

NOTICE OF NONDISCRIMINATION/ AFFIRMATIVE ACTION

Hampshire College reaffirms publicly its moral and legal commitment to a policy of equal opportunity in education and employment.

Hampshire College supports the efforts of secondary school officials and governing bodies to have their schools achieve regional accredited status to provide reliable assurance of the quality of the educational preparation of its applicants for admission.

Hampshire College does not discriminate on the basis of race, age, sex, sexual orientation, religion, national origin, disability, or previous military service in the admission of students, administration of its educational policies, scholarships and loan programs, and athletic and other administered programs.

Hampshire College is an Affirmative Action/Equal Opportunity Employer. All applicable federal and state laws and guidelines are followed, including Title VI and VII of the Civil Rights Act of 1964; Executive Order 11246 of 1965, as amended by Executive Order 11357 of 1967; Title IX of the Educational Amendments Act of 1972; Section 504 of the Rehabilitation Act of 1973, as amended; and the Americans with Disabilities Act of 1990.

NON SATIS *not to know is not enough* NON SCIRE

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ACADEMIC YEAR 2005-6

FALL TERM 2005

New Student Pre-College Trip Arrival	Mon, Aug 29
New Students Arrive and Check-in	Fri Sept 2
New Student Orientation Period	Fri Sept 2–Tues Sept 6
Continuing Students Arrive and Check-in	Mon Sept 5
Classes Begin	Wed Sept 7
Division III contract revision and student progress reports due for fall 2005 completion	Mon Sept 19
Course Add/Drop Period Ends (Hampshire and Five College)	Tues Sept 20
Division II filing deadline 4th semester non-transfer entrants	Fri Sept 23
Division II pass forms due (for spring 2006 Div III completion)	Wed Sept 28
Advising Day—No classes	Wed Sept 28
Division III faculty progress reports due for fall 2005 completion	Thurs Sept 29
Division III filing deadline for spring 2006 completion	Wed Oct 5
October Break—No classes	Sat Oct 8–Tues Oct 11
Mid-semester self-evaluations due for fall 2005 entrants	Wed Oct 12
Yom Kippur—No classes	Thurs Oct 13
Family and Friends Weekend	Fri Oct 14–Sun Oct 16
January Term Registration Begins	Wed Nov 2
Advising Day—No classes	Thu Nov 10
Course Preregistration Begins	Mon Nov 14
Enrollment Notification Deadline	Fri Nov 18
Last day to drop classes with “w”	Mon Nov 21
Thanksgiving Break—No classes	Wed Nov 23–Sun Nov 27
Last Day of Classes	Fri Dec 9
Division III pass forms due for December completion (all work presented and completed)	Fri Dec 9
Divisional Examination Period	*Mon Dec 12–Thurs Dec 15*
Course completion summary deadline	Fri Dec 16
Evaluation Period	Fri Dec 16–Wed Dec 21
Winter Recess	Thurs Dec 15–Mon Jan 2

*Thurs Dec 15th: Houses close at 4:30 P.M. Only students enrolled in Five College courses with exams scheduled after December 15 and who have registered with the housing office will be allowed to remain in their rooms.

ACADEMIC YEAR 2005-6

JANUARY TERM 2006

Students Arrive Mon	Jan 2
January Term Classes Begin Tues	Jan 3
Division III pass forms due for January completion (all work presented and completed)	Tues Jan 3
Division III evaluations due for December and January completion	Fri Jan 13
Course evaluations due for first-year students	Mon Jan 16
Martin Luther King, Jr. Day (no classes)	Mon Jan 16
Course evaluations due for non-first-year students	Wed Jan 25
Division II evaluations due for fall 2005 completions	Wed Jan 25
Last Day of Classes	Thurs Jan 26
Recess Between Terms	Fri Jan 27–Sat Jan 28

ACADEMIC YEAR 2005-6

SPRING TERM 2006

New Students Arrive and Check-in	Sun Jan 29
New Students Orientation Period	Sun Jan 29–Tues Jan 31
Continuing Students Arrive and Check-in	Mon Jan 30
Classes Begin	Wed Feb 1
Division I portfolio assessment due for fall 2005 completions	Wed Feb 1
January Term evaluations for first-year students due	Thurs Feb 9
Division III contract revision and student progress reports due for spring 2006 completion	Mon Feb 13
Course Add/Drop Period Ends (Hampshire and Five College)	Tues Feb 14
January Term evaluations for non-first-year students due	Thurs Feb 16
Division II filing deadline for 4th semester non-transfer entrants	Fri Feb 17
Division II pass forms due for fall 2006 Div III completion	Wed Feb 22
Advising Day—No classes	Wed Feb 22
Division III faculty progress reports due for spring 2006 completion	Thurs Feb 23
Division III contract filing due for fall 2006 completion	Wed Mar 1
Mid-semester self-evaluations due for fall 2005 and spring 2006 entrants	Wed Mar 15
spring Break—No classes	Sat Mar 18–Sun Mar 26
Mid-semester evaluations due for fall 2005 and spring 2006 entrants	Mon Mar 27
Advising/Exam Day	Thurs Apr 6
Course Preregistration Begins	Mon April 10
Enrollment Notification Deadline	Fri Apr 14
Last day to drop classes with “w”	Mon Apr 17
Last Day of Classes	Fri May 5
Division III pass forms due (all work presented and completed)	Fri May 5
Divisional Examination Period	Mon May 8 – Fri May 12
Course completion summary deadline	Fri May 12
Division III evaluations due	Mon May 15
Evaluation Period	Mon May 15 – Fri May 19
Commencement	Sat May 20
Course evaluations due for first-year students	Tues May 30
Course evaluations due for non-first-year students	Thurs June 15
Division II evaluations due for spring 2006 completions	Thurs June 1
Division I portfolio assessment due for spring 2006 completions	Fri June 30

september 2005

sunday	monday	tuesday	wednesday	thursday	friday	saturday
				1	2	3
4	5	6	7	8	9	10
	Continuing Students Arrive	New Student Orientation Ends	Classes Begin		New Students Arrive and Orientation Begins	
11	12	13	14	15	16	17
18	19	20	21	22	23	24
		Course Add/Drop Period				
25	26	27	28	29	30	
			Advising Day (no classes)			

october 2005

sunday	monday	tuesday	wednesday	thursday	friday	saturday
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15 October Break
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

november 2005

sunday	monday	tuesday	wednesday	thursday	friday	saturday
		1	2	3	4	5
6	7	8	9 January Term Registration Begins	10	11	12
13	14	15	16	17 Advising Day (no classes)	18	19
20	21 Course Pre-registration Begins	22	23	24	25	26
27	28	29	30	Thanksgiving Break		
Thanksgiving Break						

december 2005

sunday	monday	tuesday	wednesday	thursday	friday	saturday
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16 Last Day of Classes	17
18	19	20	21	22	23 Winter Recess	24
25	26	27	28	29	30	31
Winter Recess						

January 2006

sunday	monday	tuesday	wednesday	thursday	friday	saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Calendar events and notes:

- Winter Recess: Sunday, January 1st
- Students Arrive: Monday, January 2nd
- Jan Term Classes Begin: Tuesday, January 3rd
- Continuing Students Arrive: Monday, January 30th
- New Student Orientation Begins: Sunday, January 29th
- New Student Orientation Ends: Tuesday, January 31st
- Last Day of Classes: Thursday, January 26th
- Recess Between Terms: Friday, January 27th

February 2006

sunday	monday	tuesday	wednesday	thursday	friday	saturday
			1 Classes Begin	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21 Course Add/Drop Period Ends	22 Advising Day (no classes)	23	24	25
26	27	28				

april 2006

sunday	monday	tuesday	wednesday	thursday	friday	saturday
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

1

8

15

22

29

30

sunday

monday

tuesday

wednesday

thursday

friday

saturday

Course Pre-registration
Begins

Advising/Exam Day

May 2006

sunday	monday	tuesday	wednesday	thursday	friday	saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
					Last Day of Classes	
14	15	16	17	18	19	20
			Divisional Examination Period			
21	22	23	24	25	26	27
			Evaluation Period			Commencement
28	29	30	31			

June 2006

sunday	monday	tuesday	wednesday	thursday	friday	saturday
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

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ABOUT THIS SECTION

The Student Services and Administrative Offices section is offered to assist students, staff, and faculty in learning what services are available on campus. Services that are used by students are listed first, followed by the remaining administrative departments and academic school offices. Office locations and phone numbers listed in this section may change. For a complete list of staff and their phone numbers, please refer to the current campus telephone directory.

Policies and procedures related to the various departments are listed in the Community Standards, Policies and Procedures chapter. If you have questions related to services, hours, facilities, or policies listed in these descriptions or in other sections of this handbook, please call the appropriate office directly.

Most offices are open Monday through Friday, 8:30 A.M. – 4:30 P.M. (some are closed between 12:00 P.M. – 1:00 P.M. for lunch) unless otherwise noted.

STUDENT SERVICES

OFFICE OF STUDENT AFFAIRS

Box SA
Merrill Student Affairs Center, 2nd Floor
x 5412
Hours: 8:30 A.M. – 12:00 P.M. and 1:00 P.M. – 4:30 P.M.

The office of student affairs provides a broad range of student services and facilitates educational and campus life opportunities.

The dean of the college is responsible for various departments within the division of student affairs, including residential life, housing, community development, academic advising, public safety, OPRA, student activities and leadership programs, CORC, and health services.

The senior associate dean has the principle responsibility for overseeing offices and programs which have as their central mission fostering and maintaining a culturally diverse community; supporting community service and involvement by students and developing programs which promote wellness on campus.

The associate dean of residential life oversees all aspects of residential life and judicial affairs. This includes the supervision of the residential life staff and the housing coordinator. Together with members of the residential life staff, the associate dean ensures safe and comfortable housing in an environment that encourages students to grow and learn outside the classroom as well as within it.

The assistant dean for enrollment and retention tracks the enrollment status of all students, reporting changes and trends to campus offices. The assistant dean is responsible for new student Orientation and programs and initiatives that support retention efforts and the improvement of student services. The assistant dean also coordinates and updates student affairs mailings, websites and publications.

STUDENT AFFAIRS SEXUAL HARASSMENT OFFICER

Box SA
Merrill Student Affairs Center, 2nd Floor
x 4960

The student affairs sexual assault and harassment officer is responsible for determining appropriate procedures to address allegations of sexual misconduct and to provide advice to all the involved parties. Under federal regulations, employees of the college are required to report any and all incidents related to sexual assault or misconduct. Once a report is made, the college may need to conduct an investigation and find ways to take corrective action. For more information, contact the student affairs sexual assault and harassment officer.

All disciplinary cases related to the violation of the sexual harassment policy are handled by the sexual harassment officer and may be referred to the Community Review Board. For more information, please call the sexual harassment officer.

RESIDENTIAL LIFE

From its founding, Hampshire College has been designed as a residential learning community. In such communities, the residences provide a dynamic, intellectual learning environment as well as safe, comfortable housing. It is the goal of the residential life program at Hampshire to foster a fun, interactive and mutually supportive community that balances the rights of individuals with the responsibilities of community membership. We do this by encouraging students to create and participate in social and educational programs, to assume community responsibility, to learn to appreciate people with diverse backgrounds and lifestyles, and to make connections between the learning that takes place inside and outside of the classroom.

CENTRAL HOUSING OFFICE

Box MH
Merrill Student Affairs Center, 1st Floor
x 5543

The director of housing operations helps students who are seeking advice and assistance related to their on-campus housing assignments and housing options. The director has oversight over the room-choosing process that enables students to secure comfortable living arrangements. In addition, the director oversees the housing exemption process and maintains a list of off-campus addresses and phone numbers for those students who have been granted such exemptions. The director also convenes the Housing Advisory Committee, which makes recommendations about housing policy. This person serves in the role of operations manager by acting as primary liaison between the residential life staff and other departments on campus concerned with the use and maintenance of the residences.

RESIDENTIAL HOUSE OFFICES

Dakin House Office, Box DH, x 5564
Merrill House Office, Box MH, x 5453
Greenwich/Enfield House Office, Box GE, x 5383
Prescott House Office, Box PH, x 5463

The five residential living areas are administratively managed through four house offices. Each house office is staffed by a house director, who has principal responsibility for the overall functioning of the living area, and a house operations assistant, responsible for the administrative aspects of each office. Trained students, known as “interns,” assist these professional staff in providing a variety of services for residents of the Houses, including:

- planning and implementing programming events
- dissemination of information through house newsletters and weekly flyers
- mediation/conflict resolution
- informal, non-clinical counseling
- crisis intervention
- referrals to on- and off-campus resources
- processing requests for repairs and maintenance needs
- lock-outs
- responding when there are violations of the norms of community living
- staff coverage during non-business hours

House offices also lend or provide a variety of items to improve the quality of campus living including some cleaning supplies, vacuums, games, hand carts, trash bags, toilet paper, etc. Check with each house office for availability and procedures.

HOUSE INTERNS

One goal of the college's residences is to ensure a safe, secure, and comfortable community for all residents. To support this goal, the college offers leadership positions to students as house interns. Interns provide the crucial link between the college administration and the student population in the houses. They do this by providing social, educational, cultural, and recreational programming; providing peer counseling, conflict resolution and referrals; and helping to implement the policies and procedures necessary for the smooth running of the residences.

Interns receive intensive training at the beginning of each semester, attend regular weekly staff meetings and participate in monthly in-service training workshops. They are supervised by the house director and work collaboratively with fellow interns and other campus groups and offices. For more information about becoming a house intern, inquire in any of the house offices.

COMMUNITY DEVELOPMENT

Box SA
Merrill Student Affairs Center, 2nd Floor
x 4960

The mission of the office of community development is to promote an environment of social growth and collaboration on issues of social underrepresentation, community health, diversity, leadership development and student activities, and social justice in the Hampshire community. The community development staff supports and facilitates initiatives that foster a healthy and socially responsible community.

Programs within the office of community development include: the community health collaborative, the counselor advocates program, the office of student development and community leadership, the Lebrón-Wiggins-Pran cultural center, the queer community alliance center, and the women's center. The senior associate dean of community development is also the international students advisor and the sexual harassment officer.

OFFICE OF STUDENT DEVELOPMENT AND COMMUNITY LEADERSHIP

leadership.hampshire.edu, leaders@hampshire.edu
Box CL • Dakin Student Life Center, 1st Floor (in back, facing the courtyard)
• x 6005

The office of student development and community leadership (SDCL) is your office of student activities and programs. The SDCL is committed to supporting students as they endeavor to create organizations, plan programs, lead campaigns, and build community at Hampshire College. The SDCL provides support for student organizing and activities, and facilitates several initiatives designed to strengthen community on campus. Each year the SDCL publishes and distributes the Student Organization Directory and Student Programming Handbook. The Student Organization directory is also available online off the SDCL website at <http://studentgroups.hampshire.edu>.

RESOURCES FOR STUDENTS AND STUDENT ORGANIZATIONS

The SDCL has pamphlets on various aspects of event planning, campus resources, and Hampshire history. At the SDCL you'll find the student activities coordinator and a full student staff all of whom are resources for planning your activities and events. *(For detailed policies and procedures regarding hosting an event, see the section for the office of student development*

and community leadership in "Departmental Policies and Procedures"). Our staff also actively participates in the programs of the Cultural Center, the Women's Center, Community Health, the Queer Community Alliance, Community Council, and FiCom. They bring networking possibilities as well as a wealth of organizing experience to their job of helping you.

OFFICE SPACE

The SDCL is a shared office space for all student groups. The office has two iMac computers a printer, a fax machine, and a photocopier. The SDCL student staff is trained to assist you in working with most of these programs. We also have assorted art supplies and poster supplies, which can be used or checked out by student groups.

STUDENT ORGANIZATION MAILBOXES

The SDCL provides a central location for student organization mail. Every student organization has a mailbox here and can choose to have their mail delivered to the SDCL providing a more consistent address from year to year. These mailboxes allow easy access for student organizations to communicate and inform each other about their upcoming events.

FUNDING OPPORTUNITIES

The Special Activities Fund is intended to encourage and support student-initiated programming. Projects may include film or lecture series, workshops, debates, exhibits and performances. A committee of students and staff from the SDCL makes funding decisions. Applications and guidelines are available at the SDCL. The Special Activities Fund does not fund academic projects. For academic funding contact the dean of faculty office.

ALL LEADER EMAIL

The SDCL organizes a list-serve all student group leaders. To distribute information to these people, send a message to leaders@hampshire.edu and request that a SDCL staff member send the announcement to all leaders.

HAMPFEST

Student groups, this is your opportunity to get your message out, recruit members, advertise your events, and network with other student organizers. Hampfest is the SDCL's way of welcoming students back to campus and presenting the plentiful opportunities for involvement. Student groups have info tables set up around the Library Lawn, while students enjoy free music, food, and outdoor games!

AIRPORT LOUNGE

Located on the upper floor of the Johnson Library Center, the Airport Lounge was created in the spring of 2002 by a group of students who felt the need for a space on campus where Hampshire students could convene

at night and have access to computers, and a space to study or gather. The SDCL continues to operate this program: we employ monitors who will (in exchange for your Hampshire Student ID) lend you laptops, ethernet cables, or a variety of games. The Airport Lounge is a wireless community space where students can congregate at night even when the library is closed to do work and socialize in a mellow atmosphere. An adjoining conference room with a large table and chairs is available for student group meetings.

EXPERIMENTAL PROGRAM IN EDUCATION AND COMMUNITY (EPEC)

<http://epec.hampshire.edu>, epec@hampshire.edu

The Experimental Program in Education and Community (EPEC) was founded in 1995 as a way to support and promote student-initiated work not otherwise represented within the academic structure of the College. It is best known as a system of student-led classes and workshops, and a course catalog comes out each semester describing current projects. EPEC also acts as a strong voice on campus to advocate for the institutional support of alternative educational models and the continued inclusion of independent work within Hampshire's curriculum.

QUEER COMMUNITY ALLIANCE

The QCA is comprised of individuals who support sexual diversity. We seek to foster awareness of lesbian, gay, bisexual, trans, pan and queer issues and create a comfortable space for their discussion through social events and political activism both at Hampshire and in the community at large. The QCA is a safe place of confidentiality and respect. People of all sexual preferences are welcome and encouraged to attend our meetings as long as the safe space is respected. The QCA also advocates resisting ALL systems of oppression for freedom for all.

LEBRÓN-WIGGINS-PRAN CULTURAL CENTER

culturalcenter@hampshire.edu

Box SA

Located behind Cole Science Center

x 5461 – General

x 5415 – Director

<http://culturalcenter.hampshire.edu>

The Lebrón-Wiggins-Pran Cultural Center's mission is to provide support and resources to students of color and international students. The Center aims to provide a safe space and "home away from home" for these students. Also, the Cultural Center works towards increasing awareness on issues of race, ethnicity, oppression, and underrepresentation through campus-wide programs and resources. The Cultural Center provides support and meeting space to the following student organizations that make up SOURCE (Students of Under-Represented Cultures and Ethnicities) or are affiliated with SOURCE: FISH, James Baldwin Scholars, PASA, Raíces, Sisters, UMOJA, AWAMOH and Mixed Heritage.

Programs and resources organized by the Cultural Center include:

- The Peer Mentorship Program that matches incoming students of color and international students with Div II and III students to help new students get acclimated to life at Hampshire College (co-sponsored by the office of multicultural education).
- The International Student Host Family Program that matches incoming international students with a staff or faculty member.
- The SCIENCES Network for students of color and international students who are interested in and/or concentrating in Natural Science or Cognitive Science (co-sponsored by the Schools of Natural Science and Cognitive Science, office of multicultural education, and Center for Science Exploration).
- The Mitziko Sawada Resource Library that offers a multitude of books, magazines, articles, and videos.
- The Kahlo Gallery (named after artist Frida Kahlo) that exhibits work centered around underrepresented artists and the theme of underrepresentation
- The Faculty Lunch Series, annual ASK for Social Justice program, weekly study nights and multicultural film nights, Black History Month events, dialogues about identity, speakers, and musical performances.

WOMEN'S CENTER

<http://womenscenter.hampshire.edu/>

Box SA

Enfield, near parking lot

x 5540

The Women's Center is a resource center dedicated to raising awareness of gender and women's issues and providing support and resources to members of the Hampshire College community. The center is located in Enfield House and is open to the entire community.

The Women's Center provides a range of services and organizes a variety of educational events and workshops. Some examples include lectures and presentations by Five College professors and community members, workshops, support groups, speak-outs, discussions, film screenings, and informal social gatherings.

The center is the primary programming and meeting space for Sisters, the Women of Color and International Women's student organization; the Gender Activism group, a student organization committed to increasing activism and awareness of gender issues on campus; and Conflicting Images, a support/discussion group committed to empowering women to gain greater acceptance of their bodies.

The Women's Center is staffed by a part-time coordinator, students, and volunteers.

The Women's Center is committed to:

- Challenging traditional definitions of masculinity, femininity, sexuality, and gender
- Shifting away from simplistic binary categories that have historically excluded gay, lesbian, bisexual, and transgendered people
- Fostering critical awareness of the impact of sexism, racism, classism, ageism, ableism, heterosexism, ethnocentrism, imperialism, and other forms of oppression on women's lives
- Helping to create a respectful, inclusive, and critical community
- Providing opportunities, resources, and a safe space on campus for people to learn and engage with gender and sexuality issues
- Advocating for the rights and needs of underrepresented groups on campus and taking action to address them

COMMUNITY HEALTH AND WELLNESS

Box GE
 Located above the women's center in Greenwich/Enfield, side door entrance by the basketball court
 x 5743

Community Health is comprised of two separate components, the Community Health Collaborative (CHC) and the Counselor Advocate (CA) Program. The CHC and CA programs are trans-friendly, queer-friendly, respectful and supportive resources for students of all races and ethnicities.

THE COUNSELOR ADVOCATE PROGRAM

Counselor Advocates (CA's) are students who volunteer to be peer supporters in the community. They have received extensive training in issues related to sexual violence, relationship violence, stress, depression and a whole host of other situations. They are excellent listeners, terrific sounding boards and are very knowledgeable about local resources. So, if you're dealing with having been assaulted feeling homesick, dealing with a bad break-up, anxious about classes, feeling overwhelmed, or anything else, consider calling a CA. They can be reached 24 hours per day/7 days per week while school is in session by calling x 5424 and asking to have a CA paged. **CA's respect your privacy and hold all calls in confidence.** For more information see additional CA brochures or call x 5743.

THE COMMUNITY HEALTH COLLABORATIVE

The Community Health Collaborative is an ever changing, constantly developing program aimed at providing Hampshire students with the tools and information needed to fully participate in a rewarding, successful and safe Hampshire experience. The program is staffed by work-study students under the supervision of the director of community health, all of whom are committed to providing and supporting both individual and community-wide efforts to cultivate and atmosphere of growth and health for all students. Sexual health, alternative healing, general health, stress, drug, alcohol and tobacco use, and sexual assault and domestic violence are the focus of programs and activities. Do you have an idea for a program, or is there some issue related to your holistic personal or community health that you'd like to explore further? If so, *give us a call...* in the *meantime*, this is what is available through the Community Health Collaborative...

THE CHAIR MASSAGE PROGRAM

This is a wellness program consisting of Hampshire students who have been trained in basic chair massage technique and are volunteering their time to offer other Hampshire students FREE chair massage! *This is a great way to relax and de-stress!* Watch for announcements of scheduled hours or call x 5743 to find out when students are available.

CLUB TUB

Do you miss your bathtub? This is a common feeling among many dorm residents who don't have access to a bathtub in their living space. So, we are making our tubs available to you! We have 2 bathtubs, outfitted with fuzzy floor mats, bath salts, bubbles and *privacy!* Call x 5743 or watch for scheduled hours to be announced. And, *don't forget to bring your own towel!*

SURVIVOR'S SUPPORT GROUP

This is a safe and supportive space provided for persons who have experienced any kind of sexual assault as women or girls. This group generally meets weekly and is facilitated by a qualified therapist. Call for more information or watch for flyers announcing time and location. Although, we do not have a support group for male survivors on campus, we can provide information on groups in the local community.

VISABILITIES SUPPORT GROUP

Do you deal with some kind of an ongoing issue that creates an additional layer of stress in your life? Would like to have a group of peers to hang out with who understand and can relate to your experience? This is a group for students dealing with the stress of ongoing physical/emotional or life concerns. Some examples of situations that may bring students to the group include chronic physical health issues, psychological concerns and ongoing family related stress. It's up to you to decide if this might be a helpful space for you. This is a facilitated group that meets weekly. Call for more information or watch for flyers announcing time and location.

RAD SELF-DEFENSE FOR WOMEN

R.A.D. (Rape, Aggression Defense) is a women's self defense program that teaches a combination of awareness and risk reduction strategies, along with physical defense techniques. The techniques are designed to be easy to learn. This program consists of at least 16 hours of training and is offered multiple times throughout the year as a collaboration between Community Health and OPRA.

THE "LIGHT BOX"

Community Health has purchased a light box for use by students who experience some level of depression associated with the reduction in sunlight that accompanies seasonal change. The recommended "light box" session is generally around 30 minutes per day. More information regarding this is available to interested students.

SAFER SEX SUPPLIES

Community Health regularly supplies the house offices with a variety of safer sex supplies including condoms, dental dams, gloves, and lube. Individuals are also welcome to stop by for their own supplies as well. Do you have a question about sex, HIV or STI prevention, or something related? Check us out and see if we can help.

RESOURCE CONNECTIONS

We have resource listings for local alternative healthcare practitioners.

AREA HEALTH-RELATED RESOURCES

- Sexual Harassment Officer, Office of Student Affairs..... x 4960
- Public Safety..... Emergency x 5555, office x 5424
- Emergency Medical Technicians (EMTs) x 5555
- Nutrition counseling x 5458
- Everywoman's Center 24-hour Hotline
 (Rape Crisis and Information)..... 545-0800
- Necessities/Necesidades 24-hour Hotline
 (Battered Women's Shelter) 586-5066
- University Health Services (Medical Services) 577-5000
- Victim/Witness Assistance (Legal Information) 586-9225
- Men's Resource Center, Amherst 253-9887
- Network for Battered Lesbians Hotline (617) 236-7233
- Eating Disorders 24-hour Hotline 1-800-USA-0088
- Alcoholics Anonymous (AA) 532-2111
- Dickinson Programs (alcohol and drug abuse evaluation and counseling)
- Northampton 586-8550

HEALTH SERVICES

Box HS
 Montague Hall, adjacent to Admissions
 x 5458
 Clinic Hours are 8:30 A.M. – 5:00 P.M. Monday through Friday
 whenever school is in session.
 After 5:00 P.M. weekdays, or on weekends, urgent care is
 provided by University Health Services in Amherst.* (* \$30.00
 co-pay applies)

HEALTH SERVICES STAFF:

Karen Kalmakis, NP; Director, Health Services
 Suzan Smith, MD; Staff Physician
 Eileen Hayes, NP; Nurse Practitioner
 Judith Jackson, RN; Clinic/Advice Nurse
 Stephen M. Klein, PhD; Assoc. Director/Clinical Psychologist
 Eliza McArdle, PhD; Staff Psychotherapist
 Vanessa Kehler; Office Manager

IMPORTANT TELEPHONE NUMBERS

- Hampshire Health Services 559-5458
- Advice Nurse 559-6030
- Counseling Services 559-5458
- After hours emergency care University Health Services 577-5000
- Public Safety 559-5424
- Campus EMTS 559-5555
- Serious Medical Emergency 911

Hampshire College Health Services is a primary health care center providing for the medical and emotional needs of the students at Hampshire College.

MEDICAL SERVICES

At Hampshire College Health Service we offer:

- preventative health care
- STI screening
- contraceptive services
- annual gynecological exams
- treatment of acute illness or injury
- management of chronic disease
- health education

The medical staff at Hampshire College Health Services consists of a doctor, nurse practitioners, registered nurse, and an office manager. All have a commitment to the health and well being of the students at Hampshire College.

APPOINTMENTS

The Health Services is adopting a **new** open-scheduling format for medical appointments this year. To schedule an appointment, students should call in the morning to arrange a same day appointment for routine care, non-urgent medical problems, and urgent illness or injury. Making same day appointments avoids long waiting times at Health Services.

ADVICE NURSE

A registered nurse is available by phone during the day for students who would prefer to call in with medical questions, concerns or problems. Often the nurse will advise appropriate self-care or provide the student with an appointment to see one of the medical or mental health providers as needed. **The advice nurse can be reached by calling x 6030**

EMERGENCIES

In cases of an emergency need for medical attention, the student or staff member should call a Hampshire College public safety officer at 559-5555, for assistance. In cases of serious life-threatening medical emergencies dial 911.

STUDENT HEALTH INSURANCE

All care directly provided by Hampshire College Health Services staff is covered under the student health fee. This includes;

- advice nurse
- physician and nurse practitioner visits
- health education
- pregnancy screening
- and other services provided in the clinic.

SUPPLEMENTAL HEALTH INSURANCE

Supplemental health insurance through Koster or the student's private insurance is needed for coverage of:

- prescription medications, laboratory tests and x-rays
- visits to providers outside of the Hampshire College Health Service
- hospitalization
- any other medical care not provided by Hampshire College Health Service

After hours urgent care is provided by University Health Services, UMASS, Amherst.*

(* \$30.00 co-pay applies regardless of insurance)

HIV ANTIBODY TESTING

Hampshire College Health Services offers confidential HIV testing to our students. Confidential testing is done much like any other laboratory test and the results are kept in the patient record. HIV test information would be released *only if the students completes a specific release form.*

The University of Massachusetts (577-5126) and Tapestry (586-2016) offer anonymous HIV testing. Testing is done using a coded system, to allow the patient to remain anonymous. Anonymous tests do not appear in the patient record.

Contact the health centers listed above for more information about the testing offered and any fees associated with testing.

MENTAL HEALTH SERVICES

Located in Montague Hall, the Mental Health Service is part of the overall Health Service Program. The Mental Health Service provides a variety of psychological services to Hampshire College students. Psychological consultation, assessment, crisis intervention and short term counseling and psychotherapy are provided free of charge. We work mostly with individuals but we also consult with couples and provide group treatment options as well. When appropriate, we can refer our clients for medication consultations with the psychiatrists at the University of Massachusetts Mental Health Service. We can also help students find psychotherapists in the community when longer term, open ended psychotherapy is the treatment of choice.

STAFF

The Mental Health Staff includes two full-time doctoral level psychotherapists (Ph.D.s in Clinical Psychology) and two part time masters level psychology interns from the Doctoral Program in Clinical Psychology at The University of Massachusetts, Amherst.

MAKING AN APPOINTMENT

You may make an appointment by calling x 5458 (413-559-5458) between 8:30 A.M. and 5 P.M. every weekday. The office manager will help you schedule a confidential meeting with a counselor. Most often, appointments can be arranged within a few days.

For crises and emergent situations that occur during our regular operating hours, you should call x 5458, and ask to speak to a mental health provider. We have a therapist available at all times to deal with mental health emergencies.

If you are having a crisis or feel that you need to talk to someone during a time when the clinic is closed, at night or on the weekend, you should call x5424 and ask to speak with the house director on call. The House director will help you decide if the on-call mental health provider should be contacted.

WHAT TO EXPECT AT YOUR FIRST APPOINTMENT

All students go through the same process at their first appointment. The office manager will ask you to fill out a form and you will then meet with a counselor for approximately 45–50 minutes to discuss your current concerns and your hopes about how we might be of help to you. Together with the therapist, you will then decide which service or services we offer would potentially be most beneficial to you. These services may include: individual or couples therapy, group therapy, a referral for a medication consultation, ongoing medication management, or a referral to a private off-campus psychotherapist.

NUMBER OF VISITS

The Mental Health Service’s primary mission is to provide crisis intervention and short term psychotherapy to Hampshire students. Nonetheless, we do not hold to a rigid limit on the number of visits allowed. The amount of treatment we offer is determined individually for each patient depending on his or her needs and our resources at any given time during the school year. If it becomes clear that you are likely to need ongoing psychotherapy for longer than a semester or so, you and your therapist can discuss the possibility of a referral to an off-campus, private psychotherapist. Each of our psychology interns also conducts a few longer term individual therapies at any given time and this may provide another treatment option for you.

COMMUNITY CONSULTATION

Students, faculty, and staff should feel free to call the mental health service when they encounter a situation where professional consultation may be helpful. While we could not specifically discuss clients with whom we have or have had a treatment relationship (because of confidentiality) we can often be helpful with general advice and can advise friends and teachers about how to help a student in emotional distress who has not yet come to the service.

CONFIDENTIALITY

The Mental Health Service keeps to the highest professional, legal and ethical standards of confidentiality. Information about your visits to the Mental Health Service (including the fact of the visits themselves) will not be released to anyone outside the service without your written request and permission. There are some exceptions to the confidentiality law, of course (e.g. imminent threats to the life of the patient, physical and/or sexual abuse of a minor), which your therapist will gladly discuss with you.

Effective psychotherapy requires an atmosphere of trust and collaboration. Any concerns or questions about confidentiality can and should be raised with your therapist, or with Stephen Klein, Ph.D., Director of the mental Health Services.

SODEXHO FOOD SERVICES

Box DC
Dining Commons, x 5750 or 549-2840
Bridge Café x 3163

Meals are served during these times in the dining commons:

MONDAY - FRIDAY

- 7:30 A.M. – 7:00 P.M. (continuous service)
- 7:30 – 9:00 Breakfast
- 9:00 – 11:30 Continental Breakfast
- 11:30 – 1:30 Lunch
- 1:30 – 4:00 Pizza, Salad Bar, Deli
- 5:00 – 7:00 Dinner

SATURDAY - SUNDAY

- 10:30 – 1:00 Brunch
- 5:00 – 7:00 Dinner

Bridge Café hours:

MONDAY – FRIDAY

- 8:00 A.M. – 2:00 P.M.
- Evenings and weekend hours to be announced

Hampshire dining services, managed by Sodexho Food Services, provides food services for the Hampshire College community. Sodexho has been a partner with Hampshire College since the college opened. Sodexho staff provide the best possible programs and services for our customers. The main goal is to exceed the expectations of our customers. Customers are welcome to offer their suggestions, ideas, and concerns.

DINING COMMONS

Open to the entire college community, the dining commons is the primary place for students on meal plans to eat. Marriott offers a wide range of food options and formats from pizza, grill, full salad bar, deli, stir fry, full rotating menu cycle, and beverages. This is an

all-you-can eat format where a meal plan student uses their meal card or where guests may pay one price at the door.

BRIDGE CAFE

Located on the second floor of the Robert Crown Center, this small food bar is open to both the community and to limited meal plan participants. Here customers can purchase at a-la-carte prices, sandwiches, salad items, pastries, and beverages.

CATERING

Catering services are provided for students, student groups and the entire community. Marriott will provide high quality food and services to ensure the event is successful. Catering guides are available from the dining service’s office or by calling the catering office for assistance.

In addition to these services, the dining services at Hampshire also provide a light lunch for faculty and staff. This light lunch is Tuesday–Thursday, during the academic year, in the faculty lounge in Franklin Patterson Hall.

SPIRITUAL LIFE

Box SA
 Spritual Life Office–Adjacent to Student Affairs, 2nd floor of the Merrill Student Life Center
 Spiritual Life Center–The top of Greenwich Donut 5
 x 5282

The Spiritual Life Program at Hampshire College seeks to provide students the opportunity and the support to express and experience their own spiritual journey in an atmosphere that encourages the appreciation of diversity and reconciliation. The program affirms the wholeness of each human being and provides the space in which we may individually and as a community, explore the connections between the mind, the body, and the spirit. We celebrate the exploration of ideas and provide a place for faith and a place for the lack of faith in a spiritual context. We provide a place simply for students to be in a quiet place and to consider, in good Hampshire tradition, that to know is not enough.

The Spiritual Life Program works cross-culturally, interfaith, and inter-campus. Chaplains from Mt. Holyoke College support students and offer programming. A Jewish rabbi, Muslim, Protestant, and Catholic

chaplain are each present on campus one day a week (each on a different day.) The spiritual life coordinator is at Hampshire College all week to coordinate the program, support programming and the spiritual life of the students and the Hampshire community.

The Spiritual Life Center, where programs and meetings are held, is located at the top of donut 5 in Greenwich House. It is a newly developed space, with an eye to education, meditation, community, and reconciliation. The spiritual life office is on the second floor of Merrill House and is open Monday through Friday for anyone to drop in.

OUTDOORS PROGRAM & RECREATIONAL ATHLETICS (OPRA)

Box OP
 Robert Crown Center (RCC)
 x 5470

	MONDAY – FRIDAY:	7 A.M. – Midnight
	SATURDAY:	1 P.M. – 1 A.M.
	MONDAY – FRIDAY:	7:30 A.M. – 8:25 A.M. 12 noon – 12:55 P.M. 4 P.M. – 5:45 P.M. 8:15 P.M. – 9:10 P.M.
	SATURDAY:	4 P.M. – 5:45 P.M.
	SUNDAY:	
Equipment room:	MONDAY, WEDNESDAY, & FRIDAY:	12 – 4 P.M.
	TUESDAY & THURSDAY:	12 – 2 P.M.
Multisport Center, x 5785		
Building Hours:	MONDAY – FRIDAY:	7 A.M. – 10 P.M.
	SATURDAY & SUNDAY:	8 A.M. – 9 P.M.
Running Track Hours:	Open all above hours	
Weight Room, x3125		
	MONDAY - FRIDAY:	8 A.M. – 10:00 P.M.
Hours:	SATURDAY:	12 P.M. – 6 P.M.
	SUNDAY:	12 P.M. – 8 P.M.
Tennis Courts : Make reservations at front desk @ x 5785. Walk-ons to the Bay Road Tennis Club permitted any time when vacant, no charge (with applicable guest fees). Later hours by special arrangement.		
Please note: the operating hours listed above are accurate during the academic year. Please contact the RCC for summer and vacation hours.		

OPRA provides outdoor activities, intercollegiate athletics, and recreational activities. These programs span a playing season, a semester, a January term,

or an hour. Students travel to other colleges to compete, hike or climb in the Amherst area, or paddle white water in Costa Rica. The OPRA staff delivers a variety of services in several different formats. These include courses taught by both full-time and part-time instructors, off campus field trips that last anywhere from one day to three weeks, and a variety of traditional athletics, including intercollegiate athletics and individual fitness. OPRA provides indoor space for recreation in the Robert Crown Center, the Multisport facility and outdoors on the playing fields. Most courses do not have prerequisites. Class size is limited so students receive individualized attention.

Several common themes run throughout OPRA programs. The participation in and the appreciation of physical culture is obvious and central. Slightly less obvious is the development of respect for one's self and responsibility to the community. The integration of body and mind is subtle, but part of every activity. Throughout all activities, we make an attempt to promote a model for healthy living and encourage students to do so on their own.

These programs are taught, coached, and directed by seven full-time instructors and a dozen or more part-time instructors and coaches. The instructors are all experienced professionals who also serve as role models to Hampshire students and they participate individually in their fields at a high level. Instructors are available to students throughout the academic year and students come to see them to talk about the activities, to chat, or for friendly adult support.

Hampshire has men's and women's soccer, men's and women's basketball, co-ed fencing, and women's and men's Ultimate Frisbee teams on the intercollegiate level. The fencing and Ultimate teams are club sports. The athletic team colors are blue, white, green, and black. Intramural sports are also available each term.

PUBLIC SAFETY

Box SO

Library, Ground Floor (rear of building adjacent to loading dock)

EMERGENCIES: x 5555

Campus Information: x 5456

General Business: x 5424

The department of public safety is located on the ground floor of the Johnson Library. The best access is from the loading dock on the Greenwich side of the library. The department of public safety is open around the clock throughout the year.

The department of public safety is responsible for protecting people and property on the Hampshire College campus. The department should be alerted to any situation that threatens a safe academic and social environment.

The campus switchboard serves as the dispatch center for the department. Hampshire College EMTs and Counselor Advocates are available through the department during the academic year. College-owned vans are reserved at the switchboard. Students are asked to refer to the campus telephone directory for assistance in making local and long distance phone calls.

Public Safety officers patrol campus regularly in vehicles, on bicycle and on foot. Each residential area is assigned a community liaison officer who works with students to maintain the strength of the community.

HAMPSHIRE'S EMERGENCY MEDICAL TECHNICIANS (EMTs)

Hampshire College EMTs respond to on-campus medical emergencies. Student EMTs are on call 24-7 during the school year. For more information contact the EMTs or public safety.

See Community Standards and Policies section for information related to the college's alcohol and drug policy, campus parking, camping, outside fires, college ID cards, personal property, right of entry, smoking policy, trespass policy, use of college-owned vehicles, and weapons, firearms, and explosives. See Housing and Residential Life policies section for information related to fire safety.

CENTER FOR ACADEMIC SUPPORT AND ADVISING (CASA)

Box AC

Dakin Student Affairs Center, 2nd Floor

x 5498

The center for academic support and advising (CASA) provides a wide range of academic support services for students who may need additional guidance and information beyond what their individual advisors provide. The deans can, for example, help students develop strategies for timely completion of their academic work, plan for field study leave, or explore ideas about how to put a Division II committee together. One of the deans works closely with first year students, who often have special needs and concerns. One of the deans is qualified to work with students who may have psychological disabilities. Others provide support in developing learning skills and strategies, working with students with learning disabilities and working with Division II or Division III students. CASA is a resource for reliable information about Hampshire's academic programs and policies and the place to come if you need a new advisor, to apply for a leave or field study, or to just talk about your concerns about the academic side of college life.

DISABILITY SUPPORT SERVICES

Box AC

Physical & Learning Disabilities

Prescott House Office, x5423

Psychological Disabilities, Center for Academic Support and Advising (CASA)

Dakin Student Affairs Center 2nd Floor, x 5498

Hampshire College offers services on an individual basis to students with documented disabilities. Hampshire College recognizes its obligation under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 to provide reasonable accommodations for individuals with disabilities so they may participate as fully as possible in the College's academic programs. Disabilities may include, but are not limited to, sensory impairments, mobility impairments, chronic illnesses, learning disabilities, attention deficit disorders, and psychological disabilities. Two staff members in the Center for Academic Support and Advising (CASA) share responsibility for the coordination and provision of services to students with disabilities: Anne Downes, associate dean of advising (psychological disabilities), may be reached at 413-559-5722 or via email, adownes@hampshire.edu. Joel Dansky, disabilities services coordinator (physical and learning disabilities, attention deficit disorders), may be reached at 413-559-5423 or via email jdansky@hampshire.edu.

STUDENT RESPONSIBILITIES

Hampshire neither imposes accommodations on students nor preempts his or her responsibility as a legal and social adult, to request appropriate accommodations and make sure those needs are met. The student must take the lead in completing the disabilities form available on the Hampshire College website or from the Center for Academic Support and Advising (CASA) (See below). Students are expected to work in concert with the appropriate office to specify, arrange, and follow through on accommodations. Should problems occur, students should alert the college in a timely fashion so that together we can help solve them.

DISABILITY CERTIFICATION/REQUEST FOR ACCOMMODATIONS

The Disability Registration Form/Request for Accommodations and Disability Certification Forms can be obtained from the disabilities services coordinators or downloaded from the disabilities services web page (<http://hampshire.edu/cms/index.php?=3369>). You must also provide documentation for your disability. The documentation must indicate the credentials of the evaluator or treating professional and should include a diagnosis, the limitations or impairments imposed by the disability, and recommendations for academic or physical accommodations due to the disability. For individuals with learning disabilities, the documentation must provide a complete educational evaluation conducted by a qualified psycho-educational diagnostician or licensed psychologist and should have been administered within three years of admission to Hampshire College. For individuals with attention deficit disorder or attention deficit/hyperactivity disorder, a similar report or a letter from a treating physician or psychiatrist is required. For psychological concerns, students need to submit a diagnosis made by a licensed mental health professional or neurologist involved with the student's care, accompanied by a letter that states what accommodations will likely be needed.

Documentation and specific requests for accommodation should be sent to Joel Dansky, disabilities services coordinator (learning and physical disabilities, attention deficit disorders) or Anne Downes (psychological disabilities) at Hampshire College, 893 West Street, CASA Box AC, Amherst MA 01002-3359.

EVALUATIONS

Hampshire does not provide psycho-educational evaluations for students. We do have a list of local practitioners who are qualified to conduct such evaluations at the student's expense.

REVIEW OF REQUESTS

All requests for accommodations will be assessed by the Center for Academic Support and Advising (CASA), which also may review requests with appropriate college administrators and/or faculty to determine the appropriateness and/or feasibility of the requested accommodations. CASA also may request further information from you and/or your treating professional and may make its own recommendations for alternative accommodations which may be more appropriate to address your individual circumstances. You will be notified by CASA when your request is approved or denied.

REQUESTS FOR ACCOMMODATIONS AT THE FIVE COLLEGES

Hampshire students frequently take courses at the other four colleges in the Five College Consortium. Requests for accommodations in courses in other colleges must be made through the appropriate disability services coordinator at Hampshire, who will forward your request to their counterpart at the other college. The final decision regarding the appropriateness or feasibility of such a request for accommodation rests with the disabilities services administrator at the other campus.

CONFIDENTIALITY

The decision to disclose a disability to the college is wholly voluntary. However, you may not receive an accommodation from the college without such disclosure and/or without providing appropriate supporting information and documentation. The information provided by you will be treated as confidential and will be disclosed by the college only as necessary for it to assess and/or implement your requested services or accommodations. Students are legally considered to be adults. Communication of confidential information with parents or professionals regarding disabilities must be authorized by the student.

TRANSPORTATION

The disabilities services coordinator facilitates applications for off-campus paratransit (van) services provided by the Valley Transit Authority and by the Five Colleges for students with mobility impairments that prevent them from using Five College bus transportation. If you need a handicapped-parking permit, please contact disability services.

HOUSING

Hampshire has several housing units specially equipped for students with physical disabilities. If you need such accommodations please indicate that in your Request for Accommodations.

ASSISTIVE TECHNOLOGIES AND STUDY SKILLS

Hampshire has several computers equipped with text-to speech, speech-to-text, and graphic organizing programs to assist students with learning disabilities. The disabilities services coordinator is available to work with students, individually or in small groups, who have problems with organization, time management, or study skills. These services are open to all students, although first priority for use of assistive technologies and study skills services is given to students with documented learning disabilities and/or AD/HD.

TTY

TTY Switchboard: 413-559-6097

TTY STUDENT AFFAIRS: 413-559-4556

TTY Admissions: 413-559-6150

There is a TTY for public use in the library.

AUXILIARY AIDS

Hampshire College believes that its responsibility to ensure the availability of necessary auxiliary aids ordinarily can be met by assisting disabled students to obtain such aids from governmental units, such as the state vocational rehabilitation agencies, through the student's health insurance, or from private charitable organizations. Accordingly, students with disabilities will be expected to exercise reasonable self-help in obtaining and maintaining funding from outside sources for required aids. In the event that a student with a documented disability is turned down by outside agencies for auxiliary aids that the college has determined are necessary to give the student an equal opportunity to obtain the same educational benefit from the course or courses in which the student seeks to enroll as may be obtained by a student without disabilities, then the college will take whatever action is necessary and reasonable to fulfill its obligations to ensure that the student is not denied the right to participate in any such class or classes due to the absence of educationally necessary aids.

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

GRIEVANCE PROCEDURES FOR STUDENTS WITH DISABILITIES

Hampshire College and the office of disability services recognize the right of students to file a grievance if they believe they have been denied equal access to participation in the college's academic programs or other departments on the basis of a disability. In order to establish the basis for such a grievance,

students must have registered with the office of disability services and provided documentation of their disability.

The college always encourages students to enlist the aid and intervention of the disability services coordinators in order to resolve complaints informally. If informal procedures do not satisfactorily address the student's concern, she/he may file a written grievance. The written grievance should include the student's identifying information, a detailed account of the way in which the student feels the college has denied equal access to the student with reference to the relevant legislation and college policies, and the steps that the student has already taken in an attempt to resolve the problem.

The formal grievance shall be presented to the appropriate disabilities services coordinator who shall be charged with investigating such complaints and convening meetings with the parties cited in an attempt to resolve the grievance. Within ten working days after the filing of the grievance, the disabilities services coordinator will make recommendations to the student and all other parties involved.

If that resolution is unacceptable to the student or to the other principles in the grievance, either party may then appeal to the dean of the college. The Dean shall consult with the college's ADA compliance officer to ascertain if violations of relevant federal or state laws have occurred. The dean of the college shall review all of the documents pertaining to the case and convene such meetings as required to resolve the complaint. If no consensual resolution is reached, the grievance will be referred to the president of the college who shall, within ten working days, render a decision that will be binding on all parties to the grievance. The college recognizes the right of students to file grievances with the U.S. Office of Civil Rights if they believe that their rights under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 have been violated.

If one of the disabilities services coordinators is the subject of the grievance, the complaint should be filed directly with the dean of the college, who will attempt to reach an informal resolution and /or investigate the grievance as in paragraph three above.

All information regarding such grievances is considered confidential. The college reserves the right to consult with legal counsel, relevant faculty or staff, and /or experts in the field of disability services in order to obtain information or advice regarding the presenting problem.

STAR

<http://star.hampshire.edu>
Dakin Student Affairs Center, 1st Floor
x 5425

STAR, the Peer Resource Center is staffed by students who have extensive experience with faculty, classes and exam work within the specific Schools. They provide a valuable resource to students by answering questions about the different Schools, faculty, and life at Hampshire. The center offers information on how to do divisional exams, Five-College courses, and has listings of faculty and their areas of interest. STAR staff will provide workshops on time management, reading college materials, organizational strategies, and others. STAR's inventory includes Division III contract abstracts, Division II portfolios and contracts, and tip sheets covering an array of different topics. STAR provides incoming students with a folder of introductory materials at matriculation. This includes the publication *Taking Root*, which is edited and published by STAR and the student affairs office. For more information about becoming a STAR advisor, visit the STAR website or inquire at the center for academic support and advising.

COMPASS

<http://compass.hampshire.edu>
Office of Student Affairs
Merrill Student Affairs Center, 2nd Floor
x 5841

The mission of the Compass Program is to help Hampshire College students successfully navigate their Hampshire experience. With programs of peer mentoring, collaborative first-year programs, and student services, Compass works to facilitate the integration of the academic and social lives of entering students and help them build connections with other students, faculty and staff. Compass began as a peer-mentoring program in fall 2002 that involved groups of entering students led by older student "navigators." Compass is now being integrated with the Orientation Program, first-year academic programs and efforts to provide better student services. The vision of Compass is one in which all members the Hampshire community collaborate to reach out and offer support to new students.

CENTRAL RECORDS

Box CR
Cole Science Center, 1st Floor
x 5421
Hours: 10:00 A.M. – 12:00 P.M. and from 1:00 P.M. – 4:00 P.M.

The central records office maintains students' academic files, handles course registration, receives Division III paperwork, prepares transcripts, schedules classroom space, and prepares other college records and statistics.

Services provided:

- Access to student files for photocopying
- Transcripts
- Certification of enrollment
- Hampshire and Five College course registration
- Examination contracts and pass forms
- Division III regulations and paperwork
- Certification of veterans
- Student directory information

THE HAROLD F. JOHNSON LIBRARY CENTER

<http://library.hampshire.edu>
Box LO
phone extensions listed below
Hours: Monday – Friday, 8:30 A.M. – midnight;
Saturday & Sunday, 10 A.M. – midnight
Vacations: Weekdays 8:30 A.M. – 10 P.M.

RESEARCH HELP

x 5758, library@hampshire.edu

The reference staff will help you find what you need in the library and online. There is a librarian associated with each of Hampshire's schools who can help with more specialized resources directly related to your class. In addition to books and other print materials, the library subscribes to online databases that you can access both on- and off-campus, so that you can do your research anywhere. They are all available from <http://library.hampshire.edu>. Ask at the

reference desk for help in locating books, journal articles, and information of all kinds.

CIRCULATION

x 5440

Books, bound journals, CDs, slides, records, and material on class reserve may be checked out and returned at the circulation desk.

FIVE COLLEGE LIBRARY CATALOG

<http://fclibr.library.umass.edu>

You can search the collections of the Five College libraries using the Five College online catalog. There are two separate databases, one for the four colleges and one for the University of Massachusetts. You may borrow most books for 4 weeks, and you can renew them online.

VIEW YOUR OWN CIRCULATION RECORD/RENEW YOUR OWN BOOKS

<http://fclibr.library.umass.edu/patroninfo/>

The barcode on the back of your Hampshire ID allows you to look at the items you've borrowed and requested. The display includes information on the items checked out, when they are due, holds on other books, and any fines or bills. You can also renew books from here. If you need help, call the circulation desk at x 5440.

INTER-LIBRARY LOAN

x 5475

To borrow material not available through the Five College library catalog, you may submit requests using an online form available from the library home page (<http://library.hampshire.edu>). There is no charge for this service. Inter-library loans are short-term loans: books circulate for three weeks only, with one renewal. If you request articles, you will receive photocopies, which you may keep.

MAGIC BOARD

Forms to post announcements and events on the "Magic Board" in the library lobby are available on the bulletin board opposite the circulation desk.

MEDIA SERVICES OFFICE

Box LO

Inside Library, 1st Floor (off of lounge/reading area)

x 5435

<http://library.hampshire.edu/media/media.html>

The office is open from 8:30 A.M. to 4:30 P.M., Monday through Friday, and is located on the first floor of the library. This office circulates Hampshire's film and video collection as well as audiovisual and media production equipment.

PHOTOCOPY MACHINES

Photocopy machines, which use copy cards, are located on the first and third floors. Copy cards may be purchased at the campus store in various cash amounts. The vending machine at the circulation desk can also be used to purchase a copy card as well as purchasing additional value for a copy card. Students are asked to report malfunctioning photocopiers to the circulation desk staff.

INFORMATION TECHNOLOGY (IT)

<http://intranet.hampshire.edu> (IT pull down menu)

Box LO

Harold F. Johnson Library Center

HELP DESK

x 5418

The help desk is available from 10:00 A.M. to 6:00 P.M., Monday through Friday, to assist students with supported computers and network related questions and problems. Students are encouraged to call the help desk when they need assistance. The help desk may schedule appointments to have students bring their computer to the diagnostic center between 2:00 PM and 6:00 PM Monday through Friday where student workers will diagnose the problem and recommend solutions. Ethernet network cards and cables may be purchased from the bookstore. Copy cards for use with pay-for-print printers and copiers may also be purchased from the bookstore as well as revalued from the vending machine behind the Circulation desk and at some of the copiers on campus. Macintosh and Windows computers, including various peripheral options, can be purchased at a discount price by selecting the "Computer Purchase Program" under the IT menu on the Intranet.

IT COMPUTER LABS

x 5656

Harold F. Johnson Library Center, 3rd Floor

Lab Hours:

Monday through Friday, 8:30 A.M. – 11:30 P.M.

Saturday and Sunday, 10:00 A.M. – 11:30 P.M.

Merrill House

Lab Hours:

Monday through Wednesday, 7:00 P.M. – 1 A.M.

Thursday through Saturday, 7:00 P.M. – Midnight

Sunday, 7:00 P.M. – 2:00 P.M.

The IT computer labs on the third floor of the library and in the basement of Merrill residence hall are available to all members of the Hampshire community to support teaching, learning, and research. The labs have Macintosh and Windows computers with standard software packages (i.e., word processing, spreadsheet, e-mail, Internet browsers) as well as printers and scanners. All lab computers have access to network resources including the Internet, Intranet, e-mail, and library catalogs as well as to the courseware and academic evaluation systems. Students are available as lab monitors to answer questions and to assist other students in the use of computers, software, and other resources during lab hours. Unauthorized use of these facilities is prohibited.

See the Acceptable Use Policy in the Community, Standards, Policies, and Procedures chapter. This policy is intended to assert the rights of all users. Students must agree to this policy in order to use network resources.

ADVANCED MEDIA FACILITIES

x 5713

Box LO

Harold F. Johnson Library Center, basement

Facility Hours:

Monday through Friday, 10 A.M. – 10:00 P.M.

Saturday and Sunday hours as the semester progresses

The advanced media facilities in the basement of the library are available to all students working on projects and course work. Staff offer workshops and classes to groups and individual students on the use of media technology and the production and postproduction process. Once certified, students have the

opportunity to reserve resources and the facilities, which include cable broadcast and post-production equipment.

ADMINISTRATIVE SYSTEMS

<http://intranet.hampshire.edu> (TheHub)

Box DS

Stiles House, 2nd Floor

x 5718 or thehub@hampshire.edu

Administrative systems staff support student, financial, and alumni systems at the college. These systems provide online access to course registration and schedules, academic evaluations, and student account information including billing, financial aid, and more.

CAREER OPTIONS RESOURCE CENTER (CORC)

<http://corc.hampshire.edu>

Box 00 Open year round

The CAREER OPTIONS RESOURCE CENTER (CORC), as an integral part of the Hampshire educational system, helps you begin to think about how the academic work you do connects with the world of work you will ultimately enter. We also assist alumni who are refining their goals and making transitions in their work lives. The CORC staff can help you develop the skills and confidence you need to realize your dreams and hopes of making a difference in the world community. The center is an affirming, welcoming, and accessible environment where you will become an active participant in your own career development, and will be empowered to make education and work decisions based upon your own priorities and values. Specific resources and programs include:

CAREER COUNSELING

Career counseling sessions cover a wide range of career topics from exploring who you are—your values, needs, and concern—to developing an internship, writing a resume, strategizing your job search, choosing a graduate or professional school, and more. We can help you look at who you are, where you'd like to go, and how to get there. Career counseling is available to undergraduates from the time they enroll until they graduate, as well as to all Hampshire alumni.

CORC WORKSHOPS AND SPEAKERS

CORC workshops provide key information on a variety of topics in a small group setting. Students learn and share their ideas about such things as finding an internship or job, writing a resume and cover letter, getting the most out of job fairs, applying to graduate school, and using CORC resources effectively. Workshops are continuously refined and added to meet current student needs. We also host alumni and local professionals who speak with students about their career and graduate school experiences. See our Calendar of Events on CORC's website for specific programs and dates (<http://corc.hampshire.edu>).

WEB SITE RESOURCES AND LINKS

You'll find the CORC web site at <http://corc.hampshire.edu>. Our web pages contain a wealth of information to help you with internship, career and graduate school planning. Included on this site are calendars for both CORC and Five College career events; information about developing an internship, finding a job, or preparing for graduate school; how-to guides for writing a resume and cover letter; links to diversity resources; and links to information about a wide variety of career areas. On this web site you will also find our subscription databases, such as *MonsterTRAK*, which features internships posted by CORC (including those from Hampshire alumni) and a select group of U.S. schools; *Spotlight On Careers*, which provides extensive information and job/internship links for over 30

career fields; and *ArtJobOnline*, a site devoted to employment in the arts; full- or part-time jobs, internships, grants, public art projects, residencies, etc.

CAREER LIBRARY RESOURCES

For an alternative to electronic research, come to CORC and check out the books in our easy-to-use career library. We have a collection that covers all aspects of career planning. You can find out more about a career field that interests you, learn how people get their start in that field, and identify employers for both internships and jobs. If you're looking for career ideas, you'll be interested in books such as *Top Careers for Liberal Arts Graduates*, *Careers for Environmental Types and Others Who Respect the Earth*, and *Careers for Nonconformists*. For those pursuing graduate and professional study, we have shelves of books for researching schools and financial aid. Sometimes there's nothing like a good book.

EMAIL LISTSERVS

CORC manages four email listservs that provide highly relevant, current information to students and alumni. We post job and internship openings, both those sent to us by various employers (including alumni) and those we find through targeted web research. We also post local events and news related to graduate and professional schools. The four listservs are:

- *CORC InternshipSeekers*. On this listserv we generally post both paid and unpaid internships—for summer, fall or spring semester, or Jan Term.
- *Corc JobSeekers*. On this listserv we generally post job opportunities appropriate for new graduates as well as alumni with 3–5 years of experience in the workplace. The postings cover a wide range of career fields and geographic locations.
- *Graduate and Professional Studies*. Subscribers to this list receive information about various tests (GRE, LSAT, etc.), local test preparation programs, and 5 College graduate school events and workshops. (For medical school and other health interests, use the health professions list.)
- *Health Professions*. On this listserv we post information from the Hampshire Health Professions Committee about Five College health-related events, updates and newsletters from various professional organizations, and more.

For all of our listservs, we make the message subject line very clear so you can decide to delete without opening if the information is not applicable to you. To sign up for the listserv(s) most appropriate to your needs, visit the CORC web site (<http://corc.hampshire.edu>); click on *For Students*; choose *Listservs* from the left-hand menu; then click on the listserv(s) you wish to join and follow the instructions for subscribing.

FIVE COLLEGE RECRUITING PROGRAM

Hampshire works with the Five College Consortium to offer students access to

hundreds of employers through job fairs, employer information sessions, resume referrals, and interviews (mostly for jobs, some internships.) Employers from a wide variety of career fields have participated in Five College recruiting events, including those involved in private and public school education, scientific research, consulting, investment banking, social activism, social services, and publishing.

ENTERTAINMENT INDUSTRY INTERNSHIP PROGRAM

The Hampshire College Entertainment Industry Internship Program (EIIP) is sponsored by the Career Options Resource Center, the alumni office, and Hampshire alumni who are successful producers, directors, writers, and professionals in the film, television, and multimedia industries. For 13 years, this program has given serious Hampshire students a hands-on opportunity to learn the inner workings of entertainment-related fields during the summer months. (Students may also inquire about internships during fall or spring semester, or Jan Term.) The program, initially created by alumni, includes internship sites in Los Angeles, San Francisco, New York City, Boston, and Nashville.

ALUMNI CONNECTIONS

Many Hampshire alumni volunteered to be available to talk with Hampshire students and other alumni about their career and graduate school experience. Contact information for these alumni is available for students in hard copy at the Career Options Resource Center, organized by both career field and geographic location.

INTERNATIONAL STUDIES

Box 00
Harold F. Johnson Library Center, 3rd Floor
x 5542, x 5335

Hampshire College, through the international studies office, encourages and supports students who wish to add an international component to their academic program; study abroad, service abroad, or a combination of learning and service. The international studies office strongly encourages students to plan their academic program to include a year or a semester immersion in another culture, and to begin preparation in their first year.

The international education office and resource library, shared with career options on the third floor of the library, maintains an extensive collection of information on overseas educational opportunities, including independent study and internships, community and social service in the developing world, service-learning, study and travel programs, internships, and fellowships. They also work with faculty to improve existing programs and develop new opportunities for exchange and study abroad.

Hampshire's commitment to equipping men and women for a world lived in common shapes the college's curriculum and educational policies. The college expects that all students will undertake "an intellectually substantive engagement" with peoples from multiple cultural perspectives. The college encourages students to give particularly serious consideration to study abroad through its own programs in Central America, China, Cuba, and India.

In addition, Hampshire is a participating member in a number of consortia with programs abroad in Europe, Asia, Africa, and Latin America. Hampshire also maintains close links with numerous other universities and specialized institutes of higher education throughout the world.

COMMUNITY PARTNERSHIPS FOR SOCIAL CHANGE

Box SS
Franklin Patterson Hall, Basement, G-1
Program Director: Mary Bombardier x 5395
Special Projects Coordinator, Cinamon Blair x 5689

Community Partnerships for Social Change (CPSC) is the campus community-based learning (CBL) program at Hampshire College. Through a number of programs, CPSC provides assistance to members of the Hampshire College community who are interested in engaging with local grass-roots community organizations to support exciting local initiatives for youth leadership, social service, media arts, social justice activism, education, environmental justice, housing advocacy, and community development.

CPSC PROGRAMS

The *Semester Placement Program* has a database of over 75 local organizations where students can intern, fulfill work-study hours, or develop research projects and independent study opportunities in community-based settings.

The *Public Interest Leaders in Training Program* provides specialized, hands-on opportunities and mentoring for students interested in long-term social justice work and/pr careers in the field of nonprofit management and operation. Through this program, CPSC provides support and mentoring to students who have a social justice focal point in their academic studies and are seeking to integrate their community experiences into their academic work.

The competitive *Social Justice Summer Scholars Program* awards \$3,000 grants for eligible Division II students to intern for a summer with local or national nonprofit organizations. CPSC supports these internships with mentoring and training.

The *Alumni Partners Fellowship Program (APFP)* provides a unique, salaried opportunity for recent Hampshire alumni to further their work on local social justice work and to gain experience within the nonprofit sector.

Faculty Partnerships for Community Based Research offers research and course-related development grants to faculty and alumni whose work ultimately contributes to a conscious negotiation of fundamental change in our political-economic systems.

CIVIL LIBERTIES AND PUBLIC POLICY PROGRAM

Box CLPP
Franklin Patterson Hall, G-13
x5416, x5859, x5420

The Civil Liberties and Public Policy Program (CLPP), a national program based at Hampshire, promotes reproductive rights education and activism. CLPP trains and mentors new generations of reproductive rights advocates and links education and leadership development with research and policy work. CLPP's goals include: educating young women and men as reproductive rights organizers and leaders, stimulating pro-choice campus activism nationwide, advancing the study of reproductive rights and women's health, and connecting reproductive rights with other social and economic justice work.

CLPP offers courses, develops curricula, convenes conferences, publishes a national student newsletter, and serves as a resource for the academic community, reproductive rights activists, policy and opinion leaders, and legal, national and international reproductive rights and women's health groups. Primary CLPP activities include the annual student conference: *From Abortion Rights to Social Justice: Building the Movement for Reproductive Freedom*; *Reproductive Rights Activist Service Corps*, a pro-choice internship program that places students with grassroots, national, and international projects and

organizations; *New Leadership Networking Initiative*, which promotes the vision and talent of young women and especially young women of color working in the reproductive rights movement; *National Day of Action*, an annual grassroots campaign organized by and for young women on college and high school campuses nationwide; and publishing the CLPP newsletter, the only national campus-based forum for reproductive rights education and organizing in the country. For further information, contact the director, Marlene Gerber Fried, at 413-559-5565, mgfSS@hampshire.edu. Students interested in participating in CLPP activities should contact the administrative director, Amy Crysel, at 413-559-5416, acrysel@hampshire.edu.

POPULATION AND DEVELOPMENT PROGRAM

Box CLPP
x 6046

The Population and Development Program at Hampshire College was founded in 1986 as an international companion program to the Civil Liberties and Public Policy Program (CLPP). It is now widely recognized as a source of progressive feminist analysis, education and activism on population, environment, reproductive rights, development, and women's health issues. The Program takes on the double challenge of combating both population control and anti-abortion forces, for both violate women's rights, especially affecting poor women and women of color.

The Population and Development Program offers courses on reproductive rights and population, environment and security; international and domestic internships with the Reproductive Rights Activist Service Corps; lectures by leading feminist activists and scholars; and activism opportunities in women's health, contraceptive safety, immigrant rights and social justice. The Program publishes the *DifferenTakes* issue papers series, designed to bring alternative feminist analysis to the media, policymakers, advocacy organizations and activists. With the Committee on Women, Population and the Environment, it brings out the annual journal *Political Environments* and has developed a population studies curriculum for secondary school students.

For further information, contact the program director Betsy Hartmann, 413-559-6046, bhartmann@hampshire.edu, or the program coordinator at popdev@hampshire.edu.

OFFICE OF MULTICULTURAL EDUCATION

Box DO
Cole Science Center, 1st Floor
x 5379

The office of multicultural education's primary function is the advancement of diversity in the academic life of the college. Dedicated to an awareness of contemporary issues, the office is conscious of its responsibility for creating a productive and effective community. Its mission is to work with the faculty and academic offices on curricular and pedagogical innovations, which advance the representation of peoples of African, Asian, Latina/o, and Native American descent in the academic program. The office was established in 1988 in response of concerns of domestic and international students.

As part of the dean of faculty's office, the office of multicultural education is engaged in initiatives and projects that support a diverse faculty and a multicultural curriculum at Hampshire. Students who are interested in issues of diversity and curriculum are encouraged to make use of the offices as an advising resource about faculty, programs, and events—both on and off campus—that facilitate academic pursuits involving multicultural education.

WRITING AND READING PROGRAM

Box WP
Greenwich Writing Center
x 5531, 5577, or 5646
Appointment for tutorials may be made by calling the Writing Center

The Writing and Reading Program offers assistance to students interested in strengthening their communication skills. Because of the importance that writing acquires at Hampshire, a range of activities is designed to meet varied students' needs.

Individual tutorials comprise a major part of the program. In brief, the strategy is to use the work in which the student is presently engaged. Generally, this means we use course work, divisional exams, proposals, and Division II and III papers. From these writing staff address issues of organization, effective analysis, clarity, voice, and development of an effective composing process. Another concern is to help students to understand their problems with starting and/or finishing work, and to develop strategies for overcoming writing anxiety and procrastination. The center also provides assistance in such areas as research skills. Writing help includes classes as well as individual tutorials. Classes are run each semester and are open to all students.

LEMELSON CENTER FOR DESIGN

Box LM
North end of Longworth Arts Village
x 3109 or x 5869
Monday: 12:30 P.M. – 4:30 P.M.
Tuesday 2:00 P.M. – Midnight
Wednesday 10:00 A.M. – Midnight
Thursday 2:00 P.M. – Midnight
Friday 10:00 A.M. – 6:00 P.M.

The Lemelson Center for Design is a design and fabrication resource open to all students. The facility contains a Fabrication Shop equipped for work with metals and plastics. It also houses a Design Lab for manual and computer aided drafting and sewing equipment for soft goods fabrication. The Fabrication Shop is supervised by full-time staff who provide one-on-one design and fabrication instruction as well as conducting group workshops and trainings. The facility may be used for both academic and personal projects. Summer access to the facility (on a reduced schedule) may be granted for work on authorized academic projects.

Introductory training sessions covering a range of fabrication areas are conducted each semester and during January Term. However, gaining access to the facility can be as simple as setting up an appointment with one of the shop supervisors. A full schedule of trainings is published at the beginning of each semester and January Term.

This facility is also home to, and funded by, the Lemelson Assistive Technology Development Center (LATDC).

QUANTITATIVE RESOURCE CENTER

Box QC
Merrill Student Affairs Center, 1st Floor annex
x 6001

The Quantitative Resource Center (QRC) supports the study and application of quantitative methods by students across the Hampshire College curriculum. The QRC assists not only students who are studying mathematics or statistics as disciplines in their own right, but also students who are using mathematical,

statistical, logical, or computational methods as part of their academic work in other disciplines. Its resources include several PC and Macintosh workstations and a variety of mathematical and statistical software.

The QRC staff work with students at all levels of study. For example, they can provide advice regarding how to fulfill the Quantitative Analysis Division I exam, help understanding mathematics or statistics encountered in research or other scholarly papers, and guidance in collecting, organizing, and analyzing data for class assignments, independent projects, or divisional exams. They can also offer instruction in other areas such as GRE preparation. Students are encouraged to drop by or call to make an appointment.

BOOKSTORE & TEXTBOOK DEPARTMENT

bookstore@hampshire.edu (for all orders and inquiries)

Box BS

Bookstore: Library Center, Ground Floor, x 6000

Textbook Department: Library Center, Airport lounge, x 5813

Open M–F 8 A.M. – 8:30 P.M.,

Saturday & Sunday 12 noon – 8:30 P.M.

The Hampshire College Bookstore and Textbook Department is an independent bookstore owned and operated by Hampshire College.

The bookstore is a convenient source for books; magazines; greeting cards; snacks; sundries; college apparel; and school, art, computer, and audio-visual supplies. Services include Peter Pan bus tickets, phone cards, gift certificates, bulk orders, and conference services. The well-stocked grocery section includes an ATM and a wide array of natural foods and products. The trade book section is dynamically front-loaded with new titles and a supporting back-list that complements course orders and ongoing research. Academic, small, and extreme presses are heavily represented.

The textbook department provides faculty and students with the course materials they require, on time. It sells books, packets, and other materials used in conjunction with Hampshire programs. The textbook department has an aggressive used book campaign that includes having a large percentage of used and out-of-print titles on offer and a used book buyback during the last week of classes each semester. The textbook department is open for sales during the first two months of each semester. Special dispensations can be made by contacting bookstore management. Orders for classes, workshops, seminars, or reading groups can be submitted at any time.

Students, faculty, and staff may charge purchases to their Hampshire accounts and have the balance posted to their monthly college bill. Personal checks, Visa, MasterCard, Discover, and American Express are also accepted.

Hampshire's outside vendor program is administered by the bookstore. Tables beneath the Magic Board can be booked by contacting the store. There is no tabling fee for college related groups or individuals.

DUPLICATION CENTER

Box DP

Harold F. Johnson Library Center, Ground Floor

x 5512

Hours: Monday – Friday: 8:30 A.M. – 12:00 P.M. and 1:00 P.M.

– 5:00 P.M.

The Duplication Center provides a wide variety of services to students, staff, and faculty: photocopying, photo-duplication, folding, collating, stapling, velo and comb binding, hole punching, and paper cutting. Resume paper is available. Consulting and estimates on jobs can be given to assist with various printing

needs. Offset printing requires five-day turn around time. Photocopying requires three-day turn around time. Please plan accordingly.

POST OFFICE

Box PO

Harold F. Johnson Library Center, Ground Floor

x 5446

The service window is open 10:00 A.M. – 4:00 P.M., Monday through Friday. Outgoing U.S. mail leaves campus, bound for the Amherst post office, at 7:45 A.M. and 2:00 P.M., Monday through Friday, and at 9:00 A.M. on Saturday. Incoming mail is distributed to student mail boxes by 12 noon, Monday through Friday.

The Hampshire College Post Office provides most of the services available at United States post offices including express, certified, and registered (for overseas) mail. The office also sells stamps, stamped envelopes and postcards. In addition, students may send and receive packages through the mail and through UPS. Be aware, however, that the Hampshire College Post Office does not accept checks, credit cards or money orders. In order to receive mail as quickly as possible, letters and packages should include student's box number. The box number given to students will remain the same throughout their Hampshire career, even if students live off-campus.

STUDENT FINANCIAL SERVICES

<http://sfs.hampshire.edu>

Box SFS

Blair Hall, 1st Floor

x 5484

Public office hours are Monday through Friday from 9:00 A.M. – 4:00 P.M., except lunch hour.

Student financial services consists of the financial aid and student accounts offices. The Financial Aid Office administers all federal, state, and Hampshire financial assistance programs that are available to students as well as educational financing programs available for parents. The student accounts office is responsible for billing and collection of all student charges including tuition, room, board, and other required fees. Questions regarding the aid application process, aid application deadlines, bills, payments, ID pictures, student loans and parent loans should be referred to this office. We are also able to assist parents with information, applications and counseling regarding the different financing options. More detailed information is available on our website <http://sfs.hampshire.edu>.

STUDENT EMPLOYMENT

<http://studentemployment.hampshire.edu>

Box SFS

Blair Hall, 1st Floor

X 5727

Office Hours: Monday, Tuesday, Thursday, and Friday from 12:30 P.M.–4:30 P.M. Wednesday from 8:30 A.M.–4:30 P.M.

This office is located across from student financial services and handles all aspects of student employment for both on and off campus positions. Please refer to the website <http://studentemployment.hampshire.edu> for job postings, procedures, guidelines, and students' rights and responsibilities.

Paychecks are issued bi-weekly on Friday and are mailed to the student's Box by campus mail.

Paychecks can be cashed at the business office on the second floor of Blair Hall on pay date Friday afternoons between 2-4pm and the following Monday between 9-11 A.M. and 2-4 P.M.. Payroll deduction (where a specific amount of your paycheck goes directly towards your bill) can be set up with the Student Financial Services in Blair Hall.

Students are required to fill out their timecard via The Hub on a biweekly basis. The timecard is then electronically submitted to the supervisor for approval. Off campus workstudy students are required to fill out a paper timecard along with the electronic version. (Blank timesheets can be ordered by calling Ruby-Ann Nugent in the payroll department at extension 6073).

*Both student and supervisor must meet deadline criteria in order to pay on the next scheduled pay day.

ADMINISTRATIVE DEPARTMENTS AND SCHOOL OFFICES

OFFICE OF THE PRESIDENT

Box PR
Cole Science Center, 1st Floor
x 5521

The president oversees all functions of the college. The president works with the board of trustees and with student, staff, and faculty committees on governance, academic, and student life concerns. Students are welcome to meet with the president every Monday morning for breakfast at the dining commons during the academic year.

OFFICE OF THE SECRETARY OF THE COLLEGE

Box PR
President's Office
Cole Science Center, 1st Floor
x 5780

The board of trustees has the final responsibility for programs and the financial situation of the college. The board meets four times during the year to discuss college matters. There is one faculty-elected and one student-elected member of the board, and students serve as voting members on board committees.

See Governance chapter for information related to student trustees and trustee committees.

OFFICE OF COMMUNICATIONS AND PUBLICATIONS

Box CM
Warner House
x 5482 • Publications x 5685

The office of communications oversees public relations, media relations, publications, web content, and other communications vehicles for the college. The director of communications acts as a spokesperson for the college and serves as a liaison between the media and members of the college community. The office assists members of the college community with publicity for campus events and announcements.

All official Hampshire College publications are designed and produced by the publications staff. The director of publications and graphic designer are often available to consult on the design of other Hampshire-related projects.

OFFICE OF INSTITUTIONAL ADVANCEMENT AND ALUMNI RELATIONS

Web sites: alumni.hampshire.edu, inst-adv.hampshire.edu, donate.Hampshire.edu and campaign.hampshire.edu
Email: alumni@hampshire.edu, inst-adv@hampshire.edu or campaign@hampshire.edu

Box: DV

Location: Lemelson Building Extension, adjacent to Arts Village
On Campus Phone: x 5574

The institutional advancement office, which includes the alumni relations office, is responsible for maintaining the relationship of the college with its alumni, parents, and friends. Additionally, institutional advancement oversees the fundraising efforts of the college, including the Hampshire Fund, The Campaign To Endow Hampshire's Future, approaches to foundations, corporations, and government agencies to secure grants, and building relationships with major donors. Students are hired several times a year for phonathons to chat with alums and invite them to make gifts to Hampshire. For more information about student phonathon positions, call x 5468.

The alumni relations office sponsors alumni and parent events in major cities across the country and coordinates many on-campus events, including Family and Friends/Alumni Homecoming Weekend each fall. All students are encouraged to attend Family and Friends/Alumni Homecoming Weekend and other alumni events both on and off campus. Alumni Reunion Celebrations are held every five years (in conjunction with the celebration of the anniversary of the founding of the college) and consist of three days of learning adventures featuring alumni-led seminars, workshops, and entertainment, as well as "Camp Hamp" for the children of alumni.

Information regarding alumni activities and privileges can be found on the alumni relations web site at alumni.hampshire.edu. All members of the Hampshire community are encouraged to check the Web site often to get the latest information on alumni news, programs, and events. The alumni Web site is a fast and convenient way to connect with alums (the gender-neutral Hampshire word for "alumni") and others in the Hampshire community. Additionally, the Hampshire College intranet offers a section specifically designed for alumni to network on a wide variety of topics with community members and each other.

The alumni relations office maintains contact with approximately 9,000 alums throughout the United States and around the world. Our award-winning alumni magazine, *Non Satis Scire*, published twice a year, contains thematic articles as well as class notes and news of alumni achievements. *Non Satis Scire* is also made available to students and faculty via the college post office, and is mailed to parents of currently enrolled students.

Many alums volunteer their time and contribute their talent for the good of Hampshire College. A significant number of the board of trustees of Hampshire College are graduates of Hampshire, and about 25% of alumni contribute on an annual basis to the Hampshire Fund. Over 500 alumni volunteers assist the admissions office with regional outreach on behalf of the college, and more than 1000 alums are registered as career advisors and/or internship providers through the career options resource center.

Students are encouraged to take advantage of the alumni network early in their Hampshire careers by visiting the career options resource center (CORC) located on the third floor of the Johnson Library. Hampshire students wishing to contact alumni should consult the staff of CORC, which maintains information on alums offering career advice or internships. Please note that students may not contact alums for the purpose of requesting employment or raising funds for their individual or group projects. Funding for student programs is provided through other sources including community council and the special activities fund, which are administered by the leadership center.

ALUMNI RECORDS AND INFORMATION POLICY

Hampshire College and the alumni relations office define an alumnus as a graduate or one who has completed four or more semesters. Institutional advancement and the alumni relations office maintain records of alumni that include such information as address and employment information and personal accomplishments.

It is the policy of the alumni relations office at Hampshire College to release information about alumni only to other Hampshire alumni and to Hampshire College administrators, faculty (including Five College faculty), staff, and students. Unless otherwise directed by the alum, the policy of the alumni office is to release alumni home address information only. Alumni determine the parameters of the contact information they choose to release by contacting the alumni office in writing or by updating their personal information via the alumni update form located on the alumni section of the intranet. Information regarding fellow alumni is provided to alums for personal and career networking purposes only, and may not be used for any other purpose such as business or nonprofit organizational mailings or fundraising of any kind.

Faculty members or staff may request contact information about alums by emailing the alumni office at alumni@hampshire.edu or by calling (413) 559-5574.

ALUMNI VISITING SPEAKERS

The alumni relations office sponsors visiting alumni speakers and presenters each year. The alumni relations director oversees a limited budget to cover the transportation and housing expenses of alumni invited by the alumni office to present their work at the college. It is the policy of the alumni office not to provide honoraria to visiting alums.

Faculty members wishing to invite alumni visitors to campus are urged to contact the alumni relations director a minimum ten weeks in advance. A program proposal should be forwarded in order to discuss the alumni office's involvement, program logistics, and any possible reimbursements. Receipts for expenses are required for all reimbursements.

Hampshire community members wishing for alumni relations office participation in, or sponsorship of, other events must contact alumni relations during the initial planning phase of the event. A written event proposal should be sent to the alumni relations office via campus mail or email to alumni@hampshire.edu. Due to the large number of requests for participation/sponsorships the alumni office will only consider event requests a minimum of two months in advance of the event.

OFFICE OF THE DEAN OF FACULTY

Box DO
Cole Science Center, 1st Floor
x 5378

The office of the dean of faculty consists of the vice president and dean of faculty, dean of academic development, the associate dean of faculty, the associate dean of faculty for multicultural education, the assistant to the vice president and dean of faculty, an administrative assistant, the academic and curricular planning assistant and administrative secretary. The office of the dean of faculty oversees the academic aspects of the college including the faculty, staff, and programs of the school, the center for academic support and advising with the dean of the college, admissions, financial aid, central records, the library and information systems, multicultural education, January Term, the Writing Center, Quantitative Resource Center, the Lemelson program, the Center for Innovative Education, the Baldwin Scholars Program, and the Community Partnerships for Social Change Program. In addition, the office of the dean of faculty along with the office of student affairs and special programs organizes and coordinates commencement activities.

The office prepares the *Faculty Handbook* for publication.

ADMISSIONS OFFICE

<http://www.hampshire.edu>
Box AD
Admissions Center, Stiles House
x 5471
TTY Admissions, x6150

Current students play an active role in the recruitment of new students as paid admissions interns and as volunteers. Volunteers host prospective students during overnight visits, serve as panelists at open houses, visit their own secondary schools as Hampshire representatives, and telephone accepted students. Admissions interns do all of the above and conduct campus tours, serve as co-presenters in information sessions, answer phones, and do routine office work and special projects. Upper level students may also interview prospective students. For more information, inquire at the admissions office.

SCHOOL OFFICES

Hampshire's academic programs are organized into Schools: Cognitive Science (CS), Humanities, Arts and Cultural Studies (HACU), Interdisciplinary Arts (IA), Natural Science (NS), and Social Science (SS). Each School consists of its faculty, staff, and student members. Information on School membership, filing divisional exam contracts and pass forms, evaluations of courses and exams as well as information about the faculty and courses may be found in the School offices. Appointments with the deans are scheduled by their assistants.

See Governance section for information on school membership.

SCHOOL OF COGNITIVE SCIENCE (CS)

Box CS
Adele Simmons Hall, Room 100
x 5502

Cognitive Science is an interdisciplinary field devoted to the study of the mind, the brain, and computing technology. Hampshire's diverse program serves students with interests in many areas, including psychology, philosophy, linguistics, biology, animal behavior, computer science, anthropology, education, child development, learning, digital multimedia, and the social effects of new information technology. Many different types of Division II concentrations and Division III projects can be organized in whole or in part around the study of the remarkable capacities of the mind and brain or around the potential of computers and digital technologies.

Over the past 30 years cognitive science has become a central area of knowledge and liberal arts learning, offering a critical perspective on human nature, on the nature of knowledge itself, and on our possible futures in the digital age. The three interlocking areas of the School's curriculum reflect these perspectives:

MIND AND BRAIN

Research on the mind and brain is one of the most exciting frontiers of science. Our understanding of ourselves and our potential are being profoundly altered by studies in many areas: brain imaging; the perceptual and mental abilities of infants and young children; theories of neural networks; the roots of learning disabilities, dyslexia, and autism; the evolution of animal consciousness and behavior; the nature of learning and memory; the effects of psychiatric medications; and the possibility of intelligent machines are just a few examples. We examine all of these areas in our courses and work with students in the laboratory and field to produce new research results in many of them.

KNOWLEDGE AND LANGUAGE

The nature of meaning and knowledge and the question of how they can be represented in the mind and conveyed by language are among the oldest and most central issues in philosophy, linguistics, and

psychology. In our program faculty members and students examine and extend the new ideas that are emerging from interdisciplinary research in this area. We study, for example, the relation between language and thought, the acquisition of language by young children in widely varying environments, the implications of philosophical theories of knowledge for neuroscience and computer science, and the question of how mere words can possibly capture the richness and variety of our thoughts.

COMPUTING AND TECHNOLOGY

Computers and other digital technologies are extensions of the human mind, and, increasingly, they have more or less capable minds of their own. One focus of our curriculum is to give students a foundation for further work by providing them with skills in programming and digital media. Another focus is understanding computers, networks, and digital media as tools for learning and creativity and as powerful catalysts of intended and unintended social transformation. A final interest is the study of the potential and limits of artificial intelligence and its relationship to biological intelligence.

Courses and projects in Cognitive Science are supported by the School's laboratory facilities in Adele Simmons Hall, which include an open computing laboratory, child development and cognitive psychology laboratories, and laboratories for projects in digital media, artificial intelligence, and learning technology. Work on animal cognition and behavior is supported by the Animal Research Facility, located on the college farm.

SCHOOL OF HUMANITIES, ARTS AND CULTURAL STUDIES (HACU)

Box HA
Emily Dickinson Hall
x 5361

The dean of the School of Humanities, Arts and Cultural Studies is responsible for the academic administration of the faculty and curriculum for Humanities, Arts, and Cultural Studies and oversight of the academic facilities that support them. School meetings take place Thursdays at 3:30 P.M. in Emily Dickinson Hall.

Most of the facilities have detailed regulations concerning use. Please check with the appropriate person for guidelines. For building hours and information about access to the facilities contact:

Art Barn, x 5347

Music and Dance Building, x 5622 (Monday-Thursday A.M.)

Film and Photography Building, x 5575

Emily Dickinson Hall, x 5362

Within the School of HACU there are student/faculty governance boards connected to various areas in which students are strongly encouraged to participate:

Bart's Arm is a student organization for students interested in the studio arts. See the Arts Intern in the Art Barn for more information.

Film, Photography and Video have a number of student organizations connected to them. For a contact person see the film and photography intern in the Film/Photo building.

SCHOOL OF INTERDISCIPLINARY ARTS (IA)

Box WP
Writing Center, 1st Floor
x 5824

The School for Interdisciplinary Arts has organized its curricular offerings and interests around three core principles that form the pedagogical foundation for the School. These pillars are: interdisciplinarity between and among the fine and liberal arts, arts and technology and arts and social action. These three are: interdisciplinarity between and among the fine and liberal arts, arts and technology, and arts and social action. IA's three "pillars" reflect the interests of our faculty and the range of our work both inside the classroom and within our own professional pursuits.

Interdisciplinarity applies Hampshire's all-college approach to the liberal arts to the investigation of art forms and the process of art making. The School offers students and faculty opportunities to work across, as well as within, the boundaries of such art forms as theatre, sculpture, creative writing, non-fiction writing and literature. IA is committed to exploring, "cross, inter, intra, trans, and post-disciplinarity," as these new educational conceptions shift the form and context of the art making practice.

Working in the arts at Hampshire has always involved analysis and reflection, but the analysis of work in progress necessarily starts from different questions than does that of already completed work. We are, firstly, interested in questions about artistic intent, materials, audience, and social responsibility. While we are reminded that all art begins with a blank page or blank space we are not singular in our pursuits. All artists exist within history, politics, and society and should understand their work in relation to the world in which they live and to the work of the artists, writers, and thinkers who have come before them. We believe that working among the art forms and within the larger liberal arts context, increases the scope of our investigations and the breadth of our thinking about art making and the place of art in our society.

Interdisciplinary Arts creates new opportunities for students to cross the boundaries between art forms and Schools. as well as explore new genres of art making. Cross-listed courses, interdisciplinary arts courses, and a program of faculty affiliation are central to the pedagogy of our School. Our curriculum encourages collaboration among both students and faculty, and our understanding of art making is crucially informed by colleagues who have studied the social and psychological dilemmas, the shifting demographics, and the global technologies that shape the sensibilities of contemporary audiences.

The nature and conditions of art and art making are increasingly expanded and challenged by new technologies.

The investigation of art, art making and new technologies constitutes the second pillar in our School's curricular foundation. As an integral part of the school, the Lemelson Assistive Technology Development Center provides a way to explore those strategies between art making and technologies. Students can apply their interests in a whole range of artistic endeavors to questions of applied design, universal design, invention, and entrepreneurship. Other areas of intersection between arts and technology are being explored by both faculty and students and with faculty and students in other schools of the college, including computer animation, design for adaptive technologies, web journals, industrial design, and set design.

Exploring the relationship between artistic production and social action is the third pillar of our curriculum. Hampshire students are attracted to the arts as an agent for social

change. The School for Interdisciplinary Art provides students with an educational experience that not only overlaps disciplines and technologies, but actually allows new forms to emerge as well. These new forms allow for artistic process to engage questions of social responsibility and activism. Creative drama, prison literature, universal design, teaching multi-cultural art curricula, and dramatizing IDS issues for new audiences are five current areas of investigation that embody this pedagogical principle.

LEMELSON ASSISTIVE TECHNOLOGY DEVELOPMENT CENTER (LATDC)

<http://lemelson.hampshire.edu/>

Box LM
x 5613

The Lemelson Assistive Technology Development Center (LATDC) is an academic program that is under the academic auspices of Hampshire's School for Interdisciplinary Arts. LATDC's mission is to provide students with an experiential education in applied design, invention, and entrepreneurship through the lens of assistive technology and universal design. LATDC achieves this with a combination of courses, activities, internships, collaborations with business and nonprofit organizations, and through teams of students who design, develop, and make available equipment for people with disabilities.

By providing resources such as the Lemelson Center for Design's fabrication shop and design lab (see Center for Design description), LATDC equips students with the resources to create technology and equipment, which can significantly enhance the quality of people's lives.

Students can take advantage of LATDC in a number of ways, such as:

- Academic courses cross-listed with the School for Interdisciplinary Arts;
- Fulfillment of Divisional Exams, Independent Studies, and Advanced Learning Activities;
- Grants and summer internships to pursue applied design projects;
- Mentors and advisors for applied design projects;
- Fulfillment of Community Service and Multicultural Requirements;
- Speakers, field trips, workshops, seminars, and other activities.

One important aspect of this program is to expose students to the independent reasoning and creative thinking that are part of the process of inventing. The curriculum emphasizes innovative problem-solving guided by faculty members and enhanced by industry collaborators, advisors and mentors. The program supports students from the initial concept of an invention through its development, possible patenting, and potential commercialization. The Lemelson program at Hampshire also initiated the National Collegiate Inventors and Innovators Alliance (NCIIA), which provides grants and other pedagogical support to institutions around the country that incorporate innovation and entrepreneurship into their curriculum.

LEMELSON CENTER FOR DESIGN

Box LM

North end of Longworth Arts Village
x 5869

Monday: 12:30 P.M. – 4:30 P.M.

Tuesday 2:00 P.M. – Midnight

Wednesday 10:00 A.M. – Midnight

Thursday 2:00 P.M. – Midnight

Friday 10:00 A.M. – 6:00 P.M.

The Lemelson Center for Design is a design and fabrication resource open to all students. The facility contains a Fabrication Shop equipped for work with metals and plastics. It also houses a Design Lab for manual and computer aided drafting and sewing equipment for soft goods fabrication. The Fabrication Shop is supervised by full-time staff who provide one-on-one design and fabrication instruction as well as conducting group workshops and trainings. The facility may be used for both academic and personal projects. Summer access to the facility (on a reduced schedule) may be granted for work on authorized academic projects.

Introductory training sessions covering a range of fabrication areas are conducted each semester and during January Term. However, gaining access to the facility can be as simple as setting up an appointment with one of the shop supervisors. A full schedule of trainings is published at the beginning of each semester and January Term.

This facility is also home to, and funded by, the Lemelson Assistive Technology Development Center (LATDC).

SCHOOL OF NATURAL SCIENCE (NS)

Box NS

Cole Science Center, Room 311

x 5373, x 5371

Office hours: 8:30 – 4:30, Monday through Friday

Appointments with the dean are scheduled by calling the school office at x 5373 or dropping by the office.

NS labs and computer facilities are open and available for student use from 8:30 A.M. to 4:30 P.M. daily, depending on scheduled class use. They are also available from 4:30 P.M. to 11:00 P.M. during the week, from 10:00 A.M. to 5:00 P.M. on Saturdays, and from 10:00 A.M. to 12:00 midnight on Sundays by checking in with the building monitor on the second floor.

School meetings are held each Monday of the semester from noon to 1:20 P.M. in CSC 333. Student membership is welcomed and valued. All students who attend the school meeting on a regular basis are considered members of the school, eligible to participate in all discussions and decision making processes which constitute the business of school meetings. Student participation on committees is encouraged. If you have any questions about activities and programs within the school or student membership, please call the school office.

FARM CENTER

Box FC

Thorpe House

x 5348

Before Hampshire College was established, the property that the campus sits upon was farmland. Now, the Hampshire College Farm Center is an educational extension of the original use of this property. The farm now maintains a flock of sheep, and produces hay for Hampshire livestock consumption as well as for sale in the local market.

The Community Supported Agricultural (CSA) project provides fresh organic vegetables to members of the Hampshire community. Currently about 150 households (students, faculty, staff, and community) come to the farm each week for produce. All, be they members or not, are welcome to come down, get their hands dirty, and learn all aspects of vegetable production.

As part of the farm center's ongoing outreach efforts, the School-to-Farm program was created in 1996 to provide greater on-farm educational opportunities to the region's youth. This program offers year-round programs as well as summer camps that introduce children of all ages and capabilities to organic farming and its role in the environment.

The student outreach coordinator provides activities at the farm, including the volunteer program, community service projects, research projects, seasonal festivities, and farm-oriented workshops. Examples of student-based

activities at the farm are operations of the medicinal herb garden, the wool craft and weaving collective, and lamb-watch. Students may also become involved with the farm center through class work.

See the Hampshire College website at <http://www.hampshire.edu> for more information related to the Farm Center, Aquaculture Studies, and other Natural Science programs.

SCHOOL OF SOCIAL SCIENCE (SS)

Box SS
Franklin Patterson Hall, 2nd Floor
x 5548

School meetings are held twice a month on Thursdays at 3:30 P.M. in FPH. The school has an active student membership of which a portion is renewed each term.

Several special programs are housed in the School of Social Science:

The Civil Liberties and Public Policy program, x 5645, works closely with the Population and Development program, x 5506. Through these programs there are extensive opportunities for student involvement in social activism and research related to issues of reproductive freedom.

Community Partnerships for Social Change (CPSC) is a campus resource for students and faculty who wish to integrate their academic interests with their social action/community-based experiences.

OFFICE OF THE TREASURER

Box TR
Blair Hall, 2nd Floor
x 5528

The treasurer is responsible for the financial and physical aspects of the college. Reporting to the treasurer are the director of finance, the associate director of human resources and the director of campus planning and support services. The director of campus planning and support services oversees auxiliary services (purchasing, bookstore, duplication center and post office), as well as the special programs department. The director may be reached at Box TR, x 5612.

BUSINESS OFFICE

Box BO
Blair Hall, 2nd Floor
Accounting, x 5717
Accounts Payable, x 5491
Payroll, x 5495

The controller's office is responsible for collecting and disbursing all college funds and for the accounting of these funds.

The accounts payable department processes approved payments for the college and for Community Council accounts. Requests for payment received on or prior to 10 A.M. on Monday are processed and ready for mailing on Wednesday

afternoon; requests for payment received on or prior to 10 A.M. on Wednesday are processed and ready for mailing on Friday afternoon.

The payroll department processes payments for employee salaries and wages including the student payroll. Student payroll is processed within the business office. Students may cash student payroll checks at the business office during posted hours.

CAMPUS PLANNING

<http://plan.hampshire.edu>
Box TR
Blair Hall, 2nd Floor
x 5612, x 5639 (fax)

The office of campus planning coordinates the planning efforts and use of the colleges land and facilities. It directs the planning process and implementation of major construction and renovation projects on campus. It also provides assistance in the allocation and relocation of office space and departmental moves. The director of campus planning and support services oversees the special programs and purchasing and business services (president's residence, bookstore, textbook shop, duplications and post office) departments. For updated information on campus planning committees, projects and initiatives, visit the campus planning pages at the Hampshire website under "Resources" then "Administrative Offices."

CHILDREN'S CENTER

Box KC
Located between the Multisport building and the Eric Carle Center
Email: hccc@hampshire.edu
x 5706
Hours: Monday – Friday: 8:15 A.M. – 4:45 P.M. during academic year;
Monday – Friday: 8:15 A.M. – 3:45 P.M. during summer

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

In addition to providing child care and early education for children and their families, the center is a site for student and faculty observation and research in the fields of child study, education, child psychology, experimental education, design, etc. Teaching internships and practica can also be arranged during the semester or during Jan term. Volunteer opportunities and Community Service projects are also possible in various disciplines including: music (visiting instrumentalist program); technology (tech. assistance to the staff); designing and constructing equipment for the children (through the Lemelson program) and in other disciplines. The director is available to help students wishing to become certified child care teachers through the Massachusetts Office of Child Care Services.

HUMAN RESOURCES OFFICE

http://www.hampshire.edu/offices/hr/
Box HR
Robert Stiles House
x 5411 or 5442

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

PHYSICAL PLANT

Box PP
Bay Road, Hadley
x 5431

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

campus events, and operates all programs, events and conferences during the summer months. Any reservations of space for student events made with Special Programs and Events will be considered tentative until the Events Service Request Form is received. All relevant details surrounding set-up and break-down must be received ten days prior to the event in order to guarantee execution. Tentative bookings will be canceled ten days prior to an event without notice. Food and beverages are allowed only in certain places; when making reservations refreshments must be noted. Sensitivity to neighboring classes, offices, meeting, and functions should be exercised. All campus events have a 10:30 P.M. sanction, Sunday through Thursday nights; a 1:30 A.M. sanction on Friday and Saturday nights.

PURCHASING OFFICE

Box PG
Blair Hall, 2nd Floor
x 5405

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

SPECIAL PROGRAMS AND EVENTS

Box SP
Franklin Patterson Hall, 3d floor behind Lecture Halls
x 5610

The Special Programs and Events office is responsible for the scheduling of campus meeting rooms and event spaces and marketing these spaces to on and off campus clients. The office also assists with logistical support for

**community standards,
policies and procedures**

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ABOUT THIS SECTION

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

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

The policies in this section delineate the rights and expectations of all members of the Hampshire community. Additional staff and faculty policies and regulations can be obtained from the office of human resources and the office of the dean of faculty.

NORMS OF COMMUNITY LIVING

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

CHARGE AND MEMBERSHIP

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

All persons affiliated with Hampshire College are considered members of the Hampshire community. The families of any of these members are members while they are on the Hampshire campus. All invited guests are considered members while they are on the Hampshire campus and are therefore expected to abide by college policies.

RIGHT OF ASSEMBLY

All members of the Hampshire community have a right to peaceably assemble and petition for the redress of their grievances.

RIGHT OF FREEDOM OF COMMUNICATION OF IDEAS

All members of the Hampshire community have the right to freely express their ideas provided that the method of expression does not violate any other rights affirmed by this document. Any member of the college has the right to publish and distribute without interference. However, while such members may not be subject to previous restraint they shall be held accountable for any erroneous, malicious, or libelous statements that violate any other right affirmed by this document.

RIGHT OF INTEGRITY

Every member of the Hampshire community is entitled to the Right of Integrity. The Right of Integrity is composed of three parts:

1. Academic Integrity: Every member of the college community has the exclusive right to his or her own academic work. To use or convert

another person's work as one's own for academic credit, public approbation, or monetary gain violates this right (Also see "Ethics of Scholarship.")

2. Business Integrity: Every member of the college community has the right to expect that any business conducted with any other member is free from malice and fraud.
3. Personal Integrity: Every member of the college community has the right not to be the subject of slander and libel, and not to have his or her character impugned.

RIGHT OF PERSONAL SECURITY

Every member of the Hampshire community has the right to be secure from threat or physical abuse or mental anguish by any other person or device or substance controlled by any other person.

CODE OF CONDUCT

UNACCEPTABLE ACTIONS

LACK OF RESPECT FOR PEOPLE

The norms for community living are predicated on a concern for the welfare every individual and the community as a whole. Actions that jeopardize the health and safety of members of the Hampshire community, or that intrude on their right of privacy, cannot be tolerated. Such actions include:

NOISE

Members of the Hampshire community have the right to a quiet environment. Noise that infringes on a person's living or working environment at any time cannot be tolerated. Quiet hours begin at 11:00 P.M. Sunday through Thursday, and 2:00 A.M. on Fridays and Saturdays. At all hours within the residential areas, the use of amplified instruments indoors or outdoors and the placing of stereo speakers in windows facing outward, is prohibited. The disciplinary action for violation of noise regulations will depend on the severity and frequency of the noise and the offender's behavior when alerted by public safety or a staff member.

PHYSICALLY ENDANGERING BEHAVIOR

Actions that endanger any person's physical well-being including but not limited to, physical assaults, use or possession of fireworks or weapons, the setting of fires, the sale of illegal drugs, reckless driving or speeding, the throwing of objects out of windows or off of roofs or in any other dangerous manner—are unacceptable. Actions that are excessively violent or life-threatening will always result in the offender's removal from the college.

THREATENING AND INTIMIDATING BEHAVIOR

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

LACK OF RESPECT FOR PROPERTY

Maintaining and preserving the private property of individuals as well as the resources of the college itself (including its grounds, academic buildings, residences, furnishings, dining facilities, and associated structures) are the responsibility of all members of the Hampshire community. College resources are provided to benefit the entire community, and must be maintained so that no one is denied his or her right to their proper use. This right is possessed not only by those who are now at the college, but by those who will be coming here in the future as well. The following sorts of behavior, therefore, will be considered unacceptable:

IMPROPER UPKEEP

All community members are required by Massachusetts law to maintain their areas in a condition that is in accordance with health and fire codes. Rooms, lounges, and offices must be cared for in a reasonable manner.

VANDALISM, DAMAGE TO PROPERTY, THEFT

Theft of college or personal property, as well as damage done to such property (due either to malice or to extreme carelessness), is considered inappropriate behavior. This includes the moving or removal of furniture and other college property from its appropriate location in public places.

DISCRIMINATION AND HARASSMENT**DISCRIMINATION AND HARASSMENT POLICY**

Discrimination on the basis of race, age, ethnicity, national origin, religion, gender, sexual preference, disability, or previous military service is clearly in conflict with the general mission of the college and is strictly prohibited by college policy. In addition, discrimination and harassment in many instances violates Massachusetts criminal statutes and, when civil rights are denied, may violate other state and federal laws as well.

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

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

different racial, age, ethnic, national, gender, religion, sexual preference, disabled, or military service groups.

7. Any similar actions designed to degrade, insult, threaten, or harm the members of any such groups, or which can reasonably be expected to have these effects.

SEXUAL HARASSMENT POLICY

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

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

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

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

There is no statute of limitations regarding cases of sexual violence as long as the involved parties are enrolled at the college.

Violations to these policies should be referred to the senior associate dean of student affairs (call x4960) and may be referred to the Community Review Board (contact the office of student affairs),

HAZING POLICY

The college prohibits hazing. Hazing is defined as any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating under sanction of a college. Hazing shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of food, liquor, drug, or other substance, or any other forced physical activity that could adversely affect the physical health or safety of the individual. Hazing also shall include any activity that could subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or any other forced activity

that adversely affects the mental health or dignity of the individual. Any of these activities upon which the initiation or admission into or affiliation with a college organization is directly or indirectly conditioned shall be presumed to be a forced activity, the willingness of an individual to participate in such activity notwithstanding.

Any activity organized by a student organization or members of a student organization that involves a member in practices, which are injurious or potentially injurious to an individual's physical, emotional, or psychological well-being (as determined at the sole discretion of the college) shall be immediate cause for disciplinary action. It shall not matter whether such practices were mandatory or voluntarily entered into by any of the student organization members in question, including new and initiated members.

ALCOHOL & DRUG POLICY

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

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

HEALTH RISKS ASSOCIATED WITH ALCOHOL AND DRUG USE

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

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

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

SUMMARY OF THE PERTINENT LAWS REGARDING ALCOHOL IN THE COMMONWEALTH OF MASSACHUSETTS AND TOWN OF AMHERST

The acquisition, possession, transportation, consumption, and distribution of alcoholic beverages is governed by statute and regulation. For the full text of the law, please see chapter 138 of the Massachusetts General Laws, which is available in the reference section of the Hampshire College library and on-line.

1. A person, group or organization may not sell alcoholic beverages, or charge admission to an event where alcoholic beverages are served, unless a license is obtained from the local licensing authority, i.e., the Amherst

Board of Selectmen.

- To obtain a wine and malt beverage license, pick up an application form from the Amherst Town Hall at least three weeks before date of the event. The application must be approved and signed by the director of Hampshire College public safety, the appropriate student affairs professional staff member, and the Amherst Chief of Police. Return the completed application and the \$100 application fee to the Selectboard's Office to have it placed on the agenda for the next Selectboard's meeting. These meetings usually occur on the second and fourth Mondays of the month. Dates are available by calling the Amherst Town Hall at 256-4004.
2. Possession of kegs of alcohol is permitted only with a permit from the town of Amherst. Such a permit must be applied for from the Amherst police chief, at least one week prior to the event. In addition, kegs must be authorized by the appropriate student affairs professional staff member.
3. A person must be 21 years of age or older to purchase, consume and transport alcoholic beverages.
4. Willful misrepresentation of one's age or the age of another person in order to purchase or receive alcoholic beverages is a serious crime punishable by law. Violation of this section results in a mandatory fine of \$300 and a one year driver's license suspension.
5. Purchasing or delivering a drink to anyone under the legal drinking age is also a crime punishable by law. Punishment for violation of this section is a fine of \$2,000, imprisonment up to six months or both.
6. The possession of open containers of alcoholic beverages in public violates Amherst town law. Possession of open containers of alcoholic beverages outdoors and in common areas of the college is prohibited in the absence of a registered social event. The private rooms and offices of community members 21 years of age or older are the only exception to the law.
7. No person may serve an alcoholic beverage to a person who is obviously intoxicated. To do so may result in a civil liability for injuries caused by the intoxicated person.
8. No alcohol may be served at a social event after 1:00 A.M.
9. Operation of a motor vehicle while under the influence of alcoholic beverages is both extremely dangerous and a crime punishable by law. If reasonable grounds exist, a police officer may administer a breathalyzer test. The driver has the right to refuse to take the test, but this will result in automatic loss of license for a period of 90 days. Conviction for a first violation of this section results in either a loss of license for one year, a \$1,000 fine, imprisonment for up to two years or mandatory alcoholic rehabilitation. Conviction of a second violation means loss of license for at least one year, a fine and minimum of seven days in jail, or two years probation and a minimum of 14 days confinement in a residential alcoholic treatment program.

Note: Members of the community are equally responsible for upholding these laws, and are equally at personal risk if they fail to follow them. Persons violating the law may be subject to arrest without a warrant and/or criminal prosecution. In addition, if injury or property damage occurs as a result of a violation of the law, the responsible person(s) may be held liable in a civil suit.

SPONSORING AN EVENT INVOLVING ALCOHOL

1. A social event on the Hampshire College campus is considered to be any gathering at which more than 15 people are in attendance. For any social event, including those in which alcoholic beverages will be served, an authorized party registration form must be obtained prior to the event. Such events held in student residences are regulated by the respective professional house staff of the residence, which issues party registration forms for that residence. Further information about the process to obtain

party registration forms for the residences may be found under "Housing and Residential Life Policies and Procedures". Social events held in other college facilities, or outdoors, are regulated by the Director of Student Development and Community Leadership, who must authorize the Event Registration Form and the Beer/Wine Service Contract. For events involving alcohol the Event Registration Form must be turned in **14** days prior to the event being registered. Also Hampshire College funds (including student group funds) may not be used for the purchase of alcohol. Event organizers must have an appropriate plan to purchase the alcohol to be provided.

2. All state and local laws apply to any organizations, college departments, or individuals sponsoring any gathering where alcohol is served. The persons who provide alcoholic beverages at a gathering are responsible for compliance with all pertinent laws.
3. No person, group or organization may sell alcoholic beverages at any gathering where moneys are collected, donated, or exchanged in any manner unless a license has been obtained from the town of Amherst. An event that violates this policy may be required to end, and disciplinary action may be taken against the sponsors of the event.
4. The availability of alcohol may not be included in the off-campus advertising of any event. On-campus advertising may indicate alcohol may be served, but amounts of alcohol may not be publicized. Alcohol should not, in any context, be the central focus of any event, and may not be advertised as such. No advertisement may include the offering of free alcohol at any time.
5. No events, nor the advertising for events, may encourage drinking or drunkenness. Promotional activities by alcohol marketers are not permitted.
6. Sponsors of events where alcohol will be sold are responsible for obtaining a temporary license of the event if the building where the event is held is not already licensed. Once this license is obtained, the sponsor(s) must set prices for the alcoholic beverages, which are higher than their cost. Only wine and malt beverages may be sold at any social event where service of alcoholic beverages is licensed; as a result, no moneys can be exchanged at events where other liquors are served.
7. Beer kegs are not permitted on campus without the prior approval of the appropriate professional house staff for parties in student residences, the appropriate student affairs professional for all campus events, or the director of public safety for other events. In addition, individuals must obtain written approval from public safety in order to apply for a keg permit from the town of Amherst. In all cases, a copy of the completed permit must be provided to public safety prior to the event.
8. Sponsors of events are responsible for purchasing amounts of alcohol that will not exceed safe and legal consumption levels for their legal drinking age guests. The factors which will be used to determine how much alcohol can be present at an event on campus will include, but not be limited to: the safe occupancy limits of the space, the number of students of legal drinking age at the event, and the length of the event. The student affairs staff member signing the event registration form and/or the director of Public Safety reserve the right to make final decisions regarding safe and legal amounts of alcohol for an event.
9. At all social events where alcohol is served, nonalcoholic beverages and food must be provided by the sponsor of the event in adequate proportion to the alcoholic beverages on hand, and must be available for as long as alcohol is served.
10. All sponsors for social events at which alcohol is served are responsible for the safe and legal service of the alcohol. They must ensure that alcohol is available only to those individuals who are of legal drinking age.
11. All servers of alcoholic beverages must understand and adhere to Commonwealth law and college policy. They may not be under the

influence of alcohol while serving. Sponsors of events are responsible for compensating paid servers.

12. Events held outside of student residences at which alcohol is served require the use of trained servers. These servers are defined as those people who have successfully completed appropriate, recognized training on serving alcohol and checking identification.
13. While the sponsor(s) of a social event at which alcohol is served are responsible for the event, the safe and legal consumption and distribution of alcohol on the Hampshire College campus is considered to be a concern of the community. Any individuals or groups whose actions risk danger or illegality should consider the impact of such acts on the community.

POSSESSION AND USE OF DRUGS

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

Local, state, and federal laws make illegal use of drugs and alcohol serious crimes. Conviction can lead to imprisonment, fines, assigned community service, and loss of federal financial aid funds. A felony conviction for such an offense can prevent you from entering many fields of employment or professions.

Massachusetts has criminal penalties for use of controlled substances, or drugs, with penalties varying with the type of drug. In general, narcotic, addictive, and drugs with high potential for abuse have heavier penalties.

Possession of drugs is illegal without valid authorization. While penalties for possession are generally not as great as for manufacture and distribution of drugs, possession of a relatively large quantity may be considered distribution. Under both state and federal laws, penalties for possession, manufacture and distribution are much greater for second and subsequent convictions. Many laws dictate mandatory prison terms and the full minimum term must be served.

Massachusetts makes it a felony to be in a place where heroin is kept and to be "in the company" of a person known to possess heroin. Anyone in the presence of heroin at a private party or dormitory suite risks a serious drug conviction. Sale and possession of "drug paraphernalia" is illegal in Massachusetts and violates Hampshire College policy.

Persons convicted of drug possession under state or federal laws are ineligible for federal student grants and loans for up to one year after the first conviction, five years after the second; the penalty for distributing drugs is loss of benefits for five years after the first, ten years the second, permanently after the third conviction.

Under federal law distribution of drugs to persons under age 21 is punishable by twice the normal penalty with a mandatory one year in prison; a third conviction is punishable by mandatory life imprisonment. These penalties apply to distribution of drugs in or within 1,000 feet of a college or school. Federal law sets greatly heightened prison sentences for manufacture or distribution of drugs, if death or serious injury results from the use of the substance.

DISCIPLINARY PROCEDURES

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

STUDENT AFFAIRS

The deans of the office of student affairs, conduct disciplinary procedures for cases that are referred by the residence life staff or cases that are considered to be of greater severity and/or frequency. Consequences for the serious violations include but are not limited to fines, restitution, community service, warnings, room choosing restrictions, house probation and suspension from any particular residence, and disciplinary probation. Additionally the dean of the college, in the most serious cases, may impose suspension or expulsion from the College.

RESIDENCE LIFE

Each of the houses has a process for addressing disciplinary issues in college residences. Consequences for the violation of the norms of community living within the houses include fines, restitution, community service, warnings, room choosing restrictions, house probation and suspension from any particular residence. In addressing disciplinary issues, members of the residential staff may take into consideration differences in population, culture, and structure among the houses. Residential staff may refer any particular case to the office of the dean of the college, the Community Review Board and/or the sexual harassment officer. In those instances where students come into conflict with the norms described above and are in disagreement with actions taken by house staff, an appeal may be made to the Community Review Board. The "Code of Student Conduct" and its consequences relate to the actions of both individual students and student organizations and groups. All groups and their officers and/or organizers are expected to conform to these established standards. The overall climate of community life at Hampshire must be one of honesty, respect for the rights of all community members, and individual acceptance of responsibility. Failure to act in accordance with the standards of conduct outlined in this code will be treated as a failure of responsible community interaction.

COMMUNITY REVIEW BOARD

The purpose of the Hampshire College Community Review Board is to provide fair and equitable procedures for Hampshire College students accused of violating the "Norms for Community Living" and/or the discriminatory harassment policy. It may also hear appeals of those students who have come into conflict with the norms of community living and are in disagreement with actions taken by house staff. The board will make decisions regarding matters of fact surrounding specific complaints and determine if the accused student did violate community norms. If the board determines that a student did violate community norms, it will recommend an appropriate sanction to the dean of the college for implementation. This recommendation will include, as necessary, any mitigating, extenuating, and/or aggravating circumstances discovered in the course of the board's investigation.

MEMBERSHIP SELECTION

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

The board shall consist of three students, two faculty, and one staff. Members of the board shall serve one year. A quorum of the board shall consist of four voting members, with at least one member of each group. The board shall

meet at the beginning of the semester to reserve a common weekly meeting

time as cases require.

JUDICIAL PROCEDURES: INFORMAL STAGE

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

Complaints that cannot be brought to informal resolution through an informal process will be referred to the Community Review Board if the complainant so desires. The complainant may be asked to describe actions or resolutions agreed on during the informal stage.

JUDICIAL PROCEDURES: FORMAL STAGE

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

JUDICIAL PROCEDURES: DEAN'S HEARING

The dean of the college may act in cases when it is not feasible for the Community Review Board to meet, or in extreme cases facing the Community Review Board (including, but not limited to, threatening and/or violent behavior to self or others, and use and/or distribution of illegal drugs).

The dean of the college may also act in place of the Community Review Board when an accused student requests a dean's hearing in place of the hearing before the Community Review Board.

HEARING PROCEDURES

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

- a. The designated chairperson of the board will control the conduct of the proceedings, recognizing persons who may speak and ensuring fair and orderly presentation of facts. Only those members who hear the entire case may participate in making final decisions and recommendations.
- b. The board, in its best judgment, will decide what evidence is admissible, not necessarily following strict rules of evidence as in a court of law.
- c. Persons appearing before the board may be accompanied by an advisor (peer or other), but may not be represented by another person. The board and its proceedings are not a court of law. The board may, at its discretion, listen to the opinions of such an advisor when he/she is recognized by the chair. An advisor may be required to leave the proceedings if he/she fails to follow the procedures of the board.
- d. Witnesses may be sequestered during the hearing at the discretion of the board. In no case will the accused student(s) or the complainant(s) be required to leave while testimony is being given. However, the board may go into executive session at any time, excluding all persons other than the board and its advisor(s) from its deliberations.
- e. The board may choose advisors as it feels necessary, including, but not limited to, college legal counsel and/or the dean of the college.
- f. Every effort will be made to conclude the proceedings at one sitting. The board may choose to extend the hearing to more than one session, especially in complicated cases.
- g. A board member must disqualify him/herself if unable to hear a case with objectivity.
- h. The hearing will be over when the board has determined, through careful examination of all evidence presented, (1) the merit or lack of merit of the complaint; and (2) the sanction or resolution to be recommended if the preponderance of evidence convinces the board that the complaint is found to have merit.

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

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

RESPONSIBILITIES OF THE ACCUSED STUDENT

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

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

RIGHTS OF THE ACCUSED STUDENT

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

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

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

Before the hearing begins, an accused student shall have the right to request a dean's hearing in place of the hearing before the board. In making such a request, the decision to waive the original jurisdiction of the board in such cases shall be made by the dean and the chair and reported by the chair to the board at its next regular meeting.

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

The accused student may remain silent, but, by exercising this right, is not immune from action by the Community Review Board if the circumstances warrant.

The accused student shall be allowed to present witnesses and character references on his/her behalf and to be accompanied by an advisor of his/her choice. He/she shall also be allowed to question witnesses whose statements may be considered by the board in their deliberations.

The board shall not permit the consideration of statements by witnesses not available for cross-examination, but this rule may be waived for good cause if the board by majority vote determines that admission of such a statement is in the interests of justice and will not cause undue prejudice to the accused.

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

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

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

RESPONSIBILITIES OF THE COMPLAINANT

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

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

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

RIGHTS OF THE COMPLAINANT

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

WHEN THE COLLEGE IS NOT IN SESSION

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

SANCTIONS

The dean of the college will impose any sanctions within three working days of receipt of the findings of the board. The dean of the college shall either (1) accept the judgment and recommended sanctions, (2) accept the judgment but reduce the sanctions, or (3) ask to come before the board to seek modification of the judgment or sanctions. If the dean seeks a modification,

he/she will meet with the board to review its judgment and suggested sanctions, as well as the dean's suggested modifications. The dean may be accompanied by college counsel. The dean may ask the board to review its decision only once.

APPEALS

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

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

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

CONFIDENTIALITY AND PUBLIC RECORDS

The results of disciplinary proceedings are protected under the Federal Education Rights and Privacy Act and cannot be disclosed to any third party (including the complainant) without the accused's written consent. However, the results of a disciplinary proceeding are permitted to be disclosed to the victim of a crime of violence, and are required (under the Student Right-to-Know and Campus Security Act) to be disclosed to a victim and the accused when the proceeding involves a sex offense.

College officials and members of the Community Review Board are not to discuss cases outside of the judicial process. Evidence submitted in Community Review Board proceedings will be maintained in confidential files by the office of the dean of the college for a period of seven years, and then destroyed. A cumulative public record of board decisions will be maintained in a file in the reserve section of the library. The record will contain a statement of the charge, the finding, and the sanction (if any). All names or other personal identifying data (such as addresses) will be deleted from the public record. A copy of each record will be submitted to community council for appropriate dissemination. The purpose of this procedure is to keep the community informed as to the activities of the board and current interpretations of community values.

EXTERNAL PROCEEDINGS

The Community Review Board is not a substitute for civil or criminal courts; students pursuing complaints through the Community Review Board do not waive their rights to pursue external remedies. Rape and all forms of sexual misconduct may also be subject to immediate disciplinary sanctions and possible civil or criminal complaints through the Northwestern District Attorney's Office.

CONSEQUENCES AND DISCIPLINARY SANCTIONS

Actions have consequences, and a student who has performed unacceptable actions such as those listed above must expect at least one of the following penalties to be enacted by residence life staff, student affairs staff or the Community Review Board:

EXPULSION FROM THE COLLEGE

This is the most severe penalty that can be administered by the college: the college severs its association with the individual altogether.

SUSPENSION

While a suspension is in effect, the student is prohibited from visiting the college or using any of its resources, attending classes, having contact with an advisor or with faculty, and using community facilities (including the residence houses). Suspension lasts a specified length of time, not to exceed two semesters.

DISCIPLINARY PROBATION

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

EXCLUSION FROM CAMPUS

In those cases where the dean of the College, or his/her designee determines that a student's conduct or potential conduct presents a clear and immediate danger to him/herself or others, that student may be summarily excluded from the campus.

HOUSE EXPULSION

When expelled from the houses, a student may remain an actively enrolled student but is allowed to use only the academic resources of the college. The student is required to live off-campus and to use only the buildings and resources necessary to complete academic work.

HOUSE SUSPENSION

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

ROOM CHOOSING RESTRICTION

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

HOUSE PROBATION

House probation may be imposed, for no more than two semesters, for severe or frequent violations of community norms that take place within the residences. Additional violation of any of the norms of community living anywhere on campus may result in a student's suspension from his/her assigned house.

WARNING

A warning by a member of the Hampshire College staff is intended to make the student aware of the possible consequences of irresponsible or inappropriate actions. A warning must be in writing and presented to the student within a reasonable time after the offense if it is to be used to influence the college's future actions against the student.

FINES AND RESTITUTION

Hampshire staff members may issue a fine that covers the cost of an article unlawfully removed from the college or moved to another location at the college, or they may demand restitution to cover the repair or replacement of any property (belonging either to the college or to an individual) that has been damaged or stolen. The cost of labor in moving, repairing, or replacing an item may be included.

FULFILLING DISCIPLINARY SANCTIONS

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

If a student is suspended for disciplinary reasons, the dates of suspension

will be noted on the student's transcript. This information will be removed upon a student's readmission to the college, or when the suspension date has passed.

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

APPEALS

Appeals of disciplinary sanctions that are imposed by the dean of the college are heard by the president. Such an appeal must be submitted in writing to the president within one week of the imposition of the sanction must state the grounds for the appeal. The president shall have up to 14 calendar days to review facts, investigate further, and render a decision. With good cause, the president may seek additional time to consider the appeal. The president's decision is final.

OTHER POLICIES AND PROCEDURES

ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS) GUIDELINES

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

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

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

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

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

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

COLLEGE ID CARD

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

PET POLICY

Pets and other animals, with the exception of certified service animals, are prohibited in all residential buildings. Residents are also prohibited from keeping or providing for animals on college property, and visiting animals must be kept outdoors, either heeling and under voice control in the presence of the owner or on a leash. Hosts are responsible for cleaning up after any visiting animals. "Visiting" is defined as temporary, short-term (less than a day), and occasional (no more than 3 times a term). Students who violate this policy are subject to disciplinary actions and will bear any associated costs for college property where animals are found in violation of this policy.

RIGHT OF ENTRY

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

SMOKING POLICY

Smoking is prohibited in all campus buildings including the residences. Smoking is not permitted within 20 feet of campus residences.

SUMMER ACCESS TO CAMPUS FACILITIES

Students may not use academic buildings during the summer except when working on a special, authorized, all-college project, and then only with the approval of the faculty member in charge of the facility and with the approval of the dean of faculty. Hampshire offers no summer school courses and does not provide housing for students over the summer.

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

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

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

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

FIVE COLLEGE POLICIES

ACCESS TO FIVE COLLEGE PHYSICAL AND RECREATIONAL FACILITIES

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

ADJUDICATING BREACHES OF DISCIPLINE BY FIVE COLLEGE STUDENTS

The Five College consortium provides an enhanced learning environment with access to an almost unlimited variety of academic, social, and cultural resources. We are all well aware of the importance of maintaining good relationships among the Five Colleges. For that reason, the Five College deans of students and

deans of student affairs have adopted the following resolution for maintaining standards of conduct at each of their institutions:

If a breach of discipline or good conduct is committed by a student from one of the colleges while visiting another of the Five College campuses, that violation will be treated as though it occurred on the student's home campus. The student will then be subjected to those judiciary procedures at his or her own institution that are appropriate to the offense.

HOUSING & RESIDENTIAL LIFE POLICIES AND PROCEDURES

THE HOUSE SYSTEM

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

The residential system at Hampshire is made up of five "houses." Merrill and Dakin Houses are modeled on traditional dormitories, while Greenwich, Enfield, and Prescott Houses provide apartment-style living. The houses are supervised by the associate dean of student affairs for residential life.

Each house maintains an office within or near the residential building(s), which is supervised by a house director (who also lives in the residential area), and is staffed by a house operations assistant, student interns, and student office workers. The house offices are the focal point of much of the activity that takes place in the residences. Administrative needs can be met by going there and individual staff members can be found there. In addition, the house office and its adjoining space often serve as places where residents can gather for programming events and to meet their staff.

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

In addition to the professional staff, each house has student interns who act as liaisons between the professional staff and the students. They are the frontline community builders and troubleshooters for residence life. Interns receive intensive training at the beginning of each semester, attend weekly staff meetings, and participate in monthly in-service training workshops. Interns provide peer counseling, conflict resolution, referrals to appropriate services, and help implement the policies and procedures necessary for the smooth running of the residences. They are also actively involved in providing the programming sponsored by each house.

OVERVIEW OF IMPORTANT HOUSING POLICIES

1. Members of the Hampshire College community are required to abide by the laws of Massachusetts, the town of Amherst and the rules and policies set forth by Hampshire in *Non Satis Non Scire*.
2. Only registered Hampshire College students may live on campus.

Housing is contingent upon a student's maintaining an active student status. The only persons who may reside in a room are those assigned by the college. Residents may not invite or permit any other person to reside in their assigned room or in any other area of the residence hall.

3. Students are permitted to have overnight guests in their rooms or apartments as long as the host is on campus during that time. Hosts must register their guests with their house office (this can be done in person or on-line), indicating the length of the visit, which may never exceed one week at a time or more than 15 days cumulatively in a semester, even if the guest has had more than host. Guest's vehicles must be signed in at the public safety office for a maximum of two nights. All guests are expected to abide by Hampshire's policies and norms of community living. Responsibility for the conduct and safety of guests lies with the host. Any damage incurred by a guest will be charged to the host. Any guest whose behavior is disruptive will be required to leave campus.
4. Student rooms are to be utilized as bedrooms and/or study space. The use of bedrooms for other purposes is prohibited.
5. Rooms must be maintained in good sanitary condition and must be returned in as good repair as when possession was taken, ordinary wear and tear excepted. **Damages to student rooms, including costs for replacing missing furnishings, screens, or draperies, will be charged to the last known student occupant(s) of that room.** Damages to the public areas of a residence hall, including costs for replacing missing furniture and other furnishings, which cannot be attributed to specific individuals or groups, will be charged to all residents of the smallest applicable area of the hall, the total being divided equally. Assessments for damages are made as students move and/or at the end of the academic year.
6. If repairs are needed in individual rooms or common spaces, students should contact their house office to make their requests. The house office will contact the physical plant.
7. Physical plant personnel may enter student rooms for the purpose of making repairs. In emergency situations other college personnel may enter student rooms. House staff and/or the health and safety officer enter rooms during each term in order to conduct fire, health and safety inspections. House staff enters each room, prior to the December shut down, to check the heat, and make certain windows and doors are secure.
8. Any duplication of college keys is strictly prohibited. Replacements for lost keys must be obtained from the appropriate house office. If a key to a student room is lost, the door lock is automatically changed and two new keys are made. In the apartments, if an entry key is lost the lock is changed and replacement keys issued to all residents of that apartment. When a lounge key is lost a new key to the lounge is issued to the resident. In all cases, the student responsible for losing his/her key is charged at the basic rate of: \$15 per lock change, \$15 for each replacement key that must be made.
9. Any student vacating a residence hall for any reason—including but not limited to withdrawal from the college, moving to a different residence hall, or vacating the hall at the end of the academic year in May—must have his/her room checked out by a member of the house staff and return

all keys within 48 hours. Failure to check out properly will result in NOT being able to contest room damage charges.

10. Campus-wide quiet hours are as follows: after 11:00 P.M. Sunday to Thursday, or after 2:00 A.M. Friday and Saturday. Noise that infringes on a person's working environment at any time cannot be tolerated. The use of amplified instruments in the residences, indoors, or outdoors, and the placing of stereo speakers in windows facing outward, is prohibited.
11. Smoking is prohibited in all campus buildings. In the residential areas, smoking is not permitted within 20 feet of the building.
12. No pets or animals of any kind are permitted in the residence halls or apartments at any time for any reason.
13. Room decorations are permitted, provided they do not exceed 40 percent of any wall and are not hung on ceilings, sprinkler pipes, over smoke detectors, or near any source of heat. Any method of affixing decorations that puts holes in or mars walls, woodwork, doors or furnishings is prohibited.
14. The installation of air conditioners or water-beds is prohibited. The use of candles, hotplates, incense or halogen lamps is prohibited. The building or installation of "lofts," furniture, or other structures of any kind or size, including but not limited to cinder block or wooden platforms, is prohibited. All college furnishings and fixtures must remain in the room at all times, with exception of mattresses and bed frames, which may be removed in Merrill, Greenwich, Enfield, and Prescott Houses.
15. Additions to, modifications of, and unauthorized connections to existing wiring systems (electrical, telephone, data, television, radio, cable/dish) are prohibited.
16. No resident is ever allowed on the roof of any on campus.
17. Fire alarms, extinguishers, smoke detectors, sprinkler systems, and other devices are provided for the safety of all residents in case of fire. Tampering with these devices, using them for other purposes or hampering their effectiveness in any way is prohibited. Fire exit drills for residence halls will take place at least one time per semester. All occupants of a residence hall must leave the building any time the alarm sounds. Sounding a false alarm is a violation of town and state law and college regulations. Persons found to have sounded a false alarm or to have tampered with extinguishers or smoke or fire detection devices may be fined and other disciplinary sanctions will be applied. Any student(s) determined to have tampered with or wrongfully activated the fire detection system, or to have contributed in any manner to a false fire alarm while engaged in prohibited or unlawful behavior, will be fined and will also face severe disciplinary action. When responsible individuals cannot be identified, all residents of that particular area may be assessed.
18. The use or possession of fire works is strictly prohibited.
19. When it appears, through reports of the residence hall staff, public safety officers, etc. that a student has violated the policies of Hampshire College as specified in *Non Satis Non Scire*, the college reserves the right to review the case and take appropriate action administratively.

MAINTENANCE AND CLEANLINESS OF ROOMS

The college provides each student with a room that is clean and in good repair. Students should expect to have any subsequent repairs completed promptly, to have everything in good working order, and not to have their right to privacy breached capriciously. If repairs are needed, students should contact their house office to make their requests. The house office will contact the physical plant. Hampshire College personnel may enter a student's room in order to make requested repairs, to perform routine inspections with prior notice to students, or to respond in case of emergencies. Students should expect to have the following items of furniture: bed frame, mattress, dresser, pedestal unit,

bookcase, desktop, chair, and clothing rod and shelf.

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

Students living in apartments are responsible for providing their own cleaning materials and equipment. They are responsible for the removal of trash and garbage, proper food storage, cleaning of stoves, refrigerators, and all aspects of bathroom cleaning. Residents in all areas may borrow vacuum cleaners from the house offices. The cleanliness of rooms must meet the standards of fire and safety codes. Residential Life staff conduct full health and safety inspections of each student living area at least one time during each semester and again at the end of the academic year. Violations are cited and students must correct them in a timely way. Failure to do so could result in educational and disciplinary sanctions, up to and including the loss of housing privileges.

COLLEGE FURNITURE

Students are not permitted to remove college furniture, other than bed frames and mattresses, from their rooms in Merrill, Greenwich, Prescott, and Enfield houses. Each student is responsible for all furniture itemized on the room contract. If, at the end of the term, furniture is missing, the student living in the room will be charged for the cost of replacing missing furniture. Items furnished by the college in public and common areas may not be moved from those spots. If such items are found in student rooms, it will be treated as theft of college property.

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

ROOM AND COMMON SPACE CONTRACTS

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

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

DEPOSITS AND CHARGES

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

ROOM DAMAGE

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

ROOM KEY AND CORE

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

DAMAGE AND ALTERATION OF COLLEGE BUILDINGS

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

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

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

GENERAL FEES FOR STUDENT DAMAGES

Replacement Charges	
Bookcase	\$100
Pedestal unit (3 drawer)	300
Bedframe	125
Desktop	75
Mattress	100
Dresser	125
Swivel chair	90
Mirror	50
Window screen.....	40
Screen door	125
Glass (window) per size	40 – 1600
Fire door (minimum)	125 – 400
Light fixture	100
Thermostat.....	75
Smoke detector.....	50
Carpet (per sq. yd.)	20

Drapes (Merrill/Dakin)	175+
Curtain rod	30
Window shade.....	25
Painting Charges — Minimum	
Dorm room.....	200
Dorm hall	250
Dorm ceiling	50
Patch and repairs	50+
Vinyl Wallcovering — Minimum	
Room	300
Cleaning Charges	
Cooktop.....	15+
Oven	35+
Refrigerator	35+
Dorm room carpet	50+
Carpet stain removal.....	20
Small cleaning	25
Medium cleaning	50
Large cleaning	100
Common area small	100
Common area medium	200
Common area large	300
Carpet Replacement	
Dorm room.....	200 – 300
Common areas	400
Lounges.....	400

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

Moving Charges

.....	100
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OPENING AND CLOSING OF RESIDENCES

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

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

All students must vacate their rooms by the end of Hampshire’s examination period at the end of fall semester and by noon of the day after commencement in the spring semester. Those students who have exams scheduled at one of the other area colleges or university after the closing dates, they must seek permission from the director of housing operations, by the posted deadline, to stay. In those cases where permission is granted, students must leave on the day their exam is scheduled. In cases of self-scheduled and take-home exams at other institutions, Hampshire students may be required to vacate their rooms before the deadline given by Five College Faculty. For exact deadlines, students should consult notices distributed by the housing office as the end of semester

approaches. Failure to comply with this policy may result in disciplinary action and a significant fine commensurate to the amount of time a student has taken to leave.

ROOM CHOOSING PROCEDURES

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

ENROLLMENT NOTIFICATION DEADLINE

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

CAMPUS-WIDE LOTTERY/AUCTION POLICY

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

The lottery/auction will be based on a point system, determined primarily by the number of semesters enrolled at Hampshire College. An additional point will be awarded students 22 years of age or older and 1–2 points to transfer students. Students will form groups whose size is determined by the size of the space they wish to “win” and pool their points. Groups with the highest number of points will have the first choice of available spaces.

POINTS FOR LOTTERY

- 1 or two points for being a transfer student (one point if you enter Hampshire at the Division I level, two points if you enter in Division II.)
- 1 seniority point for each semester enrolled (maximum of 8)
- 1 age point for being 22 years of age or older (as of September 1)
- 1 squatter’s point for currently living in the mod you want to lottery for
- Maximum number of points = 11
- Minimum number of points = 1
- A student with less than 2 points may only live in the mods if s/he is willing to share a double or has extenuating circumstances.
- All students are sent a lottery number, accounting for all points except the squatter point.

MOD LOTTERY

(Prescott, Enfield, and Greenwich Houses)

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

DORM LOTTERY

(Merrill – 27 halls, Dakin – 25 halls)

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

ADMINISTERING THE LOTTERY:

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

A majority of any group must be present when taking part in the lottery. Students unable to attend must send their lottery letter with someone from their group. Mods will be lotteried in their entirety. Four-person, Prescott House mods are first. Starting with the group with the highest points (44 maximum for 4-person) mods are given out. If the group with the highest points has squatters’ points, then they may keep the mod for which they have the squatters’ points for the next year. If the

group with the highest points does not have squatters' points, then they may pick any 4-person mod they want. The lottery continues each night, proceeding to the group with the next highest points, until all available spaces are given out.

SUBSTANCE FREE MODS

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

MOD WAIT LIST AND DORM ROOM SIGN-UP

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

CLUSTERING DESIGNATIONS

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

An example might be:

Donut 1, in Greenwich House, will be Quiet.

SPECIAL HOUSING OPTIONS (APPLICATION PROCESS USED TO DETERMINE RESIDENCY)

SUBSTANCE-FREE HOUSING

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

ALLERGEN-REDUCED ENVIRONMENT

A mod in Enfield house has been set aside specifically to house students who require an allergen-reduced living area. Anyone needing such a living space must complete an application and submit documentation regarding their needs to the housing coordinator.

GREENHOUSE MOD

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

KOSHER KITCHEN MOD

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

INTERNATIONAL STUDENTS MOD

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

IDENTITY-BASED MODS

Each year Hampshire College supports several student-initiated identity based-mods including mods for, "students of color, women of color, men of color and queer students." The residents of these mods choose new, mod-mates from a pool of applicants who have identified as members of that group. As long as these identity-based mods can fill prior to the lottery, they will continue. If not, the mods will be part of the campus-wide lottery.

WHEELCHAIRS ACCESSIBLE APARTMENTS AND DORM ROOMS

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

THEME HOUSING

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

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

REQUIREMENTS FOR THEME HOUSING GROUPS

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

LOGISTICS OF QUALIFYING FOR THEME HOUSING

- Plan the event. Be sure to fill out a "Party Registration Form" at the House Office.
- Carry out the event.

- Participants from outside the mod/hall must sign an attendance sheet. A minimum of four outside participants must attend to qualify.
- Faculty/staff member must attend the event (as documented on the sign-in sheet) or there must be clear academic/intellectual content, supported by the faculty/staff member, which supports the group's theme.
- Submit approved evaluation form to the director of housing operations.
- Groups may apply for up to \$25 funding from the housing office to support their event(s) by submitting receipts to the director of housing operations with their event evaluation form.

REWARDS

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

ROOM CHANGES

There are times during the semester when students may choose to move rooms based on available vacancies. A housing freeze (a time when no changes are possible without the permission of the director of housing operations, granted only for emergencies) is enforced during the first two weeks of any semester or during any time in which there are students living in lounges. If a student wishes to move when a housing freeze is not in effect, s/he should contact the director of housing operations to determine available rooms. Dorm rooms are given on a first-come, first-served basis. In order to move into a mod, a student is usually invited by the current mod residents or is assigned to the mod by the student affairs staff. House staff will issue keys to the new room and oversee the completion of a new room contract. They will also do a check out inspection of the previous room. Students receive a copy of their room contract, noting the final condition of the room they are checking out of and receipt of their room key(s).

Generally, all double rooms must house two people. Except with special permission from the director of housing operations, an occupant of a double may not move from his/her room if it leaves a vacancy in that double. The director of housing operations reserves the right to assign roommates if a single occupant of a double room does not choose a roommate him/herself. If the director of housing operations determines it is possible for a double room in Merrill or Dakin House to house only one student, a lottery will be held to assign that double to a Division III student. Single occupants of doubles in Merrill and Dakin Houses who have not acquired that room through the lottery process will be required to move.

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

OFF-CAMPUS HOUSING

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

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

If a student falls into one of these categories, s/he must notify the director of housing operations well before the housing process.

On-campus housing exemptions may be made, through the housing office, when necessary. They are granted only in extreme circumstances, when the college is unable to meet a student's housing needs on campus. If a student feels s/he has a need to live off campus, s/he must meet with the director of housing operations and fill out a housing exemption application. Documentation, supporting this need, is required. If students are seeking off campus housing accommodations due to psychological, physical or learning disabilities, they must seek support through our disability coordinators who can recommend a housing exemption.

Students may be invited to take a housing exemption and move off campus when Hampshire is predicting a shortage of bed spaces. In those cases, invitations will be given in an organized manner, beginning with final semester division III students being offered off campus first. Off campus slots will be given on a first-come, first-served basis until the bed shortage is remedied.

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

RIGHT OF ENTRY

Students' right to privacy in their rooms is respected by the college. Physical plant personnel may enter student rooms for the purpose of making repairs. Other appropriate college employees may enter student rooms under the following conditions: 1) in an emergency or situations which present a clear and present danger, 2) to conduct fire safety/health inspections,

and 3) at the start of the holiday vacation to make sure that windows are closed and the heat is off. Unless authorized by the student assigned to the room, no other access will be granted. Common areas (i.e. kitchens, living rooms, lounges, etc.) are considered public and may be entered, routinely, by Hampshire College personnel.

LOCK-OUTS

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

Students are permitted to have overnight guests in their rooms or apartments as long as the host is on campus during that time. Hosts must register their guests with their house office (this can be done in person or on-line), indicating the length of the visit, which may never exceed one week at a time or more than 15 days cumulatively in a semester, even if the guest has had more than host. Guest's vehicles must be signed in at the public safety office for a maximum of two nights. All guests are expected to abide by Hampshire's policies and norms of community living. Responsibility for the conduct and safety of guests lies with the host. Any damage incurred by a guest will be charged to the host. Any guest whose behavior is disruptive will be required to leave campus.

PET POLICY

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

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

CABLE TV OUTLETS

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

RESIDENTIAL PHONES

Each apartment or dormitory corridor is equipped with a telephone provided by the college, for on-campus and local calling. In addition, each residential room on campus is equipped with a phone line capable of making on-campus and local off-campus calls. Long distance services and calling cards are available through PaeTec Communications at campuslink.paetec.com, or (800) 962-4772.

Each student is also provided with a voice mailbox by the college. Students are required to set up and regularly check his or her voice mail accounts. To do so, it is not necessary to acquire a landline phone; voice mail may be accessed from a cell phone if you choose. College officials will use these voice mail accounts disseminate official information and to leave messages regarding college business. Students are responsible for bringing their own touch-tone phones for their rooms. Public telephones are available in each house and throughout campus. Vandalism of college - provided phones will result in all hall or apartment residents bearing the cost of repairs or replacement and disciplinary action.

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

ENERGY CONSERVATION

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

STORAGE

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

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

Any stored items must be labeled with tags obtained from the house office. All materials should be stored in the area where a student currently lives. Students who are not returning to Hampshire the following semester, due to graduation or withdrawal, may not store belongings on campus. House staff has the right to remove items stored by students not currently enrolled and to dispose of those items as they see fit.

SUBLETTING

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

SMOKING POLICY

Smoking is prohibited in all campus buildings. In the residential areas, smoking is not permitted within 20 feet of the building.

FIRE SAFETY

As fire poses an extreme danger to the health and safety of all members of the community, fire safety regulations and precautions are very important. The cooperation of each individual is necessary for the safety of all.

FIRE ALARMS

When a building fire alarm activates on campus, both public safety officers and the Amherst Fire Department will respond. Residents must leave the building and remain at the designated gathering point until their presence is recorded. Students who fail to respond appropriately to fire alarms are liable to disciplinary action. No one may re-enter the building until the fire department determines that it is safe to return. Public safety will open and enter locked rooms to ensure no one is inside and to check for the source or cause of the fire alarm.

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

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

FIRE DRILLS

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

TAMPERING WITH FIRE SAFETY EQUIPMENT

Fire extinguishers and fire detection systems are in place to protect the community. Tampering with fire safety devices, including using them for other purposes or hampering their effectiveness **in any way** is a serious violation of the norms of community living and is prohibited. This includes, but is not limited to, covering smoke detectors with any materials whatsoever and hanging items from sprinkler pipes. Violation of this norm will result in serious disciplinary sanctions, additional fire safety education, community service, and restitution for any damages.

Persons found to have sounded a false alarm due to prohibited or particularly negligent behavior (for example, smoking, leaving cooking unattended, or deliberately pulling a pull box) will be fined \$300 in addition to being subject to the consequences listed above. When responsible individuals cannot be identified, all residents of that particular area may be assessed.

REGULATIONS

- Halls, entrances, and egresses must be kept clear of all items at all times. This includes entryways to buildings, center rooms in Greenwich House, and all stairwells. Bicycles may not be stored in hallways or entryways.
- No more than 40% of wall or ceiling space may be covered by combustibles, such as tapestries, posters, etc. No combustibles may be in hallways, stairwells, or egresses.
- Light fixtures may not be covered by any materials (such as bedspreads, scarves, paper shades) nor may they be painted or darkened.
- Combustibles, such as furniture, recycling, clothing, curtains, and garbage, must be stored at least 12 inches away from heaters.
- Candles or incense are not permitted in residential rooms.
- Cooking is not permitted in student rooms.
- Toaster ovens may only be used in common areas and must be kept clean at all times.
- Students must exercise caution in locating and using appliances and extension cords. Only UL approved extension cords with surge protectors may be used with appliances.
- Use of non-college alarm systems or other than college-issued locks, including locks on storage closets, is prohibited.
- The storage and use of flammable liquids (gasoline, paint thinner, spray paint, air brushes) and flammable gases (propane, acetylene) is prohibited in the residential areas.
- Halogen lamps are a significant fire safety hazard if there are combustibles too close to the bulb. The use of these lamps is prohibited.
- Open fires (inside or outside) are prohibited on campus, unless prior written approval is granted by the director of public safety. Charcoal barbecues are permitted, but must take place a safe distance away from buildings. Barbecues must not be left unattended.**

ALCOHOL USE IN THE RESIDENCES

Hampshire College's alcohol policy is in an earlier part of this chapter. All laws and policy outlined there will be enforced in the residences. Because residential

areas contain both public and private spaces and house some individuals who are over the legal age to drink and some who are under, additional policy is in place.

Only those individuals who are 21 years of age or older may possess alcoholic beverages. Any alcoholic beverage found in the possession of someone under 21 years of age may be confiscated and disciplinary action may follow. Alcohol may only be stored in the private rooms of those who are of legal age to drink alcohol and those individuals may store only their own alcohol for private use. Alcoholic beverages may not be stored in any common space, including but not limited to, kitchens and lounges.

Outside of a registered event, open containers of alcoholic beverages are allowed only in the private rooms of those who are 21 years of age or older. Open containers of alcohol found outside of private rooms, including but not limited to lounges, porches, balconies and hallways, will be confiscated and those individuals possessing the open containers, no matter their age, may face disciplinary action. Unregistered kegs will be confiscated and students will forfeit any deposits on the keg or tap.

SOCIAL EVENTS HOSTED IN THE RESIDENCES

A social event on the Hampshire College campus is considered to be any gathering at which more than 15 people are in attendance. For any social event in the residences, whether or not alcoholic beverages will be served, an authorized event registration form must be obtained at least 24 hours prior to the event from the House Director of the residence. The process of obtaining the registration form allows house staff to educate event sponsors about the responsibilities they have as social hosts and ensures that students understand all policies that are in place.

Event registration forms require the signatures of two residents of the hall or mod where the event is taking place. These individuals must be willing to take responsibility for the event by taking part in a discussion with the House Director prior to the signing of the event registration form and by ensuring that all college policies and laws are adhered to during the event. If alcoholic beverages are being served during the event, both signers of the registration form must be 21 years of age or older. Events will not be authorized if excessive alcohol is being served or if there is a lack of adequate non-alcoholic beverage and food. Event registration forms will only be authorized for a single hall or mod to host an event. Larger events should take place outside the residences. Entertainment may not be so loud as to disturb neighboring residents. Only one event registration form will be authorized in each residential area on a single night. Social events in the residences will not be authorized to take place during or around the time of large-scale campus events nor during the time of college quiet hours. Therefore, events in the residences ordinarily will be authorized only for Friday and Saturday nights. They will not be authorized to take place during the Five College exam period, during break periods (October Break, Thanksgiving Break or Spring Break), during any time of the Halloween weekend, during Spring Jam, or the weekend of graduation.

DEPARTMENTAL POLICIES AND PROCEDURES**CAMPUS PLANNING**

For more information, call x5612

Occasionally students will seek permission and logistical support for setting up what are often referred to as "outstillations," or temporary displays of artistic projects related to Divisional work in spaces not typically used for such purposes. Some recent examples include a maze for adult recreation, sculptures, and a meditation garden. Hampshire College encourages this creative use of space and we would like to support these projects in every way we can.

Students interested in setting up an "outstillation" or in temporarily altering a space on campus should submit a short proposal to the campus planning office

(Box BO). Included in the proposal should be a brief description of the project explaining its purpose, the timeline for set up and removal, the material to be used, a sketch if applicable, and the desired location on campus. The campus planning office will subsequently contact other constituents on campus to ensure that the project is feasible, appropriate, and safe. Proposals should also include any requests for assistance in materials or labor.

When proposals are approved by the campus planning office, students are required to sign a contract that indicates agreed upon parameters. Students are responsible for making the necessary arrangements for timely clean up and removal.

INFORMATION TECHNOLOGY (IT)

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

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

STUDENT COMPUTING ACCEPTABLE USE POLICY

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

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

Accounts to college resources, including e-mail, are issued to all students at time of enrollment and remain in effect as long as the student maintains a relationship with the college. These accounts are for the sole use of the student to whom they are issued. Accounts are not transferable. Students are responsible for choosing secure passwords and maintaining password confidentiality. Students are also responsible for checking their college e-mail accounts regularly as all official college correspondence via e-mail is sent to these accounts only. The college is not responsible for setting up, using, or forwarding e-mail to any other account. Students may retain e-mail accounts in perpetuity as alums in accordance with the college's e-mail policy.

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

The College believes in freedom of speech regardless of the medium used for communication and does not wish to act as a censor of information on College resources, including web page content. However, the college will investigate complaints arising either from the college community or external sources and will comply with and enforce applicable laws and college policies as appropriate. All e-mail and files on college-owned computers and servers

are legally the property of the college. The college reserves the right to inspect e-mail and files and take appropriate action without notice if there is reasonable belief that there has been intentional or inadvertent disruption to the college's network or other shared resources or if there is suspected violation of this policy or applicable laws.

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

Guidelines regarding plagiarism and academic integrity apply to course work completed on computers, network, and web resources just as they do with any other type of course work. Students should be aware of and abide by all applicable copyright laws and licenses.

OFFICE OF STUDENT DEVELOPMENT AND COMMUNITY LEADERSHIP

leadership.hampshire.edu, leaders@hampshire.edu

Box CL • Dakin Student Life Center, 1st Floor (in back, facing the courtyard)
• x 6005

HOSTING/REGISTERING AN EVENT OR PROGRAM

The event registration process is designed to provide the office of student development and community leadership assistance to event organizers and student organization representatives in navigating the various steps necessary to host an event on campus. This includes providing support with reserving facilities, complying with applicable campus policies and procedures, and ensuring adequate program planning. The policy covers the following events hosted on campus:

- Events held outdoors
- Events involving alcohol
- Events such as conferences and workshops
- Events in public spaces
- Events with anticipated audiences of 15 or more
- Events funded by Student Activity Fees (funded or sponsored by Community Council, Special Activities Fund, student organizations)

If an event organizer comes to the office of student development and community leadership to register an event that does not require registration, that group will be directed to the appropriate facilities reservation office. For example, regular student organization meetings and events within the residence halls do not require event registration.

PROCESS STEPS

1. The event organizer develops initial plans for event, including choosing a tentative time, date and place. The event organizer should consider and be prepared to discuss the following: program, budget, publicity, food/refreshments, tables, chairs, room set-up, amplification, police, alcohol, non-student guests, admission fees, co-sponsors and estimated attendance. *Conduct in all campus facilities is expected to conform to the Campus-Wide Conduct Regulations as stated in the Hampshire's "Norms of Community Living" earlier in this chapter. All persons using the campus facilities, including guests, are expected to conduct themselves in accordance with these norms of behavior.*

2. The event organizer completes an **Event Registration Form (ERF)**. The ERF needs to be turned in to the office of student development and community Leadership at least **TEN** days prior to the event being registered. Failure to meet the deadline will result in cancellation of any reservation requests associated with the event. (This is a public safety policy; any exceptions require written approval of public

safety). The event organizer must also be authorized to make financial contracts from the requesting organization. An account number is required to submit the ERF.

3. The event organizer will receive confirmation or denial of their request from the office of student development and community leadership. Other reservations offices may operate differently. Please inquire when submitting your requests. If the event organizer makes changes to the requested event (such as date, time or place) the corrected information must be documented on the original Event Registration Form and the event organizer must notify all related offices who have previously been informed of the event. If the event organizer decides to cancel the event the event organizer must notify the office of student development and community leadership. Events not cancelled at least 48 hours prior to the scheduled start time could incur charges from the various entities involved.

4. The event organizer prepares for and holds event.

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

REGULATIONS

1. Alcoholic beverages are only allowed by special permit.
2. Quiet Hours begin 11:00 P.M. (Sunday–Thursday) or 2:00 A.M. (Friday–Saturday). The disciplinary action for violation of noise regulations will depend on the severity and frequency of the noise and the offender's behavior when alerted by public safety or a staff member.
3. All trash and litter must be collected and placed in plastic bags or litter cans.
4. At no time may doors, fire exits, elevators, hallways, or foot traffic be blocked. All events must observe fire and handicap accessibility codes.
5. Posters are permitted only on bulletin boards not designated for other purposes and on glass spaces specifically designated for posting. Students are encouraged to use the bulletin boards under the walkway along the west wall of FPH and the north wall of the Johnson Library underneath the bridge. Posters placed anywhere but upon designated bulletin boards and glass spaces shall be removed with no regard to content. All posters will be removed from these designated spaces on the last working day of the month without regard to content.
6. Chalking is permitted on any outside ground surface that is exposed to the elements (can be rained or snowed upon) so removal does not require the attention of physical plant staff. Chalking is prohibited inside campus buildings and outside on non-ground surfaces including, but not limited to, walls and windows of campus buildings, signs, trees, poles, or other structures.

THE HAROLD F. JOHNSON LIBRARY CENTER

For general information call x 6691

ACCESS TO LIBRARY SERVICES

Library services are available to currently enrolled Hampshire College students with a valid Hampshire ID as well as to Hampshire faculty and staff. Students on leave are not allowed access to library services.

CIRCULATION

For more information, call x 5440

A valid Hampshire ID is required for borrowing. Books, bound journals, and records may be kept for four weeks, CDs for two weeks, and class reserves for short time periods ranging from three hours to three days. Material other than class reserves may be recalled for the use of another borrower after two weeks; material needed for class reserves may be recalled at any time.

Videos and DVDs can be checked out from Media Services with a valid Hampshire ID for 3 days. Hampshire College students may also view videos and DVDs from one of the other four colleges at that institution (e.g. you can watch a video owned by Amherst at Amherst College).

FIVE COLLEGE BORROWING

A valid Hampshire ID is required for borrowing. You are responsible for complying with the circulation policies of each library; these are detailed in the "Five College Library Guide," which is available on-line at <http://www.fivecolleges.edu/libraries/>. The policies are also listed on the home pages of each of the colleges' libraries. In addition to borrowing in person, you can request books that are not at Hampshire from the on-line catalog using the "request Item" button; these books will be sent to the Hampshire library for you to pick up. Instructions on using this function are available at the library circulation desk or call the Reference desk for help at x5758.

INTER-LIBRARY LOAN

For more information, call x 5440

If you want to borrow a book that is not in any of the Five College Libraries, you can use the inter-library loan service. There is an online form on the library home page (<http://library.hampshire.edu>) for requesting an item. It usually takes weeks only, with one renewal. There is no charge for this service. For more information, call ILL at x 5440 or the reference desk at x 5758.

LIBRARY FINE POLICY

There are no daily overdue fines for most library items. If an item is more than a month overdue, however, you may be billed for the replacement of the item. If the item is subsequently returned, a \$10.00 penalty fee will be charged to your account. Overdue recalls are fined at a rate of \$2.00 per day, and class reserves at a rate of \$5.00 per day.

MAGIC BOARD

The Magic Board displays announcements and events to the Hampshire community in the lobby of the Library Center. To submit an announcement (free) or a full-screen ad (\$5.00 per day), send an email to magicboard@hampshire.edu. You may attach an image file, or contact Asha Kinney at x 6691 for help in creating screens for the digital display

MEDIA SERVICES

For more information, call x 5435

The office is open from 8:30 A.M. to 4:30 P.M., Monday through Friday, and is located on the first floor of the library. This office circulates Hampshire's film and video collection as well as audiovisual and media production equipment. Production equipment requires staff permission and training prior to use. sixteen milimeter films may be viewed by appointment only. All materials circulate on a short-term, three-day loan basis. Due to the high demand, materials should be requested well in advance and fines accrue at the rate of \$5.00 per day, per item. In addition to the college's own collection of over 1800 titles, this office can assist in locating and scheduling films, videos and DVDs from the other colleges as well as helping with general media questions.

PHOTOCOPY MACHINES

Copy cards may be purchased at the campus store in various cash amounts. You can also buy copy cards and add copies to your current card at the vending machine next to the circulation desk. Please report malfunctioning photocopiers to the circulation desk staff.

Color copies are available at the duplication center at a nominal fee. Large copy jobs are welcome and offered at competitive prices.

15 – 21 may

15

monday

*Division III evaluations due
Evaluation period*

16

tuesday

17

wednesday

18

thursday

19

friday

20

saturday

Commencement

21

sunday

OUTDOORS PROGRAM AND RECREATIONAL ATHLETICS (OPRA)

For more information, call x5470

BORROWING RECREATIONAL EQUIPMENT

Students may borrow recreational equipment including mountain bikes, cross country skis, canoes, and backpacking equipment. Books and maps related to hiking, and other recreational activities are also available. Students need to present a valid Hampshire ID card upon borrowing the equipment. The length of use varies depending on the type of equipment; check with OPRA staff for details.

DEFENSIVE DRIVING COURSES

Periodically, OPRA staff will conduct defensive driving courses. The successful completion of the course is mandatory to be able to drive college owned vehicles. OPRA maintains the approved list of drivers and shares this list with public safety. Contact OPRA for details and dates. Courses are usually held at the beginning of fall and spring terms and during May.

GENERAL USE OF THE ROBERT CROWN CENTER

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

1. Users must show their valid Hampshire ID cards when they enter the RCC. ID cards are not transferable. No one is allowed to use someone else's ID card to gain entrance to the RCC.
2. Children under the age of 16 must be under the immediate supervision of an adult (over 18) Hampshire ID holder.
3. Those in charge, in addition to the regular staff, include lifeguards, coaches, and student monitors.
4. Individually keyed lockers are provided at the front desk area for storing valuables. Staff on duty are not responsible for personal belongings or valuables left in the RCC.
5. The director of OPRA has final authority over all space and facility assignments, usage, and facility scheduling in the building.
6. In regard to first aid measures, staff on duty are instructed to offer only band aids and cold packs. For anything more serious the EMTs and public safety must be called.
7. Guests must be signed in at the guest register at the front desk. The host must remain with the guest in the RCC.
- A member of the general public desiring access to the RCC may not look for a sponsor inside or outside the building. Invitations must be initiated by a Hampshire ID card holder.
- Guests forfeit their use privilege if they break any of the rules of the RCC.

- Any person causing what the staff considers an unpleasantness in the building will be required to leave the RCC.
- 8. Dogs, alcohol, and smoking are not permitted in the RCC. Consumption of alcohol is prohibited on the playing fields.
- 9. Graduate and non-graduate alums are welcome to use the RCC and can apply for an alumni ID card at the front desk which is good for the balance of the academic year. Alums may bring one guest.
- 10. The climbing wall may be used only with the permission and direct supervision of the staff according to established safety regulations.
- 11. The bouldering cave is for the use of Hampshire picture ID holders only. Guests are not permitted to use the cave.
- 12. Lockers: Metal lockers are issued on a first-come, first-served basis twice during the academic year, once in September and then at the start of January term. Lockers must be emptied and locks removed before winter recess and again prior to graduation in May. Any locks placed on metal lockers prior to registering at the front desk are liable to be removed and locks left on beyond the above periods will also be removed. Lockers are only available to students and employees.

THE SWIMMING POOL

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

THE SAUNA

This facility is co-ed and clothing is optional. There are women-only and men-only hours posted in the RCC.

THE PLAYING FLOOR

The RCC reserves portions of the playing floor (or all of it) for scheduled groups or activities as needed. The management also reserves the right to

close off the upstairs area when activities there might interfere with or disrupt scheduled activities on the playing floor.

SPORTS EQUIPMENT

Any equipment leaving the RCC must be properly checked out with a Hampshire ID card at the front desk.

THE TENNIS COURTS AND PLAYING FIELDS

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

THE WEIGHT ROOM

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

MULTISPORT CENTER

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

EQUIPMENT USE

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

1. Persons signing out equipment are responsible for the replacement value of the equipment (not the depreciated value.) If equipment is lost, they will be billed for it directly.
2. All equipment should be returned clean and in good repair. The person who signed out the equipment is the person who will be billed for loss or damage.
3. No one may sign out more than \$400 worth of equipment.
4. Only people having valid Hampshire ID cards, or who are taking Hampshire courses for which the equipment is specifically necessary, may sign out equipment.
5. Sign-out limit is one week for all equipment (except bikes and ski equipment.)
6. For overdue equipment, fines will be assessed at the rate of 10 cents per item per day for items having replacement cost of less than \$10, and 25 cents per item per day for items having replacement value greater than \$10.
7. No further equipment will be checked out to anyone owing a fine.

8. The fine for late return of ski equipment is \$10 for the first day and \$12 for each additional day.

VANS

1. OPRA does not lend or rent vans.
2. Smoking, drinking alcohol, and using illegal drugs are prohibited in OPRA vans.
3. The transportation of alcohol or illegal drugs in OPRA vans is prohibited.

OPRA trips are open to all members of the Hampshire community as well as full-time, five-college undergraduates. Beginners are welcome and most trips require no previous experience. Trips are free or "shared" in cost. OPRA provides transport vehicles and most equipment. Students provide personal clothing and pay for food and fuel.

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

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

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

TEAMS/TRIPS/COURSES/ACTIVITIES

1. No one may use or have in their possession alcohol or illegal drugs while participating in any OPRA sponsored activity.
2. The ultimate authority on all OPRA activities are the OPRA leaders, coaches, and instructors. If a student does not wish to abide by the leaders' instructions, the only option for the student is to leave the activity.
3. Failure to comply with #1 or #2 above will result in removal from the activity, trip, game, or course at the participant's own expense. The participant may also be liable for disciplinary action.
4. Money collected for students in advance for expenses on trips is not refundable.

SUMMER USE OF THE RCC, PLAYING FIELDS, AND TENNIS COURTS

Most of the above listed facilities are tightly scheduled and reserved for summer programs. Officially contracted summer programs have first priority in the use of any and all of the above space. Hampshire ID card holders may use these facilities only during posted hours and only when not exclusively reserved and scheduled by a summer program.

Full policy statements on the rules and regulations regarding van usage, outdoor sports, and martial arts activities are available from OPRA staff.

PHYSICAL PLANT

For more information, call x5431

CHALKING POLICY

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

POSTERING POLICY

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

RESIDENTIAL MAINTENANCE CONCERNS

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

Requesting maintenance service within your dorm room or in your mod bedroom authorizes a physical plant worker to enter your room/bedroom. See Community Standards and Policies for more information related to right of entry.

SNOW CLOSINGS/DELAYS

If a snowstorm happens before classes begin or offices open, the director of the physical plant will decide about closing or delaying the opening of the college, based on weather forecasts and the condition of parking lots, paths, and roads on campus and roads leading to campus. If a decision is made to close or delay opening, this decision will be made by 6:30 A.M. and a message to that effect will be placed on the Hampshire College hotline (x 5508.) Dining services would continue to be open for meals during closed days.

If a snowstorm happens during the day, the director of the physical plant will decide about closing early, after consultation with the dean of faculty, president's, and the student affairs offices about the impact of the early closing on the academic program. If a decision is made to close early, the human resources office will communicate this to offices, schools, and houses, and a message will be placed on the hotline.

POST OFFICE

For more information, call x5446

Students who will be away from the college for a period of time longer than one month must fill out a change of address form, which can be obtained at the post office. During this absence (this includes summer, leave of absence, field study and extensions for graduation), the box will be closed and all first class mail will be forwarded to the student. Mail will be forwarded for one year following graduation or withdrawal from the college. No mail will be forwarded during January term. Students are not able to pick up mail from their boxes during the holiday break when the campus is closed. A student is not allowed to receive another person's forwarded mail.

Magazines and newspapers will NOT be forwarded to students. In order to receive subscriptions while students are away, students must inform the magazine or newspaper of their forwarding address at least four weeks prior to leaving the college.

When shipping packages to campus use the following address: Campus Post

Office, Hampshire College, 893 West Street, Amherst, MA 01002-3359. Include your name, campus post office box and return address on package. Please do not ship packages to campus prior to August 15 for the fall term. If you are returning from leave for spring term, please do not ship packages to campus prior to January 15.

POST OFFICE SERVICE FOR STUDENTS ON LEAVE

When a student is on any type of leave from the college (leave of absence, field study leave, medical leave, consortium agreement) or has withdrawn, the Hampshire post office box will be closed and all U.S. mail will be forwarded to the student's current address. A change of address card should be completed and returned to the Hampshire post office. Campus mail will be opened to determine the relative importance of contents; the college will forward it via U.S. mail, in most cases. The post office tries to reassign the same box to a student returning from leave. Please note that any mail addressed to a student on leave in care of an enrolled student will be returned to sender.

PUBLIC SAFETY

For more information, call x 5424

EMERGENCIES: x 5555

CAMPING

No camping on Hampshire College property is allowed without explicit permission from the director of public safety.

EVENTS

For each event planned on campus, outside of the residence halls, an Event Registration Form (ERF) needs to be filed with the office of student development and community leadership. *We require that ERFs be filled out and turned in to the office of student development and community leadership TEN days prior to every event.* Any ERF that is not submitted at least ten days prior, will not be accepted/approved.

OPEN FIRES

Open fires (inside or outside) are prohibited on campus, unless prior written approval is granted by the director of public safety. Charcoal barbecues are permitted, but must take place a safe distance away from buildings. Barbecues must not be left unattended.

PARKING/VEHICLE POLICIES

Students with vehicles on campus, including motorcycles and mopeds, must register within seven days with the department of public safety. Parking on campus is not limited and parking permits are issued on a first come first serve basis.

Students are encouraged to first check with public safety for availability before bringing a vehicle to campus.

1. Student vehicles must be registered within 7 days of the beginning of each semester. A valid drivers license, valid state registration and proof of insurance are required in order to register a vehicle on campus. Insurance must have your name on the policy. A student can only have one vehicle registered on campus at a time. The fees are \$150.00 per school year for on campus residents and \$80.00 per school year for off campus Hampshire students. This fee will be charged directly to your student account. A vehicle is not considered registered until the parking sticker is affixed to the vehicle (the lower right hand side of the last piece of glass preceding the rear window, on the driver's side). Vehicles not registered within 7 days are subject to being towed without warning at the owner's expense. After the 7 days, issues involving Public Safety between 10:00 A.M. and 4:00 P.M. Tuesdays and Wednesdays.

2. Permits are non-transferable and must be used with the vehicle for which they were issued. If you sell or dispose of your vehicle, you must return a portion of the sticker to public safety in order to register another vehicle.
3. Student vehicles must be parked in the designated student parking lots. The director of public safety may grant exceptions. Only registered student vehicles can be parked in the student parking lots. Student should not park in areas marked "snow removal."
4. Contact public safety at x5424, if you cannot find a space in your designated lot. **DO NOT PARK ILLEGALLY.**
5. Vehicles parked in restricted areas (fire lanes, bus stops, etc.), unregistered vehicles, or vehicles that are parked in violation of parking regulations are subject to being towed without warning at the owner's expense.
6. Students who show a continual disregard for parking and/or driving regulations risk losing the ability to have a vehicle on campus. The dean of student affairs, upon recommendation by the department of public safety, makes this decision.
7. Parking tickets are issued and/or vehicles are booted when they are parked or driven contrary to campus rules. Tickets range from \$15 to \$50, depending on the violations, plus \$35 for boot removal. Fines are billed directly to a student's account. They may be paid at the student accounts office during regular business hours.

Tickets may be appealed in writing to the director of public safety within 72 hours of issue of the ticket. Appeals and questions can be directed to the Office of Public Safety during the following hours: 10:00 A.M. and 4:00 P.M. Tuesdays and Wednesdays.
8. Students with special needs must register with disabilities services in order to receive appropriate accommodations.
9. All visitors and guests are required to register their vehicle at public safety, providing the vehicle's make, color, and license plate number, as well as the host's name and room number. Public safety will issue a temporary parking permit, which must be visibly displayed in the vehicle, and assign a parking lot. Visitors to campus who have their vehicles ticketed or booted must pay cash.

PERSONAL PROPERTY

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

It is the responsibility of each student to safeguard their personal belongings and keep bedroom and apartment doors locked. The vast percentages of property crime on campus are crimes of opportunity. The simple step of keeping doors locked provides enormous protection.

The department of public safety has electric engravers available for loan. It is a good practice to engrave valuable items with the owner's social security number or other identifying marks. Marking of personal property will help in identifying the rightful owner of recovered property.

SKATEBOARDS

The use of skateboards, rollerblades, etc., on any campus roadways or staircases is prohibited, including, but not limited to holding onto or attaching oneself to moving vehicles or motorcycles. "Roadways" in this context are defined as places where non-emergency, public vehicles normally travel; it does not include sidewalks and pedestrian paths. Student operating skateboards or rollerblades on campus are strongly encouraged to wear protective equipment including helmets.

TRESPASS POLICY

In certain situations Hampshire College may serve unwanted individuals with a trespass notice. Violators of a trespass notice are subject to arrest. Public safety officers or other college employees may ask community members or visitors for identification. Failure to comply with such a request may result in disciplinary action up to and including escort from the Hampshire College campus and/or trespass. Students are required to carry their Hampshire College ID cards with them at all times.

USE OF COLLEGE VEHICLES

College vehicles are not available for personal use. "Pool vehicles" are available for college business. Requests to reserve pool vehicles must be made to the switchboard between 9 A.M. – 4 P.M. Monday through Friday by a representative of a college budget unit (e.g. student affairs, house offices, school offices, etc.). All individuals operating college vehicles must complete the defensive driver course, which is offered at least once each semester by OPRA.

OVERVIEW OF THE FLEET VEHICLE SYSTEM ("POOL VEHICLES")

The motor vehicle fleet is managed by the Fleet Vehicle Committee and is overseen by the public safety office. Vehicles included in this fleet include all "pool" vehicles and vehicles assigned to Natural Sciences and Social Sciences. Scheduling is the responsibility of the public safety office. Vehicle maintenance is the responsibility of the facilities management department, and safety inspections are the joint responsibility of the public safety office, the driver and Facilities management department.

All drivers of college owned vehicles, or vehicles driven on College business, are expected to follow the rules established by the Fleet Committee and to abide by all campus regulations and all local, state and federal laws.

Copies of the *Fleet Vehicle Handbook* can be obtained from public safety or student affairs. The handbook is also available at the Public Safety Web site and at the online version of *Non Satis Non Scire* at <http://nsns.hampshire.edu>.

WEAPONS, FIREARMS, AND EXPLOSIVES

All (fake or real) weapons, firearms, and explosives including but not limited to firearms, knives (over 4 inches), swords, bow and arrows, incendiary devices, including fire-crackers are strictly prohibited on campus. BB, pellet, and paint ball guns are also prohibited. All weapons, firearms, and explosives used in plays, theater, etc., must be registered and stored in public safety. These items are not allowed in the dorms/living areas and will be confiscated. Students who bring prohibited or unlawful items onto any Hampshire College properties irrevocably waive all rights and claims to the items. Confiscated items will not be returned.

PURCHASING OFFICE

For more information, call x5612

PROCEDURES FOR OBTAINING PURCHASE ORDERS OFFICES

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

STUDENT/AGENCY GROUPS

Purchase requisitions for student groups are available through the Community Council office and must be submitted in paper form to the director of student development and community leadership for review.

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

Specific information pertaining to what product or service being purchased must be referenced. The purchasing office can provide information regarding products or services.

The purchase order authorizes the expenditure to the vendor. An invoice or statement should be sent to the accounts payable office and must reference the purchase order number.

VENDING MACHINE, WASHER AND DRYER, AND COPY MACHINE REIMBURSEMENTS

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

SODEXHO FOOD SERVICES

For more information, call x5424

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

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

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

MEAL PLAN

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

ENTERING AND EXITING DINING COMMONS

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

DRESS CODES

Everyone entering the dining commons is required to have a shirt and shoes. We also ask that all clothes be clean to ensure proper sanitation.

MEAL PLAN WAIVERS

Waivers from the college meal plan are rarely granted because the college has a variety of housing options available. Students with legitimate medical problems, documented by a physician's letter, should first negotiate with the dining services director to determine if needs can be met. If such arrangements cannot be made, the director of housing operations will discuss apartment living possibilities. Requests for special meal plan consideration should be made to the dining services director as early as possible. Any waivers granted are for one semester only.

SPECIAL PROGRAMS AND EVENTS

For more information, call x 5610

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

Any reservations of space for student events made with special programs will be considered tentative until the Event Service Request form is received. Tentative bookings will be canceled ten days prior to an event without notice. Food and beverages are allowed only in certain spaces; when making reservations refreshments must be noted. Sensitivity to neighboring classes, offices, meetings, and functions should be exercised. All campus events have a 10:30 P.M. sanction, Sunday through Thursday nights; a 1:30 A.M. sanction on Friday and Saturday nights.

STUDENT FINANCIAL SERVICES

STUDENT ACCOUNTS

For more information, call x5484

Questions pertaining to account balances and collections should be directed to student accounts. Payments can be made in person or mailed to this office. All changes in account information (person/persons responsible, address, phone number) should be reported to central records, not student accounts. This is consistent with page 127 under address changes.

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

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

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

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

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

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

AID POLICIES

Students who enroll as dependent students are considered dependent throughout their Hampshire careers. American citizens and permanent resident aliens who did not receive a grant from the college upon their initial enrollment are not eligible to apply until their second year of enrollment. International students who did not receive a grant from the college upon their initial enrollment are not eligible during their Hampshire careers, even if there is a change in circumstance or currency exchange rates.

AID ELIGIBILITY

Students must demonstrate financial need and must be making satisfactory academic progress according to the college's guidelines. Need is the difference between the cost of a Hampshire education and the amount a student and family can reasonably be expected to contribute. The expected family contribution consists of a contribution from the parents, a portion of the student's savings and assets, and a summer earnings' expectation from the student.

The center for academic support and advising (CASA) monitors academic progress on a semester basis. At the beginning of each semester, the advising office provides the financial aid office with the names of those students who are on academic probation. Students maintain aid eligibility while on probation. Normally, students are allowed up to two consecutive semesters of academic probation.

AID APPLICATION PROCESS

Application materials are available each January. Renewal application packets are mailed to students; new applicants may pick up forms from the office. Each year, students (except international students) and parents must complete and submit these forms by the deadline. Remember that the deadline refers to receipt date, not the postmark date. All forms must be signed to be acceptable. These forms are also available on the Web site.

Required by June 1 each year

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

REQUIRED BY JULY 1 EACH YEAR

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

AID AWARDS

Financial aid decisions are mailed in late June each year. Awards are "packaged" to include a student loan recommendation, a work-study opportunity, and grant assistance. You must sign and accept your award and provide whatever materials are required to finalize it if it is listed as tentative. Only official, accepted awards can be credited to your student account. Awards are renewable each year as long as you reapply, demonstrate need,

and are making satisfactory academic progress. The self-help (loan and work) components of your award will increase each year as you progress toward your degree.

STUDENT LOANS

Students are eligible for a student loan even if they are not receiving assistance from the college. Students not awarded but interested in a student loan need to notify this office in writing. Hampshire is participating in the Federal William D. Ford Direct Loan Program that replaces the Federal Stafford Loan Program operating at lenders. After you provide the college with a copy of your SAR and the appropriate tax returns, this office handles all of the paperwork for the loan. Annual loan limits are \$2,625 for first-year students; \$3,500 for second-year; and \$5,500 beginning with the third year.

After all of the loan paperwork is completed, the loan will be disbursed to your student account. First-time borrowers are required to participate in the entrance interview process before their loans can be disbursed. Students are also required to participate in an exit interview session when leaving Hampshire. Student rights, responsibilities, and obligations will be explained during both entrance and exit sessions.

STUDENT EMPLOYMENT

For more information, call x 5727

Only students who have work-study eligibility as part of their financial aid awards are eligible to work on campus. Eligible students can view the master job list, and other job listings online at <http://studentemployment.hampshire.edu> There are a variety of employment opportunities and experiences that will enable students to meet their work-study award eligibility as well as their academic schedule and interests. Students work an average of 10 to 12 hours per week and are paid directly on a biweekly schedule according to the time slips submitted. The wage rate is \$6.75 for all positions. Students may need to utilize some of their work-study earnings to satisfy their tuition bills and have the option to pay directly or sign up for payroll deduction. Student accounts allows students to pay up to \$500 per semester from earnings.

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

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ACADEMIC POLICIES

This policies contained within this section apply only to students entering Hampshire College in the Fall of 2005 or Spring of 2006. Students who entered prior to this date should consult the version of Non Satis Non Scire they received upon matriculation.

ACADEMIC RECORDS

Students' academic files are the responsibility of the central records office. Students have access to their paper files at any time during open office hours; online evaluations are available through TheHub at thehub.hampshire.edu. A picture ID must be presented upon requesting the paper file, which generally contains only outside evaluations such as Community Service, internships, transcripts for study abroad programs, etc. Any of the records may be photocopied on the machine located in the central records office.

DIRECTORY INFORMATION

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

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

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

PRIVACY OF RECORDS

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

Academic.....	Director of central records
Admissions	Dean of academic support and advising/Director of admissions
Disciplinary	Dean of the college
Financial Aid	Director of financial aid

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

- personal files kept by a college staff member if the record is not revealed to others and is kept in the sole possession of the staff member;
- student employment records that relate exclusively to the student in the

capacity as an employee;

- records maintained separately from educational records solely for law enforcement purposes;
- medical records maintained by the college student health clinic;
- parents' financial records.

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

- Hampshire College officials who have a legitimate educational interest in the record;
- officials of another school in which the student seeks or intends to enroll;
- federal, state, and local agencies and authorities as provided under law;
- parents of an eligible student if the student is claimed as a dependent for income tax purposes;
- organizations conducting studies for or on behalf of educational institution, where such studies will not permit personal identification of students or their parents by those other than the representatives of such organizations;
- appropriate parties in a health or safety emergency;
- compliance with a judicial order or lawfully issued subpoena, where reasonable effort has been made to notify the student in advance of compliance;
- other circumstances permitted by the Family Educational Rights & Privacy Act of 1976, as amended.

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

REQUEST FOR AMENDMENT TO EDUCATIONAL RECORDS

If an eligible student believes information contained in his or her educational record is inaccurate, misleading or in violation of the student's privacy the student may request a review of the records and its amendment. If appropriate college officials so decide, the record should be amended within 30 days. If the college decides not to amend a record, the student shall be notified immediately and informed of the right to a hearing. A hearing may not be requested in cases

where the student is disputing a faculty member's judgment of academic work. Such disputes should be taken up in consultation with the appropriate School dean and the dean of the faculty.

WAIVER FORMS

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

THE FILE

Portions of the student's academic file are maintained in the central records office and in the secure, online evaluation system located on the Web site thehub.hampshire.edu. The majority of the file consists of the student and faculty narrative evaluations. Student records may include:

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

TRANSCRIPTS

The Hampshire College transcript includes the following:

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

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

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

The Division I examination evaluation.

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

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

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

REQUESTING A TRANSCRIPT

When a student first anticipates needing a transcript for graduate schools, summer school, transferring, or other reasons, he or she should go to central records, review the file, fill out an official request form, and indicate the addresses to which the transcript must be sent and any deadlines for receipt. The specifics of the request must be reviewed with one of the transcript coordinators

in central records, who will ultimately prepare the document. No transcript can be issued without a student's written permission and signature.

DEADLINES FOR REQUESTING TRANSCRIPTS

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

COST

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

MAINTENANCE OF STUDENT FILES

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

TRANSCRIPTS/GOOD FINANCIAL STANDING

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

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

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

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

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

COURSE REGISTRATION

CLASSIFICATION

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

100 BASIC STUDIES

Hundred-level basic studies courses (including first-year tutorials) are designed to introduce students to the conceptual tools necessary to college work in general and the Hampshire education in particular. Besides providing specific subject content, these courses emphasize individual attention to students' needs and interests, engage them directly in the excitement of

learning, and allow opportunity for close faculty teaching, advising, and evaluation of students' skills and preparation.

200 FOUNDATIONAL COURSES

Two hundred-level foundational courses explore subject matter relevant to work at any division. These can be "skills courses" (Statistics, or Dance Technique); general surveys or introduction-to-the-field courses designed to convey a large body of information (Introduction to Economics); they can be foundational in that they present the combination of skills and concepts that are prerequisite to any further work in the area (Film I or Photo I); or they can be designed to cover a body of central theories or methodologies.

300 ADVANCED COURSES

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

REGISTRATION

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

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

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

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

FIVE COLLEGE COURSES

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

1. Students may preregister for a maximum of two Five College courses. During the registration periods, students may select additional Five College courses. Students may take no more than two courses at Amherst College in any one semester without special approval from the advisor and central records.
2. Off-campus courses do not incur extra tuition charges unless there are special lab fees, music lesson and practice fees, or special materials.
3. The Five College Interchange Application is obtained from central records and must be signed by the advisor and the director of central

records. By signing the card, the student agrees to abide by all the academic regulations of the institution where the course is taught. The card must be returned to central records by the appropriate deadline. Registration policies at the University of Massachusetts may differ slightly. Check with central records for details.

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

INDEPENDENT STUDY

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

JANUARY TERM

January Term (three weeks in duration) at Hampshire offers a unique opportunity to pursue a variety of interests. Students may study a specific subject in depth, take practical courses or workshops, participate in seminars, or work independently on divisional examinations. January Term can also be a time

to study something that doesn't fit into the regular program of study. Important features of January Term are an intensive foreign language program, and study trips abroad.

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

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

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

SPECIAL STUDENTS AND AUDITORS

On occasion, someone from the outside community wishes to enroll in a Hampshire course. Special students are permitted to take one course per term. They are officially enrolled in a course but do not matriculate. A fee of \$600 (subject to change) is paid at the time of registration. A special student who enrolls in a course and fulfills the course requirements will receive a narrative evaluation of his or her work, which the instructor submits to central records. The student may then receive a transcript verifying registration in the course and having a copy of the evaluation attached. No grades are given. Instructors are obligated to provide a written evaluation of students' work, if they have fulfilled the course requirements, unless the director of central records is notified of a change in enrollment status. Auditors may attend a course, but do not participate in class and do not receive evaluations of any kind. No written documentation of an audit will be provided. There is a \$15 fee for auditing.

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

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

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

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

ADVISORS

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

MAJOR ROLES OF THE ADVISOR

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

It is the student's responsibility at the end of each term to schedule an appointment to discuss the academic progress on Advising Days and at the end of each term.

Advisors will be assigned to new students prior to their arrival on campus. Division I students who wish to change academic advisors should contact the dean of academic support and advising. During advanced studies, the Division II or III chair usually serves as the academic advisor, unless a student, by filing a form with the Center for Academic Support and Advising, requests that a different faculty member serve as the academic advisor.

Close student-faculty relationships are a central feature of a Hampshire education. Every student is assigned a first-year advisor to assist with the selection of courses and the planning of the student's academic program. The advisor-advisee connection is strongest when student and faculty member work closely together on common academic projects. Therefore, each student will be assigned an advisor who leads a first-year tutorial in which the student (along with all the other first-year advisees of that advisor) will be enrolled during the first term of study. The first-year tutorial provides an initial basis for the advisor to get to know and assess the advisee's academic progress. Hampshire also involves staff members and advanced students in first-year advising to provide a broader range of models for mentoring and apprenticeship. Spring term entrants are assigned an advisor who is teaching a class in which the students are enrolled as there are no first-year tutorials offered in spring term.

THE ACADEMIC PROGRAM

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

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

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

In Division II they explore their chosen field(s) of emphasis (the concentration)

through an individually designed program of courses, independent work, and internships or field studies. In Division III—advanced studies—students complete a major independent study project centered on a specific topic, question, or idea.

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

DIVISION I

Division I serves two essential purposes. The distribution requirement introduces students to a broad range of subject matter before they choose an area of concentration. Division I also helps students to attain the methodological and critical tools of inquiry necessary for Division II and Division III work including the development of writing skills, methods of quantitative analysis, the capacity for critical inquiry and art making, presentation skills, research skills, and the ability to do self-initiated academic work. The student's advisor will periodically review academic progress during and at the end of each semester of Division I to identify the student's developing areas of strength as well as indications of the need for further study. During each of their first two semesters of enrollment, students must satisfactorily complete four evaluated courses (understood to include independent study and other appropriate evaluated educational activities) distributed as follows:

In the first semester, the student must satisfactorily complete a first-year tutorial, a small 100-level course taught by the student's advisor. By the end of their second semester students must have successfully completed one 100-level course or a specifically designated 200-level course (one of which is the first-year tutorial) in each of the five Schools of the College (Natural Science; Cognitive Science; Social Science; Humanities, Arts, and Cultural Studies; and Interdisciplinary Arts—the distribution requirement). During their first year of enrollment, students must also satisfactorily complete three additional courses drawn from the curriculum offered by any of the Schools of Hampshire College or from the Five Colleges (for a total of eight courses in the first year).

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

FIRST-YEAR STUDENTS WITH AP, IB, OR PRIOR COLLEGE WORK

Students who have completed fewer than 15 Semester or twenty-three quarter credits of college work will be considered Division I students and must meet all distribution and additional course requirements of the Division I curriculum.

First-year students who present Advanced Placement Program (AP) scores of 3, 4, or 5 or International Baccalaureate (IB) scores of 5, 6, or 7 on Higher Level exams may use 200-level courses to fulfill the Division I distribution requirement in the relevant Schools. Placement must be recorded by central records during the add/drop period before it can be used for Division I.

College course work recorded for credit on students' high school transcripts may not be used at Hampshire College.

College courses not recorded for credit on the high school transcript may be considered for use in Division II with the approval of the committee chairperson. These courses may not be used in Division I either for placement into 200-level courses or to satisfy distribution requirements.

COMPLETION OF DIVISION I

During the second semester of enrollment, students are responsible for preparing a Division I portfolio that includes completed course evaluations, representative samples of work, and a self-evaluation that reflects on their studies in Division I. Students meet with their advisor to discuss their academic progress during the academic year. After receiving evaluations for second semester work, and in consideration of the Division I portfolio, the advisor will determine if the student has satisfied all Division I requirements, and (if so) will pass the student's Division I examination. Students who do not satisfy all Division I requirements on the basis of their first two semester's work should consult with their advisor to address the need for further study to ensure the satisfactory completion of Division I.

When Division I is complete, the advisor then prepares a Division I evaluation online based on the Division I portfolio.

When Division I transfer students complete all the Division I course requirements they should notify the Division I coordinator in central records, who will record their Division I pass. Transfer students do not need to write a Division I self-evaluation or submit a Division I portfolio. They will not receive a Division I evaluation.

DIVISION II

Division II is the core of a student's education at Hampshire College. It consists of a concentration of courses and other learning activities, including the multiple cultural perspectives requirement, additional studies as appropriate, and the performance of community service. The Division II final meeting, at which the concentration is passed, completes the process.

The concentration is a program of study adapted to the individual interests and needs of the student. Each student designs and carries out a concentration, with the guidance and supervision of a committee of faculty selected by the student for this purpose. Two Hampshire College faculty must be members of the committee, one of whom serves as chair of the committee. A Five College faculty member or an individual from the surrounding community may occasionally serve as a third member.

Within the limits of the resources of the college, the Five Colleges, and the ability of the student and the student's committee to locate resources for the student, there is great latitude in the design of a concentration. It is essential, however, that a concentration proceeds on the basis of a plan, that it be a coherent body of studies, and that it builds from work at foundational levels to advanced work. Division II is normally a four-semester process, with the portfolio of work submitted to the committee at the conclusion of Division II representing the equivalent of four semesters' worth of work in Division II. The Division II contract must be filed at least three semesters prior to passing the Division II examination.

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

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

At the Division II final meeting, the concentration committee determines whether the Division II has been completed. The type of material to be presented to the committee and the form in which it is to be presented must be determined by the committee well in advance of the date set for the final meeting. When a student has passed the Division II, the committee records a pass online, and files a written evaluation online that becomes part of the student's academic record.

DIVISION II REQUIREMENTS

In addition to carrying out the work defined by the Division II contract, every Hampshire student must also complete two additional academic requirements prior to completing Division II work: multiple cultural perspectives and community service.

MULTIPLE CULTURAL PERSPECTIVES

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

CRITICAL ISSUES

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

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

B. Race in the United States: Study of the history, politics and culture of race in the United States and elsewhere will enable our students to understand better the conditions that underlie discrepancies of power

that often fall along racial lines. Serious academic study of theories and analyses pertaining to "race" offers a more critical approach to students' education. To achieve this goal students must incorporate study of the roles that race and racism play in American culture and society into their Division II.

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

COMMUNITY SERVICE REQUIREMENT

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

Evaluations of community service must be submitted to and recorded by the central records office prior to passing the Division II concentration.

PROCEDURES FOR DIVISION II WORK OVERVIEW

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

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

PROCEDURES

1. The Division II self-evaluation may be filed online when a student has satisfied the Division I requirements, including a retrospective essay

reflecting on Division I work, and a successful review of the Division I portfolio with the faculty advisor. The initial Division II contract is normally filed during the third semester, and no later than the end of add/drop period in the fourth semester of enrollment. Courses taken during the first two semesters of enrollment not used to fulfill Division I requirements may be applied to the Division II as relevant.

2. In consultation with the advisor and the potential members of the concentration committee, the student drafts a Division II contract online. As the form for this contract indicates, the student should state the general goals of the concentration, naming the fields of inquiry, techniques, and skills that the student seeks to understand and develop through the plan of study indicate prior experiences, including those in Division I, which contributed to the choice of the concentration; outline the learning activities that will constitute the plan of study, showing how they relate to its general goals; indicate expectations for assistance and supervision that the student will receive from faculty; and state the ways in which the student intends to demonstrate fulfillment of the Division II. The contract also includes a statement of how the student's work relates to the multiple cultural perspectives requirement (see above).
3. The student should identify appropriate faculty to serve on the Division II committee. The committee must include two Hampshire faculty members. Many committees consist only of these two members, but it is possible to include an advanced Hampshire College student or a Five College faculty as an additional member. Under some circumstances, someone at another institution who is working in the field may be appropriate. Membership on the committee is usually restricted to people who will guide a major portion of the concentration. Others can be asked to submit a written evaluation to the committee that addresses specific parts of a student's work.
4. A member of the Division II committee is designated as the chairperson. The chairperson has the primary responsibility for monitoring the progress of the concentration and overseeing the final meeting.
5. The Division II chair usually serves as the academic advisor, unless a student, by filing a form with the center for academic support and advising, requests that a different faculty member serve as the academic advisor.
6. Students should work on developing their Division II contracts, in consultation with their advisors and relevant faculty members, during their third semester. Towards the end of that semester, but in no case later than three full semesters prior to the completion of their Division II, they should post the contract as ready for faculty signatures and be sure that the members of their Division II committees have signed on. Generally, Division II is seen as a four-semester undertaking, with at least three semesters completed after filing the Division II contract. The portfolio of work submitted to the Division II committee represents the equivalent of four semesters' worth of work in Division II.
7. The initial Division II concentration form may be and usually is amended or rewritten during the period of work on the concentration. The revised concentration form must be signed by all members of the committee.
8. The student is responsible for fulfilling all the commitments detailed in the concentration form, and is expected to submit all of the materials for the final meeting that were specified in the concentration form. These will typically include course evaluations, course work, evaluations for internships and independent studies, research papers and other written work, performances and evaluations of artistic work, the community service evaluation and evidence of fulfillment of the multiple cultural perspectives requirement.

Prior to the final meeting, periodic feedback from the committee chairperson will provide a sense of how the concentration is progressing. Before a final meeting is scheduled, the student should contact the chairperson to verify that all of the materials to be submitted for evaluation as specified by the

concentration form have been made available to each committee member. At that point, the student should arrange the time of the final meeting with each of the members of the committee. Although the format and style of the final meeting varies, it is normally an oral examination of the student's Division II work, which involves a discussion of the central questions addressed in the concentration.

Students are encouraged to include a statement about prospective Division III work as a part of Division II portfolio submitted for evaluation. It is expected that Division III work will normally grow out of Division II work. Since Division III is not the place to acquire knowledge, skills, methodologies, and techniques necessary for independent study, Division III work should be undertaken in a different area of study only in cases in which the student has appropriate other background, which constitutes suitable preparation for advanced work.

9. Community Service evaluations must be recorded by central records and final concentration form revisions must be signed by the committee before the Division II may be passed. All Hampshire faculty committee members must sign the online pass form. The pass date recorded will be the date the last committee member signs the pass online. The committee chairperson will then write a formal evaluation online in accordance with evaluation deadlines.

NOTE: Students who have pursued Division II on an accelerated schedule may request to complete Division II at the end of five semesters of enrollment. To do so, students must complete the application form available at the Center for Academic Support and Advising and secure written support from both Division II committee members. The full application must be submitted to CASA no later than November 1 or April 1 of the student's fifth semester. The granting of such a request would allow the student to begin the Division III at the beginning of the sixth semester. Division III requires at least two full semesters of enrollment.

DIVISION III

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

THE ADVANCED INDEPENDENT STUDY PROJECT

Each student designs, implements, and completes an advanced independent study project dealing with a sophisticated and complex set of questions, concepts, skills, and abilities. The completed project should clearly demonstrate the student's ability to perform advanced work. The culmination of the Division III project -- whether a thesis, portfolio, film, exhibit, recital, performance or committee-approved combination of these -- must be in a form that can be evaluated by committee members.

DIVISION III ADVANCED EDUCATIONAL ACTIVITIES

We expect scholars and artists to move beyond the boundaries of their particular fields of expertise and to participate in the collective activities that help to define and invigorate intellectual life. In a similar way, students are expected to engage in activities concurrent with their Division III independent study project that have the double goal of broadening the scope of their intellectual endeavor and making their more mature skills and viewpoints available to the college at large. All advanced educational activities must demonstrate a serious academic/intellectual approach and engagement at an advanced level. They must indicate semester-long involvement, be evaluated by faculty, and take place in a setting that permits interactions with

other students who are working at an advanced level. Students are required to undertake and successfully complete two advanced educational activities while they are engaged in Division III work. The primary activity must be an advanced level course or supervised teaching activity. The second may be one of the above activities, a supervised internship, or a course of independent study for which the student is properly registered. If the student and committee decide on an internship or independent study, that activity and its rationale must be explained in the Division III contract so that when it is reviewed in the School, the reader understands the reason for the proposal. In all cases, the student's first activity must be an advanced course, or supervised teaching.

Students must receive a grade of C- or better in a course taken at another college or university in order for that course to count as an advanced educational activity. The work for all advanced educational activities must be completed by the end of the Hampshire College examination period. Division III students who enroll in off-campus courses should be aware that formal awarding of the degree will be delayed if confirmation of course completion is not received prior to commencement. Students may not negotiate an incomplete in the final semester for a course used as an advanced activity. Failure to complete any advanced activity; whether advanced course, supervised teaching, internship, or independent study, will result in the study having to complete an advanced course at another institution, pre-approved by the Division III chairperson in a revised contract. The student's graduation date will be delayed until after receipt of a transcript documenting successful completion of the substituted course.

DEFINITIONS

ADVANCED COURSE

An advanced course related to the student's Division III area of study. All Hampshire 300-level courses may be used with the approval of the committee. A 200-level Hampshire course may be used if comments from the committee chair explaining the appropriateness of using that 200-level course are included in the Division III contract at the time of filing. Courses taken at another college or university that are directed at seniors or graduate students may be used with the approval of the committee.

SUPERVISED TEACHING

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

RESPONSIBILITIES OF THE COLLEGE, SCHOOLS, AND FACULTY

THE COLLEGE

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

THE SCHOOLS

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

THE FACULTY

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

PROCEDURES FOR DIVISION III

FILING DIVISION III

To begin work in Division III, each student first forms a Division III committee. The committee must include two Hampshire faculty members, one of whom shall be the chairperson. Many committees consist of only these two members, but it is possible to include an additional member, a Five-College faculty member, or another person with special expertise. A token honorarium is offered to Five College faculty who are members of a Hampshire student's Division III committee.

After forming the committee, the student completes a Division III contract on line and asks committee members to "sign" the contract indicating approval for the proposed program of study.

Since Division III is a two-semester undertaking, the contract must be signed early in the semester preceding the anticipated final semester. Calendars with specific deadline information are available in central records and are included in the college Academic Year Calendar. Division III contracts may be negotiated or submitted while a student is on field study leave. They may not be negotiated or submitted while a student is on leave of absence.

THE PROJECT PROPOSAL

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

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

- the purpose and substantive nature of the project;
- the approach, techniques, and methods to be applied;
- the kinds of resources (e.g., human, bibliographical) and facilities to

be used and their availability;

- the form the final project will take;
- description of two advanced educational activities.

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

A student may file a petition for a waiver of Division III filing deadlines based on the demonstration of extenuating circumstances beyond the student's control as well as the academic soundness and viability of the student's plan of study. The appeal is heard by the college exceptions committee. Materials to request a Division III exception are available in the Center for Academic Support and Advising. The petition process exists only for exceptional circumstances. The Division III counselor in CASA can provide further information about the Division III exceptions procedure.

CONTRACT REVISIONS

When any aspect of the Division III project or advanced educational activities changes, students must complete a contract revision online approved by all members of the committee. Revisions must be submitted by the published deadlines early in the student's final semester of Division III.

PROGRESS REPORTS

Each student must submit a progress report to his or her Division III committee and central records by the published deadlines early in the final semester of Division III. At this time, the student's Division III committee assesses in writing whether the student is progressing satisfactorily toward the completion of the contract. The chairperson is responsible for submitting the committee's assessment of progress to the central records office by the published deadlines.

COMPLETION DATES

Spring terms:

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

Fall terms:

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

- Committee members will decide and the committee chair will communicate to students the date by which completed Division III work must be submitted to committee.
- All final meetings must be held in December by the last day of classes.

All final presentations, including film screenings, gallery shows and theatre productions, must take place by this date. If a final meeting does not take place by this deadline, the student will be placed on a February or March extension for graduation with the corresponding fee. The degree will be voted the following May.

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

FINAL EVALUATION

Both committee members must sign the Division III pass form online by the appropriate deadline. The final evaluation by the Division III committee must address each part of the contract. The committee's recommendation for graduation is presented by the dean of faculty to the faculty, which votes to recommend awarding of degrees.

DIVISION III FIELD STUDY

Division III ordinarily requires that a student be *in residence* at the college for two full semesters. An exception to this policy is available when a student's Division III project involves work in the field during the first semester of Division III. Examples of field work include participating in internships, engaging in field research, or working with arts programs. In such cases, the student may be granted field study leave for the first semester of Division III work. Division III students who pursue field study relevant to the independent project should plan to complete all Division II work and file the Division III contract (or at minimum, a preliminary Division III plan) by the end of the semester prior to the term of field study leave.

All such plans for field study must be written into the Division III contract and approved by the student's Division III committee and the Center for Academic Support and Advising (CASA). In order to plan appropriately, students need to consult with the Division III counselor in the Center for Academic Support and Advising well in advance of the enrollment notification deadline, which is in April or November of the semester prior to the term in which the student plans to be away. Two meetings are required. The first meeting is used for reviewing necessary materials and answering questions about Division III field study. After the student has secured signatures from the Division III chair, the financial aid office and the housing coordinator, the process is completed during a second meeting with the Division III counselor in CASA.

EXTENSIONS FOR DIVISION III WORK

Normally, a student who does not complete Division III work by the projected date will be enrolled as a full-time student for an additional term, with full access to the faculty and facilities of the college. The student and his or her committee must judge how much work remains to be done and how much faculty supervision or other use of the college resources is likely to be required. Students and their Division III committees should discuss the alternatives described and submit the appropriate form to the Center for Academic Support and Advising, requesting one of the following categories:

- 1) If the student needs only a limited amount of faculty time for completion

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

2) If all of the Division III work is complete, except for completion of the final draft or minor revisions, and can be completed away from the college and without faculty supervision, the student pays a graduation fee. This completion deadline is in early September or February of the successive semester. If major revision and/or faculty involvement are required, the student falls into the previous category. Students must meet with the Division III counselor in CASA to discuss requesting any extension deadline.

DIVISION III FUNDING

Students who receive financial aid and who have already expended the funds included in their aid package may apply to the financial aid office for additional funds. Students should not expect the college to meet the expenses of costly Division III projects. Several college programs also offer funding for Division III. Information about applying for these funds is available in the Division III Guide for Students.

AWARDING OF DEGREES

No degree will be awarded until evidence of completion of degree requirements has been received, library books returned, and outstanding bills have been paid.

ALL BUT DIVISION III DEGREE PROGRAM (A B DIVISION III)

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

TRANSFER POLICY

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

To be considered for transfer status, students must have been enrolled at a regionally accredited college or university on a full- or part-time basis and have completed at least 15 transferable semester credits or 23 quarter credits in a variety of academic (liberal arts and sciences) disciplines prior to enrollment at Hampshire. Courses must be comparable in academic demands and disciplines to courses offered at Hampshire, be at least a grade of "C" and not recorded as high-school credit. Students who have completed fewer than 15 semester or 23 quarter credits of college work will be considered first-year students and should refer to the description of the First-Year Program for more information.

Hampshire College will transfer courses completed during high school dual-enrollment programs only if the student's transfer institution has awarded them credit. This policy also applies to Advanced Placement Program (AP) exams with scores of 3, 4, or 5; and International Baccalaureate (IB) Higher Level exams with scores of 5, 6, or 7.

Transfer students' Division I requirements are evaluated prior to matriculation. Students then receive letters to assist with course selection, and inform them whether they are in Division I or Division II, and which first-year requirements have been fulfilled by transfer courses. Transfer students must fulfill any

remaining first-year requirements in their first semester of enrollment at Hampshire. When Division I transfer students complete all the first-year course requirements they should notify the Division I coordinator in central records, who will record their Division I pass. Transfer students do not need to write a Division I retrospective essay or submit a Division I portfolio. They do not receive Division I Portfolio Assessments.

Transfer courses that may be used in Division II are evaluated after matriculation, in consultation with the students' Division II chairperson. Division II transfer students have until the end of the add/drop period in their second semester of enrollment to file a Division II concentration form. At this time, they must also declare which courses were used to satisfy the Division I additional requirements. In certain cases, at the discretion of the Division II committee, transfer students may be asked to undertake additional courses to supplement their prior preparation for Division II work. Regardless of how long they've been in college, students who enter Hampshire with more than one distribution to complete are considered Div I entrants.

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

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

EVALUATION DEADLINES

Criteria for evaluation are established at the beginning of any learning activity, including courses, independent studies, field studies, teaching assistantships, and other educational activities between instructor and student. Internships, field studies, and community service activities are evaluated by non-Hampshire supervisors and must be submitted to the student's file in central records. Such activities must be approved in advance by the student's Division II or III chair to be included in the student's divisional work. There shall be some form of regular exchange between the instructor and the student during the activity concerning the student's progress, and some form of final evaluation. The instructor prepares a written final evaluation of the student's work if student requests it and has completed the course requirement.

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

COURSES

Faculty indicate whether students will be receiving evaluations, no evaluations or incompletes by the end of each semester. Course evaluations are due according to the following schedule:

Fall Term: All course evaluations for Division I students are due by January 15. Evaluations for all other students are due by January 25.

January Term: All course evaluations for Division I students are due by February 3. Evaluations for all other students are due by February 10.

Spring Term: All course evaluations for Division I students are due by May 30. Evaluations for all other students are due by June 15.

Incomplete courses: If an incomplete is granted, up to one term of active enrollment is allowed for incomplete work to be completed. The evaluation is then due by that semester's course evaluation deadline. If the work is not submitted within one term of active enrollment, the incomplete will be changed to no evaluation in the student's transcript.

DIVISIONAL EVALUATIONS

Division I: For Division I's passed during a fall term are due January 15. For those passed during a spring term, evaluations are due May 30.

Division II: Division II's passed before the end of the December exam period must be evaluated no later than January 25. Division II's passed before the end of the May exam period must be evaluated no later than June 15.

Division III: Division III evaluations are due one week after the deadline for passing Division III in any given semester. No student can formally be awarded the degree unless all Division III evaluations have been filed.

GUIDELINES FOR ACADEMIC PROGRESS

ACADEMIC GOOD STANDING

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

To be in good academic standing Division I students must satisfactorily complete all required educational activities. Students who complete fewer than four courses in either of the first two terms will be placed on academic contract, and will be expected to address the deficiencies to return to good standing in the subsequent term. In Division I students completing fewer than three courses in a term or those remaining in poor standing for two consecutive semesters are subject to academic withdrawal. For Division II and Division III students, good standing will be determined at the end of each semester by the advisor (usually the committee chair). Students must meet with their advisors prior to the end of each term so that determination of progress can be made. Students who are not in good academic standing may be put on academic probation by the Center for Academic Support and Advising.

For Division II and Division III students, good standing will be determined at the end of each semester by the advisor (usually the committee chair). Students must meet with their advisors prior to the end of each term so that determination of progress can be made. Students who are not in good academic standing may be put on academic probation by the Center for Academic Support and Advising.

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

The maximum time that a student may take to complete the bachelor's degree work is five years of full-time enrollment.

INSUFFICIENT ACADEMIC PROGRESS

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

Students who return from withdrawn status are sometimes placed on contract as

part of the readmission decision. This information will be provided to advisors.

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

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

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

GUIDELINES FOR GRADUATION IN FOUR YEARS

The academic program at Hampshire College is a negotiated education; each student will work out a plan of study for graduation in four years with his or her advisor. The following guidelines are intended to encourage early and frequent discussions between students and advisors concerning the student's academic progress:

- Completion of the Division I course requirements by the end of the second term.
- Passing Division I before the beginning of the third term.
- Filing of the Division II contract by the beginning of the fourth term.
- Passing Division II by the end of the sixth term.
- Filing of the Division III contract at the beginning of the seventh term.
- Passing Division III by the end of the eighth term.

It is important to note that students have a maximum of ten semesters in which to complete all degree requirements.

FILING DATES AND DEADLINES FOR DIVISION II AND III

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

NOTIFICATION OF PARENTS OF ACADEMIC CONTRACT/ACADEMIC DISMISSAL

Under Massachusetts law, the age of majority is 18 and carries full adult rights and responsibilities. The college communicates directly with students in matters concerning academic progress. It is the policy of the college to notify both the student and the parents of a dependent student in writing when an academic contract goes into effect and of dismissal from the college. In communicating with parents concerning other matters, it is normal college policy to respect the privacy of the student and not to disclose information from student educational records without the prior consent of the student.

FIELD STUDY AND LEAVES FROM FULL-TIME ENROLLMENT

A leave of absence is when a student temporarily suspends enrollment at the college for a semester, all students taking a field study away from Hampshire College of a leave from full-time enrollment must file forms with the Center for Academic Support and Advising (CASA) by the enrollment notification deadline. The enrollment notification deadline is listed each year in the online academic calendar and with tuition information on the student financial services Web site. It is also advertised by CASA. All forms must be submitted by that

date. This is an absolute deadline; by being late even by one day, a \$500 late enrollment notification fee is assessed.

LEAVE OF ABSENCE

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

Note: A leave of absence is not an active enrollment status, regardless of the nature of activities pursued. A leave of absence tends to be more productive once the student has completed Division I and has chosen the area of his or her Division II concentration. Generally, Division II is a four-semester undertaking, with at least three of those semesters filed in the concentration. Full enrollment is required after the filing of a Division III contract.

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

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

PROCEDURE FOR FILING FOR LEAVE OF ABSENCE

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

Students taking a leave of absence are responsible for communicating with the student affairs office regarding their plans for the following term. Students should refer to online forms and information on the Hampshire College Intranet under "RALPH'S." If student affairs is not contacted, that office will send forms and information to students on leave of absence, requesting this information, during the second month of the semester of leave of absence. Students taking a leave of absence are responsible for providing reliable contact information on their leave of absence form. If the student affairs office or the Center for Academic Support and Advising are not notified of the student's plans for the term following the term of leave by the beginning of that term, he or she will be administratively withdrawn.

DEADLINES AND FEES

A \$500 late enrollment notification fee is assessed if leave forms are not turned into Center for Academic Support and Advising by the enrollment notification deadline. The enrollment notification deadline is listed each year in the online academic calendar and with tuition information on the Student financial services Web site. It is also advertised by the Center for Academic Support and Advising. If plans are not definite or if a signature is missing, the form should be submitted by the deadline and an appointment should be made for the following week.

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

DIVISION III LEAVES

All Division III leaves require special approval. Division III students must meet the college requirement of a two terms of enrollment in Division III and must plan their leaves accordingly. Occasionally, a Division III student may plan a leave in the middle of two enrolled semesters. Consultation with a member of the Center for Academic Support and Advising must be take place well in advance of college deadlines in order to plan appropriately. Students planning to go on leave in Division III must file a leave application with a preliminary Division III plan. See Division III leave policy in the section on Division III.

FIELD STUDY

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

A student on field study generally is supervised by an appropriate person at the field study site. The student is entitled to a limited amount of supervision by a Hampshire College faculty member. A semester of field study is considered a semester of enrollment for the purpose of academic standing (see section on Guidelines for Academic Progress).

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

Students on field study during the fall semester may not enroll in January term courses unless they receive special permission from the dean of academic support and advising. Field Study students who obtain this permission must live on-campus and pay the fees for tuition and room as listed in the fee brochure distributed by student financial services and with the tuition information on the student financial services Web site.

APPEAL PROCESS

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

FEE

The fee for a field study is one third of the semester tuition for students in residence.

STATUS

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

bearing the college seal.

FINANCIAL AID

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

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

No financial aid awards will be announced until after the enrollment deadline, and no requests for aid will be considered unless the Center for Academic Support and Advising has on file statements from the student's faculty supervisor and academic advisor verifying the above requirements and supplying evidence that work toward the Division II or III has been completed.

Upon return from field study, the student will need to contact CASA within the first month of the semester so that his or her field study loan can be converted to a grant. The student needs to show evidence that the objectives of the field study have been met. This documentation is supplied by the field supervisor or committee chair. Applications for field study financial aid are available in the financial aid office.

PROCEDURES FOR FILING FOR FIELD STUDY

The process for filing for field study should begin about six weeks into the term preceding the field study. The Center for Academic Support and Advising staff is available to answer questions about the differences between the enrollment options; the Career Options Resource Center has information about internships. The international studies office has information regarding opportunities abroad.

1. Field study forms are available from the Center for Academic Support and Advising. The Summary of Academic Program form should be filled out first; this becomes a part of the central records file and is useful in discussions about field study plans.
2. A meeting with the advisor and with the faculty member (i.e., faculty supervisor) who will be supervising the work during the leave should occur at an early stage. This must be followed by a meeting with one of the deans in the Center for Academic Support and Advising.
3. After the project has been planned, it must be put in written form. A copy of the Division II concentration statement or a preliminary Division III plan (see below) should be attached. A written agreement between the student and the faculty supervisor outlining the obligations each is willing to undertake is an important part of the form. A statement about how and when the work will be evaluated should also be included.
4. Filing for field study requires the signature of the following people: academic advisor, supervising faculty member, the housing coordinator, the director of financial aid (for financial aid students), and finally, a member of the Center for Academic Support and Advising staff.
5. A \$500 late enrollment notification fee is assessed if field study forms are not turned into CASA by the enrollment notification deadline. The enrollment notification deadline is listed each year in the online academic calendar and with tuition information on the student financial services Web site. It is also advertised by the Center for Academic Support and Advising. If plans are not definite or if a signature is missing, the form should still be submitted by the deadline and an appointment made with a member of the Center for Academic Support and Advising the

following week. Occasionally a student will find that his or her plans cannot be finalized until later in the term or during the summer. The student should file a preliminary field study form by the deadline and meet with a member of CASA in order to discuss the situation.

6. Any field study for which final approval has not been received may be canceled.
7. A student may not change status from leave of absence to field study unless arrangements have been made with the Center for Academic Support and Advising before the beginning of the field study.

Students taking a field study are responsible for communicating with the student affairs office regarding their plans for the following term. Students should refer to online forms and information on the Hampshire College Intranet under "RALPH'S." If student affairs is not contacted, that office will send forms and information to students on field study, requesting this information, during the second month of the semester of field study. Students taking a field study are responsible for providing reliable contact information on their field study form. If the student affairs office or the Center for Academic Support and Advising are not notified of the student's plans for the term following the term of leave by the beginning of that term, he or she will be administratively withdrawn.

MEDICAL LEAVE

A medical leave is a leave of absence from the college that is granted to students who are unable to continue their enrollment because of physical or psychological conditions. Students seeking a medical leave must **contact health services** (x5458) to obtain verification of their need to leave the college. All medical leaves are processed through health services and the student affairs office. Students seeking a medical leave must fill out a medical leave declaration, which lists the terms of the medical leave.

In cases where a student's behavior is determined to be significantly dangerous to self or others (e.g., psychotic episode, serious suicide attempt), the student may be placed on medical leave by the director of mental health. In cases when the college determines that a psychological or emotional problem would interfere with the student's academic work, or behavior which results from a psychological or emotional problem has become disruptive to the academic or social environment, the student will be strongly encouraged to go on medical leave in order to have the opportunity to address these problems. Behavior that is sufficiently disruptive to the college may result in the student being placed on disciplinary suspension.

TUITION, ROOM, AND BOARD REFUNDS

Tuition refund is based on a *separation date* as determined by the appropriate health services professional and this date must be within one week of the student physically leaving the college. Refunds are then granted according to the schedule that is in the fee brochure distributed by student financial services and listed with tuition information on the student financial services Web site. Refund of room and board fees are prorated according to the date a student physically leaves the college and vacates his or her on-campus room. (Note: This date is usually a few days later than the "separation date.") No room and board fees are refunded after the last date by which partial tuition refunds may be granted.

VACATING STUDENT ROOMS

Students who go on medical leave must vacate their on-campus rooms **within 72 hours of the change of status**. The "change of status" is not the "separation date," but rather the date that health services or student affairs personnel confirm that a medical leave will take place. All residential keys must be returned to the appropriate house office upon a student's departure. Failure to comply with this policy may result in significant additional charges commensurate to the amount of time a student has taken to vacate their room or make arrangements with the house office to have articles moved to

storage.

RELATION OF MEDICAL LEAVES TO ACADEMIC WORK

Students placed on medical leave do not have the option of completing the semester's academic work, and any outstanding work would be evaluated upon returning to Hampshire College. Students placed on medical leave within the last two weeks of the semester, however, may request an exception to this policy. Students may submit to the dean of the Center for Academic Support and Advising, a proposal (one page) describing a plan to complete work on time. If the exception is granted, the work will be evaluated and the current semester counted as a semester of enrollment.

DURATION OF MEDICAL LEAVES

Students placed on medical leaves are assumed to be on leave for at least two full semesters. (Students on medical leave due to physical reasons, however, may return sooner). Students who are placed on medical leave for psychological reasons may only reenter through the readmissions process and are required to demonstrate to the readmissions committee that, during that time away, they have successfully engaged in counseling directed at issues underlying their behavior. (Refer to Readmission Policy below.) Students who remain on medical leave beyond two semesters should contact student affairs in writing to indicate their intention to stay on medical leave and eventually return. Students on medical leave who fail to notify the college of their intentions after two semesters of medical leave will be administratively withdrawn from the college.

STUDENTS EXTENDING LEAVE OF ABSENCE OR FIELD STUDY

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

RETURNING FROM LEAVE OF ABSENCE OR FIELD STUDY

In order to preregister for courses or participate in the on-campus room choosing lottery process, The student must notify the student affairs office of his or her intention to return by the November and April due dates. Students on leave who plan to return to the college the following semester must notify student affairs office in writing. Students should refer to online forms and information on the Hampshire College Intranet under "RALPH'S." Students who do not contact student affairs are sent paper forms (in March to students on spring term leave and in October to students on fall term leave). Record of experience forms are also posted online or sent to students on leave. Any student who wishes his or her leave activities to remain confidential may indicate this on the form. If student affairs has not been provided with the student's current contact information or that information has not been listed on the student's original enrollment form, these forms will be sent to the permanent home address. Arrangements should be made with parents or guardian to have mail forwarded while away.

RETURNING FROM MEDICAL (PHYSICAL) LEAVE

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

RETURNING FROM MEDICAL (PSYCHOLOGICAL) LEAVE

See section on Readmission below.

LEAVES AND WITHDRAWALS DURING THE SEMESTER

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

VACATING STUDENT ROOMS

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

WITHDRAWING FROM THE COLLEGE

VOLUNTARY WITHDRAWAL

If a student decides not to remain at Hampshire or if personal circumstances affect a student's ability to continue at the college, several offices (CASA, student affairs, health services, financial aid) are available for assistance. Often there are alternatives; however, if withdrawing from the college is appropriate, or the withdrawal is required, the student should complete the withdrawal form from the Center for Academic Support and Advising, obtain signatures from the advisor, the housing coordinator and the director of financial aid, and meet with a member of the Center for Academic Support and Advising. The withdrawal form must be returned to CASA by the enrollment notification deadline. The enrollment notification deadline is listed each year in the online academic calendar and with tuition information on the Student Financial Services Web site. It is also advertised by the Center for Academic Support and Advising. There is a \$500 late enrollment notification fee for voluntary withdrawals processed after the deadline. (See the above section for withdrawals during the semester). Students who are withdrawing should make sure their academic files are in order in the office of central records before they leave campus. Note that financial aid eligibility may be affected by withdrawal.

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

ACADEMIC WITHDRAWAL

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

ADMINISTRATIVE WITHDRAWAL

Students on leave of absence or field study who do not intend to return should contact the student affairs office to request that their status be listed as voluntary

withdrawal. If a student on leave or field study fails to notify the college of his or her intention for the following term by the beginning of that term, he or she will be administratively withdrawn.

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

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

Students are reminded to complete their enrollment registration at the beginning of each term. Enrollment registration, "E-Check-In", is done online at <http://thehub.hampshire.edu> by clicking on "Enrollment Registration." If a student is unable to check-in because of an academic, financial or other form of hold, he or she must have that hold cleared and complete check-in by the end of the first week of classes. Failure to complete a check-in will result in an administrative withdrawal.

DISCIPLINARY WITHDRAWAL

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

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

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

FINANCIAL WITHDRAWAL

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

ACCOUNTS IN GOOD STANDING

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

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

ACCOUNTS NOT IN GOOD STANDING

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

1. Suspension of check use and charging privileges including, but not limited to, the campus store and textbook store;

2. Denial of requests for copies of academic records;
3. Denial of requests to participate in multi-payment plans in future terms;
4. Withholding of diploma and classification as a graduate;
5. Financial withdrawal for nonpayment.

MEDICAL WITHDRAWAL

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

READMISSION POLICY

Students seeking readmission to the college are required to submit an application to the Center for Academic Support and Advising (CASA) that includes a statement of their activities while away from the college and a proposed plan of study if readmitted. Students who have enrolled in another college or taken courses elsewhere must submit transcripts of that work. These materials, as well as the central records file, are reviewed by the readmissions committee. The committee may also consult with faculty including former advisors and faculty working in the area of the student's interests concerning the advisability of readmitting the student. Former students considering applying for readmission to Hampshire College may contact CASA.

Students who are applying for readmission must do so no later than December 1 for readmission for the spring term and May 1 for readmission for the fall term. Readmission materials are submitted to CASA. A processing fee of \$50 is required. Students seeking readmission who have been away from Hampshire for a minimum of four years will follow the academic policies and deadlines in effect at the time of readmission. The Center for Academic Support and Advising will provide current policies and deadlines upon request.

Students applying for financial aid must meet the college deadlines for consideration and should contact the student financial services directly. Students applying for financial aid should note that there are limitations for aid eligibility for readmitted students and should contact the financial aid office early in the process. These deadlines may be earlier than those required by the readmissions committee. Foreign students should also contact central records to discuss visa status and enrollment limitations.

All students must submit a reapplication package. The materials will be reviewed on a case-by-case basis by the readmissions committee. Submitted materials are reviewed and evaluated by the readmissions committee before a final decision is made. Applicants for readmission should be aware that, regardless of the original or predominant reason for withdrawal, all issues that pertain to the student's ability to function at Hampshire may be addressed in determining suitability for readmission.

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

The staff of the Center for Academic Support and Advising are available to answer any questions about readmission.

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

A student who has been asked to leave for academic, administrative, disciplinary,

financial, or medical reasons may apply for readmission through CASA if he or she meets the following requirements:

ACADEMIC

Applicants must provide documentation of completion of all academic work stipulated in the academic withdrawal letter and submit a proposed plan of study if readmitted.

ADMINISTRATIVE

A student who is administratively withdrawn from the college because he or she has not informed the college of his or her plans must submit information concerning any academic activities while on leave as part of the application.

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

DISCIPLINARY SUSPENSION

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

FINANCIAL

Students who have been financially withdrawn from the college because of an unpaid bill will not be considered for readmission until the student accounts office has notified CASA that the student's account has been paid in full.

MEDICAL (PSYCHOLOGICAL REASONS)

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

ETHICS OF SCHOLARSHIP

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

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

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

values of the academic community.

PLAGIARISM

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

FALSE CITATION

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

FALSE DATA

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

INTENTIONAL POOR DOCUMENTATION

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

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

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

PAPERS WRITTEN BY OTHERS

Presenting papers or sections of papers (including web sites) bought, borrowed or stolen from others as one's own is the most blatant form of plagiarism. There is no conceivable excuse for this behavior, including ignorance.

UNACKNOWLEDGED MULTIPLE AUTHORS OR COLLABORATION

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

UNACKNOWLEDGED MULTIPLE SUBMISSION

Using the same paper or portions thereof for several purposes without prior approval (for example, a course at another college and a Division I examination paper, publication in several scholarly journals, or submission to several classes) is generally considered to be illegitimate. However, such multiple submission is entirely acceptable if that borrowing is agreed to by

the parties involved. It is, in fact, encouraged at Hampshire College when students want to pursue an idea further or when they have undertaken work well beyond that required for the original purpose of the paper or presentation.

ACADEMIC DISHONESTY: PROCEDURES FOR DEALING WITH VIOLATIONS

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

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

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

STUDENT COMPUTING ACCEPTABLE USE POLICY

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

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

Accounts to college resources, including e-mail, are issued to all students at time of enrollment and remain in effect as long as the student maintains a relationship with the college. These accounts are for the sole use of the student to whom they are issued. Accounts are not transferable. Students are responsible for choosing secure passwords and maintaining password confidentiality. Students are also responsible for checking their college e-mail accounts regularly as all official college correspondence via e-mail is sent to these accounts only. The college is not responsible for setting up, using, or forwarding e-mail to any other account. Students may retain e-mail accounts in perpetuity as alums in accordance with the college's e-mail policy.

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

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

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

Guidelines regarding plagiarism and academic integrity apply to course work completed on computers, network and web resources just as they do with any other type of course work. Students should be aware of and abide by all applicable copyright laws and licenses.

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ABOUT THIS SECTION

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

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

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

GOVERNANCE

STUDENT TRUSTEE AND ALTERNATE OF THE BOARD OF TRUSTEES

According to the bylaws, the trustees have general supervision and control over the property and affairs of the college. They formulate and oversee educational and fiscal policy; appoint officers and set the terms of their employment; make rules to ensure the good government of the college; fix tuition and other fees; and confer all honors and degrees. There are currently 24 members of the board of trustees, including one member of the faculty and one student. The president of the college is also a member of the board. The board also provides for a nonvoting student trustee alternate.

The student trustee and the trustee alternate are expected to attend and to participate in four meetings per year of the board of trustees: three at Hampshire College (usually on Friday), in October, May and June; and one off-campus in January.

Student trustees are also expected to attend and to participate in meetings of various committees of the board. In addition to presenting students’ concerns and viewpoints to the board, the student trustee and student trustee alternate are expected to report back to his/her constituencies, formally and informally, on the matters taken up by the trustees.

A student candidate must have been enrolled for one full academic year, or be a transfer student who has completed one academic year elsewhere as well as one semester at Hampshire, and must be in good academic standing. The student trustee alternate must make a two-year commitment, so candidates must plan to be on campus for two years; students planning to go on field study or leave are not eligible. An incumbent is not eligible for reelection except where the incumbent filled an unexpired term. The student trustee alternate must be a nonvoting member of the board for the first year of service, and will automatically become the voting student trustee for the second year.

STUDENT REPRESENTATIVES TO COMMITTEES OF THE BOARD OF TRUSTEES

The Board of Trustees of Hampshire College currently is made up of 24 members. Due to the large volume of business required of the board, much of

the work and detailed discussion is delegated to various committees of the board. Most committees include, besides trustees, an elected student representative, an elected staff representative, and an elected faculty representative.

They discuss concerns and proposals that fall within their area of responsibility, and they make recommendations to the full board of trustees about action to be taken. In general, they meet for one to two hours, three or four times a year. Occasionally committees convene in between regularly scheduled board sessions.

Any student who has been fully enrolled for at least two semesters, who is in good academic standing, and who will make a one-year commitment is eligible. Incumbents are eligible to run for a second term. Students planning to go on leave or field study are not eligible.

CURRENT COMMITTEES OF THE BOARD OF TRUSTEES:

- Admissions Committee: reviews and discusses admissions strategies and procedures
- Buildings and Grounds Committee: considers policies affecting the physical plant, land use, construction, etc.
- Campus Life Committee: considers policies affecting nonacademic aspects of student and community life
- Educational Policy Committee: considers policies and trustee actions bearing on the faculty and the academic program
- Finance Committee: oversees the financial affairs of the college, i.e., budgets, cash flow, etc. This representative will also serve as ex officio member of CHOIR (Committee at Hampshire on Investment Responsibility.)
- Subcommittee on Investment Responsibility (CHOIR): reviews the college’s investments and, as necessary, recommends changes, in accordance with established guidelines
- Resources Committee: reviews the progress of fund-raising, alumni affairs, and development strategies
- For more information about student participation on Trustees committees or becoming a student Trustee, inquire in the office of the secretary of the college, x 5780

INVESTMENT PRACTICES OF THE COLLEGE

The board of trustees of Hampshire College follows a policy designed to ensure that the college’s funds are invested in socially responsible companies. The policy was developed by CHOIR (Committee on Hampshire Investment Responsibility), a sub-committee of the board’s Finance Committee consisting of trustees, faculty, students and staff. Because students have asked that the college review its investment policy, it is posted online for the convenience of those interested. Visit the Governance section of the Hampshire College Intranet for more information.

COMMUNITY COUNCIL

Community Council is responsible for the quality of life on campus and the well-being of the college community. Community Council allocates funds from the student activities fee, which each Hampshire student pays. These fees fund various student groups, campus activities and house programs as well as community wide expenditures including the PVTa bus service fee and the Fine Arts Center fee. Community Council has one member from the administration, two members from the staff, two members of the professional house staff, two members of the faculty, one student member from each house, one off-campus student member, and 13 members from the student body at-large. The dean of student affairs also sits on council but does not vote. Each member is elected by their respective constituencies or, in the case of student at-large members, by the student body at-large. Elections are held at the beginning of each semester or when there are seats available. Council meetings are open to the public and meet

every other Tuesday during governance time. To learn more call the office at x 3153, Email at ccouncil@hampshire.edu, or visit the Web site at <http://council.hampshire.edu/>

FINANCIAL COMMITTEE (“FICOM”)

The Financial Committee is the sub-committee of Community Council that is responsible for the distribution of the student activities fee. FiCom funds groups, their non-permanent items and their events on a semesterly basis. To be on the agenda, a written request must be submitted to the box outside of the Council office door one week in advance. FiCom is entirely student run and has both elected officers and at large members. FiCom's bylaws are available at the Community Council Web site.

COMMITTEE ON COMMUNITY ACTIVITIES-COCA

COCA is a subcommittee of Community Council that plans large scale events that are open to the Hampshire community. They receive significant funding from FiCom, the finance committee of Community Council. COCA funds and organizes Hampshire Halloween in the Fall and Spring Jam as well as co-sponsoring many other events. COCA is entirely student run and anyone can join. Attend three meetings and you are a voting member. The COCA Public Address system is available for anyone to use and can be reserved. For more info write to coca@hampshire.edu.

COMMITTEE ON COMMUNITY DEVELOPMENT-COCD

COCD is a subcommittee of Community Council that addresses issues of community space, resources and services at Hampshire. Past projects include initiating the Airport Lounge project, renovating the Upper RCC and Tavern, and supporting the renovation of the Cultural Center, Women's Center, and QCA. They receive significant funding from FiCom, the finance committee of community council. COCD is entirely student run and anyone can join. COCD provides grant funding for large-scale student initiated projects which address student space and student services needs. Immediate funding is also available to student groups to purchase small equipment items or improve space necessary for operation.

ALL COMMUNITY MEETINGS

At least once each semester, Community Council coordinates and facilitates a meeting of all members of the campus community. This is an opportunity for students, staff, and faculty to come together to address concerns, proposals, or to ask questions related to current campus issues. Community Council solicits suggestions for the agenda from community members prior to each meeting. For more information and meeting dates inquire in the Community Council office. Additional all-community meetings may be called by the president or the dean of the college.

EDUCATIONAL POLICY COUNCIL (EPC)

This board is responsible for the many academic aspects of the college. Student members are elected to the board. EPC is comprised of three faculty from each of the larger schools (NS, SS, and HACU) and two faculty from CS and IA. Each School also has a student representative to EPC. There are two staff members. Discussions regarding any educational policy change happen in EPC and then are forwarded on to the faculty for final approval. Meetings are open to all: 3:30 P.M., Tuesdays (except first Tuesday of the month), Faculty/Staff Lounge. For more information contact EPC Secretary Linda Mollison at x 5543 or lmollison@hampshire.edu.

JUDICIAL COUNCIL

Three students are elected members of this board which hears and decides on matters involving interpretation of the constitution or any rule of the college. For more information inquire in the dean of faculty office.

SCHOOL MEMBERSHIP

Hampshire's schools have involved students in School meetings and committees since the first year of the college. Student membership is welcomed and valued. As a school member students represent their own and other students' concerns in the forum of the school meetings. Students are eligible to participate in discussions and decision making processes which constitute the business of school meetings. Students may also be responsible for reading reappointment files and deciding on faculty reappointments and promotions. In addition, students may serve on other committees as a student representative (searches, all college committees, etc.) For more information inquire in the school offices.

STUDENT MEMBERSHIP IN THE SCHOOL OF COGNITIVE SCIENCE

Student members in the School of Cognitive Science are full voting members and are responsible for attending School meetings, serving on school and college committees, and in general, contributing to the functioning of the school. Any fully enrolled Hampshire student who does not currently hold a School membership in another School is eligible. School meetings are scheduled on Thursdays at 3:30 P.M. in Adele Simmons Hall. For information about application procedures, call or visit the school office.

STUDENT MEMBERSHIP IN THE SCHOOL OF HUMANITIES, ARTS AND CULTURAL STUDIES

To apply for membership in the School of Humanities, Arts and Cultural Studies a student must have passed the HACU Division I and preferably have filed Division II in Humanities, Arts and Cultural Studies. Students are required to submit a short paragraph stating why they would like to become a student member of the School. This letter must include the student's area of concentration, campus box number, and campus phone extension. The School tries to balance the number of student members in the arts with those in the humanities. Mail application letter to the assistant to the dean, box HA by the third week in September. The school as a whole will vote on student applications at a school meeting. Students have a single vote on all matters requiring a vote. A community service evaluation is available for those who serve as student members. School meetings take place Thursdays at 3:30 P.M. in Emily Dickinson Hall.

STUDENT MEMBERSHIP IN THE SCHOOL OF INTERDISCIPLINARY ARTS

The five student members in the School of Interdisciplinary Arts are full voting members and are responsible for attending the School meetings, serving on School and college committees, and, in general, contributing to the functioning of the School. Any fully enrolled Hampshire student who does not hold a school membership in another school is eligible. School meetings are scheduled on Thursdays at 3:30 P.M. in the Writing Center. For information about application procedures, call or visit the school office.

STUDENT MEMBERSHIP IN THE SCHOOL OF NATURAL SCIENCE

School meetings are held every Monday of each semester from noon to 1:20 P.M. in Cole Science Center, room 114. All students who attend School meetings on a regular basis are considered members of the School and are eligible to

participate in all discussions and decision making processes. Decisions are made by consensus. Student participation on committees is encouraged.

STUDENT MEMBERSHIP IN THE SCHOOL OF SOCIAL SCIENCE

The School of Social Science has an active student membership, a portion of which is renewed each term. Student members select from among themselves a group of six or seven voting members to vote on faculty hiring, promotions, and reappointment. Social Science meets about twice a month on Thursdays at 3:30 P.M. in FPH. For information about application procedures, call or visit the school office.

STUDENT INVOLVEMENT IN THE REAPPOINTMENT OF FACULTY

Students have always been considered an integral part of college decision making. The high regard that the community has for student judgment and perception is clearly reflected in the fact that students participate in the decisions regarding faculty reappointments and promotions. This participation takes two forms:

1. Students are strongly encouraged to submit letters to the files of faculty members who are up for reappointment. A list of such faculty members is printed in the school newspaper in the fall, with information as to where material may be sent. Student letters are most helpful when they describe in some detail the ways in which the student has worked with the faculty member, and an evaluation of the learning experience. It is not necessary for students to conclude with a recommendation for or against reappointment or promotion. Many factors are considered in the final judgment. A procedure established in spring 1979 allows students to submit confidential information to a faculty committee established in each of the Schools. A summary of the content and context of the student's information is placed by the committee in the candidate's open reappointment file. The name of the student is withheld.
2. Student members of all Schools participate in the reappointment process at that level. In addition, students are members of the Hampshire College Committee on Faculty Reappointments and Promotions (CCFRAP). CCFRAP makes recommendations on faculty reappointments and promotions to the president. Two students, elected early in the fall semester, (must be voting members of a School) are members for a one-year term.

STUDENT AFFAIRS COMMITTEES AND TASK FORCES

The division of student affairs offers many opportunities for student involvement on various committees and task forces related to student life issues. Students are members of search committees for student affairs staff. Recent committees in which students participated included searches for public safety officers, and residential life house directors. Students are also members of student affairs task forces. Recent task forces have included the New Student Residence Task Force. For more information about student opportunities on student affairs committees and task forces inquire in the student affairs office.

Students take part in the Community Review Board (CRB) which is the community based judicial board comprised of three students, two faculty and one staff member.

See Community Standards and Policies section for information relating to the selection of CRB members.

HOUSING ADVISORY COMMITTEE (HAC)

HAC is a committee of students and staff that meet on an ad hoc basis to review and make recommendations relating to housing policy and room choosing procedures. HAC meetings are seasonal. When they meet, they are Thursdays at 3:00 in the Merrill House Living Room. Meetings are open to all Hampshire College community members. HAC is always seeking more student involvement. For more information contact HAC chair, Linda Mollison at lmollison@hampshire.edu or x5543. Linda Mollison is the Director of Housing Operations. When HAC is meeting, those unable to attend can join the discussion on the ResLife discussion board at <http://discussion.hampshire.edu>

BUDGET & PRIORITIES COMMITTEE

The Budget and Priorities committee meets weekly to discuss budget priorities for the college on a macroscopic level. It is chaired by the vice president and dean of faculty Aaron Berman and contains one student as well as staff and faculty deans. These are closed meetings. The student representative is elected and is listed on the Governance Web site. Contact the Dean of Faculty office for information.

CAMPUS PLANNING COMMITTEES

Students are strongly encouraged to participate in campus planning and in the long term planning for the future of Hampshire College. The campus planning office maintains a Web site which provides up-to-date information about various committees, current memberships and projects related to College planning and the Sustainable Campus Plan. All planning committees involve students and a broad range of faculty and staff. For more information, visit the Campus Planning Web site at <http://www.hampshire.edu/cms/index.php?id=194>

CAMPUS PLANNING COMMITTEE

The Campus Planning Committee reviews, advises and recommends for approval facility and land use projects related to the core of the campus. Its recent efforts have been directed toward projects associated with the Facilities Refurbish and Renewal Program and the planning and implementation of the Core and Community Cohesion initiatives identified as a result of the Sustainable Campus Planning effort.

FACILITIES REFURBISH AND RENEWAL PROGRAM

The Facilities Refurbish and Renewal Program is an ongoing program designed to address health and safety, deferred maintenance, and facilities renewal needs of the college's buildings and grounds.

Under the direction and approval of the Board of Trustees, Phase I, a five-year, \$12 M investment is to be directed toward the refurbishment and renewal of student housing, along with academic and community spaces. It is also intended to begin to address critical building infrastructure needs and landscape repair and renewal.

Phase I projects were selected from information gathered from surveys and studies conducted by the college, recommendations of the Sustainable Campus Plan, and in support of the College's Strategic Plan. The studies include the Facilities Condition Assessment, Maguire Study, Admissions surveys, and the Retention Committee findings. Representatives of the physical plant, the Campus Planning Committee, and the Trustees Buildings and Grounds Committee also helped to develop the list of recommended projects.

The projects and descriptions listed represent a large portion of Phase I of the college's Facilities Refurbish and Renewal Program. In addition to those listed, there are a number of health, safety, and infrastructure related projects that

have either been recently completed, currently being implemented or are in the planning stage.

The funds have been allocated approximately as follows: Residence Hall Improvements – 73%, Academic Space Repairs and Upgrades – 15%, Landscape and Exterior Repairs and Upgrades – 7%, Social Spaces – 3% Admin Spaces Repairs and Upgrades – 2%. Health and safety and deferred maintenance projects are included within the areas listed. Additional social space upgrades are included in the residence hall improvements.

SUSTAINABLE CAMPUS PLAN

The Sustainable Campus Plan seeks to 1) advance the college's distinctive educational program by modeling how the campus and community can be a laboratory for experimentation and demonstration of sustainable development principles; and 2) strengthen the college as an educational enterprise that is itself sustainable, qualitatively and financially.

For information on Sustainable Campus Plan committees and activities, visit <http://plan.hampshire.edu> or call the campus planning office at x 5612.

STUDENTS INELIGIBLE TO RUN FOR OR HOLD ELECTED OFFICE

Students in poor academic standing or on disciplinary probation forfeit the privilege to run for or hold elected office. The appeals process for students ineligible to run for or hold office due to poor academic standing or being on disciplinary probation will be as follows: an appeals committee will consist of the dean of faculty and one faculty member of the Educational Policy Council for matters of academic standing. An appeals committee will consist of the dean of student affairs, a staff community council member,