Emergency Numbers

Public Safety Emergency Number and Emergency Medical Technicians (EMTs)



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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, disabilty, 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.

A Note on Pronoun Use

This document uses "they" and "their" in place of "he or she" and "his or her." Though we acknowledge that this is not standard English and sometimes sounds awkward to the ear, it is intentional. We seek not to use gendered pronouns, as doing so may exclude valuable members of our Hampshire community.

Preferred Name Information

The college is currently examining more inclusive name options for students, such as the ability to select a preferred name on campus documents. These discussions are ongoing and decisions regarding implementing these policies had not concluded in time to be reflected in this document. For updates and the most recent information regarding name options, please visit the online version of NSNS (nsns.hampshire.edu) or the Central Records website.

Accuracy

This publication was made as accurate as possible at the time of printing. Please refer to the copy online for the most current text.



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	4.5
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Fall 2010 demic Calendar

	New students arrive and check in
	Continuing students arrive and check in
	Five College course request period begins
	Classes begin at Amherst, Smith and UMass
Sep 7 (Tue)	Hampshire course add/drop begins
Sep 8 (Wed)	Classes begin at Hampshire
Sep 8 (Wed)	Classes begin at Mount Holyoke
Sep 20 (Mon)	Div III contract revision/student progress reports for Fall 2010 completion
Sep 21 (Tue)	Course add/drop period ends
Sep 30 (Thu)	Div III faculty progress reports for Fall 2010 completion
Sep 30 (Thu)	Div II pass for Spring 2011 Div III completion
Sep 30 (Thu)	Division II filing for 4th semester students
Sep 30 (Thu)	Advising Day—no classes
Oct 7 (Thu)	Mid-semester student self-evaluations for Fall and Spring '10 entrants
Oct 7 (Thu)	Div III filing for Spring 2011 completion
Oct 9 (Sat)-Oct 12 (Tue)	October Break—no classes
Oct 14 (Thu)–Oct 17 (Sun)	
Oct 14 (Thu)	
Oct 15 (Fri)	
	Jan Term Field Courses Application Deadline (GEO)
	Advising Day—no classes
	Spring and January course pregistration begins
	Enrollment notification deadline
	Five College course request period ends
	Last day to drop classes with "w"
	Last Day of Classes

Academic Cal January 2011

Sun)	Jan 2 (Sun)
Mon)	Jan 3 (Mon)
Mon) Div III pass for Jan completion (all work presented and completed)	Jan 3 (Mon)
Mon) January Term classes begin	
Fri) January Term add/drop ends	Jan 7 (Fri).
(Fri)	Jan 14 (Fri)
(Fri)Last day to drop classes with "w"	Jan 14 (Fri)
(Sat)	Jan 15 (Sat
(Mon)	Jan 17 (Mor
(Mon) Five College Spring request period begins	Jan 17 (Mor
(Tue)	Jan 18 (Tue
(Thu) Last day of classes	Jan 20 (Thu

Spring 2011 emic Calendar

lon 22 (Sun)	New students arrive and check in
	_
	Classes begin at Hampshire
	Classes begin at Mount Holyoke
	Division I and II evaluations Fall 2010 completions
	Jan Term grades for Five College students
	Division II pass forms for Fall 2011 Div III completion
	Division III faculty progress reports for Spring 2011 completion
	Advising Day—no classes
	Mid-semester student self-evaluations for Fall '10 and Spring '11 entrants
	Division II and III preliminary request period ends
	Advising Day—no classes
	Fall Hampshire course preregistration begins
	Five College course request period begins
	Enrollment notification deadline
	Five College course request period ends
Apr 11 (Mon)	Last day to drop classes with "w"
	Student course assessments available
May 2 (Mon)	Hampshire course preregistration ends
May 6 (Fri)	Last Day of Classes
May 6 (Fri)	Division III pass forms due (all work presented and completed)
	Divisional meeting period
	Smith senior grades due
May 11 (Wed)	Mount Holyoke senior grades due 4 р.м.
May 16 (Mon)	
May 16 (Mon)	Spring term grades for Five College students
	Division III evaluations
May 16 (Mon)-May 20 (Fri)	Evaluation Period
May 16 (Mon)	Amherst senior grades due 9:00 а.м.
May 21 (Sat)	





September

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31	1	2 New students arrive and check-in	3	4
	• Inte	ernational Student Orienta	tion	• Nev	w Student Orienation Prog	ram
5	6 Continuing students arrive and check-in	 Add/drop period begins Classes begin at Amherst, Smith, UMass 	8 Classes begin at Hampshire	9 Classes begin at Mount Holyoke	10 Welcome Back Dance Party 9 P.M. Red Barn	11
New	w Student Orienation Prog	ram●				
12	Hampfest 8–10р.м. RCC	14	15	16	17	18
19	20	21 Add/drop period ends	22	23	24	25
26	27	28	29	30 Advising Day—no classes	1	2

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October

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	1	2
3	4	5	6	7 Mid-semester student self-evaluations for Fall and Spring '10 Entrants	8	9
10	11	12	13	14 Mid-semester faculty evaluations for Fall and Spring '10 Entrants	15 • Hampshire Exchange Programs deadline (GEO) • Jan Term field courses application deadline	• 16
17	October Break: no classes	19	20	Famil	ly, Alumni, and Friends Wee	ekend23
	25	26	27	28	29	30
31			Five College Grad School Fair Student Union Ballroom UMass		Hampshire Halloween Division II and III preliminary proposal deadline	

2010–11 Student Policy and Campus Resource Guide



November

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	1	2	3 Advising Day—no classes	4	5	6
7	8 Spring and january course preregistration begins	9	10	11	Enrollment Notification Deadline	13
14 Five College course request period ends	15 Last day to drop with 'W'	16	17	18	19	20
21	22 Student evaluations of courses available	23	24	25	26 reak—no classes	27
28	29	30	1	2	3	4

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December

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	1	2	3	4
5	6	7	8	9	10 Last day of classes	11
12	•	14 — Divisional Meeting Pe	riod	16 Houses Close at 4:30 p.m.	Uinter Recess	18
19	20 Faculty course comple- tion summaries for Fall 2010 classes	21	22 Winter Recess	23	24	25
26	27	28	29	30	31	1
			Winter Recess			•

2010–11 Student Policy and Campus Resource Guide





JanuaryWednesdayThursdayFriday

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	31	1
2 • Students arrive • Houses open at noon for Jan Term	3 January term classes begin	4	5	6	7 Jan term add/drop ends	8
9	10	11	12 Student evaluations of courses available	13	14 • Last day to drop classes with 'W' • Fall term course evaluations for all students	15
16	17 Marting Luther King, Jr. Day,—no classes	18 Classes begin at UMass	19	20 Last day of Jan Term classes	21	22
23 • New students check in • Students returning from LV/FS/LE check in (unless taking a UMass class) 30	• Classes begin at Amherst, Smith • Add/drop begins 31	25	26 Classes begin at Hampshire and Mount Holyoke	27	28	29

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February

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	31	1	2	3	4	5
6	7	8 Course add/drop period ends (Hampshire and Five College)	9	10	11	12
13	14	15	16 Advising Day—no classes	17	18	19
20	21	22	23	24	25	26
27	28	1	2	3	4	5



Wednesday Thursday Friday

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	7 28	1	2 Mid-semester student self-evals for Fall '10 and Spring '11 entrants	3	4	5
	5 7	8	9 Mid-semester faculty evaluations for Fall '10 and Spring '11 entrants	10	11	•
13	3 14	15	16	17	18	19
			Spring Break—no classes			
20	21	22	23	24	25	26
27	7 28	29	30	31 Advising Day—no classes	1	2

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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	31	1	2
3	4 Fall course preregistration begins	5	6	7	8 Enrollment Notification Deadline	9
10 Fall course preregistration ends	Last day to drop with a 'W'	12	13	14	15	16
17	18 Student course assessments available	19	20 — Housing Lottery —	21	22	23
24	25	26	27	28	29	30 Spring Jam

2010–11 Student Policy and Campus Resource Guide





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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6 Last day of classes	7
8	9	10	11 Divisional Meeting Period	12	13	14
15	16 Faculty course completion summaries for Spring 2010 classes	17	18 — Evaluation Period —	19	20	21 Commencement
22	23	24	25	26	27	28
29	30	31	1	2	3	4

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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15 Spring term course evaluations for all students	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30 Division I and II evaluations Spring 2011 completions	1	2





This section is offered to assist students, staff, and faculty in learning what services are available on campus. Office locations and phone numbers listed here 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 this handbook, please call the appropriate office directly.

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

STUDENT LIFE OFFICE OF THE DEAN OF STUDENTS

Box SA Merrill Student Life Center, 2nd floor x5412 Hours: 8:30 A.M.-4:30 P.M.

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

The dean of students is responsible for various departments within the division of student life, including residence life, community advocacy, new student programs, campus leadership and activities, public safety, outdoor programs and recreational athletics, career options resource center, dining services, and health services.

The senior associate dean of students for residence life oversees all aspects of residence life. This includes the supervision of the residence life staff and the director of housing operations. Together with members of the residence life staff, the senior 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 senior associate dean also works with and advises Division III students.

The assistant dean of students for community advocacy oversees the centers and programs that promote personal growth and respect for diverse cultures and identities. To accomplish this, the assistant dean is responsible for multicultural and international student services, women's student services, queer student services, community health and wellness, counselor advocates, and spiritual life. The assistant dean also works with and advises transfer and nontraditional students.

The assistant dean of students for new student programs is responsible for the creation, implementation, and assessment of programs and services to support new first-year and transfer students, including the college's biannual orientation program. The assistant dean also acts as the advisor to the Community Review Board (CRB) and Community Council and works with and advises Division I students.

The assistant dean of students for campus leadership and activities is responsible for student activities and student groups, student events, and FiCom. The assistant dean oversees the administration and proper use of student activity fee funds. The assistant dean also works with and advises Division II students.



Box SA Merrill Student Life Center, 2nd floor x5849 Dakin & Merrill Houses, Box DH, x5564 Greenwich & Enfield Houses, Box GE, x5383 Prescott House, Box PH, x5463

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 residence life system encourages students to assume community responsibility and to respect the diverse backgrounds and lifestyles of our community members by providing opportunities for residents to learn about differences and to intentionally create a community that embraces those differences. To meet these goals, we expect most students to live on campus during their enrollment at the college.

Students live in five "houses" on the Hampshire campus. Merrill and Dakin Houses are modeled on traditional dormitories, whereas Greenwich, Enfield, and Prescott Houses provide apartment-style living. All of the houses have a designated space where residents can gather for programming events and to meet their staff. A house director who also lives in the residence oversees each housing area. House directors 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. House directors support students experiencing distress. They may provide nonclinical counseling, referrals, mediation, crisis response, academic advice, and resources for a variety of concerns. They also oversee the enforcement of the Norms for Community Living in their houses.

Each house also has student interns who act as liaisons between the professional staff and 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, and referrals to appropriate services, and help to 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.

Housing Operations Office

Box MH Merrill Student Life Center, 1st floor x5453

The director of housing operations and four housing operations assistants work out of the housing operations office (HOO) in the Merrill Student Life Center. They help students to secure safe and comfortable living arrangements on campus. House Operations staff assign first-year students to housing and have oversight of the oncampus room-choosing process for returning students. In addition, the office oversees the housing exemption process and maintains a list of off-campus addresses and phone numbers for those students who have been granted this exemption. A member of the Housing Operations staff also convenes the housing advisory committee, which makes recommendations about housing policy. Housing Operations staff review all work orders submitted by students and should be contacted if there are work order problems. The staff are responsible for room condition inventories and billing for damages and lost or missing items, including keys. Students should go to the HOO to receive replacements for lost room keys. Housing operations assistants also oversee fire, health, and safety inspections and conduct a weekly walk-through of each residential area of the campus. The director of housing operations serves in the role of operations manager by acting as primary liaison between the residence life staff and other departments on campus concerned with the use and maintenance of the residences.

COMMUNITY ADVOCACY

Box SA Merrill Student Life Center, 2nd floor x5412

The department of community advocacy facilitates initiatives that foster an appreciation for diverse cultures, backgrounds, and perspectives while encouraging understanding, inclusiveness, and mutual respect. Among the areas within the department are multicultural and international student services, women's student services, queer student services, spiritual life, and community health and wellness.





Box SA Lebrón-Wiggins-Pran Cultural Center (behind Cole Science Center) x5415—director

The office of multicultural and international student services (MISS) provides a network of comprehensive services and innovative programs that support and advance the intellectual, personal, cultural, and social development of students of color and international students.

International Student Advisor

The international student advisor, housed in MISS, assists international students with U.S. immigration and employment regulations, cross-cultural adjustment, and much more.



Lebrón-Wiggins-Pran Cultural Center

culturalcenter.hampshire.edu, culturalcenter@hampshire. edu Behind Cole Science Center x5415—Director x5461—General

To better serve and retain students of color and international students, the Lebrón-Wiggins-Pran Cultural Center provides a range of programs and resources to support and promote their success at Hampshire. Additionally, the center provides programs and resources to the larger campus community for engagement in issues related to race, culture, and underrepresentation, with the underlying goal to effect social change.

We enhance our longstanding commitment to community and social change by:

- Providing and advocating for services, programs, and resources that assist international students and students of color for a successful transition to, matriculation at, and graduation from Hampshire College
- Offering services, programs, and resources that foster academic success among international students and students of color
- Ensuring a space for multicultural community building, individual expression, and the exchange of ideas
- Fostering leadership skills for multicultural competence for students of color, international students, and multicultural student groups
- Continually examining the fluidity of race, culture, and identity, examining specifically how race and culture intersect with other social identities and their impact on one's view of self and of the world
- Serving as a campus partner in promoting multicultural competence through community engagement on topics related to race, culture, and underrepresentation

Overview of Programs and Resources

The Cultural Center organizes programs and resources that specifically address the needs of students of color and international students. The center also provides programs and resources for the larger campus community to increase awareness on issues of race, culture, and underrepresentation. At the Cultural Center, it's recognized that students come to Hampshire with their own terms of self-identity and will soon be placed in a new environment where identity will take on different terms and meanings. The Cultural Center aims to help students of color and international students navigate through that phenomenon.

- Peer Mentorship Program matches incoming students of color and international students with continuing students of color and international students to help with acclimation to life at Hampshire College.
- SCIENCES Network (SCI Net), for students of color and international students who are interested in and/or concentrating in Natural Science or Cognitive Science, provides academic and professional resources.
- Mitziko Sawada Resource Library offers a multitude of books, magazines, articles, and videos focused on multiculturalism and social justice.

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- Kahlo Gallery (named after the artist Frida Kahlo) runs exhibits and programs centered on underrepresented artists and the theme of underrepresentation.
- Annual ASK for Social Justice program seeks to increase attitudes, skills, and knowledge on issues related to social justice.
- International Student Orientation each semester addresses the particular needs of international students, such as immigration and work issues, as well as adjustment to life in a new country.
- International Student Host Family Program matches incoming international students with a staff or faculty member to provide additional support far from home.
- Multicultural student groups that fall under the coalition
 of SOURCE (Students of Under-Represented Cultures and
 Ethnicities) meet at the Cultural Center. Currently, there are nine
 SOURCE groups who serve the following populations: indigenous;
 mixed heritage; queer people of color; international students;
 Asian/Asian American; Latino/a American; African/African
 American; international; James Baldwin Scholars; women of color;
 and international women.
- Additional Cultural Center programs are faculty talks, writing workshops, internship search workshops, study nights, film screenings, heritage month events, a newsletter, open houses, dialogues, speakers, and musical performances.

If you have an idea for a program or would like to explore a topic related to the center's mission, please give us a call or stop by the Cultural Center.

Women's Student Services

Box SA Center for Feminisms, Enfield, near parking lot x5320

Women's Student Services provides programmatic and administrative support for the activities and initiatives of the Center for Feminisms. Among these are the development, delivery, and evaluation of a comprehensive program on women's and gender issues that consistently integrate diversity and social responsibility as fundamental principles.



Center for Feminisms

womenscenter.hampshire.edu Enfield, near parking lot x5540—general

The Center for Feminisms is an educational resource center dedicated to raising awareness around women's issues and gender identity. The center is a space for all individuals from the campus community. For more information, stop by or check out our webpage.

- Div III Projects. The Center for Feminisms has a collection of related Division III projects and welcomes additional donations. Students are also able to use the space to display their work.
- Email list. Our email list is designed to provide information about related events hosted by both the center and other area groups.
- Events. We host a variety of educational events and are always open to new ideas. A sample event is a Feminist Discussion Series.
- Library. We have a book, magazine, and DVD library.
- Resources. We offer brochures, flyers, and information about local resources.
- Space. Individuals are welcome to use the space to read or hang out during the day. In the evenings, the space is available for events and meetings. If you are interested in using the space for a group meeting, you need to complete a form, which is available in the center and on our webpage.





- Staff. We a have a full-time director as well as work-study students.
- Support. The center can provide support to individuals and groups who are working on related issues.

Queer Student Services

Box SA Center for Feminisms, Enfield, near parking lot x6234

Queer Student Services provides programmatic and administrative support for the activities and initiatives of the Queer Community Alliance Center. These include the development, delivery, and evaluation of a comprehensive program on gay, lesbian, bisexual, transgender, and queer issues (GLBTQ).

Queer Community Alliance Center

Top of Greenwich Donut 4 x5714—General

The Queer Community Alliance Center (QCAC) is one of the five administrative centers in the department of social advocacy. The center began as a student support group simply called the Alliance. The Alliance was a group of students and allies dedicated to raising awareness of and visibility for the queer community. In 1992, the Alliance became a formal part of the college by opening as an administrative resource center called the LGBA Community Center, located in donut four of the Greenwich housing area. Over the years, the name of the center has changed but the commitment to education and outreach has not.

Currently the Queer Community Alliance student group comprises individuals who support sexual diversity and advocate resisting all systems of oppression. The group seeks to foster awareness of lesbian, gay, bisexual, trans, pan, and queer issues and create a comfortable, respectful space for discussion through social events and political activism, both at Hampshire and in the community at large. Queer students, faculty, staff, friends, allies, and community members are welcome and encouraged to attend meetings.



Spiritual Life

Box SA

Spiritual Life Office—adjacent to Student Life 2nd floor of the Merrill Student Life Center Spiritual Life Center—top of Greenwich Donut 5 Kosher Kitchen—adjacent to Merrill kitchen x5282

We all seek meaning in our lives. We all have questions about how to live. What does it mean to be ethical? How do we find compassion when it is difficult to do so? How do we communicate across differences? What is our purpose? How do we find balance? These are the questions we explore in Spiritual Life. They may be answered by religion or faith, and they may be answered in other ways. In fact, they do not have to be answered at all. Spiritual Life provides the space and support for the questions themselves.

The Spiritual Life Program encourages spiritual exploration, development, and appreciation. We develop healthy community life,



interaction, and reconciliation across boundaries of ideas, possibilities, and faiths. We celebrate diverse religions and aspects of spirituality to help the community develop the ability to communicate across their differences. The program affirms the wholeness of each human being and provides space for individuals and the community to explore the connections among the mind, the body, and the spirit. We encourage the exploration of ideas and honor both faith and a lack of faith in a spiritual context. We provide a quiet place for students, faculty, and staff to reflect, in good Hampshire tradition, that to know is not enough.

Each day there are a number of contemplative practices and discussion lunches such as the Spiritual Journey lunch series, in which faculty, staff, and alums share their search for meaning, the twists and turns through their lives, and where they are now. We have programs and speakers addressing a wide variety of challenging topics, seeking to provide education and models of community building and communication. We offer support and counsel, individually and with group rituals, during times of loss and transition. We celebrate many holidays, such as the High Holidays, Ramadan, Diwali, our winter celebration ChrismaChannuKwanzaAdhaRohatsuYule, Ash Wednesday, and Atheists' Holiday. We have an Alternative Spring Break program to New Orleans and a post-graduation International Service Trip beginning in 2011.

The Spiritual Life staff consists of the director of Spiritual Life, the coordinator of Religious Identity and Political Intersections, the Contemplative Life advisor, and the Intercultural Community advisor. Each person, though having a specific faith identity, serves all students, staff, and faculty focusing on specific needs within the community. There are a number of student groups, such as Aliz (Queer Jews and Allies), Ananda Marga Meditation, Buddhist Resource Group, Hampshire Christian Fellowship, Hampshire Confucius, HUURA (Hampshire Unitarian Universalist Radical Action), the Jewish Student Union, the Pagan Collective, Peer Meditators' Circle, Project Nur, Shamanism Studies, SPICI (Society for Promotion of Israeli Culture and Information), Spiritual Life Social Justice Collaborative, the Quakers, the Yoga Collective, and Zen Meditation.

Meditation, yoga, prayer, quiet study, and group meetings take place in the Spiritual Life Center, located at the top of donut 5 in Greenwich House. Scheduled activities are printed on the board in the SLC and online. It is open at all times for contemplation and reflection. It houses a resource library as well as student and staff artwork. The Spiritual Life Office is where you will find the staff, located on the second floor of Merrill House and open every day for anyone to drop in. Programs and group meetings are also held downstairs from the office in the Merrill Living Room, next to the Kosher Kitchen.

Community Health and Wellness

Box GE

Located in Enfield above the Center for Feminisms, sidedoor entrance by the basketball court x5743

The Community Health Collaborative

CHC's mission is to promote holistic health and wellness in the Hampshire community.

Who We Are. CHC consists of the director of community health and wellness, Jessica Gifford; several student staff; student groups, such as the counselor advocates; and student volunteer organizations, such as the Backrub Club. The director and students work together collaboratively to create and implement our programs. The Community Health Collaborative is part of the department of Community Advocacy in the division of Student Life.

What We Do. CHC offers resources, support, and programs that address a broad range of health and wellness issues, including: drug, alcohol, and tobacco use; sexual health; sexual agency and sexual violence; communication skills; healthy relationships and relationship violence; relaxation; alternative health modalities; self-care and stress; and body image and eating issues. We are always willing to support student initiatives related to health and wellness, and invite community members to share ideas and concerns with us.

Come Visit. CHC has a comfortable and relaxing atmosphere, so drop by and have some tea, browse our library and multitudinous brochures, or get a free 15-minute back rub from one of our trained student volunteers. Bring your books and study in a quiet room, try out the light box, or take a bath in a clean tub. You may also contact the director of community health and wellness, Jessica Gifford, at x5743 or by emailing: jgifford@hampshire.edu.

Sexual Offense Services (SOS) Coordinator Jessica Gifford x5743 jgifford@hampshire.edu

The SOS coordinator is a professional staff person who is a completely confidential resource for victims/survivors of sexual or relationship violence and their friends, partners, and allies. The SOS coordinator takes a position of empowering victims/survivors to make the decisions that are best for them in the aftermath of an assault, and will not pressure victims/survivors to pursue any particular course of action.





The role of the SOS coordinator is:

- To provide emotional support to victims/survivors and those close to them
- To provide information about on- and off-campus resources
- To explain all of the options and resources available to victims/ survivors
- To advocate for victims'/survivors' needs (housing, academic, etc.)
- To support victims/survivors through any disciplinary or legal process they have chosen to pursue
- To work with students on violence prevention programs on campus
- To review campus sexual-assault policy and practices and make recommendations for improvement

Counselor Advocate Program

The counselor advocates (CAs) are a group of student volunteers who offer confidential peer support and advocacy 24/7 through a hotline. You can reach a CA by calling the confidential CA answering service, x6998 (413-559-6998 from a cell phone) and asking to have a CA paged. The CAs go through an intensive, 80-plus hour training on peer counseling skills, matters of sexual and relationship violence,

and other issues that may be relevant to Hampshire students. CAs are excellent listeners and are very knowledgeable about community resources. You can call and talk to a CA privately about anything that's on your mind, whether it's an assault, academic problems, loneliness, or relationship issues.

The Backrub Club

Drop in for a free 15-minute back rub from one of our trained volunteers Monday–Friday. Check our website (http:// www.hampshire.edu/



studentlife/5654.htm) for this semester's hours. One student called this "the best program at Hampshire—relieves stress & promotes community wellness." Trainings for new volunteers are held every fall.

Safer Sex Supplies

Community Health distributes safer sex supplies (condoms, dental dams, gloves, and lube) to the house offices on a monthly basis, or you can stop by to pick up your own supplies. We also have lots of information on safer sex, contraceptive options, STIs, and sexual health.

Recovery Network

The Recovery Network is made up of students, faculty, and staff who have self-identified as being in recovery and have volunteered to make themselves available to students in need of support in their own recovery process. Call x5743 for more information, to volunteer, or to get in touch with a member.

Lending Library

Borrow books on a range of health and wellness topics.

Light Boxes, a Biofeedback Device, and Clean Bathtubs Drop in to check them out

Drop in to check them out

Health and Wellness Surveys

CHC regularly conducts surveys on health-related topics. Results of several surveys on smoking, drug and alcohol use, and sexual health are posted on our website.

Posters and Brochures Galore

We have a wealth of information and materials that we regularly distribute around campus or that you can pick up.

CAMPUS LEADERSHIP AND ACTIVITIES

leadership.hampshire.edu, leadership@hampshire.edu Box CL, x6005 Dakin Student Life Center, 1st floor (in back, facing the courtyard)

Campus leadership and activities (CLA) is your office of student activities and programs. CLA is committed to supporting students as they endeavor to create organizations, plan programs, lead campaigns, and build community at Hampshire College. CLA provides support for student organizing and activities and facilitates several initiatives designed to strengthen community on campus.

CLA oversees a number of services and resources, the event registration process, the student event calendar, the Prescott Tavern,
the Airport Lounge, approval and processing of FiCom paperwork, and the annual Ingenuity Awards. For more information on all this and more, visit the CLA website at the address listed above.

Resources for Students and Student Organizations

At CLA you'll find the assistant dean of students who oversees campus leadership and activities, the assistant director of CLA, the



FiCom office assistant, and an experienced student staff, all of whom provide a wealth of resources for planning activities and events. (For detailed policies and procedures regarding hosting an event, see the section for the office of campus leadership and activities in Community Standards, Policies, and Procedures.) In addition, CLA has pamphlets on various aspects of event planning, campus resources, and Five College events, along with PVTA bus schedules.

Office Space

CLA is a shared office space for all student groups. The office has iMac computers, a printer, a fax machine, and a photocopier. The CLA student staff are trained to assist you in working with most of this equipment. We also have assorted art and poster-making supplies that can be used or checked out by student groups.

Student Group Mailboxes

CLA provides a central location for student organization mail. Every student organization has a mailbox in CLA, providing a consistent address from year to year. These mailboxes allow easy access for student organizations to communicate and inform each other about their upcoming events.

Hampfest

Hampfest, the student activities fair, is an opportunity for student groups to publicize who they are, recruit members, advertise their events, and network with other student organizers. Hampfest takes place at the start of each semester and is a great way to find out about and get involved with any of Hampshire's 150+ student organizations. This is a fun event with food, music, and more. Visit the CLA website for information about the next Hampfest.

Airport Lounge

Located on the first floor of the Johnson Library Center, the Airport Lounge is a 24-hour space to study, work, and relax. There are four desktop computers for email and Internet work. The lounge is also equipped with outlets and ethernet jacks for laptops, as well as with wireless Internet access. There is a pay-as-you-go laser printer available also. Coffee and tea are provided Sunday through Thursday nights, for 25¢/cup or for free if you bring your own mug.

Experimental Program in Education and Community (EPEC)

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.

NEW STUDENT PROGRAMS

newstudents.hampshire.edu Box SA Merrill Student Life Center, 2nd floor x6666

The office of new student programs supports first-year and transfer students in their transition to Hampshire. The assistant dean of students for new student programs is responsible for the implementation of collaborative opportunities for new students to meet each other, make connections, and explore the many possibilities of life at Hampshire. This office works in collaboration with the academic first-year program, the Center for Academic Support and Advising, and other student life programs and activities. The office of new student programs oversees new student orientation and supports the advising of new students during their first two semesters at Hampshire. The office works to keep new students informed and engaged by providing programming, outreach, and information.



CAREER OPTIONS RESOURCE CENTER (CORC)

corc.hampshire.edu Box OO Open year-round Johnson Library, 3rd floor x5445

The Career Options Resource Center (CORC) is a welcoming place where you can explore ways to complement your academic studies with an internship and think about where life might lead you after graduation. With imagination and creativity, the options before and after graduation are limitless: an internship that inspires your Division III; travel; volunteer work at home or abroad; a fellowship; graduate or professional school; community service; a part-time or temporary job that allows you to "taste" a career idea; a job in harmony with your passion; and much more. We define a career as something that starts as play and experimentation in childhood and continues to evolve throughout life in a process unique to each person. The CORC staff will help you develop the knowledge and skills to explore, test, and choose options with confidence.

Career Counseling

Career counseling sessions cover a wide range of topics from exploring who you are—your values, needs, and concerns—to developing an internship, writing a résumé, setting goals, finding a job, and applying to graduate or professional school. We can help you figure out where you want to go and plan 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 information on various topics in a smallgroup setting. Students learn and share their ideas about such things as finding an internship or job, writing a résumé and cover letter, getting the most out of job fairs, applying to graduate school, and using CORC resources effectively. Workshops are continually refined and added to meet current student needs. We also periodically host information sessions with job and internship recruiters, graduate and professional school representatives, and alumni. See the Calendar of Events on CORC's website for specific programs and dates (http:// corc.hampshire.edu).

Alumni Connections

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

Website Resources and Links

You'll find the CORC website at corc.hampshire.edu. Our webpages contain a wealth of information to help you with internship, career, and graduate school planning. Included on this site are subscription databases that list current internship and job opportunities in many fields; calendars for both CORC and Five College career events; information about developing an internship, finding a job, and preparing for graduate school; how-to guides for writing a résumé and cover letter; links to diversity resources; and links to information about a wide variety of career areas.

Career Library Resources

For an alternative to electronic research, come to CORC and peruse the books in our 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 (a Hampshire favorite!). For those pursuing graduate and professional study, we have books for researching schools and financial aid. Sometimes there's nothing like a good book.

Email Listservs

CORC manages four email listservs that provide 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, and spring semester, and January term.
- CORC JobSeekers. On this listserv we post job opportunities appropriate for new graduates as well as alumni with three to five 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 graduate school workshops and information sessions, graduate school fairs, and other relevant events.
 (For medical school and other health interests, use the health professions list.)

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intranet . hampshire . edu

• Health Professions. On this listserv we post information from the Hampshire Health Professions Committee about Five College health-related workshops and speaker, 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 right for you. To sign up for the listserv(s) most appropriate to your needs, visit the CORC website (corc.hampshire.edu), click on "For Students," choose "Resources" from the left-hand menu, then select "listservs" from the left-hand menu. Click on the listserv(s) you would like to join and follow the instructions for subscribing.

Five College Recruiting Program

Hampshire participates in the Five College Recruiting Program, which brings to the area hundreds of employers who recruit college students through job fairs, information sessions, and interviews (mostly for jobs, some internships). Employers from a wide variety of fields participate in Five College recruiting events, including those involved in private and public school education, scientific research, consulting, 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, faculty, and Hampshire alumni who are successful producers, directors, writers, and professionals in the film, television, and multimedia industries. Since 1994, 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 January term.) The program, initially created by alumni, has internship sites in New York City, Los Angeles, San Francisco, New Hampshire, North Carolina, and the Amherst area.

DINING SERVICES

Box DC Dining Commons, x5750 or 413.549.2840 Bridge Café, x3163 Catering Office, x6235 or 413.559.6235

Managed by Sodexo Food Services, Hampshire Dining Services provides food services for the Hampshire College community. Sodexo has been a partner with Hampshire since the college opened. Sodexo 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. Sodexo offers a wide range of food options and formats from pizza to grill, full salad bar, deli, stir-fry, full rotating menu cycle, and beverages. This is an all-you-can eat format in which a meal-plan student uses a meal card, or guests may pay one price at the door. Meals are served during these times in the dining commons:

Monday through Friday

7:30–9 A.M. breakfast 9–11:30 A.M. Continental breakfast 11:30 A.M.–1:30 P.M. lunch 1:30–4 P.M. pizza, salad bar, deli 5–7 P.M. dinner

Saturday and Sunday

10:30 а.м.–1 р.м. brunch 5–7 р.м. dinner



Bridge Café

Located on the second floor of the Robert Crown Center, this small food bar is open to the community. Here customers can purchase á la carte sandwiches, salad items, pastries, and beverages. The Bridge Café is open the following hours:

> Monday through Thursday: 8 а.м. –11:00 р.м. Friday: 8 а.м.–10 р.м. Saturday: 3 р.м.–10 р.м.

Sunday: З р.м.-11 р.м.



Catering

Catering services are available for students, student groups, and the entire community. Sodexo will provide high-quality food and services to ensure that the event is successful. Catering guides can be found at the dining service's office or by calling the catering office for assistance at x6235. Dining services at Hampshire include a light lunch for faculty and staff. This lunch is served Tuesday through Thursday, during the academic year, in the faculty lounge in Franklin Patterson Hall.

HEALTH SERVICES

Box HS Montague Hall, adjacent to Admissions x5458

Hampshire College Health Services is a student health care center serving the medical and emotional needs of students at Hampshire College. Health care professionals offer a variety of services, such as diagnosis and treatment of illness and injuries; STI testing and treatment; gynecology exams and birth control; flu and allergy shots; acupuncture; and wellness counseling related to smoking, nutrition, stress, and sleep. Students can get most lab tests and can have their prescriptions delivered to Health Services.

Mental health care is part of the overall health services program. Mental health services provides a variety of psychological services to Hampshire College students. Psychological consultation, assessment, crisis intervention, short-term counseling, and psychotherapy are free of charge. We work mostly with individuals, but we also consult with couples and have a group treatment option. When appropriate, we can refer our clients for medication consultations with the psychiatrists at the University of Massachusetts Amherst Mental Health Services. We can also help students find psychotherapists in the community when longer-term, open-ended psychotherapy is the treatment of choice.

All medical and counseling visits and records are confidential. Information about your care at Health Services cannot be released to anyone without your written permission.

Clinic hours are 8:30 A.M. - 5 P.M. Monday through Friday while school is in session. After 5 P.M. weekdays and on weekends, urgent care is provided by University Health Services at the University of Massachusetts Amherst.

Health Services Staff

Sara Aierstuck, MSN, NP: director, health services/nurse practitioner Eliza McArdle, PhD: associate director/staff psychologist Corey Albert-Griffin, PhD: staff psychologist Angela Bardawil, LICSW: staff psychotherapist Judith Jackson, RN: clinic/advice nurse Vacant: office manager Stephen M. Klein, PhD: staff psychologist Kate Marques: office assistant Suzan Smith, MD: staff physician

Important Telephone Numbers

Hampshire Health Services	x5458
Advice nurse	x6030
Counseling Services	x5458
After-hours emergency care, University Health Services	. 577.5000
Public Safety	x5424
Campus EMTs	x1911
Serious medical emergency	x1911

Medical Services

At Hampshire College Health Services we offer:

- Wellness health care
- · Evaluation and treatment of illness or injury
- Travel health consultation and immunizations (there are extra charges for most immunizations)
- Sexually transmitted illness (STI) testing and treatment
- Contraceptive services, including emergency contraception
- Gynecological exams
- Smoking-cessation counseling and treatment
- Referral to specialists and consultants/case management for students with chronic conditions



Appointments

All appointments (both routine and urgent) are scheduled for the same day or the next day. Please call x5458 to schedule an appointment. We accommodate all students who are ill or injured the same day if necessary.

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 a student with an appointment to see one of the medical or mental health providers as needed. The advice nurse can be reached by calling x6030.

Emergencies

In case of a medical emergency, call a Hampshire College EMT, at x1911, for assistance. In cases of serious, life-threatening medical emergencies, dial x1911.



Insurance: Please bring your insurance card with you to all medical appointments.

All care directly provided by Hampshire College Health Services staff is covered under the student health fee:

- Physician and nurse practitioner visits
- Nursing advice, injection administration, dressing changes
- Health education
- Pregnancy tests
- Other services provided within the clinic

Student Medical Insurance/Private Insurance

Medical insurance offered to Hampshire College students through Koster-Gallagher or other private insurance is needed for coverage of:

- Prescription medications, immunizations, laboratory tests, and x-rays
- Any other medical care not provided by Hampshire College Health Services, including any medical visits to University Health Services at University of Massachusetts Amherst and hospital emergency departments
- Ambulance service
- Hospitalization

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 will be released only if a student completes a specific release form.

Students with HIV 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 HIV 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, appointed by the president of the college, who will provide an analysis of each case.

The confidentiality of the diagnosis of HIV 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 98B.





Mental Health Services

Staff

The mental health staff consists of two full-time clinical psychologists, one part-time clinical psychologist, one part-time psychotherapist, and two part-time master-level psychology interns.

Making an Appointment

You may make an appointment by calling x5458 (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 emergency situations that occur during our regular operating hours, call x5458 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 want to talk to someone during a time when the clinic is closed, 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 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 decide which service or services would potentially be most beneficial to you. These services may be: 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

Mental health services' 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 their 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 mental health services when they encounter a situation in which professional consultation may be helpful. Though 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 to friends and teachers about how to help a student in emotional distress who has not yet come to the service.

Confidentiality

Mental health services keeps to the highest professional, legal, and ethical standards of confidentiality. Information about your visits to mental health services (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 threat to the life of the patient or 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 Eliza McArdle, PhD, director of mental health services.





OUTDOORS PROGRAM AND RECREATIONAL ATHLETICS (OPRA)

Box OP Robert Crown Center x5740

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 whitewater in Costa Rica. The OPRA staff deliver a variety of services in several formats. Among these are courses taught by both full-time and parttime instructors, off-campus field trips that last anywhere from one day to three weeks, and a variety of traditional athletics, such as 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 are obvious and central. Slightly less obvious is the development of respect for oneself 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 to find 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

Johnson Library Center, ground floor (rear entrance) Box SO Emergency Only: x1911 all other business: x5424

Get to know the folks at public safety; they are here to help you. The department of public safety is responsible for protecting the Hampshire College community. The department should be alerted to any situation that threatens a safe academic or residential environment.

The campus switchboard serves as the dispatch center for the department of public safety. The department has student employees such as EMTs and event monitors. Public safety is also responsible for on-campus vehicle registration and parking. For more information about any of these services, contact public safety. Public safety is a community-based organization that welcomes questions and concerns.

See the 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 the Housing and Residential Life policies section for information related to fire safety.

Hampshire's Emergency Medical Technicians (EMTs)

Hampshire College EMTs respond to on-campus medical emergencies. To contact the EMTs, call public safety.

Campus Escorts

Escort requests will be handled by Hampshire College Public Safety officers. To request an escort, call Public Safety (x5424) between dusk and dawn. Escorts are provided for students concerned about safety as officers are available. Officers will not escort groups of more than two students.

Student Event Monitors (SEMs)

Student event monitors are hired through the public safety office to work at student events.



ACADEMIC RESOURCES OFFICE OF THE DEAN OF FACULTY

Box DO Cole Science Center, 1st floor x5378

The office of the dean of faculty consists of the vice president and dean of faculty, the associate dean of faculty, the assistant dean of faculty, the assistant to the vice president and dean of faculty, and an office assistant. This office works closely with the school deans on curricular, budgetary, faculty, and personnel issues and oversees all academic matters of the college. In addition, the dean of faculty office along with the office of student life and special programs organizes and coordinates commencement activities. The vice president and dean of faculty is responsible for the five interdisciplinary schools; the Baldwin Scholars Program; the Center for Academic Support and Advising; the Center for Teaching and Learning; Central Records; the Childhood, Youth and Learning Program; Community Partnerships for Social Change Program; Global Education; January term; the Library; the Writing Center; and the World Enrichment and Language Acquisition Program. The office also prepares the faculty handbook for publication.

CENTER FOR ACADEMIC SUPPORT AND ADVISING (CASA)

Box AC Dakin Student Life Center, 2nd floor x5498

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 can give. 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 together a Division II committee. One of the deans works closely with first-year students, who often have special needs and concerns. Others provide support to Division II or III students. CASA monitors students' academic progress and works with academic advisors to provide support as necessary. CASA is a resource for reliable information about Hampshire's academic programs and policies and the place to come if a student wants a new advisor, to apply for a leave or field study, or to talk about academic concerns.



Disabilities Services

Box AC Prescott House Office, x5423

Based on its commitment to diversity and inclusion and its legal obligations under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (amended 2008), Hampshire College provides reasonable accommodations to individuals with disabilities so that they may participate as fully as possible in the college's academic programs. The law defines disability as a "physical or mental impairment that substantially limits one or more of the major life activities of [an] individual." Disabilities include, but are not limited to, sensory impairments, mobility impairments, chronic illnesses, learning disabilities, attention deficit disorders, and psychological disabilities. Joel Dansky, disabilities services coordinator, is responsible for the coordination and provision of accommodations and support services to students with disabilities. Joel is a member of the CASA staff and may be reached at 413.559.5423 or via email, jdansky@hampshire.edu.

Student Responsibilities

The office of disabilities services supports students advocating for their own needs. Students are expected to initiate requests for accommodations, to secure documentation of their disability, and to notify relevant faculty or administrators of approved accommodations.



Request for Accommodations/Documentation of a Disability

In order to be recognized by the college as a person with a disability and become entitled to reasonable accommodations, a student must first complete the "Request for Accommodations Due to a Disability" form. That signifies that the student is formally registering with the college as a person with a disability and is seeking accommodations. A request for accommodations may be made at the point of disclosure or at some future date. Accommodations cannot be retroactive. Some students who go through the process of documenting a disability are seeking not specific accommodations but rather confirmation of a disability that they can present to faculty to assist in best meeting their learning strengths and weaknesses. After registering as a student with a disability, the student must provide written documentation of the disability from an evaluator or treating professional. The documentation must indicate the credentials of the evaluator or treating professional and should contain a diagnosis, the limitations imposed by the disability, a clear indication that the diagnosed condition meets the criteria for disability, and recommendations for academic or physical accommodations due to the disability. The credentials of the treating professional or evaluator should be consistent with the disability being documented. Individuals with learning disabilities must provide a complete educational evaluation conducted by a qualified psychoeducational diagnostician or licensed psychologist and administered within three years of admission to Hampshire College. Students may use Hampshire's "Documentation of a Disability" form or substitute an equivalent report. The forms can be obtained from the disabilities services coordinator or downloaded from the disabilities services webpage at www.hampshire.edu/casa/9138.htm. Students may not receive accommodations from the college without such disclosure and/or without providing appropriate supporting information and documentation.

Confidentiality

The decision to disclose a disability to the college is wholly voluntary. The information provided by students will be treated as confidential and will be disclosed by Disabilities Services only If necessary to assess and/or implement requested services or accommodations. Evaluations, medical records, and other documents submitted to establish a disability or the need for accommodations are filed in the Disabilities Services Office and do not become part of a student's academic record. Students are legally considered to be adults. Communication of confidential information with parents or professionals regarding disabilities must be authorized by the student.

Review of Requests

All requests for accommodations will be assessed by the Disabilities Services Office, which may consult with appropriate college administrators and/or faculty to determine the appropriateness and/ or feasibility of the requested accommodations. It is the general practice of the disabilities office to discuss accommodations directly with the student requesting them prior to approval. The Disabilities Services Office may request further information from the student and/ or treating professional and may make its own recommendations for alternative accommodations that are more appropriate to address individual circumstances. Students will be notified in a timely manner by the Disabilities Services Office when requests are approved, modified, or denied. In general, academic accommodations are approved for one semester and should be renewed early in the following semester. Housing accommodations are usually approved for an entire academic year.

Request for Accommodations at the Five Colleges

Hampshire students frequently take courses at the other four colleges in the Five College consortium. If a student documents a disability at their home college, they do not need to go through the process at the other colleges. Requests for accommodations in courses at other colleges can be made through the disabilities services coordinator at Hampshire, who will certify that the student is recognized as a person with a disability and list approved accommodations on the Five College Accommodations form. The student is then responsible for taking the form to the disabilities services office 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.

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 a student's expense. Health Services is another resource for referrals to local professionals who can evaluate psychiatric and medical conditions.

Documentation and requests for accommodation should be sent to:

Joel Dansky, Disabilities Services Coordinator, Box AC Hampshire College, 893 West Street, Amherst, MA 01002-3359



Support Services

Transportation

Buses in the Five College system are equipped with chair lifts and preferential seating for people with mobility limitations. The disabilities services coordinator facilitates applications for off-campus paratransit (van) services, provided by the Pioneer Valley Transit Authority and by the Five Colleges, for students who have mobility impairments that prevent them from using Five College bus transportation. Students who need a Hampshire College handicapped-parking permit should contact Disabilities Services. Hampshire does not provide on-campus transportation.

Housing

Hampshire has several housing units specially equipped for students with physical disabilities. If you need such accommodations or other housing accommodations, please indicate that in your Request for Accommodations or contact the Office of Disabilities Services.

Auxiliary Aids and Services/Assistive Technologies

In order to ensure equal access to all programs and services, the college provides necessary auxiliary aids and services as defined in the Americans with Disabilities Act. This includes but is not limited to qualified interpreters, notetakers, assistive listening systems, telecommunications devices for deaf persons (TDDs), audio recordings, and other methods to ensure effective communication with individuals with disabilities. The college has several computers equipped with text-to-speech, speech-to-text, and graphic organizing programs to assist students with learning disabilities. Students who need print texts in alternate (digital or audio) formats should contact the disabilities services coordinator as early in the semester as possible to arrange for scanning of texts and conversion to digital formats. The college has an institutional membership in Recordings for the Blind and Dyslexic, which makes selected texts available on CD or via downloads. The college does have RFB&D CD players available for loan. A closed-circuit TV to enlarge print text is located in the library and available for student use. The college does not hire personal care assistants (PCAs). Funding for PCAs is often available through rehabilitation services in a student's home state. The college's disabilities services office is available to assist students in hiring PCAs through local Massachusetts agencies.

TTYs/TTDs

TTY Switchboard: 413.559.6097 TTY Admissions: 413.559.6150

There is a TTY for public use on the ground floor in the library.

Study Skills/Time Management

The disabilities services coordinator is available to work with students who have problems with organization, time management, or study skills, individually or in small groups. 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.

Grievance Procedures for Students with Disabilities

Hampshire College and the office of disabilities 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 coordinator in order to resolve complaints informally. If informal procedures do not satisfactorily address a student's concern, they may file a written grievance. The written grievance should contain the student's identifying information, a detailed account of the way in which the student feels the college has denied them equal access with reference to the relevant legislation and/or 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 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 the disabilities services coordinator is the subject of the grievance, the complaint should be filed directly with the dean of students office, who will attempt to reach an informal resolution and/or investigate the grievance as in paragraph three above.

If that resolution is unacceptable to the student or to the other principals in the grievance, either party may then appeal to the dean of students office. 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 students office 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

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believe that their rights under Section 504 of the Rehabilitation Act of 1973 and/or the Americans with Disabilities Act of 1990 have been violated.

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.

Peer Academic Resource Center (PARC)

Dakin Student Life Center, 1st floor x5425

The Peer Academic Resource Center (PARC) 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, and Five College courses, and has listings of faculty and their areas of interest. PARC staff will provide workshops on time management, reading college materials, and organizational strategies. PARC's inventory includes Division III contract abstracts, Division II portfolios and contracts, and tip sheets covering an array of topics. PARC provides incoming students with a folder of introductory materials at matriculation. For more information about becoming a PARC advisor, visit the PARC website or inquire at CASA.

THE HAROLD F. JOHNSON LIBRARY CENTER

x5440

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

x5440

Your Hampshire ID is required for borrowing. Books and bound journals may be borrowed 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 Hampshire ID for five days.

Five College Borrowing

Your Hampshire ID is also required for borrowing from the Five College libraries. You may go in person to any of the main libraries (and many of the branch libraries) to borrow material, or you can request books and DVDs through the online library catalog using the "request item" button. These books will be sent to the Hampshire library for you to pick up. You are responsible for complying with Five College circulation policies; these are detailed at www.fivecolleges.edu/libraries. The standard loan period is four weeks for books and five days for DVDs. You can also renew your books online. Instructions on using these functions are available on the library website at www.hampshire.edu/ library.

Inter-Library Loan (ILL) x5475

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 homepage (www.hampshire.edu/library) for requesting an item. It usually takes about three weeks to obtain the material. Books are loaned for four weeks only, with one renewal; articles are usually supplied as photocopies or pdfs. There is no charge for this service. For more information, call ILL at x5475 or the reference desk at x5758.





Library Fine Policy

There are no daily overdue fines for most library items. If an item is more than a month overdue, however, you will be billed \$80 for the replacement of the item. If the item is subsequently returned, a \$10 penalty fee will be charged to your account. Overdue recalls are fined at a rate of \$2 per day, and class reserves at a rate of \$5 per day.

Magic Board

The Magic Board displays announcements and events to the Hampshire community in the lobby of the Library Center and in the Dining Commons. Send an email to magicboard@hampshire.edu with the information or an image file that you want to display. The Magic Board display costs \$5 per day, which can be charged to a college budget number.

Media Services

x5435

The Media Services 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 DVD and video collection as well as media display and production equipment. You may view 16 mm films in the library by appointment. Production equipment requires staff permission and training prior to use; experienced staff can also provide advice on the most suitable equipment for a particular project. All materials circulate on a short-term basis; due to the high demand, equipment should be requested well in advance and overdue fines accrue at the rate of \$5 per day, per item.

Photocopy Machines

Copiers and printers are located in the library (first and third floors) and the airport lounge. Students can create accounts and deposit money to those accounts at workstations in the library, and use the deposit accounts to print files or make copies.

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

Advanced Media Labs

Harold F. Johnson Library, basement level X5713 Hours: Monday through Friday, 10 A.M.–10 P.M. Saturday and Sunday hours as the semester progresses

The media labs are open to all members of the Hampshire community; you don't need to be in a media class to use them. We have all the

Adobe and Apple media applications, scanners, real-time DVD burners, DVD duplication, shooting studio and lights with a green screen wall, audio recording rooms, audio format transfers, midi keyboards, video decks, and friendly staff (alums) to help you. We do video editing, audio editing for CDs, radio or podcasts, interactive DVDs, book and magazine layout, webpage design, webcasts, and more. We can show you how to do all of this and get you working on your own projects.

GLOBAL EDUCATION OFFICE (GEO)

geo.hampshire.edu, geo@hampshire.edu Box GO Merrill Student Life Center, 1st floor x5542

Hampshire's mission is to provide men and women with an understanding of the multicultural nature of our world and the necessity for responsible leadership within it. As part of that goal, the global education office (GEO) encourages every Hampshire student to consider study in the international community.

The global education office at Hampshire College has a strong commitment to cultural and community immersion and strives to provide a coherent vision of education for global citizenship. Through the study of language and culture at home and through firsthand experience in communities worldwide, international education at Hampshire College can serve as a resource for intellectual discovery, personal and professional growth, and multicultural awareness.

The GEO strongly encourages students to plan their academic program to include a year or a semester immersion in another culture and to consider learning another language. The office offers in-depth advising and maintains in its resource library an extensive collection of information on overseas educational opportunities, including study and independent research programs; volunteer and communitybased learning projects; internships; and scholarship and fellowship programs. The GEO staff also work with faculty to support international collaborations, enhance existing programs, further integrate international perspectives into the curricula, and develop opportunities for exchange and study abroad.

Among the many options for global learning, Hampshire encourages students to seriously consider study abroad opportunities through the college's own signature programs in China, Cuba, and Germany; its affiliations with leading universities/institutions in Australia, Central America (Costa Rica and Nicaragua), England, France, Mexico, Puerto Rico, Scotland, and South Africa; and its participation in the International Student Exchange Program (ISEP), which hosts

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opportunities at more than 130 academic institutions in 40 countries around the world. Hampshire also has domestic affiliations with the New York Institute for Architecture and Urban Studies (NYIAUS) and Woods Hole's Semester in Environmental Studies (SES) program. Additionally, faculty-led, short-term field courses provide study abroad opportunities each year.

CENTRAL RECORDS

Box CR Cole Science Center, 1st floor x5421 Hours: 10 A.M.-NOON and 1-4 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

ADMISSIONS OFFICE

admissions.hampshire.edu Box AD Admissions Center, Stiles House x5471, TTY 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 copresenters 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, and evaluations of courses and exams as well as about the faculty and courses may be found in the School offices. Appointments with the deans are scheduled by their assistants. See the Governance section for information on school membership.

SCHOOL OF COGNITIVE SCIENCE (CS)

Box CS Adele Simmons Hall, room 100 x5502

The School of Cognitive Science (CS) integrates ideas and methods from psychology, neuroscience, computer science, philosophy, linguistics, evolutionary biology, animal behavior, education, anthropology, and other fields. CS focuses on the study of mind, brain, behavior, and intelligent technologies. Our students develop this focus in numerous ways, drawing from the following programmatic areas:

Psychology and cognitive neuroscience. The CS faculty brings expertise in psychology, neuroscience, linguistics, child development, and related fields to cutting-edge research questions concerning the psychological and brain processes involved in phenomena such as



memory, learning, perception, attention, thinking, language, emotions, social interaction, consciousness, and conditions such as dyslexia, ADHD, and autism. Students and faculty conduct research in CS's brainwave (EEG/ERP) laboratory, cognitive psychology laboratory, cognitive development laboratory, and the Hampshire College Children's Center. CS participates in the Five College Cognitive Neuroscience Certificate Program and is a central component of the college-wide Culture, Brain, and Development (CBD) and Childhood, Youth, and Learning (CYL) programs. CS shares responsibility with the School of Social Science for the discipline of psychology.

Computer Science. Hampshire's program in computer science is located in the School of CS. The program emphasizes artificial intelligence, evolutionary computation, artificial neural networks, artificial life, digital art, and other areas of research that explore the potential for computer intelligence and that provide the horizon for the ultimate development of computing technologies. The computer science curriculum is supported by an electronic classroom that also serves as a computing laboratory and by a high-performance, remotely accessible computer cluster.

Media Arts and Sciences. Media arts and sciences in CS emphasizes computer-based animation through introductory courses on animation techniques, individual production projects, and advanced group production projects. The facilities include an electronic classroom/ laboratory, the computer cluster, and a software-controlled render farm that processes digital content by making use of spare capacity in computers across the campus network.

Animal Behavior and Evolution. CS includes the study of animal behavior, its evolution, and its relation to human behavior and cognition. Students and faculty members conduct research on the communication systems and cognitive capacities of wild and domesticated animals. The animal behavior laboratories are equipped with advanced video and audio recording equipment and analysis software. The program maintains close ties with the Hampshire College Farm Center through its field studies of farm animals and of wild populations on the farm's lands. Some animal behavior facilities are located at the farm.

Philosophy. Philosophy faculty members at Hampshire are located in the Schools of CS, HACU, and SS. The CS program in philosophy concentrates on philosophy of mind, philosophy of language, philosophy of science, and epistemology. Students and faculty explore the philosophical dimensions of questions about, for example, consciousness, personhood, the emotions, knowledge, meaning, the implications of neuroscience for morality and the law, and the nature of the conflict between science and religion. The CS philosophy program also contributes significantly to the college-wide programs



in Culture, Brain, and Development (CBD) and Integrated Science and Humanities.

Education. Studies of education in CS focus on the nature of learning and its implications for the design of curriculum and instruction. CS also offers courses in educational research and assessment. Students are involved on and off campus in classroom observation, curriculum design projects, educational technology design, teaching internships, and research on learning and motivation. The program is closely linked to CS's curriculum in human cognition and cognitive development. It is part of the college-wide program in Childhood, Youth, and Learning (CYL) and contributes to the Three-College Teacher Licensure program.

SCHOOL OF HUMANITIES, ARTS, AND CULTURAL STUDIES (HACU)

Box HA Emily Dickinson Hall x5361

The dean of the School of Humanities, Arts, and Cultural Studies (HACU) 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, x5347 Music and Dance Building, x5622 (Monday—Thursday mornings) Film and Photography Building, x5575 Emily Dickinson Hall, x5361

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 an 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 x5824

The School of Interdisciplinary Arts (IA) has organized its curricular offerings and interests around three core principles that form the pedagogical foundation for the School. These pillars are interdisciplinarity among the fine and liberal arts, between arts and technology, and between 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 theater, sculpture, creative writing, nonfiction writing, and literature. IA is committed to exploring "cross-, inter-, intra-, trans-, and postdisciplinarity," 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 first interested in questions about artistic intent, materials, audience, and social responsibility. Although 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 Hampshire College Lemelson Assistive Technology Development Center provides a way to explore strategies between art making and old and new technologies. Students can apply their interests in a whole range of artistic endeavors to questions of applied design, universal design, invention, and social action. Additional areas of intersection between arts and technology are being explored by the new Design Art and Technology (DART) program. DART is a transschool program that brings together students and faculty to explore the nexus of design, art, and technology. DART work occurs in many realms of art and design including computer animation, appropriate technology, web journals, industrial design, sculpture, kinetic art, 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 Arts 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 enable artistic process to engage questions of social responsibility and activism. Theater for young audiences, solo documentary performance, universal design, teaching multicultural art curricula, and dramatizing AIDS issues for new audiences are five current areas of investigation that embody this pedagogical principle.



SCHOOL OF NATURAL SCIENCE (NS)

Box NS, x5757, x5371 Cole Science Center, room 311 Office hours: 8:30 A.M.-4:30 P.M., Monday through Friday

Appointments with the dean are scheduled by calling x5757 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 to 10 P.M. during the week, from 11 A.M. to 5 P.M. on Saturdays, and from 10 A.M. to 10 P.M. 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 welcome 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 that 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.

SCHOOL OF SOCIAL SCIENCE (SS)

Box SS Franklin Patterson Hall, 2nd floor x5548

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

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

The Civil Liberties and Public Policy Program, x5645, works closely with the Population and Development Program, x5506. 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 want to integrate their academic interests with their social action/community-based experiences.

INTERDISCIPLINARY CENTERS & PROGRAMS

Children's Center

Box KC

Located between the Multisport Center and the Eric Carle Museum of Picture Book Art hccc@hampshire.edu x5706 Monday—Friday 8:15 A.M.-4:45 P.M. during academic year 8:15 A.M.-3:45 P.M. in summer

The Children's Center is licensed by the Massachusetts Department of Early Education and Care, and provides childcare and early childhood education for Five College staff, faculty, students, and community families. The center enrolls children ages two months to five years in three groups-infants, toddlers, and preschoolers-with a total enrollment of about 40 children. Priority in enrollment is given to Hampshire-affiliated staff, students, and faculty, who constitute about 50 percent of the families at the center. Second priority is given to Five College-affiliated families and Hampshire alumni, 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 selfexpression; problem solving and social interaction; documentation of learning and teaching; parent involvement; and an anti-bias, multicultural framework. All parents pay tuition. Income-eligible vouchers funded by the state are available, as are subsidies through two state-funded grants.

In addition to providing childcare 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, children's theater, nutritional anthropology, and design. Teaching internships and practice can also be arranged during the semester or during January term. Volunteer opportunities and community service projects are also possible in various disciplines, including music (visiting instrumentalist program); technology (technological assistance to the staff); and designing and constructing equipment for the children (through the Lemelson program). The director is available to help students who want to become certified early childhood teachers through the Massachusetts DEEC. For further information, contact the director, Casie Smith at 413.559.5706 or csmith@hampshire.edu.



Civil Liberties and Public Policy Program

Box CLPP Franklin Patterson Hall, G–13 & G–17 x5416, x6976 http://clpp.hampshire.edu

The Civil Liberties and Public Policy program (CLPP), founded in 1981, is a national program based at Hampshire dedicated to educating, training, and inspiring new generations of reproductive rights advocates and leaders. All CLPP activities connect reproductive and sexual rights and health to a broad range of social justice issues and serve as a bridge between the academic and activist communities. CLPP offers a series of courses including: The Politics of the Abortion Debate; The Battle between Science and Religion in Sexual and Reproductive Health; Creating Families; and Reproductive Rights: Domestic and International Perspectives.

Core CLPP projects include:

- "From Abortion Rights to Social Justice: Building the Movement for Reproductive Freedom," an annual conference for campus and community activists, now drawing over 1,000 participants each year
- The Reproductive Rights Activist Service Corps, a summer internship program that places 20–25 students from Hampshire and other local colleges with grassroots, regional, and national organizations
- The New Leadership Networking Initiative and the Summer Leadership Institute, which promote the development of new and emerging leaders working in the reproductive rights and justice movement
- "The Fight for Reproductive Freedom," a semiannual newsletter
- The CLPP student group, which offers peer trainings on reproductive and social justice issues and offers significant



opportunities for developing leadership and organizing skills. The student group, together with CLPP staff, organizes the annual activist conference.

CLPP works closely with the Population and Development Program. 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 us at clpp@hampshire. edu.

Population and Development Program

Population and Development Program Box CLPP Franklin Patterson Hall, G–17 x6046, x5506

The Population and Development program (PopDev) exists to change conventional thinking and policies about population growth that threaten reproductive rights, social justice, and our environment. Our tools for change are research, facts, expert analysis, and activist and educational publications. Founded in 1986, PopDev brings a global feminist perspective to the study and investigation of population and environmental issues, and challenges the traditional view of overpopulation and immigration as primary causes of environmental degradation, political instability, and poverty. PopDev also serves as a documentation and monitoring resource for educators, students, journalists, activists, opinion leaders, and policymakers in the United States and abroad.

PopDev has a dynamic website (http://popdev.hampshire.edu), with a blog on international news regarding population, environment, reproductive rights, and race. The website also offers free downloads of our issues paper series, DifferenTakes, which is designed to bring alternative feminist analysis to the media, policymakers, advocacy organizations, and activists. Stop the Blame, an interactive flash archive of 75 years of population control imagery, and a population studies curriculum for secondary school students are also available for download. PopDev offers courses on reproductive rights and population, environment, climate change, and security; internships through CLPP's Reproductive Rights Activist Service Corps; lectures by leading feminist activists and scholars; and activism and workstudy opportunities in women's health, contraceptive safety, immigrant rights, and social justice. PopDev also co-organizes the annual student and activist conference, "From Abortion Rights to Social Justice: Building the Movement for Reproductive Freedom." For further information, contact the director, Betsy Hartmann, 413.559.6046, bhartmann@hampshire.edu, or Katie McKay Bryson, the program coordinator, at 413.559.5506, kbryson@hampshire.edu.

Community Partnerships for Social Change

Box SS Franklin Patterson Hall, basement, G–1 Program Director: Mary Bombardier, x5395 mbombardier@hampshire.edu cjbSS@hampshire.edu

Community Partnerships for Social Change (CPSC) is the campus Community-Based Learning (CBL) program. Through a number of programs, CPSC provides assistance to members of the Hampshire College community who are interested in engaging with local community-based organizations to support exciting 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 more than 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/or careers in the nonprofit sector. 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 Partnership Fellows Program (APFP) provides a unique, salaried opportunity for recent Hampshire alumni to further their 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.

Critical Studies of Childhood, Youth, and Learning (CYL)

Box CS Educational Outreach Coordinator: Robin Marion x5659 rmarion@hampshire.edu

Critical Studies of Childhood, Youth, and Learning (CYL), an academic program, promotes critical thinking about childhood, child development, processes of human learning, the creative arts, and educational theory and practice in the context of larger social structures, cultural and historical processes, and political economy.

CYL promotes community engagement and opportunities to integrate theory with practice. We have established partnerships with local schools and nonprofit organizations that provide exciting opportunities for students to integrate their classroom learning with practical experience in the field. Students can engage with children, staff, and educators through a variety of avenues, such as theater performance, student-led workshops, collaborative curriculum design with elementary students, and research. The opportunities for creative engagement with children and youth provide powerful and meaningful learning experiences for students.

Among CYL faculty and student interests are curriculum and instruction, youth culture, integrating art in curriculum, children's literature, theater for young audiences, child development, child clinical psychology, childhood studies, science education, critical pedagogy and liberatory education, and gender studies.

There are many ways to get involved in the Critical Studies of Childhood, Youth, and Learning program. Please see our website, http://CYL.hampshire.edu, for information about upcoming courses, events, teacher licensure, projects, and samples of student work.

The Culture, Brain, and Development Program

Box CS Adele Simmons Hall, room 100 x5501

The FPR-Hampshire College program in Culture, Brain, and Development (CBD) is an interdisciplinary, cross-school academic program that explores how culture, biology, and individual development interact. CBD challenges traditional distinctions between nature and nurture and brain/mind and environment, viewing them, instead, as dynamic interacting systems. Participating faculty come from a wide variety of disciplines, such as anthropology, psychology, neuroscience, philosophy, child studies, and biology. The CBD program offers courses, a yearly lecture series, funding for student research and internships and for faculty research and course development, and supports a student group. It also organizes panel discussions and other special events. The Hampshire College program in Culture, Brain, and Development is funded by the Foundation for Psychocultural Research (FPR). To learn more about CBD, visit the website at http://cbd.hampshire.edu, or contact Paula Harmon at x5501.



Farm Center

Box FC Thorpe House x5348

Before Hampshire College was established, the property the campus now sits upon was farmland. The Hampshire College Farm Center is an educational extension of the original use of this property. The farm 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 Schoolto-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 www.hampshire.edu for more information related to the Farm Center, aquaculture studies, and other Natural Science programs.

Institute for Science & Interdisciplinary Studies (ISIS)

Cole Science Center, 2nd floor (CSC208)

ISIS was founded in 1992 to analyze and incorporate the influences of history, politics, economics, and culture into the study of science and technology. ISIS works to reconnect scientists with communities so that research is developed collaboratively to address such complex and pressing problems as environmental degradation, economic crises in agriculture and industry, providing effective health care, and toxic and nuclear waste disposal. With programs combining technical assistance, coalition building, education, and original research and writing on the foundations of knowledge, ISIS is developing a new way of doing science that is open, self-reflexive, democratic, and socially responsible. The institute's unique contributions to the understanding of science-and-society issues are reflected in their history on the website, http://isis.hampshire.edu.

Hampshire College Lemelson Center

lemelson.hampshire.edu Box LM x5613

The Hampshire College Lemelson Center (HCLC) provides students with an experiential education in applied design, invention, and entrepreneurship through engagement in design problem solving for social responsibility. Through HCLC, students engage in a combination of courses, activities, internships, and collaborations with alumni, businesses, and nonprofit organizations to learn design and fabrication skills; develop prototypes and business plans; and make available products and services for underserved people worldwide. HCLC also fosters the development of socially beneficial enterprises developed from student and alumni work with the center and college. By providing resources such as the Lemelson Center for Design's fabrication shop and design lab, HCLC 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 HCLC in a number of ways, such as:

- Academic and co-curricular courses in design, fabrication, appropriate and assistive technology, electronics, art and technology, and entrepreneurship
- Fulfillment of divisional exams, independent studies, and advanced learning activities
- Applying for the Harkness grant, which supports invention and innovation in the fields of sustainability and alternative energy
- Mentors and advisors for applied design projects
- Fulfillment of community service and multicultural requirements
- Participating in the Social Venture Fund, which helps students and alumni create and sustain social enterprises
- Joining student groups in blacksmithing, glasswork, electronics, machining, and entrepreneurship
- Attending alumni lectures, workshops, and other events sponsored by the *SPARC Fund

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. Recent alums can also tap in to Lemelson entrepreneurship resources for continued support of their enterprises.

Lemelson Center for Design

Box LM	
North end of	Longsworth Arts Village
x5869	
Monday:	12:30-4:30 р.м.
Tuesday:	2 р.м.–midnight
Wednesday:	10 а.м.– midnight
Thursday:	2 р.м.– midnight
Friday:	10 а.м6 р.м.

The Lemelson Center for Design is a design and fabrication resource open to all students. The facility contains a fabrication shop equipped for working with metals, plastics, and other materials. It also houses an electronics lab, design equipment for manual and computeraided drafting and modeling, 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 conduct group workshops and trainings. The facility may be used for both academic and personal projects.

Introductory safety trainings and other training and information sessions covering a range of fabrication and design 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 schedule of trainings is published at the beginning of each semester and January term.

This facility is also home to, and funded by, the Hampshire College Lemelson Center (HCLC).

Quantitative Skills Support Program

Box NS Cole Science Center, room 207 x5401

Hampshire has a group of quantitative skills tutors who meet regularly with the faculty coordinator to develop programs and ideas for supporting quantitative inquiry. The Quantitative Skills tutors support the study and application of quantitative methods by students across the Hampshire College curriculum. They assist 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. Among their resources are several PC and Macintosh workstations and a variety of mathematical and statistical software.

The tutors work with students at all levels of study. For example, they can provide help in understanding mathematics or statistics encountered in research and other scholarly papers, and guidance in collecting, organizing, and analyzing data for class assignments, independent projects, and divisional exams. The tutors will be found Sunday through Thursday evenings from 7–10 in the second floor Open Classroom of Cole Science Center. Students are encouraged to drop by.

Writing and Reading Program

Box WP Greenwich Writing Center x5531, x5577, or x5646 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 a 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, 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 research skills. Writing help includes classes as well as individual tutorials. Classes are run each semester and are open to all students.

World Language Enrichment and Acquisition (WLEA)

Box D0 Cole Science Center, room 203 x6687

The World Language Enrichment and Acquisition Program (WLEA) at Hampshire College, established through an Andrew W. Mellon grant, manages grant-related activities. The goal of the Mellon grant is to make Hampshire College a "language learning community."

Through various grant programs, including the hiring of postdoctoral fellows, it is our hope that faculty will work to incorporate the use of

non-English sources into the courses they teach and the work they do with their advisees. As a result, students will be motivated to integrate the exploration of a world language into their individualized studies, and are guided in their access of resources on and off campus so that they attain levels of linguistic competence that will enrich every aspect of their academic experience, course work, concentrations, independent study, and external study as well as their co-curricular activities.

The WLEA office:

- Offers Mellon language learning and course development grants to Hampshire faculty
- Runs postdoctoral searches and supports the postdoctoral fellows while they are on campus
- Coordinates with other offices at Hampshire College
- Facilitates "Language Learning across the Curriculum" discussion sessions
- Collaborates with the other institutions in the Five College consortium to develop new programmatic ideas that support a language-rich curriculum
- Works with the IT department to support the use of the Moodle LMS for language learning
- Supports the creation of a World Language Resource Corner at the Hampshire College library
- Helps connect faculty and students to language learning resources on and off campus

ADMINISTRATIVE SERVICES

OFFICE OF THE PRESIDENT

Box PR Cole Science Center, 1st floor x5521

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 during the academic year for breakfast at the dining commons.





Office of the Secretary of the College

Box PR President's Office Cole Science Center, 1st floor x5780

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

Office of Communications

Box CM Warner House x5482

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. All official Hampshire College publications are designed and produced by the communications staff.

Diversity Committee

Box PR President's Office Cole Science Center, 1st floor x5687

Established in 2007, the Diversity Committee is a campus-wide governance body. The committee works to recommend and evaluate institutional goals related to diversity. As a group, the committee currently focuses on four areas: student admissions and financial aid; employee hiring and retention; multicultural education and the academic program; and campus accessibility, openness to diversity, and community development.

The committee consists of four students, three staff members, five faculty members, and the campus affirmative action officer (who serves as an ex officio member). New student members are selected at the beginning of each academic year by the diversity committee as a whole, based on letters submitted by interested students. To submit a letter of interest, or for more information, contact Jaime Dávila at x5687 or jdavila@hampshire.edu.

OFFICE OF INSTITUTIONAL ADVANCEMENT

Institutional Advancement inst-adv@hampshire.edu; http://alumni.hampshire.edu/ giving Box DV, x5574 Lemelson Building Extension, adjacent to the Arts Village

Alumni and Family Relations alumni@hampshire.edu; http://alumni.hampshire.edu Box AH, x6638 Alumni House (Weneczek House), on Bay Road

The mission of the office of institutional advancement is to build and sustain positive relationships across multiple constituencies and to engage robust philanthropic support from many sources in order to fully realize the academic mission and potential of Hampshire College. Institutional advancement consists of five units, located in two offices on campus. These units are the Hampshire Fund; Alumni and Family Relations; Major and Planned Gifts; Corporate, Foundation, and Government Relations; and Advancement Services.

Hampshire Fund

The Hampshire Fund supports all areas of Hampshire's operations by helping to offset the college's operating budget in crucial areas such as financial aid, academic programs, faculty salaries, and facilities maintenance. The Hampshire Fund receives gifts annually from alumni, current and past parents and grandparents, faculty and staff, and other friends of the college. Support from alumni is especially important. Students are hired several times a year for phonathons, during which they chat with alumni and invite them to make gifts to Hampshire; for more information about student phonathon positions, call x5590. In addition, each year the Hampshire Fund manages the Graduates Gift Program, to encourage all graduating students to make a gift to Hampshire on the occasion of their commencement and to emphasize the centrality of their ongoing participation and support to Hampshire's future. To volunteer with the Graduates Gift Program, call x5391.

Alumni and Family Relations

Alumni and family relations is responsible for maintaining Hampshire's relationships with its alums, parents, grandparents, and friends. The office works with approximately 11,000 Hampshire alums throughout the United States and around the world. Information regarding alumni activities, events, and privileges can be found on Hampshire's website, at http://alumni.hampshire.edu. Additionally, Alumni and Family





Relations is available to help parents and other family members identify and connect with campus resources should they have questions or need information, or if they would like to become involved as volunteers. Call x5701 or see http://www.hampshire.edu/family for details.

Alumni and Family Relations organizes events in major cities around the world, and coordinates many on-campus events, including Family, Alumni, and Friends Weekend and reunions. Students are welcome at alumni events both on and off campus. We encourage you to check the alumni website often to get the latest information. Another important information resource is our award-winning magazine, Non Satis Scire, published twice a year, which contains features about the college, faculty, students, and alums, as well as alum class notes and news of events. Non Satis Scire is made available to students and faculty via the college post office, and is also mailed to alums, donors, and parents of currently enrolled students, and is online at: http://alumni. hampshire.edu.

Many alums volunteer their time and contribute their talent for the good of Hampshire College. A significant number of the college's trustees are Hampshire graduates. Over 500 alum volunteers assist the admissions office with regional outreach, and more than 1,000 alums are registered as career advisors and/or internship providers through the Career Options Resource Center (CORC). Students are encouraged to take advantage of the alumni network early in their Hampshire careers by visiting CORC (see the Student Life section for details). CORC maintains information on alums offering career advice or internships, and the staff are happy to help students forge these connections.

Another important way in which alums volunteer is by returning to campus to share their expertise and experiences. Alums tell us again and again how much they enjoy being invited back to Hampshire, particularly to meet with current students. The alumni and family relations office sponsors visiting alumni speakers and presenters each year; faculty and student groups often invite alums back as well. Anyone planning to invite an alum to campus is urged to contact the director of Alumni and Family Relations at x5316 as early as possible in order to discuss ways in which the office might support the visit, for example by hosting a reception or facilitating an alum gathering around the visit. If you are seeking alumni expertise, the office can also recommend alums in many fields who would welcome an invitation to come to campus.



Major Gifts

The major and planned gifts office is responsible for creating relationships with donors and raising philanthropic support for Hampshire's most pressing institutional priorities. The major and planned gifts office also works with individuals who include Hampshire in their will or name Hampshire as a beneficiary of another planned gifts such as a trust or an insurance policy. The recent completion of the Jerome Liebling Center for Film, Photography, and Video is an example of the transformative impact of major donations.

Corporate, Foundation, and Government Relations

This office raises funds on behalf of Hampshire College by preparing grants to private foundations (e.g., the Mellon Foundation) and government agencies (e.g., the National Science Foundation) in support of the college's academic programs and other institutional priorities. It also supports faculty members who are working on individual research grants.

Advancement Services

Advancement Services Is responsible for all the background data management related to the operations of the Office of Institutional Advancement, including accepting and acknowledging gifts, maintaining the database, running the electronic alumni directory, tracking giving trends, conducting research, and stewarding donors to the college.

OFFICE OF THE VICE PRESIDENT FOR FINANCE & ADMINISTRATION AND TREASURER

Box TR Blair Hall, 2nd floor x5528

The vice president is responsible for the financial and business aspects of the college. Reporting to the vice president are the budget director; the controller; the bursar; and the directors of human resources, information technology, facilities and grounds, environmental health and safety, and the Five College office of risk management. The office of finance and administration also oversees major college contracts.

INFORMATION TECHNOLOGY (IT)

www.hampshire.edu/computing Box LO Harold F. Johnson Library Center

Help Desk

х5418 Monday–Friday, 8:30 а.м. to 4:30 р.м.

Student Computer Diagnostic Center, x6602 Monday–Thursday, 9 A.M. to 7 P.M. Friday, 9 A.M. to 4 P.M.

The IT Help Desk is available to provide telephone support to students with computer- and network-related questions and problems. The Student Computer Diagnostic Center, on the third floor of the library, is available weekdays for drop-in technical support. Information technology student workers will diagnose computer problems and either make repairs or recommend solutions.

Ethernet 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 Lab

Harold F. Johnson Library Center, 3rd floor x5656 Hours: Monday through Friday, 8:30 A.M.-11:30 P.M. Saturday and Sunday, 10 A.M.-11:30 P.M.

The IT computer lab, on the third floor of the library, is available to all members of the Hampshire community to support teaching, learning, and research. The lab has Intel Macintosh computers, which run both Mac and Windows operating systems. All computers are connected to the pay-for-print system and have standard software packages installed (i.e., word processing, spreadsheet, e-mail, web browsers). All lab computers have access to network resources such as the Internet, Intranet, email, and library catalogs as well as to the courseware and academic evaluation systems. Students are available during lab hours as lab monitors to answer questions and to assist 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.

Administrative Systems (TheHub support)

intranet.hampshire.edu Harold F. Johnson Library Center, 1st floor x5718 thehub@hampshire.edu

Administrative systems staff support student, financial, and alumni systems at the college. TheHub website serves as Hampshire College's portal to administrative functions such as registration and records, class schedules, financial aid, and billing information. Additionally, employees of the college record time worked, view pay stubs, and more. We continue to add features that offer students, faculty, and staff self-service access to many functions of the college.

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BUSINESS OFFICE

Box BO Blair Hall, 2nd floor Accounting, x5717 Accounts Payable, x5491 Payroll, x5495

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.

CAMPUS PLANNING AND ECONOMIC DEVELOPMENT

Box CP Blair Hall, 2nd floor x5405, x5639 (fax)

The office of campus planning and economic development coordinates the planning efforts and use of the college's land and facilities. It is also responsible for planning the future use of college-owned land, including the development of Veridian Village at Hampshire College, a planned condominium community, and the development of land owned by the college at Atkins Corner, located at the intersection of Bay Road and West Street.

FACILITIES AND GROUNDS

Box PP Bay Road, Hadley x5431

The facilities and grounds department is responsible for maintenance of the campus buildings and grounds. The staff comprises electricians, plumbers, carpenters, painters, locksmiths, custodial workers, grounds workers, and other trades workers.

All requests for maintenance should go through the Housing Office by filling out an on-line work order at myschoolbuilding.com. For emergency maintenance issues after business hours, call Public Safety at x5424. For life threatening emergencies call Public Safety at x1911.

HUMAN RESOURCES OFFICE

www.hr.hampshire.edu Box HR Robert Stiles House x5411 or x5442

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

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.

PURCHASING OFFICE

Box PG Blair Hall, 2nd floor x5405

The purchasing office assists with all items or services purchased for the college. Signers for student groups should use us as a resource when purchasing food or other items for their organizations. We have established relationships with many vendors in the area and can advise you where the best prices and customer service can be found. We can also advise you regarding the fire-safety guidelines set by the Town of Amherst for the purchasing of furnishings, window treatments, and rugs bought for the campus.

Duplications Center

Box DP Harold F. Johnson Library, ground floor x5512 Hours: Monday–Friday, 8 A.M.–NOON and 1–5 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. Résumé paper is available. Consulting and estimates on jobs can be given to assist with various printing needs. Offset printing requires a five-day turn-around time. Photocopying requires a three-day turnaround time. Please plan accordingly.



Post Office

Box PO Harold F. Johnson Library, ground floor x5446

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

The Hampshire College Post Office provides most of the services available at U.S. 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 the student's box number. The box number given to students will remain the same throughout their Hampshire career, even if students live off campus.

EVENT SERVICES AND SUMMER PROGRAMS

eventservices.hampshire.edu x5610

The event services and summer programs office is responsible for the scheduling of most campus meeting rooms and event spaces, assisting with logistical support for campus events, and operating summer programs. The event services and summer programs office is open Monday–Friday, 8:30 A.M.-4:30 P.M., during the academic year.

The dining commons, Red Barn, main, west, and east lecture halls in FPH, and most academic and other campus spaces may be reserved through our office. Exceptions are the library gallery and music and dance recital hall, which may be reserved through the gallery coordinator, x5622; the theater space in EDH, which may be reserved through the theater coordinator, x5749; the Writing Center, through the Greenwich-Enfield House office, x5383; the Merrill living room, through the Merrill House office, x5453; and the Dakin living room, through the Dakin House office, x5564.

A Hampshire College student must complete an Event Request Form (ERF) and submit it to the event services and summer programs office to request their event space. The office will respond to your request within one business day to notify you if the space is available. If available, the space will be tentatively reserved and your ERF will be forwarded to the office of campus leadership and activities for approval. Your approved ERF will confirm this reservation. The approval of your ERF must completed at least 10 business days prior to the event; therefore, the request should be timed accordingly. 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 an 11 P.M. curfew Sunday through Thursday, a 1 A.M. curfew on Friday and Saturday in residential locations such as the Prescott Tavern and Dining Commons, and a 2 A.M. curfew in all other locations.

The event services and summer programs office staff will help you handle any decisions about specific setups, catering, and media services. Ten business days' notice is required in order to guarantee any specific requests. The requestor of the event is responsible for any and all fees incurred by the event. Any external vendor orders (rentals, linen, etc.) arranged through the event services and summer programs office requires a purchase order prior to delivery. Orders will be canceled if purchase orders are not received.

Bookstore and Textbook Department

bookstore@hampshire.edu Box BS, x6000 Bookstore: Library building, ground floor

Regular semester hours: M–F, 8 A.M.–8 P.M.; Sat and Sun: NOON–8 P.M.

Reduced Hours: M–F, 8:30 $_{\rm A.M.-4:30}$ P.M., closed weekends

The Hampshire College Bookstore is located on the ground level of the library building and comprises the textbook shop, the Hampstore, and the online Emporium webstore (http://emporium.hampshire.edu).

The Hampstore features an incredible array of snacks and beverages; frozen and refrigerated foods; ready-to-eat and make-it-yourself meals; natural foods; and local products, including dairy. Don't miss our hot coffee and tea counter. You'll also find Hampshire-imprinted clothing and gifts; magazines; computer, and audiovisual supplies; and Peter Pan bus tickets.

The textbook shop offers a large number of used titles, saving students money and contributing to Hampshire's goal of encouraging sustainability within our campus community. Textbook buybacks occur at the end of each semester, as well as throughout the entire year. This gives students the opportunity to sell their textbooks for cash. The textbook shop is accessible whenever the main store is open; please ask a staff member for assistance when the textbook shop is closed.



STUDENT FINANCIAL SERVICES

sfs.hampshire.edu Box SFS Blair Hall, 1st floor x5484 Public office hours are Monday through Friday, 9 A.M.-4 P.M., except lunch hour

The Student Financial Services Office provides services to students and families regarding financial aid and loans, student accounts, and student employment.

More detailed information about each area is available at sfs. hampshire.edu.

Financial Aid

Box SFS or FA x5484

This area is responsible for the distribution of all sources of financial aid from federal, state, and institutional funds to eligible students. Information about student and parent loans is also handled here. Visit financialaid.hampshire.edu and/or loans.hampshire.edu for more information.

Student Accounts

Box SFS x6982

This area is responsible for the billing and processing of tuition and related fee payments. We are also the contact office for student health insurance issues and concerns. Visit studentaccounts.hampshire.edu for the fee schedule and other pertinent information.

Student Employment

Box SFS x5727

This area is located across the hall from Student Financial Services and handles all aspects of student employment for both on- and offcampus positions. Please refer to the student employment section of the Intranet for job postings, procedures, guidelines, and students' rights and responsibilities.





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 http://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, and transcripts for study-abroad programs. 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 at the discretion of the central records staff, unless a written request to withhold directory information is given to the director of central records. Students should realize that withholding this information may complicate enrollment verification to future employers or graduate schools and dissemination of information from within the college. Public directory information is considered to be:

- 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
- · Most recent educational institution attended

Telephone inquiries for alumni addresses and phone numbers are answered by the alumni and family relations office, which releases this information only to other alumni, Hampshire and Five College faculty, and other inquirers expressly authorized by the alum. Hampshire students interested in contact alums are encouraged to email alumni@ hampshire.edu with their requests.



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.

Type of Record	Responsible Officer
Academic	director of central records
Admissions	dean of academic support and advising/ director of admissions
Disciplinary	dean of students office
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 of 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; a school official is a person employed by the college in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the college has contracted as its agent to provide a service instead of using college employees or officials (such as an attorney, auditor, or collection agent); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing their tasks
- 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 an 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 disciplinary 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 and 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 life; offices of the college with responsibility for academic programs; the student's advisor; current and potential divisional 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 the 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, if a student has received scholarships or grants, they 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 form is not completed, it will be assumed that information about a student's academic progress can be given. If a student wants to rescind or to revise permission for access at any time, they should come into central records to sign a new form.

TRANSCRIPTS

The Hampshire College transcript includes the following:

- Dates and titles of divisional work 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 evaluation, including two advanced educational activities
- The Division II evaluation, including the community service evaluation and evidence of completion of the multiple cultural perspectives requirement
- The Division I portfolio assessment
- The Division II or III contract abstracts when the evaluation has not yet been received.

All course evaluations and/or Division I Portfolio Assessments are included in transcripts prepared for students who have not yet

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received the Division II evaluation. Division III students and graduates may select representative evaluations of course work, field studies, internships, and so on.

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, they 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. Forms are also available on the central records webpage. No transcript can be issued without a student's written permission and signature.

It can take up to ten business days to prepare a transcript.

Cost

Students are billed a one-time transcript fee, which entitles them to request transcripts both while enrolled and in the future at no additional charge. Students are responsible for expedited shipping costs.

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 after students leave Hampshire. Students who have not requested final transcripts prior to scanning may not have the option of selecting representative additional evaluations.

Transcripts/Outstanding Obligations

Students who have outstanding financial obligations to the college may not receive official transcripts, nor will transcripts be issued to a third party.

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

If a student has not fulfilled any disciplinary sanctions imposed by the Hampshire College Community Review Board, the dean of students office, or the residence staff, the degree will be withheld and official transcripts will not be released.

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 students." This notation will not be removed.

Students who have not fulfilled obligations as described above may be issued one unofficial transcript that will be stamped with issued to student and outstanding obligation. Transcripts will not be issued to a third party.

COURSE 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. Students cannot preregister for courses for the following semester until their advisors give them permission on TheHub, so it is essential for students to meet with their advisors. Course registration instructions are located on the central records webpage. Students may register for courses until the end of the registration period indicated in the academic calendar. Courses dropped after the end of the registration period will be recorded on the student transcripts as "W" for "withdrawn." Students with documented medical reasons or other verified, unforeseen grounds of personal or family hardship may contact the Center for Academic Support and Advising to request an exception to this policy. If a course is not properly dropped by the deadline, no evaluation will be recorded on the transcript. In the case of a Five College course, a grade of F will be recorded.

Students are responsible for verifying the accuracy of their schedules online and making corrections to the schedule by the published deadlines. Students may add courses after the add/drop period only through an appeals process. Students must complete a Late Add Justification, which includes a description of the extenuating circumstances, and the signatures of both the instructor of the course and the advisor. This form must be submitted to central records, and requests to add late will be considered by an appeals committee.





Requests to drop a course after the final deadline will not be considered.

The need to observe religious holidays will be honored by arrangement with individual faculty members. The Commonwealth of Massachusetts statute ensures 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 that may have been missed because of such absence on any particular day, provided, however, that such makeup 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 offcampus courses. These regulations have been worked out by mutual agreement among the Five Colleges. Registration instructions are located on the central records webpage.

 Students may preregister for a maximum of two Five College courses. During the add/drop period, students may request



additional Five College courses. Students may take no more than two courses at Amherst College in any one semester.

- Off-campus courses do not incur extra tuition charges unless there are special lab fees, music lesson and practice fees, or special materials. Registration for Five College courses in any registration period is completed on TheHub through the Five College course request system. Enrollment in a course is not guaranteed until the class actually begins.
- If a student fails to enroll properly in a Five College course by the stated deadline, the grade in the course will not be recorded. The other colleges will not permit enrollment after this date even if the student has been attending the course.
- For yearlong courses, students must repeat the registration process for the spring term.
- Students taking Five College courses are subject to the grading system, calendar, and academic honor system of the host institution and must take all exams at the time scheduled by the host institution. Five College registration policies and practices vary from institution to institution. (Some instructors in the other four colleges will provide a written evaluation in addition to the required grade, 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.
- 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.

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. Jan 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 faculty-led international and domestic short-term field courses.

Faculty members may use January term to experiment with new approaches or explore new subject matter. January term faculty include both regular and visiting faculty. There are also course offerings and/or workshops by alumni, staff, and students.

The college strongly encourages participation in January term.



Students may also work, travel, or study elsewhere in January. Students may participate in January term courses offered at the other private colleges in the consortium, if open to Hampshire students. At the University of Massachusetts Amherst, January term courses are offered through the Division of Continuing Education, which is not part of the Five College interchange, and are scheduled earlier, during the university's winter term. Students may participate in the courses, but must pay the required fees and request a separate transcript.

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 or exchange during the fall semester may enroll in January term courses only with special permission from the dean of academic support and advising. Students are expected to register for and complete the January term class that is relevant to their divisional work. 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 website. Fall-term Hampshire exchange participants who obtain this permission will not be required to pay additional tuition fees, but will be assessed housing fees on a program-by-program basis.

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 a student
- Counseling students about field study, exchange, leave of absence, and withdrawal

It is the student's responsibility to schedule an appointment to discuss the academic progress at a minimum on advising days and at the end of each term. During Division I, the faculty member teaching the student's tutorial will serve as the student's advisor and write the Portfolio Assessment the student receives upon completion of Division I.

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. The Division II or III chair will retain access to the student's academic records in such cases.

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. First-year students are 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. Spring term first-year 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.

Transfer students are assigned an advisor in an area of interest described in a student's proposed program of study.

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:

- To learn to read and interpret intellectual or artistic works
- To write critically and analytically
- To understand quantitative methods of analysis
- To develop creative abilities in expressive modes (e.g., creative writing, visual and performance arts, and music)
- To effectively present ideas orally
- · To conceive and complete project-based work
- To understand multiple cultural perspectives on intellectual or artistic subjects

In Division I, students pursue foundational studies in the liberal arts by designing a first-year curriculum in which they satisfy distribution requirements, including Hampshire's first-year learning goals.





In Division II, students explore their chosen field(s) of emphasis (the concentration) through an individually designed program of courses, independent work, and internships or field studies. In addition to these requirements, students in Division II must include volunteer services to Hampshire or the surrounding community as a part of their Hampshire education and demonstrate an understanding or an engagement with multiple cultural perspectives as they relate to their course of study.

In Division III—advanced studies—students complete a major independent project centered on a specific topic, question, or idea as well as two advanced educational activities. Students are also asked to look beyond the specific focus of their work by integrating their work into the larger academic life of the college by engaging in advanced courses, internships, or teaching assistant positions.

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. A 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 complete satisfactorily four evaluated courses (which may include independent study).

By the end of the second semester, students must have successfully completed eight courses: five distribution requirements, one in each of the five Schools of the college (Natural Science; Cognitive Science; Social Science; Humanities, Arts, and Cultural Studies; and Interdisciplinary Arts) and three additional requirements drawn from the curriculum offered by any of the Schools of Hampshire College or from the Five Colleges. Students must receive a grade of C or better in a Five College course. Distribution requirements may be satisfied by 100-level Hampshire courses or specifically designated 200-level Hampshire courses. Fall entrants take a required tutorial, which also counts for distribution.

Students are strongly encouraged to incorporate language study into their academic program. Because languages are best learned when studied continuously, students electing to study another language are strongly encouraged to enroll in language courses in the first year. Language study is also good preparation for study abroad in Division II or III. 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 23 quarter credits of college work will be considered first-year entrants 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 non-distribution 200-level courses to fulfill the Division I distribution requirement in the relevant Schools. AP or IB placement must be recorded by central records 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 (

During the third semester of enrollment, students are responsible for preparing a Division I portfolio that contains 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 after reviewing

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the Division I portfolio, the advisor will determine if a 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 semesters' work should consult with their advisor to address the need for further study to ensure the satisfactory completion of Division I.

The Division I self-evaluation must 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. Students must also save online the final selection of courses used to fulfill Division I requirements. When Division I is complete, the advisor then prepares an evaluation online based on the Division I portfolio.

When transfer students complete all the Division I course requirements, they should notify central records in order to record a 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. Transfer students should refer to the transfer policy section.

DIVISION II

Division II is the core of a student's education at Hampshire College. It consists of an area of concentration pursued through courses and other learning activities, as well as the Multiple Cultural Perspectives requirement, additional studies outside the area of concentration as appropriate, community service, or community engagement and learning. The Division II final meeting, at which the concentration is passed, completes the process.

The concentration is an area of learning that the student pursues in greater depth to their individual interests and needs. 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. 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 proceed on the basis of a plan, that it be a coherent body of studies, and that it build 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 the concentration in Division II. The Division II contract must be formally 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 study similar to that of a traditional college major to a highly individualized program of study that encompasses several disciplines or areas of conceptual thought and understanding. It may include a number of kinds of learning activities: independent studies and projects, courses, reading programs, internships, and other forms of field study away from the campus.

The concentration is not the whole of a student's work in Division II; additional studies outside the area of concentration are also an important part. Along with 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. Because 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.

When students have completed sufficient studies in the area of concentration to pass Division II (usually at the end of the third year, or sixth semester), they submit a retrospective and a portfolio of their work to their committee. If the committee agrees that a student is ready to pass, they hold a final meeting. When a student has passed 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 complete two academic requirements prior to completing Division II work: Multiple Cultural Perspectives and Community Service or Community Engagement and Learning.

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 contract) 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 on the



Multiple Cultural Perspectives requirement 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 assessed as part of the Division II evaluation.

Critical Issues for Multiple Cultural Perspectives Requirement

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 non-Western perspectives or race, into their Division II.

Community Service/Community Engagement and Learning

Hampshire College is transitioning to the Community Engagement and Learning requirement passed by the faculty in 2007. While a supporting infrastructure is put into place, the minimum requirement for all students remains the Community Service Requirement as articulated below. Students may pursue the new and enhanced Community Engagement and Learning option that follows if their advisors or Division II committee members agree.

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 a student with the opportunity to contribute in a substantial manner to the college and/or to meeting critical needs as defined by communitybased 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, students must satisfactorily complete substantial service opportunities that have been approved by the Division II committee and have an evaluation of their work written and signed by a supervisor familiar with what they did.

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

Community Engagement and Learning

In keeping with our educational mission, Hampshire expects every student to contribute something of value to the larger college community as well as to "advance the cause of social justice and the well-being of others" outside Hampshire. A commitment to engaged scholarship also emerges from Hampshire's distinctive pedagogy, which stresses the importance of critical inquiry and the development of knowledge that enables students to participate responsibly in a complex world. The Community Engagement and Learning requirement encourages students to design multiple opportunities to build community on campus and seek innovative ways to help address critical needs as defined by communities and organizations outside the college. Off-campus projects are negotiated collaboratively between students and community organizations and should be founded on reciprocity and sustainability. Hampshire encourages students to integrate into their academic work, through documentation and reflection, the knowledge gained from extending their learning venues beyond the classroom. The requirement sets minimum standards for completion, but students are encouraged to engage in socially responsible activities and take advantage of the opportunity to


incorporate engaged scholarship and learning throughout their Hampshire education.

Working closely with their academic advisors, Hampshire students will design and fulfill their Community Engagement and Learning requirement before the conclusion of their Division II. Engaging in a sustained, semester-long equivalent (about 40 hours) of communitybased learning, students will demonstrate social responsibility by meeting agreed-upon goals defined by an organization, person, or community on or, more typically, off campus. To the extent possible, these contributions and the engaged learning that results will complement or in some way further a student's academic course of study, and may take many forms. Typical examples are:

- Internships (in local, national, or international settings) that are arranged through a course, through a Hampshire program, or independently
- Various forms of mentoring in one's area of growing expertise (e.g., teaching assistant position, ESL, or other types of tutoring)
- Other types of applied work that require students to utilize and build upon skills and expertise related to their divisional work (e.g., campus organizations, apprenticeships with NGOs, museums, or schools)

Whereas integration of the Community Engagement and Learning requirement into a student's area of concentration is desirable, it is not required, and students may elect to fulfill this requirement before beginning Division II. However, in all cases, students must carefully negotiate their proposed form of community engagement with their



advisors and/or Division II committee before initiating the activity in order to determine if it meets the criteria and spirit of this requirement.

Students are expected to engage in ongoing reflection on the relationship between their own learning goals and community needs as defined by the individual(s) or organization(s) with whom they are working. A reflective essay that describes the work accomplished, the need(s) being addressed, the learning that took place from this experience, and (where applicable) the integration of this learning with the academic focus of a student's concentration will be included in the final Division II portfolio, along with any documented project work completed for the sponsor. Upon completion of each activity, a supervisor must sign a brief form and evaluate the student's work. This evaluation, the reflective essay, and accompanying documentation must be included in the Division II portfolio.

Division II Field Study or Exchange

Students may include off-campus study at any time during the Division II, taking opportunities to study abroad or elsewhere in the United States, either on Hampshire Exchange or on field study. Because of the need to pass Division I, form a committee, and file Division II, off-campus study is not recommended for third-semester students except in exceptional cases. To be eligible for exchange or field study, students must file for Division II prior to the start of their semester off campus.

Students on field study or exchange during the fall semester may enroll in January term courses only with special permission from the dean of academic support and advising. Students are expected to register for and complete the January term class that is relevant to their divisional work. 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 website. Fall term Hampshire exchange participants who obtain this permission will not be required to pay additional tuition fees, but will be assessed housing fees on a program-by-program basis. Refer to the Field Study or Exchange section or the Center for Academic Support and Advising website for more information.

Procedures for Division II Work

Overview

Students begin to formulate a preliminary course of study for Division II during the third semester. As a result of discussions with the faculty, 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 a student, discuss how the student's interests and goals might be best addressed. The student drafts a Division II contract—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 guidance in the form of critical comments, 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, and 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.

When determining whether a student's Division II is ready to be passed, the faculty committee takes into consideration: the number and type of courses and other learning activities in the portfolio and whether they form a comprehensive body of work; the student's proficiency with writing and other modes of expression and presentation; and the student's readiness, in terms of requisite knowledge and skills, to embark on the proposed Division III project.

Filing Dates and Deadlines for Division II

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

Procedures

- Students post a preliminary Division II proposal on TheHub briefly indicating their area(s) of interest for this Division II concentration during their third semester. Students name three potential faculty members who could serve as the chair of the committee and three who could serve as the member (these may be the same three for each). This alerts faculty about which students want them on their committees and sets the stage for students to contact these faculty for face-to-face meetings.
- Courses taken during the first two semesters of enrollment not used to fulfill Division I requirements may be applied to the Division II if relevant. Courses taken during the third semester of enrollment, if not needed to fulfill Division I requirements, will also become part of the Division II concentration if relevant, even though the Division II has not yet been filed on TheHub.

- In consultation with the advisor and the potential members of the concentration committee, the student drafts a Division II contract online. As the 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, and indicate prior experiences, including those in Division I, that 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) and, if possible, how the student plans to fulfill the Community Service requirement.
- 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, overseeing the final meeting, and writing the student's Division II evaluation. The Division II chair 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.
- Students should work on developing their Division II contracts, in consultation with their advisors and relevant faculty members, during their third semester. Toward the end of the third semester but no later than the beginning of the fourth semester of enrollment, they should post the contract as ready for faculty signatures. Committee members electronically sign the contract, which files it with central records. Division II is 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.
- The initial Division II contract 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.
- The student is responsible for fulfilling all the commitments detailed in the Division II contract. Evidence of completion will typically include course evaluations, Five College grades, research papers, and lab work; fulfillment of the Multiple Cultural Perspective; and evaluations for internships, independent studies, performance, artistic work, and Community Service or Community



Engagement and Learning. All work completed on field study or exchange must be evaluated, documented, and recorded by the central records office.

- Periodic feedback from the committee chairperson will provide a sense of how the concentration is progressing. Before a final meeting is scheduled, the student should contact the chairperson to verify that all of the materials to be submitted for evaluation as specified by the contract have been made available to each committee member. At that point, the student should arrange the time of the final meeting with each of the members of the committee. Although the format and style of the final meeting varies, it is normally an oral examination of the student's Division II work, which involves a discussion of the central questions addressed in the concentration.
- Students are encouraged to include a statement about prospective Division III work as a part of the Division II portfolio submitted for evaluation. It is expected that Division III work will grow out of Division II work, as 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 that constitutes suitable preparation for advanced work.
- Prior to the final meeting, students must submit a final revision of the Division II contract on TheHub, updating the list of courses and other learning activities included in the concentration. The revision should also contain any necessary changes in committee members, community service requirements, and other aspects of the concentration form. The Division II committee should sign the revised contract on TheHub prior to the final meeting.
- Students must submit their Community Service or Community Engagement and Learning evaluations to central records for recording prior to the final meeting. The evaluation should be on letterhead of the institution where the student provided service, and include a description of the work done and evaluative comments of the student's performance. It should be signed by the evaluator and contain the evaluator's name, title, and institutional affiliation.
- 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: Under exceptional circumstances, students who have made accelerated progress in their Division II studies may, with the support of their Division II committee, 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 a 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 two semesters, students undertake a major independent 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 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 Project

Each student designs, implements, and completes an advanced independent project that encompasses 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 the student's faculty committee.





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 must 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. The second activity may be an advanced course; supervised teaching; a supervised internship; a course of independent study for which the student is properly registered; or facilitation of an EPEC course that is planned with an evaluated by a Hampshire faculty member. If the student and committee decide on an internship, independent study or facilitation of an EPEC course, that activity and its rationale must be explained in the Division III contract so that when it is reviewed by the school dean, the reader understands the reason for the proposal. In all cases, the student's primary activity must be an advanced course, or supervised teaching. Students who take an advanced course at another college of university must receive a grade of C- or better in a credit-bearing course of at least three credits in order for that course to count as an advanced activity. 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 Hampshire's commencement.

The work for all advanced educational activities must be completed by the end of the Hampshire examination period. Students may not negotiate an incomplete in the final semester for any advanced activity. Failure to complete an advanced activity - whether advanced course, supervised teaching, internship, or independent study - will result in the student having to complete an advanced-level 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. Among those activities are 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.

Procedures for Division III

Filing Division III

To begin work in Division III, each student first forms a Division III committee. The committee must have at least 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. To facilitate the formation of the Division III committee, during the final semester of Division II students are asked to post a preliminary Division III proposal on TheHub and also to name three potential faculty members who could serve as chair of the committee and three who could serve as the member. This process alerts faculty as to which students may want them on their committees, and sets the stage for students to contact these faculty for face-to-face meetings.

After forming the committee, the student completes a Division III contract online and asks committee members to "sign" the contract indicating approval for the proposed program of study. Because 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, the online academic year calendar, and the Division III \mbox{Guide} for Students.

Division III contracts may be negotiated or submitted while a student is on field study. 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 a student's committee. Because the student is expected to design and complete an advanced independent project, 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 the advanced-level work required by Division III.

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 their 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 the committee.

All final meetings must be held by the third Friday before commencement. Commencement takes place on a Saturday. All final presentations, including film screenings, gallery shows, and theater productions, must take place by this date. If a final meeting does not take place by this deadline, the student will request a September or October extension for graduation and be charged the corresponding fee. If the Division III is passed by the September or October deadline, the degree will be voted the following February. See the Extensions for Division III Work section.

All Division III evaluations will be due in central records ten days after the Division III pass deadline.

The faculty meeting at which degrees are voted upon is held the Tuesday before commencement.

Fall Terms

In the fall term, the completion date is in early December. There is an alternative completion date in January only for those students whose full committees are available to meet then and to 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 the committee.
- All final meetings must be held in December by the posted deadline. All final presentations, including film screenings, gallery

shows, and theater productions, must take place by this date. If a final meeting does not take place by this deadline, the student will request a February or March extension for graduation and be charged the corresponding fee. If the Division III is passed by the February or March deadline, the degree will be voted the following May. See the Extensions for Division III Work section.

- 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 theater productions, must take place by this date. If a final meeting does not take place by this deadline, the student will request a February or March extension for graduation and pay the corresponding fee. The degree will be voted the following May.
- All Division III evaluations for students completing in a fall term 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 as a whole, who vote to recommend awarding of degrees.

Division III Field Study or Exchange

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 or on exchange during the first semester of Division III. In such a case, the student may be granted field study or exchange status for the first semester of Division III work. Students must apply for an exchange program through the Global Education Office. Refer to the Field Study, Exchange, Leave, Withdrawal section of NSNS. The final semester of Division III must be one of full enrollment on campus, not on field study or exchange.

Examples of field work are participating in internships, engaging in field research, and working with arts programs. Division III students who pursue field study or participate in exchange 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 or exchange.



All such plans for field study or exchange 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 CASA 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 or exchange. After the student has secured all necessary signatures, 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 their committee must assess how much work remains to be done and how much faculty supervision or other use of the college resources is likely to be required. The student then submits the appropriate form to the center for academic support and advising requesting one of the following categories:

- If the student needs only a limited amount of faculty time for completion and evaluation of the Division III work, the student pays a fee of approximately 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.
- If all of the Division III work is complete except for 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 or faculty involvement is 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 Leave of Absence

All Division III leaves require special approval. Division III students must meet the college requirement of 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 the Division III counselor in CASA must 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 the Division III leave policy in the section on Division III.

Division III Funding

Students who receive financial aid and 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 partial funding for Division III. Information about applying for these funds is available in the Division III Guide for Students, available on the CASA website.

Awarding of Degrees

No degree will be awarded until evidence of completion of degree requirements has been received, library books returned, disciplinary sanctions fulfilled, and outstanding bills paid.

All But Division III Degree Program (AB 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 AB Division III program. Students in 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. Transfer 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 those offered at Hampshire, be at least a grade of C and not be 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 entrants 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.

Prior to matriculation, transfer students' transcripts are evaluated to determine which first-year course requirements have been fulfilled through transfer work. Any remaining first-year requirements must be fulfilled during the first semester of enrollment. Requirements that have been met will be indicated when students fill out their course preference forms on TheHub during the summer prior to matriculation.

At a meeting for transfer students during orientation, students will receive a list of the courses from their previous institution(s). The courses that were accepted to satisfy the first-year distribution requirements will be noted as such. Students must declare the three additional requirements (electives) needed to complete the first year, a total of eight courses. These courses may be from a student's previous institution, Hampshire courses, or a combination of both. After completion of distribution requirements, the student obtains the advisor's approval of the three electives, using a form obtained in the central records office. After receiving the completed form and all grades and evaluations are recorded, central records will record a Division I pass, which will allow the student to file their Division II contract. Transfer students do not complete Division I portfolios or submit Division I retrospective essays.

Each transfer student will negotiate a plan of study with their advisor. This plan and the rate of academic progress will be determined in part on the basis of progress toward Hampshire's graduation requirements and the amount of prior course work used for Division I and II. Transfer courses not used for the completion of Division I are eligible for inclusion in Division II upon approval of the student's Division II committee. Each student's program is individually designed, with the guidance of the Division II committee and rates of progress will vary, depending on the number and type of courses taken at previous institutions and their applicability to the student's proposed plan of study at Hampshire.

Transfer students entering with at least two full-time semesters of prior course work participate in the preliminary Division II process in their first semester and have until the Division II filing deadline in their second semester of enrollment at Hampshire to file a Division II contract.

Transfer students entering with less than two semesters of prior coursework should consult with the Center for Academic Support and Advising during their first semester to establish when to participate in the preliminary Division II process and to file Division II.

The completion date of Division II will be determined by the student's committee with approval by the appropriate dean in the Center for Academic Support and Advising. Please see the section concerning requirements and procedures for filing Division II. When determining whether a student's Division II is ready to be passed, the faculty committee takes into consideration: the number and type of courses and other learning activities in the portfolio and whether they form a comprehensive body of work; the student's proficiency with writing and other modes of expression and presentation; and the student's readiness, in terms of requisite knowledge and skills, to embark on the proposed Division III project.

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, such as courses, independent studies, field studies, teaching assistantships, and other educational activities between instructor and student. Evaluations of internships, field studies, and community service activities written by non-Hampshire supervisors must be submitted to the student's file in central records. In order to be included in the student's Division II portfolio, such activities must be approved in advance by the Division II or Division III chair. Throughout the semester, there needs to be continuous contact between the student and the instructor or supervisor of these activities. The instructor or supervisor prepares a written final evaluation of the student's work and determines if the student has completed the course requirements.



Courses

Course Summary Evaluations: Faculty indicate whether students will be receiving an evaluation, no evaluation, or an incomplete by the end of each semester.

Fall term. Summaries are due ten days after the end of classes. January term. Summaries are due three days after the end of classes. Spring term. Summaries are due ten days after the end of classes.

Course evaluations are due according to the following schedule:

Fall term. Course evaluations are due for all students by January 15. January term: Course evaluations are due for all students by February 15.

Spring term. Course evaluations are due for all students by June 15.

Incomplete courses. Faculty may grant up to one term of active enrollment for incomplete work to be submitted to the instructor. The evaluation is then due by that semester's course evaluation deadline. If the evaluation is not submitted by this deadline, the incomplete will be changed to "no evaluation" in the student's transcript.

Divisional Evaluations

Division I and II. Evaluations for Division I and II work passed during a fall term are due January 30. Evaluations for Division I and II work passed during a spring term are due June 30.

Division III. Evaluations for Division III work passed at the end of a fall semester are due by the Friday of the second full week of January term classes. Evaluations for Division III work passed at the end of a spring term are due by the Monday prior to commencement. 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, in which 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. Students must complete at least six courses by the end of the first year to be able to continue at Hampshire College. Students completing fewer than three courses in a term 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. The college considers students at the Division II and Division III levels to be in good academic standing if they complete at least three committeeapproved courses/evaluated learning activities each semester with an evaluation or grade of C or better.

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 toward graduation. This course of study comprises 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 ten semesters of full-time enrollment.

Insufficient Academic Progress

Students who fail to make adequate academic progress are subject to withdrawal from the college. As an alternative to withdrawal, some students who have fallen behind may be placed on an academic contract worked out by the Center for Academic Support and Advising (CASA) in consultation with the advisor. At the end of a contract semester, CASA 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. At the discretion of the advisor and CASA, a student may be placed on required leave status in order to complete academic work before returning to full enrollment.

During and at the end of the semester, CASA contacts the instructors of students who are on academic contract and requests that they provide feedback on the students' performance. Timely information on students' academic progress enables CASA to assist them in better achieving their academic goals for the semester.

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 in writing both students and parents 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.

A student may appeal their academic standing by submitting a written statement to the dean of academic support and advising. The statement may cite mitigating circumstances for review.

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

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 their advisor. The following guidelines are intended to encourage early and frequent discussions between students and advisors concerning a student's academic progress:

- Completion of the Division I course requirements by the end of the second term
- Passing Division I in 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. 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 their 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 aideligible students who are granted permission to exceed the maximum period for completing degree requirements will continue to receive financial aid.

Filing Dates and Deadlines for Division II and III

Central records publishes the academic calendar, which details the filing deadlines for each academic year.







FIELD STUDY, EXCHANGE, LEAVE, OR WITHDRAWAL

Field Study

Field study may be granted for academic study that requires a 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 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." The Center for Academic Support and Advising staff are available to answer questions about field study.

Students completing a semester's work at a site away from Hampshire College, which has been pre-approved by their Division II or Division III committees for inclusion into their Division II or Division III, are placed on field study. Students who want to be on field study must be in good academic and disciplinary standing to qualify. The enrollment notification deadline is listed each year in the online academic calendar and tuition information on the student financial services website. 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.

A student on field study generally is supervised by an appropriate person at the field-study site. The student is entitled to supervision by the Division II or Division III committee. A semester of field study is considered a semester of enrollment for the purpose of academic standing (see the section on Guidelines for Academic Progress).

Enrollment 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.

All students, including those on field study, are automatically enrolled in the Hampshire College health insurance program through Gallagher Koster. Medical care coverage is outlined in the college insurance company brochure and on the student financial services website. Field-study students are required to have insurance. Students have the option to waive the college's insurance if they are covered under another insurance plan; students who will be studying outside of the United States will need to confirm that their private carrier will cover them internationally.

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 Amherst Health Services; the Robert Crown Center; Outdoors Program and Recreational Athletics college-sponsored trips; enrolling in, teaching, or auditing Hampshire or Five College interchange courses; having a job on campus; or having a validated Hampshire ID card.

Students on field study during the fall semester may enroll in January term courses only if they receive special permission from the dean of academic support and advising. Students are expected to register for and complete the January term class that is relevant to their divisional work. 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, which is distributed by student financial services and apprears with the tuition information on the student financial services website.



Fees

The fee for a field study is approximately one third of the Hampshire College tuition for that semester. Refer to the student financial services website.

Financial Aid

Refer to the financial aid website.

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.

- Field-study forms are available from the Center for Academic Support and Advising.
- A meeting with the advisor (Division II or Division III chair) who will be supervising the work during the field study should occur at an early stage. If this is a Division III field study, this planning meeting must be followed by a meeting with one of the deans in the Center for Academic Support and Advising.
- 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.
- Filing for field study requires the signature of the following people: academic advisor, the housing coordinator, the manager of student accounts, the director of financial aid (for financial aid students), the director of global education (for students traveling outside the United States), and finally a member of the Center for Academic Support and Advising staff.

A \$500 late enrollment notification fee is assessed if the field-study form is not filed in 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 website. 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 CASA staff member the following week. Occasionally a student will find that their 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.

Any field study or exchange for which final approval has not been received will be canceled.

International Students

International students must consult with the international student advisor regarding visa implications of field study. The advisor is located in the Lebrón-Wiggins-Pran Cultural Center.

Returning from Field Study

In order to preregister for courses or participate in the on-campusroom-choosing lottery process, the student must notify CASA of their intention to return by the November and April enrollment deadline. Students should refer to online forms and information on the Hampshire College website. If CASA is not notified of the student's plans for the term following the field study by the notification deadline, the student will be withdrawn from the college. Other information regarding returning to Hampshire is also included at this website. See the January term section if the student is returning from a fall semester field study.





Permission is rarely granted to extend field study if the field study was originally approved for one semester. If such permission is granted, students must file a new field-study form and obtain updated signatures. Failure to do so will result in cancellation of the field study and students will be placed on leave of absence.

Exchange

Exchange is the term for participation in a Hampshire-sponsored program at a site away from the college. All Hampshire Exchange programs (both international and domestic) are administered by the Global Education Office (GEO). Refer to the website, htt://geo. hampshire.edu for information about Hampshire Exchange programs. Students interested in participating in exchange must follow the GEO application procedures. The Hampshire Exchange application deadlines (fall and spring term) are listed each year on the GEO website and advertised extensively around campus. Students who enroll at a program or institution where Hampshire has an exchange agreement must do so through Hampshire College exchange status. Students may not enroll directly with Hampshire partners while on field-study status.

A student on exchange is generally supervised by an appropriate person at the exchange site. The student is entitled to a limited amount of supervision by a Hampshire College faculty member. A semester of exchange is considered a semester of enrollment for the purpose of academic standing (see the section on Guidelines for Academic Progress).

Enrollment Status

Students on exchange 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.

All students, including those on exchange, are automatically enrolled in the Hampshire College health insurance plan through Gallagher Koster. Medical care coverage is outlined in the college insurance company brochure and on the student financial services website. Exchange students are required to have insurance. Some exchange programs may have additional, country-specific insurance requirements. Students have the option to waive the college's insurance if they are covered under another acceptable insurance plan; students who will be studying outside of the United States will need to confirm that their private carrier will cover them internationally.

Students on exchange 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 Amherst Health Services; the Robert Crown Center; Outdoors Program and Recreational Athletics college-sponsored trips; enrolling in, teaching, or auditing Hampshire or Five College interchange courses; having a job on campus; or having a validated Hampshire ID card.

Students on exchange during the fall semester may enroll in January term courses only if they receive special permission from the dean of academic support and advising. Students are expected to register for and complete the January term class that is relevant to their divisional work. Fall term Hampshire Exchange participants who obtain this permission will not be required to pay additional tuition fees; however, they will be assessed housing and board fees on a program by program basis.

Fees

Students who participate in a Hampshire Exchange program are charged Hampshire College tuition for that semester. Room, board, and other fees vary by program; refer to the global education office website.

Confirmed students who must withdraw from a Hampshire Exchange program must notify the global education office in writing. Fees associated with exchange withdrawal will be assessed per the program withdrawal and refund policy (see GEO website).

Financial Aid

Refer to the financial aid website.

Procedures for Exchange

Students must work closely with the global education office and complete all application materials. A Hampshire College Exchange form will be issued to a student if they have been accepted to an exchange program.

- A meeting with the advisor (Division II or Division III chair) who will be supervising the work during the exchange should occur at an early stage. If this is a Division III exchange, this planning meeting must be followed by a meeting with the Division III counselor in CASA. Division III students should refer to the Division III section.
- 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.





- All students traveling on a Hampshire College sponsored study are required to submit an Assumption of Risk and General Release form. College sponsored travel is any travel that a student receives any funding, academic credit for work done during or upon return from the travel; or any travel which has been arranged by the college. This includes participation in field study domestic or international.
- Filing for exchange requires the signature of the following people: academic advisor, the housing coordinator, the manager of student accounts, the director of financial aid (for financial aid students), the director of global education (for students traveling outside the United States), and a member of the Center for Academic Support and Advising staff.

Any exchange for which final approval has not been received will be canceled.

International Students

International students must consult with the international student advisor regarding visa implications of exchange. The advisor is located in the Lebrón-Wiggins-Pran Cultural Center.

Returning from Exchange

In order to preregister for courses or participate in the on-campusroom-choosing lottery process, the student must notify CASA of their intention to return by the November and April enrollment deadline. Students on exchange who plan to return to the college the following semester must notify CASA in writing. Students should refer to online forms and information on the Hampshire College website. Other information regarding returning to Hampshire is also included at this website. If CASA is not notified of a student's plans for the term following the exchange by the notification deadline, the student will be withdrawn from the college.

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.

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 Amherst Health Services; the Outdoors Program/Recreational Athletics college-sponsored trips; enrolling in, 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 website. Supplemental insurance does not cover a student for care at the Hampshire College or University of Massachusetts Amherst Health Services.

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.

Procedure for Filing for Leave of Absence

The form for filing for leave of absence should be obtained from CASA. Members of the staff are available to talk with students about their plans. The form requires signatures from the student's advisor, the housing coordinator, the director of financial aid (for financial aid students), and a CASA dean. Students taking a leave of absence are responsible for communicating with CASA regarding their plans for the following term. Students should refer to online forms and information on the Hampshire College website. If CASA is not notified of the student's plans for the term following the leave by the notification deadline, the student will be withdrawn.



Deadlines and Fees

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

A \$500 late enrollment notification fee is assessed if leave forms are not filed in CASA by the enrollment notification deadline. The enrollment notification deadline is listed each year in the online academic calendar and tuition information on the student financial services website.

A change of status from fully enrolled to leave of absence 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. Refer to the fee brochure and the website http://studentaccounts.hampshire. edu for the refund schedule. Factors determining the amount of the refund include the date of leave, the type of leave, and the financial aid status of the student. Upon leave, financial aid students may have a part of their aid returned to the programs that assisted them as mandated by the federal return-of-funds formula. Returns are applied in the following order: federal student and parent loans, federal grants, college and outside grants, and scholarships. Students will be responsible for a balance due created by the return-of-funds process.

Vacating Student Rooms

Students who go on leave must vacate their on-campus rooms within 48 hours after the date on which the leave is scheduled to begin. 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 additional charges commensurate with the amount of time a student has taken to vacate their room or to make arrangements with the house office to have articles moved to storage.

Students Extending Leave of Absence

Students on leave of absence who want to extend their leave must notify 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 CASA.

Withdrawal

Students who want to withdraw from Hampshire College must complete a withdrawal form, which is available from the center for academic and advising. Members of the staff are available to talk with students about their plans. The form requires signatures from the student's advisor, the housing coordinator, the director of financial aid (for financial aid students), and a CASA dean.

Deadlines and Fees

A \$500 late enrollment notification fee is assessed if withdrawal forms are not filed in CASA by the enrollment notification deadline. The enrollment notification deadline is listed each year in the online academic calendar and tuition information on the student financial services website.

A change of status from fully enrolled to 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. Refer to the fee brochure and the website studentaccounts.hampshire.edu for the refund schedule. Factors determining the amount of the refund include the date of leave, the type of leave, and the financial aid status of the student. Upon withdrawal, financial aid students may have a part of their aid returned to the programs that assisted them as mandated by the federal return-of-funds formula. Returns are applied in the following order: federal student and parent loans, federal grants, college and outside grants and scholarships. Students will be responsible for a balance due created by the return-of-funds process.

Vacating Student Rooms

Students who withdraw must vacate their on-campus rooms within 48 hours after the date the withdrawal form is submitted. 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 additional charges commensurate with the amount of time a student has taken to vacate their room or to make arrangements with the house office to have articles moved to storage.

READMISSION POLICY

Students seeking readmission to the college are required to submit an application to the Center for Academic Support and Advising 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 and all other relevant documents, are reviewed by the Readmissions Committee. The committee may also consult with faculty or other pertinent persons, such as former advisors and faculty working in the area of the student's interests, concerning the advisability of readmitting the student.

Students who are applying for readmission must do so no later than November 15 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 four years or



more 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 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. International students should also contact the cultural center to discuss visa status and enrollment limitations.

The materials will be reviewed 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 a student's ability to function at Hampshire may be addressed in determining suitability for readmission. The readmission decision rests on the discretion of the Readmissions Committee. There is no appeal process for decisions of the Readmissions Committee.

The Readmissions Committee will sometimes recommend that a student be readmitted to the college with the understanding that certain conditions or expectations will be met once the student has returned. CASA will be responsible for conveying academic information to the student and the advisor in the form of an academic contract for monitoring academic progress.

The staff at CASA are available to answer any questions about readmission.

Readmission applications are available through CASA. Applicants must fulfill all requirements as set forth in the application materials, including submission of a personal statement that explains how the circumstances which led to the leave have been addressed. In addition to the requirements listed below, the Readmissions Committee may require the student to submit additional documentation and/ or participate in a personal interview with a college administrator. International students should also contact the international student advisor to discuss visa status and enrollment limitations. The advisor is located in the Lebrón-Wiggins-Pran Cultural Center.

Readmission after Academic Withdrawal

Applicants must provide documentation of completion of all academic work stipulated in the academic withdrawal letter and submit a proposed plan of study.

Readmission after Administrative Withdrawal

Students who have been administratively withdrawn from the college because they have not informed the college of their enrollment plans must submit information concerning any academic activities while away as part of the application.

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

Readmission after Disciplinary Suspension

In addition to any criteria and recommendations made at the time of suspension from the college, evidence of responsible behavior in academic and nonacademic areas will be among in the criteria used to determine readiness to reenter the Hampshire community.

Readmission after Financial Withdrawal

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.

Readmission after Medical Leave

The student must submit a letter to CASA from a gualified health professional that contains the following information: (1) a specific diagnosis and prognosis of the health condition that led to the medical leave; (2) description of the treatment that was received by the student during leave; (3) an assessment of the student's present and sustained ability to meet the academic, behavioral, and other requirements of the college; (4) an assessment of the student's present and sustained ability to live independently in student housing; (5) an assessment of whether the student's return to the college presents a potential threat to the health or safety of the student or to others in the college community; and (6) recommendations for continued treatment or accommodations (if any) upon return to the college. If requested to do so, the student also must provide the college with written permission to contact their health professional. In specific cases, additional requirements are possible. This information will be held confidential by college health officers and the Readmissions Committee to the extent practicable.



ETHICS OF SCHOLARSHIP

Hampshire College is part of a broader community of scholars, a community in which 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 the footnotes of those who borrowed from us, so must we carefully recognize those from whom we borrow.

Brief guidelines are presented in the next couple of 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 want to review the evidence, consider other interpretations, or 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. Though it is not plagiarism per se, falsification of data is a clear violation of the ethics of scholarship.

Intentional Poor Documentation

As scholarly writers, we are expected to acknowledge our indebtedness for ideas, phrases, sentences, charts, diagrams, figures, and 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; many are online.

Papers Written by Others

Presenting papers or sections of papers (including websites) 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, work for Division II, and even Division III "independent 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 in footnotes and references lists recognize their indebtedness to colleagues who have criticized their work. 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, submission of a paper to several classes or publication in several scholarly journals) is generally considered to be unacceptable.

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:

- A. 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, the dean will choose one of the following options, depending on the seriousness of the offense:
- B. Write a letter of warning to the student, with a copy to the dean of academic support and advising; or
- C. 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, sanctions 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 alternative project on a different topic with a different committee (unless the committee concerned agrees to continue working with the student).

In cases of egregious violation, the School dean or dean of academic support and advising may refer the case to the dean of student office for disciplinary action, as outlined below.

Referral of the case to the dean of student office for disciplinary action. Second or multiple offenses concerning plagiarism or other violations of the ethics of scholarship (as well as egregious first offenses) will be referred by the School dean or the dean of academic support and advising to the dean of student office for further disciplinary action. The dean of students office will consult with the dean of the faculty in deciding disciplinary action. Among the sanctions available are disciplinary probation, suspension, and expulsion from the college. Appeals. The student has the right to appeal the finding of academic dishonesty and/or disciplinary sanction to the president.

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. CASA will be responsible for monitoring recommended actions and ensuring appropriate confidentiality. CASA will also keep a summary of all cases, without identifying specifics, to aid in determining appropriate action.

(The student handbooks of Amherst, Mount 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 email, 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 email accounts regularly, as all official college correspondence via email is sent to these accounts only. The college is not responsible for setting up, using, or forwarding email to any other account. Students may retain email accounts in perpetuity as alumni in accordance with the college's email policy.

Students may not access, inspect, or alter any file or directory belonging to another user without their permission. Students may not harass other users by sending unwanted email, 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 email 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 nondiscrimination policies.

The college believes in freedom of speech regardless of the medium used for communication and does not want to act as a censor of information on college resources, including webpage content. However, the college will investigate complaints arising from either the college community or external sources and will comply with and enforce



applicable laws and college policies as appropriate. All email and files on college-owned computers and servers are legally the property of the college. The college reserves the right to inspect email 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, nor 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.







On March 11, 1976, the 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. The Norms for Community Living below are applicable to all community members, employees and students. Policies beginning with the Code of Conduct (after the Norms for Community Living) pertain to students only.

CHARGE AND MEMBERSHIP

Members of the Hampshire College community have a common concern for each individual and their 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 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 assemble peaceably 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 defamatory 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:

- Academic Integrity. Every member of the college community has the exclusive right to their 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 or libel, and not to have their character impugned.

RIGHT OF PERSONAL SECURITY

Every member of the Hampshire community has the right to reasonable security 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 of 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. Among such actions are the following:

Noise

Members of the Hampshire community have the right to a quiet environment. Loud noise that infringes on a person's living or working environment at any time cannot be tolerated. Quiet hours begin at 11 P.M. Sunday through Thursday and 2 A.M. on Friday and Saturday. Unlike areas surrounding other buildings, noise made outside of residence halls can interfere with the ability to sleep, study, or socialize. The same expectations regarding courtesy that apply inside residence halls also apply to the area surrounding them. The use of amplified instruments and drums in the residences, indoor or outdoors, and the placing of stereo speakers in windows facing outward are prohibited. The disciplinary action for violation of noise regulations will depend on the severity and frequency of the noise and an offender's behavior when alerted by Public Safety or a staff member.

Failure to Comply

Students are required to comply with all requests or instruction of any college official or Public Safety officer when that official or officer is carrying out the assigned duties of their position.

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, or the throwing of objects out of windows, off roofs, or in any other dangerous manner are unacceptable. Actions that are excessively violent or life-threatening will result in the offender's removal from the college. Public Safety should be contacted regarding any physically endangering behavior.

Threatening and Intimidating Behavior

Verbal threats to do violence, psychological intimidation, and harassment of any person are unacceptable behaviors. Public Safety should be contacted regarding any threatening and intimidating behavior.

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 their right to the proper resources. This right is possessed not only by those who are students now, but also by those who will be students in the future. The following sorts of behavior, therefore, are considered unacceptable.

Improper Upkeep

Massachusetts law requires that all community members 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 manner that maintains their condition for future use.

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 their appropriate location in public places, as well as theft, damage, or moving of bicycles marked as belonging to the campus EMT service.

Pets

Pets and other animals, with the exception of certified service animals, are prohibited in all residence buildings. Residents are also prohibited from keeping or providing for animals on college property, and visiting animals must be kept outdoors on a leash at all times in the presence of the owner. 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 three times per term).

Students who violate this policy are subject to disciplinary actions, including seizure of animals when students fail to heed warnings and other attempts to resolve concerns with animals found in the residences. Students will bear any associated cost to the college or any of its employees or agents, whether because of damage to property owned by the college or others or because of any claim brought against the college by any person because of injury, illness, or other reason as a result of the student having brought an animal onto campus, regardless of whether the animal is in violation of this policy.



DISCRIMINATION AND HARASSMENT

ANTIDISCRIMINATION POLICY

Discrimination on the basis of race, age, color, national origin, religion, sex (including sex stereotyping), sexual orientation, gender identity and expression, disability, genetic information, or military service (henceforth, the "Protected Factors") is in conflict with the mission of the college and is strictly prohibited by its policy. Hampshire College is strongly committed to building an inclusive environment and will not tolerate any actions of any individual that violate this policy.

Discrimination and harassment in many instances violate Massachusetts statutes and federal laws as well.

Discrimination is understood to comprise any one or more of the following actions and courses of conduct between persons:

- 1. Physically assaulting, or threatening to assault, any person because of the Protected Factors.
- 2. Causing any person to have reason to believe that by virtue of the Protected Factors or membership in one or more of the aforementioned groups they will be prevented from pursuing a chosen activity.
- 3. Making written or oral statements designed to produce in members of the aforementioned groups fear for their physical

safety or fear that freedom of movement or expression would be restricted; or making written or oral statements that can reasonably be supposed to have this effect. Threatening language is expressly prohibited.

- 4. Directing at an individual or person, present or absent, language that grossly offends or insults such individual or groups on the basis of the Protected Factors.
- 5. Denying academic, social, recreational, housing, employment, health service, or other college opportunity or service on the basis of the Protected Factors, or any action or statement that might lead any member of any such group to reasonably expect that access to such opportunities or services might be denied to them on such a basis.

At the same time that Hampshire College stands strongly behind not discriminating on the basis of identities listed above, allocation of college opportunities or services follow other established procedures in order to satisfy the needs of a broad population:

- 1. Using different standards of evaluation for academic work, suitability for employment or promotion, or job performance because of the Protected Factors.
- 2. Any similar actions designed to degrade, insult, threaten, or harm one or more members of the aforementioned groups, or which can reasonably be expected to have these effects.

With regard to language used in classrooms and other teaching/ learning contexts, at the same time that we stress that unreasonable constraints on either scholarship, academic freedom (of teachers and learners), and creative work would be chilling in an academic environment, individuals weighing the use of offensive language for an ostensible educational or creative purpose should proceed with care.

DISCRIMINATION COMPLAINT POLICY

Whenever a member of the community (student, staff, or faculty) believes their rights as defined above have been violated, said person can, without losing the right to access other resources inside and outside of Hampshire College, file a complaint with the office for diversity and multicultural education. The special presidential assistant for diversity and multicultural education will ascertain which of the methods below the complaining party would like to follow.

Informal Processes

If at all possible, the complainant should bring notice of the problem directly to the person whose actions have been found objectionable. It is hoped that in discussing an issue or concern directly with another



person, the parties will be able to reach a mutually satisfactory resolution. Individuals with complaints against an employee of the college are encouraged also to consider speaking to the employee's immediate supervisor. (The special presidential assistant can be helpful in identifying who that person is; in the case of a faculty member, for these purposes it is considered to be the School dean.)

If such direct communication either is not acceptable to the complainant or proves unsuccessful, the complainant may bring the complaint to the special presidential assistant for diversity and multicultural education, who—normally within two working days of receiving the complaint—will notify the person being complained about, henceforth referred to as the respondent.

As part of this informal process, the special presidential assistant will initiate an investigation. Investigations for informal procedures will consist primarily of interviewing the complainant(s) and respondent(s). This investigation has, as its main goal, facilitating a resolution between the involved parties with the special presidential assistant or designee serving as mediator or facilitator. The period for investigation should not be protracted. The special presidential assistant will notify both parties of their recommendations for facilitating resolution within a reasonable time, normally no more than five business days (within one semester).

Formal Process

Filing a Complaint

If the complainant chooses not to use the informal procedure or the informal procedure is not successful, said person can file a complaint to the Campus Climate Subcommittee of the Diversity Committee. The complaint is filed by submitting a written description of the event(s) in question to the special presidential assistant for diversity and multicultural education, together with an explanation of which of the seven actions or conducts listed the complainant believes to have been involved. The special presidential assistant must forward this written complaint to the Campus Climate Subcommittee of the Diversity Committee promptly upon receipt, normally within two working days. The special presidential assistant also forwards this written complaint to the respondent(s) within the same period, setting a deadline for response (again, normally another two working days). This response is immediately forwarded to the Campus Climate Committee.

Constitution of a Response Team

Normally within five business days (in one semester) of receiving the initial communication regarding the complaint, the Campus Climate Subcommittee will, from among its members, constitute a response

team to hear the complaint and assist the complainant through the complaint process. The response team will consist of a student, a member of the staff, and a faculty member. These three members will be selected by the Campus Climate Committee to ensure the ability of the team members to remain impartial. If for any reason the Campus Climate Committee fails to identify members that the committee, the complainant, and the respondent agree are impartial, it will select additional members from within the Diversity Committee, always maintaining the membership to be one student, one member of the staff, and one faculty member. This second membership selection, when necessary, will identify members within seven calendar days of the receipt of the original complaint.

Information Gathering

Within 72 hours of being constituted, the response team will meet with the complainant. Options for course of action and desired responses will be discussed, and the complainant will choose a course of action and inform the response team. If the complainant chooses to proceed with the formal process, the members of the response team will elect a chairperson from among its members. The chairperson will be responsible for following the case, assisting the complainant with the case, and, based on the status of the respondent, contacting the appropriate responsible entities: the vice president for academic affairs/dean of faculty for faculty members; the dean of students and/or the Community Review Board (CRB) for students; the director of human resources for staff members. In addition, if either the complainant or the respondent is employed at Hampshire, their immediate supervisor will be notified of the complaint.

The process at this point will continue following the rules and regulations of the bodies listed above, including information gathering and decision making. Upon completion of the appropriate procedures for the above bodies, the chair of the response team will be notified.

Notifications

Within three days of the chair of the response team being notified, the response team will write a report about the process and its results. This report will be forwarded to the special presidential assistant for diversity and multicultural education, who will write, within a week of receiving this report, a description of the incident and its resolution into the campus climate grievance log. This description will be written in such a way as to conceal the identity of those involved.

Appeals

Appeals of disciplinary sanctions handed out by the respective senior administrative officers are heard by the president. Such an appeal must be submitted in writing to the president within seven (7) days





of the imposition of the sanction, and 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. The president's decision is final.

SEXUAL-OFFENSE POLICY

A sexual offense is any unwanted sexualized conduct that occurs without consent.

Hampshire College takes sexual offenses very seriously, as they are a gross violation of the Code of Conduct and Community Norms, whether perpetrated by other students, faculty, staff, or visitors to the campus, and regardless of gender identity or sexual orientation.

All Hampshire community members have the right to personal and sexual safety, respect, integrity, and freedom of expression, as long as such expression does not cause harm to others. Hampshire College will make every effort to protect these rights, and will not tolerate any form of sexual offense.

Sexual offenses are prohibited under state and federal laws and may be prosecuted in the criminal justice system, though legal definitions may vary from the definitions upheld by the Hampshire community. Pursuing campus resolution options does not preclude one from pursuing legal action now or in the future, and vice versa. Reporting a sexual offence to Public Safety does not mean this incident will need to go to court. Public Safety's certified sexual-assault investigators will work with the survivor, who will determine the resolution.

Hampshire College is committed to creating a violence-free campus, developing and implementing violence-prevention strategies, and providing victim/survivors with support, services, and information about their options for taking action or seeking resolution. Hampshire encourages students to report offenses; a victim/survivor of sexual assault does not need to worry about facing charges for underage alcohol consumption when reporting an offense, as Hampshire's primary concern is maintaining students' safety.

Definitions

Consent

Hampshire College believes that all sexual activity should be consensual. Therefore, consent must be obtained prior to engaging in any sexual activity, and for each new sexual activity. Any sexual act that occurs without consent may be considered a sexual offense.

 It is the responsibility of the initiator to obtain consent. Through all students are encouraged to communicate openly about what they do and do not want, students will not be held responsible if they don't GIVE consent, whereas they may be held responsible



for NOT GETTING consent. If the sexual interaction is mutually initiated, both parties are equally responsible for getting and giving consent.

- Consent is required for each separate sexual activity (i.e., kissing, touching, penetration). Any party has the right to give consent for specific activities and not others.
- Any party has the right to change their mind and withdraw consent at any time.
- Consent must be a free choice. A person cannot give consent if their ability to understand and give informed consent is impaired in any way. Consent is not valid if the person is under the influence of drugs or alcohol; is mentally impaired; is underage; or has experienced the explicit or implied use of force, coercion, threats and/or intimidation. The ability to give consent freely may also be jeopardized if the initiator is in a position of power over the student, such as a professor, employer, or possibly an intern or orientation leader.
- Silence does not equal consent.
- Ideally, consent is given verbally. However, consent can also be expressed (given or withdrawn) through body language. For example, active reciprocation could express consent; pushing someone away or moving away could express lack of consent.
- Body language and even verbal responses may be ambiguous. It may also be unclear who is responsible for getting consent and who is responsible for giving consent at any particular moment. If consent is unclear, there is a risk of committing a sexual offense. Consequently, when in doubt, each participant in the activity should stop and ASK.



Sexual harassment is any unwelcome sexual advance, request for sexual favor, or other conduct of a sexual nature that causes the recipient(s) to feel uncomfortable, sexually violated, threatened, or afraid of retaliation.

An offense is considered sexual harassment when:

- Implicit or explicit threats or insinuations that submission to such conduct is a term or condition of employment or is a basis for education or employment decisions, and that refusal to submit to sexual advances will adversely affect an individual's status at the college.
- It has the purpose or effect of interfering with work or academic performance.
- It has the purpose or effect of creating an intimidating, hostile, humiliating, or sexually offensive educational, employment, or living environment.

Sexual harassment can be blatant or very subtle, and is defined by the experience of the recipient; that is, one person may experience sexually explicit jokes as amusing, whereas another may experience them as harassment. It is the responsibility of the recipient to make it clear that the conduct is unwelcome, so long as there are no factors that would inhibit free expression of this sentiment (such as a power imbalance in the relationship, threat, or intimidation, or if the conduct is judged to be egregious enough that it would offend most reasonable persons). This communication may be done verbally, in writing, or through another person (e.g., a house director, intern, or friend). Conduct will be considered sexual harassment if it meets the above criteria or continues after it has been made clear that it is unwelcome. Sexual harassment may include, but is not limited to:

- Demanding sexual favors
- Explicit discussion/description of sexual conduct and/or questions about another person's sexual conduct
- · Offensive sexual flirtations, innuendo, advances, or propositions
- Prolonged staring or leering
- Obscene gestures and sounds
- Verbal comments of a sexual nature about an individual's body or use of sexual terms to describe an individual
- Display of pictures, posters, cartoons, videos, or any other media that the viewer finds offensive or sexually suggestive
- · Unwelcome sexual jokes or language

- Indecent exposure
- · Sexual photographing/videotaping without consent
- Publicizing sexualized information about someone (e.g., spreading rumors/gossip of a sexual nature, writing on doors, in bathrooms, posting sexual information about another individual on Facebook, MySpace, blogs, LiveJournal)
- Stalking (e.g., continued unwelcome contact, attempts at communication, gifts, intrusiveness into daily routines and/or relationships)

Sexual Assault

Any unwanted physical contact that occurs within a sexual context, without consent, may constitute a sexual assault. Sexual assault could include, but is not limited to, the following conduct when such conduct is unwelcome:

- Kissing
- Fondling
- Rubbing against another individual
- · Biting, pinching, slapping within a sexual context
- Undressing another individual
- Use of force within a sexual context (hitting, kicking, grabbing, holding down)

Rape

A sexual offense may be considered rape when unwanted penetration occurs without consent. Penetration may be of the vagina, anus, or mouth, using a part of the body (e.g., penis, finger[s]) or an object.

Sexual Misconduct

Behavior may be considered sexual misconduct when ALL of the below criteria can be established:

- It does not fit any of the above categories.
- It is clearly inappropriate and unacceptable.
- It has an identifiable negative impact on an individual, group, or the community.
- The average person could be reasonably expected to have knowledge that such behavior(s) would cause offense or harm.

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

Sexually derogatory posters, graffiti, pornography in public spaces.





- Public exposure or indecency that is not targeted at a specific individual.
- Conduct that has the purpose or effect of creating an intimidating, hostile, humiliating, or sexually offensive educational, employment, or living environment that is not targeted at a specific individual.
- A sexual interaction in which consent cannot be determined, but the initiator could be reasonably expected to have known that the interaction was unwanted and unwelcome.

Sexual Assault Prevention

Every community member plays a role in creating a culture of safety and respect and eliminating sexual offenses.

Most sexual offenses on this campus are not committed intentionally by "bad" people. Protect yourself from hurting others by educating yourself on what consent really means. Without consent, anyone is at risk of committing a sexual assault.

That said, the majority of us do not commit sexual offenses. However, many of us witness varying degrees of sexually offensive conduct. The actions you take by intervening at any level send the clear message that disrespectful, demeaning, and violent behavior is not acceptable. Such an intervention may serve to educate and prevent someone from committing a sexual offense in the future, and may empower and validate the person experiencing the offensive behavior. Making a choice to denounce violence of any kind is a choice that supports a peaceful, respectful, and vibrant community.

Here are some steps that you can take:

Call Public Safety if you witness a violent or potentially violent situation, are aware of an assault taking place, or are concerned for someone's safety.

Intervene if you believe someone's boundaries are being violated or that they are in a potentially uncomfortable/unsafe situation; ask if they are comfortable with the situation or are in need of assistance. Alternatively, you may alert other sources of assistance (e.g., Public Safety, residence life staff, or other employees in the vicinity). If you are not able to say something at the time of the incident, or if you are still concerned about the person's well-being, follow up with them later by asking how they felt about the incident and if they would like assistance in getting support.

If you hear someone acting, speaking, or telling jokes in a manner that is offensive, demeaning, or abusive to a targeted person or group of people, ask that person to stop.

If you are aware that a sexual offense has taken place, you may report the offense yourself and/or encourage the victim/survivor to report the offense and seek support. Please know that the following support resources are available to anyone affected directly or indirectly by a sexual offense.

If you are concerned that you may have committed a sexual offense, you may call Health Services, x5458, for confidential counseling, or the Community Health Collaborative, x5743, for information and educational resources. Public Safety can be called to provide safety advice, medical assistance, and documentation. Public Safety is available seven days per week, 24 hours a day. If someone has alleged that you committed a sexual offense, you may contact the dean of student's office, x5412, for information and guidance regarding the campus judicial process or legal proceedings.

Take a R.A.D. (Rape Aggression Defense) course, x5470. R.A.D. is a women's self-defense program that teaches a combination of

awareness and riskreduction strategies, along with physical defense techniques. The techniques are designed to be easy to learn and the course is taught in a fun and supportive environment. OPRA offers R.A.D. courses periodically throughout the academic year at no charge to students.



In the Event of a Sexual Assault

Despite our best efforts to maintain safety in the community, sexual offenses still occur. There are a number of resources available to help you get the support, information, and services that you need. If you are unsure of where to go, whom to call, or what steps to take, you may confidentially contact the counselor advocates (CAs), x6998, or the Sexual Offense Services (SOS) coordinator, x5743, who can help guide you through the process.

Anyone can utilize these resources and make a report; it is appropriate to use these resources if you:

- Are a Hampshire student and experienced a sexual offense on or off-campus
- Are not a Hampshire student, but you experienced, or are aware of, a sexual offense that involved a member of the Hampshire community or occurred on the Hampshire campus
- Want information, support, or referrals regarding sexual assault, whether it is for yourself or for someone else

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Reporting, Support, and Resources

On-Campus Resources

There are a variety ways to report a sexual assault, from leaving a message on the Anonymous Reporting Line to filing a police report, and different types of reports are responded to in different ways. All reports are channeled through the Sexual Offense Services (SOS) coordinator, who will review them to ensure that there aren't multiple reports of the same assault. Statistical information from all sexual-assault reports will be publicized each year through educational efforts by the Community Health Collaborative and on the Public Safety website in the annual Clery Report of crime statistics. This information is made available to the community/public only the following academic year in order to protect the identity of those involved.

The college has the legal and moral responsibility to protect students, and the community as a whole, whenever it is within its power to do so. Therefore, the college will investigate reports of sexual assault and take whatever steps possible to end harassment and assault and eliminate a hostile environment. The college will protect the confidentiality of the parties involved, and will respect the wishes of the victim/survivor to the extent possible without impeding the investigation and/or the ability to end harassment and eliminate a hostile environment.

If you want to report a sexual assault but do not want the college to investigate or take any further action at this time, you may report to the resources that are listed as anonymous or confidential. Anonymous reports are not investigable (and are therefore not responded to) so long as they do not contain identifying information about the parties involved. Confidential resources have the primary mission of addressing the needs of the individual reporting and have been granted certain confidentiality privileges to facilitate this. Thus, individuals may speak with these resources openly (which could include specific details or identifying information) without fear of spurring an investigation or response, so long as there is no immediate threat to safety.

Third-Party Reporting

Anyone can report a sexual assault. If you are reporting a sexual assault of which you have knowledge, you may choose whether or not to identify the alleged assailant or victim/survivor. If identifying information is revealed, the college can investigate the incident to the best of its ability but may not be able to take disciplinary action based on the third-party report. You may also choose one of the confidential reporting methods listed below, or simply refrain from giving any identifying information. In those cases, the college will not investigate the incident but the report will ensure that the college is aware of the offense.

Anonymous Reporting Line (Anonymous) x5756

The purpose of this line is to maintain accurate records of sexual assaults that occur on campus, to be used in prevention and awareness efforts and included in public annual reports on sexual assault and crime statistics. A recorded message will prompt you on how to make a report. Calls on this line will be checked regularly but will not be responded to. If you would like a response, contact one of the resources below.

Counselor Advocates (CAs) (Confidential)

x6998

The CAs are student volunteers who have been trained to provide support, information, and referrals to other students. CAs are available around the clock and can be contacted by calling our answering service at x6998 and asking to have a CA paged.

Sexual Offense Services (SOS) Coordinator (Confidential)

The Community Health Collaborative x5743 Jessica Gifford, jgifford@hampshire.edu

The SOS coordinator is a professional staff person who can provide confidential support, information, and referrals, and help you navigate your options. For example, the SOS coordinator can help to facilitate residence or academic accommodations that you need, help walk you through legal or campus judicial proceedings, and help you get connected to services.

Health Services (Confidential)

x5458

Health Services offers professional medical and mental health (counseling) services at no charge to students. Medical services include attending to injuries, discussing and providing emergency contraception, and STI prophylaxis.

Dean of Students Office x5412

If you would like the college to take some type of action, you may choose to report directly to any of the deans in the Dean of Students Office, or you may report to the SOS coordinator, who can help



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you through this process. The dean's office is able to facilitate an immediate change in housing at the victim/survivor's request, and can help with academic or other accommodations as deemed necessary. The dean's office is also responsible for overseeing investigations, hearings, and disciplinary action.

Off-Campus Resources

The Everywoman's Center 1.888.337.0800 www.umass.edu.ewc

The Everywoman's Center offers sexual-assault and relationshipviolence services to the five colleges and the greater community. It has a year-round, 24-hour hotline, and offers individual counseling and support groups. Its website also has links to other local resources.

Options for Resolution

To discuss your options confidentially and get more information before making a decision, you may speak to the SOS coordinator, Jessica Gifford, at x5743.

Legal Action

Sexual offenses are against the law (though legal definitions vary from the definitions laid out in this policy) and you may choose to legally prosecute and/or seek legal protection through a restraining order or campus trespass order. Even if you do not want to pursue legal resolution at this time, or are unsure, you may want to consider the following:

• The SANE (sexual assault nurse examiner) exam: victim/survivors who are considering filing criminal charges, or who want to keep their options open in the future, are advised to get a SANE exam to collect medical evidence. The exam can be completed for up to five days after the assault, but it is best to collect evidence as soon after the assault as possible. A medical exam is free of charge, is completely confidential, and is available 24 hours a day, seven days a week, at University Health Services (UHS) at University of Massachusetts Amherst or at the Cooley Dickinson Hospital in Northampton. If you have questions about the services at UHS, please call 577.5000 and ask to speak to the triage nurse. Even if you decide not to have the exam, it is advisable to seek medical attention, especially if penetration, bruising, or injury occurred, so you can receive care and medication to prevent pregnancy or STIs.

Hampshire College Public Safety x5424 Emergency x1911

- Filing a police report will provide legal documentation in the event of a future offense by the same person, or in case you decide to prosecute in the future. You may file a police report at any time, though the evidence is likely to be stronger the sooner you do so after the offense. Filing a police report does not mean that legal action will be taken. You may file a police report directly with the Hampshire Public Safety officers, who will notify the Amherst Police Department.
- Hampshire College Public Safety is able to respond and intervene in dangerous or potentially dangerous situations, including an assault. You are encouraged to call if you have any safety concerns or simply feel uncomfortable with a situation. Public Safety also has the authority to "trespass" (i.e., ban an individual from campus) if that person is not a Hampshire community member and has been deemed to pose a risk to the community or individual community members.
- When you report a sexual assault to Public Safety, it is important to know that the staff are required by law to follow police protocols. This means that a police report will be filed and investigated.
- What does an investigation entail? Depending on the circumstances, "gathering evidence" may be limited to interviewing the victim/survivor and the alleged perpetrator, and possibly friends/witnesses, encouraging the victim/survivor to complete a medical exam to collect biological evidence, or following other leads.





 The Massachusetts Northwest District Attorney's Office can help you prosecute an assailant and connect you with a Victim's Advocate.

Victim-Witness Assistance 586.5780

Campus Action

Victim/survivors may choose to pursue some form of campus resolution, regardless of whether or not they decide to take legal action. A victim/survivor may seek campus action at any time, as long as the offender is still a member of the Hampshire community.

If the offender is an employee, including a faculty member, you should contact the SOS coordinator (x5743), or, if unavailable, the dean of students office (x5412) to help take you through the process of making a complaint. The investigation and any subsequent actions will be carried out by Human Resources, and the complainant will be informed of the findings.

If the offender is a student from another of the Five College campuses, disciplinary action may be pursued on the offender's campus, though you may still want to access Hampshire's resources to help you through this process. When the offender is a Hampshire student, the following options are available to victim/survivors.

Community Review Board (CRB) Hearing

The CRB is a judicial board made up of students, faculty, and staff who are able to hear complaints about any violation of the Norms of Community Living, including sexual assault. CRB members go through a specialized, three-hour training in order to hear sexual-assault cases. Anyone is able to request a hearing by the Community Review Board by filing a complaint through the dean of students office. You may contact the advisor to the CRB (x5412) for more information on this process.

Dean's Hearing

Either the complainant or the respondent may request a dean's hearing in place of a CRB hearing. It is up to the dean's discretion to evaluate the appropriateness of the request and to determine how the case will be heard. There may be rare instances when the complainant will not have the option of a CRB hearing (e.g., if the board has not assembled yet, classes are not in session, or there are not enough impartial board members to hear the case), in which case a dean's hearing will be offered as an alternative.

No-Contact Agreement

If you would like to develop a no-contact agreement between you and the person who committed the offense, you may do so with the SOS coordinator (x5743) or the dean of students office (x5412). This agreement would apply equally to both/all parties involved and would contain guidelines specific to your needs (e.g., no phone or email contact, no entering each other's living spaces).

Administrative Warning

You may request that a dean meet with the person who committed the offense and inform that individual that an allegation has been made and recorded, and that sexual offenses are not acceptable to this community. You may also write a statement and request that it be read to (or by) the person who committed the offense. It will also be made clear that any attempt at retaliation will be swiftly addressed by administrative sanctions. You may contact the SOS coordinator (x5743) or the dean's office (x5412) to discuss an administrative warning.

HAZING POLICY

Pursuant with Massachusetts General Law, Chapter 269, Sections 17, 18, and 19, 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, drugs, 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 that 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 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 AND DRUG POLICY Position Statement

Hampshire's drug and alcohol policy is guided by three primary concerns: the health and safety of all community members; upholding state and federal laws; and promoting positive Hampshire values, such as awareness and respect for self and others, accountability, and informed decision making. (To view state laws in their entirety, visit www.mass.gov/legis/laws/mgl/ or see chapter 138 of the Massachusetts General Laws, which is available in the reference section of the Hampshire College library.)

Hampshire is committed to providing support and assistance to students struggling with issues related to alcohol or other drug use. Students who come forward to actively seek help when they are concerned about their own use or that of their friends and/or acquaintances will not face disciplinary action related to that drug or alcohol use. Students will still be expected to work with the college to develop a plan to address these issues, and to take responsibility for any negative impact their behaviors have had on others or the environment (e.g., property damage, noise complaints, medical transports). Both on- and off-campus support and informational resources are listed at the end of this policy for students seeking help for substance-use issues.

Hampshire recognizes that substance use is a reality on nearly all college campuses, and encourages productive community dialogue about drug- and alcohol-related issues. Hampshire further recognizes that this is a complex topic that needs to be addressed honestly and realistically, and not dichotomized into "abstinence-only" vs. "unlimited freedom" (without responsibility). A number of issues have been raised by the 2006 and 2009 Core survey on drugs and alcohol*, a series of focus groups* with students, faculty, and staff, and other conversations and efforts taking place on campus. (*The results of the Core surveys and focus groups can be viewed at https://intranet. hampshire.edu/cms/index.php?id=9969.) The drug and alcohol policy seeks to address these issues and promote the following values and practices:

- Moderation, safety, and individual accountability for those students over 21 who choose to drink
- A safe, comfortable, and enjoyable social environment that is free from pressure for those students who choose not to drink
- Support and assistance for all students who are concerned about their own alcohol or drug use, or that of their friends
- Opportunity to take responsibility and make reparations for any negative consequences of drug or alcohol use, in place of disciplinary action

- Information and education for all students to encourage responsible and informed decision making
- Information on confidential resources, to encourage students to seek help for themselves and their friends
- The involvement of community members to help alleviate the problems associated with alcohol and drug use (these include addiction, hospital transports due to excessive drinking and drug use, sexual assaults, damage to property, noise problems, concern for friends, unpleasant living environment)
- Adherence to all pertinent town, state, and federal regulations and laws

What Does It Mean to Be Moderate, Safe, and Responsible?

For students who choose to drink, it is important to be aware of how alcohol affects you, as everyone has a different tolerance level and responds differently to varying amounts or types of alcohol. A good general guideline to follow is to consume one drink or less per hour, which in many people maintains BAC (blood alcohol content) at around 0.05, although individuals may experience higher or lower BAC depending on their weight, eating habits, etc. At this level, you may experience a "buzz" while also avoiding many of the more negative effects of alcohol consumption. Other suggestions for drinking safely are:

- Eat before you drink.
- Stay hydrated (with water).
- Set a limit for yourself ahead of time.
- Watch out for your friends and ask them to watch out for you.
- Have a designated driver, a place to stay, or a plan to get home (if applicable).

When Drinking May Be a Concern ...

Using substances can be social and enjoyable for some people, but it can also become problematic for others and/or have a negative impact on those around them. If you have questions or concerns about your own drinking or drug use, or someone else's, you are encouraged to seek confidential assistance from Health Services (x5458), the Community Health Collaborative (x5743), or one of the other resources listed at the end of this policy. You may also take a 10-minute anonymous alcohol screening to get feedback on your drinking at alcoholscreening.org. If an intern, house staff, or anyone else becomes concerned about your substance use, please be aware that they may initiate a conversation with you to address that concern.





The following behaviors may indicate unhealthy use of substances:

- Frequency of use (i.e., several times a week)
- Excessive use (with alcohol this means binge drinking, as defined by reaching a BAC of 0.08 or above. For most adults, this corresponds to consuming four or more [if you're female-bodied] and five or more [if you're male-bodied] drinks in a two-hour period. This is based on a standard drink equivalent of one 12-oz. beer, one 5-oz. glass of wine, or one 1.5-oz. shot of spirits.)
- Negative consequences (e.g., has a negative impact on academic work, attendance, relationships, work, health, legal)
- · High-risk, destructive, or out-of-the-ordinary behavior
- Experiences/expresses cravings or plans center on obtaining/ using a substance
- Possession of large amounts of drugs/alcohol

For more information about these and other topics relating to substance use, visit or call the Community Health Collaborative at

x5743. If you have immediate concerns for your own or someone else's health or safety (e.g., a student is passed out, vomiting excessively, aggressive, disoriented, or acting bizarrely), call the EMTs/Public Safety at x1911 (or x5424 for nonemergencies).

Medical Amnesty

The dean of students office is committed to providing support and assistance to students struggling with issues related to substance use. Students who come forward to actively seek help when they are concerned about their own use or that of their friends and/or acquaintances will not face disciplinary action related to substance use. The goal of this policy is to decrease the likelihood that a student will hesitate to seek help in an alcohol- or drug-related emergency. Medical Amnesty encourages safety and responsibility throughout the community and promotes education/treatment for individuals who receive emergency medical attention to reduce the likelihood of future occurrences.

In cases of alcohol and drug intoxication, the primary concern is the health and safety of the individual(s) involved. Individuals are strongly encouraged to call for emergency medical assistance (x5555 on campus, 911 off campus) for themselves or for another member of the community who is dangerously intoxicated.

Students seeking emergency medical assistance for alcohol and drug overuse will be granted "one-time" amnesty and will not be subject to disciplinary sanctions for the sole violation of using or possessing the substance. Medical Amnesty is not automatic and is earned only once a student has met with the house staff and the dean of students or designee, at their respective request, and successfully completes any educational/wellness follow-up steps discussed in either meeting. Failure to meet with the dean of students or designee and complete the follow-up steps will be grounds for disciplinary action.

Students granted amnesty will not be exempt from disciplinary sanctions resulting from other policies they violate while under the influence. Students will be expected to take responsibility for any negative impact their behaviors had on others or the environment (e.g., property damage, noise complaints, medical transport).

FAQ about Medical Amnesty

What is the Purpose of Medical Amnesty?

The dean of students office values the health and well-being of our community members above all else. In 2008, the Community Health and Wellness Alcohol and Drug Taskforce recommended that we adopt Medical Amnesty as a matter of policy. Medical Amnesty seeks to decrease the likelihood that a student will hesitate to seek help in an alcohol-related emergency by granting amnesty from disciplinary sanctions to those involved in seeking help.



Medical Amnesty promotes safety and responsibility throughout the community. The policy also promotes education/treatment for individuals who receive emergency medical attention to reduce the likelihood of future occurrences.

How Does Medical Amnesty Work?

Typically, Medical Amnesty applies only to the person in need of medical assistance and to those who assist in the seeking of medical assistance. Individuals seeking medical treatment for themselves or for another student in an alcohol- or drug-related medical emergency will be granted amnesty from disciplinary sanctions pertaining to their substance use. Other consequences, such as education and treatment, may be required.

Medical Amnesty applies only to violations of the Norms of Community Living as outlined in NSNS. It does not grant amnesty for criminal, civil, or legal consequences for violations of federal, state, or local law.

Students will not be granted amnesty from disciplinary sanctions resulting from other policies they violate while under the influence of alcohol. For example, if a student becomes intoxicated and injures themself in the process of punching a hole in a window (or damaged any college property), the student would not be subject to disciplinary action for being intoxicated but could still be held responsible for vandalism.

Follow-up evaluations and counseling are fundamental components of Medical Amnesty. Amnesty is applied only when students complete appropriate counseling and treatment as recommended. Failure to complete any evaluation, counseling, or treatment within the timeline outlined will result in the imposition of disciplinary sanctions.

Can a Student Be Granted Medical Amnesty More Than Once?

Medical Amnesty is only granted one time. If an individual requires additional emergency medical assistance, it may be a sign that the student is unable to maintain a safe and healthy lifestyle and needs assistance beyond what we can provide here at Hampshire. The goal of this program is for the student, in conjunction with the dean of students office staff and Health Services staff, to set a plan in place for the student to get help, get healthy, and return to the campus when ready.

Alcohol Policy

Hampshire College's alcohol and drug policy is guided by and abides by laws regarding such matters in the Commonwealth of Massachusetts and the 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 can be found online at www.mass.gov/legis/laws/mgl.

- A person must be 21 years of age or older to purchase, possess, consume, and transport alcoholic beverages.
- Purchasing or delivering a drink to anyone under the legal drinking age is also a violation.
- The possession of open containers of alcoholic beverages in public violates Hampshire policy and 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 and the residence common spaces of campus apartments where all residents are 21 years of age or older are the only exceptions to this.
- It is a violation of Hampshire policy and Massachusetts law to willfully misrepresent one's age or the age of another person in order to purchase or receive alcoholic beverages.
- No person may serve an alcoholic beverage to a person who is obviously intoxicated.
- No alcohol may be served at a social event after 1 A.M.
- Possession of kegs of alcohol is permitted only with a permit from the town of Amherst. A town permit must be applied for from the Amherst police chief at least one week prior to the event.
- 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—that is, the Amherst Board of Selectmen.

To obtain a wine and malt beverage license, pick up an application form from Amherst Town Hall at least three weeks before the date of the event. The application must be approved and signed by the director of Hampshire College Public Safety, the appropriate student life professional staff member, and the Amherst chief of police. Return the completed application and the application fee to the select board office to have it placed on the agenda for the next select board's meeting. These meetings usually occur on the second and fourth Monday of the month. Dates are available by calling Amherst Town Hall, at 256.4004.



Operation of a motor vehicle while under the influence of alcoholic beverages is both extremely dangerous and a violation of Hampshire policy as well as a crime punishable by law.

Hampshire College administration wants to promote a safe and responsible environment. To that end, activities that promote drinking or excessive drinking, including drinking games, are against college policy.

Members of the community are equally responsible for upholding these policies, and are also at personal risk if they fail to follow them. Those violating Hampshire College policy are subject to disciplinary action, up to and including suspension or expulsion from the college. A person found to have violated 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

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 at which alcoholic beverages will be served, an authorized event registration form must be obtained prior to the event. Such events held in a student residence are regulated by the professional house staff of the residence, who issue party registration forms for that residence. Further information about the process to obtain event registration forms for a residence may be found under "Housing and Residence Life Policies and Procedures."



Social events held in other college facilities or outdoors are regulated by the assistant dean of students for campus leadership and activities, 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.

All state and local laws apply to any organization, college department, or individual sponsoring any gathering where alcohol is served. The people who provide alcoholic beverages at a gathering are responsible for compliance with all pertinent laws.

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.

The availability of alcohol may not be contained in the off-campus advertising, including postings online, of any event. On-campus advertising may indicate alcohol may be served to persons over the age of 21, 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 contain the offering of free alcohol at any time.

No events, nor the advertising for events, may encourage drinking or drunkenness. Promotional activities by alcohol marketers are not permitted.

Sponsors of events where alcohol will be sold are responsible for obtaining a temporary license for 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 that 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 monies can be exchanged at events where other liquors are served.

Beer kegs are not permitted on campus without the prior approval of the appropriate professional house staff for parties in student residences and the appropriate student life professional for all campus events, In addition, individuals must obtain 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.

Sponsors of events are responsible for purchasing amounts of alcohol that will not exceed safe and legal consumption levels for their legaldrinking-age guests. The factors that 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 life staff member signing the event registration form and/or the director of Public Safety reserves the right to make final decisions regarding safe and legal amounts of alcohol for an event.

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.

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.

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.

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.

Whereas the sponsor(s) of a social event at which alcohol is served is 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, dispensing, 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. This includes the unlawful or unauthorized use of prescription and over-the-counter drugs. 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 a serious crime. 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, narcotics, addictive drugs, and drugs with high potential for abuse have heavier penalties.

Possession of drugs without valid authorization is illegal. 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 that the full minimum term 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 in a dormitory 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 conviction, ten years after the second, and permanently after the third.

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.

Drug and Alcohol Support Resources

There are a number of resources available to students, both onand off-campus. Students can feel comfortable using confidential resources without concern about potential repercussions. Furthermore, students do not need to have a problem with substances to take advantage of any of these resources. They may be helpful if you would like:

- · Information on drug and alcohol use and its effects
- To complete an assessment
- To discuss concerns about your own or someone else's alcohol or drug use
- To know your substance-free housing options
- Counseling
- To talk things through confidentially either with another student or with professional staff
- To find out about groups or other resources
- To get involved in campus efforts to promote safety and accountability in this area

On-Campus

Public Safety and Student EMTs

For a medical emergency or an immediate safety issue:

x1911 emergency only x5424 non-emergency

Health Services

For confidential professional counseling, an assessment, and medical care:

x5458

The Community Health Collaborative

For confidential information on drugs and alcohol, resources and referrals, and support in recovery:

x5743 or jgifford@hampshire.edu

CAs

For confidential peer support and referrals 24/7: x6998

Residence Life

For substance-free housing options:

x5543 Linda Mollison

For support, referrals, and problem-solving:

x5770 Dakin House Director x5085 Merrill House Director x5314 Greenwich and Enfield House Director x5085 Prescott House Director

Off-Campus

You may contact the Community Health Collaborative for information about Five College and local groups and resources.

Alcoholics Anonymous (Confidential)

413.532.2111 www.westernmaaa.org

Alanon (Confidentail)

413.253.5261 www.valleyalanon.org

Narcotics Anonymous (Confidential)

800.481.6871 www.na.org

SMART Recovery (Confidential)

Group treatment:

413.586.8550

Self-Screening Questionnaire (Confidential):

www.alcoholscreening.org





Web Support for Tobacco Cessation

413.586.2016 413.586.2539 www.trytostop.org www.quitnet.org

CONDUCT HEARING PROCEDURES

The president of the college delegates to the dean of students the authority and responsibility for the administration of all conduct hearing procedures that involve student behavior. The dean of students directly addresses the most serious cases of misconduct and provides oversight of all other conduct hearing procedures, which are administered by the dean of students or designee, residence life staff, or the Community Review Board.

DEAN OF STUDENTS

The dean of students or designee administers conduct hearing 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, parental notification, warnings, room-choosing restrictions, house probation and suspension from any particular residence, and disciplinary probation. Additionally, the dean of students, in the most serious cases, may impose suspension or expulsion from the college.

RESIDENCE LIFE

The houses have a process for addressing conduct issues in college residences. Consequences for the violation of the Norms for Community Living within the houses include fines, restitution, community service, warnings, room-choosing restrictions, house probation, and suspension from any particular residence. In addressing conduct issues, members of the residence staff may take into consideration differences in population, culture, and structure among the houses. Residence Life staff may refer any particular case to the dean of students office, the Community Review Board, and/or the sexual offense services coordinator. 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 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 and lead to disciplinary action.

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 antidiscrimination policy. It may also hear appeals of those students who have come into conflict with the Norms for 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 respondent did violate community norms. If the board determines that a student did violate community norms, it will recommend an appropriate sanction to the dean of students for implementation. This recommendation will include, as necessary, any mitigating, extenuating, and/or aggravating circumstances discovered in the course of the board's investigation.

The board is active during the academic year, while classes are in session. Complaints filed when the board is not in session will be referred to the dean of students for adjudication (see Conduct Hearing Procedures: Dean's Hearing).

Membership Selection

In selecting the members of the board, the office of the dean of students will forward to the president's office a list of names to be reviewed and approved for service on the CRB. The list will include the names of students, randomly selected by computer, who have completed at least one year of study at Hampshire College and who are in good academic and disciplinary standing. The list will also contain the names of faculty and staff members, randomly selected by computer. The list will be reviewed, edited if necessary, and approved by the following individuals: the executive assistant to the president (who will distribute the information to the group), the chair of Community Council, a faculty representative selected by the dean of faculty, the chair of the Staff Advocacy Committee, the faculty and student representatives from the Trustee Campus Life Committee, and a student member of a previous Community Review Board. The list of names will be reviewed with the intention of ensuring that the Community Review Board's membership reflects the diversity of the campus community. A proposal to remove any name on the list will be heard and approved or denied by the dean of students.

The board consists minimally of three students, two faculty, and two staff. Student members of the board serve one-year terms, and faculty and staff serve alternating two-year terms. A quorum of the board consists of three voting members, with at least one member



of each group. The CRB is convened and advised by the advisor to the board, who is a member of the dean of students office staff and is designated by the dean.

The board meets at the beginning of each semester, and subsequently two times per semester, for in-service training.

Conduct Hearing 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 students or designee; mediation procedures facilitated by a member of the office of the dean of students; or implementation, supervised by a member of the office of students, of reasonable outcomes proposed by the parties involved in a specific complaint. In cases of violation of the sexual offenses policy, informal procedures will be directed by the sexual offenses services coordinator.

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.

Conduct Hearing Procedures: Formal Complaints

1. Complaints may be brought by any member of the Hampshire community, including the dean of students 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 to the advisor to the board and signed by the person who will appear before the CRB as the complainant. Complainants will meet with the advisor to the board, at which time they will be provided with a copy of the standard college complaint form. The complaint form contains the following specific information:
 - a. The name(s) of the complainant and the respondent(s)
 - b. The Norm(s) for Community Living that 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 information to be presented to support the allegation (notes, papers, writings, photographs, statements, reports, etc.)
 - e. A list of the witnesses who will appear to present the facts in the case
- 3. The complaint must be timely, submitted within 14 weeks of the alleged event, except in the case of sexual violence (see Sexual Offenses Policy) or other compelling circumstances as determined by the board.
- 4. The chairperson of the board, with guidance from the advisor to the board, will review the complaint and decide on one of the following options:
 - a. Not to charge the respondent(s) due to insufficient information or untimely submission of complaint, as defined above.
 - b. Recommend to the full board not to charge the respondent(s) due to a determination that the charge is frivolous or harassing. Such a decision would need to be reviewed and approved by a quorum of the board. Complaints determined to be frivolous or harassing may themselves be grounds for disciplinary action.
 - c. Charge the respondent(s) with violating of the Norms for Community Living and schedule a hearing. Formal, written notice of the charge will be provided to the respondent(s) by the advisor to the board. A copy of the complaint statement as written by the complainant will simultaneously be provided to the respondent(s) and the dean of students. The respondent(s) will be allowed at least seven days between notification of the charge and the hearing to prepare a response. The respondent(s) may petition the board for an

extension of time to prepare, which may be granted at the discretion of a quorum of the board. Upon scheduling of the hearing, a copy of the complaint statement as written by the complainant will be submitted to board members who will be hearing the case. This will include any additional documentation that has been submitted by the respondent, a copy of which will simultaneously be forwarded to the complainant. All documentation, evidence, and names of witnesses must be submitted to the advisor to the board no later than three days before the hearing.

Conduct Hearing Procedures: House Sanction Appeals

1. In a house sanction appeal, the student filing the appeal acts as the complainant (appealant) and the house director who issued the sanction as the respondent. Students may appeal the house director's findings and/or sanctions, though findings may be appealed only on procedural grounds. The Community Review Board's responsibility in hearing an appeal is (a) in the case of an appeal of sanction: to make a recommendation to the dean of students to let stand or alter the original sanction; or (b) in the case of an appeal of procedure, to make a recommendation



to the dean of students to let stand or alter the findings of the house director, and, in the case of new or different findings, to recommend an appropriate sanction. The original house sanction will be in effect throughout the duration of the appeals process. The sanction will be altered only if and when the complainant is informed by the dean of students that such a decision has been made.

- 2. Students appealing house sanctions must complete a house sanction appeal form, in place of a standard complaint form, with the following information:
 - a. The name(s) of the complainant and the respondent(s)
 - b. The Norm(s) for Community Living that the complainant had been sanctioned for allegedly violating
 - c. A narrative summary from the complainant explaining the rationale for the appeal
 - d. A list of the information to be presented to support the appeal (notes, papers, writings, photographs, statements, reports, etc.)
 - e. A list of the witnesses who will appear to present the facts in the case
- 3. The complaint must be timely, that is, submitted to the advisor to the Community Review Board within ten (10) working days of the house director providing the student with written notification of their disciplinary action.
- 4. The chairperson of the board (or their designee), with guidance from the advisor to the board, will review the complaint and decide one of the following options:
 - a. Not to accept the appeal due to insufficient information or untimely submission of complaint, as defined above.
 - b. Recommend to the full board not to hear the appeal due to a determination that the charge is frivolous or harassing.
 Such a decision would need to be reviewed and approved by a quorum of the board. Complaints determined to be frivolous or harassing may themselves be grounds for disciplinary action.
 - c. Accept the appeal and schedule a hearing. Formal, written notice of the appeal will be provided to the house director being named as the respondent. A copy of the appeal statement as written by the complainant will simultaneously be provided to the house director and the dean of students. The house director will be allowed at least three working days between notification of the appeal and the hearing to prepare a response. The house director may petition the



board for an extension of time to prepare, which may be granted at the discretion of a quorum of the board. Upon the scheduling of the hearing, a copy of the appeal statement as written by the complainant will be submitted to board members who will be hearing the case. This will include any additional documentation that has been submitted by the house director, a copy of which will simultaneously be forwarded to the complainant. All documentation, evidence, and names of witnesses must be submitted to the advisor to the board no later than three days before the hearing.

- d. The hearing for a house sanction appeal will follow the same procedures as a Community Review Board formal hearing (see Hearing Procedures).
- 5. The original house sanction will be in effect throughout the duration of the appeals process. The sanction will be lessened or overturned only if and when the complainant is informed by the dean of students that the decision has been altered.

Conduct Hearing Procedures: Dean's Hearing

The dean of students, or their designee, may act in cases when the Community Review Board is not in session or when it is otherwise not feasible for the board to meet. In such cases, the dean will convene and serve as chair of an ad hoc board, with the membership of the board being at the dean's discretion. In such cases, the dean will work with guidance from the advisor to the board to ensure that the standard Community Review Board processes are followed.

The dean of students, or their designee, may serve independently in place of the Community Review Board when a respondent requests a dean's hearing instead of a hearing before the Community Review Board, or in extreme cases facing the Community Review Board (including, but not limited to, threatening and/or violent behavior to self or others and distribution of illegal drugs). The decision to allow a dean's hearing will be made at the sole descretion of the dean of students.

Hearing Procedures

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

1. The designated chairperson of the board, or other board member as designated by the advisor to the board in the absence of the chair, 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.

- 2. The chair of the board (or designated chair for a given hearing), in consultation with the advisor to the board, will decide what information is admissible, not necessarily following strict rules of evidence as in a court of law.
- 3. Persons appearing before the board may be accompanied by an advisor (a current faculty, staff, or student member of the Hampshire community), but may not be represented by another person or by an attorney. The board and its proceedings are not a court of law. The advisor's role is to support the student and may speak only when recognized by the chair. The board may listen to the opinions of the advisor at its discretion. An advisor may be required to leave the proceedings if that advisor fails to follow the procedures of the board.
- 4. Witnesses may be sequestered during the hearing at the discretion of the board chair, in consultation with the advisor to the board. In no case will the respondent(s) or the complainant(s) be required to leave while information 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.
- 5. The board may consult with advisors as it feels necessary, including, but not limited to, college legal counsel and/or the dean of students.
- 6. 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.
- 7. Board members must disqualify themselves if they are unable to hear a case with objectivity.
- 8. The hearing will be over when the board has determined, through careful examination of all information presented, that it has sufficient information to determine the merits of a finding of responsibility.

The failure of the respondent or the complainant to appear at a hearing does not prohibit the board from hearing a case. The board will review all available information and will then make a determination if sufficient facts exist to sustain findings. In the case that the board feels sufficient information was provided, it will proceed to determine sanctions, as if a regular hearing had occurred.

The findings and any recommended sanction(s) from the board will be decided upon in an executive session of the board following a hearing. A majority agreement of board members present for a hearing is required in the board's determinination of findings and recommendation of sanctions. The findings and sanction(s), if applicable, are to be communicated in writing by the board members to the dean of students and to the respondent within three working days of the hearing. The dean of students will impose any sanctions within three working days of receipt of the findings of the board. The dean of students shall either (1) accept the findings and recommended sanctions, (2) accept the findings but reduce the sanctions, or (3) ask to come before the board to seek reversal of the findings or increase the sanction(s). If the dean seeks a reversal or increased sanction, the dean will meet with the members of the board who were present at the hearing to review their findings and suggested sanctions, as well as the dean's suggested modifications. Such a change must be approved by a majority of the board. The dean may be accompanied by college counsel. The dean may ask the board to review its decision only once.

Responsibilities of the Respondent

The respondent must appear before the board at the scheduled time for their hearing. The respondent must be truthful. The respondent is subject to the filing of disciplinary charges if they intentionally lie, conceal, or misrepresent information to the board during the hearing or in writing.

Rights of the Respondent

The respondent shall be provided with a copy of the complaint, as written by the complainant, prior to the hearing.

The respondent has the right to know the date of the hearing at least seven working days prior to the hearing so they may be able to prepare a response.

The respondent has the right to request a postponement, which may be granted for reasonable cause by a majority of the board, providing they notify the advisor to the board at least 36 hours in advance of the scheduled hearing. The advisor may ask that the request for postponement be put in writing.

Before the hearing begins, a respondent 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 shall be made by the dean and reported by the chair to the board at its next regular meeting.

The respondent may provide compelling reasons to challenge the participation of any board member; the decision shall be made by the board chairperson.

The respondent may remain silent, but, by doing so, is not immune from action by the Community Review Board if the circumstances warrant it.

The respondent shall be allowed to present witnesses and character references on their own behalf and to be accompanied by an advisor of their own choice. The advisor shall be a current faculty, staff, or

student member of the Hampshire community. The respondent shall also be allowed to question witnesses whose statements may be considered by the board in its deliberations.

The board shall not permit the consideration of statements by witnesses not available for questioning, 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 either party.

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

The respondent in any conduct hearing shall have the right to appeal, as explained in the next section.



Responsibilities of the Complainant

The complainant must appear before the board at the scheduled time for the hearing.

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

The complainant must be truthful. The complainant is subject to the filing of disciplinary charges if they willingly commit perjury before the board or in writing.



Rights of the Complainant

The complainant shall be provided with a copy of any statement submitted to the Community Review Board by the respondent.

The complainant has the right to know the date of the hearing at least seven working days before the hearing.

The complainant has the right to request a postponement, which may be granted for reasonable cause by a majority of the board, providing they notify the advisor to the board at least 36 hours in advance of the scheduled hearing. The advisor may ask that the request for postponement be put in writing.

The complainant may provide compelling reasons to challenge the participation of any board member; the decision shall be made by the board chairperson.

The complainant may choose not to answer questions posed by the respondent or members of the Community Review Board, but by doing so will not prevent continued discussion by the Community Review Board if the circumstances warrant it.

The complainant shall be allowed to present witnesses and character references on their own behalf and to be accompanied by an advisor of their own choice. The advisor shall be a current faculty, staff, or student member of the Hampshire community. The complainant shall also be allowed to question witnesses whose statements may be considered by the board in its deliberations.

The board shall not permit the consideration of statements by witnesses not available for questioning, 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 either party.

The complainant in any conduct hearing shall have the right to appeal, as explained below.

Appeals

Both the respondent and the complainant have the right to appeal.

The Respondent

The respondent may appeal findings and sanctions. Findings may be appealed only on procedural grounds.

The Complainant

The complainant may appeal the findings, but only on procedural grounds. The complainant may not appeal sanctions.

Process for Appeal

Appeals of procedure by the complainant or the respondent will be heard by the president. Such appeals must be submitted in writing to the president's office within seven (7) days after notification of the dean's final decision is sent to the respondent, and must state the specific rationale for a procedural appeal.

Appeals of the sanction by the respondent will also be heard by the president. Such an appeal must be submitted in writing to the president's office within seven (7) days after notification of the dean's final decision is sent to the respondent, and must state the grounds for the appeal.

In all cases of an appeal, the president shall have 14 calendar days to review facts, investigate further, and render a decision. The president may take additional time to consider the appeal in cases where they deem it to be necessary. The president's decision is final.

Disclosure of Disciplinary Outcomes

The results of conduct hearings are subject to the Family Educational Rights and Privacy Act and can be disclosed only in accordance with the Act. Under FERPA, a school may not generally disclose a student's disciplinary records to any third party unless the student has provided written consent. However, FERPA does permit disclosure of the final results of a conduct hearing to the victim or to the alleged victim's next of kin, when appropriate, of any crime of violence or non-forcible sex offense regardless of whether the institution concluded a violation was committed. An institution may also disclose to anyone-not just the victim-the final results of a conduct hearing if it determines that a student is an alleged perpetrator of a crime of violence or non-forcible sex offense, and with respect to the allegation made against him or her, the student has committed a violation of the institution's rules or policies. Under the Student Right-to-Know and Campus Security Act, the college is required to disclose the results of a conduct hearing to the victim, when the proceedings involve a sex offense.

Members of the Community Review Board are not to discuss cases outside of the conduct hearing process. Information submitted in Community Review Board proceedings will be maintained in confidential files by the office of the dean of students for a period of seven years and then destroyed. A cumulative public record of board decisions will be maintained on the board's website, and will be updated at the conclusion of each case. The record will contain a statement of the charge, the finding, and the recommended sanction(s), if any. All names or other personal identifying data (such as addresses and dates) will not be included in the public record. A copy of the record will be submitted to Community Council upon



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each update, for dissemination at its discretion. 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 right 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. In the case of external proceedings, the CRB, at its sole discretion, may elect to postpone the hearing date to an appropriate time.

CONSEQUENCES AND DISCIPLINARY SANCTIONS

Actions have consequences, and a student who has engaged in unacceptable actions such as those listed above must expect at least one of the following penalties to be imposed by residence life staff, student life staff, or the Community Review Board. In some cases, faculty and/or families will be notified of disciplinary action taken against a student. Notifications will be done in compliance with FERPA. Failure to complete a sanction in the allotted time assigned by a dean or the Community Review Board is considered a violation of policy. Further disciplinary action may be taken in this case.

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 permanently.

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. While on suspension, a student is withdrawn from the college and must apply for readmission. Refer to the Readmissions Section of NSNS for specifics. Please be aware that if a suspended student completes course work in another program, the time spent in those courses cannot count as a semester of enrollment upon return to Hampshire College. The course work may be included in a Division II portfolio or Division III project with the approval of the student's faculty committee.

Disciplinary Probation

Students placed on probation who violate community norms during this period will be faced with a particularly severe penalty, such as suspension or expulsion. Like suspension, probation lasts no longer than two semesters.

Exclusion from Campus

In those cases where the dean of students, or designee, determines that a student's conduct or potential conduct presents a danger to themself or others, that student may be summarily denied access to the entire campus pending the disciplinary process.

House Eviction

When evicted 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 Relocation

A student may be required to move from their assigned housing area. This sanction may range from one semester in relocation to permanent removal.

Room Lottery Restriction

This may be imposed alone or 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 for Community Living anywhere else on campus may result in a student's suspension from their 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 require 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 the disciplinary sanctions imposed by the Community Review Board, dean of students or designee, or residence staff, the student's degree will be withheld and official transcripts will not be released. The student 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 students. This notation will not be removed.

Appeals

Appeals of disciplinary sanctions that are imposed by the dean of students or designee are heard by the president. Such an appeal must be submitted in writing to the president within seven (7) days of the imposition of the sanction and must state the grounds for the appeal. In the case of an appeal, the president shall have 14 calendar days to review facts, investigate further, and render a decision. The president may take additional time to consider the appeal in cases where they deem it to be necessary. The president's decision is final.



MEDICAL LEAVE

A medical leave is a leave of absence from the college that may be 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 discuss the circumstances and to obtain medical verification of their need to leave the college. All medical leaves are processed through Health Services. Students seeking a medical leave must fill out a medical leave declaration. As with any other leave, the college reserves the right to deny a student's request for medical leave.

A student on voluntary or involuntary medical leave normally will not be permitted to participate in college activities or to utilize the college's services, facilities, or programs (including extracurricular activities) and will also be restricted from entering the campus during the leave period; exceptions to these restrictions must be approved in advance by the dean of students.

Students on medical leave must complete a readmissions application. Refer to Readmissions section for details.

Students who have waived insurance coverage for the preceding term are not eligible to apply for insurance while on medical leave. Students enrolled in the insurance plan are eligible for coverage for a maximum of two semesters. Insurance must be requested. Refer to the student financial services website for more information.

A change of status from fully enrolled to leave of absence 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. Refer to the fee brochure and the website studentaccounts.hampshire.edu for the refund schedule. Factors determining the amount of the refund include the date of leave, the type of leave, and the financial aid status of the student. Upon leave, financial aid students may have a part of their aid returned to the programs that assisted them as mandated by the federal return-of-funds formula. Returns are applied in the following order: federal student and parent loans, federal grants, college and outside grants and scholarships. Students will be responsible for a balance due created by the return-of-funds process.

Vacating Student Rooms

Students who go on medical leave must vacate their on-campus rooms within 48 hours after the date on which the leave is granted, as approved by Health Services or student life personnel. All residential keys must be returned to the housing operations office upon a student's departure. Failure to comply with this policy may result in additional charges commensurate with the amount of time a student has taken to vacate their room or to make arrangements with the housing operations office to have articles moved to storage.





International Students

International students (i.e., those on visas) must consult with their international student advisor regarding visa implications of medical leave. The advisor, Melissa Scheid Frantz, is located in the Lebrón-Wiggins-Pran Cultural Center and can be reached at x5415 or mysSA@ hampshire.edu.

Relation of Medical Leave to Academic Work

Students who begin a medical leave (voluntary or involuntary) during a semester do not have the option of completing the semester's academic work. A student who goes on medical leave within the last two weeks of classes may appeal to the dean of academic support and advising to discuss the possibility of completing work. Students must make this request in writing to the Dean rather than negotiating with individual faculty to complete work. Approvals will be considered on a course-by-course basis. If an exception is granted for one or more courses, a firm date for completion will be set and the semester will count as a term of enrollment.

Duration of Medical Leave

Students on medical leave normally will be assumed to be on leave for the remainder of the semester in which the leave began and for one additional semester. Students beginning a medical leave within the last two weeks of classes are considered to be on medical leave for the remainder of the semester as well as two full consecutive semesters. Students may be permitted to return in accordance with the Readmission Policy.

Students who remain on medical leave beyond two semesters should contact CASA in writing to indicate their intention to stay on medical leave and eventually reapply. Students on medical leave who fail to notify the college of their intentions after two semesters of medical leave will be withdrawn from the college.

Students who want to return to the college after any medical leave (voluntary or involuntary) must follow the Readmission Policy.

Involuntary Medical Leave

All students (including those with physical or psychological conditions) are required to meet the academic, behavioral, and other standards of the college; requests for reasonable accommodations to meet these requirements are considered on a case-by-case basis. Threatening or other inappropriate behavior by a student will usually be addressed either through the college's disciplinary process or by a qualified health professional. Where such behavior is deemed attributable to a physical or psychological condition, the college may, in its discretion, initiate the following:



The college may encourage the student to voluntarily seek professional assistance and/or apply for a voluntary medical leave in order to address the condition. If the student is unwilling to take a voluntary medical leave, the college may place the student on involuntary medical leave. When, prior to being placed on an involuntary medical leave, a student requests to take a voluntary medical leave, they normally will be permitted to do so.

Examples of behavior that may lead to involuntary medical leave include, but are not limited to:

- Engaging in or threatening behavior that is deemed dangerous to the student or to others (e.g., physical threat to self or others, suicide attempt or threat, demonstrated inability to care for oneself)
- Engaging in or threatening behavior that is deemed to be disruptive of the ability of the student or other members of the college community (including other students, faculty, and staff) to participate in the college's academic, residential, or social environment
- Engaging in or threatening behavior that is likely to cause significant damage to property

The following procedures will apply to involuntary medical leaves:

Prior to placing a student on involuntary medical leave, the dean
of students, the director of Health Services, or the director of
counseling services will make an assessment of the student's
ability to participate in the college's academic, residential, or

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social environment. When the student is available on campus, the assessment may include a meeting with the director of health or counseling services or a dean of students, at which they will: (a) discuss the areas of concern with the student; (b) give the student an opportunity to respond to those concerns; and (c) explain the college's involuntary medical leave policy to the student. Further assessment may include consultation with persons knowledgeable about the college's obligations regarding students with disabilities and with appropriate health or other professionals. The total assessment will take into consideration the following: (a) the nature, duration, and severity of the risk of harm; (b) the likelihood that the harm will occur; and (c) whether reasonable modifications of policies, practices, or procedures would sufficiently mitigate the risk.

- If the process is initiated by a dean of students, the dean may require the student to be evaluated by an appropriate health professional selected by the college. Such evaluation normally must be completed within five business days after the dean's request. The student will be requested to sign a written authorization permitting the health professional to exchange health information with appropriate representatives of the college. A student's refusal to sign such authorization will impede the dean's ability to make an assessment and may negatively affect the leave decision.
- If the assessment results in a decision to place the student on involuntary medical leave, the assessor will inform the student of that decision in writing. The student may request reconsideration of the decision by submitting a written request (including the grounds for reconsideration and requested resolution) to the dean of students within ten (10) business days of receiving notice of the decision. The student will also need to sign a form giving the dean permission to speak with any medical professionals involved in the case. The student also may utilize the Section 504 complaint procedure referred to in the Disabilities' Policy section of this handbook.
- The college may immediately suspend a student from the campus and/or from student housing if it determines that such immediate action is warranted due to: (a) imminent risk of substantial harm to the health/safety of the student or others; (b) the student's refusal to participate in any part of the above-described process; or (c) a senior administrator's determination that such action is necessary under the circumstances then known to them. Following an immediate interim suspension, the college will engage in the procedures described above as soon as reasonably practicable.

Students placed on involuntary medical leave will be subject to the policies and procedures, including those for readmission.

OTHER POLICIES 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 entrance to some buildings, 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 you 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.

SUMMER ACCESS TO CAMPUS FACILITIES AND GROUNDS

Students may visit campus offices during summer business hours following the office's procedures for appointments or drop-ins. Students wishing to access academic spaces at any time during the summer need permission of the faculty overseeing their work, as well as the school dean. Students wanting access to other campus facilities at any time, or campus grounds outside of business hours need authorization from the appropriate office or department in advance. Offices granting access should notify Public Safety that permission has been granted for the student, including the approved date(s) and time(s) for which access has been approved. Hampshire does not provide housing for students over the summer, and all residences are closed.

Hampshire College students who will be on campus the following fall term may have access to the following library services during the summer:

- Circulation of books, records, and bound periodicals, from the Harold F. Johnson Library Center
- Direct borrowing access to Five College libraries
- Inter-Library Loan: Students must pay \$2 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: media services, 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, and 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 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 their own institution's applicable and appropriate judiciary procedures.

RESIDENCE LIFE AND HOUSING

Since our 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 residence life system encourages students to assume community responsibility and to respect the diverse backgrounds and lifestyles of our community



members by providing opportunities for residents to learn about differences and to intentionally create a community that embraces those differences.

Students live in five "houses" on the Hampshire campus. Merrill and Dakin Houses are modeled on traditional dormitories, whereas Greenwich, Enfield, and Prescott Houses provide apartment-style living. All of the houses have a designated space where residents can gather for programming events and to meet their staff. A house director who also lives in the residence supervises each housing area. House directors 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. House directors support students experiencing distress. They may provide nonclinical counseling, referrals, mediation, crisis response, academic advice, and resources for a variety of concerns. They also oversee the enforcement of the Norms for Community Living in their houses. The staff of the Housing Operations Office meet the operational needs of the residences. Their office is located in the Merrill Student Life Center. The housing operations staff ensure that the residences are in good repair and perform necessary administrative functions pertaining to student moves and housing assignments. When oncampus moves take place, housing operations staff check students out of their rooms and collect their keys. Housing operations staff also review all work orders submitted by students and should be contacted if there are work order problems. The staff are responsible for room condition inventories and billing for damages and lost or missing items, including keys. Students should go to the Housing Operations Office to receive replacements for lost room keys. Housing operations staff also oversee fire, health, and safety inspections and conduct a weekly walk-through of each residential area of the campus.

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, and eferrals to appropriate services and help to 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.

RESIDENCE LIFE AND HOUSING POLICIES

Members of the Hampshire College community are required to abide by the laws of Massachusetts, the laws of the town of Amherst, and the rules and policies set forth by Hampshire in Non Satis Non Scire.

Administrative Action

When it is found, through reports of the residence hall staff, housing operations staff, or Public Safety officers, for example, 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 administrative action.

Use of Student Rooms

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 a residence hall. Student rooms are to be utilized as bedrooms and/or study space. The use of bedrooms for other purposes is prohibited.

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.

Guests

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 online), 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 one host. Guests' vehicles must be registered with Public Safety if the vehicle will be parked on campus any time Monday–Friday, from 8 A.M.–5 P.M. All guests are expected to abide by Hampshire's policies and Norms for 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.

Right of Entry

Students' right to privacy in their bedrooms is respected by the college to the extent practicable. In most instances, the college is able to give students advance notice of a need to enter student rooms. A submitted work order acts as permission for facilities and grounds personnel to enter a student's room for the purpose of making the requested repair(s). Other appropriate college employees may enter student rooms under the following conditions:

- In an emergency or situations that involve possible harm to persons or property, danger, or criminal activity
- To conduct fire safety/health inspections
- At the start of the winter vacation when staff carry out shutdown procedures in the residence halls
- When a student cannot be found on campus to resolve situations taking place in their room that affect other students, such as when another student is scheduled to move into that room or when loud music or a ringing alarm is left untended.

Quiet Hours

Campus-wide quiet hours are: after 11 P.M. Sunday to Thursday and after 2 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 are prohibited.

Smoking

Smoking is prohibited in all campus buildings and within 25 feet of all buildings. Evidence of smoking inside residences may result in disciplinary action that could call for removal from the residences.

Key-Card Access Policy for the Residences

All exterior doors to buildings equipped with card readers will be locked at all times. All students living in a building equipped with card access will have 24-hour key-card access to the building in which they live. All Hampshire College students have access to all residences with key-card access during non-quiet hours (Sunday–Thursday, 7:30 A.M.–11 P.M. and Friday–Saturday, 7:30 A.M.–2 A.M.). Tampering with the operations of doors or card readers will result in disciplinary action that could include restitution of damages and removal from the residences.

The college, at the discretion of the dean of students office, has the right to make changes, or to restrict an individual student's access settings on their card, for disciplinary reasons or for special accommodations. For more information, visit http://onecard. hampshire.edu or contact the OneCard office at onecard@hampshire. edu.

Keys and Lockouts

Any duplication of college keys is strictly prohibited.

Replacements for lost keys must be obtained from the housing operations office during working hours. If a key to a student room is lost, the lock on the door 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. Students are charged \$5 for each key replaced, \$50 for each bedroom re-core, and \$100 for each apartment residents. Replacements for lost key cards (in applicable residence areas) must be obtained from the OneCard office, located in the basement of the library. Lost cards will be immediately deactivated and a new card issued to the student for a fee. If a room key is not returned within 48 hours after occupancy is concluded, the core must be replaced. Students will be charged for replacements.

Key cards (in applicable residence areas) will be automatically deactivated immediately after occupancy is concluded, and will be reactivated if and when new occupancy begins.

In the case in which keys and/or a key card are lost, access to a student's room can be obtained by calling Public Safety (x5424 or 413.559.5424).

Proper Upkeep—Student Responsibilities

Students are responsible for the cleanliness of their own rooms and for their common spaces. In the dormitories, the common areas are the lounges and in the apartments they are kitchens (including the insides of stoves and refrigerators), living rooms, and bathrooms. The cleanliness of all areas must meet the standards of fire and safety codes. Residents are responsible for bringing trash from rooms, lounges, and apartments to dumpsters; recyclables to recycling sheds; and compost to public collection areas. As recycling is the law in Amherst, all members of the community must comply. 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. Residents in all areas may borrow vacuum cleaners from their house offices. Residence Life staff conduct full health and safety inspections of each student's room and common areas at least one time during each semester. Violations are cited and students are required to 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.

Requests for Repairs

Hampshire College uses MySchoolBuilding.com as its maintenance request system. This service enables you to submit building repair requests for your room, hall, or apartment to our Facilities and Grounds Department online. Requesting maintenance service in your room or mod authorizes a Facilities Department worker to enter the area you specify. You do not need to be present for the repair work to be done. Facilities employees normally will not attempt to work in a student's room or apartment before 9 A.M. unless there are special reasons for doing so. For emergency maintenance issues after business hours, call Public Safety. Please DO NOT call Facilities and Grounds directly.

Room and Common Space Contracts

Room and common space contracts detail the condition and content of those spaces at the beginning and end of a student's occupancy of the space. These contracts provide mutual protection for residents and the college.



Students are required to sign room and common space contracts when they move in. A student's signature on the contract indicates that they agree with the assessed condition of their room.

Students have an opportunity to review room and common space contracts upon moving into their rooms. A student has five working days from the signing of their room contract to notify the housing operations office of any disagreements with the stated condition of the room.

When vacating a space, a student is responsible for checking out properly, which entails the student and a residence life staff member together comparing the final condition of the room with the information on the original contract.

When a space is vacated, the room and common area contracts are 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. Any appropriate charges, including charges for necessary extra cleaning and/or missing furniture, are assessed. Damages will be billed according to a rate schedule, available from the housing operations office.

Common areas are assessed and billed for damage and cleanliness at the end of both fall and spring semesters.

Any student who does not review and sign their contract when moving into their room, or fails to properly check out of a room, forfeits the opportunity to challenge the final assessment of the space and is liable for any damages that are charged.



Room Damages

Damage to student rooms and furnishings, beyond ordinary wear and tear, will be charged to the last known student occupant(s) of that room. This will include costs for replacing missing furniture, screens, and/or draperies. Damages to the public areas of a residence hall or mod will be charged to all residents of the smallest applicable area of the hall or mod, the total being divided equally. Group charges may include costs for replacing missing furniture and other furnishings that cannot be attributed to specific individuals, Assessments for damages are made as students move and at the end of the academic year.

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.

Deposits and Charges

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

Current fees and replacement charges for common situations and damage can be found on the Department of Residence Life's webpage: www.hampshire.edu/studentlife.

Furnishings and Furniture

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. No decorations are allowed in hallways or stairwells with the exception of existing student room bulletin boards.

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.

Waterbeds are prohibited.

Hotpots and small microwave ovens are the only cooking devices allowed in student rooms and should be unplugged when not in use.

All college furnishings and fixtures must remain in student rooms and common spaces at all times.

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.



Students may supplement college-owned furniture in common spaces with their own additions. 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 at the end of the academic year may be disposed of by the college.

All screens must be left in place, attached to the windows. Students are billed for missing or damaged screens. Students may face disciplinary action if screens are removed, causing security risks to locked doors.

Residence Phones

Each apartment or residence hall corridor is equipped with a telephone provided by the college for on-campus and local calling. In addition, each residence room is equipped with a phone jack, with a line capable of making on-campus and local off-campus calls. Students must supply their own touch-tone phone. Long-distance service may be obtained by purchasing calling cards, available at the campus store.

The phone line in each student room is equipped with a voice mailbox by the college. College officials will use these voice mail accounts to disseminate official information and to leave messages regarding college business. Students are responsible for checking their voice mail, by either providing their own phone for the line or calling into the line from another phone.

Vandalism of collegeprovided 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.

Cable TV Outlets

Each common space in the residence 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.

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 in the college budget. It is imperative that all members of the Hampshire College community do all that they can to curtail waste.

Room Changes

Although students are expected to live in the same room for an entire academic year, there are sometimes extenuating circumstances that may warrant a move. If a student feels a move is necessary, they must meet with their house director to discuss those needs. Typically, the house director will first work with the student to solve any problems in the student's living area. If despite everyone's best efforts, the problem is irresolvable, the house director may grant permission for the student to move. If there are vacancies available, the student will be given an opportunity to move during the term or in January. Staff in the housing operations office will furnish information on room options and issue keys to the new room and oversee the completion of a new 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 house director (often requiring a replacement to be found), an occupant of a filled double may not move. When there is a single occupant of a double room, the director of housing operations reserves the right to assign a roommate or require the single occupant to move. If the director of housing operations determines it is possible to allow single-doubles in Merrill or Dakin, a lottery will be held to assign a final semester Division III student to those double rooms.

An administrative move may be determined as necessary by a member of the residence life staff or the dean of students office. In such cases, these staff reserve the right to move students to any vacancy on campus.



Vacating Student Rooms

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 their room at the end of a semester—must have the room formally checked by a member of the house staff. Keys must be returned by the date a student officially changes their enrollment status or becomes less than fully enrolled (NOTE: some deadlines result in specific refunds) or within 48 hours of receiving keys to a new room. Failure to check out of a room properly will result in NOT being able to contest room damage charges.

ROOM CHOOSING

Students are expected to remain in their fall housing assignments for the duration of the academic year. Requests for exceptions to this policy due to exceptional circumstances must be supplied to the student's house director.

After the enrollment notification deadline each spring and after housing exemptions have been decided, continuing students may take part in a campus-wide lottery/auction that takes place each spring semester to determine their fall housing. If an eligible student chooses not to take part in this lottery, they may select any room remaining when the lottery is completed. A description of the lottery process may be found on the Residence Life webpage, www.hampshire.edu/ studentlife.

The director of housing operations makes all housing assignments that take place throughout the summer and the academic year to fill any vacancies that occur. Although returning-from-leave students may express a preference regarding a specific housing placement and on-campus students may express a preference regarding potential room- and housemates from the individuals returning from leave, the final decision regarding room assignments is made by the director of housing operations.

Opening and Closing of Residences

- A student may not be admitted or leave luggage in a residence before the official opening date in the fall.
- All residence areas are closed during the winter break and occupancy is strictly forbidden. Facilities and grounds and residence life 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 6 P.M. on the day of commencement in the spring semester.

- Arriving before the designated arrival time and failing to leave by the designated departure time may result in disciplinary action and a significant fine, commensurate with the amount of time a student has been on campus when they should not have been.
- Those students who have exams scheduled at one of the other area colleges or the university after Hampshire's closing date must seek permission from the housing operations staff, by the posted deadline, to remain in Hampshire's residences. In those cases in which 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 operations office as the end of the term approaches.

Storage

Hampshire College provides very limited space for students to store some items over the summer. However, the college assumes no liability for those items and students use the storage spaces at their own risk for theft, water or fire damage, or any other type of loss. Students are limited to storing three boxes each (a mini-fridge may take the place of one box) and all items (with the exception of mini-fridges) must be in boxes. No furniture, computers or other electronic devices, or bicycles will be allowed in storage areas. Storage is available on a first-come, first-served basis and on-campus storage options will end if/when the storage spaces are full.

Students who are moving into Dakin, Merrill, or Prescott House for the coming academic year may store items in their new housing area over the summer. Greenwich and Enfield residents must store their items in the basement of either Merrill or Dakin House and are prohibited from storing any items within their apartments. Because there is no storage within Greenwich or Enfield, one box per mod for kitchen items in those areas will be allowed into Dakin House storage. This box needs to be clearly labeled with the mod number and the date it is being deposited. All unclaimed boxes will be discarded at the discretion of residence life staff in the fall.

Storage closets within Greenwich and Enfield Houses are NOT secure and any items left at the end of the academic year will be discarded at the discretion of facilities and grounds staff. Students who go on leave or field study may NOT leave items in storage during their absence. There is no access to storage over the summer. Students must remove items from storage within the first few weeks of September (dates will be posted in the fall). Items left beyond that time will be discarded at the discretion of residence life staff.



Students who do not use their three-box allotment of storage space may give their allotment to another student. They must accompany the student to the storage space and cosign the storage tag.

Off-Campus Housing

While Hampshire College is primarily a residential college, some years we are unable to house all students on campus. During those times, all first- and second-year students are guaranteed on-campus housing, if they desire. A process of students voluntarily requesting off-campus will be implemented in an attempt to meet the college's housing needs. If there is a predicted bed shortage after all volunteers to live off-campus have come forward, a random selection of upperclass students will be notified of their ineligility to participate in the housing lottery for the coming academic year. Appeals to the random draw will be heard and the college will also use a wait list for on-campus housing.

In years when a housing shortage is not predicted, students will be required to live on campus except for those meeting the following criteria:

- Students 25 years of age or older.
- Students who live with a parent or legal guardian within 30 miles of campus.
- Students who are married (non-legal definitions may be considered) must live off-campus, as there are no provisions for dependents to live on campus.

- Students who have legal dependents living with them must live off-campus, as there are no provisions for dependents to live on campus.
- Students under 16 years of age as of September 1 of their entering year (or February 1 if a spring entrant) are not eligible to live on campus until they reach the age of 16. It is recommended that these students live off-campus with a parent or legal guardian.
- If a student falls into one of the above categories, they must notify the director of housing operations well before the housing process.

Students seeking off-campus housing accommodations due to psychological, physical, or learning disabilities must seek support through our disability coordinator, who can recommend a housing exemption.

Students on leave of absence, exchange, or field study and must resubmit a housing-preference form or an off-campus request during the semester prior to their return to full-enrollment status. Even if previously living off campus, they do not automatically retain permission to do so. Continuously enrolled students need to reapply for off-campus housing each spring and slots will be given according to the needs of the college for the upcoming academic year. For emergency purposes, all off-campus students are required to provide the college with their current local address and telephone number each semester. This information is made available to Hampshire staff and faculty.

Safety

Residence life staff and/or health and safety staff may enter common spaces and rooms as needed, and at least once during each term, to conduct fire, health, and safety inspections. Residence life staff also enter each room, as part of the December shut-down process, to check the heat and make certain windows and doors are secure. Students are required to comply with all fire, health and safety inspections carried out by college personnel.

To ensure the safety of the Hampshire community, students must abide by the following:

- Additions to, modifications of, and unauthorized connections to existing wiring systems (electrical, telephone, data, television, radio, cable/dish) are prohibited.
- The installation of air conditioners is prohibited.
- No resident is allowed on the roof of any building on campus, except in those instances when it is a secondary egress route in the event of a fire.

2010–11 Student Policy and Campus Resource Guide

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 and must be adhered to at all times. 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 respond. Residents must leave the building immediately 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 which may include a fine of up to \$300 and house probation which could lead to being moved or being prohibited from living on campus. No one may reenter the building until the fire department determines that it is safe to return. Public safety will open and enter locked rooms to ensure that 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 required 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 must be available to talk to public safety and the fire department. If the alarm is the result of negligent behavior (for example, smoking, leaving cooking unattended) a first offense will result in a warning; a second offense will result in a charge of \$100 for each individual being held accountable; and a third offense will result in a fine of \$300 each, as well as additional disciplinary action by house staff or deans in student life. When responsible individuals cannot be identified, all residents of that particular area may be assessed.

Fire Drills

Public Safety and residence life staff conduct fire drills at least one time per semester in each residence area. All occupants of a residence hall must leave the building immediately any time the alarm sounds. These drills are not announced and staff may enter each apartment, hallway and room to ensure compliance to proper evacuation procedures. Staff may take the time to note fire safety violations and students will be held accountable at that time. (For example, \$300 fines for covered smoke detectors and disciplinary action for excessive trash or wall hangings that cover more than 40% of walls may be implemented.)

Tampering with Fire Safety Equipment

Fire extinguishers and fire detection and alarm systems are in place to protect the community. Tampering with fire safety devices is a serious violation of the Norms for Community Living and is prohibited. This includes, but is not limited to: disabling smoke detectors, covering smoke detectors with any materials whatsoever, activating an alarm when no hazard is present, hanging items from sprinkler pipes or discharging, tampering with or moving fire extinguishers. Violation of this policy will result in serious disciplinary sanctions, additional fire safety education, community service, restitution for any damages, as well as an immediate fine of \$300.

When responsible individuals cannot be identified, all residents of that particular area may be assessed.

Fire Safety Regulations

- Halls, entrances, and egresses, including egress routes through common spaces, must be kept clear of all items at all times. This includes entryways to buildings, center rooms in Greenwich House, and all stairwells. Bicycles, or other items, may not be stored in hallways or entryways.
- No more than 40 percent of wall space may be covered by combustibles, such as tapestries or posters. Nothing can be hung from ceilings. No combustible holiday decorations such as trees or wreaths are allowed.
- Student door postings are limited to the existing bulletin board or a 2' x 2' area.
- Candles and incense are not permitted anywhere inside residential buildings.
- 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 kept at least 12 inches away from heaters.
- No combustibles are permitted in hallways, stairwells, or egresses.
- Space heaters are not permitted in student rooms, with the exception of those provided by the college in response to a problem with the heating system.
- Toaster ovens may be used only in , kitchens or lounges. They must be kept clean at all times and unplugged when not in use.
- Cooking is not allowed in student rooms with the exception of the use of a hot pot or small microwave oven, which must be unplugged when not in use.



- Students must exercise caution in locating and using appliances, other electronics and extension cords. Only UL-approved extension cords with surge protectors may be used. Electrical cords should be kept at least 12 inches away from heaters.
- 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 (e.g. gasoline, paint thinner, spray paint, air brushes) and flammable gases (e.g. propane, acetylene), fireworks or other materials that pose an increased fire hazard are prohibited.
- Use of grills (charcoal or gas) is not permitted inside or on balconies or exterior stairwells and should be used at least 10 feet away from the building. Propane gas containers must be stored outside, at least 3 feet away from building openings such as doors, windows, dryer vents and air intakes.
- All gas powered vehicles must be parked in student parking lots.
- Halogen lamps are a significant fire safety hazard if there are combustibles too close to the bulb. The use of these lamps is prohibited. Lamps with plastic shades must use compact fluorescent or 40 watt or less bulbs.
- Open fires (inside or outside) are prohibited on campus, unless prior written approval is granted by the director of public safety. Use of grills (charcoal and gas) is not permitted inside, on balconies or exterior stairwells. Charcoal barbecues are permitted, but must take place at least 10 feet from buildings. Barbecues must not be left unattended.
- Other activities or items that pose an increased risk of fire or impede fire response will be prohibited upon discovery.

ALCOHOL USE IN THE RESIDENCES

Hampshire College's alcohol policy appears in an earlier part of this chapter. All laws and policy outlined there will be enforced in the residences. Because residence 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 policies are 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 will follow. Alcohol may be stored only 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.

Other than at 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 and in the residence common spaces of campus apartments where all residents 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 kegs or taps.

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. Prior to obtaining the registration form, those hosting the event must meet with the house director to understand their responsibilities as event hosts. The meeting also 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 the 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. Those serving alcohol are required to check identification. Events will not be authorized if excessive alcohol is being served or if there is a lack of adequate nonalcoholic beverage and food. Event registration forms will be authorized only for a single hall or mod to host an event. Attendance at events within living areas is limited due to fire-safety concerns. Larger events should take place outside the residences. Entertainment must not be so loud as to disturb neighboring residents. Only one event registration form will be authorized in each residence 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 or 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 Hampshire's exam period or the exam periods of any of the other Five Colleges, during break periods (October break, Thanksgiving break, or spring break), during any time of the Halloween weekend, during Spring Jam, or during the weekend of graduation. House directors may refuse to authorize events during other large-scale campus events.

DEPARTMENTAL POLICIES AND PROCEDURES CAMPUS PLANNING

x5405

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

Students interested in setting up an outstallation or in temporarily altering a space on campus should submit a short proposal to the campus planning office (Box BO). Contained in the proposal should be a brief description of the project explaining its purpose, the timeline for setup 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 cleanup and removal.

INFORMATION TECHNOLOGY (IT)

computing.hampshire.edu x5418

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 agree to this policy by virtue of their relationship with the college.

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 email, are issued to all students at time of enrollment and remain in effect as long as the student maintains a student 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 email accounts regularly, as all official college correspondence via email is sent to these accounts only. The college is not responsible for setting up, using, or forwarding email to any other account. Students may retain email accounts as alumni in accordance with the college's email policy.



Students may not access, inspect, or alter any file or directory belonging to another user without their permission. Students may not harass other users by sending unwanted email, 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 email 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 any way that violates the college's sexual offense, nondiscrimination, or other policies.

The college believes in freedom of speech regardless of the medium used for communication and does not want to act as a censor of information on college resources, including webpage content. However, the college will investigate complaints arising from either the college community or external sources and will comply with, and enforce, applicable laws and college policies as appropriate. All email and files on college-owned computers and servers are legally the property of the college. The college reserves the right to inspect email 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 and 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.

ONECARD OFFICE

http://onecard.hampshire.edu onecard@hampshire.edu Box LO Library center, ground floor, next to Public Safety

OneCard office hours are M–F 9 $_{A.M.-NOON}$ walk-in and 1–4 $_{P.M.}$ by appointment. Please contact onecard@hampshire.edu to make an appointment if you need to replace your OneCard. Replacement ID fee

is \$25.

OFFICE OF CAMPUS LEADERSHIP AND ACTIVITIES

leadership.hampshire.edu leadership@hampshire.edu Box CL Dakin Student Life Center, 1st floor (in back, facing the courtyard) x6005

Through event registration and the formal recognition of student groups, Hampshire College encourages students to design and implement programs that enrich and are consistent with the educational mission of the college. The name "Hampshire College" and all abbreviations are the property of the Trustees of Hampshire College and may not be used to imply, either directly or indirectly, the college's endorsement, support, favor, association with, or opposition to an organization, product, or service without permission of the college. The assistant dean of students for campus leadership and activities, as well as the dean of students office or designee, may deny recognition, or cancel events or activities that violate any of these criteria.

Student Group Recognition Process

All groups, new and established, are required to submit a requestfor-recognition form. This form, once completed and if approved, will activate the group for the next academic year. The office of campus leadership and activities will evaluate request-for-recognition forms and determine if a group will be recognized or if additional information is necessary for recognition. Consideration will be given to the type of activity or purpose of the group, risk, and safety, as well as the viability of the group determined by potential conflict with college rules and regulations. Groups may be asked to have a faculty or staff advisor, submit a self-risk activity assessment, and/or complete a student activities risk waiver for participating members of the group.

If the request for recognition form is not submitted, or supplemental information is not provided, the request for recognition will be not be approved. Unrecognized groups are not allowed to receive college or Community Council funding. The group-recognition process is held in April for the following academic year. Each November there will be an abbreviated process enabling newly formed groups to request

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recognition.

Purpose

The recognition and process for student groups is intended to:

- Promote involvement in student groups
- Help facilitate communication among student groups, faculty, and administrators
- Provide training and education to encourage the formation and sustainability of student groups
- Assist students and groups in taking full advantage of college resources and facilities
- Provide students an opportunity to practice appropriate risk management with respect to their group activities
- Provide students with the opportunity to gain experience in



cocurricular activities that enhance their educational experience

Recognized Student Groups

A recognized student group is:

- A group made up of currently enrolled Hampshire students
- A group that meets on campus
- A group whose meetings or events are open and accessible to the

entire Hampshire community

Benefits of Being a Recognized Student Group

- Inclusion in the Student Group Directory and student group mailing lists
- Access to computers, printer, fax, phone, mailboxes, and supplies at the office of campus leadership and activities
- An invitation to participate in Hampfest, the Student Activities Fair
- The ability to apply for funding from the Student Activity Fee through FiCom

Responsibilities of Recognition

All members of student groups are expected to:

- Conduct themselves, both on and off-campus, as responsible members of the Hampshire community as defined in the Norms of Community Living. This includes obeying all applicable federal, state, and local laws
- Provide full disclosure regarding national, state, or local affiliations, as well as details regarding dues, fees, or costs associated with membership
- Refrain from committing, either verbally or through written contract, Hampshire College to any financial obligation
- Adhere to the college's anti-hazing policy and nondiscrimination policy as listed in NSNS
- Exist for a purpose beyond the fiduciary benefit of the members
- Keep the student activities and services coordinator informed of any changes of officers, the name of the group, statement of purpose, or the charter of the group in a timely fashion
- Have a faculty/staff advisor if you choose; an advisor is recommended and in certain cases required (example: safety/risk of activities)
- Attend a leadership seminar each semester organized by the office of campus leadership and activities. In the event that a signer cannot attend a meeting, the student must notify the assistant dean of students for campus leadership and activities before the seminar and attend a make-up session

Request for Review—Recognition Requirements

A student group has the right to request a review of the recognition requirements determined by the office of campus leadership and activities. A request for review provides a limited reexamination of





the original decision. It is not an opportunity to present the evidence again or to reevaluate credibility. If it has been made, in most cases the matter will be returned to the office of campus leadership and activities so that the error may be corrected.

One of the following two conditions must be used as a basis for review:

- 1. There is discovery of new information that was not available at the time of the decision.
- The recognition process was not followed. The assistant dean of students for campus leadership and activities will review each request.

The following conditions apply to the review process.

- A written review must be filed with the office of campus leadership and activities within five working days of receipt of the decision. The written request must state the grounds for review. The assistant dean will review the grounds for request, the materials submitted to the office of campus leadership and activities, and the original application for recognition. The assistant dean may confer with the Five College risk manager in order to determine a final decision.
- 2. The assistant dean will decide one of the following:
 - To uphold the original decision
 - · To modify the recognition requirements
- 3. The assistant dean will provide a written decision to the student group within three working days of the review.
- 4. The decision of the assistant dean will be final.

Termination of Recognition

- 1. A student group can have its recognition terminated by the office of campus leadership and activities due to:
 - Submission of fraudulent materials
 - Failure to resubmit a request for recognition each semester by the stated deadline
 - Failure to follow Community Council regulations, college policies, and local and state/federal laws
- If the office of campus leadership and activities determines that a group should have its recognition terminated due to the above

failures or other reasons, it will notify the dean of students office and recommend disciplinary sanction(s)

Discipline of Recognized Student Group Members

Anyone, including the office of campus leadership and activities, may submit a complaint regarding the action of a recognized student group to the dean of students office. The discipline process for student



groups is the same as the process for individuals.

Hosting/Registering an Event or Program

All events have an impact on the image and reputation of Hampshire College. Therefore, event organizers have the responsibility to ensure that their events reflect the core values of the institution: responsibility, community, and well-being. The event-registration process is designed to provide assistance to event organizers and student-group 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
- · Conferences and workshops
- Events in public spaces
- Events with an anticipated audience of 15 or more

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• Events funded by Student Activity Fees (funded or sponsored by Community Council, student groups)

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

Large Events, Conferences, and Multiday Events

Large Events

Events with an expected attendance of more than 200 individuals require consideration beyond the 10-business-day event-registration requirement. The office of campus leadership and activities will work in conjunction with student organizers in an attempt to accommodate large events. However, because each event may require unique considerations, each must be evaluated on a case-by-case basis.

Hosting Conferences or Multiday Events

Students who want to hold a conference or multiday event on campus must do so in conjunction with the office of campus leadership and activities. Conference planning requires a large amount of preparation and logistics. Considerations need to include: expected attendance of on- and off-campus individuals, parking and traffic, time of year, security, food, lodging, cost, location, setup, technical needs, conflicts, advertising, and guest registration.

The office of campus leadership and activities has guidelines that student organizers need to follow when planning a conference or multiday event. Planning must begin at least four months in advance. Due to availability of campus resources, students and student groups are allowed to host only one conference or multiday event a year. For information about additional requirements and planning procedures, please visit the office of campus leadership and activities .

General Event-Planning Guidelines

Process Steps

 The event organizer develops initial plans for an 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 setup, amplification, police, alcohol, non-student guests, admission fees, cosponsors, and estimated attendance. Conduct in all campus facilities is expected to conform to the Campus-Wide Conduct Regulations as stated in Hampshire's Norms for 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. Event organizers will be held accountable for individual policy violations by their guests.

- 2. The event organizer completes an event-registration form (ERF), found online at leadership.hampshire.edu. The ERF must be turned in to the office of campus leadership and activities by 4 P.M. at least 10 business 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.) Assignment of a Public Safety employee or employees to work student events will be decided on a case-by-case basis by Public Safety. In the event that the necessary coverage is not available, the event may be canceled. The event organizer must also be authorized to make financial obligations for the requesting group. 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 campus leadership and activities. 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 that have previously been informed of the event. If the event organizer decides to cancel the event, the event organizer must notify the office of campus leadership and activities. Events not canceled 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 the event.
- 5. The event organizer provides for cleanup, breakdown, pickup, and lockup, if needed.

*Large events, conferences, and multiday events require additional



advance notification and preplanning. Please consult with the office of campus leadership and activities.

Regulations

- Alcoholic beverages are allowed only by special permit.
- Quiet hours begin 11 P.M. (Sunday–Thursday) and 2 A.M. (Friday– Saturday). 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.
- All trash and litter must be collected and placed in plastic bags or litter cans.
- At no time may doors, fire exits, elevators, hallways, or foot traffic be blocked. All events must observe fire and handicapaccessibility codes.
- Advertising for events is permitted only once the event has been approved by the CLA. This includes Internet advertising (Facebook, MySpace, Daily Jolt) as well as postering, tabling, chalking, and mailbox stuffing.
- 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 will 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.
- 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 facilities and grounds 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, and other structures.
- Events cannot take place prior to the first day of classes (orientation period) or beyond one week after classes end (graduation period). Only events sponsored by COCA can be scheduled during Hampshire Halloween and Spring Jam weekends. The CLA in conjunction with Public Safety and special programs may limit at any time the number of registered student events per day or weekend. Frequency of registered events hosted within the residence areas is up to the discretion of the senior associate dean of students.

- Student organizations are required to obtain written authorization from the business office for any event where money is exchanged (including fund-raising activities) and must have their cash-handling procedures reviewed and approved by the business office beforehand.
- Any performer at an event sponsored by a student organization must complete and sign a Hampshire College Contract for Services. All contracts must be authorized by the CLA. Students are prohibited from signing any contracts or making verbal commitments to outside agencies, as it makes them personally liable for fulfilling the terms of the contract should a problem arise.

THE HAROLD F. JOHNSON LIBRARY CENTER 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.

Hampshire and Five College Borrowing Policies

Five College students, faculty, and staff may borrow books directly from all main libraries and most major branch libraries in the valley. This requires presentation of a valid ID card from one of the institutions. Five College loan periods are 28 days for students and 90 days for faculty, graduate students, and staff; however, all loans are subject to recall for another borrower or for reserve.

Media loans. Five College students, faculty and staff may also borrow videos and DVDs directly from all the media libraries in the valley. This requires presentation of a valid ID card from one of the institutions. Five College media loan periods are standardized at five days for patrons.

Other material. Policies regarding loans of LPs, CDs, music scores, and other materials vary by library. Check with the individual library for this information; patrons are subject to the policies of the owning library.

Five College delivery. Five College students, faculty, and staff may request books, videos, and DVDs from the Five Colleges to be sent to their home library for pickup. After identifying the desired item in the online library catalog, click on "Request item" and enter the barcode from the college ID twice. The request will be placed and the item sent, usually within two business days. You will receive an email notice



when the book is ready for pickup. Material is held for pickup for seven days

Renewals. Book loans may be renewed at least three times for the same time period as the original loan. Click on "My account" in the online library catalog, log in with the barcode on the college ID, and follow the directions on the screen to renew books at all Five College libraries. Books that have been recalled or billed cannot be renewed. DVDs and videos typically cannot be renewed because they are in high demand.

Recalls. All loans from the Five College libraries are subject to recall for another borrower or for use on reserve. You will receive an email recall notice asking you to return the item and giving its new due date. Unreturned recalls are fined at \$2 per day per item, and may result in denial of borrowing privileges.

Bills. Two overdue notices are sent in the month following a date the book is due. If it is still not returned, it is billed at a minimum charge of \$80 per item, of which \$10 is a nonrefundable billing fee. Media loans are billed on a shorter time frame, for a minimum charge of \$95. Unreturned billed items may result in denial of borrowing privileges. Inquiries about bills should be addressed to the library that owns the item. Unpaid bills are transmitted to the home institution for collection.

Library Study Carrel Policy

Please understand that carrel space is limited. Although students may put their names on carrels, they are not for the exclusive use of these students.

Hampshire items that are checked out and have green due slips may



be left in carrels at your own risk, as can checked-out Five College books. All other Hampshire items—including reference books and current periodicals—will be reshelved daily. We will occasionally spot check carrels to ensure that books are in fact checked out. Books that are not checked out will be reshelved.

Personal items may be left in a carrel at your own risk. Please keep your carrel neat and do not leave trash or recyclables in the carrel. Carrels that become unsightly may be cleared completely at the discretion of the library staff. At the end of each semester, carrels are cleared completely.

OUTDOORS PROGRAM & RECREATIONAL ATHLETICS (OPRA)

x5470

Borrowing Recreational Equipment

Students may borrow recreational equipment such as mountain bikes, cross-country skis, canoes, and backpacking gear. 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. Contact OPRA for details and dates. Courses are held monthly throughout the academic year.

General Use of the Robert Crown Center (RCC)

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. Among those in charge, in addition to the regular staff, are lifeguards, coaches, and student monitors.



- 4. The director of OPRA has final authority over all space and facility assignments, usage, and facility scheduling in the building.
- 5. 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.
- 6. 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 consider unpleasantness or unruliness in the building will be required to leave the RCC.
- 7.Pets, alcohol, and smoking are not permitted in the RCC. Possession or consumption of alcohol is prohibited on the playing fields.
- 8. Graduate and non-graduate alumni are welcome to use the RCC and can apply for an alumni ID card at the alumni office. This card is good for the balance of the semester. Alumni may bring one guest. There is no summer use.
- 9. The climbing wall may be used by Hampshire picture ID holders only with the permission of and under direct supervision by the staff according to established safety regulations.
- 10. The bouldering cave is for the use of Hampshire picture-ID holders only. Guests are not permitted to use the cave.
- 11. 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 available only to students and employees.
- 12. The use of radios, boom boxes, and so on, is prohibited. These devices may be used only with earphones.

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, and the throwing of objects are not allowed in the pool or pool area.
- 7. The lifeguards on duty have complete authority over the pool. The guards may ask anyone to leave who breaks the RCC rules or who, in the judgment of the guards, creates a nuisance, 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, a problem in 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 coed and clothing is required. 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 at the front desk with a Hampshire ID card.

Tennis Courts and Playing Fields

1. These areas are reserved for Hampshire ID-cardholders and contracted summer programs participants and are not open to

2010–11 Student Policy and Campus Resource Guide





the general public.

2. Reservations for scheduling these areas may be made through the Robert Crown Center director.

Exercise/Bouldering Area

- 1. The area is reserved for Hampshire College and authorized guests only.
- 2. Minimal supervision is provided, so the apparatus is 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.
- The exercise/bouldering 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:

- People 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 and those 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 50 cents per item per day for items having replacement cost of less than \$10 and \$1 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.
- The transportation of alcohol or illegal drugs in OPRA vans is prohibited.

OPRA Trips

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 ensure that all scheduled trips go out, the following signup system has been established:

- 1. Sign up for trips with the RCC front desk monitor, register your medical insurance, and pay a refundable \$10 deposit.
- 2. You must cancel by phone or in person no later than 1 P.M. Friday or you will lose your \$10 deposit.
- 3. If you show up after the trip leaves, you will forfeit your deposit.
- 4. 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 authorities on all OPRA activities are the OPRA leaders, coaches, and instructors.
- 3. Failure to comply with the 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 from students for trip expenses 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 cardholders 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.

FACILITIES AND GROUNDS

x5431

Chalking Policy

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 facilities and grounds 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, and 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 will 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.

Residence Maintenance Concerns

Maintenance issues in the five residence areas must be directed to the housing operations office. Students are requested not to contact facilities and grounds for maintenance concerns. Emergency maintenance concerns occurring after and before the housing operations office is open and during weekends should be directed to the scheduled on-call staff in the appropriate house.

Requesting maintenance service within your dorm room or in your mod bedroom authorizes a facilities and grounds 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 occurs before classes begin or offices open, the director of facilities and grounds 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 those 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 (x5508). Dining services continue to be open for meals during closed days.





If a snowstorm occurs during the day, the director of facilities and grounds will decide about closing early after consulting with the dean of faculty, the president, and the dean of students 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 recorded on the hotline.

POST OFFICE

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 they are away, students must inform the magazines and newspapers 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 the 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, do not ship packages to campus prior to January 15.

Post Office Forwarding Service

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

x5424 Emergencies: x1911

Camping

Camping on Hampshire College property is not allowed without the written permission of 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 campus leadership and activities. We require that ERFs be filled out and turned in to the office of campus leadership and activities 10 days prior to every event. Any ERF that is not submitted at least 10 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

In order for Public Safety to regulate and manage motor vehicles on campus, all faculty, staff, and students who want to bring, operate, or park a motor vehicle, motorcycle, or moped on the Hampshire College campus must do the following:



- 1. Go to TheHub/Parking Policies and complete a Motor Vehicle Registration form. Do not use "N/A" or "none" on this form. (Incomplete forms will not be processed.)
- Students who are nonresidents of the Commonwealth of Massachusetts must complete the Nonresident Student Vehicle Information Form in addition to the above. Print this form; you will need it when you pick up your student parking decal. Do not use "N/A" or "none" on this form. (Incomplete forms will not be processed.)
- Students are required to visit the Public Safety parking office to pick up a parking permit. If you are not a resident of Massachusetts, PLEASE BRING YOUR NONRESIDENT DRIVER STATEMENT with you. You will not be issued a permit without it. This office is open Monday through Friday, 8 a.m–5 P.M.

Five College Students

Non–Hampshire College students enrolled in classes on our campus must complete a Proof of Registration form and bring it to the central records office on the first floor of the Cole Science Center Monday– Friday, 8:30 A.M.–4:30 P.M., to obtain a signature. Bring this signed form, your student ID, and your vehicle registration to the parking office at the rear of the Johnson Library Monday–Friday, 8 A.M.–5 P.M., to obtain a parking permit. These permits are free of charge and parking is limited to the Five College lot. Hampshire College permits are valid only on the Hampshire campus.

Decal Availability

Students with vehicles on campus, including motorcycles and mopeds, must register with the Public Safety parking office within seven days of arrival. Parking on campus is limited, and parking permits are issued on a first-come, first-served basis. Students are encouraged to check with Public Safety for available parking before bringing a vehicle back to campus after any holiday or break.

Decal Fee

Student vehicles must be registered within seven days of arrival on campus. A valid driver's license and a valid vehicle registration are required in order to receive a parking permit. Insurance must have your name on the policy. A student can have only one vehicle registered on campus at a time. Students are not allowed to have any unregistered vehicle(s) on campus. The parking permit fee is \$150 per academic year (fall/spring term). This fee will be charged directly to your student account. A vehicle is not considered registered until the parking permit is affixed to the vehicle according to the Decal Placement Sheet you will receive when obtaining your decal. Vehicles not registered within seven days are subject to being towed without warning at the owner's expense. All parking issues should be directed to the Public Safety parking office between 8 a.m and 5 p.m. Monday through Friday or call x6151 (559.6151).

Decal Returns

Parking permits are nontransferable and must be affixed to the vehicle for which they are issued. If you sell or dispose of your vehicle, you must return a portion of the parking permit that was issued to the vehicle to Public Safety in order to register another vehicle.

Parking Lots

Student vehicles must be parked in the designated student parking lots identified by a parking sign that reads Student Parking Only. Please do not park in faculty/staff, visitor, or the Five College lot. The director of Public Safety may grant exceptions. Only registered student vehicles can be parked in the student parking lots. Students should not park in areas marked snow removal.

Can't Find a Space?

Contact Public Safety at x5424 (559.5424) if you cannot find a space in your designated lot. DO NOT PARK ILLEGALLY.

Restricted Parking

Vehicles parked in restricted areas (e.g., fire lanes, bus stops), unregistered vehicles, or vehicles that are parked in violation of parking regulations are subject to being towed without warning at the owner's expense.

Summer Parking

There is no parking available for students who do not remain on campus. Vehicles may not be stored on campus at any time. Vehicles displaying evidence of non-use will be ticketed and towed. The parking office will make reasonable attempts to contact the owner prior to towing

Loss of Parking Privileges

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 services, upon recommendation by Public Safety, makes this decision.

Citations

Violation tickets are issued when a vehicle is parked or driven contrary to campus rules. Citations range from \$20 to \$100, depending on the violation. Fines are billed directly to a student's account. They may





be paid in the student accounts office during regular business hours. Visitors on campus who have their vehicles ticketed should mail their payment to Hampshire College Public Safety, 893 West St., Amherst, MA 01002.

Appeals

Citations may be appealed in writing to the parking office within seven days from the time the citation was issued. Appeals and questions can be directed to the parking office Monday–Friday, 8 A.M.–5 P.M., or call x6151 (559.6151). The appeals form can be found on the Hampshire College website under Public Safety/Parking Policies. Students with special needs must register with disabilities services in order to receive appropriate accommodations.

Visitor/Guest Temporary Parking

All visitors and guests are required to register their vehicles with Public Safety by providing the vehicle's make, model, color, and license plate number in order for Public Safety to issue a temporary parking permit. The permit must be visibly displayed in the vehicle; the vehicle must be assigned a parking lot. If you are visiting a student, the host student must be present (with a valid student identification card) when applying for a temporary parking pass.

Temporary Parking Permit Needed

A permit is needed Monday–Friday 8 A.M.–5 P.M.

Temporary Parking Permit Not Needed

If you are a visitor on campus after 5 $_{\rm P.M.}$ and leave before 8 $_{\rm A.M.}$, you do not need a permit. You MUST park in faculty/staff or visitor parking ONLY.

If you are a visitor after 5 p.m. on Friday and stay through Sunday (out by 8 A.M. Monday), you do not need a permit; however, you MUST park in faculty/staff or visitor parking ONLY.

Student Temporary Parking

You must obtain a temporary permit if your vehicle will be on campus only for up to two weeks: 1 week, \$10; 2 weeks, \$20 (maximum). You MUST park in student-designated parking. If your vehicle will be on campus for more than two weeks, you are required to purchase a student parking decal.

Personal Property

Hampshire College assumes no responsibility or liability, directly or indirectly, for damage, 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. Most property crimes 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 some identifying marks. Marking of personal property will help in identifying the rightful owner of recovered property.

Skateboards

The use of skateboards and in-line skates on any campus roadways or staircases, including, but not limited, to holding on to or attaching oneself to moving vehicles or motorcycles, is prohibited. Roadways are defined as places where nonemergency, public vehicles normally travel; sidewalks and pedestrian paths are not included. Students operating skateboards or in-line skates on campus are strongly encouraged to wear protective equipment, including a helmet.

Trespass Policy

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 and college-approved student activities. Student groups must contact the campus leadership and activities office, x5746. For offices and school departments, the office or department budget manager or their designated assistant makes the reservation through Datatel. A vehicle request can be made seven days or more in advance. You can request a fleet/pool vehicle online any time Datatel is available. Once the vehicle request has been submitted, you will receive the vehicle request confirmation form back via email. The vehicle request must be approved in Datatel for the reservation to be complete. The vehicle request confirmation form must be printed out; attach it with copies of the Check In/Check Out sheet and the Trip Roster form. All three forms must be brought to Public Safety when picking up the vehicle. Vehicles cannot go out without these completed forms.

All individuals operating college vehicles must complete an application to drive Hampshire College fleet vehicles each fall semester and must have taken the defensive driver course, which is offered at least once each semester by OPRA. Students must also attach a copy of their three-year driving history from their state DMV.

All drivers of college-owned vehicles, or vehicles driven on college business, are expected to follow the rules in the Fleet Vehicle Handbook and to abide by all campus regulations and all local, state, and federal laws. The Fleet Vehicle Handbook is available at the Public Safety website https://intranet.hampshire.edu/15032.htm.

Weapons, Firearms, and Explosives

All (fake or real) weapons, firearms, and explosives including, but not limited to, firearms, knives (over four inches), swords, bows and arrows, and incendiary devices such as firecrackers are strictly prohibited on campus. BB, pellet, and paint-ball guns are also prohibited. All weapons, firearms, and explosives used in plays, the 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 property irrevocably waive all rights and claims to the items. Confiscated items will not be returned and violators are also subject to disciplinary action.

PURCHASING OFFICE

x5612

Procedures for Obtaining Purchase Orders

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

Student/Agency Groups

Purchase requisitions for student groups are available through the Community Council office and must be submitted in paper form to the office of campus leadership and activities 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 and a 13-digit budget account number along with all proper signatures.

Specific information pertaining to the product or service being

purchased must be referenced. The purchasing office can provide information regarding products and 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 and Copy Machine Reimbursements

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

SODEXO FOOD SERVICES

The dining commons close during Thanksgiving break and 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 Amherst. 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 full meal plan. Meal plans are subject to change each year, and information about meal plan options is available from the dining services office or the dining services, website www.Hampshiredining.com. Meal plans are not transferable and are to be used only by the meal plan holder. Students must have their meal card to enter the dining commons. Students will be asked to retrieve their card if they arrive without it. Students who have lost their card are required to go to the business office in Blair Hall to receive a temporary replacement card.

ENTERING AND EXITING DINING COMMONS

Students are allowed into the dining commons at any time and as often as they want. Guests are not permitted to enter the dining room unless they have paid for that meal. Food may not be taken from the dining commons and must be consumed inside. This is out of concern for possible foodborne illnesses, as well as our ability to maintain the program and standards of service required at Hampshire.

Dress Code

Everyone entering the dining commons is required to wear a shirt and shoes at all times. We 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 consult 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.

EVENT SERVICES AND SUMMER PROGRAMS

x5610

The dining commons, Red Barn, main, west, and east lecture halls in FPH, and most academic and other campus spaces may be reserved through the event services and summer programs office. The library gallery and music and dance recital hall may be reserved through the

gallery coordinator, x5622; the Merrill and Dakin living rooms may be reserved through the Dakin/Merrill House office, x5564.

Any reservations of space for student events made with event services and summer programs will be considered tentative until the event registration 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 an 11 P.M. curfew Sunday through Thursday, a 1:00 A.M. curfew on Friday and Saturday in residential locations such as the Prescott Tavern and dining commons, and a 2 A.M. curfew in all other locations.

STUDENT FINANCIAL SERVICES x6982

Student financial services comprises student accounts, financial aid, and student employment.

Student Accounts

Questions pertaining to tuition bills should be directed to student accounts. Payments can be made in the form of a check or money order payable to the Trustees of Hampshire College in person or by mail to the student accounts office. Credit card payments and payments from U.S. checking and savings accounts are accepted on TheHub anytime, or by calling student accounts during normal business hours at 413.559.6982. All changes in account information (person/persons responsible, address, phone number) should be reported to central records, not student accounts.

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 Loans and Hampshire College loans should be directed to 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.

Financial Aid

Aid Policies

Students who enroll as dependent students are considered dependent throughout their Hampshire career. 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 career, 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 postmarked date. All forms must be signed to be acceptable. These forms are also available at sfs.hampshire.edu.

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, you can complete the form on the reverse side of the Hampshire Aid Application and have it notarized

Required by July 1 each year:

 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, which normally has a May 1 deadline

Aid Decisions

Financial aid decisions are mailed to on-time applicants at the end of June each year. Awards are "packaged" to comprise 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 have to notify this office in writing. Hampshire is participating in the Federal William D. Ford Direct Loan Program, which replaces the Federal Stafford Loan Program operating as 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 when leaving Hampshire. Student rights, responsibilities, and obligations will be explained during both entrance and exit sessions.

Student Employment

x5727

Only students who have work-study eligibility as part of their financial aid award 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 \$8/hour 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 to 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. W-4, M-4, and Work Authorization forms are also required. These forms are available from this office and on the web.

STUDENT LIABILITY, PROPERTY, AND INSURANCE

Insurance

The following information is provided to let students know about the insurance coverage that the college may purchase and how the coverage may apply to students. The descriptions of coverage are not intended to, nor do they supplement, amend or modify any insurance policy terms and conditions. The college reserves the right at all times to modify its insurance coverage, terms, conditions, and limits without notice to any person or entity, including students, faculty, and staff. Students may want to make adjustments in their own coverage if they feel that it would be appropriate to their interests.

Medical

The Commonwealth of Massachusetts requires that all students carry health insurance or sickness and accident insurance. The college provides Student Accident and Sickness Insurance that meets or exceeds the state requirements. The program is a "hard waiver" program, which means that students are automatically enrolled and billed for the insurance unless they waive the coverage in accordance with the plan requirements. For details of Hampshire College's program, visit www.hampshire.edu/offices/5177.htm

Sickness and Accident Insurance is not comparable to most employertype health insurance programs, as it has lifetime per-condition limits as well as sub-limits for out-patient, pharmacy, and other benefits. The policy conditions may result in a student incurring partial or full charges for some medical care. The college is not responsible for any co-payments, medical, dental, or surgical expenses not covered by the college's Student Accident and Sickness Insurance Program or the





student's own insurer, or any uninsured or excluded medical, dental, or surgical expenses.

Claims are handled by the program administrator. The staff at Student Health Services may provide assistance with claims problems. The program is a managed care program, so in the event of an injury or sickness, the insured student should, if at school, immediately report to Health Services. If you are away from school, consult your doctor and follow their instructions. Report all claims to the program administrator (see the plan brochure for information) and follow their instructions.

Intercollegiate and club sports athletes have additional benefits available under certain policies that are purchased for their behalf by the college. Coverage applies to athletes who are injured while in organized competition or practice, which is constructively supervised, or traveling to or from one of these events. The Sports Accident Policy provides up to \$25,000 for intercollegiate and club sport injuries, and has a \$500 deductible. If you do not carry the Student Medical Insurance you are responsible for meeting the deductible either with your own insurance or out of pocket. (The Student Medical Insurance provides \$500 for intercollegiate sports injuries or covers club sports as "any condition" subject to policy limits, terms, and conditions, which meets the deductible.) Because Hampshire is not an NCAA member, the college also carries a Club Sports Catastrophic Policy on all of its athletic teams with a policy limit of \$5,000,000, for medical expenses only, in excess of all other collectible insurance and a \$25,000 deductible. The benefits of all of these policies are over and above benefits available through any other valid and collectible insurance available to the injured person. The Controller's Office administers these insurance policies. These policies do not extend to participants in intramural or any other recreational sports. They cover intercollegiate and college-recognized club sports only.

The college accepts no responsibility for any losses, costs, or expenses not covered by the insurance policies listed above, whether by coverage terms or exclusions or the injured student's failure to comply with policy-required claims procedures.

Additional information about medical coverage and health services is in the Campus Services and Resources section of this handbook. For a complete description of the Club Catastrophic Coverages provided for athletes, contact OPRA.

Travel Accident Insurance

The college provides limited travel accident insurance, including medical evacuation and repatriation to students traveling on college or academic business, worldwide. Worldwide travel assistance services are also available. Contact the dean of students office for details or see www.fivecolleges.edu/sites/riskmgmt/travel/.

Auto

The college purchases Auto Liability Insurance, which protects both the college and the driver from third-party liability and third-party property damage arising from the use of college-owned, hired/rented, and non-owned vehicles. The Five College Risk Management website has more-detailed information on this coverage (www.fivecolleges.edu/ sites/riskmgmt/auto/).

- For college-owned vehicles, the student driver must be credentialed and have permission from a faculty member, a dean, a coach, or a department head to drive a college vehicle. For details on becoming a credentialed driver, see http://www. fivecolleges.edu/riskmgmt/driver.
- To rent or drive a rented vehicle for college business, the student must be credentialed and have written authorization from an authorized person (see owned vehicles, below) and be a scheduled driver with the rental company. Most car rental agencies prohibit persons under the age of 25 from driving rented vehicles. The college policy is to waive coverage for liability and collision coverage on domestic rentals; however, students should follow departmental guidelines with respect to waiving the rental company insurance. If the college insurance is used, a certificate of insurance should be obtained as proof of insurance.
- If a student drives their own vehicle on college business, such use must be specifically authorized in writing before the use occurs. The college policy is excess of the student's own policy with respect to liability coverage. No coverage is provided for any physical damage to the student's vehicle, nor will any deductible amount be paid by the college, whether or not the vehicle is used for college business, and regardless of any liability of the driver or other parties.

The college auto insurance policy may not cover unauthorized drivers. Unauthorized drivers may be personally liable for claims brought against them. The college may also have a right to claim against unauthorized drivers.

Personal Vehicles on Campus

The college is not responsible for, nor will it pay any claims for, damages to student-owned vehicles resulting from falling ice, snow, tree limbs, or any other natural occurrence or event on its property or



elsewhere, whether or not the possibility of such an event is warned against. The college is not responsible for, nor will it pay any losses, claims, or other damages, to student-owned vehicles resulting from vandalism, collision, or other acts by any person, other than damage caused directly by its employees.

Property

The college does not have property insurance for student possessions, and it accepts no responsibility for any personal possessions or property of students. Any possessions in student rooms or left in storage areas are left at the owner's own risk. Students are responsible for insuring their own property against loss, and may be able to do so using parents' policies or by obtaining a tenant's policy through a local insurance agent. It is recommended that students keep their doors locked at all times and not leave valuable items in storage areas.

Liability

The college is not liable for the actions of its students, nor is it possible for the college to obtain liability insurance on behalf of its students. Student athletes especially should be aware that if they are sued for injuries or damages caused to others in the course of an athletic event, the college's insurance does not provide coverage. The liability section of a parent's homeowner's policy or renter's policy may provide for the defense of the student and damages awarded, if any, in a suit alleging negligence. Students are responsible for avoiding intentional acts or negligent behavior that could harm others or give rise to adverse legal action. Although the college will not provide liability protection, it may, at its discretion, assist in obtaining a defense if it is not provided for by parental insurance coverage.

If a student is sued for an act or omission and believes that they were acting in the capacity of an employee or agent of the college at the time of such act or omission, the student should contact the dean of students immediately for instructions.

Workers Compensation

Students who are employed by the college, and who are injured in the course of their work for the college, are eligible for Workers Compensation. If a student is injured on the job, the student should contact their supervisor immediately to report the injury and complete an accident investigation form. Questions should be directed to the student's supervisor and the human resources office.









ampshire 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, to serving as a Community Council member, to attending School meetings, to 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 Tuesday, beginning at 3 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.

STUDENT TRUSTEE AND ALTERNATE TO 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, one staffperson, 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 their constituencies, formally and informally, on 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 twoyear 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 when 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 is currently 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 comprise, 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 on field study are not eligible.

Current Committees of the Board of Trustees

- Admissions Committee. Reviews and discusses admissions strategies and procedures.
- Committee on Buildings, Grounds, and Environmental Sustainability. Considers policies affecting facilities and grounds, 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). 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, x5780.

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 subcommittee 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, on-campus activities, and house programs as well as community-wide expenditures such as the PVTA bus service fee and the University of Massachusetts Amherst Fine Arts Center fee. Community Council is composed of students, staff, administration, and faculty serving together. The council meets weekly during governance time, 3:30–5 p.m. every Tuesday. It's meetings and minutes are open to the community. To learn more, email ccouncil@hampshire.edu, or visit the website at http://council.hampshire.edu.



Financial Committee (FiCom)

The financial committee (FiCom) is the standing committee of Community Council that is responsible for the distribution of the student activities fee. FiCom funds groups on a semester basis. To be on the agenda, a written request must be submitted to FiCom one week in advance. FiCom is student-run and has both elected officers and at-large members. FiCom's office is in the back of the Airport Lounge in the library.

Committee on Community Activities (COCA)

COCA is the standing committee of Community Council that plans large-scale campus events and also funds student group–sponsored events. COCA funds and organizes Hampshire Halloween and Spring Jam, and cosponsors many other events throughout the year. COCA is student-run and anyone can join. For more information, email COCA at coca@hampshire.edu. Community Council, COCA, SafeCom, and COCD share an office space in the rear of the Airport Lounge in the library.

Committee on Community Development (COCD)

COCD is a standing committee of Community Council that addresses issues of community space, resources, and services at Hampshire. Among past projects are initiating an overhaul of the Airport Lounge and supporting the ongoing renewal of the Cultural Center, Center for Feminisms, and Queer Community Alliance Center. COCD is studentrun and anyone can join. Community Council, COCA, SafeCom, and COCD share an office space in the rear of the Airport Lounge in the library.

Safety Committee (SafeCom)

SafeCom is the standing committee of Community Council that addresses issues of health and safety in the student community. SafeCom works in close consultation with Public Safety. Community Council, COCA, SafeCom, and COCD share an office space in the rear of the Airport Lounge in the library.

All-Community Meetings

Community Council has the ability to coordinate and facilitate a meeting of all members of the campus community. This is an opportunity for students, staff, and faculty to come together to address concerns, to make proposals, and 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, email the council at ccouncil@ hampshire.edu. Additional all-community meetings may be called by the president or the dean of students.

EDUCATIONAL POLICY COMMITTEE (EPC)

This committee is responsible for matters relating to the educational policy of the college as may be delegated to it by the Faculty Meeting. Such responsibilities may include, but are not limited to, the determination and approval of the curriculum, academic calendar, degree requirements, and academic standards. It also encourages and promotes innovative and educational experiments. EPC is composed of one regular faculty member and one student from each of the Schools (CS, HACU, IA, NS, and SS), one student at-large, two staff members, one school dean, the dean of advising, and the vice president and dean of faculty ex officio. Discussions regarding any educational policy change happen in EPC and then are forwarded to the faculty for final approval. Meetings are at 3:30 P.M., Tuesdays (except the first Tuesday of the month). For more information, contact EPC Secretary Jean Sepanski at x5378 or jsDO@hampshire.edu.

DISCIPLINARY COUNCIL

Three students are elected members of this board, which hears and decides 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 welcome and valued. As School members, 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 that constitute the business of School meetings. Students may also be responsible for reading reappointment files, providing input, and voting during school meetings on faculty reappointments and promotions. In addition, students may serve on other committees as a student representative (searches, all-college committees, e.g.). 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 HACU. 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 the 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

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. There are up to five student members in the School of Interdisciplinary Arts. 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 decisionmaking 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 reappointments. 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:

• Students are strongly encouraged to submit letters for files of faculty members who are up for reappointment. Student letters are most helpful when they describe in some detail the ways in which the student has worked with the faculty member and present 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 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 a student's information is placed by the committee in the candidate's open reappointment file. The name of the student is withheld.

 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 (and who must be voting members of a School), are members for a one-year term.

STUDENT LIFE COMMITTEES AND TASK FORCES

The division of student life 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 life staff. Recent committees in which students participated are searches for an associate dean, Public Safety officers, and residence life house directors. Students are also members of student life task forces. Among recent task forces is the Wabash Study Task Force II. For more information about student opportunities on student life committees and task forces, inquire in the dean of students office.

Students take part in the Community Review Board (CRB), which is the community-based disciplinary board, which consists of students, faculty, and staff members.

See the Community Standards, Policies, and Procedures section for information relating to the selection of CRB members.

Housing Advisory Committee (HAC)

HAC is a committee of students and staff who meet on an ad hoc basis to review and make recommendations relating to housing policy and room-choosing procedures. HAC meetings are seasonal. They meet on Thursdays at 3 P.M. 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 Imollison@hampshire.edu or x5543. Linda Mollison is the director of housing operations.



CAMPUS FACILITY COMMITTEES

Students are strongly encouraged to participate in campus planning and in the long-term planning for the future of Hampshire College. All planning committees involve students and a broad range of faculty and staff.

SUSTAINABLE CAMPUS PLAN

The Sustainable Campus Plan seeks to 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 strengthen the college as an educational enterprise that is itself sustainable, qualitatively and financially.

For information on Sustainable Campus Plan committees and activities, call facilities and grounds at x5431.





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. Students who want to appeal must do so in writing to the appeals committee. This application must include a statement from the applicant's advisor. In order to allow time for possible appeals, nominations for any elected office must close at least one week prior to the elections. An appeals committee will consist of the dean of faculty and one faculty member of the Educational Policy Council for matters of academic standing, and the dean of students, a staff member of Community Council, and a student member of Community Council for matters of disciplinary probation.

NOTIFICATION OF JURY DUTY LAW

According to the Office of the Jury Commissioner of the Commonwealth of Massachusetts, "Every U.S. Citizen 17 years of age or older who is a Massachusetts resident or an inhabitant for more than 50% of the time is eligible to serve as a juror. If you are a resident of another state but a student at a Massachusetts college, you are an inhabitant for more than 50% of the year and, therefore, eligible to serve as a juror in Massachusetts." There are no student exemptions from jury duty.

Students should read carefully all materials they receive with their summons to service, which contain helpful information about confirming, postponing, rescheduling, or relocating service and address many of the most frequently asked questions. Jury duty is an important legal obligation, and those who fail to respond are subject to criminal prosecution. Students who miss class in order to fulfill their jury service requirement should notify each of their instructors of the summons and make arrangements to complete any missed work.

If you have any questions about jury duty, including confirming, postponing, rescheduling, or limiting your service, contact the Office of the Jury Commissioner (1.800.THE.JURY/1.800.843.5879). Further information can be found on the Office of the Jury Commissioner's website at www.massjury.com.

VOTER REGISTRATION

As a part of the Higher Education Amendment, Hampshire College must provide you with the opportunity to register to vote. To request a mail-in voter registration form online, visit www.state.ma.us/sec/ ele/elestu/stuidx.htm. The Massachusetts form can be used only to register to vote in Massachusetts.

Out-of-state students who want to vote in their home state must use either a mail-in form supplied by an election official in the home state or the federal mail-in affidavit of voter registration. Affidavits may be obtained by writing or calling the Massachusetts Elections Division, Room 1705, McCormack Building, One Ashburton Place, Boston, MA 02108; 617.727.2828 or 800.462.8683.





WHOM TO CALL AND WHERE TO FIND

ON CAMPUS

Activities	Academic policy questions/concerns	Center for Academic Support and Advising (CASA), x5498
Admissions volunteers Admissions Office, x5471 Advertisements/publicity Campus Leadership and Activities, x6005, Magic Board, magicboard@hampshire.edu; The Omen, omen@hampshire.edu; The Advertises, x6005, Magic Board, magicboard@hampshire.edu; The Advertise, x6016, Magic Board, magicboard@hampshire.edu; The Omen, omen@hampshire.edu; The Advertise, x6016, Magic Board, magicboard@hampshire.edu; The Advertise, x6016, and drug-policy questions/concerns All-Community Meetings Community Council, for agendas and dates, council@hampshire.edu; on Dean of Students Office, x5412 All-Student email (or all-campus email) Intranet.hampshire.edu; on Dean of Students Office, x5412 Alumni connections, addresses for alumni Alumni and Family Relations Office, x5433 Bills, tuition, and fees Student Students Office, x5433 Bills, tuition, and fees Student Financial Services, Bursar, x5437 Biod drives sponsored each term by OPRA, x5470 Books, supplies, novelties Hampstore, x6000; www.peterpanbus.com, or bus station in downtown Amherst Career Options Resource Center x54445 Career as ervices/advice Career Options Resource Center, x5435 Center for Feminisms Enfield House, x5320 Chied trap applice, and the payoil checks only Student Financial Services, Miders Services, x6235 Confield trap applice, adverter by OPRA, x5470 Sodexo Food Services, x6235	Activities	
Advertisements/publicity		
	Admissions volunteers	Admissions Office, x5471
Advisors, assignment of, changing	Advertisements/publicity	Daily Digest, intranet.hampshire.edu; The Omen, omen@hampshire.edu;
Alcohol- and drug-policy questions/concerns Dean of Students Office, x5412 All-Community Meetings or Dean of Students Office, x5412 All-Student email (or all-campus email) Intranet.hampshire.edu or Dean of Students Office, x5412 All-Student email (or all-campus email) Intranet.hampshire.edu or Dean of Students Office, x6438 Audio/visual equipment Alumni and Family Relations Office, x6438 Bills, tuition, and fees Student Financial Services, Bursar, x5497 Bood drives sponsored each term by OPRA, x5470 Bous tickets Hampstore, x6000; www.peterpanbus.com, or bus station in downtown Amherst Career Options Resource Center x5445 Career options Resource Center x5445 Career Services/advice Career Options Resource Center, x5445 Career options Resource Center x5445 Career options Resource Center x5445 Career options Resource Center, x5445 Catering services, douting posted times only, x6073 Child care Sodexo Food Services, S4235 Career options Resource Center, x5706 Coffee Coffee Airport Lounge, dining commons, House Offices, Bridge Cafe, The Tavern, Hampstore Coid self-care kits Center for Feminisms, 2nd florc x5733 Commencemen	Campus Le	adership and Activities, x6005; Magic Board, magicboard@hampshire.edu; House Offices
All-Community Meetings or Dean of Students Office, x5412 All-Student email (or all-campus email) intranet.hampshire.edu or Dean of Students Office, x5412 Alumni connections, addresses for alumni intranet.hampshire.edu or Dean of Students Office, x5412 Alumni connections, addresses for alumni	Advisors, assignment of, changing	Center for Academic Support and Advising (CASA), x5498
	Alcohol- and drug-policy questions/concerns	
All-Student email (or all-campus email)	All-Community Meetings	
Alumni connections, addresses for alumni Alumni and Family Relations Office, x6638 Audio/visual equipment Media Services, x5435 Bills, tuition, and fees Student Financial Services, Bursar, x5497 Blood drives sponsored each term by OPRA, x5470 Books, supplies, novelties sponsored each term by OPRA, x5470 Books, supplies, novelties Hampstore, x6000; www.peterpanbus.com, or bus station in downtown Amberst Career Options Resource Center x54445 Career options Resource Center, .54445 Catering services Career for Feminisms Sodexo Food Services, x6235 Center for Feminisms Enfield House, x5320 Check cashing, student payroll checks only Student Financial Services, Bridge Cafe, The Tavern, Hampstore Cold self-care kits College Committee on Faculty Reappointment and Promotions (CCFRAP) Dean of Faculty Office, x5378 Community Council ccounci@hampshire.edu community Council ccounci@hampshire.edu Community Review Board to file a complaint, Dean of Faculty Office, x5418 computers, problems with x5489 Conselior Advocates (CAS) Koges Koges Koges Koges Computers, problems with Contert for Feminisms, 2nd floor x5743 Community Review		or Dean of Students Office, x5412
Audio/visual equipment	All-Student email (or all-campus email)	
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Career Options Resource Center x5445 Career services/advice Career Options Resource Center, x5445 Catering services Sodexo Food Services, x6235 Center for Feminisms Enfield House, x5320 Check cashing, student payroll checks only Student Financial Services, during posted times only, x6073 Child care Children's Center, x5706 Coffee Airport Lounge, dining commons, House Offices, Bridge Cafe, The Tavern, Hampstore Cold self-care kits Health Services, x5458 College Committee on Faculty Reappointment and Promotions (CCFRAP) Dean of Faculty Office, x5378 Commencement (graduation), information about commencement.hampshire.edu, x5708 Community Council cocouncil@hampshire.edu, x5708 Community Review Board to file a complaint, Dean of Students Office, x5412 Computers, problems with Computing Help Desk, x5418 Course listings thehub.hampshire.edu Dean of Students Office x5489 Dean of Students Office x5498 Dourse listings thehub.hampshire.edu Daree Box Office x5498 Disciplinary Council Dean of Faculty Office, x5378 Disabilities, services and programs Center for Acade	Books, supplies, novelties	
Career services/advice	Bus tickets	
Catering services Sodexo Food Services, x6235 Center for Feminisms Enfield House, x5320 Check cashing, student payroll checks only Student Financial Services, during posted times only, x6073 Child care Children's Center, x5706 Coffee Airport Lounge, dining commons, House Offices, Bridge Café, The Tavern, Hampstore Coll self-care kits Health Services, x5458 College Committee on Faculty Reappointment and Promotions (CCFRAP) Dean of Faculty Office, x5378 Commencement (graduation), information about commencement, hampshire.edu, x5708 Community Council council@hampshire.edu, x5708 Community Review Board Center for Feminisms, 2nd floor x5743 Computers, problems with Computing Help Desk, x5412 Computers, problems with Computing Help Desk, x5418 Course listings thehub.hampshire.edu Dance Box Office x5899 Dean of Students Office x5412 Disciplinary Council Dean of Faculty Office, x5378 Disabilities, services and programs Center for Academic Support and Advising (CASA), x5498; Joel Dansky, x5423	Career Options Resource Center	x5445
Center for Feminisms Enfield House, x5320 Check cashing, student payroll checks only Student Financial Services, during posted times only, x6073 Child care Children's Center, x5706 Coffee Airport Lounge, dining commons, House Offices, Bridge Café, The Tavern, Hampstore Cold self-care kits Health Services, x5458 College Committee on Faculty Reappointment and Promotions (CCFRAP) Dean of Faculty Office, x5378 Commencement (graduation), information about commencement.hampshire.edu Community Council ccouncil@hampshire.edu, x5708 Community Review Board to file a complaint, Dean of Students Office, x5412 Computers, problems with Computing Help Desk, x5412 Course I istings thehub.hampshire.edu Dance Box Office x5889 Dean of Students Office, x5378 x5482 Disciplinary Council Dean of Students Office, x5412 Disabilities, services and programs Center for Academic Support and Advising (CASA), x5498; Joel Dansky, x5423	Career services/advice	Career Options Resource Center, x5445
Check cashing, student payroll checks only	Catering services	
Child care	Center for Feminisms	Enfield House, x5320
Coffee Airport Lounge, dining commons, House Offices, Bridge Café, The Tavern, Hampstore Cold self-care kits Health Services, x5458 College Committee on Faculty Reappointment and Promotions (CCFRAP) Dean of Faculty Office, x5378 Commencement (graduation), information about commencement.hampshire.edu Community Council ccouncil@hampshire.edu, x5708 Community Health Collaborative Center for Feminisms, 2nd floor x5743 Community Review Board to file a complaint, Dean of Students Office, x5412 Computers, problems with Computing Help Desk, x5418 Course listings thehub.hampshire.edu Dance Box Office x5889 Dean of Students Office x5412 Disciplinary Council Dean of Faculty Office, x5378 Disabilities, services and programs Center for Academic Support and Advising (CASA), x5498; Joel Dansky, x5423	Check cashing, student payroll checks only	
Cold self-care kits	Child care	Children's Center, x5706
College Committee on Faculty Reappointment and Promotions (CCFRAP)	Coffee	Airport Lounge, dining commons, House Offices, Bridge Café, The Tavern, Hampstore
Commencement (graduation), information about	Cold self-care kits	
Community Council	College Committee on Faculty Reappointment and Promotic	ons (CCFRAP)
Community Health Collaborative	Commencement (graduation), information about	
Community Review Board	Community Council	ccouncil@hampshire.edu, x5708
Computers, problems with	Community Health Collaborative	
Course listings	Community Review Board	to file a complaint, Dean of Students Office, x5412
Course listings	Computers, problems with	
Dance Box Office	Counselor Advocates (CAs)	x6998
Dean of Students Office x5412 Disciplinary Council Dean of Faculty Office, x5378 Disabilities, services and programs Center for Academic Support and Advising (CASA), x5498; Joel Dansky, x5423 Employment, on-campus Student Employment, x5484	Course listings	thehub.hampshire.edu
Disciplinary Council	Dance Box Office	x5889
Disabilities, services and programs	Dean of Students Office	x5412
Employment, on-campus	Disciplinary Council	Dean of Faculty Office, x5378
Employment, on-campus	Disabilities, services and programs	
Educational Policy Committee (EPC)	Employment, on-campus	
	Educational Policy Committee (EPC)	



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Facilities and Grounds	
FiCom	ficom@hampshire.edu, x5868
Financial aid	
Five-College course registration	
	Dining commons, x5750; Bridge Café, x3173; Hampstore, x6000; Mixed Nuts Co-op; Farm Center
Gift certificates	
Graduate schools	
Grants, Lemelson	Lemelson National Program in Invention, Innovation, and Creativity, x5318
Grants, Threshold	
GRE (Graduate Record Exam)	Career Options Resource Center (CORC), x5445
Guest policies	
Hampfest (Student Groups and Activities Fair)	
Health education information	
Health services	x5458
Heat problems	
HIV testing	
House interns selection, training	
House offices	
Housing Advisory Committee (HAC)	
Housing information	
ID cards, replacement of	Onecard Office, onecard@hampshire.edu, x6029
Immunization forms	
Information, campus	
Insurance, student health	
Inter-library loan	
International student exchange programs	Global Education Office, x5542
International students, advisor for	Lebrón-Wiggins-Pran Cultural Center, x5415
International work program	Global Education Office (GEO), x5542
Internships Career C	Options Resource Center (CORC), x5445; Community Partnerships for Social Change (CPSC), x5395
Intramural sports	Outdoors Program and Recreational Athletics (OPRA), x5470
Job interviews	
Keys, lost room	
Keys, return	
Laundry services Housing Operation	ons Office, x5453, for laundry service provider, washers/dryers for student use in each housing area
Learning disabilities, services for students with .	Center for Academic Support and Advising (CASA), x5498
Leave of absence, taking	Center for Academic Support and Advising (CASA), x5498
Leave of absence, returning from or extending	Center for Academic Support and Advising (CASA), x5498
Library fines	Circulation desk, x5440
Loans, emergency	for short-term loans, Student Financial Services, x5497
Long-distance phone service	Purchase calling card, Hampstore



Lost and found	Campus switchboard, x5456
LSAT (Law School Application Test)	Career Options Resource Center (CORC), x5520 or x5385
Maintenance, residential areas	
MCAT (Medical College Admission Test)	Career Options Resource Center (CORC), x5520 or x5385
Meal plan waivers	Director of Dining Services at Sodexo Food Services, x5750
Meal plans	
Multicultural & International Student Services	Lebrón-Wiggins-Pran Cultural Center, x5415
Non Satis Non Scire (student handbook)	published by Dean of Students Office, x5412
Non Satis Scire (alumni magazine)	published by the Office of Alumni Relations, x5574
Notary public	
Off-campus housing	Housing Operations Office, x5453
OPRA activities	Robert Crown Center, x5470
OPRA equipment room	
Orientation leaders, selection, training	Dean of Students Office, x5412
Parking Policies	Public Safety, x5424
Parking stickers (permits)	Public Safety, x5424
Parking tickets, payment of	Student Accounts Office, Blair Hall, x5497
Party permits	
Photocopying machines	
Pool	Robert Crown Center, for hours, x5470
Psychological disabilities, services for students with	Center for Academic Support and Advising (CASA), x5498
Purchase orders	
Quantitative skills	Quantitative Skills Support Center, x5401 or krhNS@hampshire.edu
Quantitative skills	
	Queer Community Alliance Center, x5320
Queer Student Services	Queer Community Alliance Center, x5320 Event Services and Summer Programs, x5610
Queer Student Services Reservations, rooms and spaces	Queer Community Alliance Center, x5320
Queer Student Services	Queer Community Alliance Center, x5320 Event Services and Summer Programs, x5610 Duplication Center, Harold F. Johnson Library ground floor, x5512 Career Options Resource Center (CORC), x5445
Queer Student Services	Queer Community Alliance Center, x5320 Event Services and Summer Programs, x5610 Duplication Center, Harold F. Johnson Library ground floor, x5512 Career Options Resource Center (CORC), x5445 Housing Operations Office, x5453
Queer Student Services	Queer Community Alliance Center, x5320 Event Services and Summer Programs, x5610 Duplication Center, Harold F. Johnson Library ground floor, x5512 Career Options Resource Center (CORC), x5445 Housing Operations Office, x5453 Housing Operations Office, x5453
Queer Student Services	Queer Community Alliance Center, x5320 Event Services and Summer Programs, x5610 Duplication Center, Harold F. Johnson Library ground floor, x5512 Career Options Resource Center (CORC), x5445 Housing Operations Office, x5453 Housing Operations Office, x5453 House Office
Queer Student Services	Queer Community Alliance Center, x5320 Event Services and Summer Programs, x5610 Duplication Center, Harold F. Johnson Library ground floor, x5512 Career Options Resource Center (CORC), x5445 Housing Operations Office, x5453 Housing Operations Office, x5453 House Office Multisport Center, x5785
Queer Student Services	Queer Community Alliance Center, x5320 Event Services and Summer Programs, x5610 Duplication Center, Harold F. Johnson Library ground floor, x5512 Career Options Resource Center (CORC), x5445 Housing Operations Office, x5453 Housing Operations Office, x5453 House Office Multisport Center, x5785 Robert Crown Center, x5470
Queer Student Services	Queer Community Alliance Center, x5320 Event Services and Summer Programs, x5610 Duplication Center, Harold F. Johnson Library ground floor, x5512 Career Options Resource Center (CORC), x5445 Housing Operations Office, x5453 Housing Operations Office, x5453 Housing Operations Office, x5453 House Office Multisport Center, x5785 Robert Crown Center, x5470
Queer Student Services	Queer Community Alliance Center, x5320 Event Services and Summer Programs, x5610 Duplication Center, Harold F. Johnson Library ground floor, x5512 Career Options Resource Center (CORC), x5445 Housing Operations Office, x5453 Housing Operations Office, x5453 House Office Multisport Center, x5785 Robert Crown Center, x5470
Queer Student Services	Queer Community Alliance Center, x5320 Event Services and Summer Programs, x5610 Duplication Center, Harold F. Johnson Library ground floor, x5512 Career Options Resource Center (CORC), x5445 Housing Operations Office, x5453 Housing Operations Office, x5453 House Office Multisport Center, x5785 Robert Crown Center, x5470 call School offices CS, x5502; HACU, x5361; IA, x5824; NS, x5757; SS, x5719 Counselor Advocates or Public Safety, x6998 or x1911 (emergency)
Queer Student Services	Queer Community Alliance Center, x5320 Duplication Center, Harold F. Johnson Library ground floor, x5512 Career Options Resource Center (CORC), x5445 Housing Operations Office, x5453 Housing Operations Office, x5453 Housing Operations Office, x5453 House Office Multisport Center, x5785 Robert Crown Center, x5470
Queer Student Services	Queer Community Alliance Center, x5320 Event Services and Summer Programs, x5610 Duplication Center, Harold F. Johnson Library ground floor, x5512 Career Options Resource Center (CORC), x5445 Housing Operations Office, x5453 Housing Operations Office, x5453 Housing Operations Office, x5453 House Office Multisport Center, x5785 Robert Crown Center, x5470 call School offices CS, x5502; HACU, x5361; IA, x5824; NS, x5757; SS, x5719 Sexual Offences Services (SOS) Coordinator, 5743 for closings, x5508
Queer Student Services	Queer Community Alliance Center, x5320
Queer Student Services	Queer Community Alliance Center, x5320 Event Services and Summer Programs, x5610 Duplication Center, Harold F. Johnson Library ground floor, x5512 Career Options Resource Center (CORC), x5445 Housing Operations Office, x5453 Housing Operations Office, x5453 Housing Operations Office, x5453 House Office Multisport Center, x5785 Robert Crown Center, x5470
Queer Student Services	Queer Community Alliance Center, x5320 Event Services and Summer Programs, x5610 Duplication Center, Harold F. Johnson Library ground floor, x5512 Career Options Resource Center (CORC), x5445 Housing Operations Office, x5453 Housing Operations Office, x5453 Housing Operations Office, x5453 House Office Multisport Center, x5785 Call School offices CS, x5502; HACU, x5361; IA, x5824; NS, x5757; SS, x5719 Counselor Advocates or Public Safety, x6998 or x1911 (emergency) Sexual Offences Services (SOS) Coordinator, 5743 for closings, x5508 for closings, x5508
Queer Student Services	Queer Community Alliance Center, x5320 Event Services and Summer Programs, x5610 Duplication Center, Harold F. Johnson Library ground floor, x5512 Career Options Resource Center (CORC), x5445 Housing Operations Office, x5453 Housing Operations Office, x5453
Queer Student Services	Queer Community Alliance Center, x5320 Event Services and Summer Programs, x5610 Duplication Center, Harold F. Johnson Library ground floor, x5512 Career Options Resource Center (CORC), x5445 Housing Operations Office, x5453 Housing Operations Office, x5453





	Campus Leadership and Activities, x6005
Study abroad	Global Education Office, x5542
The Tavern information: Campus Leaders	ship and Activities, x6005; scheduling: Event Services and Summer Programs, x5610
Telephone directory information	
Telephone repair faculty, staff	thehub.hampshire.edu, IT Ticket
Telephone repair hall/mod phones	x5456 www.hampshire.edu/studentlife/workorder.htm
Tennis courts	for availability, Multisport Center, x5785
Textbooks	
Thefts	Public Safety, routine calls, x5424; EMERGENCIES, x1911
Tickets, theater	
Transcripts	Central Records, x5421
Transfer student information	
Trustees, student trustee	Office of the Secretary of the College, x5780
Van reservations Campus	Leadership and Activities, x5751 (if no answer, try OPRA, then Campus switchboard)
Vending machines	Purchasing Office, x5405
Vendors selling on campus	Event Services and Summer Programs, x5610
Veterans certification	Central Records, x5421
Video editing systems	Information Technology: Advanced Media, x5713 or jgunther@hampshire.edu
Volunteer work	Community Partnerships for Social Change (CPSC), x5395
Weight room	
Withdrawing from the college	Center for Academic Support and Advising (CASA), x5498
Women's Leadership Program	Outdoors Program and Recreational Athletics (OPRA), x5470
Women's Student Services	

Off-Campus

Amherst College	
Atkins Fruit Bowl	
Mount Holyoke College	
Peter Pan Bus tickets	Hampstore, x6000; www.peterpanbus.com; or Amherst Books in downtown Amherst
Refrigerator rentals	R&P Package Store, Amherst, 413.253.9742
Tickets, bus	Peter Pan Bus Lines; limited destinations available at Hampstore
Smith College	
UMass Amherst Health Services	
University of Massachusetts Amherst	
Van service from airports	Valley Transporter, 253.1350; toll-free 800.872.8752

Physical Locations

Airport Lounge	Harold F. Johnson Library Center, main level
Administrative Systems	
Admissions Center	Stiles House
Alumni Relations Office	
Hampstore	Harold F. Johnson Library Center, Ground Floor

Bridge Café	
Campus Leadership and Activities	Dakin Student Life Center, 1st floor
Career Options Resource Center (CORC)	
Center for Academic Support and Advising (CASA)	Dakin Student Life Center, 2nd floor
Center for Feminisms	Enfield House
Central Records Office	Cole Science Center, 1st floor
Cognitive Sciences (CS) School Office	Adele Simmons Hall (ASH), 1st floor
Community Health Collaborative	Enfield House, Center for Feminisms, 2nd floor
Communications Office	
Cultural Center, Lebrón-Wiggins-Pran	behind Cole Science Center
Dakin House Office	Dakin Student Life Center, 1st floor
Dean of Faculty Office (vice president)	Cole Science Center, 1st floor
Dean of Students Office	Merrill Student Life Center, 2nd floor
Dining Commons	
Disability Support Services Office (physical and learning disabilities)	Prescott House Office
Disabilities Office (psychological disabilities)	
Duplications	Harold F. Johnson Library Center, ground floor
FiCom Office	Harold F. Johnson Library Center, off Airport Lounge
Global Education Office	Merrill Student Life Center, 1st floor
Greenwich/Enfield (G/E) House Office	Enfield House
Health Educator, Community	Enfield House, Center for Feminisms, 2nd floor
Health Services	
Housing Operations Office (campus-wide)	
Humanities, Arts, and Cultural Studies (HACU) School Office	Emily Dickinson Hall (EDH)
Human Resources	Robert Stiles House, 1st floor
Institute for Science & Interdisciplinary Studies (ISIS)	Cole Science Center, 2nd floor
Institutional Advancement Office	Lemelson Building, adjacent to Arts Village
Interdisciplinary Arts (IA) School Office	Writing Center, 1st floor
International Studies	Global Education Office
Library	Harold F. Johnson Library Center
Lemelson Centers	Arts Village and Prescott Building B
Main Gallery	
Main Lecture Hall	Franklin Patterson Hall (FPH), lower level
Media Services	
Merrill House Office	
Multicultural Education (Office for Diversity and Multicultural Education)	Cole Science Center, 1st floor
Natural Sciences (NS) School Office	Cole Science Center, 3rd floor
Office for Diversity and Multicultural Education	Cole Science Center, 1st floor
OneCard Office	Harold F. Johnson Library Center, rear of building
Outdoors Program and Recreational Athletics (OPRA)	
Post Office	
Prescott House Office	
President's Office	
Publications Office	





Harold F. Johnson Library Center, rear of building
Blair Hall, 2nd floor
Cole Science Center, room 207
Greenwich Donut 4, 2nd floor
Cole Science Center, 2nd floor
Franklin Patterson Hall (FPH), 2nd floor
Franklin Patterson Hall (FPH)
Greenwich Donut 5, 2nd floor
Dakin Student Life Center, 1st floor
Blair Hall, 1st floor
Harold F. Johnson Library Center, rear of building
Prescott House
www.hampshire.bkstr.com
Emily Dickinson Hall (EDH)
outside Franklin Patterson Hall (FPH)





Adele Simmons Hall School of Cognitive Science office

Blair Hall

Student Employment, Financial Aid, Student Accounts, Office of Finance and Administration

Cole Science Center

President's office, Dean of Faculty, Central Records, School of Natural Science office

Dakin Student Life Center

Campus Leadership & Activities (CLA), Peer Academic Resource Center (PARC), Center of Academic Support & Advising (CASA), Dakin/Merrill House office

Emily Dickinson Hall (EDH)

School of Humanities, Arts & Cultural Studies office

Enfield House Center for Feminisms, Community Health Collaborative, Mixed Nuts

Franklin Patterson Hall (FPH)

School of Critical Social Inquiry office

Greenwich House

Spiritual Life Center (#5), Queer Community Alliance Center (#4)

Johnson Library Center

Career Options Resource Center (CORC), Media Services, Media Basement, Airport Lounge, Public Safety, Post Office

Merrill Student Life Center

Housing Operations Office (HOO), Dean of Students office, Spiritual Life Office, Global Education Office (GEO)

Robert Crown Center Outdoors Program and Recreational Athletics (OPRA), Bridge Cafe

Writing Center School of Interdisciplinary Arts office

Campus Map





Pioneer Valley Map







Northeast Regional Map



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