is a call for help– the usual disciplinary process and consequences will not apply.

While no disciplinary sanction will be imposed, the student involved will be asked to follow up with a Student Affairs staff member. In most circumstances, his/her parent or guardian and academic advisor also will be notified of the incident, and the student may be required to seek professional help on or off campus. However, if other college policies were violated during an incident, such as vandalism or a threat of serious harm to one’s self or others, the individual may be held accountable for those infractions.

F. Discrimination/Discriminatory Harassment

Bard College at Simon’s Rock does not discriminate in admission, employment, education or services on the basis of race, color, sex, creed, age, gender identity or expression, sexual preference, religion, national or ethnic origin, disability, marital status, genetic information, previous military service or any other class protected under state or federal law. At Simon’s Rock we reaffirm our commitment each school year to a community free from discrimination and harassment. We embrace diversity, value individual differences, and work to remain open to all perspectives and contributions that enrich our individual and collective academic, intellectual, and social experiences.

The College may respond to Discrimination/Discriminatory Harassment with one or a combination of these actions:

- Disciplinary warning, reprimand or social probation
- Required or suggested counseling, on or off campus
- Loss of campus housing
- Loss of privileges

Major or repeat offenders will face more serious sanctions and conditions, including the
possibility of immediate removal from campus via suspension or expulsion.

Allegations of discrimination and/or discriminatory harassment involving a student(s) as the alleged perpetrator, including the alleged discrimination and/or discriminatory harassment of an employee by a student, are delegated to the Dean of Students or his or her designee to investigate and adjudicate in accordance with College policy. The policies and procedures used to investigate and adjudicate violations of this policy are outlined in Appendix B. (Note: sexual harassment is addressed under the College’s Title IX/Sexual Misconduct policies and procedures, see Appendix C).

Alleged discrimination and/or discriminatory harassment by an employee towards a student or other college employee is a personnel matter that will be referred to the College's Director of Administration and Finance to address in accordance with College policy.

G. Failure to Comply

Failure to comply with a reasonable request or directive from a College staff member in the course of performing his or her duties is not permitted. Anyone in a position of authority may ask a student to leave a building, have no contact with a fellow student, show College ID, or see a nurse or counselor, academic advisor, dean or some other officer of the College. If a situation warrants, authorized staff may ask for additional proof of student name and enrollment.

Failure to comply with widely advertised, mailed, or emailed departmental notices, bulletins, alerts or announcements is also a violation of College policy. Such information is intended to be useful and to acquaint the community with important issues, deadlines or concerns. Academic Affairs, the Registrar’s Office, Security, the Financial Services Office, Student Affairs, and other College departments and offices may issue these. Examples include emergency parking restrictions, billing notices, vacation, or break announcements, registration deadlines and security alerts.

The College’s response to such violations may include disciplinary warning, reprimand, or social probation. It may also include any combination of the following:

- Campus service
- Required or recommended counseling, on or off campus
- Loss of privileges
- Fines and costs of restitution

Major or repeat offenders will face more serious sanctions.

H. Fire and Life Safety

Simon’s Rock, the Great Barrington Fire Department (GBFD), and the Commonwealth of Massachusetts take fire and life safety very seriously. The College’s Security, Physical Plant, and Student Affairs staffs make daily rounds in College buildings, checking and monitoring life safety systems, and maintaining order. All students are expected to help maintain a safe environment. At the start of each semester, residence directors will communicate fire safety concerns to students and identify gathering points in the event of a real fire or other emergency.
Examples of fire and life safety violations include the following:

- **Open Flame or Smoke.** Burning of candles, incense, or any other material in or near College buildings is strictly prohibited. Burning anything on campus without prior written permission from the director of security is forbidden.
- **Smoking.** See the *Smoking* below.
- **Flammable Material.** Possession of highly flammable material, including but not limited to candles; incense or related paraphernalia; smoking paraphernalia; excessive wall coverings or ceiling hangings; open-coil appliances; indoor possession of fuel, gas, cleaning solvents and/or fuel-fired devices, and explosives is prohibited.
- **Fire Hazard.** Creating a fire hazard, which includes but is not limited to blocking any means of egress, propping fire doors, overloading electrical outlets or creating unreasonable mess, is prohibited.
- **False Alarm.** Setting off smoke or fire alarms in the absence of smoke or fire, regardless of intent, is prohibited.
- **Tampering.** Tampering with smoke alarms, sprinklers, fire extinguishers, wiring or other equipment on the campus is prohibited. This includes but is not limited to electrical, telecommunication, computer, security, or life safety devices.
- **Cooking.** The misuse or abuse of College kitchens – leaving ovens or stoves unattended, or cooking anywhere on campus other than in College kitchens – is a violation of College policy that may result in fines and/or infraction. Kitchens should be kept safe, clean, and functional for the use of all. Any problems should immediately be reported to a residence director.
- **Appliances.** For fire safety reasons, space heaters, air conditioners, immersion heaters, hot plates, open-coil appliances, electric bedding materials, fuel-run appliances, halogen lamps, and/or other potentially dangerous appliances are not allowed on campus. Students who are not sure whether a particular appliance is permitted should get written permission from the director of residence life before bringing the item to campus.
- **Lofts.** Loft material, other than that provided by the College, is not allowed. Students in double rooms who would like to have their beds bunked must submit a request to their residence director. Only Physical Plant staff members are allowed to assemble and disassemble bunk beds.

The College’s response to fire and life safety violations often includes a fine as well as a sanction – disciplinary warning, reprimand or social probation – and any combination of the following:

- Campus volunteerism
- Required or recommended counseling, on or off campus
- Loss of privileges
- Fines and costs of restitution

Major or repeat offenders face more serious sanctions, including the possibility of immediate removal from campus. The College welcomes the aid and support of the GBFD and once on campus, they may cite students for violations of law. Note that the Great Barrington Fire Department cites and fines the College for nuisance alarms (resulting, for example, from burnt toast, burnt popcorn, tobacco smoke) and/or fire safety violations; the College will pass these charges directly on to the student(s) cited whenever possible.
I. Hazing

Hazing is illegal in the Commonwealth of Massachusetts and is prohibited at Simon’s Rock. While Simon’s Rock does not sanction fraternities or sororities, hazing activities have been known to take place, via other types of organizations, at colleges and universities across the country. Such illegal acts may result in criminal proceedings against both participants and the College. Massachusetts requires that the text of its law prohibiting hazing be posted at every college in the state (see Appendix D).

J. Immediate Threat of Harm

Any act that poses what a reasonable person would consider an immediate threat of harm, to oneself or to others, is strictly prohibited on the Bard College at Simon’s Rock campus. Examples include but are not limited to overt or implied threats of violence, harm, sexual misconduct, discriminatory harassment, bullying, cyber-bullying, intimidation, or endangering behavior directed toward oneself, others or the property of others.

College administrators’ primary concern will be to restore the safety and well being of everyone involved. Only then will the Provost or his/her designee consider disciplinary action, based on College guidelines.

K. Motor Vehicles

All enrolled students and their guests are subject to the College’s motor vehicle regulations. Highlights are contained in Personal Motor Vehicles within the Transportation section of this handbook. The Security Office emails the full motor vehicle policy to all students at the beginning of each semester.

L. Network – Acceptable Use

The Bard College at Simon’s Rock computer network is for the use of members of the Simon’s Rock community—students, faculty, staff, and associates of the College. Simon’s Rock community members are given access to the network under the terms of the College’s acceptable use policy and the general policies of the College as published in the Course Catalog, this Student Handbook, and other policy documents.

The current version of this policy is available at the Information Technology Services (ITS) website. Any student who does not understand this policy, or does not believe s/he can comply with it, should arrange a discussion with ITS staff before using the network.

Violation of this policy may lead to restriction or revocation of network access, or to disciplinary proceedings and removal from campus.

M. Sexual Misconduct

The College is committed to providing a safe, healthy, respectful living and learning environment for all students. Sexual misconduct, including exploitation and any non-consensual sexual act or behavior, is incompatible with the values and standards of the campus community. Further, sexual misconduct creates a hostile environment for those who experience it and is considered
sex discrimination under Title IX of the Higher Education Amendments of 1972, which prohibits discrimination based on sex in educational programs and activities. Simon’s Rock does not tolerate discrimination in any form. The College will encourage students to consider all possible remedies available to them on and off campus, including referral to authorities.

The policy and procedures used for investigation and adjudication of alleged violations of the sexual misconduct policy are outlined in Appendix C.

N. Smoking

Smoking poses known and preventable health risks. Therefore, smoking, ingesting, or otherwise consuming smoking related products in College buildings or on all College grounds is strictly prohibited.

That said we do have two designated areas on campus where students may smoke. They are in the immediate vicinity of: 1) the Shed off the Hill House parking lot, and 2) the Gazebo on upper campus. Please note: The College reserves the right to revoke this space at will. Smokers are responsible for the area and are expected to dispose of trash properly.

Smoking in a College building results in a $250 fine and automatic suspension from the College. The penalty for smoking elsewhere on the Simon’s Rock campus, other than at the Hill House Gazebo is $250.00 per person, per occurrence. Repeated violations may lead to additional disciplinary action.

O. Weapons Possession

Any item used with the intention of threatening or causing harm or damage to an individual or to property will be considered a weapon. Simon’s Rock views any such item as a potential threat to the safety and well-being of this community and will take whatever action is necessary to eliminate danger and remove such items from the campus. This includes but is not limited to guns and firearms of any kind, ammunition, knives, daggers, machetes, swords, mace, pepper spray, slingshots, paintball rifles and/or supplies, fencing foils, martial arts equipment, explosives, fireworks or fuel of any kind. The College does not consider any of these items decorative or necessary on our campus, and therefore they are strictly prohibited.

Exception may be made for jackknives with a blade less than three inches long, cooking knives and any other item that may be used for legitimate educational purposes, provided the student/owner (a) registers the item with the Director of Security and (b) indicates an understanding of the College’s policy on knives. Any question or concern about a knife, or any other item that could be construed as dangerous and therefore violate College policy, should be addressed to the director of security. Failure to do so will not excuse a violation of this policy, or negate any penalties that may result.

P. Disciplinary Procedures

See Appendix B & C.

Q. Human Subjects Research

Human subjects research is systematic investigation designed to develop or contribute to
generalized knowledge, which involves the collection of data from living human beings.

In accordance with state and federal regulations, as well as professional standards of ethical conduct, it is College policy to ensure that the rights and welfare of human subjects are protected in research conducted at the College or by individuals identified with the College. The primary responsibility for protecting human subjects, however, rests with each researcher.

The Academic Senate has established the Human Research Review Committee (HRRC) to review all research involving human subjects conducted at the College or by individuals associated with the College, regardless of the source of funding. (This committee is comparable to the Institutional Research Board, or IRB, at most institutions.) The Academic Senate’s Standards and Procedures Committee oversees the HRRC, making suggestions and, if necessary, arbitrating disputes between the HRRC and researchers or on-campus subjects.

For further information on human research guidelines and HRRC procedures, see Appendix F.
VI. RESIDENTIAL LIFE

Much of the student experience at Simon’s Rock revolves around time spent in the residence halls. For this reason, and because of its status as an early college, Bard College at Simon’s Rock is primarily residential in nature.

This residential character permits and encourages students to combine experiences inside and outside the classroom in support of their full personal development. Students who live off campus also are expected and encouraged to take part in activities that are central to the College and to the Simon’s Rock experience.

All students living on campus, living in the College’s leased housing off campus, or who visit campus, and their guests, are subject to the College’s residential life policies. These include information in this Student Handbook as well as that in all opening, closing, break, and vacation notices, and other notices sent to all students, or to specific occupants of a residence hall, via their College email account. Violations are prohibited.

NOTE: All active students, regardless of residence, are required to keep their local address and contact information current with the Student Affairs Office.

A. Housing Assignment

The residence halls offer a variety of accommodations including double rooms, apartment-style housing for two to three students, and limited singles for upper-class students. All residence halls have live-in College staff. Select upper-class students also work as peer advocates in most of the residences.

The College reserves the right to assign and reassign housing at will. New students’ initial assignments are made by the Residence Life staff, under guidance from the director of residence life. Other students are assigned each spring, for the coming academic year, via a lottery system. The director of residence life emails information about the lottery procedures to all returning students early in April.

To be eligible for housing, a student must be in good standing with the Business Office and must pay the Enrollment Deposit on time. Social probation status also may affect housing assignments.

Room Changes

Students are assigned a room for an entire academic year. Occupying a residential unit without proper assignment – or changing occupancy without prior authorization from the director of residence life – is prohibited. Students who wish to change rooms at the end of the first semester must submit a petition to the director of residence life. Mid-year reassignments are made based on space availability and the housing needs of the campus as a whole.

Students are expressly forbidden to exchange room keys, even when a legal exchange of rooms is involved. Students will be fined if they return a key other than the one assigned to them. Students who make unauthorized moves, or who fail to comply with any part of the College’s room change procedure, will be fined and may have to return to their original rooms.
Unauthorized moves may affect future housing options.

**Billing**

Student accounts are billed for College housing about June 1, or shortly after official admission. Once classes begin each semester, no refund will be made on payment of the current semester’s residence fees. Students will be responsible for paying the entire semester’s charges.

**Housing Requirement and Exception**

Bard College at Simon’s Rock is a residential college. All students must live on campus, with the following approved exceptions:

- Students commute from the primary residence of a custodial parent or guardian.
- Students are at least 23 years of age.

As an early college, Simon’s Rock does not have appropriate housing facilities for older, married students, or for students with children. Any student 23 years of age or older will need to file a special request to live on campus, and will be housed on a space available basis, at the will of the College. For more information, contact the director of residence life.

Only in unusual circumstances will the Student Affairs office grant permission to move off campus.

Students who fail to leave campus by a publicized closing time, or who return before a publicized opening – without express permission of the RD on duty or other member of the Student Affairs staff – will be subject to disciplinary action and/or fines.

**Right to Assign**

The College reserves the right to assign and reassign space at will. The College reserves the right to assign students’ rooms to others for special programs and events during vacation and break periods, as needed. Students whose rooms are earmarked for temporary non-student use will be notified in advance and allowed to place their personal belongings in a designated storage area before leaving campus for a break or vacation.

**Dorm and Room Access**

Student rooms will be available at the opening of the school year, as publicized. Housing is provided for students only while the College is in session, and students are expected to vacate their assigned living units during all scheduled breaks.

During the academic school year, under the College’s parietal system, Crosby, Dolliver, and Kendrick House close to nonresidents at midnight Sunday through Thursday, and at 1 am on weekends. All nonresidents must vacate these buildings when they close and may not reenter until they reopen at 7 am. During this time, only residence hall occupants will be able to gain access to that building, using their key cards. Allowing or enabling others to enter – for example, by propping open a door – jeopardizes safety and will result in an infraction.

During all breaks, the College residence halls close and students are expected to leave campus.
They are required to vacate these residences by the date publicized in the Academic Calendar and may not return before the residence halls reopen. More detailed information is distributed in a memo to all students approximately two weeks before break begins.

Students who live within 300 miles of the College are expected to vacate campus for all breaks. They and their families are responsible for making appropriate travel and lodging arrangements, consistent with the closing and opening times of the residence halls. Students who remain in campus housing beyond the published closing time, without permission from the director of residence life, will be fined $100 per night and may be subject to disciplinary action.

Students whose home residence is more than 300 miles from the College may request permission to remain on campus during all or part of academic breaks. Such arrangements are made with the understanding that although there will be a decrease in supervision, resources, and support services during this time, all College policies remain in effect. A request to stay on campus must be submitted in writing to the director of residence life beforehand, in accordance with College communications.

All students are required to vacate campus for the duration of the December break, when all College offices and residences are closed.

**Unscheduled Arrival/Departure**

Students who fail to leave campus by publicized closing times, or who return before announced openings, without express permission of the director of residence life, are in violation of College policy and subject to disciplinary action and/or fines. The fine for unauthorized early or late presence on campus is $100 per night at the start of semesters and during breaks, and $250 per night at the end of spring semester. Personal property left after departure time without permission of the Dean of Students will be considered abandoned, and discarded at will. For additional information about unscheduled departure, see *Vacating Campus for Leave or Withdrawal*, above.

**B. Property and Room Maintenance**

**College Property**

All students living in College residence halls are individually and collectively responsible for College property. Students are expected to report to the RD any damage to their assigned rooms, to rugs, common rooms, hallways, bathrooms and other areas of the residence hall, whether accidental or not, so that immediate repairs can be made. In case of a facilities emergency, contact Security at 413/528-7291 (ext. 7291 from any campus phone).

- If damage to common areas or areas outside residence halls is not reported, and the person or persons responsible for the damage cannot be determined, all occupants of the building will be charged in equal proportion for repairs. A minimum charge of $25, or the exact prorated amount per occupant, will be assessed.
- Occupants found to be responsible for damage or loss will be fined, will be subject to other disciplinary actions, and may be required to pay restitution. Anyone who commits an act of vandalism will be fined in addition to being assessed the cost of the repair or replacement.
Student occupants should email to the RD a report of damage, and/or of misplaced furniture, before leaving campus each semester, even if such damage or loss is the responsibility of others. Failure to file such a report will void a student’s right to exemption from payment once bills are issued. More specific information follows:

- **Damage to College Property in Assigned Space.** When the College assigns students to rooms, suites or apartments, it provides furniture that ranges from new to reasonably good condition. Students are expected to return the assigned unit and its furniture in a condition similar to the original, less reasonable wear and tear. Furniture returned in unsatisfactory or damaged condition (as determined by College staff) is strictly prohibited.

- **Misplaced College Property in Assigned Space.** When the College assigns students to rooms, suites or apartments, it expects all College-provided furniture to remain in the same living units. Students are prohibited from moving or removing these items, which may include beds, mattresses, dressers, chairs, and desks. At the end of an academic year, such relocation will require College staff to find and return inventoried items, which is labor intensive and costly. If these items cannot be retrieved in acceptable condition, occupants will be charged for each one.

- **Damage to College Property Held in Common.** All occupants of a College residence hall share the use of and responsibility for common College property in their building. Students are prohibited from damaging items in these spaces. Common property may include but is not limited to furniture, kitchen equipment, computers, and games. When damage occurs, Physical Plant and/or Residence Life staffs will determine violations and assess assigned residents.

- **Misplaced College Property Held in Common.** All occupants of a College residence hall share the use of and responsibility for common College property in their building. Students are prohibited from moving or removing such items from these spaces. Common property may include but is not limited to furniture, kitchen equipment, computers, and games. All assigned residents will be held accountable for misplaced common property. The Physical Plant and/or Residence Life staffs will determine violations.

**Room Condition Reports**

At the beginning of each semester, RDs complete a Room Condition Report for each student room and keep them on file. If a student moves out during the year, the room is re-inspected and any damage recorded on the Room Condition Report. All rooms are inspected at the end of each semester, and any damage beyond normal wear and tear is assessed to the student(s) who occupied that room.

All residents should notify the RD in writing of any damage or loss that may incur a charge, even if such damage or loss is the responsibility of someone who is not a current occupant. Such notification should be made immediately, so that charges can be properly assessed. If written notification is not submitted before the last day of a student’s occupancy, that student and any roommates will be charged, without exception.

**Personal Property**

The College assumes no responsibility for theft of, loss of or damage to a student’s personal property. For security, each student receives a room key, which can be replaced on request, for a fee. Students are encouraged to take appropriate steps to safeguard and insure their property.
If loss or theft occurs, students should file a theft report with Security so that an official record is available.

The College may require that personal furnishings be removed from a living unit if, in the judgment of the RDs, they pose a fire or housekeeping hazard. For Example: Waterbeds are not permitted because of the strain imposed on the building structure and the danger of water damage.

All personal furnishings and belongings must be removed from student residences when they are vacated at the end of the school year. Storage space is limited, and the College assumes no responsibility for theft of, loss of or damage to any items stored anywhere on campus. The College does not provide long-term or summer storage for students’ personal property. Items left at the end of each academic year are considered abandoned property and will be donated to charity or discarded.

**Room Maintenance**

Rooms must be maintained in adherence with health and fire safety standards. Stale food, dirty clothing, and accumulations of trash create conditions detrimental to community living. Rooms found unacceptable must be cleaned by the residents within 24 hours of notification by the residence director. Failure to do so will result in an infraction and may affect a student’s future housing options. A resident who refuses to maintain reasonable cleanliness or causes serious damage to his or her room may be denied College housing or be suspended from the College. At the end of a semester, any student who leaves his or her living quarters in unacceptable condition will be charged for any necessary cleaning. Students who share common space in Pibby will be billed equally for cleaning costs or repair in those areas. In Carriage, Crosby, Dolliver, Kendrick and Hill Houses, charges for cleaning and repair in common areas will be billed to individual students or divided among residents as appropriate. Students occupying these main halls should remember that common spaces are for the use of all residents, and avoid leaving personal effects in these areas or using them in ways that preclude use by others.

**Shared Living Space**

In a shared campus living unit, each assigned occupant is entitled to equal access. Any action on the part of a resident – or a resident’s guest – that infringes on the rights of a roommate violates College policy.

All occupants of a shared living unit will be held responsible for any prohibited activity or illegal items discovered there. This applies whether or not all occupants are present at the time an infraction is detected. Students will have an opportunity to clarify extent of responsibility, if any, during follow-up conversations with the Dean of Students or the director of residence life, or during the disciplinary process if they are charged with a violation.

**C. Keys, IDs, Overnight Sign-out**

**Room keys**

Room keys are issued at the Student Affairs office. Students sign for and are expected to return the specific key they were assigned. If they do not, a fee will be charged for missing, late and/or replacement keys.
ID Cards

Each student also is given a photo ID/key card. This ID/key card is used to access the exterior doors of a residence hall, dining services, the library, and Kilpatrick Athletic Center. Students are expected to keep the card on their person while on campus, and to present it to enter the dining hall at each meal. If this card is lost, a replacement card may be obtained at the mailroom in the Livingston Hall Student Union and a fee charged to the student account.

Lockouts and ID Fines

Students will be fined on a graduating scale for residence hall/room lockouts and/or for failing to present their ID card at the dining hall before entering for a meal. Fines are graduated as follows:

1. First fine $5.00
2. Second fine $10.00
3. Third fine $20.00
4. Etc.

After the third fine in a semester, the student will be referred to the Dean of Students for a Failure to Comply violation in addition to the fine.

Overnight Sign-Out

All first and second year students must inform their residence director(s) if they leave the campus for an overnight or extended stay, including vacations. They must also provide the following emergency information before leaving:

- Their overnight destination(s)
- The name(s) of the individual they will be staying with
- A land-line telephone number or numbers where they can be contacted
- Their personal cell phone number (if they have one)
- Expected date and time of return

Students may communicate this information by signing out on the forms located by the RD apartments. It is recommended that you inform your Parent(s)/Guardian of your plans in advance. Upper level students are encouraged to sign out as well.

D. Guests

Guest Policy

All visitors and guests of current students who are on campus any time between 6 pm and 10 am must sign-in at the Security Office in the Livingston Hall Student Union. Visitors and guests include individuals who do not reside on campus and are not enrolled in classes on the day of visitation. This includes alumni, former students, parents, guardians, siblings, acquaintances, and friends. A visit during any part of the daily required sign-in period would constitute one visit.

Please note:
• Any person who is not a currently enrolled student must register with Security and provide photo identification before entering a residential building.
• Students are limited to two overnight guests at any time and must have permission from their roommate(s) before inviting anyone to stay in a shared living unit.
• Parents, guardians, or other family members of currently enrolled students may be permitted to stay overnight in residential buildings with prior approval from the director of residence life.
• Students must register their guests in person at the Security Office, accompanied by individual(s).
• Each guest or visitor must provide a valid photo ID when registering, and must also provide vehicle information if applicable.
• Students living in Crosby or Dolliver House who wish to register a guest of the opposite sex must find an overnight host of the same sex as the guest. The same-sex host then must also be present at the time of registration and will be accountable for hosting responsibilities.
• Student hosts are responsible for their guests and are expected to be with them at all times.
• Student hosts are subject to disciplinary action if they or their guests violate any College policy.
• The individual guest may visit up to four (4) times per semester, and thereafter must have permission from the director of residence life. This permission should be obtained during normal business hours.

Students are not allowed to have guests on-campus until classes resume at the beginning of each semester. No guest are allowed on campus during move-in, Reading Period, Exams, Breaks, or during the W&T/Orientation period.

Guests who attend publicized events in public spaces on campus are not required to register for the event.

_Private Property_

The College is private property, and the Provost or his or her designee reserves the right to prohibit any individual from coming onto the campus, may revoke the visitation privileges of any student or guest at will, and may remove any individual from campus for any reason. The College also reserves the right to alter this policy at will.

Any student who is unclear about guest registration policy should contact Security at 413/528-7291.

_Enrolled students who reside off-campus_

Enrolled Students who reside off-campus are allowed to be on campus in the library or other public space as long as the building remains open. If they are in a residential building after 9 pm, they must notify Security (413-528-7291) of their presence and depart no later than 12 am. If they plan to be in a residential building between the hours of 12 am and 8 am they must follow the guest registration procedure outlined above. Students who reside off-campus are similarly limited to four (4) overnight visits. They may petition the Director of Residential Life to request additional overnight visits. Security, Deans of the College, and the Director of Residence Life, have the right to revoke visitation permission at will, and current students can be held accountable for any violations of College policy.
E. Miscellaneous Guidelines

Climbing on College Property

Students may not climb into, out of, or on buildings, walls, windows, utility poles, machinery, or trees.

Common Areas

Common areas in residence halls are available for the use of occupants first, and then may be used by others with permission from the residence director.

Cooking

Students may not cook in their dorm rooms. The College provides kitchens for student use. To maintain safety, students are expected to be present in these kitchens at all times while they are cooking. They also are expected to clean up after themselves before leaving the kitchen, so that the area is ready for the next use. Misuse or abuse of College kitchens, or cooking anywhere other than in College kitchens, is a violation. Students are asked to report related problems to an RD immediately.

Laundry

Washing machines and dryers are located in each residence hall and are available for use by all assigned students. Any machine malfunctions should be reported to a residence director.

Littering

Littering is not permitted on the Simon’s Rock campus. The penalty for littering is 10 hours of campus service duty per occurrence.

Noise

“Quiet hours” are a time of no unreasonable noise in residences, common areas and parking lots, to ensure that the environment is conducive to study, work and sleep. Students should at all times demonstrate respect for others by maintaining this atmosphere. Each residence hall sets its own hours during which particular regard for quiet is required (parietals). Audio/video players and televisions may be used in residence halls and houses provided that users respect the rights of other residents and honor quiet hours. Outside antennas are not permitted but indoor antennas may be used if they do not damage the walls or woodwork.

Students who disregard regulations governing noise and quiet hours may be required to dismantle their audiovisual equipment and place it in storage for the duration of the semester. Headphones are strongly recommended.

Pets

Students may not keep any animals other than fish in College residences. Freshwater fish may be kept in rooms. In double rooms this will require the consent of both residents. Tanks must be
made of Plexiglas and be no more than 10 gallons in size. Owners are responsible for arranging for care of their fish when the owners are away from campus. Fish may not remain on campus over the January intersession or during summer. If fish are abused or neglected, their owners will forfeit the privilege of having them. Any damage caused by fish tanks will be charged to the owner.

When visiting friends or family members plan to bring a pet, the residence director must give permission for the pet to enter the building. Pets visiting the campus with a parent, guardian or friend must be leashed at all times and are not to be left anywhere unattended.

Violations carry an automatic fine of $250 per night for the first two instances, and a fine and disciplinary action for any further violation. In the case of a community pet, residents will be assessed a fine until the pet is removed or the owner takes responsibility.

Bard College at Simon’s Rock is committed to accommodating individuals with disabilities who require the assistance of a service or companion animal, in accordance with Section 504 of the Federal Rehabilitation Act of 1973, Title III of the Americans with Disabilities Act of 1990, and all other applicable state and federal laws. We recognize that service/companion animals can play an important role in facilitating the independence of some individuals with certain types of disabilities.

Therefore, an appropriately trained animal, under the control of its partner/handler, may be allowed in campus facilities where animals would typically not be permitted. The College’s full “Service and Companion Animals” policy is available online at: my.simons-rock.edu/academics, under Forms, Guides, and Policies.

**Storage**

Storage space is limited, and the College assumes no responsibility for theft of, loss of or damage to any items stored anywhere on campus. The College does not provide long-term or summer storage for students’ personal property. Items left at the end of each academic year are considered abandoned property and will be donated to charity or discarded.

**Telephone Service**

Intercampus phone service is available in all residence halls for on-campus and local calls. Because of the limited nature of cell phone service on campus, students are encouraged to bring a landline phone. Femtocells will not work on the Simon’s Rock wired network.

A student phone list is available to community members online at the campus portal. Students are expected to refer to the student phone list for their personal use; Switchboard and Security staff are not responsible for connecting on-campus calls. Long-distance calls must be charged to a credit card or a calling card. All students are assigned a voice mailbox on the College’s system and are responsible for setting up their voicemail announcement. Questions should be directed to phones@simons-rock.edu or 413/528-7371.

**House Councils**

The purpose and role of House Councils in residence halls is to allow students and residence directors a major role in defining the character of their immediate community. Council members are responsible for managing many aspects of residence hall life, and for contributing to the
extracurricular life of the College as a whole.

At the start of each academic year, in a mandatory meeting, residence hall occupants determine the composition of their Council and prescribe its operating methods within College guidelines.

House Councils must include the RDs and peer advocates, and must have regularly scheduled meetings that are open to all residents of the house. Minutes of these meetings must be posted in the residence hall and filed with the director of residence life. RDs chair their House Council in sponsoring events and activities. These RDs also oversee a budget drawn from the student activities fee, maintaining accurate budgetary records and processing payments and reimbursements in a timely manner, in accordance with Student Affairs and Business Office practices.
VII. ACTIVE COMMUNITY ENGAGEMENT (ACE)

Bard College at Simon’s Rock has a longstanding commitment to community service. We seek to guide students to be not only academically successful, but also physically and emotionally healthy citizens of the world. Toward this goal the College has created the Active Community Engagement (ACE) requirement, a framework for balancing academic success with active community participation.

Beginning in the fall of 2014, entering students are expected to complete the ACE requirement as part of their Associate of Arts program. The Ace requirement calls for students to attend and participate in College-sponsored activities and programming each of their first three semesters, across three areas:

A. Health and Wellness (HW)

The Residence Life, Health Services and Counseling staffs offer these programs, which center on making responsible social choices while at Simon’s Rock. Topics include Taking Care of Yourself, Substance Use and Abuse, Informed Consent Before Sex and No Joke: Understanding Harassment and Discrimination. First-year students must earn six Health and Wellness units during their first semester, and then must earn four units in each of their next two semesters.

B. Athletics and Recreation (AR)

Athletics and Recreation opportunities include classes offered by the Kilpatrick Athletic Center, including strength training and conditioning, aerobics, yoga, Pilates, tai chi, squash, racquetball, tennis, rock climbing, ultimate Frisbee, aqua aerobics. These classes meet once a week for 12 weeks; attendance for 10 weeks is required to earn one unit. Season-long participation on the Soccer, Basketball or Swim Team earns two units, or the equivalent of two semesters’ requirements. Residence directors (RDs) offer events such as dodge ball, hiking and biking that also satisfy this requirement. First-year must earn two AR units during each of their first three semesters.

C. Participation and Service (PS)

Participation and Service opportunities include volunteer participation in activities such as Breaking Bread (the local community meal program), Berkshire South/Local School tutoring, Medical Reserve Corp (flu and public health clinics), American Red Cross blood drives, Jolly Jaunt Special Olympics, holiday food and toy drives, campus and community cleanup. Students also may participate in campus-based programs and events, including discussions on approved ACE topics. First-year students must earn four Participation and Service units each of their first three semesters.

Performing beyond the minimum in any one category will reduce a student’s overall requirement.
D. ACE Oversight

The Dean of Students oversees and has authority to develop, plan and implement the ACE requirement. The dean chairs the ACE advisory board with representatives selected in consultation with Community Council. These representatives may be drawn from the faculty, Academic Affairs, Alumni Library, Health Services and Counseling, the Kilpatrick Athletic Center, Residence Life, Student Activities and/or Win Commons. The advisory board will review proposals and help the dean develop ACE requirement guidelines.

E. Tracking

All students must sign-in (via ID scan or paper roster) at the start of each ACE program or activity they participate in or attend. The faculty or staff member coordinating an activity will provide attendance information to the Dean of Students, and records will be updated and progress tracked accordingly. At each activity, students may be asked to present their College ID for verification purposes.

F. ACE Information Sources

Additional information, including pre-approved ACE offerings and an FAQ on the ACE requirement, can be found at http://www.simons-rock.edu/ace. New offerings will be posted on the web site as they become available, and information on sign-up and transportation will be provided at this page.

Questions or suggestions for improving the ACE program should be directed to the Dean of Students, rgraves@simons-rock.edu.
VIII. CAMPUS DEPARTMENTS, FACILITIES, AND SERVICES

A. Athletics and Recreation

Kilpatrick Athletic Center is a first-rate facility that gives students access to a wide range of spaces and equipment. It serves the College and also many community members, who pay membership fees. Because Simon’s Rock is situated in one of the most beautiful locations in New England, outdoor opportunities also abound for the recreational athlete: running, cycling, hiking, sailing and skiing.

Student participation on competitive teams – men’s and women’s soccer, men’s and women’s swimming, and men’s and women’s basketball – requires a high level of commitment but brings the camaraderie and excitement of participating in a team sport. Events with nearby colleges allow Simon’s Rock students to test their mettle while making new friends outside the College community. Students interested in playing on any Simon’s Rock competitive team should visit Kilpatrick Athletic Center during their first term; all Simon’s Rock teams compete during Fall Semester.

Athletics and Recreation (AR) is one component of the College’s Active Community Engagement (ACE) requirement, which helps students learn to balance their academic success with physical, emotional and social well-being, and to become active participants in the life of their communities. AR offerings include dozens of activities – some competitive, some not – from aerobics to yoga, rock climbing to swimming, and water fitness to tennis, racquetball and squash. Students also have the opportunity to participate in intramural sports that include basketball, dodge ball, indoor soccer, ultimate Frisbee, volleyball and water polo.

B. Communications

Mail

Each full-time student is assigned a locking combination mailbox in the Livingston Hall Student Union. Students receive U.S. Postal Service and intercampus communications, as well notification of package deliveries from the mailroom. Packages may be retrieved from the mailroom Monday through Friday between 8 am and 6 pm. Outgoing mail is picked up at 9 am and at 3:30 pm Monday through Friday. Over the summer break, first-class mail will be forwarded to each student’s home address.

Telephones

The main College number is 413/644-4400. College staff located in the Livingston Hall Student Union answer calls from Monday through Friday, 8 am to 6 pm, while classes are in session. The Security office answers calls during other hours. Incoming calls to students will be transferred to the student’s extension or room.

Computing Facilities Resources

Simon’s Rock is served by a dedicated local area network (LAN) that provides students with
access to the Internet and to campus computing resources and numerous printers throughout campus. This network and other College technology resources are provided explicitly for academic purposes.

The network also supports the academic and communication needs of faculty and staff, including email from professors to their classes. Students are expected to respect fellow users by knowing and obeying the College’s Network/ITS Acceptable Use Policy (at: my.simonsrock.edu/academics), see Connecting to the Simon’s Rock Network – also at http://simonsrock.edu/its/network-its-acceptable-use-policy, all other College policies, Internet etiquette and applicable law. Violation may result in restriction or suspension of network access, as well as College disciplinary proceedings. Questions about computer and network policies should be addressed to its@simons-rock.edu.

Wireless access is available in all campus academic buildings and student residences, as well as most other buildings (e.g., dining hall), although the strength of wireless the service may vary by location; wireless access on the campus outside of buildings is limited.

Students are encouraged to bring their own computers to campus. For those who do not, or who require supplemental applications, computer clusters are available at various places on campus including Alumni Library, Daniel Arts Center, and Fisher Science and

**Academic Center**

These buildings house a mix of Windows and Macintosh computers with email, Web browsing and Microsoft Office capabilities. Specialized graphics, digital photography, computer-aided design, desktop publishing, video editing, and mathematical and statistical modeling programs are available on select computers; write: its@simons-rock.edu or call the ITS Help Desk at 413/528-7371 to determine location(s).

Although Simon’s Rock does not charge students for printing, it does use the PaperCut print management system to track usage and reduce paper and toner waste. Rather than sending a job directly to a networked printer, printing is a two-step process. Students install the PaperCut client on their machines (all public computers on campus have the PaperCut client installed) and add one central printer queue, where all jobs are sent and held for up to 36 hours. The print job can then be released by logging in with a set of Simon’s Rock credentials at any Print Release Station, at which time the number of pages is deducted from a student’s total allotment. Every student begins each semester with an initial allotment of 400 pages, but this can be refilled by contacting ITS and requesting a refill.

Print Release Stations are available at these campus locations:

- Livingston Hall Student Union
- Fisher Science and Academic Center
- Alumni Library
- Liebowitz Center for International Studies
- Daniel Arts Center
- Pibly
Support

The College’s Information Technology Services (ITS) department provides basic support such as installing virus protection, setting up wireless access and print management software, and troubleshooting basic hardware. It is recommended that students have a vendor support agreement to cover more complicated repairs and problems.

To get College help with basic computer difficulties, students may:

- Meet with a computer assistant (CA) is on duty in the library from 8: pm to midnight, Sunday through Thursday. Students may bring laptops and/or stop by to ask questions during this period.
- Send an email to its@simons-rock.edu or call the ITS Help Desk at 413/528-7371 and schedule an appointment between 9 am and 5 pm Monday through Friday.
- Students should be ready to work directly with ITS staff or the CA to diagnose and resolve any issues.

C. Dining Services

Food Service Provider

Chartwells Dining Services is the food service provider at Bard College at Simon’s Rock. Chartwells strives to use fresh, locally grown and organic products. They are committed to preparing foods that are delicious and nutritious, even given our diverse community’s wide-ranging dietary requirements.

Meals are served buffet style, with a variety of options at each meal, including vegetarian and vegan dishes. Fresh fruit is always available during service hours, as is a large and varied salad bar. Two soups are made daily—one vegan and one vegetarian or protein based. Chartwells makes its hand-tossed pizza dough from scratch during lunch and dinner periods Monday through Friday.

To enter the dining hall, students must present their ID card. Serving times are:

<table>
<thead>
<tr>
<th>Monday through Friday</th>
<th>Food offerings</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 am to 9 am</td>
<td>Hot breakfast</td>
</tr>
<tr>
<td>8 am to 11 am</td>
<td>Continental breakfast</td>
</tr>
<tr>
<td>11:15 am to 1:45 pm</td>
<td>Lunch</td>
</tr>
<tr>
<td>4 pm to 5 pm</td>
<td>Light supper (pizza, soup, salad)</td>
</tr>
<tr>
<td>5 pm to 7 pm</td>
<td>Full dinner</td>
</tr>
<tr>
<td>Saturday and Sunday</td>
<td>Food offerings</td>
</tr>
<tr>
<td>10 am to 2 pm</td>
<td>Brunch</td>
</tr>
<tr>
<td>5 pm to 6:30 pm</td>
<td>Dinner</td>
</tr>
</tbody>
</table>

Meals on Campus

All students living on campus pay a residence fee that includes 19 meals per week. They may eat as much as they like at each meal; however, food may not be removed from the dining hall. In lieu of visiting the dining hall, each student may spend a dinner equivalency at the Rock Café
The snack bar, daily between 7 pm and 11 pm when classes are in session. The snack bar is located in the Livingston Hall Student Union and offers fresh food cooked to order, at a place to relax, study or socialize.

Day students may initiate a voluntary Declining Balance Meal Account at the Business Office, Monday through Friday from 9 am to 4 pm. Once funds are deposited into a student’s account, dining hall and snack bar purchases can be debited. A declining-balance plan is tax-exempt, so students pay no Massachusetts sales tax. Resident students may also set up a Declining Balance Meal Account to supplement their 19 meals. All students can use their Declining Balance Meal Account at the Snack Bar, and resident students can use the D/B to treat friends or visiting family members to meals in the Dining Hall. Day students can use their account in both locations. Funds can be added to a student’s account either in the mailroom (cash or checks accepted) or at the Business Office (cash, checks, Visa or MasterCard accepted). There is a $100 minimum when using credit cards to add funds, but no minimum for cash or checks.

Chartwells will help students to manage dietary restrictions and allergies. Its interactive website, www.dineoncampus.com/simonsrock/, is updated regularly during the academic year and offers a nutrition journal, a monthly dining calendar, hours of operation and feedback opportunity.

Chartwells also employs students, both work-study and other. For additional information contact Chartwells at 413/528-7290 or stop at its office just inside the dining hall entrance, Monday through Friday from 10 am to 6 pm.

D. Disability Accommodation

Accessibility

Bard College at Simon’s Rock provides individuals who have documented disabilities with equal access to all areas and services of the institution, in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

Certifying Eligibility

The Americans with Disabilities Act protects individuals from discrimination based on deficiencies in vision, hearing, orthopedic or motor function; chronic illness; drug or alcohol addiction, or specific learning or psychological disabilities. Any student who believes s/he has a disability not included in this list are nevertheless urged to consult the College’s director of disability and academic support services (ext. 7383) to determine potential eligibility for services.

All students who request services are required to submit documentation to the director of disability and academic support services. Students are expected to review and update their information and request each semester. The amount and type of documentation will vary with the nature of the disability and the accommodation requested. Generally, any documentation should (a) be no more than three years old and (b) be provided by a professional with appropriate credentials. Documentation should include the following information:

- Summary of a comprehensive diagnostic interview
- Diagnostic summary based on a comprehensive assessment battery
- Specific recommendations for accommodation, and an explanation of need for each.
If the documentation submitted is inadequate in content or scope, reevaluation may be required before services and accommodations are provided.

Registering for Accommodation

Students who wish to identify themselves as having a disability should schedule an interview with the director of disability and academic support services (ext. 7383). At the interview, students should provide documentation of their disability, as noted above, and be prepared to discuss appropriate accommodation for that semester. Additional documentation may be requested at that time.

Once accommodation has been agreed on, the student will be asked to authorize a letter to his or her academic advisor and instructors describing the requested accommodation(s). The director of disability and academic support services is responsible for delivering the letter to instructors and advisors; the student is responsible for meeting with them as needed to arrange for particular accommodation(s).

Procedures are in place for resolution, as needed, through the Dean of Academic Affairs. The director of disability and academic support services will be available to support the student in this process.

Reasonable Accommodation

Once students are determined eligible for services, they are entitled to reasonable accommodation. “Reasonable” here is understood to include accommodations which do not place an undue burden on the College or which would require fundamental alteration of the College’s programs or services. Reasonable accommodation includes but is not limited to:

- Extended time for testing
- Tutors
- Note-takers
- Specialized computer software
- Auxiliary aids
- Training in study skills and time management
- Taped texts
- Course material in alternative format

Simon’s Rock reserves the right to refuse a specific accommodation request if other accommodation will serve the student’s needs equally well and place less burden on the College. However, any student who believes s/he has been discriminated against on the basis of disability, or denied reasonable accommodation, may file a complaint with the director of disability and academic support services, describing the incident in detail. Individuals who file such reports are protected from any form of retaliation. The director will investigate the complaint and report back to the student complainant, generally within 30 days. If the student still finds resolution unsatisfactory, s/he may bring the issue to the Dean of Academic Affairs.

For more information on adaptive technologies, certifying eligibility, reasonable accommodation and registering for accommodation, contact the director of disability and academic support services.
E. Event Coordination

Activities and all student-sponsored events (individual, club, or organization) are arranged and managed through the Student Activities Office, Room 302 Livingston Hall Student Union. The activities coordinator, a full-time professional with broad experience in planning and executing events, works with students, faculty, and staff to promote activities that allow digression from rigorous academics, and that foster leadership, engagement and the development of strong organizational skills.

The activities coordinator also works to support the ACE requirement.

Student input is integral to identifying events that serve an array of interests and constituencies. A yearly fair involving student clubs and organizations helps to gauge what appeals to current students, in order to create a successful calendar of programs. The breadth of activities may include dances, concerts, films, intramural matches, blood drives, holiday themes and sustainability efforts.

Besides identifying event initiatives, the activities coordinator helps students address requests for funding of supplies and must approve procurement of space, transportation, audio/visual and tech support as well as the event management plan before funds or reimbursement are released. Use of facilities as well as funding for College programming is coordinated with Physical Plant, Security and other offices.

Events must be planned in advance with the help of the activities coordinator to avoid space and scheduling conflicts, gain access to locked areas, arrange for setup, cleanup, and request audiovisual equipment. The events worksheet is available at: my.simons-rock.edu.

Building Scheduling

The Dean of Students or his or her designee approves use of space in student residence halls and the Livingston Hall Student Union during the academic year.

- Common areas in residence halls are available for the use of occupants first, then by others with permission from the House Council or residence director.
- Common space and meeting rooms in the Livingston Hall Student Union are available to all students and will not be designated for any group on a permanent or long-term basis.

To reserve a space in the Student Union, contact the Student Activities Office, ext. 4284. Requests to use space in other buildings for non-academic use, contact the Activities Coordinator in the Residence Life Office.

F. Financial Services

Students who have questions about their personal College account, or who need help with purchasing and budgeting for student organizations, should visit the Financial Services office in Hall College Center. Financial Services staff can supply purchase orders, check requisitions and reimbursement forms, and will process legitimate, complete requests.
Student Billing

Tuition, special instructional charges, a campus residence fee, an enrollment deposit, and the student activity fee are billed to each student's home address each term.

Charges for books and other miscellaneous items are shown separately on the same bill.

All bills are due when presented. A finance charge of 1% per month will be assessed on outstanding balances. A student whose account is in arrears will not be permitted to register for the coming term until the bill is paid in full. Additionally, transcripts will not be forwarded to other institutions, and grades or academic comments will not be released.

Special Charges

Some courses carry extra fees to cover special instruction, supplies or equipment. These charges are clearly published in the College catalog and will be billed to students as appropriate following course selection.

An activity fee of $200 per academic year has been legislated by the Community Council and will be charged to each student account.

The College charges all undergraduate students a health fee. One portion of the fee allows access to Health Services, while the other pays the cost of supplemental accident and health insurance.

Following reports of residence hall damage – or at the end of an academic term – all student occupants may be billed for destruction or loss. The College will attempt to determine individual responsibility but, when this is not possible, costs will be prorated among assigned students. Prorating may also be employed for vandalism in other areas on campus.

Financial Aid

Returning students must meet an April 15 application deadline for financial aid. Any student may apply for financial aid. Those who receive aid must reapply each year and must adhere to these guidelines to remain eligible:

- Students must maintain satisfactory academic progress.
- Students must not be on academic or social probation.
- Students must not be dually enrolled in a high school.

In the event of academic failure or probation, the director of financial aid at Hall College Center will review a student's case, and financial assistance – including grants and scholarships – may be forfeited. Students, who are readmitted after a term of suspension, whether for social or academic reasons, will not be awarded College aid during their first term back.

Refund for Withdrawal or Suspension

Following registration, no refund of any fees will be made if a student withdraws from the College for any reason, except as stated in the College catalog and restated in the Withdrawal Refund Schedule below. Federal aid will be adjusted based on a federally mandated formula.
Withdrawal Refund Schedule

Below is the College’s refund schedule:

- Prior to arrival, the College will retain the $500 enrollment deposit and fully refund all other charges.
- Within the first week after classes begin: 80% of tuition and the campus residence fee will be refunded.
- Within two weeks after classes begin: 60% of tuition, and the campus residence fee, will be refunded.
- Within four weeks after classes begin: 30% of tuition, and the campus residence fee, will be refunded.
- Beyond four weeks of classes: No refunds will be given.
- Upon Suspension or expulsion: No refunds will be given.

A student who is considering voluntary withdrawal may wish to confer with the Business Office and/or the Financial Aid Office about potential refunds. The Dean of Academic Affairs must receive written notification of all withdrawals. The Business Office must approve all refunds, based on withdrawal date.

Tuition Insurance

The College offers all students a tuition and refund insurance plan through Dewar, Inc. This plan, which requires a premium payment, complements the College’s refund policy. A brochure with details is available in Financial Services.

G. Health & Counseling Services

Counseling Services and Health Services are two separate departments that share support staff and office space. They are located on the 3rd floor of the Livingston Hall Student Union, above the mailroom.

The staff work individually and collectively to foster a healthy living/learning community through high-quality care and information to students. Within the context of a preventive health model, staff assesses individual student needs and treat acute illness. Adjunct services include treatment of minor illness, laboratory testing, contraception, health care education and/or referral to outside specialists as necessary.

In addition to one on one care, staff provides educational programs, literature, workshops and group discussions in conjunction with the ACE program. Topics may include alcohol and drug use, eating disorders, women’s and men’s health issues, and stress reduction.

Office Hours

Offices are open 9 am to 5 pm Monday through Friday when school is in session. Students can make appointments through the receptionist on the 3rd floor of Livingston Hall Student Union, or via telephone at:

Counseling Services (413) 528-7445
Health Services (413) 528-7353
After Hours

The Health Services and Counseling Services offices are closed nights, weekends and during academic breaks. However, staff remains on call, with physician backup, nights and weekends during the school year for urgent care needs. Any student who is feeling ill may ask a residence director or Security staff (ext. 7291) to contact the nurse on call.

EMERGENCIES.

From on-campus -- Call Security (College staff on-call 24/7) by dialing “0” (zero) from any campus telephone and tell the dispatcher the following:

“This is an Emergency
My Name is . . .
My location on campus is . . .
This is what has happened . . .”

From off-campus call x911 or call Simon’s Rock Security at 413-528-7291 for assistance locally

On-call staff (24/7) includes:
- Security
- Residence Life
- Nurse
- Counselor
- Administrator

If needed, Security will contact local Emergency Services (9-911), and then Health Services, Counseling Services and others as appropriate when school is in session. These staff members may also be contacted for urgent, but not emergency purposes via Security after hours.

Counseling Services

Counseling is available to all Simon’s Rock students throughout the academic year. Students may schedule appointments for brief consultations or ongoing therapy. Drop-in hours are available weekly, and counselors will provide emergency consultation as needed.

A consulting psychiatrist is available for medication, evaluation and treatment. Counseling Services also can arrange referrals to off-campus resources. In most cases, a combination of student health insurance and private insurance will cover all or part of the costs of these services. Any contact with the counseling staff is confidential except when a student agrees in advance to specific disclosure, or when required by law. To schedule an appointment, contact the Health and Counseling Services receptionist, ext. 7445.

When there is sufficient student interest, Counseling Services will offer workshops or group sessions on such topics such as optimizing sleep, stress reduction and improving coping skills.

Health Services

The Health Services staff consists of three nurses and a nurse practitioner, which also serves
as director. Typically, the nurse will assess each presenting student and recommend a course of action. Nurses are on call 24/7 when school is in session and have physician backup nights and weekends for urgent care needs.

Macony Pediatrics, a local pediatric practice affiliated with both Fairview Hospital in Great Barrington and Berkshire Medical Center in Pittsfield, MA, supervises the department medically. Macony staff has office hours on campus and are on-call 24/7 to support Health Services staff in caring for Simon’s Rock students.

**Health Information Forms**

To register for College classes, all first-year and transfer students must submit to Health and Counseling Services specific health information forms. By Massachusetts’s regulation, a record of required immunizations must be received before a student can occupy campus housing or attend classes. All medical forms can be downloaded from the College’s Health Services webpage.

**Serious Illness**

Day students detained at home due to illness must notify both Student Health Services and the Student Affairs Office. Before returning to class, they must bring to the Health Services office a physician’s statement covering the nature and duration of the illness.

**Student Health Plan**

All students are required to pay a Student Health Services fee, which covers enrollment in the Student Accident and Sickness Insurance Plan underwritten by Nationwide Mutual Insurance Company. It also gives access to the College’s walk-in clinic, and 24/7 emergency access to counseling service and 24/7 Health Service staff.

The College understands the desire families have to minimize their child’s billing here. Parents or guardians may believe this health plan is redundant if they already have a family policy.

However, this fee is required for two major reasons:

1. Simon’s Rock students are younger than most who arrive on college campuses, and often they have not yet managed their own healthcare. Therefore, the College assumes unusual responsibility for their well-being. The Student Health Services fee covers a broad spectrum of needs including walk-in access to both our Health Services and our Counseling Services staff. Licensed counselors, and nurses or nurse practitioners supervised by contracted physicians, are readily available during business hours Monday through Friday and are on-call 24/7 for medical aid, support and follow-up.

2. Over the years parents or guardians have told us, after the fact, that their child needed treatment or support at time(s) but chose not to seek it, either because they were not covered under the College’s (formerly optional) plan or because they felt overwhelmed when alone and faced with a serious personal problem. In total, these reports were sufficient to compel the College to address overall health issues, because of their impact on student success. This includes the proper medical follow-up that students otherwise might choose not to seek.
Our staff is diligent about providing care and making health information available to parents or guardians in compliance with HIPAA regulations. We are familiar with local resources—including a small hospital less than two miles away—and have solid working relationships with local care providers.

For a detailed explanation of the Student Accident and Sickness Insurance Plan, visit www.consolidatedhealthplan.com. Note that students and their families will be responsible for payment for excluded services and those that exceed policy limits.

**Confidentiality**

College staff encourages students to keep their families apprised of their personal well-being. However, the staff will not automatically notify parents or guardians of office visits. While this may represent a change in how families have approached the student’s healthcare, it is important that students learn to access care themselves and that they feel free to discuss personal concerns with our healthcare staff.

The College will notify parents or guardians when a student is treated in the emergency room or is hospitalized for any reason regardless of age. Family also will be informed if their child has an illness that may require a leave or withdrawal from the College.

**Health Leave/Withdrawal**

In unusual circumstances, the directors of Counseling Services or Health Services, in consultation with the Dean of Academic Affairs and/or the Dean of Students, may recommend that a student take a health leave or health withdrawal for the student’s own well-being and safety, or for the well-being and safety of the community. The deans may compel such leave or withdrawal as warranted. All leaves and withdrawals require final approval from the dean or Dean of Academic Affairs, or his or her designee. For full information about the College’s policy on leave and withdrawal, see Academic Affairs.

**Prescription Medication Policy**

Students are allowed to keep their personal prescription medication in their assigned living unit, and are expected to manage it, as would any reasonable person under the proper care of a physician. Misuse or abuse of any medication is a violation of the Code of Student Conduct and will be addressed accordingly. The College is not responsible for replacing prescription medication that is lost or stolen from living units or personal belongings.

**Prescription Refills**

Students can work with the Health Services staff to arrange for prescription refills at a local pharmacy. The College works directly with Village Pharmacy in Lenox, MA, which will deliver individually packaged medications to Health and Counseling Services Monday through Friday. To arrange such service, students should see the Health Services receptionist on the 3rd floor of Livingston Hall Student Union, or phone 413/528-7353 (ext. 7353 from campus). Alternatively, students may choose to pick up their own prescription medication from other pharmacies in Great Barrington.
Transportation to Healthcare Appointments.

By request, the staff can assist students as they arrange their own transportation to off-campus medical, dental, or psychiatric appointments. The transportation is typically arranged with local taxi services. Many of these services will accept payment ahead of time over the phone.

H. Institutional Advancement (includes Alumni Relations)

The Office of Institutional Advancement at Blodgett House fosters continuing, lifelong relationships between alumni, parents, faculty, staff, students, and other friends of the College. It helps alumni stay in touch with each other, assists faculty or students seeking alumni connections, and serves as a place for alumni, parents, and friends to learn about the College’s current initiatives.

Institutional Advancement works with Career Services to connect alumni, students, parents, and friends of the College in mutually beneficial ways. Looking for a lead on an internship in a new city? This is a good place to start.

The College’s alumni and parent volunteers work directly with Institutional Advancement to benefit the entire Simon’s Rock community. Volunteers help with recruiting, fundraising, career services, and regional events.

Institutional Advancement – with the help of volunteers and student employees – raises several million dollars each year to support scholarships, academic programs, and internships, study abroad opportunities, and the physical plant at Simon’s Rock.

For current students, the prospect of joining the ranks of the College’s alumni may seem distant. However, Institutional Advancement offers services and contacts that students may find valuable when considering a summer internship or life after graduation. Students are welcome to stop by Blodgett House to find out how Institutional Advancement can serve them.

I. International Student Services

The College provides information and support to international students attending Simon’s Rock on F-1 and other visas. We strive to be an advocate in interactions with the Simon’s Rock community and with U.S. governmental agencies. Students attending Simon’s Rock on an F1 student visa will need to meet regularly with a Designated School Official (DSO) to maintain their status:

- On arrival at campus as a new student
- At the beginning and end of each semester thereafter
- Before seeking on-campus employment (note: international students generally cannot be employed off-campus)
- When seeking government authorization for off-campus Optional Practical Training (OPT)
- Before leaving the United States at any point during a Simon’s Rock program of study.

International students must maintain a valid passport from their country of origin. They are responsible for notifying a designated College official if their student status changes. For assistance with F1 and other visa issues, contact Susan Mower in the Academic Affairs Office,
J. Library Services

The Alumni Library staff is dedicated to helping students find personal and academic success at Simon’s Rock and beyond. The library responds to the needs of early college students by:

- Teaching students to be proficient, ethical information seekers
- Facilitating access to information resources
- Providing welcoming spaces for intellectual discovery
- Promoting the adoption of innovative learning technologies.

In exchange for offering informational collections and services, library staff expects student behavior that allows the research, reading and study necessary to academic excellence.

Win Commons

The Judith and Ba Win Student Resource Commons is located within the library atrium. Win Commons staff strives to enhance the quality of students’ academic study through supplementary services:

- Tutoring in writing and quantitative studies
- Access to adaptive technologies and services
- Workshops in critical thinking and study skills
- Information about internships, study-abroad programs and career opportunities.

For more information, phone 413/528-4282 or stop by the library.

Learning Resources

The library’s collections contain more than 75,000 books, DVDs, CDs, periodicals and other media, augmented by a suite of electronic information resources. The library home page provides a portal to all these resources. In addition to these collections, the building contains group and individual study areas and lounges.

The library has desktop computers throughout the building, and wireless access is available for laptop use. Students may use any of the networked printers and photocopiers.

Circulation and Reserves

Student ID cards must be displayed in order to use library facilities and for the temporary removal of materials. Circulating materials (books, DVDs, scores, etc.) will be lent at the circulation desk in the main lobby.

Materials placed on reserve by a faculty member for a course are available from the circulation desk as well but may not be removed from the library. Notices will be issued for overdue

Hall College Center, 413/528-7246, smower@simons-rock.edu.

For assistance with all other matters relating to life on campus, contact Summer Plouffe Vogel, Student Affairs Office, Livingston Hall Student Union, 413/528-7321, splouffevogel@simonsrock.edu.
materials, and borrowers billed for materials not returned promptly.

Reference and Interlibrary Loan Services

The library staff is dedicated to helping students make best use of library resources. Students are encouraged to ask staff for help. Resources not available in the library or online may be obtained via interlibrary loan at no charge to students. Interlibrary loan requests can be submitted at the library website.

Food and Beverages in the Library

Small snacks (such as a piece of fruit or a granola bar) and beverages in closed containers (covered cups or bottles with caps) are allowed in the library if consumed responsibly. Food may not be delivered to the library from restaurants or other food vendors. Students are expected to clean up after themselves, discard trash and recyclables in appropriate containers, and notify staff immediately of any spills.

Check the library website at: www.simons-rock.edu/academics/academic-resources/library for further information and hours of operation.

K. Religious Institutions

The College recognizes that religious observance is part of the life of many Simon’s Rock students. Anyone who needs information about places of worship in Berkshire County or assistance with transportation to services may contact the Student Affairs Office at 413/528-7693 (ext. 7693 from any campus phone).

L. Security

The Security office in the Livingston Hall Student Union is staffed by a trained group of peace officers that serve all members of the Simon’s Rock community. The security director, assistant director and officers work closely with the residence directors; the directors of Residence Life, Health Services, Counseling Services and Physical Plant; the Dean of Students, and other members of the faculty and staff to maintain 24-hour coverage of the campus.

Security officers respond to all emergencies and maintain a regular patrol of the campus. Several officers are trained EMTs, and all officers participate in ongoing security and safety training programs.

We believe that campus security is a collective responsibility. The Security Staff asks that everyone play an active role, immediately reporting suspicious activity, emergencies and potentially unsafe conditions to Security or to a residence director. In case of a facilities emergency, contact Security at 413/528-7291 (ext. 7291 from any campus phone).

Information about personal safety, fire safety, vehicle registration, and parking is outlined elsewhere in this Student Handbook and on the Simon’s Rock web site. For more information, contact any Security officer or the Student Affairs office.
M. Student Affairs

Responsibility for residential life and campus housing falls under the purview of the Student Affairs Office, which is located on the 3rd floor of the Livingston Hall Student Union. Primary leadership of its Residence Life program falls to the director of residence life, supported by residence directors (RDs), peer advocates (PAs) and House Councils. The goal of the Residence Life program is to develop and sustain a healthy and safe living environment that fosters learning, personal growth and a positive sense of community.

More specifically, the staff is expected to help students with transition to College life in these ways:

- Plan and execute meaningful educational programs and enjoyable social programs
- Connect students with campus activities, resources and support as needed
- Mediate roommate and other personal conflicts that can arise in close living situations
- Provide a link between student residents and others across the campus
- Intervene in potentially threatening individual or group situations.

The Student Affairs Office also works closely with the directors of activities, community service, Security and Health Services to provide extracurricular and co-curricular programming in the residence halls and across campus.

N. Student Employment

The Student Employment office in the Livingston Hall Student Union is charged with coordinating the College jobs available to students each academic year. At Simon’s Rock, there is never enough student employment to meet demand – and those jobs that do exist fill quickly. We recommend that students who plan to seek employment on campus review the listing of available jobs at the College website and apply for positions of interest soon after they arrive. (Each semester, students may log in to view available jobs. However, most jobs will be offered for the fall term, and fewest for spring term.)

NOTE: It is the practice of Bard College at Simon’s Rock to give employment priority to workstudy eligible students. Work-study eligibility is noted on award letters from the Office of Financial Aid. Students who are offered campus employment but are not work-study eligible will need to have the hiring supervisor first receive authorization from the College’s director of administration and finance.

Hiring Process

Once students are offered employment, they will not be legally authorized to work on campus before completing the forms noted below and submitting them to the Payroll Office on the third floor of Livingston Hall Student Union. Students will need to know their Social Security Number to complete most forms. Those previously authorized to work on campus should contact the Payroll Office, with the name of their hiring supervisor, before completing forms again.

International students should contact the payroll & benefit manager, below, before completing employment forms.

The required Employment Forms – available for download and printing online – are:
• I-9 (Employment Eligibility Verification Form) Students should review this form before arriving on campus, with particular attention to Columns A, B and C.

• Students will be required to bring the following to the Payroll Office:

  One acceptable document from Column A
  OR
  One acceptable document from Column B and one from Column C.

If hired, the student employee has three (3) business days from the date of employment to present the documents referred to in this section, or an acceptable receipt proving that s/he has applied for a replacement document. If the replacement document is not presented to the Payroll Office within 90 days, the student’s employment will be terminated immediately.

• W-4 (Federal Income Tax Withholding Form), which must be renewed each January for the current calendar year.

• M-4 (Massachusetts Income Tax Withholding Form), as applicable Students must complete this form only if their withholding allowance for Massachusetts’s income tax will differ from that for federal income tax.

• Employment Permit Application for 14-through 17-Year-Olds. Bard College at Simon’s Rock will be not only the school of record but also the employer if a student is hired for a campus job. Any student younger than 18 years of age must complete this Employment Permit Application from the Commonwealth of Massachusetts. A parent or guardian must also sign this form if s/he is approving the issuance of a work permit.

Please note that a Physician’s Certificate of Health is required for 14-and 15-year-olds only.

Direct Deposit Request Form

Bard College at Simon’s Rock mandates that student employees receive their wages for hours worked via direct deposit to a checking or savings account.

Therefore, students will need to supply the Payroll Office with the following information:

• Bank’s 9-digit routing number
• Savings or checking account number

Routing numbers and account numbers generally are not the numbers listed on an ATM, debit or check card. Banks will provide this information to customers by request. Students who intend to open a checking or savings account locally should do so before visiting the Payroll Office.

Typically, a parent or guardian must be present for signature approval on such an account.

EEO-1 Self-Identification Form (voluntary)

The College is subject to certain governmental recordkeeping and reporting requirements for the administration of Civil Rights laws and regulations. To comply with these laws, the College invites employees to voluntarily self-identify their race and ethnicity. Refusing to provide either will not be cause for any adverse treatment. All information is kept confidential and, when
reported, will not identify any specific individual. Please submit the blank version of this form if you are declining to self-identify.

Students should pay close attention to the signature requirements for each form above. Once all necessary forms are complete, one of the managers below will issue a work authorization. That authorization must be presented to the hiring supervisor before employment can begin.

Colleen M. Ramsay  
Payroll & Benefit Manager  
413/528-7205 phone  
413/528-7446 fax  
email: cmramsay

Diane Rhoades-Warner  
Assistant Payroll & Benefit Manager  
413/528-7415 phone  
413/528-7446 fax  
email: drhoades

All collection, maintenance and disclosure of personal information will be conducted in accordance with Massachusetts’s privacy laws.

**Allowable Work Hours**

The College’s director of administration & finance and/or the payroll managers will determine the average hours per week a student may work each semester. This will be a rolling calculation based on Federal Work-Study award amount (if applicable), departmental budgets, number of workable weeks left in the semester, and employment start date. In most cases, student employees will not be allowed to average more than 4 to 7 hours per week per semester regardless of how many student jobs they hold. The College will comply with the Massachusetts Laws Regulating Minors’ Work Hours and Occupation Restrictions.

Peer advocates (PAs) may not hold additional student employee jobs without permission.

**Wages**

Student employees are paid each Friday, at the Massachusetts minimum hourly rate, for hours worked the previous week. Students serving in the position of lifeguard will be paid $0.50 more per hour because of the certification requirements they must obtain and maintain; student head lifeguards will be paid $0.75 more per hour.

**O. Transportation**

**Personal Motor Vehicles**

The Security Department (413/528-7291) in Livingston Hall Student Union enforces motor vehicle and parking regulations on campus. Students receive an emailed copy of these regulations at the beginning of each academic year and can view them online at any time. All student drivers are expected to review and comply with them.

**Driver Policies**

New students are not permitted to keep or operate a motor vehicle on campus during their first two semesters in residence. Other students are permitted to bring motor vehicles to campus subject to the College’s motor vehicle policies, which are in effect at all times including summer vacation and all College recesses and holidays. Vehicles also are subject to the College’s right to search whenever it believes a violation may exist.
NOTE: In Massachusetts, licensed drivers between the ages of 16-1/2 and 18 may not operate a motor vehicle between midnight and 5 am unless accompanied by a parent or legal guardian.

Vehicle Registration

Student drivers must register their personal vehicles with the Security office within the first seven (7) days of each semester. To register, a student must present his or her driver’s license, vehicle registration papers and evidence of liability coverage for any authorized operator. When the registration process is complete, the student will receive a College decal, which must be displayed on the vehicle. A vehicle without a current registration decal will receive a written warning; further violation will result in monetary fines.

Students who need additional time to obtain required documentation must apply for an extension from the Security office. Maximum extension time is two (2) weeks. Students whose vehicles are unregistered after that period may lose their driving privileges, and their vehicles will be subject to towing at the owner's expense.

Parking

Drivers must park in designated areas and must respect spaces made available for handicapped individuals. Do not park in the fire lanes, in front of buildings, or on the lawns at any time. Illegally parked vehicles will be ticketed, towed and/or booted at the owner's expense.

Speed Limit

The speed limit throughout campus is 15 mph.

Motorcycles and Mopeds

The operation of motorcycles and mopeds on campus is confined to designated roadways. Drivers must abide by the campus speed limit and by campus motor vehicle policies, including parking and registration. In accordance with Massachusetts’s law, drivers and passengers must wear protective helmets at all times. No covered area is available to store motorcycles or mopeds, and they may not be parked in residence halls or other College buildings.

Violations

Individuals who park in unauthorized areas, or who fail to register their vehicles, will receive a written warning for a first offense, a $25 fine for a second, and a $50 fine for any subsequent violation. Students who receive more than four tickets for parking unregistered vehicles during a semester may lose the privilege of having a vehicle on campus.

Violation of the campus speed limit will result in a $50 fine for a first-time offense and an additional $50 fine for each subsequent offense. A third speeding violation may result in loss of vehicle privileges. Unsafe driving may result in a first-offense fine of $50, and immediate suspension of vehicle privileges for a second offense.

Within 48 hours, students whose permission to have a motor vehicle has been revoked will be required to either (a) remove their vehicle from campus or (b) place the vehicle in a parking area, under the direction of Security, and file their license plates with the Dean of Students.
If after one week a vehicle owner does not respond to a summons placed on the windshield, the vehicle will be considered abandoned and towed off campus. Towing and storage charges will be the responsibility of the vehicle’s owner.

**Revoking Vehicle Privileges**

The receipt of a permit to operate a motor vehicle while at Simon’s Rock is a privilege and may be revoked by Security or Student Affairs staff at any time for any serious infraction of the College’s motor vehicle regulations, or state laws. Revocation of privileges will apply to both driving and parking on College property.

Student drivers will be held responsible for transporting, or attempting to transport, onto the campus alcohol/drugs, weapons or persons banned from campus. In limited cases, a student on academic or social probation will not be allowed to have a car on campus during the probationary period.

**P. Airlines, Airports, and Break Shuttles**

Please refer to www.simons-rock.edu/transportation

**Q. Area Ground Transportation (taxi, rail, bus)**

Please refer to www.simons-rock.edu/transportation
Student Handbook
2014-2015

IX. APPENDICES
APPENDIX A: Notification of Rights under FERPA for Postsecondary Institutions

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.) These rights include:

1. The right to inspect and review the student’s education records within 45 days after the day that Bard College at Simon’s Rock receives a request for access. A student should submit to the registrar, dean, or associate dean of academic affairs a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student’s education records that the student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

A student who wishes to ask Bard College at Simon’s Rock to amend a record should write to the Dean for Academic Affairs, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If Bard College at Simon’s Rock decides not to amend the record as requested, Bard College at Simon’s Rock will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before Bard College at Simon’s Rock discloses personally identifiable information (PII) from the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

Bard College at Simon’s Rock discloses education records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is typically includes a person employed by the Bard College at Simon’s Rock in an administrative, supervisory, academic, research, or support staff position (including Security, Residence Life, Counseling and Health Services staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the Bard College at Simon’s Rock who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education
record in order to fulfill his or her professional responsibilities for Bard College at Simon’s Rock.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Bard College at Simon’s Rock to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

FERPA permits the disclosure of PII from students’ education records, without consent of the student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, § 99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student —

• To other school officials, including teachers, within Bard College at Simon’s Rock whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))

• To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student’s enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))

• To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university’s State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)

• In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))

• To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))

• To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))

• To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
• To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))

• To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))

• Information the school has designated as “directory information” under § 99.37. (§ 99.31(a)(11))

• To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of § 99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§ 99.31(a)(13))

• To the general public, the final results of a disciplinary proceeding, subject to the requirements of § 99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school’s rules or policies with respect to the allegation made against him or her. (§ 99.31(a)(14))

• To parents of a student regarding the student’s violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

Disclosure of Directory Information. In addition, Bard College at Simon’s Rock may disclose, without consent, student “directory” information to third parties and has designated the following as directory information:

- Student name
- Address (home and email)
- Hometown
- Home telephone number
- Major or field of study
- Date and place of birth
- Full-or part-time status
- Current class year (e.g., sophomore)
- Dates of enrollment
- Date of graduation (past or anticipated)
- Graduation information as published in the College commencement program
- Academic awards and honors
- Most recent previous educational institution attended
- Study abroad programs

Third parties include but are not limited to:

- Prospective employers
- Other institutions of higher education
- Honor societies
- Licensing agencies
- Government agencies
- Lending agencies
- Insurance companies
Under FERPA, students have the right to withhold the disclosure of directory information. Requests to withhold must be filed with the Office of the Registrar within 10 days of the start of an academic semester. The form for making such requests can be obtained from the Registrar.
APPENDIX B: Disciplinary Procedures

A. Following up on an Alleged Infraction

The Dean of Students has the authority to adjudicate violations to the Code of Student Conduct him or herself, or depending on the nature of the violation, to delegate that responsibility to the Title IX coordinator, the director of residence life, the director of security, a residence director, or an academic dean. In cases of repeated and/or egregious violations the Dean of Students may refer the case to the Code of Student Conduct Committee.

If a student persists in violating regulations or shows contempt for the well-being of the community and its governing policies, the Dean of Students may take direct action or refer the case to the Code of Student Conduct Committee.

Student Affairs and/or Security staff members who respond to an incident will first be concerned with the physical safety and well-being of students. Once safety is assured, a staff member will investigate the incident and report findings to the Dean of Students.

If, after reviewing an incident report from the Security or Residence Life Staff, the Dean of Students believes an infraction is warranted, s/he will produce an Alleged Infraction report. The student named is notified by email that an allegation has been made, and they are asked to respond to the allegation in the Student Affairs office within 48 hours.

The named student is allowed to read the confidential report in the Student Affairs Office, ask any clarifying questions of the dean, and must respond to the allegation on the report itself within the 48-hour period allotted. The response options include:

- Accept the alleged infraction as written
- Accept the infraction with comment
- Dispute the infraction

The student may not duplicate or remove the report from the Student Affairs Office. Failure to sign the Alleged Infraction report within the 48-hour period will constitute a waiver of the right to contest the allegation as presented.

After reviewing the student’s response, the dean will determine how to resolve the matter. The Dean of Students may choose to adjudicate the case or may delegate responsibility to a staff member or an RD and House Council. This course typically is followed when the student accepts the infraction, accepts the infraction with comment or waives the right to dispute the infraction. In these cases, the dean or designee may meet with the student to discuss the matter; follow-up with those who witnessed it, were involved or responded to the incident; consult with academic advisors or colleagues; and/or issue a written sanction letter resolving the matter.

The matter may be referred to the Code of Student Conduct Committee. When a student disputes an allegation or faces possible suspension or expulsion and is not deemed an immediate danger to him/herself or to others in the community, the dean may refer the matter to the Code of Student Conduct Committee for adjudication. If the student is deemed a danger to him/herself or possibly to others, the dean may take immediate action to remove the student.
from campus. All decisions at this level may be appealed based on the criteria in Appealing a Disciplinary Sanction, above.

Whatever entity or individual is charged with resolution, the decision will be documented in writing and shared with the student charged in the Alleged Infraction. Copies of the decision also are shared with parents or guardians, the academic advisor and appropriate College staff members.

If a student: a) accepts responsibility, b) accepts responsibility with comment or, c) is found responsible by the dean or the Code of Student Conduct Committee, a disciplinary sanction then will be imposed. If the student is found not responsible, the Alleged Infraction is retracted. Infractions that are upheld may affect a student’s housing, scholarships, financial aid or studies abroad opportunities.

All College disciplinary proceedings are private, and only current members of the student body, faculty and staff may participate in or witness the proceedings. Recording a hearing is not permitted.

The College resolves most infractions within two weeks but may be delayed depending on the academic calendar.

While serious, the adjudication process is not meant to be adversarial. Rather, it is designed to offer a student charged with violating College policy the opportunity to reflect on and respond to allegations. Any student who needs help understanding the College’s Code of Student Conduct or the disciplinary process is urged to contact the Dean of Students, the director of residence life, a residence director, or his/her academic advisor.

Questions regarding the judicial process or the scheduling of a hearing should be directed to the Dean of Students.

B. Code of Student Conduct Committee

The Dean of the College, Dean of Students or their designee, may refer disciplinary case in his or her jurisdiction to the Code of Student Conduct Committee for adjudication. Cases typically referred involve serious matters and/or repeat offenders who may be eligible for Social Probation, Suspension or possible expulsion. The Code of Student Conduct Committee works in conjunction with the deans to uphold the policies and procedures of the College, as outlined in the Student Handbook.

**Membership**

The Code of Student Conduct Committee is made up of a pool of four upper-level students, four faculty members, and four staff members. When a case is referred, a hearing committee of three Code of Conduct Committee members that includes one student, one faculty member, and one staff member hear the case and determine whether or not to uphold the allegation(s). If the alleged violation is upheld, the hearing committee then will impose a sanction.

The Dean that referred the case sits on the committee as a non-voting member during that
particular hearing, and serves as the spokesperson for the committee, recording and communicating the outcome to the student(s) involved, and participating in appeals as necessary.

Cases alleging discrimination and/or discriminatory harassment of a student by an employee will be considered personnel matters, and will be referred to the Director of Finance and Administration.

Code of Student Conduct Committee members are trained on the Code Student Conduct policies, conducting fair hearings, and the “preponderance of evidence” standard, which the College uses to determine responsibility. Faculty and Staff members receive additional training on discrimination and/or discriminatory harassment investigations and sanctions.

Students are selected by Community Council to serve for an academic year. Student members themselves must be and remain in good standing academically and socially, as confirmed by the Student Affairs representative to Community Council prior to selection. Faculty and staff nominate and elect their representative committee members. The Dean of Academic Affairs, Director of Administration and Finance, or the Dean of Students may fill any vacancy remaining as of the fourth week of the fall or spring semester. If the Dean of Students is not available, the director of residence life or director of security will act in his or her stead.

**Hearing Process**

A faculty member will chair each Code of Student Conduct Committee hearing. S/he determines the order of witnesses, and oversees proceedings in consultation with the Dean of Students. The chair may also represent the hearing committee in the appeals process, as needed. The Dean of Students oversees the proceedings and answers questions on policy, procedure and precedent.

All three hearing committee members must be present for the hearing to proceed. Members are expected to recuse themselves from a case if conflict of interest exists, and at the will of the faculty chair or dean.

During each hearing:

- The hearing committee reviews the infraction report and any statements or other written or material evidence presented that is relevant, as approved by the Chair. Members speak with those who witnessed, were involved in and/or responded to the incident, and then with the student charged.
- The committee also may hear from one or two character witnesses. These must be current students, faculty or staff at Simon’s Rock. The committee will not hear from anyone not formally associated with the College, including parents, guardians, outside advocates, or lawyers.
- Students who fail to attend their own hearing will forfeit the right to testify. Decisions will be made in their absence.
- If a hearing is disrupted, the chair or the dean can temporarily adjourn the session or decide to hear the case in closed session, with or without participation of the charged student and witnesses.
Once a hearing concludes, hearing committee members deliberate and determine whether an infraction will be upheld. If the infraction is upheld, the committee then works with the Dean of Students to determine an appropriate penalty based on the student’s disciplinary history while at Simon’s Rock, which only then will be shared by the Dean with the members of the committee. The Dean of Students will document the outcome of the hearing and communicate the committee’s decision to the student, usually within one week of the hearing.

Committee decisions are based on the preponderance-of-evidence and/or reasonable person standards. Committee hearings and decisions are confidential. All decisions require a majority vote.

Any breach of confidentiality by a committee member will result in the immediate dismissal of that member, and possible disciplinary action as appropriate. If any member believes that decision-making was unfair in any way, s/he must inform other members of that concern and address the matter with the Dean of Students.

C. Appeals

The Provost or his or her designee serves as the Chair of any appeals hearing. Similarly to Code of Student Conduct cases, student members are excluded from hearing Title IX appeals, and appeals of Discrimination and/or Discriminatory Harassment in which allegations are directed toward an employee.

Students who receive a determination of suspension or expulsion are automatically granted a hearing before the College’s Appeals Committee, provided they initiate their appeal by notifying the Provost’s Administrative Assistant of their intent to appeal within 48 hours of receiving a written sanction. Appeal notifications can be sent to provostadmin@simonsrock.edu.

Pending an appeal of suspension or expulsion, the Provost, Dean of the College or Dean of Students will decide whether a suspended student must leave campus until final disposition of the case. The Dean of Students will communicate such decision on behalf of the College.

Students who receive any sanction other than suspension or expulsion may also appeal a disciplinary sanction, provided they file a written appeal to the Provost’s Administrative Assistant (provostadmin@simons-rock.edu) within 48 hours of receiving a written sanction. The basis for an appeal may be as follows:

- The process as outlined in this Student Handbook was not followed appropriately in earlier adjudication.
- The decision was unfair because of a factual error or is inconsistent with policies of the College.

The Appeals Committee Chair determines whether or not there are sufficient grounds for appeal. If the chair rejects the appeal, the original decision stands and the case is closed. If the chair determines that the appeal is warranted, s/he will schedule an Appeals Committee hearing and document any resulting decisions in writing.

When hearing an appeal, the Appeals Committee chair may request that the Code of Student Conduct Committee chair, members of the Student Affairs and Security staffs, and others either file a written response or appear in person at the hearing.
Whenever possible, the chair will schedule the hearing within seven (7) business days after an appeal is granted. All deliberations and decisions of the Appeals Committee will be confidential.

The Appeals Committee may take any of the following actions:

- Accept the original decision and dismiss the appeal
- Affirm the original decision but alter the sanction(s) imposed
- Remand the case to the previous body for a rehearing
- Reverse the original decision and dismiss the case.

**Decisions of the Appeals Committee**

Decisions of the Appeals Committee – or of the chair in the event an appeal is rejected – are final. The chair will communicate the Committee’s decision to the student appellant in writing and will provide any additional documentation necessary for Student Affairs files.

**D. Possible Sanctions**

The Provost, Dean or Associate Dean of Academic Affairs, the Title IX Coordinator, the Dean of Students or his/her designee, or the Student Code of Conduct Committee may find that a student has violated a College policy. Sanctions for violations of the Code of Student Conduct may include a notation, disciplinary warning, reprimand, social probation, suspension or expulsion. Those sanctions are described below:

**Behavior Noted.**

The Dean of Students or his/her designee, or the Student Code of Conduct Committee may find that a student has violated a College policy but, because of the nature of the offense, no consequence beyond a notation in the student’s file is necessary.

**Disciplinary Warning.**

A warning letter will be sent to the student via campus mail or email, informing that his or her behavior, as indicated in a report received by the Dean of Students, violated College policy and therefore is not acceptable. Future violations may lead to further disciplinary action.

**Reprimand.**

A letter of reprimand will be sent to the student via campus mail or email, informing that his or her behavior, as indicated in a report received by the Dean of Students, violated College policy and therefore is not acceptable. Reprimands may be issued for a more serious initial violation or for a second violation of College policy. Additional policy violations may have a negative effect on future sanctions and on housing lottery priority, and may lead to further disciplinary action.
**Social Probation.**

Social probation is a sanction imposed for serious or repetitious misconduct and should be taken very seriously. This sanction places a student on notice that his or her behavior is unacceptable and must change; otherwise, the student will face suspension or expulsion. The probationary period may range from 10 weeks through graduation and – depending on circumstances and the student’s previous disciplinary record – may come with additional conditions or consequences. When a student is placed on social probation, the action is documented via letter sent through campus mail or email and copied to parents or guardians, academic advisors and other department heads as appropriate.

NOTE: Social probation will prompt an automatic review of financial aid. Simon’s Rock merit scholarships are a privilege, and students who receive them are expected to be in good standing inside and outside the classroom. Social probation may jeopardize financial aid as follows:

- **First-time social probation:** an automatic warning that financial aid is in jeopardy if further violations occur
- **Extension of social probation status, or additional violation of College policy:** automatic loss of any merit aid
- **Initial suspension by the Code of Student Conduct Committee or the Dean of Students, followed by an overturn and/or reduction of sanction on appeal:** automatic loss of any merit scholarship.

The Financial Aid office can address further questions or concerns.

**Suspension.**

Disciplinary suspension is total separation from the College for a period of one full semester or more. This includes separation from classes, activities, services, facilities and grounds for the duration of the suspension period. The Dean of Students will document such action in a letter, which s/he will generally hand-deliver, with copies sent through campus mail or email to the student, parents or guardians, academic advisors and other department heads as appropriate. For information about departing campus after suspension, see *Vacating Campus for Leave or Withdrawal*, above. Readmission following a disciplinary suspension is not automatic but is at the will and discretion of the College. The Academic Affairs office manages the readmission process. Contact the Associate Dean of Academic Affairs for information on the readmission process and deadlines.

**Expulsion.** Expulsion is a complete and permanent separation from the College. Such action will be documented via letter, generally hand-delivered by the Dean of Students, with copies sent through campus mail or email to the student, parents or guardians, academic advisors and other department heads as appropriate. For information about departing campus after expulsion, see *Vacating Campus for Leave or Withdrawal*, above.

In extreme circumstances, the Provost of the College, or his/her designee, may remove a student from campus immediately and/or file a report with local authorities. Such action will depend on circumstances and on the judgment of the Provost, in consultation with the Dean of Academic Affairs, Dean of the College, Dean of Students or Director of
Residence Life. Others who may be consulted include parents or guardians, College counselors, Health Services staff, residence directors, Security staff and/or outside professionals.

**Referral to Authorities.**

Any act that violates federal, state or local law – including fire safety regulations – may be referred to external authorities at the discretion of the College.

**E. Notifications**

Due to the nature and responsibilities of their work, the deans, director of residence life and security, and the residence directors are informed of infraction resolutions. Other College officials with a need to know will be informed about the resolution of specific incidents as appropriate. The Dean of Students and/or the Appeals Committee chair, or designee, makes these notifications.

**Parent or Guardian**

A parent or legal guardian may be notified when a student is alleged to have violated College policy. Typically, this contact is through the student’s residence director, the director of residence life, or the Dean of Students. Parents also may receive a copy of any letter resolving a disciplinary matter. At the discretion of the Student Affairs staff, parents also may be contacted to discuss a student’s behavior. The Student Affairs staff is always willing to speak with parents if they have questions or concerns about their son or daughter.

**Academic Advisor**

The Student Affairs staff will not hesitate to contact an academic advisor if discussion of a student’s behavior is warranted. The academic advisor is notified when a student is alleged to have violated College policy, and also when a disciplinary matter is resolved. A letter will be delivered via the student’s residence director, the director of residence life or the Dean of Students.

**F. Conditions**

In addressing student violations of College policy, the Dean of Students or a designee, Code of Student Conduct Committee or Appeals Committee may mandate one or a combination of the following conditions, often in tandem with one of the sanctions discussed previously.

**Campus Service**

The student will be assessed a predetermined number of campus work hours, to be overseen by a residence director. If the student fails to complete these service hours within the time allotted, additional hours or a more severe sanction may be levied.

**Loss of Housing**

This includes the right to live on campus, select housing, remain over break periods, etc.
**Loss of Privileges**

The student may be forbidden access to specific College facilities, operation of a motor vehicle on campus, guest visits, receipt of financial aid or other privileges as deemed appropriate.

**Assessment and/or Counseling**

Counseling may be required or recommended, either on or off campus. The student must absorb any costs of off-campus evaluation.

**Fines and Costs of Restitution**

Parking in a fire lane, failure to present an ID card at the Dining Hall and overdue library books are examples of situations that may result in automatic fines. Infractions also may mandate restitution of costs for repair or replacement. Restitution may include labor and shipping costs. Students who are unable to pay a fine or cost may request permission from the Dean of Students or director of residence life to work at a set hourly rate in lieu of financial payment.

A student who is suspended, dismissed or compelled to withdraw from the College will receive no refund of any kind. This also is true for a student who is removed from campus housing but allowed to complete classes.

**G. Additional Information, Policies and procedures when responding to Academic Dishonesty**

The Dean of Academic Affairs has the authority to adjudicate academic honesty violations him or herself, delegate that responsibility to the Associate Dean of Academic Affairs, and/or in cases of repeated or more egregious offenses the dean may refer the matter to the Committee on Standards and Procedures, of which the dean serves as an ex officio, voting member. The members of the Committee on Standards and Procedures are the associate academic dean, four faculty members, the registrar staff, and the academic support specialist.

**H. Additional Information, Policies and procedures when responding to Sexual Misconduct**

See Appendix C.

**I. Student Grievance**

In an academic community, the resolution of grievances should occur contiguous with the educational process. Simon’s Rock seeks to help students resolve social problems by inquiry and persuasion rather than judicial procedure. When a dispute occurs, the aggrieved student should first attempt to discuss the problem with the individual who is the source of conflict. If this is not possible or does not succeed, the aggrieved student may seek help from a faculty member, Academic Affairs or Student Affairs staff, or the Title IX Coordinator.

An aggrieved student may take further action by petitioning the appropriate dean. If the dispute is between students, the director of residence life or the Dean of Students will arbitrate; if
between a student and a faculty member, the Dean of Academic Affairs or

Associate Dean of Academic Affairs will arbitrate; in disputes between a student and a member of the Student Affairs staff, the Dean of Students will arbitrate; in disputes between a student and any other member of the College staff, the director of administration and finance will arbitrate. All decisions may be appealed to the Provost of the College.
APPENDIX C: Sexual Misconduct Policy

The College’s policies and procedures to adjudicate alleged Sexual Misconduct violations

Sexual Misconduct

Behaviors constituting sexual misconduct, as described below, are considered forms of sex discrimination under Title IX of the Higher Education Amendments of 1972, which prohibits discrimination based on sex in educational programs and activities.

Simon’s Rock policies regarding sexual misconduct have three goals:

1. Stop behavior that constitutes sexual misconduct
2. Remedy the effects of the behavior on the survivor
3. Take reasonable action to prevent future behavior

Definitions and Examples

Sexual Misconduct

Sexual misconduct refers to unwelcome sexual attention, contact or exploitation by a person of any gender, against a person of any gender. It includes but is not limited to:

Sexual Harassment

Sexual harassment encompasses unwelcome sexual advances, requests for sexual favors, and/or verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made, either explicitly or implicitly, a term or condition of education, employment or participation in College activities, or
- Submission to or rejection of such conduct is used as the basis for academic or employment decisions, or
- Such conduct has the purpose or effect of substantially interfering with academic or work performance, creating an intimidating, hostile or offensive College environment, or interfering with the appropriate use of campus facilities.

Examples of behaviors that violate the College’s policies are:

- Sexual advances, whether or not they involve physical touching
- Sexual epithets, jokes or gossip about an individual’s sex life

The definition of sexual harassment is broad. In addition to the examples above, other sexually oriented conduct also may constitute sexual harassment. Though by definition sexual harassment is severe or pervasive behavior, a student who has experienced or witnessed even one instance of such conduct should contact the Title IX coordinator.

Non-Consensual Sexual Contact

Non-consensual sexual contact involves intentional and unwelcome sexual touching, usually
but not necessarily involving contact with genitals, breasts, groin or buttocks by a body part or object, that is without consent and/or by force.

Sexual touching includes but is not limited to:

- Intentional contact with someone’s breasts, buttocks, groin or genitals
- Touching someone else with any of these body parts
- Making someone touch you or themselves on these same body parts
- Intentional physical contact in a sexual manner, even if it does not involve contact with or by these body parts.

**Non-Consensual Sexual Intercourse**

Non-consensual sexual intercourse is defined as the penetration, however slight, of a person’s bodily orifice with another body part or object without consent and/or by force.

Such intercourse may include but is not limited to:

- Vaginal penetration by a penis, object, tongue or finger
- Anal penetration by a penis, objects, tongue or finger
- Mouth-to-genital contact

**Sexual Exploitation**

Sexual exploitation refers to a person’s taking non-consensual sexual advantage of another, for his/her own benefit or for the benefit of anyone other than the person being exploited, when the actions taken do not fit the definition of other sexual misconduct offenses.

Sexual exploitation includes but is not limited to:

- Invasion of sexual privacy
- Causing, or attempting to cause, a person to become incapacitated in order to take sexual advantage
- Exposing one’s genitals outside of consensual circumstances, or compelling another to expose his or her genitals
- Viewing, video-recording, audio-recording or photographing sexual activity without consent of all persons engaged in the sexual activity, or enabling the same
- Knowingly infecting another person with a sexually transmitted infection or disease
- Any sexually motivated or based stalking or bullying behavior.

**Intimate Partner Abuse**

Intimate partner abuse refers to violent and/or manipulative behavior by one person toward another in an intimate, dating or domestic relationship.

Intimate partner abuse includes but is not limited to:

- Physical violence, such as kicking, hitting, pinching, choking, biting
- Sexual violence, such as forcing a partner to take part in a sex act when the partner does not consent
● Emotional violence, such as isolation, intimidation, belittling, stalking, “outing” someone against his/her will, cyber-bullying/harassment or threat of physical force
● Economic abuse, such as withholding financial resources to intimidate, threaten or cause a person to remain in a relationship because of access to finances.

Consent

Consent is an explicitly communicated ‘yes’ in response to a request for a sexual activity, given by an individual who is legally capable of consenting. An Individual cannot give consent if s/he is unconscious, asleep, incapacitated by alcohol or other drugs, or mentally incapacitated. According to Massachusetts state law, individuals under the age of sixteen (16) cannot legally consent to sexual activity. Consent to a specific sexual activity cannot be inferred from previous sexual activity, prior sexual relationships, or consent to a different sexual activity.

Consent must be established by words that are clear and mutually understandable. Consent is actively and voluntarily given. Silence does not imply consent.

The College’s Authority to Act

The College will investigate any report or suspected incident of sexual misconduct when the complainant and/or the accused are (a) current student(s), whether the incident occurs on or off campus. The College can adjudicate reported violations when the accused is a student currently enrolled at the College, either full- or part-time, or a current employee. Complaints may be filed at any time while the accused is enrolled or employed, up to the time of his/her graduation or termination, and regardless of length of time since the incident.

Responsibility to Act

The College will take steps to investigate any report of sexual misconduct, regardless of whether a formal complaint has been filed, and will act as necessary to keep the community safe. The burden to move forward with a formal investigation rests on the College, not on individual students, and is initiated by any notice an agent of the College receives about an incident of possible sexual misconduct – not by a formal complaint. The College respects the decisions of potential complainants who decide not to participate actively in an investigation, but it encourages them to file a formal complaint and provide as much information as possible when they are able.

Without cooperation of the complainant, investigators may be limited in the ability to take action.

Anonymous and Third-Party Reports

The College welcomes anonymous and third-party reports, which may come to the Dean of Academic Affairs, an advisor, the Dean of Students, Title IX coordinator, Security or an RD. However, it may be limited in the action it can take following a report of sexual misconduct if details are vague or incomplete, or if the complainant will not self-identify.

Nevertheless, any student who is aware of an incidence of sexual misconduct is encouraged to file a report. Information should include date, time, place and other relevant details. If the alleged victim is a minor, the College will proceed to take action as required by law and described above under College Responsibility to Act.
Addressing Sexual Misconduct

The first step in responding to sexual misconduct is to discuss the situation with someone trusted, especially someone with training and experience in such matters. Members of the College community who have had such training include the Title IX Coordinator, the dean and Associate Dean of Academic Affairs, the Dean of Students, the director of residence life, the residence directors, the health services staff and the counseling services staff. These individuals can advise a student of their remedy options when dealing with a situation involving sexual misconduct, including connecting you to the Title IX Coordinator and health care providers.

Resources

**ON Campus Resources**

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title IX Coordinator</td>
<td>Leslie Davidson</td>
<td>(413) 528-7245</td>
</tr>
<tr>
<td>Deputy Title IX Coordinator</td>
<td>Cindy Efinger</td>
<td>(413) 528-7647</td>
</tr>
<tr>
<td>Deputy Title IX Coordinator</td>
<td>Sue Lyon</td>
<td>(413) 528-4282</td>
</tr>
<tr>
<td>Health Services</td>
<td></td>
<td>(413) 528-7353 or through Security 24/7</td>
</tr>
<tr>
<td>Counseling Services</td>
<td></td>
<td>(413) 528-7445 or through Security 24/7</td>
</tr>
<tr>
<td>Security</td>
<td></td>
<td>(413) 528-7291</td>
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**OFF Campus Resources**

<table>
<thead>
<tr>
<th>Location</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fairview Hospital, Great Barrington, MA</td>
<td>(413) 528-8600</td>
</tr>
<tr>
<td>Berkshire Medical Center, Pittsfield, MA</td>
<td>(413) 447-2000</td>
</tr>
<tr>
<td>Mental Health Crisis Team – 24/7</td>
<td>(413) 499-0412, or</td>
</tr>
<tr>
<td></td>
<td>(800) 252-0227, toll free</td>
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</table>

Elizabeth Freeman Center (http://www.elizabethfreemancenter.org/)

<table>
<thead>
<tr>
<th>Contact</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Hotline</td>
<td>(866) 401-2425</td>
</tr>
<tr>
<td>Office</td>
<td>(413) 499-2425</td>
</tr>
<tr>
<td>TTY</td>
<td>(413) 499-2425</td>
</tr>
</tbody>
</table>

Jane Doe Inc. (Massachusetts Coalition Against Sexual Assault and Domestic Violence)

<table>
<thead>
<tr>
<th>Contact</th>
<th>Phone</th>
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<tbody>
<tr>
<td>SafeLink</td>
<td>(877) 785-2020 (Massachusetts)</td>
</tr>
<tr>
<td>TTY</td>
<td>(877) 521-2601</td>
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National Domestic Violence Hotline

<table>
<thead>
<tr>
<th>Contact</th>
<th>Phone</th>
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<tbody>
<tr>
<td></td>
<td>(800) 799-SAFE (800-799-7233)</td>
</tr>
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</table>

**Title IX Coordinator’s Role**

The Dean of the College serves as the College’s designated Title IX Coordinator, and has the authority to oversee investigations him or herself, or to delegate that responsibility to one or both of the Deputy Title IX Coordinators, the Associate Dean of Academic Affairs and the Director of Residence Life. In most instances, however, the Title IX Coordinator will refer sexual misconduct cases to an independent investigator.

All sexual misconduct allegations should be reported to the campus Title IX Coordinator. The Title IX Coordinator has authority to take the following actions, as s/he deems appropriate:
● Determine whether the respondent may remain on campus during the investigation
● Change housing for the complainant upon request, or require a change in housing for the respondent
● Take other appropriate safety measures for the complainant
● Arrange an excuse for class absences for up to one week for the complainant and/or the respondent
● Discuss and arrange a medical leave of absence, should the complainant feel that a longer absence is necessary
● Arrange other accommodations, such as facilitating an extension for coursework or obtaining a withdrawal from class without notation on the transcript.

These actions may be taken to insure the safety of the individuals involved or the greater community, regardless of whether a formal complaint has been filed, provided the Title IX Coordinator has reasonable cause for concern.

*Independent Investigator*

The Independent Investigator is a trained professional hired by the College to fully investigate allegations of sexual misconduct, determine whether or not violations of the Code have occurred, and recommend appropriate sanctions to the Title IX Coordinator.

The Title IX Coordinator reviews the investigative report and the recommendation, then approves or modifies the recommendation, and informs the parties involved of the outcome and sanction if appropriate.

*Hearing Advisor*

The Title IX Coordinator will work with the complainant and the accused to connect each with a faculty or staff member who can act as a hearing advisor. A Hearing Advisor does not act on the student’s behalf but provides support and guidance throughout the process.

*Filing a Formal Complaint*

A student who has experienced sexual misconduct and wants to file a complaint may do so by contacting the Title IX Coordinator. The College encourages the complainant to meet personally with the Title IX Coordinator before filing a written statement, to ensure understanding of the administrative process.

The statement should describe the alleged incident(s) with as much clarity and detail as possible, and should reference or include any supporting documentation. It should also include the full first and last names of the complainant, the accused and others who may be involved. The Title IX Coordinator will work with the complainant to make sure s/he is aware of his/her rights and resources, and can take action as described above to alleviate the effects of the alleged incident(s).

The Title IX Coordinator will review all complaints, and consult with College Counsel if necessary to determine that the complaint describes a violation of College policy. If the Title IX Coordinator believes the complaint rises to the level of sexual misconduct, s/he will contact the Title IX Investigator and inform all parties involved that an investigation is underway.
The respondent will be informed of the investigation and will have the opportunity to submit a written response, typically within 48 hours, to the complaint. The Title IX Investigator will speak with both parties, as well as witnesses, and will review all information and evidence. After speaking with each individual, the Investigator will document the conversations for the record. The complainant and respondent will have the opportunity to review the investigator’s summary of their own testimony to the Investigator, and to respond to that summary with any amendments, clarifications, or disputations before it becomes part of the investigatory record.

Once the Title IX Investigator has heard all parties involved, s/he will submit a final report with an opinion as to whether or not the sexual misconduct policy has been violated. If the Investigator concludes that a violation did occur, s/he will recommend a sanction for the Title IX Coordinator’s review.

The Title IX Coordinator reviews the findings report, and either accepts or modifies the suggested outcome. The Title IX Coordinator then informs the complainant and respondent of the outcome and sanction as appropriate.

**Retaliation**

Intimidating, coercing or retaliating in any way against any parties or participants in a sexual misconduct complaint or investigation is strictly prohibited, and will be treated as a separate offense. Retaliation may result in consequences up to and including immediate suspension or termination of employment. Anyone experiencing an act of retaliation should immediately report it to the Title IX Coordinator, or to Security office, if there is concern about an immediate threat of harm.

**Advisor of Choice**

The Title IX Investigator in a sexual misconduct complaint or allegation is charged with determining whether or not it is more likely than not that a College policy has been violated. It is not a legal process, and is not meant to mirror the legal system.

The complainant and the respondent are both entitled to bring an advisor of the person’s choice to any meeting or interview in connection with an adjudicatory investigation. The College will provide an advisor from the College community trained in the College’s conduct procedures if requested. The role of advisor during any meeting or interview is non-participatory. In keeping with the College’s obligation to promptly resolve sexual misconduct complaint, the College reserves the right to proceed with any meeting or interview regardless of the availability of the student’s selected advisor.

Students are free to consult their own legal resources when preparing written responses or supporting documentation for submission. College personnel are not permitted to discuss investigations with outside legal representatives.

**Sanctions**

If a student is found to have violated the sexual misconduct policy, actions taken to sanction the student will vary depending on the offense but may include any of the sanctions outlined in Appendix B. For non-consensual sexual intercourse, sanctions typically include suspension and expulsion.
**Appeals of a Sexual Misconduct case decision**

Either the complainant or the accused may file a request to appeal the decision of the Title IX Coordinator on the following bases:

- A procedural error in the investigation substantially affects the outcome.
- Bias on the part of the investigator substantially affects the outcome.
- New evidence or information that was not available during investigation would substantially affect the outcome.
- A sanction is inconsistent with the offense.

Students who have been suspended or expelled are automatically granted an appeal if they so choose. They also have the right to accept the sanction as issued. If a student who has not been suspended or expelled requests an appeal, the Title IX Coordinator or one of the deputy coordinators who was not responsible for oversight of the particular case will review the request. If the appeal is granted, the case will referred to the Appeals Committee. For more information on the appeal process, see Appeals, above.

**Required Reporting**

*Within the College*

College officials – other than licensed health and counseling professionals – who learn of an instance of sexual misconduct, are required to report the incident to their supervisor, the Dean of Academic Affairs, the Dean of Students or the Title IX Coordinator. In a situation where the accused party is an employee of the College, the incident will be reported to the Provost.

*Clery Act Compliance*

Under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), the College is obligated to disclose information about crime on campus and in the surrounding community. As part of this compliance, College officials who become aware of an incidence of sexual misconduct must notify the director of security that such an incident has occurred, and the place and date. This information is collected only for statistical reporting as mandated by the Clery Act; no individuals or identifying details are revealed.

*Parental Notification*

If the complainant is under eighteen (18) years of age, the College is obligated to notify his/her parent or guardian of the incident, after consulting with the student. (NOTE: This is not the case if the incident is disclosed only to a licensed health or counseling professional and not to the Title IX Coordinator. In such a situation, parents or guardians will not be informed without the student’s consent, except in extenuating circumstances.)

If the complainant is over the age of eighteen (18), s/he will consult with appropriate College staff to determine whether the College will notify a parent or guardian. The student may opt to see a counselor before notification, and will be told when and who will relay the information. The student will have the option to be present for that conversation.
In the event of a formal complaint, the College may inform one or more parents or guardians of the outcome of an incident.

The College reserves the right to report an incident of sexual misconduct to one or more parents or guardians of the survivor and/or the accused. The College will consult with the students involved before making such a notification, but ultimately the College will decide the course of action it deems reasonable on a case-by-case basis.

Rights of a Complainant in a Sexual Misconduct Investigation

- The right to be treated with respect and sensitivity by College officials
- The right to be advised of and have access to all medical, counseling, legal and support resources available, both on campus and in the community
- The right to be advised of available assistance in making changes to academic and living situations
- The right to have a complaint investigated in a manner that is timely and consistent with the procedures described in this policy
- The right to choose an advocate for assistance throughout the investigation process
- The right to be informed when the accused party has been notified of the complaint or investigation
- The right to present information, evidence and/or witnesses to the investigators
- The right to be kept informed of the progress of the investigation
- The right to written notice of the outcome of the investigation as well as any resulting sanctions
- The right to appeal the findings of, or sanctions resulting from, a complaint or investigation, in accordance with the appeals policy
- The right not to have prior sexual history considered as evidence in an investigation or hearing
- The right not to have a sexual misconduct complaint mediated instead of adjudicated.

Rights of an Accused Party in a Sexual Misconduct Investigation

- The right to be treated with respect and sensitivity by College officials
- The right to be advised of and have access to all medical, counseling, legal and support resources available, both on campus and in the community
- The right to be fully informed of the nature of the alleged violations, and of the policies, procedures and rules regarding investigation and adjudication of a complaint of sexual misconduct, including possible sanctions
- The right to have a fundamentally fair hearing that is consistent with the procedures described in this policy
- The right to choose an advocate for assistance throughout the investigation process
- The right to present information, evidence and/or witnesses to the investigators
- The right to be kept informed of the progress of the investigation
- The right to written notice of the outcome of the investigation, as well as any resulting sanctions
- The right to appeal the findings of, or sanctions resulting from, a complaint or investigation, in accordance with the appeals policy
APPENDIX D: Massachusetts Prohibition of Hazing

§2540 The Commonwealth of Massachusetts, 1985: An Act Prohibiting the Practice of Hazing

Chapter 269 of the General Laws is amended by adding the following three sections:

**Section 17.** Whoever is a principal organizer or participant in the crime of hazing as defined herein shall be punished by a fine of not more than $1,000 or by imprisonment in a house of correction for not more than 100 days, or by both such fine and imprisonment. The term hazing as used in this section and in Sections 18 and 19 shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug, or other substance, or any other brutal treatment or forced physical activity that is likely to adversely affect the physical health or safety of any such student or other person, or that subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest, or extended isolation.

**Section 18.** Whoever knows that another person is the victim of hazing as defined in Section 17 and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to him or herself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than $500.

**Section 19.** Each secondary school and each public and private school or college shall issue to every group or organization under its authority or operating in conjunction with its campus or school, and to every member, plebe, pledge, or applicant for membership in such group or organization, a copy of this section and Sections 17 and 18. An officer of each such group or organization, and each individual receiving a copy of said sections 17 and 18, shall sign an acknowledgment stating that such group, organization, or individual has received a copy of said Sections 17 and 18.

Each secondary school and each public and private school or college shall file, at least annually, a report with the regents of higher education and in the case of secondary schools, the board of education, certifying that such institution has complied with the provisions of this section and also certifying that such school has adopted a disciplinary policy with regard to the organizers and participants of hazing. The board of regents and in the case of secondary schools, the board of education, shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution that fails to make such a report.
APPENDIX E: Legal and Delegated Authority

I. LEGAL AND DELEGATED AUTHORITY

A. Bard College at Simon’s Rock is a unit of Bard College, a New York-based nonprofit educational institution. Legal responsibility for the governance of the College is vested in the Board of Trustees of Bard College. Simon’s Rock has its own campus, administrative Officers, faculty, staff, student body, and appointments and other contracts.

B. The president of Bard College shall be the chief executive Officer of Bard College at Simon’s Rock. Subject to the control and direction of the Board of Trustees, he shall have and exercise general charge and supervision over the operation of Simon’s Rock and its affairs not otherwise delegated by the bylaws of Bard College or by its Board of Trustees. He may from time to time delegate, retake, and/or re-delegate to the Simon’s Rock community or to any committee or to any constituent part or person thereof such of his powers as he may determine.

C. The Academic Senate, the Community Council, and the Faculty Senate of Simon’s Rock receive such of their authority, as defined below, by virtue of the power of delegation indicated in Article I.B.

II. MEMBERS OF THE COLLEGE COMMUNITY

A. The faculty shall consist of the president of the College, the executive vice president, the provost and vice president of the College, the dean of academic affairs, all persons appointed to teach on at least a half-time basis, and such other appropriate educational personnel as the president may designate.

B. The administration shall consist of those Officers of the College appointed by the president to administer its various activities and shall include the executive vice president, the provost and vice president of the College, the dean of the College, the dean of academic affairs, the dean of students, et al.

C. The students shall be those persons matriculated at Simon’s Rock as degree candidates and considered to be “in residence” (including students who live off campus and those on Leave to Study Away).

D. The staff shall consist of all those persons not specified above who are employed by the College.

III. ORGANS OF COLLEGE GOVERNANCE

A. There shall be three principal organs of College governance: the Academic Senate, the Community Council and the Faculty Senate.

B. The responsibilities, functions and memberships of these three bodies are defined in the following sections of the bylaws.
IV. ACADEMIC SENATE

A. Membership

Voting members of the Academic Senate shall include all members of The Faculty (see above).

B. Powers and Responsibilities

Pursuant to the delegation of authority by the president of the college and subject to his approval, the Academic Senate shall have and exercise responsibility over policy concerning the following matters: degree requirements; approval of degree candidates; the curriculum; admission and financial aid policy.

The Academic Senate, in defining policy on the curriculum, will establish broad policy guidelines for such activities as faculty evaluation and development.

The Academic Senate shall also serve as a forum for the expression of concerns and the dissemination of information relating to the good of the college. It may consider any matters related to the general welfare of the college, expressing its considered opinion and making recommendations to the appropriate officers of the college.

The Faculty Senate may bring concerns to the floor of the Academic Senate through its chair; the Community Council may bring concerns to the attention of the Academic Senate through the faculty representative(s) to the Community Council.

C. The Process of Policy Making

Policy-making is a choice among contending goals, and its effectiveness depends upon its support. In a college community, the best way to insure the widest support for college goals seems to be a combination of open discussion and debate with a readiness to pay serious attention to expert opinion. This combination allows opportunities to explain and persuade as well as to communicate what is feasible. The college's decision-making processes are designed to assure that all constituencies are heard; that policy goals are set by the Academic Senate in open view; that such policies are implemented by professional administrators whose imaginativeness can stimulate the cooperation and support of the faculty and students in their realization.

D. Procedures

Time of Meeting

The Academic Senate shall meet in September at the call of the president or vice president and provost, and thereafter at least once a month during the regular academic year. The Academic Senate shall meet in special session at the call of the president or the vice president and provost of the college, or at the request of the dean of academic affairs or the chair of the Faculty Senate.

The Chair
The dean of academic affairs and chair of the Faculty Senate shall co-chair the meetings of the Academic Senate.

**Quorum**

All members shall make a reasonable effort to attend the regular and special meetings of the Academic Senate. The presence of a majority (greater than 50%) of the voting members of the Academic Senate, not including members on leave, shall constitute a quorum.

**Rules of Order**

The Academic Senate is designed to be a forum for discussion among the faculty and academic administration; therefore, it will generally be conducted as a conversation. The chair or co-chairs will be responsible for moderating the conversation and seeing to it that all members have an opportunity to express their views.

**Voting**

Questions before the Academic Senate shall be decided by voice vote or by show of hands at the option of the chair. If the ruling of the co-chairs on a voice vote is challenged, voting shall be by a show of hands. Upon request of any two voting members present, the Academic Senate shall use a written ballot. Elections or questions involving a choice between persons shall require a written ballot unless there is but a single nominee for an office. After the meetings of the boards to which they are reported unless the boards take action otherwise at those meetings.

**Order of Business**

In regular meetings of the Academic Senate, the order of business shall be: approval of minutes; reports of the officers of the College; reports of the standing or ad hoc (e.g., search) committees; unfinished business; new business; proposals or comments for the good of the college; announcements; adjournment. New or unfinished business may be acted upon in conjunction with the report of the committee presenting it or may be deferred to the appropriate order at the option of the committee spokesperson. Unless there is objection from the floor, the co-chairs may change the order of business, as they consider appropriate.

In special meetings of the Academic Senate, only those items of business stated in the call shall be presented, and their order shall be determined at the discretion of the co-chairs.

**Advanced Notice of Proposals**

Officers of the College, committees, and individuals intending to present proposals to the Academic Senate shall provide advance notice thereof to each member of the Senate by distribution through an email of their proposal at least three days in advance of the time of the meeting. In general, collective or individual faculty concerns should be brought first to the Faculty Senate prior to consideration at the Academic Senate.
Changes in the structure, function, and manner of election of faculty committees shall be presented to the regular Academic Senate meeting preceding that at which the change is to be acted upon.

**Discussions Confidential, Actions Binding**

A set of Academic Senate minutes will be made available on the College's portal webpage to all members of the Academic Senate.

It is the professional obligation of each member to enforce the rules, regulations, and procedures established by the majority of the Academic Senate: such actions of the Academic Senate are binding upon all.

**Actions on Matters of Fundamental Policy**

All actions of the Academic Senate deemed by the president or the vice president and provost of the college to be matters of fundamental policy shall be reported to the Board of Overseers and the Board of Trustees by the president or the vice president and provost of the college. Academic Senate actions which have been reported to the boards shall become effective immediately.

**Open Hearings**

Open hearings on matters of concern to the Academic Senate may be called by the president, the executive vice president, the vice president and provost of the college, or any duly constituted Academic Senate committee or subcommittee. The person or committee conducting such hearings shall have full discretion in determining the topics for consideration and the mode of procedure.

**Secretary of the Academic Senate**

A member of the Academic Senate shall be elected secretary for a two-year term. The election shall take place in May simultaneously with the Faculty Senate elections and shall be administered by the Faculty Senate.

Not less than two days prior to each regular meeting, the secretary shall provide each member with a notice of the time, place, and agenda. With reasonable promptness, the secretary shall send an authenticated copy of the minutes of that meeting to each member of the Academic Senate.

The secretary shall be responsible for the posting of the minutes the Academic Senate to the College’s portal webpage.

**Access to Permanent Record**

When not in use, the permanent minutes of the Academic Senate shall be kept on the College’s portal webpage (note: minutes prior to September 2014 on stored on the College’s server. Any member of the Academic Senate may have access to the permanent minutes.
Visitors. Except by invitation of the Academic Senate, no persons other than members shall be permitted to attend meetings of the Academic Senate. Electronic recordings or photographs of Academic Senate proceedings shall be prohibited without explicit permission by vote of the membership.

Changes in the Bylaws

Three-fourths of the voting members present or a majority of all voting members of the Academic Senate, whichever is greater, shall be required to suspend a bylaw of the Academic Senate relating to the transaction of business at that meeting. Not less than one month's notice shall be given of amendments proposed for the bylaws of the Academic Senate. An affirmative vote of two-thirds of the voting members present shall be required to adopt the proposed revision.

E. Academic Senate Committees

There are two Academic Senate Committees: the Committee on Academic Policy and Program and the Committee on Academic Standards and Procedures.

Procedures for Elections

For purposes of representation on committees, except where otherwise provided, the faculty shall be divided into four academic divisions described below.

The Division of the Arts includes faculty members in art history, dance, music, studio arts, film and theater.

The Division of Languages and Literature includes faculty members in comparative literature, creative writing, literature, foreign languages, and linguistics.

The Division of Science, Mathematics, and Computing includes faculty in biology, chemistry, computer science, environmental studies, mathematics, and physics.

The Division of Social Studies includes faculty in anthropology, economics, geography, history, philosophy, politics, psychology, and sociology.

Where four members are elected from the divisions, each division shall have one representative.

Upon expiration of a term of service on a standing committee, a faculty member becomes eligible for election to other committees. Generally, it is discouraged to have a faculty member re-elected immediately to the same committee until one year has elapsed, unless the term of service was less than one year.

Subcommittees shall be chaired by a member of the parent committee, or by a parent committee appointee. Other members of subcommittees shall be selected from the college community, normally from among those not serving on elective Academic or Faculty Senate committees. Appointments to subcommittees shall be made by the chair
of the parent committee. Subcommittees shall report regularly, at least twice yearly, to the parent committee.

(1) When vacancies occur, elections of faculty members to the Standards and Procedures shall be held in May simultaneously with the Faculty Senate elections and shall be administered by the Faculty Senate. Only the members of the appropriate divisions shall vote.

(2) Faculty members elected to S&P shall serve for two-year terms (student members serve one-year terms). When possible, the terms of faculty members shall be arranged on a staggered basis, so that every year elections are held for one half of the faculty positions on each committee.

(3) Elections to fill vacancies occurring during the course of an academic year shall be to fill the unexpired term and shall be part of the order of business at any regular division or Academic Senate meeting.

(4) Limitation of Service on Standing Committees. No member of the college community, with the exception of the president, executive vice president, vice president and provost of the college, dean of academic affairs or those who serve by appointment or without vote, shall sit on more than one of the two standing committees of the Academic Senate.

(5) Elections shall occur by written ballot.

(6) The procedures for the selection of student members of the Academic Senate and its committees shall be specified within these Community Bylaws, and shall be subject to the adoption and amendment procedures of that article.

Responsibility for Consideration

The process by which the two Academic Senate committees assume responsibility for considering proposals, resolutions, and problems shall be guided by the following procedures:

(1) Responsibility for determining which Academic Senate committee has jurisdiction over a given proposal, resolution, or problem shall rest with the dean of academic affairs.

(2) The dean of academic affairs may, if she or he wishes, seek the advice of the chair of the Academic Senate committee in deciding the assignment of responsibilities.

(3) An Academic Senate committee may initiate its own consideration of an issue, in which case the committee will inform the dean of academic affairs of its consideration.

(4) Any proposal resolution, or problem that a committee suggests should be considered as policy must be brought to the Academic Senate for approval. Academic Senate is also responsible for ensuring that the proposal has gone through appropriate committee review.
(5) Generally, only one committee may have jurisdiction over a given issue, although it may consult other committees or agencies in its deliberations. Some proposals, resolutions, or problem may require the consideration of both Academic Senate committees.

(6) A list of new proposals, along with the committees charged with their evaluation, will be documented in the Academic Senate minutes via reports of the two Academic Senate committees.

(7) The president and the vice president and provost of the college have broad oversight of both these committees and have the prerogative to review and approve or return the decisions to the committee for further consideration.

F. Committee on Academic Policy and Program

Functions

This committee shall have overall responsibility for studying and evaluating all matters associated with the academic program of the college, including: proposed revisions of academic program offerings, the schedule of course offerings each term, proposals for the introduction of new courses or concentrations, the general education core curriculum, and long range educational policy, planning, and evaluation.

Composition

Membership of the committee shall be: the dean of academic affairs (chair); the four division heads, or their designated representatives; two students, who at the time of taking office will have completed one full semester at the college in good standing.

G. Committee on Academic Standards and Procedures

Functions

This committee shall review and make recommendations on all procedural matters involving graduation requirements (e.g., exceptions), including: total number of courses, core curriculum requirements, general field-of-concentration requirements, and the number of courses a student may schedule per semester.

It shall review and make recommendations on matters affecting the academic calendar.

It shall approve and recommend all candidates for degrees and shall recommend candidates for Honorary Degrees to the Board of Overseers.

It shall make recommendations to the dean of academic affairs on allocations from the Faculty Development Fund and on criteria and guidelines for such allocations.

The faculty members of the committee shall establish criteria for, and consider and designate recipients of returning student named scholarships.

Composition
Membership of the committee shall be: the associate dean of academic affairs (chair); the dean of academic affairs who will sit in on matters directly relating to faculty (e.g., faculty development fund applications); four faculty members, one from each division; a representative from the Win Student Resource Commons; and two students, one with Sophomore standing, and one with Junior or Senior standing, and both at the college in good standing.

V. THE FACULTY SENATE

A. Preamble

The Original Charter of the Faculty Senate was adopted April 28, 1969.

Mindful of the central role that a strong and confident faculty plays in the stable and consistent guidance of an educational institution, desirous of bringing to the academic community of Simon's Rock every source of strength and nourishment at its command, and determined to safeguard academic freedom as a primary condition of success in the teaching profession, the faculty of Simon's Rock creates an organization of its members to be known as the Faculty Senate.

The fundamental goals of the Faculty Senate are fostering the high character, academic excellence, and general well-being of Simon's Rock as an early college and safeguarding academic freedom. In accordance with these goals, the Faculty Senate has helped develop a process of faculty evaluation in which faculty members are evaluated by other faculty members whom they have elected. The procedures of this evaluation process are described above.

The Faculty Senate is also concerned with faculty work load, adequate compensation and fringe benefits, the development and expression of group opinion on professional and academic matters both at Simon's Rock and elsewhere, and other faculty issues as they emerge.

While formal action on academic policy is taken by the Academic Senate, from time to time the implications for the faculty of broader policy alternatives are considered by the Faculty Senate, for recommendation to the Academic Senate.

B. Membership

The Faculty Senate is comprised of all faculty on 3-4-10 year appointments and visiting faculty teaching at least two courses per semester who have no administrative responsibilities (Emily Fisher Faculty Fellow and division heads excepted). Adjunct faculty can be invited by the Chair to attend Faculty Senate meetings.

C. Faculty Senate Positions and Committees

The officers of the Faculty Senate are a chair and a secretary, each elected to serve for two-year terms. In addition, the Faculty Senate shall elect:

(1) a faculty evaluation committee, which consists of one member from each division, elected for two-year terms by the respective divisions, and one alternate, who serves as
a substitute when needed for one year before becoming a regular member of the committee;

(2) two representatives to the **Board of Overseers**, elected for staggered two-year terms;

(3) two representatives to the **Community Council**, elected for staggered two-year terms;

(4) one representative to the **Staff Assembly**, elected for staggered two-year terms;

(5) four representatives to the **Code of Conduct Committee**, elected for staggered two-year terms;

(6) a **library/IT committee**, consisting of one member from each division, elected by the respective divisions for staggered two-year terms;

(7) a committee on professional **faculty concerns** (negotiating committee) consisting of three members, elected for staggered two-year terms (and the chair as ex officio);

(8) a committee on **admissions**, one representative from each division;

(9) two representatives to the **Social Justice Committee**, elected for staggered two-year terms; a **faculty handbook committee**, which consists of one member from each division, elected for two-year terms by the respective divisions;

(10) one advisor to the College’s Affirmative Action Officer;

(11) one representative to the **Employee Enrichment committee**, elected for a two-year term.

Activities of the Faculty Senate committees will be documented in the Faculty Senate minutes via regular reports to the Faculty Senate. If action is required, the Faculty Senate Chair will bring the matter to the Academic Senate.

### D. Elections

Nominations shall be made in April, and elections held in May by secret ballot. The Chair and the Secretary of the Faculty Senate administer the nominations and elections. Vote counts are available from the Chair or Secretary of Faculty Senate, if requested.

### E. Procedures

Any matter can be brought before the faculty senate provided it is placed on the agenda and the secretary is notified forty-eight hours before the time of the meeting. The Faculty Senate may make recommendations to any constituent element of the community. Communications to the Board of Overseers or the Board of Trustees shall be through the Academic Senate, as well as the faculty representatives to the Board.
Decisions will be reached by a majority vote of those present and voting except in cases involving the structure of the organization or a matter of similar import, which shall be decided by the amending process described hereafter. A majority of those present and voting will determine into which category (e.g., a Charter or a day-to-day business) a case may fall.

The procedure for amending the Charter of the Faculty Senate shall be as follows:

1. A proposed amendment shall be discussed and moved at a regularly scheduled meeting of the Faculty Senate. At the same time, a date not less than a week later shall be set for a meeting at which the voting on the amendment shall take place.

2. All members of the senate shall be individually notified in writing of the wording of the proposed amendment and of the time of the meeting for the voting. Any member requesting an absentee ballot should notify the chair and must return the completed ballot to the chair by the time set for the voting.

3. The amendment shall be accepted if it is approved by two-thirds of all members voting.

4. From time to time, the Faculty Senate may wish to invite other members of the community to sit with it in the consideration of matters of common interest.

VI. THE COMMUNITY COUNCIL

A. Mission

The Simon’s Rock Community Council addresses issues of concern to the students and the College and is influential in shaping the policies and regulations that govern community living. The council is responsible for appointing student representatives to various committees, as well as organizing community meetings in cooperation with other College officials as a forum for addressing issues important to the community. Through its administration of a budget drawn from student services fees, the council supports the activities of clubs and organizations on campus.

B. Powers and Responsibility

Pursuant to the delegation of authority by the president of the College and subject to his or her approval, the Community Council shall have and exercise responsibility over policy concerning the following matters: student organizations, student activity fund, and community elections. The council shall oversee and administer the moneys generated by the student services fee. The council shall also assist, foster, advise, and promote student organizations and clubs.

The Community Council shall serve as a forum for the expression of student concerns and shall inform and advise appropriate Officers of the College of the nature of student opinion. The council may request that any member of the administration or faculty meet with the students to address issues of concern to the College.

The council will consider matters related to student life but not directly within its purview, such as housing regulations, College regulations, disciplinary procedures, orientation, and make recommendations to the appropriate Officers.
The council will consider matters relating to academic programs and policies and make recommendations to the appropriate Officers.

The provost of the College, along with the deans of academic affairs and Student Affairs, will cooperate with the Community Council in organizing a monthly community meeting during which matters of concern to the community can be discussed, academic or student life programs or policies explained by the appropriate Officers, questions raised, problems identified, service to the College recognized, along with other topics of concern. In addition, the meetings will serve as an official means for the administration to disseminate information relating to the good of the College, which includes academic and social policy changes, current events concerning the College, and future planning.

Acting through the vice president and provost of the College, the Council shall serve as the primary conduit of student communication with the Board of Overseers.

The council is responsible for appointing student representatives to the following committees: two student representatives to the Committee on Academic Standards and Procedures (S&P), two student representatives to the Committee on Academic Policy and Program (P&P), four student representatives to the Cod of Student Conduct Committee, one junior and one senior representative to the Board of Overseers, and two student representatives to Staff Assembly. Student representatives serve a one-year term and may be reappointed each fall. Students must submit a letter of intent to the council in person for consideration.

C. Organization

The Community Council shall consist of eight student members, three faculty members (chosen by the faculty and attending the council meetings in rotation), a Student Affairs staff representative (chosen by student affairs staff), a staff representative (where “staff” is defined as an employee of the College who is neither a member of the faculty, administration, Student Affairs staff, nor the student body), a staff member from the Kilpatrick Athletic Center, and a student representative of the Judicial Committee (chosen by the Judicial Committee).

Two of the elected student members shall be seniors, two shall be juniors, two shall be sophomores, and two shall be first-year students. Elections for community council will take place in the second week of the fall semester. Nominations for council will take place in the first week of classes. Candidates must provide a statement of interest. If positions are open at any time, elections will be held to fill them.

The Student Affairs staff representative will organize community council elections during orientation. Student representatives shall serve as liaisons between the council and the student body, representing student opinion and carrying information to the students, as appropriate.

Three faculty representatives shall be elected by the Faculty Senate each spring for two-year terms; only two of the three should serve concurrent terms. The faculty representatives shall serve as a liaison between the council and the faculty, representing faculty opinion and carrying information to the faculty, as appropriate.

The Student Affairs staff representative shall act as a liaison between the council and the Student Affairs staff.
The Judicial Committee student representative is a non-voting member of the council.

The staff representative shall act as a liaison between the council and the staff.

The members of the council shall choose by secret ballot members to serve as chair, treasurer, and secretary. The faculty representatives shall act as co-chairs until someone is selected.

The chair shall moderate council meetings and community meetings. He or she shall oversee the activities of the council and act as a liaison among the various constituencies of the College community.

The treasurer serves as a liaison between student groups, the Community Council, and the College’s Financial Services Office. He or she shall keep accounts of all council funds and report on their status to the council and the Financial Services Office.

The secretary shall record the minutes of council meetings, distribute copies of those minutes to council members, and post copies. The library should receive one copy for its continuing council file. The secretary shall keep on file all council documents and carry on all correspondence of the council.

D. Procedures

Time of meeting

The council shall meet weekly while classes are in session.

The council may hold a special session at the request of any two members.

Attendance

A council member with more than two unexcused absences must resign.

The presence of two-thirds of the members shall constitute a quorum.

The chair shall preside over the meetings of the council. In the absence of the chair, the secretary shall call the meeting to order, and the council shall elect a temporary chair for the meeting.

The operating procedures of the council meeting will be guided, but not dictated, by the principles and procedures of Robert’s Rules of Order, Revised.

Voting

Each member of the council shall have one vote excepting the judicial representative.

Voting shall be done by a show of hands unless a secret ballot is requested by any member of the council.
All issues except bylaw changes shall be decided by a simple majority, wherein the chair may vote only to break a tie.

Members of the council with a conflict of interest in the issue at hand must abstain from voting on that issue (i.e., a budget request from a group to which a council member belongs, either as a student member or as a faculty or staff advisor).

Bylaws must be approved by a two-thirds majority, in which case the chair may vote. In the event that a bylaw change is approved, it shall be presented to the community by the council.

Agendas

The agenda for each meeting shall be determined by the chair. Any member of the council may place items on the agenda simply by informing the chair. The order of business in a meeting may be changed by the chair or a majority vote of those present.

Any member of the Simon’s Rock community may bring proposals to the council for consideration by presenting them in writing or in person to any member of the council.

Council meetings shall ordinarily be open to any member of the community. A visitor to the council meeting must conduct her- or himself with courtesy and speak only if recognized by the chair; unruly or disrespectful visitors will be expelled from meetings. A meeting or portion of a meeting may be closed to visitors by the chair or majority vote of the members present. Discussions of appointments to the Judicial Committee and to other positions shall be closed.

Audio and video recordings of council proceedings are not permitted.

E. All-Community Elections

The council shall be responsible for organizing and carrying out all-community elections and referenda, determining the results, and publicizing the outcomes.

Any member of the community may nominate for any position any eligible person who consents to the nomination. Self-nominations are possible. Students must submit written statements of purpose in order to self-nominate or to accept a nomination.

In each all-community election, each student, faculty member, member of the administration, and member of the staff shall have one vote.

A majority of votes cast shall determine the election of a person to each Office. In case no candidate receives a majority, there shall be a runoff election between or among the candidates receiving the two highest numbers of votes. In case of a tie for the Office, there shall be a runoff election between or among those tied.

F. Student Organizations

Each student organization is required to have a member who will serve as a liaison between the organization, the Community Council, and a member who will take
responsibility for the organization’s expenditures and actions. If so desired, the same person may fulfill both responsibilities.

Each student organization is required to submit a copy of its bylaws to Community Council. These bylaws must contain the following:

- Membership requirements;
- Organization of power, including voting policies and procedures, if any; procedures for the election and removal of Officers, if any; procedures for changing the organization of power, and so on;
- A statement of purpose, explaining the goals of the organization.

Each student organization is required to submit a semester agenda, describing how (and roughly when) the organization will benefit the Simon’s Rock community for the semester.

Each student organization must have an advisor who is a member of the college faculty, administration, or staff. The advisor must sign the budget request form of his or her organization each semester. In addition, the advisor must write a statement on the budget request form acknowledging that he or she has accepted the position of advisor.

Organizations are required to send a knowledgeable representative to the Community Council meeting when budgets are discussed. The representative should be prepared to discuss both the bylaws and the budget of his or her organization.

In the event that any of the following occur, the Community Council must be notified immediately:

- The person serving as the organization’s liaison to the Community Council or being held accountable for the organization’s expenditures or actions is replaced;
- A change is made to the bylaws, statement of purpose, or semester agenda of the organization;
- The organization changes advisors.

Any student organization not in compliance with the above stipulations will not receive funding from the Community Council. The budget of any organization not in compliance with these stipulations will be frozen until the situation has been corrected to the satisfaction of the Community Council.

Funding criteria for student groups are as follows: Subject to other budgetary considerations and the fulfillment of all student organization requirements above, the Community Council may fund: campus; global organizations. Priority is given to events that will draw and benefit substantial numbers of students. Community Council does not fund: annual student yearbook.
VII. APPENDIX F: Human Subjects Research Guidelines

Human subjects research is systematic investigation designed to develop or contribute to generalized knowledge, and which involves the collection of data from living human beings.

In accordance with state and federal regulations, as well as professional standards of ethical conduct, it is College policy to ensure that the rights and welfare of human subjects are protected in research conducted at the College or by individuals identified with the College. The primary responsibility for protecting human subjects, however, rests with each researcher.

A. Human Research Review Committee.
The Academic Senate at the College has established the Human Research Review Committee (HRRC) to review all research involving human subjects conducted at the College, or by individuals associated with the College, regardless of the source of funding. (This committee is comparable to the Institutional Research Board, or IRB, at most institutions.) The Academic Senate’s Standards and Procedures Committee oversees the HRRC, making suggestions and, as necessary, arbitrating disputes between the HRRC and researchers or research subjects. The HRRC has a minimum of five members, including faculty from several disciplines, appointed by the Dean of Academic Affairs. The faculty members of the committee may, if necessary, also call on a student age 18 or older – who has been involved in human subjects research or who acts as a Student Affairs representative – to assist in the process. An institutional consultant may also be called in if the committee is concerned about the procedures in a particular study, or aspects of a study, and cannot agree on how to proceed.

B. Procedures
The investigator, in consultation with a member of the HRRC, initially determines whether a project should be considered human subjects research. Final authority for this determination rests with the HRRC.

Some activities considered human subjects research need not be reviewed by the HRRC. In general, research involving data gathered solely for internal, on-campus use and which poses no risk to subjects, such as course evaluations or confidential surveys on innocuous topics for an in-class project, paper, or demonstration, need not be reviewed. If research results are to be disseminated outside the Simon’s Rock community, the research regardless of topic or scope must receive prior HRRC approval.

More information on Human Subjects Research policies and procedures are available at my.simons-rock.edu/academics; see Forms & Manuals for Students.