



**Graduate Student  
Policies Handbook  
2018–2019**

# Preface

The Graduate Student Policies Handbook is a compilation of campus policies, procedures and practices that have been created to foster an educational and social environment that is respectful, accountable and responsive to the College's diverse community. This handbook is one of many good sources of information about the College. Students should also consult the Bulletin and Course Catalog for the academic regulations of the College.

This handbook is official notification of co-curricular policies, regulations and standards of conduct. Enrolled Mount Holyoke College students are responsible for knowing, understanding and abiding by the policies, regulations and standards of conduct described here. A student's enrollment is considered to be their acceptance of all conditions specified in this handbook.

It is not feasible for the College to list every policy and protocol on campus, as the College is a dynamic enterprise evolving in response to the needs of students. Students must take the responsibility to reach out to the appropriate office should they have questions regarding use of departmental services, facilities or programs.

The College reserves the right to change any of the policies, rules, regulations and standards of conduct at any time as necessary in the interest of the College. The College also reserves the right to modify or discontinue any of the services, programs or activities described in this handbook.

This handbook is maintained and updated by the Professional and Graduate Education division. The print version of this document is a point-in-time reference to the College's policies and procedures. Consult the online version of this handbook for the most up-to-date listing of policies and procedures: <https://www.mtholyoke.edu/professional-graduate/resources-students>.

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# Mount Holyoke College

## Mount Holyoke's Mission

Mount Holyoke's mission is to provide an intellectually adventurous education in the liberal arts and sciences through academic programs recognized internationally for their excellence and range; to draw students from all backgrounds into an exceptionally diverse and inclusive learning community with a highly accomplished, committed and responsive faculty and staff; to continue building on the College's historic legacy of leadership in the education of women; and to prepare students, through a liberal education integrating curriculum and careers, for lives of thoughtful, effective, and purposeful engagement in the world.

— Adopted and approved by the Board of Trustees, May 2013

## The Mount Holyoke Community

Mount Holyoke College believes in the right, indeed the necessity, of free inquiry and free expression for every member of the College community. The College aims to provide an environment hospitable to open interchanges of knowledge and opinion in the terms of reasoned and civil discourse. An individual's rights to free speech, free movement, free association, peaceful assembly and orderly protest extend to every member of the College. So do an individual's responsibility to uphold the law and to respect the rights and feelings of others.

The goal for the 21st century must be to build a community of faculty, staff and students devoted to intellectual and creative freedom, critical inquiry, personal honor, ethical discernment and responsibility. The College encourages openness and candor, dialogue and debate, and the creative engagement of all constituencies in building a genuine community. A college does not become a community by so naming itself. Community is a dynamic condition, difficult and necessary to achieve, reached by active synthesis, by the consensus of free wills and free intelligences agreeing to pursue objectives in common, in an atmosphere of general empathy, forbearance, respect and trust. When such conditions prevail, there should be little occasion for coercion or violence, bias and discrimination or for punitive response, and the very occurrence of such actions suggests that the community has failed, at least for the time, to achieve its common purposes. Ultimately, the quality of life in the College is the property of the conscience of all its members.

## The Honor Code

I will honor myself, my fellow students and Mount Holyoke College by acting responsibly, honestly and respectfully in both my words and deeds.

## Statement of Nondiscrimination

Mount Holyoke is committed both to its historic mission as a women's college and to providing access to talented students from all backgrounds. The diversity within our students, staff, faculty, and curricula is a point of pride and a hallmark of the institution. The framework for our commitment to diversity sits within our active prohibition of discrimination in our educational policies, employment, campus services and activities on the basis of age, color, creed, disability, gender identity, national/ethnic origin, race, religion, sex, sexual orientation, veteran/uniform status, and all other classifications protected by law. This same principle applies to admission to our Professional and Graduate Education programs.



## **Official Communication From the College to the Students**

The College communicates with students through a variety of formats. Information that is sent to students from the College to their homes, my.mountholyoke, or Mount Holyoke email address is considered official communication and should be treated as such. Students are required to check their Mount Holyoke email on a regular basis and are responsible for reading and responding to the information they receive from the College. Although for a variety of reasons, including reliability and security, the College urges students to use their Mount Holyoke email address as their primary email, students who will not be checking that address regularly should forward it.

## **Structure of the College**

### **Board of Trustees**

The Mount Holyoke College Board of Trustees, [president.mtholyoke.edu/board-of-trustees](http://president.mtholyoke.edu/board-of-trustees), oversees the property, business and affairs of the College. The chair of the Board is Barbara M. Baumann '77.

### **President of the College**

The president of the College, [mtholyoke.edu/president](http://mtholyoke.edu/president), is both the leader of educational policy and the College's chief executive officer. Sonya Stephens became Mount Holyoke's president on July 1, 2018.

### **Divisional Leadership**

Mount Holyoke's academic and administrative operations, [mtholyoke.edu/about/administration](http://mtholyoke.edu/about/administration), are organized into seven functional areas, each overseen by a vice president/officer of the College. The officers of the College are specified in the bylaws of the Board of Trustees and are the president, the six vice presidents and the secretary of the College.

The graduate programs are overseen by Tiffany Espinosa, Executive Director.

### **Officers of the College**

Sonya Stephens, President

Jon Western, Vice President for Academic Affairs; Dean of Faculty  
Academic departments and programs; academic support

Marcella Runell Hall, Vice President for Student Life and Dean of Students  
Cocurricular life, community-building, well-being

Robin Randall, Interim Vice President for Enrollment  
Enrollment-related services, including admission and financial aid

Shannon Gurek, Vice President for Finance and Administration; Treasurer  
Financial matters and other operational functions

Kassandra Jolley, Vice President for Advancement  
Fundraising and institutional support

Charles L. Greene II, Vice President for Communications and Marketing  
Communications, marketing and public relations

Kijua Sanders-McMurtry, Vice President for Equity and Inclusion; Chief Diversity Officer  
Diversity and inclusion, Title IX, 504 compliance

Lenore Reilly, Senior Advisor to the President; Secretary of the College

### **Senior Staff**

Kathleen Pertzborn, Chief of Staff

Lori Hendricks, Director of Athletics

Vivian Hsu, Ombudsperson

Alex Wirth-Cauchon, Chief Information Officer; Executive Director of Library, Information and  
Technology Services

## **Diversity, Equity and Inclusion**

Mount Holyoke College strives to build and maintain a campus environment that is inclusive, pluralistic and free of discrimination. Diversity, equity and inclusion efforts extend beyond specific departments and are embedded in all areas of the College.

### **Diversity, Equity and Inclusion in Practice**

Diversity, equity and inclusion focuses on understanding individuals' multiple identities through the lens of social justice education, ally development and identity development. Recognizing that no member of the Mount Holyoke community brings just one aspect of their identity to the classroom, cocurricular activities, or personal relationships, the College acknowledges — and values — the intersections of race/ethnicity, gender, class, sexual orientation, ability, age, national origin and religious/spiritual identities. In addition, the College seeks to generate greater connection and communication rather than polarization around these facets of identity.

Mount Holyoke envisions a campus community that actively works toward transformation through social justice education, identity development and ally development. Toward that end, the College:

- Develops programs and services to advance intergroup dialogue and subsequent action-planning.
- Provides opportunities to connect social justice education to leadership development.
- Assists all students, including first-generation students, to excel and achieve in their academic endeavors.
- Supports students of all identities to be empowered to cultivate their ally identities.
- Offers support for self-reflection and awareness for students of all identities.
- Provides cocurricular diversity education.
- Creates spaces of safety, learning, respect, celebration and change within the campus community.

These gathering spaces include but are not limited to the cultural centers, student programming spaces, classrooms and study spaces. Examples of these programs and services are:

- BOOM! (Building On Our Momentum) Learning Conference

- Cultural Centers and Community Spaces
- Cultural, Heritage, Awareness Events
- Cultural and Identity-based Student Organizations
- Hortense Parker Celebration
- Interfaith Luncheons
- Intergroup Dialogue
- Women of Color Trailblazers Leadership Conference

For information on diversity, equity and inclusion at Mount Holyoke:  
[mtholyoke.edu/diversity-and-inclusion](http://mtholyoke.edu/diversity-and-inclusion).

## Cultural Centers and Community Spaces

Mount Holyoke College's diverse community is a hallmark of its identity. Mount Holyoke believes that education thrives when the views, cultures and values of the entire community are brought together. Cultural centers and community spaces, [mtholyoke.edu/diversity/centers](http://mtholyoke.edu/diversity/centers), offer students a place for learning, exploration and support. The centers are open to all members of the Mount Holyoke community. Although many cultural centers and community spaces are based on specific ethnic, cultural and religious organizations on campus, they also offer space for people to meet, socialize and get support.

### Unity Center

As an expression of the College's commitment to be an inclusive and collaborative community, the Unity Center seeks to be a valued space where students can gather to celebrate and engage in conversations and experiences across their differences. Programs and discussions will include topics that engage students around big ideas as well as lived experiences.

The Unity Center is envisioned as a space for those who gather to feel comfortable and sufficiently empowered to explore questions like "Who I am, who do I want to be, and who do others think I am, and want me to be?" The Unity Center allows all those who enter to discover and develop the confidence and skills to share their stories and reciprocally to appreciate the stories and experiences of all those who make up Mount Holyoke's diverse community.

### Asian Center for Empowerment

The Asian Center for Empowerment (ACE), at 15 Woodbridge Street, officially opened on October 3, 1998. It came about through the struggles of students for over a decade. The goal of empowerment focuses on keeping Asian/Pacific Island, South Asia and Asian-American history alive, and on learning from and about each other's perspectives and heritages.

### Betty Shabazz Cultural Center

The Betty Shabazz Cultural Center (the Betty), located at 2 Dunlap Place, is the first cultural center on campus. In 1967, the Afro-American Association (AAA) formed when there were only 25 black students on campus. The association made a proposal for a black center and was provided Woodbridge Hall in 1968. In January 1969, after Woodbridge Hall was destroyed by fire, the AAA was subsequently given the building where the current house stands.

In 1980, the Association of Pan African Unity (formerly known as AAA) dedicated the black center to Betty El Shabazz, wife of Malcolm X, who spoke at Mount Holyoke during a week devoted to black culture. The Betty Shabazz was to be a daily reminder of the contributions of Shabazz and her husband, leaders of the black movement in New York City and South Africa.

### **Eliana Ortega Cultural Center**

The Eliana Ortega Cultural Center (the Ortega), at 4 Dunlap Place, is named after Eliana Ortega, professor emerita and cofounder of La Unidad. The Ortega was officially opened on the evening of November 15, 1995. The Ortega serves as a home away from home for students that share a Latinx identity, in addition to serving as a valuable resource for those in Latin American academic studies.

### **Eliot House**

Eliot House was conceived in 1956 by the chair of the Fellowship of Faiths, a student organization dedicated to supporting Protestant, Catholic and Jewish students. The Fellowship of Faith dreamed of a religious center that would serve all students of faith by providing “faith education, worship and social services to students.” The house marked the symbolic shift in the religious identity of the College from a Protestant to a non-denominational campus serving a multifaith student body and community.

Today, Eliot House is a hub of activity of the religiously pluralistic student body and serves as the office space for the Office of Religious and Spiritual Life, where the chaplains’ and advisors’ offices can be found. It is here that students can find Community Shabbats, Jummah Lunches and Muslima Conversations, puja space for Hindu students and much more. Eliot House boasts three kitchens — kosher, halal, and a general-use kitchen — and dedicated prayer space for Muslim and Hindu students and a large lounge that accommodates Shabbats, chai conversations, and meetings for all faith and non-faith groups. Students can enjoy the sounds of chants, the smells of curries and the sense of pride in their identity, whether it is religious, spiritual or ethical.

In 1984, a space was created on the rooftop of Eliot House to include a traditional Japanese meditation garden and teahouse called Wa-Shin-An, translated as “Peace-Mind House.” The Wa-Shin-An offers tea ceremonies four times during the academic year, including during Family and Friends Weekend, Commencement and Reunion II. Wa-Shin-An is a treasure for all those seeking a quiet contemplative space for meditation and peace.

### **Jeannette Marks Cultural Center**

The Jeannette Marks House (the Marks House), located at 5 Faculty Lane, provides a safe space and community center for lesbian, bisexual, transgender, queer, questioning and allied students. The Marks House opened in 1999 as the Lesbian, Bisexual, and Transgender Community Center. Members of the community use the space to meet, hold events and take advantage of resources such as the queer-friendly library. The house was renamed after Jeannette Marks, a Mount Holyoke professor and partner of former president Mary Woolley.

### **Zowie Banteah Cultural Center**

The Zowie Banteah Cultural Center (the Zowie), at 4 Dunlap Place, opened in 1995 under the name Native Spirit. The center was later renamed in 1997 to honor an alumna who was instrumental in its founding. The Zowie was opened to promote visibility and empowerment for indigenous American cultures by providing space for dialogue and interaction.

### **Religious and Spiritual Life**

Located in Eliot House, the Office of Religious and Spiritual Life, [mtholyoke.edu/religiouslife](http://mtholyoke.edu/religiouslife), provides a wide range of weekly programs and community celebrations to nurture religious and spiritual life on campus. It is a place where people can go to celebrate, discover and/or deepen their spiritual side. It is open to all, whether they practice a particular faith or are searching for meaning in life beyond religion.

Nine chaplains, advisors and adjunct religious representatives are available for faith and spiritual traditions: Baha'i, Buddhism, Hindu, Jewish, Muslim, Protestant, Unitarian Universalist, Roman Catholic and Pagan/Wiccan/Earth-Based Spirituality. They do not proselytize. They are a resource for all students, including those who may feel marginalized within their faith traditions. As companions on the journey, the chaplains and advisors are there to listen or offer spiritual guidance. The pastoral approach of the staff has helped students during times when they are struggling with issues that are non-clinical in nature, such as grief, moral and ethical confusion, religious identity questions and more. The Office of Religious and Spiritual Life provides planning guidance and support for students who want to hold a vigil in response to, for instance, tragedies, social injustices and natural disasters.

Religious and Spiritual Life also provides worship services on campus, including Shabbat, Jummah lunch, puja, Roman Catholic Mass, and Unitarian Universalist services. On the campus periphery are Center Church (the United Church of Christ) and All Saints' Episcopal. Additional services are accessible via PVTa, the Pioneer Valley bus service: Houses of worship in nearby Amherst, Northampton, South Hadley, Holyoke and elsewhere include a variety of synagogues, the Greek Orthodox Church, Baptist, Lutheran, Society of Friends, and non-denominational faith groups. Students are invited to contact the staff, who will help make those connections on or off campus.

Many students discover that simply engaging in interfaith dialogue and conversations around the meaningful topics of the day is enriching and offers one way to explore the quest for the "more" in life. The weekly Interfaith Lunch offers a place to engage across multi-faith and secular perspectives on issues in the public sphere. The popular event, held in the Unity Center, is a place to make friends and build community while discovering the gift of storytelling and Chef Jeff cookies.

All are welcome to all Religious and Spiritual Life programs. Try out a Shabbat on Friday or Jummah lunch or puja or Mass. Celebrate religious pluralism.

## **Religious Accommodation**

Students seeking a religious accommodation, such as missing class or not meeting an assignment deadline, are advised to contact their professors or staff employer well in advance of the holiday or fasting period — and preferably at the start of the semester — so that sufficient time is provided to arrange to make up missed classes and assignments, and reschedule exams.

This policy is in support of Mount Holyoke's religiously diverse student population and in compliance with Title XXI Chapter 151C Section 2B of the General Laws of Massachusetts, <https://malegislature.gov/Laws/GeneralLaws/PartI/TitleXXI/Chapter151C/Section2B>:

### **Section 2B: Absence of student due to religious beliefs**

Any student in an educational or vocational training institution, other than a religious or denominational educational or vocational training institution, who is unable, because of his religious beliefs, to attend classes or to participate in any examination, study, or work requirement on a particular day shall be excused from any such examination or study or work requirement, and shall be provided with an opportunity to make up such examination, study, or work requirement which he may have missed because of such absence on any particular day; provided, however, that such makeup examination or work shall not create an unreasonable burden upon such school. No fees of any kind shall be charged by the institution for making available to the said student such opportunity. No adverse or prejudicial effects shall result to any student because of his availing himself of the provisions of this section.

# Access and Inclusion

Mount Holyoke College strives to provide access to education, employment, services, programs and activities to all persons, regardless of physical or mental disabilities. As such, members of the College community work together in the effort to create solutions to any barriers that may exist for an individual with a disability.

## AccessAbility Services

AccessAbility Services assists students with disabilities in having access to all of the programs and activities of the College. AccessAbility Services is the only designated office at the College for students to voluntarily disclose a disability, submit appropriate documentation for verification, and request accommodations. AccessAbility Services coordinates and provides accommodations and support services to students with all types of disabilities. The College appreciates that everyone is unique; therefore, the access needs of each student who registers with AccessAbility Services are considered on a case-by-case basis. Services offered include:

- Reasonable academic, dining, housing and student employment accommodations.
- Assistive technology consultation and support.
- Collaboration with campus offices to implement accommodations for students.
- Referrals to on- and off-campus services.
- Consultation and professional development to campus departments.
- Peer support and leadership opportunities.

To learn more about requesting accommodations, students can contact AccessAbility Services by emailing [accessability-services@mtholyoke.edu](mailto:accessability-services@mtholyoke.edu) or calling 413-538-2634.

## Access Barriers

Mount Holyoke College is committed to equal access and the civil rights of all of its community members, regardless of ability. The College strives to remove barriers to programs wherever they exist through systematic barrier removal and proper and timely maintenance. If a student encounters a physical, electronic or programmatic barrier (such as a blocked access ramp, an inoperative elevator or wheelchair lift, an inaccessible website, or a refusal to implement a reasonable accommodation), please notify the College using the Access Barriers reporting form so that the College can remove the barrier as quickly as possible and maintain access for everyone. Use the Access & Inclusion link at the bottom of every page on the College's website to report an access barrier. If the situation is an emergency, please call Campus Police at 413-538-2304.

Animal Policy: [mtholyoke.edu/risk/service-animals](http://mtholyoke.edu/risk/service-animals)

Event Relocation: [mtholyoke.edu/accessability/new-accessing-other-campus-programs](http://mtholyoke.edu/accessability/new-accessing-other-campus-programs)

## OneCards

OneCards are the property of Mount Holyoke College and are on loan to the student. OneCards are not to be duplicated, loaned or transferred. If a OneCard is lost or stolen, students should report it to campus police and/or the Auxiliary Services Office immediately. To replace a OneCard, students should go to the Auxiliary Services Office located in Central Services. Students are not allowed to loan their OneCard to visitors or other students.

## Service Animals

Pets are forbidden in College buildings with the exception of service animals. Students may have an animal if approved as an accommodation through the office of AccessAbility Services. Students seeking to bring a service animal on campus should refer to the Service Animal Policy for specific details and guidelines. Related policies:

Service Animal Policy: [mtholyoke.edu/risk/service-animals](http://mtholyoke.edu/risk/service-animals)

## Programming on Campus

Recognized Student Organizations (RSOs) can sponsor educational and social events for the campus and surrounding community. Examples include but are not limited to festivals, performances, speakers, cultural dinners, parties, and conferences. In order to sponsor events, RSOs must follow college registration policy and guidelines. For more information please contact the Professional and Graduate Education division.

## Use of the Mount Holyoke Name and Logo

Until a group is officially recognized as a Mount Holyoke College student organization, it cannot represent itself as an official Mount Holyoke constituent, meaning that the group cannot advertise itself with the Mount Holyoke name attached to the group, develop logos or material that do so, etc. To request use of the Mount Holyoke College logo, students should email [communications@mtholyoke.edu](mailto:communications@mtholyoke.edu).

## Posting

Flyers and posters are important means of publicizing events at Mount Holyoke. Bulletin boards are located around campus, including in the Kendade Atrium, Eliot House and residence halls. The guidelines listed here are for those boards. Academic and business offices may have their own posting guidelines. Please refer to the LITS website for library posting guidelines: [mtholyoke.edu/lits](http://mtholyoke.edu/lits).

When hanging posters or flyers, students should:

- Not remove prematurely or alter other people's postings, as this is a breach of the Mount Holyoke College Honor Code.
- Be careful to not cover other postings or spam/post multiple pages of the same announcement on a single board.
- Abide by posted guidelines and/or ask permission when flyering on neighboring campuses or at area businesses.
- Remember that bulletin board postings are considered temporary, short-term announcements. In most areas, postings are removed immediately after an event has concluded, and/or they have lingered for more than two months.
- When posting and designing publicity material, consider how various members of the College community might respond to the content and appearance of the advertisement. Think inclusivity.
- Advertise how the event is accessible and/or list a contact in the sponsor group that folks can call on to ask questions and advance accessibility requests.
- Post only on tackable, designated surfaces intended for this purpose.
- Not post on lampposts, glass doors or windows, wooden panels, walls, painted surfaces, etc.

All materials should:

- Include the identifying name/affiliation of the sponsor of the materials, and a contact for more information.
- Not exceed 11"x17", without prior permission from the Office of Student Programs.
- Be free from the misuse of copyrighted materials.
- Not promote the abuse of alcohol and/or illegal substances. A party can advertise "beer and wine available, w/21+ID" but should not advertise "buck-a-beer" or "kegs," etc.
- During campus elections, be compliant with the regulations of ACE  
<https://sites.google.com/mtholyoke.edu/allcampuselections/home>.
- Items should never block fire equipment or be posted on fire doors.

Additionally, other posting options can be discussed with the Office of Student Programs in 327 Blanchard or by calling 413-538-2478.

## **Chalking**

Mount Holyoke College allows chalking on campus under the following guidelines. Only erasable chalk may be used — grease-based chalk is not permitted. Chalking guidelines:

- Chalking may be done only on asphalt roads and walkways.
- Chalkings should be signed with the full name of the person or group responsible.
- Groups or individuals may be asked to remove chalking when necessary.
- Absolutely no chalking is permitted on any brick or building surface.
- No chalking is permitted in any area that is protected from rain.
- All chalking must be appropriate for the general public, including children and any campus guests.

Individuals will be held responsible for any damage and/or cleanup if these guidelines are not followed.

## **Event Relocation Policy for Individuals With Disabilities**

Even with conscientious planning, there may be instances when a program, activity or service is located in a facility that does not provide access for participants with disabilities. The College is committed to providing access to programs and activities. Upon timely notice, the College will relocate a program, activity or service to an accessible venue. If relocation is not possible, the College will discuss other reasonable modifications to provide access to participants with disabilities.

To inquire about accessible features of a venue or to request the relocation of an event, contact the host or office of the program, activity or service. Contact the Section 504 coordinator in instances where the host or office contact is unknown or unresponsive. Requests should come in at least two weeks in advance (whenever possible) so that there is sufficient time to provide adjustments or relocate an event. Please contact the College's Section 504 coordinator with questions or concerns regarding implementation of the relocation policy.

Students with disabilities may also seek relocation of academic classes or residence hall assignment as an approved accommodation. Students should contact AccessAbility Services to seek relocation as an accommodation. Again, requesters should provide sufficient time to provide the necessary accommodation(s) for participation or relocation.

Employees with disabilities seeking relocation as a work-related accommodation should contact the director of human resources at 413-538-2503.



# Safety on Campus

## Adverse Weather

On occasion during the academic year, adverse weather conditions call for the delayed opening, early closing or cancellation of classes, programs, activities or services. In such cases, the College employs several methods to ensure the campus community is notified:

- Mount Holyoke College weather line: 413-538-2330
- Mount Holyoke College website: [mtholyoke.edu](http://mtholyoke.edu)
- my.mountholyoke for students, faculty and staff
- Community email announcements
- Mount Holyoke College's official Facebook and Twitter channels
- TV: Channel 22 (WWLP), NBC TV affiliate; and Channel 40 (WGGB-TV), ABC affiliate
- Radio: WFCR, New England Public Radio

Our goal is to have a decision about any campus inclement weather delays made and posted immediately, or by 6:30 a.m. when the decision is made overnight.

Many factors go into the decision regarding opening and closing with primary consideration resting with the safety of students and employees.

Campus entrances, walkways and parking lots are cleared to provide broad access to the community. Priority is given to walkways, ramps, parking lots and building entrances that provide access to individuals with disabilities. Anyone encountering a barrier due to adverse weather, such as fallen tree limbs, snow or ice should contact Facilities Management at 413-538-2012 to report the location and condition of the barrier. Facilities Management is available between the hours of 7 a.m. and 4 p.m. After hours, call campus police at 413-538-2304.

Facilities Management consults with the Section 504 coordinator, AccessAbility Services and Human Resources to identify and prioritize walkways, entrances and parking specific to students and employees with disabilities.

These offices gather before and throughout the winter weather season to assess this information. Students and employees with specific routes, pathways or entrances of concern should speak with AccessAbility Services or the director of human resources, respectively. Visitors should speak with the Section 504 coordinator.

The College has also adopted a "snow team" to monitor weather forecasts with the potential of significant impact to campus. The constitution of the snow team is broad, including the president of the College, the Office of the Dean of Faculty, Human Resources and the Section 504 coordinator.

## Hazing Policy

Hazing is a serious offense. The College encourages students to report such offenses promptly. Hazing is prohibited by both state law and the Mount Holyoke College Honor Code and will not be tolerated in this community of trust. All reported cases of suspected hazing will be investigated with a fair process. On November 26, 1985, legislation prohibiting hazing took effect in the commonwealth of Massachusetts. Although hazing is most commonly associated with induction into college fraternities and sororities, the practice can also occur in a number of other circumstances.

The legislation states: “The term ‘hazing’ ... shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.”

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

Under the Massachusetts code, the failure to report hazing is also a violation. The Legislation states: “Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.”

Students should go to the following website for the complete text of the Massachusetts Hazing Law and review 269: 17, 18, 19: [s-p.mit.edu/government/house\\_docs/docs/MA\\_Hazing\\_Law.pdf](https://s-p.mit.edu/government/house_docs/docs/MA_Hazing_Law.pdf) and [malegislature.gov/Laws/GeneralLaws/PartIV/TitleI/Chapter269](http://malegislature.gov/Laws/GeneralLaws/PartIV/TitleI/Chapter269).

What may seem like harmless fun to one person may be deeply humiliating to another person. Some ways to tell if an activity is hazing:

- A selected group is singled out for ritual.
- It results in behavior or pictures that a person would not share with parents, a coach, professors or an athletic director.
- The activity is humiliating, demeaning, intimidating, and exhausting, and/or results in physical or emotional discomfort, involves harassment or ridicule, or which endangers the health or safety of any person whether on or off campus.

### **Distribution of Policy**

All students receive a copy of this policy electronically from the dean of students (or designee). All student organizations are required to have each member of their group every academic year electronically sign a statement that they agree to abide by this policy.

The Anti-Hazing form is combined with the required Waiver and Release form on the Five College Risk Management system. Certain student organizations, such as the SGA, FPSA, and class boards that act as governing bodies or represent a constituency based upon enrollment in the College, require only the signatures of officers and other actively participating students, not the entirety of their constituency.

## Frequently Asked Questions About Hazing

The following questions and answers can help students understand and respond to hazing:

Where can I make a report and/or receive support if I've experienced hazing?

Report hazing to the appropriate law enforcement individual and/or any of the offices below. Reports should include what happened, where it happened, when it happened and who was there:

- Division of Professional and Graduate Education
- Division of Student Life
- Student Programs
- Athletics Department
- Campus Police
- Counseling Service
- Ombuds Office

Can I make an anonymous report?

Yes. Make an anonymous report to any of the resources listed above.

If I am the witness of a hazing incident, what responsibility do I have to report it?

A witness of a hazing incident has an ethical and legal responsibility under the honor code and Massachusetts law to report it to an appropriate law enforcement official and a College administrator as soon as reasonably practical.

See the above list of where to report hazing.

What is the range of outcomes for reported hazing incidents involving Mount Holyoke community members?

Hazing is a serious offense. If it is determined to be a criminal offense, legal outcomes include fines of not more than \$3,000 or imprisonment in a house of correction for not more than one year, or both fine and imprisonment. If there is no criminal case, the range of outcomes at the College will depend on facts of the matter, as determined by the College's investigation of the report.

The complainant may choose to pursue action against those involved with the hazing through the College's Grievance Procedures or the Honor Code Council. Students also have the option to seek off-campus legal remedies.

The dean of students or other College officials may also take action to enforce College policy or comply with applicable law. The College may take appropriate protective and administrative action even in situations where the complainant is absent.

Outcomes may include, but are not limited to a mandatory educational project, social probation, suspension, required withdrawal or expulsion. Varsity student-athletes may be suspended or removed from the team. Club sports athletes may be suspended or removed from their club sport. In addition, varsity or club teams participating in hazing may lose the right to organize, play and/or compete for any period, including permanently.

Is it hazing?

These questions can help determine if an incident is hazing:

- Is alcohol involved?
- Will active/current members of the group refuse to participate with the new members and do exactly what they are being asked to do?
- Does the activity risk emotional or physical abuse?
- Is there risk of injury or a question of safety?
- Do you have any reservation describing the activity to your parents, a professor or College official?
- Would you object to the activity being photographed for the school newspaper or filmed by the local TV news crew?

If the answer to any of these questions is yes, the activity is probably hazing.

## **Fire Safety and Violation Policy**

It is a violation of the honor code to refuse to leave during the fire drill, to partake in negligent behavior leading to a fire, or to engage in hazardous behavior such as possessing and/or using candles and incense or obstructing the sprinkler system. Students must assume responsibility for the behavior of their guests and can be fined and held responsible for guests' violations of these policies. In most cases a first offense will result in an incident report with a sanction of viewing a fire safety video and community service hours with Facilities Management. A second offense will be referred to the Honor Code Council.

## **Corridors**

State fire regulations require that all paths of exit, including corridors and stairwells, be kept free of obstructions. Bicycles, boots, shoes, boxes, trash, suitcases, and furniture should never be left in corridors or stairwells. Any item left in the corridors or stairwells will be confiscated and may be thrown away.

## **Weapons and Firearms Policy**

In accordance with Massachusetts General Law Chapter 269 Section 10J, weapons are prohibited on the grounds of the College with the exception of law enforcement officers duly authorized to carry such weapons. No person shall be permitted to carry firearms or other weapons, concealed or not concealed, with or without a concealed weapon permit, while on properties owned or controlled by the College or in the participation of a College-related course, activity or other business off campus. For the purposes of this policy, the term "weapons" includes, but is not limited to: firearms of any nature or description, including shotguns, rifles, pistols and revolvers; paintball guns or BB/pellet guns; firearm replicas; ammunition; martial arts-type weapons; explosives including fireworks; bows, crossbows, arrows; slingshots; switchblade, double-edged, or hunting (pocket-style) knives with a blade length of 3 inches or greater; swords; pointed metal darts; unlicensed possession pepper spray and other self-defense spray; or any other destructive device or instrument that may be used to do bodily injury or damage to property. In addition, items that may be used as weapons, whether or not they fit the definition above, will be subject to seizure. Because these weapons may pose a clear risk to persons and property on the campus, violation of the regulations may result in administrative action from the College and/or prosecution under the appropriate state or federal laws.

No firearm or ammunition is permitted on the Mount Holyoke College campus. This prohibition includes the possession of all firearms, whether or not a lawful permit might have been issued under the law for ownership, possession, or use. This policy is consistent with Massachusetts General Laws, Chapter 269, and Section 10(j).

# Health on Campus

## Health Services

Health Services provides urgent, primary and preventive medical and nursing care; ensures all students meet the entrance health requirements of the College and commonwealth of Massachusetts; coordinates and oversees the response to all public health incidents; oversees medical clearance for varsity and club sport athletes; provides health promotion education and outreach; and provides counseling and support for those affected by substance use. These services are available to all current Mount Holyoke students during the academic year. See [mtholyoke.edu/health](http://mtholyoke.edu/health) for more information.

## Disposal of Medical Sharps

Disposal of Medical Sharps Massachusetts regulations prohibit disposal of needles or other medical sharps in the trash or recycling. For more information regarding proper disposal, please refer to the Disposal of Medical Sharps policy as outlined by the Environmental Health and Safety office.

## HIV/AIDS Policy

The human immunodeficiency virus (HIV) and the acquired immune deficiency syndrome (AIDS) is a public health problem that is spreading rapidly throughout the world. Because AIDS is a contagious, often fatal disease, it is appropriate to formulate AIDS guidelines for the entire Mount Holyoke College community. These guidelines are based on recommendations of the American College Health Association, the Centers for Disease Control, the United States Public Health Service, and the American Council on Education. These guidelines are consistent with existing Mount Holyoke College policies that prohibit discrimination against individuals with disabilities. The guidelines are intended to promote the safety and well-being of infected individuals as well as the entire College community, to steer programs about AIDS on campus, and to be used to direct College decision making, where appropriate. Mount Holyoke College complies with applicable state and federal law prohibiting discrimination. For a detailed description of the HIV/AIDS Policy and Guidelines, students should visit the following website: [mtholyoke.edu/hr/handbook/hiv\\_aids](http://mtholyoke.edu/hr/handbook/hiv_aids).

## Counseling Service

Students go to the Counseling Service to consult with clinicians about concerns related to stress and anxiety, identity development, relationship and family issues, depression, trauma, personal growth, resilience, flourishing and more. The best way to make an appointment is to walk in or call 413-538-2037 during business hours (8:30 a.m.–5 p.m. Monday–Friday). For more information about the Counseling Service and for links to national resources and additional emergency support options, students can go to [mtholyoke.edu/counseling](http://mtholyoke.edu/counseling).

## Drop-in Talkin’

In addition to routine appointments, the Counseling Service also provides drop-in hours provides drop-in hours at satellite locations across campus. Check the Counseling Service website to learn where and when drop-in hours are currently taking place. These drop-in hours do not require an appointment and are designated to support students around stress, academic problems, relationships, adjusting to a new culture, family problems, financial difficulties and other concerns.

## Crisis/Emergency Assistance

In a crisis during business hours (8:30 a.m.–5 p.m., Monday–Friday), students should call the Counseling Service at 413-538-2037. After hours, call 413-538-2037 and follow the prompts to speak to a clinician, or call campus police at 413-538-2304.

# The Student Employment Office

The Student Employment Office (SEO) of the Career Development Center coordinates the student employment program and administers JobX, the online student employment database. The Financial Aid Office, the Payroll Office, Dining Services, and the Office of Human Resources administer different aspects of student employment.

## Types of Employment

Students may be eligible for on-campus employment at Mount Holyoke College, including:

1. Employment during the school year (e.g., a graduate assistant position)
2. Spot jobs (one-time or temporary jobs)
3. Commencement/Reunion jobs
4. Summer positions

International students studying in the US on a student visa may not work off campus.

## Locating a Job

It is each student's responsibility to locate a job using the resources described in the Mount Holyoke College Student Employment Manual for Student Workers. The manual can be found on the JobX homepage at [mtholyoke.edu/go/jobx](http://mtholyoke.edu/go/jobx).

The College attempts to provide employment for all students who wish to work. However, a student who has a campus job as part of their financial aid package is given priority in hiring. Supervisors may hire only work-study students into level 1 jobs. All students are eligible for level 2–5 positions.

## Required Documents

In order to be paid, a student must have completed three documents to comply with federal and state law: federal and state tax withholding forms (W-4 and M-4) and the employment eligibility verification form (I-9). A student only needs to complete these documents once at Mount Holyoke. A check will be held in the Payroll Office if these forms have not been completed. Original documents of identification are required. Students should read Required Identification Documents carefully.

Also, the Payroll Office highly recommends that students sign up for direct deposit. This helps alleviate the problem during school breaks or if a student is not on campus on a payday. A check would automatically be deposited to the designated bank account on the scheduled pay date. The instructions and form to sign up for direct deposit is available in my.mtholyoke under the Human Resources site, found in the expandable menu on the left.

Students can complete their required documents at the human resources office in Skinner Hall.

## JobX

Mount Holyoke uses a student employment database called JobX. This system is web-based and can be accessed either from [mtholyoke.edu/login](http://mtholyoke.edu/login) or from [mtholyoke.edu/go/jobx](http://mtholyoke.edu/go/jobx). Jobs are posted when they are available, and taken down when they are filled. Students should apply online through JobX for any available job for which they are qualified.

## **JobMail**

Students should use the JobMail feature in JobX to set up automated notifications when jobs of interest are posted.

## **Career Development Center**

Tips for a successful application process are on the Mount Holyoke Career Development Center's website at [mtholyoke.edu/cdc](http://mtholyoke.edu/cdc). Students can check out information about:

- Telephone and in-person interviews — strategies for a favorable impression.
- Cover letters and resumes — how to present oneself on paper.
- Application forms — how to make an application stand out.
- References (recommendations) — how to request the most substantial letters. (It is customary in North America for recommendations to be confidential; that is, the student waives their right to see the letter.)

## **Accepting a Job — Student Responsibilities**

If hired by Mount Holyoke, it is a student's responsibility to follow the College's employment policies, found in the Mount Holyoke College Student Employment Manual for Student Workers. It is Mount Holyoke's strong recommendation that no student work more than 10 hours per week on or off campus during the academic terms, unless they have met with the dean of students. In addition to this guidance, there is an official maximum hours policy: Domestic students may work no more than 40 hours per week, and international students may work no more than 20 (due to immigration regulations).

If a student's employment is off-campus, it is the student's responsibility to follow the College's guidelines for assessing the integrity of the position and accepting employment. Mount Holyoke is not responsible for the safety, wage, or other aspects of off-campus jobs.

### **For More Information**

Please read the Mount Holyoke College Student Employment Manual for Student Workers. The manual can be found on the JobX homepage ([mtholyoke.edu/go/jobx](http://mtholyoke.edu/go/jobx)).

For questions about College policies for student employment or questions about the College's guidelines for off-campus employment, students should contact the student employment office at [student-employment@mtholyoke.edu](mailto:student-employment@mtholyoke.edu).

# **Information and Technology**

## **Use of the College's Electronic and Computing Resources**

As a part of the institution's physical facilities and academic and social infrastructure, Mount Holyoke College acquires, develops and maintains computers, computer systems and networks. These resources are owned by the College and intended for College-related purposes, including direct and indirect support of the College's teaching and research, of administrative functions, of student and campus life activities and of the free exchange of ideas among members of the College community and between the College community and the wider local, national and world communities.

The rights of academic freedom and freedom of expression apply to the use of College computing resources, as do the responsibilities and limitations associated with those rights. The use of College

computing resources, like the use of any other College-provided resource or College-related activity, is subject to the normal requirements of legal and ethical behavior within the College community. Legitimate use of a computer, computer system or network does not extend to whatever is technically possible. Users must abide by all applicable restrictions, whether or not they are built into the operating system or network, and whether or not they can be circumvented by technical means.

All users of College computing resources must:

- Comply with all federal, state and other applicable law, all applicable College rules and policies and all applicable contracts and licenses.
- Use only those computing resources that they are authorized to use and use them only in the manner and to the extent authorized.
- Respect the privacy of other users and their accounts, regardless of whether those accounts are securely protected.
- Respect the finite capacity of the College's resources and limit use so as not to consume an unreasonable amount of those resources or to interfere unreasonably with the activity of other users.
- Refrain from using those resources for personal commercial purposes or personal financial or other gain not related to the mission of the College.
- Refrain from stating or implying that they speak on behalf of the College and from using College trademarks and logos without authorization to do so.
- Be attentive to computer problems that may be the result of malware, viruses, spyware, keystroke loggers or other invasive software.

Respect for intellectual labor and creativity is vital to academic discourse and enterprise. This principle applies to works of all authors and publishers in media. It encompasses respect for the right to acknowledgment, right to privacy, and right to determine the form, manner and terms of publication and distribution. Because electronic information is volatile and easily reproduced, respect for the work and personal expression of others is especially critical in computer environments. Violations of authorial integrity, including plagiarism, invasion of privacy, unauthorized access, and trade secret and copyright violations, may be grounds for sanctions against members of the academic community.

## **Security and Privacy of the Computing Resources**

The College employs various measures to protect the security of its computing resources and of users' accounts. Users should be aware, however, that the College cannot guarantee such security. Users should engage in safe computing practices by establishing appropriate access restrictions for their accounts, including appropriate selection and safekeeping of passwords. Users should also be aware that their uses of College computing resources are not completely private. The normal operation and maintenance of the College's computing resources require the backup and caching of data and communications, the logging of activity, the monitoring of general usage patterns and other such activities that are necessary for the provision of service. Such audits may review the sizes, kinds and names of software and files, but do not review the contents of documents. While in general content is not reviewed, it is important to understand that all information related to the business of the College is owned by the College. For more information or advice, students can read the acceptable use policies at [mtholyoke.edu/lits/acceptable-use](http://mtholyoke.edu/lits/acceptable-use).



## Policy on Audio/Visual Recordings in the Classroom

To encourage active engagement and academic inquiry in the classroom, as well as to safeguard the privacy of students and faculty, no form of audio or visual recording in the classroom is permitted without explicit permission from the professor/instructor or without a letter from AccessAbility Services, signed by the faculty member, authorizing the recording as an accommodation. Authorized recordings may only be used by a student who has obtained permission and may not be shared or distributed for any reason. Violation of this policy is an infraction of the Mount Holyoke Honor Code and academic regulations and will result in disciplinary action.

## Insurance

The following information is provided to inform students 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 or staff. Students may wish to make adjustments in their own coverage if they feel that it would be appropriate to their interests.

### Medical

Graduate students have access to the college health resources, including:

- Health Service [mtholyoke.edu/health](http://mtholyoke.edu/health)
- Counseling Service [mtholyoke.edu/counseling](http://mtholyoke.edu/counseling)
- Alcohol and Drug Awareness Program [mtholyoke.edu/adap](http://mtholyoke.edu/adap)

Because a student may need more extensive medical treatment, medical insurance is required of all students by the commonwealth of Massachusetts, the federal Affordable Care Act (ACA) and Mount Holyoke College: [mtholyoke.edu/health/student-illness-injury-plan](http://mtholyoke.edu/health/student-illness-injury-plan).

A fee for Mount Holyoke College's Student Health Insurance Program appears on the tuition bill annually as the Mount Holyoke College Student Injury and Sickness Plan. If a family or student has other equivalent coverage that meets the requirements of comparable coverage set by the commonwealth of Massachusetts for the student, the student may submit information confirming the coverage via the Gallagher Insurance online waiver form, and if the coverage is acceptable, the insurance charge will be waived. This must be evaluated and action taken annually. Paper waivers are not accepted. More detail is available at Gallagher Student Health Insurance: [gallagherstudent.com/](http://gallagherstudent.com/).

Payment for the Student Injury and Sickness Plan is administered by Student Financial Services [mtholyoke.edu/sfs/health\\_insurance/waiver\\_process](http://mtholyoke.edu/sfs/health_insurance/waiver_process).

College Health Services may assist with questions regarding claims at 413-538-2089. Benefits include emergency services, ambulance, in-patient and outpatient medical, surgical and mental health care, diagnostic testing, specialty consultation, and pharmacy. There are copayments, deductibles, and exclusions within the plan that will be the responsibility of the insured student. Students may be billed for the outstanding balance of services provided by out-of-network health providers.

During the academic year, students must obtain a referral from the Health Center or Counseling Service for coverage of non-emergency services outside of the Health Center.

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 NCAA policy insures for an unlimited amount (subject to policy terms) over the Sports Accident Policy, for intercollegiate sports only, and benefits range from medical and rehabilitation to lifetime disability income and home health care. 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.

### **Travel Accident**

The College provides limited travel accident insurance, including medical evacuation and repatriation to students traveling on official College or academic business, worldwide. Worldwide travel assistance services are also available.

### **Auto**

Mount Holyoke College purchases auto liability insurance that 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. All persons driving on College business must be credentialed. Information is available at [fivecolleges.edu/riskmgmt/driver\\_credentiaing](http://fivecolleges.edu/riskmgmt/driver_credentiaing).

The College auto insurance policy may not respond to 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 the possibility of such an event is warned against or not. The College is not responsible for, nor will it pay any losses, claims or 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.

### **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, Mount Holyoke'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 Mount Holyoke College will not provide liability protection, it may 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, they should contact the dean of students immediately. The College will not provide any legal defense for any student accused or arrested for any criminal act, whether on or off campus, even if the student is on a field trip or other College function or program.

### **Workers' Compensation**

Students who are employed by the College and who are injured in the course of their work may be 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 Department of Human Resources.

For further assistance, students may contact the College's Risk Management Office. For more information on other student risk management issues, students may contact the Five College Risk Management website: [fivecolleges.edu/riskmgmt](http://fivecolleges.edu/riskmgmt).

Risk Manager  
Five Colleges Incorporated  
50 College Street  
South Hadley, MA 01075-6404  
Phone: 413-538-3092  
Fax: 413-538-3031

## **Leave Policy**

### **Overview**

Mount Holyoke's Leave of Absence Policy covers three types of leave related to graduate students: medical, personal and mandatory. Students who are considering applying for a medical or personal leave of absence should keep in mind the following:

- Financial aid recipients should visit the Office of Student Financial Services for information on financial aid and student accounts prior to applying for a leave of absence in order to understand how taking a leave might affect aid eligibility in future years, if there is any tuition account balance due, or if any student loans will enter repayment.
- Students may be eligible for a partial tuition refund. Please see the Graduate Tuition, Fees and Billing (<https://www.mtholyoke.edu/professional-graduate/tuition-fees-and-billing>) webpage for more information.
- International students attending the College on an F1 visa or other visa status must consult with the immigration specialist at the McCulloch Center for Global Initiatives before applying for leave, as a student's immigration status will be affected by any leave.
- Typically an approved leave of absence is no less than one semester and no more than four semesters.

- Students should discuss a potential leave with their program director or assistant director, family members, or other contacts, such as health or counseling staff.
- A student may be required by the College to take a mandated leave of absence.
- When a leave is effective as of the first day of classes or later, withdrawn courses will remain on the transcript with a W notation.
- A student on leave is not entitled to participate in any College program or activity, including student employment. Students are still welcome to visit on campus, unless placed on mandatory leave or other restrictive condition.

## **Leave Types**

### **Personal Leave**

Personal leave is for students who plan to be away for a variety of personal reasons that may include but are not limited to employment, travel and/or financial concerns.

### **Medical Leave**

Medical leave is intended for students who are temporarily unable to continue their studies due to their own health issues.

### **Mandatory Leave**

Mandatory leave is required time away from the College that is related to difficulty meeting Mount Holyoke's academic or behavioral standards.

### **Personal Leave**

A personal leave of absence is a voluntary leave from the College to attend to personal matters such as employment, travel, family and financial concerns. Students interested in taking a leave to address their own physical or psychological health concern should refer to the section on medical leave of absence below in this document.

Students interested in taking a personal leave of absence must complete the following steps:

1. Set up an appointment to speak with their program director in person or via phone about the timing of the leave, the reasons for requesting the leave, plans for time away and for returning to the College, the impact on their academic program, and how the leave will figure into an overall graduation plan. Students who are away from campus can request a leave of absence by arranging a phone or virtual appointment.
2. Complete the Personal Leave form, following the initial meeting, which requires the program director's signature and includes the anticipated date of return.
3. Submit Personal Leave form to your program director. Once the leave has been processed, students will receive a written confirmation from the College in their College email account, stating the terms and conditions of the leave. Students are responsible for reading all materials that are sent to them via their Mount Holyoke email address concerning their leave and for complying with the terms and conditions of the leave.

4. Students are not eligible for personal leaves when they have taken more than four sequential semesters away from the College. If leave is denied, the student remains responsible for all academic requirements.

### **Important Additional Information on Personal Leave**

Students should note the following additional information relating to personal leave:

- A personal leave of absence can typically be no less than one semester and no longer than four consecutive semesters. The College withdraws students after four consecutive semesters away unless they have requested and received an extension of their leave from the executive director of the Professional and Graduate Education division. If an extension request is denied, an appeal may be made to the dean of students (or designee).
- Students are encouraged to request a planned personal leave of absence by the dates listed below, although the College recognizes that situations may arise requiring a request after the suggested deadlines:
  - May 15 for upcoming fall semester or full academic year.
  - November 15 for upcoming spring semester.

Absent extraordinary circumstances, leaves either personal or medical that are taken after the 50th day of the semester will carry forward to the following academic semester.

- When a personal leave is authorized on an immediate basis during a semester, students are withdrawn from the courses in which they are enrolled and receive W's in place of credits and grades.
- In extraordinary circumstances, an incomplete (extension) for a course or courses may be considered in consultation with a program director and the professor before the official leave is processed. The College has sole discretion to provide this option. In such cases, a deadline is established by the professor and program director, and an "I" for incomplete is recorded until the deadline has been met for completion of the course. An I in a course allows a student to complete work approved by the course professor during the student's absence.

Note: A withdrawal from all classes or request for a leave of absence after the 50th day of classes in a given semester, absent extraordinary circumstances, will typically result in a leave of absence as of the date of the request and will continue through the following semester as determined by the College at its sole discretion.

- International students should be aware that their immigration status may be affected by taking a personal leave and should therefore consult with the immigration specialist in the McCulloch Center for Global Initiatives before applying for a personal leave.
- During the student's approved personal leave, the Office of Academic Deans and/or the program director will send an official email outlining the steps needed for a return to campus. The email will be sent to the student's Mount Holyoke College email address. Students on leave must follow the steps outlined in the email for a successful return to campus.

- During a leave, a student may decide to take courses at an accredited institution. See [mtholyoke.edu/registrar/transferap](http://mtholyoke.edu/registrar/transferap) for information about this option and consult with the registrar's office.
- If a leave is approved, the College will alert various offices across campus of the leave. This notification will prompt a change in certain College privileges, which may include, without limitation, campus employment, borrowing from the library, access to Kendall, and health and counseling services. The approval will also prompt Student Financial Services to perform required calculations according to the College's refund policy. For leaves longer than one term, students with federal loans may go into loan repayment. Please contact the Student Financial Services division directly regarding refund requests and the potential impact their leave may have on and federal loans in forbearance.

### **Returning From a Personal Leave of Absence**

Students will be expected to return to campus after the requested leave ends. An email will be sent to returning students outlining the steps to take for financial aid and course registration. A student will be billed for the semester of expected return unless an extension of the leave is requested by submitting another Leave of Absence form available at:

<https://www.mtholyoke.edu/professional-graduate/resources-students>

### **Medical Leave**

A medical leave of absence is a leave from the College to attend to the student's own physical or psychological health concerns. Students must consult Health Services or the Counseling Service, as applicable under the circumstances, for all medical concerns resulting in a request for medical leave, including those arising from a chronic health condition or disability. Program directors must refer all requests for medical leaves to Health Services or the Counseling Service, as appropriate under the circumstances.

Health Services or the Counseling Service will review the request for leave and notify the Professional and Graduate Education division as well as the Office of the Academic Deans of approved leaves. The notification to the program director will include the basic parameters of the leave, such as the effective date, and whether or not the student is withdrawing from courses. College Health Services and the Counseling Service will keep the details of the student's medical condition confidential to the extent possible in compliance with relevant law. Students may be asked and/or choose to provide a written release of information permitting the disclosure of medical information to other offices at the College so that those offices can provide the student with the appropriate resources.

### **Important Additional Information on Medical Leave**

The length of a medical leave will be determined by the nature or severity of the health concern. A student should allow sufficient time to regain the health and functioning required to manage a full-time academic load in a residential environment. However, a medical leave of absence can be no less than one semester and ordinarily no longer than four consecutive semesters. The College withdraws students after four consecutive semesters away unless they have requested and received an extension of their leave from either Health Services or the Counseling Service. If an extension request is denied by Health Services or the Counseling Service, an appeal may be made to the dean of students (or designee).

Note: A request to withdraw from all classes or request for a leave of absence after the 50th day of classes in a given semester would ordinarily result in a leave of absence for the current semester as well as the following semester, absent extraordinary circumstances, as determined by the College at its sole discretion.

Withdrawal from all courses before the 50th day of classes in a given semester will ordinarily result in a leave of absence. The leave of absence will be for the current semester and possibly for the following semester, as determined by the College at its sole discretion.

- Students who seek to return from a medical leave of absence must receive written medical clearance from Health Services or the Counseling Service. The treating physician or clinician must complete a Readiness to Return from Medical Leave of Absence form, located on the Counseling Service website at [mtholyoke.edu/counseling/forms](http://mtholyoke.edu/counseling/forms) for leaves initiated through the Counseling Service and the Health Services website [mtholyoke.edu/health/hsforms](http://mtholyoke.edu/health/hsforms) for leaves initiated through College Health Services. This form must be submitted before the student makes an appointment to discuss clearance to return from leave.
- Students should plan to meet with their program director to discuss their progress toward a degree, given their absence. Students can arrange this meeting by calling or emailing their program director and requesting an appointment.
- When a medical leave is authorized by the College on an immediate basis, students are withdrawn from the courses in which they are enrolled and given W's in place of grades. In extraordinary circumstances, an incomplete for the course may be granted, as determined by the College at its sole discretion.
- International students should consult with the immigration specialist or the dean of international students in the McCulloch Center for Global Initiatives before going on medical leave to discuss the impact the leave may have on their immigration status.
- When a medical leave is approved, the College will alert the appropriate offices across campus. This notification will prompt a change to certain College privileges, which may include, without limitation, campus employment, borrowing from the library, access to Kendall, and health and counseling services. The approval will also prompt Student Financial Services to perform required calculations according to the College's refund policy. Students should connect with Student Financial Services directly regarding refund requests.

## **Returning from a Medical Leave of Absence**

Students who seek to return from a medical leave of absence must receive written medical clearance from Health Services or the Counseling Service. Health Services or the Counseling Service, as applicable, will then notify the Professional and Graduate Education division and the Office of Academic Deans of the student's request to return. Students must complete the following steps for clearance and approval before they will be able to register for Mount Holyoke classes, and complete an application for financial aid or return to the College:

1. The treating physician or clinician must complete a Readiness to Return from Medical Leave of Absence form, located on the Counseling Service website, [mtholyoke.edu/counseling/forms](http://mtholyoke.edu/counseling/forms), for leaves initiated through the Counseling Service and the Health Services website, [mtholyoke.edu/health/hsforms](http://mtholyoke.edu/health/hsforms), for leaves initiated through College Health Services. This form

must be submitted before the student makes an appointment to discuss clearance to return from leave.

2. The student should set up an appointment over the phone or in person to speak with the director of either the Counseling Service or Health Services, as applicable, to discuss the student's return.
3. If notified by the director of the Counseling Service or of Health Services that the student has received medical clearance, the student should complete the Return from Leave form and submit it to the Office of Academic Deans. Students who are not cleared to return may appeal the decision to the dean of students.

Students are encouraged to request a return from a leave of absence by October 30 to return the following spring semester and March 30 to return the following fall semester. Please note that a request after these dates may limit options for course registration, on-campus housing and/or financial assistance. The College encourages students to follow the steps outlined in the Return from Leave form.

The Office of Academic Deans will review the Return from Leave form and determine whether the return is approved, with notification to the Division of Student Life. Please note that additional holds or flags on a student's record, whether disciplinary, academic or financial, may prohibit a return to campus. Students must clear those holds with the appropriate offices before returning to campus.

Students may appeal a denial of a return from a medical leave of absence to the dean of students. The review team may include any combination of the dean of students, dean of studies and representatives from Health Services, the Counseling Service and/or AccessAbility Services, among others. If called to participate in a review, the directors of Health Services and the Counseling Service will comply with applicable law governing the confidentiality of student medical information. The student may be requested to complete a written release of information permitting the disclosure of confidential records, including medical records, in order to evaluate the appeal. Upon completing the appeal's review, the student will receive written notification from the Division of Student Life regarding its outcome.

## **Mandated Leave**

The College may require a student to take a leave of absence in response to significant concerns about academic progress or behavior.

### **Important Additional Information on Mandated Leave**

Students should note the following additional information relating to mandated leave:

- Students on a mandated leave must request advance permission from the executive director of the Professional and Graduate Education division and the dean of students to visit campus or participate in any College-related or College-sponsored activity off campus.
- Students on a mandated leave for academic or behavioral reasons may, upon return, lose eligibility for merit- or tuition-based scholarships awarded by the College.



## **Required Withdrawal During the Semester**

The executive director of the Professional and Graduate Education division, dean of students, dean of studies, director of the Counseling Service and/or the director of Health Services may convene a confidential evaluation committee as part of the process to require a student to withdraw during the semester when the student:

- Presents a substantial risk of harm to self or others.
- Fails to carry out substantial self-care obligations.
- Significantly disrupts the educational or other activities of the College community.
- Is unable to participate meaningfully in educational activities.
- Requires a level of care from the College community that exceeds the resources and staffing that the College can reasonably be expected to provide for the student's well-being.

The evaluation committee may request that a representative from the division of Professional and Graduate Education, Office of Academic Deans, Division of Student Life or other area of the College present information about the student's experience. Other administrators may be added to the evaluation committee if expertise is needed that is not already represented, including but not limited to legal counsel for the College, a faculty advisor, the director of the Alcohol and Drug Awareness Program, etc.

The evaluation committee may ask the student, and the family, if appropriate, to participate in the review by inviting them to make a brief written or oral statement.

The evaluation committee may access the student's educational records and may request that the student release their medical record as required for an appropriate review. If involved in a review, the directors of Health Services and the Counseling Service will comply with applicable law governing the confidentiality of student medical information.

The evaluation committee is responsible for informing a student of the result of the committee's deliberation.

The evaluation committee's decision following consideration of all relevant information will be the final decision of the College. The evaluation committee will communicate its decision to the student and the appropriate administrative offices.

## **Mandatory Academic Leave**

### **Academic Suspension or Required Withdrawal**

Students may be suspended or required to withdraw from the College in accordance with Academic Administrative Board (AAB) criteria for these actions, per its academic regulations, [catalog.mtholyoke.edu/academic-regulations/#text](http://catalog.mtholyoke.edu/academic-regulations/#text). The AAB comprises the dean of studies, the registrar, each academic dean, and three faculty members, one from each academic division: humanities, science and mathematics, and social sciences. The board meets at the end of each semester to review all student records and determine the appropriate course of action to support each student's progress toward completing a Mount Holyoke degree.

The AAB may suspend a student for one or two semesters or require a student to withdraw, based on the academic record in the semester under review, or the student's cumulative academic performance. Students who are suspended or withdrawn by the AAB must follow AAB guidelines to

return to the College. These guidelines may include required coursework away from the College to demonstrate readiness to return to the academic rigor of Mount Holyoke.

Students may appeal AAB decisions of suspension or required withdrawal to the dean of studies. Students are entitled to appeal the board's decision. It is recommended that students work with their program director in drafting a statement that describes new and compelling information that would affect the decision. Appeals must be in writing.

### **Academic Suspension**

Students suspended by the AAB may be eligible for reinstatement after the mandated period of leave. A student who has been suspended for a semester or a year will be on academic probation for one semester after their return. During the suspension, the transcript will have the notation "Suspended for (period) for academic deficiencies." This notation will be removed from the student's official transcript when the student returns to the College or one year from the date the leave begins, whichever is sooner. However, the College will maintain an internal record with the notation of the suspension period.

### **Academic Required Withdrawal**

A student who has been required to withdraw may apply to the AAB for readmission, but the student may not return to the College before one academic year has passed. The student's official transcript will have the notation "Required to withdraw for academic deficiencies on (date). Eligible for readmission to apply after one academic year." This notation will be removed if the student returns to the College. However, the College will maintain an internal record with the notation of the withdrawal period. Students who are required to withdraw and seek to re-enroll in the College must complete the steps to apply for readmission. For the form and more information, please see <https://gradadmission.mtholyoke.edu/register/withdrawal-readmission>. Questions about the readmission process should be directed to the Professional and Graduate Education Admissions Coordinator at 413-538-3478 or [graduateadmissions@mtholyoke.edu](mailto:graduateadmissions@mtholyoke.edu).

### **Mandatory Behavioral Leave**

#### **Behavioral Suspension**

Students may be suspended if they do not adhere to the College's standards of social conduct or if the College otherwise determines, at its sole discretion, that a behavioral suspension is in the best interest of the College and/or the community. The length of a behavioral suspension will be determined on a case-by-case basis. The College may utilize a temporary and/or emergency removal process, pending completion of a threat assessment or disciplinary proceeding.

A student who has been suspended will generally be placed on social probation upon their return, if appropriate, and this is at the College's sole discretion. The dean of students, in consultation with other College administrators, is typically responsible for reviewing whether violations of policy or a single behavioral issue are sufficiently serious to warrant a suspension. Additionally, the Honor Code Council may recommend suspension as an outcome of a hearing and the College may issue a suspension as an outcome of a grievance.

Students must comply with any restrictions and fulfill any conditions required by the College during the period of suspension in order to demonstrate readiness to return.

When a student is suspended for behavior with a disciplinary charge pending, the College may complete the disciplinary process while the student is on leave or after the student returns from leave.

## **Behavioral Withdrawal**

Students may be withdrawn from the College if they do not adhere to the College's standards of conduct or if they are determined to represent a significant threat of substantial harm to anyone in the Mount Holyoke community, including the student themselves. The dean of students, in consultation with other College administrators, is typically responsible for reviewing whether violations of policy or other conduct is sufficiently serious to warrant a withdrawal. The College may also withdraw a student as an outcome of a grievance. The Honor Code Council can recommend that a student be withdrawn for behavioral reasons.

Generally, a student who has been required to withdraw may apply for readmission to the executive director of the Professional and Graduate Education division and the dean of students after one semester has passed, depending on the circumstances. A student who returns to the College after a behavioral withdrawal will be placed on social probation upon their return.

Students must comply with any restrictions and fulfill any conditions required by the College during the period of withdrawal to demonstrate readiness to return.

When a student is suspended for behavior with a disciplinary charge pending, the College may complete the disciplinary process while the student is on leave or after the student returns from leave.

## **Appeals**

Students may appeal a mandatory behavioral leave to the dean of students. An appeal must be in written form and submitted within three business days from the date of notice of suspension or withdrawal, unless the student can establish good cause for appeal period to be extended. The executive director of the Professional and Graduate Education division and the dean of students will evaluate the appeal and provide the student with written notification concerning the appeals outcome. In cases of mandatory suspension or withdrawal involving a disciplinary process, students should consult the appeal process outlined in the Student Handbook.

## **Requesting a Return From a Mandatory Behavioral Leave**

Students should request a return from leave before the following dates:

- October 30 to return to the College in the following spring semester
- March 30 to return to the College in the following fall semester

Requests to return from a behavioral leave of absence should be sent to the executive director of the Professional and Graduate Education division and the dean of students. Using these dates as a guide will assist with providing sufficient time to obtain approval and review possible changes to financial aid, academic progress, etc. Please note that requests made after these dates may not be approved for a return in the following semester. Requests made after these dates will also limit options for courses. The College encourages students to follow the steps outlined in the checklist that accompanies the Return from Leave form:

<https://gradadmission.mtholyoke.edu/register/return-from-leave>.

The executive director of the Professional and Graduate Education division and dean of students (or designee) will review the Plan to Return form and determine whether the return is approved. Students may be required to submit additional information to assist with the evaluation of the request to return and may be requested to complete a written release of information permitting the disclosure of confidential records, including medical records.

Please note that additional holds or flags on a student's record, such as a disciplinary or financial hold, may prohibit a return to campus. Students must clear those holds with the appropriate offices before returning to campus.

## **Nondiscrimination and Sexual Misconduct Policies**

### **Statement of Nondiscrimination**

Mount Holyoke is committed both to its historic mission as a women's college and to providing access to talented students from all backgrounds. The diversity within our students, staff, faculty, and curricula is a point of pride and a hallmark of the institution. The framework for our commitment to diversity sits within our active prohibition of discrimination in our educational policies, employment, campus services and activities on the basis of age, color, creed, disability, gender identity, national/ethnic origin, race, religion, sex, sexual orientation, veteran/uniform status, and all other classifications protected by law. This same principle applies to admission to our graduate and extension programs.

### **Bias Incident Report/Community Insensitivity Reporting**

The purpose of this section is to inform and educate members of the Mount Holyoke community on process and procedures related to bias incidents. Such incidents work contrary to the inclusiveness that forms the foundation for the College's educational community, and so the College takes any reports of them very seriously. Mount Holyoke encourages students to review the content provided.

### **Title VI of the Civil Rights Act of 1964 (Title VI)**

Title VI, 42 U.S.C. § 2000d et seq., is a part of the Civil Rights Act of 1964. It prohibits discrimination based on race, color, and national origin in programs and activities receiving federal financial assistance. The code states that "No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance." (Pub. L. 88-352, title VI, Sec. 601, July 2, 1964, 78 Stat. 252.) Title VI protects Mount Holyoke students, faculty, staff and visitors from discrimination in any program, service, and activity offered by the College.

The following resolution was affirmed by the faculty in 1973: The faculty of Mount Holyoke College reaffirms its commitment to an academic environment free of racial discrimination in which all individuals are treated with a common standard of decency. It commits itself to a continuing effort to confront and resist racist attitudes and actions wherever they appear in the Mount Holyoke community, and to build a community useful and attractive to all individuals regardless of ethnic background. Please contact the Dean of Students with questions or concerns.

### **Protocols for Bias Incidents and Hate Crimes**

The goal of these protocols is to help support a culture of open exchange in the spirit of mutual respect. These protocols operate within the context of the College's values of community responsibility and the commitment to free inquiry. Please note that these protocols apply when students and/or their guests are the targets of a bias incident or hate crime. Faculty and staff who have been the target of a bias incident or hate crime should consult with the dean of faculty. Staff who have been the target of a bias incident or hate crime should consult with the director of human resources accordingly. If a student reports a bias incident or hate crime, they can expect that their concerns will be treated with respect and sensitivity and that each case will be taken seriously. However, it is important to remember that bias incidents and hate crimes are very complex and an

incident may not be immediately recognizable as belonging to one of these two categories. The protocols laid out below should be considered a work in progress.

### **Bias Incidents at Mount Holyoke**

A bias incident at Mount Holyoke is an act of bigotry, harassment or intimidation that occurs on the Mount Holyoke College campus that is directed at a member or group of the Mount Holyoke community because of that individual's or group's actual or perceived age, color, creed, disability, ethnicity, gender, gender identity/presentation, marital status, national origin, race, religion, sexual orientation, social class, veteran status, or any combination of these or related factors. In a bias incident the perpetrator may be known or unknown. (adapted from Cornell University)

Note that there are broader categories utilized here than what appears in the College's Statement of Nondiscrimination. The Statement of Nondiscrimination only focuses on categories that are protected by law, while the College's bias incident definition covers categories that are not covered by law, but that are covered under College policies.

Hostile or hateful speech or other discriminatory behavior may be considered a bias incident, but under certain conditions may also be a hate crime.

### **Hate Crimes**

Under Massachusetts law, hate crimes are those motivated by or against a person or group on the basis of race, color, religion, sexual orientation, disability, ethnic/national origin, gender, and gender identity. Hate crimes encompasses not only violence against people or groups, but also crimes against property, like arson or vandalism, particularly those directed against community centers or houses of worship. Hate crimes can occur in any of the following ways:

- Intimidating or threatening behavior putting a person in fear of imminent physical harm (assault, threats to commit certain crimes).
- A physical attack (assault and battery, as well as other violent crimes such as murder, manslaughter, and rape).
- Damage to property (arson, vandalism).

### **Targeted Individuals**

A targeted individual is the person or group against whom a bias incident or hate crime is directed. This may or may not be the same as the reporting party. The College recommends using one of these terms rather than the word victim.

### **Reporting Protocols for Students**

Students may go to the following offices/departments to seek help with bias incidents/hate crimes and fill out a Community Insensitivity form:

- Campus Police
- Division of Professional and Graduate Education
- Division of Student Life
- Counseling Service
- Health Services
- Chief Diversity Officer

All of these offices have 24-hour on-call capacity.

The Division of Student Life is the primary office that processes student-to-student Community Insensitivity Intake forms and reported bias incidents/hate crimes on campus. In addition to completing the forms, the Division of Student Life will facilitate the student-to-student process based on the reported behavior and work with the Title IX and 504 coordinator and chief diversity officer when needed.

The Division of Student Life also serves as a first responder to students who want to report student-to-staff/faculty biases. In addition to assisting with the completion of the Community Insensitivity form, the Division of Student Life will contact the department in which the incident occurred and serve as a liaison and support system for the student as they navigate the process.

These reports are kept in a confidential space and are not a part of a student's file.

Below are a list of off-campus resources that are available to provide support and information around bias incidents and hate crimes:

- Franklin and Hampshire County District Attorney's Office
- Office for Civil Rights
- American Civil Liberties Union
- Anti-Defamation League

### **Section 504 and the Americans with Disabilities Act**

Section 504 of the Rehabilitation Act of 1973 (Section 504) and the Americans with Disabilities Act of 1990 (ADA) are civil rights laws that prohibit discrimination against individuals with disabilities. Section 504 29 U.S.C. § 793 states that "no qualified individual with a disability in the United States shall be excluded from, denied the benefits of, or be subjected to discrimination under" any program or activity that either receives federal financial assistance or is conducted by any executive agency or the United States Postal Service. Section 504 and ADA 42 U.S.C § 12101 ensure that the individuals with a disability have equal access to programs, services and activities of the College. Individuals with disabilities may request accommodations and modifications as a means to gain access to College programs, activities and services.

Under these laws, discrimination on the basis of a disability can be physical barriers or an inaccessible facility that prevents access to a program, activity or service, or denial of an approved accommodation. Section 504 and the ADA protect Mount Holyoke students, faculty staff and visitors.

Students seeking a disability-related accommodation should contact the office of AccessAbility Services. AccessAbility Services is the only designated office at the College for students to voluntarily disclose a disability or disabilities, submit appropriate documentation for verification and request accommodations.

AccessAbility Services coordinates and provides accommodations and support services to students with all types of disabilities. Students seeking more information on services provided to students and/or information on requesting accommodations should contact AccessAbility Services at 413-5382634. Students can also visit [mtholyoke.edu/accessability](http://mtholyoke.edu/accessability), send an email to [accessability-services@mtholyoke.edu](mailto:accessability-services@mtholyoke.edu), or stop by the office on the third floor of Mary Lyon Hall.

The College has also designated a primary coordinator to respond to concerns of disability discrimination. This staff member, the Section 504 coordinator, is responsible for overseeing the

College's efforts to comply with Section 504 of the Rehabilitation Act both for programmatic and physical accessibility. The Section 504 coordinator will respond to complaints of disability discrimination as well as identify and address patterns or systemic problems that arise during the review of such complaints.

Shannon Da Silva  
Section 504 Coordinator  
Mary Lyon Hall, room 105  
413-538-3642  
[sdasilva@mtholyoke.edu](mailto:sdasilva@mtholyoke.edu)  
[section504coordinator@mtholyoke.edu](mailto:section504coordinator@mtholyoke.edu)

## **Gender-Based and Sexual Misconduct Policy**

Mount Holyoke College's commitment to diversity and inclusion is steadfast and serves as the foundation for efforts to create a living, learning and working environment that is free from gender and sex-based discrimination of any kind, including sexual misconduct. Members of the campus community 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 or infringe upon another's ability to access the programs, activities, services or employment at the College. Specifically, the College community should be aware that Mount Holyoke prohibits gender-based and sexual misconduct. Under this policy, gender-based and sexual misconduct incorporates a continuum of behavior that includes sexual or gender-based harassment, sexual assault, relationship violence, sexual exploitation, stalking and complicity. These behaviors are unlawful and unethical and are strictly prohibited by the College. Under this policy, the College commits to promptly responding to complaints of gender-based and sexual misconduct, and where it is determined such misconduct has occurred, will take measures to eliminate the conduct, prevent its recurrence, address its effects and impose corrective action as appropriate.

The Gender-Based and Sexual Misconduct Policy is a component of the College's overall compliance with Title IX of the Education Amendments of 1972 (Title IX), relevant provisions of the Violence Against Women Reauthorization Act of 2013 (VAWA), Title VI of the Civil Rights Act of 1964 (Title VI), the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the Clery Act), the laws of the commonwealth of Massachusetts and Mount Holyoke's commitment to nondiscrimination.

### **Scope of This Policy**

This policy protects all Mount Holyoke students, including all students who are enrolled for credit coursework, Five College students and visiting students. This policy applies to all acts of gender-based or sexual misconduct between individuals regardless of the race, color, age, sex, sexual orientation, gender, gender identity, gender expression, religion, national origin, physical or mental disability, veteran status, citizenship, genetic information or any other protected identity of those individuals. The support services and resources highlighted in this policy document are available to students at no cost.

The College will respond to all complaints of gender-based or sexual misconduct. This includes complaints that occur on the College grounds and those that occur off campus and involve the conduct of faculty, staff or students while on College-related programs or activities, such as College-sponsored study abroad programs, academic exchanges and College-organized internships.

## Title IX Coordinator

The College has named the following individual to direct the College's compliance with the various civil rights protections against sex and gender discrimination for faculty staff, students and visitors.

Shannon Da Silva  
Title IX Coordinator  
Mary Lyon Hall, room 105  
413-538-3642  
[sdasilva@mtholyoke.edu](mailto:sdasilva@mtholyoke.edu)  
[titleixofficer@mtholyoke.edu](mailto:titleixofficer@mtholyoke.edu)

The Title IX coordinator's responsibilities include:

- Monitoring compliance with Title IX.
- Ensuring appropriate education, training and notifications.
- Coordinating the College's investigation, response and resolution of all reports under this policy.
- Ensuring appropriate actions to eliminate gender-based and sexual misconduct violations, prevent their occurrence and remedy their effects on the campus climate.

Any campus community member, including students, employees or third parties, can report behavior that they experience, witness or learn about to the Title IX. The Title IX coordinator will review all reports of gender-based and sexual misconduct. Individuals directly affected by this conduct can also reach out to the Title IX coordinator to access interim measures to redress, to the extent possible, the discriminatory effects of the gender-based or sexual misconduct experienced while at the College and prevent its recurrence.

## Deputy Title IX Coordinators

The College has also appointed deputy Title IX coordinators to assist the coordinator in responding to the specific needs of the community. The Title IX coordinator and deputy Title IX coordinators can be contacted by telephone, email or in person during regular office hours:

Latrina Denson  
Assistant Dean of Students  
Deputy Title IX Coordinator (**students**)  
205 Blanchard Hall  
413-538-2551  
[ldenson@mtholyoke.edu](mailto:ldenson@mtholyoke.edu)

Summer Hutcheson  
Associate Director of Athletics  
Deputy Title IX Coordinator (**athletics**)  
112 Kendall Sports and Dance Complex  
413-538-2276  
[shutches@mtholyoke.edu](mailto:shutches@mtholyoke.edu)

Dorothy Mosby  
Associate Dean of Faculty  
Deputy Title IX Coordinator (**faculty**)  
Mary Lyon Hall, room 106  
413-538-2527  
[dmosby@mtholyoke.edu](mailto:dmosby@mtholyoke.edu)

Heidi Friedman  
Executive Director of Human Resources  
Deputy Title IX Coordinator (**staff**)  
Skinner Hall  
413-538-3626  
[hfriedma@mtholyoke.edu](mailto:hfriedma@mtholyoke.edu)



## **Prohibited Conduct Covered Within This Policy**

This section of the policy defines the specific behaviors prohibited within this policy. For purposes of this policy, gender-based and sexual misconduct includes sexual or gender-based harassment, sexual assault, relationship violence, sexual exploitation, stalking and complicity.

### **Sexual or Gender-Based Harassment**

Sexual harassment is unwelcome conduct of a sexual nature. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal or physical conduct of a sexual nature when one or both of the following conditions outlined below are present.

Gender-based harassment includes acts of verbal, nonverbal or physical aggression, intimidation or hostility, even if the acts do not involve conduct of a sexual nature, based on gender, gender identity, gender expression, sexual orientation or sex stereotyping when one or both of the following conditions below are present:

- Submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of the individual's employment, evaluation of academic work, participation or enrollment at the College. This is often referred to as "quid pro quo."
- Such conduct has the purpose or effect of unreasonably interfering with an individual's working, learning or living environment or limits the individual's ability to participate or benefit from the College's employment, education programs or activities by creating an intimidating, threatening, abusive, hostile, humiliating or sexually offensive environment using both a subjective and objective perspective. This is often referred to as a "hostile environment."

Sexual or gender-based harassment can take many forms. Reported conduct of this nature will be evaluated by considering the totality of the circumstances, including the nature, frequency, intensity, location, context and duration of the questioned behavior. Although repeated incidents generally create a stronger claim of sexual or gender-based harassment, a single incident, even if isolated, can create a hostile environment, particularly if the conduct is physical or sufficiently serious. A single incident of sexual assault, for example, may be sufficiently severe to constitute a hostile environment. In addition, conduct that was initially welcomed may develop into a form of sexual or gender-based harassment depending on the circumstances. The conduct does not have to be directed at a particular person to constitute sexual or gender-based harassment.

Examples of conduct that may constitute sexual or gender-based harassment include but are not limited to:

- Unwelcome sexual advances, whether they involve physical touching or not.
- Sexual innuendos, jokes, written or verbal references to sexual conduct, gossip regarding one's own sex life, comments on an individual's body, discussion or inquiry about an individual's sexual orientation, gender identity, activity, deficiencies or prowess.
- Displaying or circulating sexually suggestive objects, pictures, videos or cartoons, including via electronic communications.
- Threats or insinuations that a person's employment or wages, academic grade, promotional opportunities, classroom work assignments or other conditions of employment or academic life may be adversely affected by not submitting to sexual advances.
- Repeated refusal to recognize or use a person's stated gender pronouns, or outing someone as transgender with the intent to cause harm.
- Bullying or hazing based on sex or gender:

- Bullying is the repeated use by one or more people of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at another person that causes physical or emotional harm to the victim or damage to the victim's property, places the victim in reasonable fear of harm to self or damage of personal property, creates a hostile environment at the College for the victim, infringes on the rights of the victim at the College, or materially and substantially disrupts the education process or orderly operation of the College.
- Hazing is any conduct or methods of initiation into student organizations, whether on public or private property, that willfully or recklessly endanger the physical or mental health of any person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity that is likely to adversely affect the physical health or safety of any person, or that subjects the person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

### **Sexual Assault**

Sexual assault, as defined under this policy, includes sexual contact and/or sexual intercourse without consent.

Sexual contact includes an intentional sexual touching, however slight, with any object or body part without consent. Sexual contact includes intentional touching of the mouth, breast, buttocks, groin or genitals whether clothed or unclothed, or intentional touching of another with any of these body parts, making another touch themselves or another with or on any of these body parts.

Sexual intercourse is any penetration, however slight, with any object or body part performed by a person upon another person. Sexual intercourse includes vaginal penetration by a penis, object, tongue, or finger; anal penetration by a penis, object, tongue or finger; any contact no matter how slight, between the mouth of one person and the genitalia of another person.

See the full definition of consent under Important Definitions in this section.

### **Relationship Violence**

Relationship violence is violence committed by a person who is or has been in a social relationship of a romantic, intimate, domestic partner, spousal, sexual or dating nature with the person subject to that violence. Relationship violence is also referred to as intimate partner violence, dating violence or domestic violence. The existence of a romantic, intimate, domestic partner, spousal, sexual, domestic or dating relationship shall be determined based on the reporting party's characterization of the relationship and the following factors:

- Length of the relationship.
- Type of relationship.
- Frequency of interaction between the persons involved in the relationship.

Relationship violence includes but is not limited to:

- Physical or sexual violence.
- Emotional or psychological abuse.
- Economic abuse in the form of threats, assaults, property damage or other violence.

Relationship violence affects individuals of all genders, gender identities, gender expressions and sexual orientation and does not discriminate by racial, social or economic background. Relationship violence may include other forms of sexual misconduct under this policy.

Physical violence is the intentional use of physical force with the potential for causing harm, disability, injury or death. Emotional or psychological abuse is a persistent pattern or prolonged climate of domination or controlling behavior, often involving the use of verbal and nonverbal control over another person. Examples of emotional or psychological abuse may include:

- Name calling.
- Humiliation.
- Social isolation.
- Limiting access to transportation or money.
- Monitoring behavior.
- Threats of violence.
- Control of reproductive health or intentional deception about use of safer sex methods.
- Exploitation of vulnerabilities.
- Presenting false information with intent of making the person doubt their own memory or perception.

### **Sexual Exploitation**

Sexual exploitation occurs when an individual takes non-consensual or abusive sexual advantage of another for one's own sexual gratification, financial gain, personal advantage benefit, or to benefit or advantage anyone other than the one being exploited. Examples of sexual exploitation include, but are not limited to:

- Prostituting another person.
- Taking and/or distributing nonconsensual photos, videos or audio recordings of sexual activity.
- Distribution of consensual recordings, photos or other sexual images without the knowledge or permission of the other parties involved.
- Letting others hide to watch one have consensual sex.
- Engaging in voyeurism (watching the private sexual activity without the consent of participants or viewing another person's intimate parts, including genitalia, groin, breast or buttocks) in a place where that person would have a reasonable expectation of privacy.
- Knowingly exposing another person to a sexually transmitted infection or virus without that person's knowledge.
- Nonconsensual removal of a condom or other form of birth/disease control by a sex partner, sabotage to a condom or other form of birth/disease control by a sex partner without the other's knowledge or consent, or false representation of the use of a condom or other form of birth/disease control.
- Inducing incapacitation to make another person vulnerable to non-consensual sexual activity.
- Nonconsensual exposing of one's genitals in nonconsensual circumstances.
- Possessing, distributing, viewing or forcing others to view pornography.

### **Stalking**

Stalking is the willful and malicious pattern of conduct or series of acts over a period of time that:

- Are directed at a specific person.
- Cause a reasonable person to fear for their safety or the safety of others, or suffer substantial emotional distress.
- Make a threat with the intent to place a person in imminent fear of death or bodily injury.

Stalking includes two or more acts of unwanted or harassing behavior, such as following a person; appearing at a person's home/residence hall, class or work; making or sending frequent unwanted phone calls, emails, text messages, etc.; continuing to contact a person after receiving requests not to; leaving written messages, objects or unwanted gifts; vandalizing a person's property; monitoring or tracking a person's activity; using third parties to monitor or track behavior or engage in other unwanted contact; and threatening, intimidating or intrusive behavior.

Stalking includes cyber stalking which is the use of internet, social networks, blogs, cell phones, texts, or other similar devices or forms of contact to pursue, monitor, harass, or make unwelcome contact with another person.

### **Complicity**

Under this policy, complicity is any act taken with the purpose of aiding, facilitating, promoting or encouraging the commission of a Gender-Based or Sexual Misconduct Policy violation of another person.

## **Important Definitions**

### **Consent**

Mount Holyoke College believes that in any relationship all activity should be consensual, especially in sexual activity. Consent to engage in sexual activity must be knowing and voluntary; it must exist from the beginning to end of each instance of sexual activity and exist for each form of sexual contact. Consent given for a past sexual activity does not give consent for new activity. The existence of a current or prior dating or intimate relationship does not imply consent.

One demonstrates consent through mutually understandable words and/or actions that clearly indicate a willingness to engage freely in sexual activity. Consent is active, not passive. Silence or the absence of resistance does not imply consent.

Consent can be withdrawn at any time. The withdrawal of consent must also be mutually understandable using words or actions that clearly indicate a desire to stop the sexual activity. Once consent is withdrawn, the sexual activity must cease immediately.

An individual who is incapacitated is unable to give consent.

### **Incapacitation**

Incapacitation is the lack of the ability to make informed, rational judgment to engage in sexual activity. A person who is incapacitated cannot offer consent to sexual activity. Incapacitation may result from the use of alcohol and/or drugs; when a person is asleep or unconscious or is unable to provide consent due to age, intellectual or other medical condition. Incapacitation is an extreme form of intoxication. A person is not necessarily incapacitated merely as a result of ingesting alcohol or other drugs. The impact of alcohol and other drugs varies from person to person; each individual may have a different level of tolerance or metabolism. One is not expected to be a medical expert in assessing incapacitation. Instead, one must look for the common and obvious warning signs that show a person may be incapacitated or approaching incapacitation. A person's level of intoxication can change rapidly, and a person can reach incapacitation within a short time span. Although every individual may manifest signs of incapacitation differently, common markers of incapacitation can include the inability to control one's physical movements such as stumbling or clumsiness, the lack of

awareness of the current circumstances or surroundings, slurred or incomprehensible speech, the inability to communicate, combativeness, emotional volatility, vomiting or incontinence.

Voluntary intoxication by a respondent does not diminish the responsibility to obtain valid consent. The respondent's knowledge will be viewed from the perspective of a sober, reasonable person under the same standard.

Consent can also not be obtained through the use of intimidation, threats, coercion or force.

### **Coercion**

Coercion is the improper use of pressure to compel individuals to initiate or continue sexual activity against their will. Coercion can include a wide range of behaviors, including intimidation, manipulation, threats and blackmail. In evaluating whether coercion was used, the College will consider the nature of the pressure, the intensity of the pressure, the degree of isolation of the person being pressured, and the frequency and duration of the pressure. A person's words or conduct are sufficient to constitute coercion if they wrongfully impair another individual's freedom of will and ability to choose whether to engage in sexual activity. Examples of coercion include threats to out someone based on sexual orientation, gender identity or gender expression or threats to harm oneself if the other party does not engage in the sexual activity.

### **Intimidation**

Intimidation is any action used to influence another person to concede to a behavior by use of power or authority in a situation where the aggressor's actions would cause a reasonable person to be fearful. Intimidation may occur by physical force, threat of violence, threat of outing someone, threat of disclosing personal information, or threat of removal from membership in a group or activity. Under this policy, an overt act must exist to cause a person's feelings of intimidation. A person can be found responsible for intimidation due to their own direct actions or the known action of others on their behalf.

### **Retaliation**

Retaliation is any act or attempted act to seek retribution from any individual or group of individuals involved in the reporting, investigation and/or resolution of a complaint of sexual misconduct or allegation of gender-based discrimination. Retaliation can take many forms, including continued abuse or violence, threats, and intimidation. Mount Holyoke College prohibits retaliation against a reporting party, survivor, witness, the accused, administrator, or any individual who participates or cooperates in the investigation or grievance proceedings. Retaliation is also prohibited under Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973, and Title VI of the Civil Rights Act of 1964. Reports of retaliation are investigated separately from the initial incident. The sanction for an outcome of retaliation may include termination or expulsion.

### **Privacy and Confidentiality**

Mount Holyoke College is committed to protecting the privacy of the parties involved in a report under this policy and will respect the wishes of the reporting party to the extent possible without impeding its investigation and/or its ability to end harassment and eliminate a hostile environment. When disclosing information about gender-based or sexual misconduct to a College employee, all community members should be aware of how their information may be shared with the College, based on the College's Title IX obligations. The following discussion on privacy and confidentiality may help a reporting party or survivor make an informed choice.

The College recognizes that privacy is very important. All actions taken to investigate and resolve reports shall be conducted with as much privacy and discretion as possible without compromising the thoroughness and fairness of the investigation. All persons involved in an investigation are expected to treat the process with respect.

Privacy and confidentiality have distinct meaning under this policy.

### **Privacy**

Privacy generally means the information related to a report will only be shared with those College employees with a legitimate educational interest or with external individuals or entities only as permitted under College policy and applicable law. Members of the College community involved in reviewing a reported violation of this policy are expected to fulfill their obligation to share information only on a need-to-know basis to fulfill the responsibilities of their position. While not bound by confidentiality, these individuals will be discreet and respect the privacy of all individuals involved in the process.

The privacy of student educational records will be protected in accordance with the Family Educational Rights and Privacy Act (FERPA).

### **Confidentiality**

Confidentiality exist in the context of laws that protect certain relationships, including with medical and clinical care providers (and those who provide administrative services related to the provision of medical and clinical care), mental health providers, and counselors, all of whom may engage in confidential communications under Massachusetts law. When information is shared by an individual with a confidential employee or a community professional with the same legal protections, the confidential employee cannot reveal the information to any third party except when an applicable law or a court order requires or permits the disclosure of such information. For example, the information may be disclosed when: (i) the individual gives written consent for its disclosure; (ii) there is an imminent threat of the individual causing serious harm to self or others; (iii) if the information concerns conduct involving the suspected abuse or neglect of a minor under the age of 18, which must be reported to the Massachusetts Department of Children and Family's Child Protection Hotline at 1-800-792-5200 or (iv) as otherwise required or permitted by law or court order.

### **Clery Act Reporting**

Pursuant to the Clery Act, Mount Holyoke College includes statistics about certain offenses in its daily crime log and annual security report and provides those statistics to the United States Department of Education. This is done in a manner that does not include any identifying information about persons involved in the incident. The College will also assess a report of misconduct for the need to issue a timely warning under the Clery Act. If a report of misconduct discloses a serious and continuing threat to the campus community, where timely notice must be given to protect the health and safety of the community, the College is required to issue a timely notification to the community under the Clery Act. The timely warning will not provide any identifying information about the complainant.

### **Confidential Resources**

Mount Holyoke encourages all College community members to promptly report all incidents of gender-based and sexual misconduct; however, the College recognizes that sometimes an individual may prefer to initially speak with someone in confidence. Accordingly, for members of the College community who do not want details of their report of gender-based or sexual misconduct to be shared with the College's Title IX coordinator, the College offers on-campus mental health counselors, campus health service providers and religious and spiritual life professionals.

## **Confidential Resources on Campus**

Students can make confidential reports to the Counseling Service, Health Services, and Alcohol and Drug Awareness Project. These offices have a legal mandate for confidentiality as described above. These offices are not required to turn over identifying information to the Title IX coordinator but may provide anonymous data to the Title IX coordinator to fulfill the College's security reporting requirements of the Clery Act.

### **Counseling Service**

Pattie J. Groves Health Center  
413-538-2037

Students can receive counseling services free of charge, including crisis intervention and trauma recovery services during the academic year. Year-round emergency services are available 24 hours a day, seven days a week and can be reached by calling the Counseling Service Care and Support Line at 413-538-2037.

### **Health Services**

Pattie J. Groves Health Center  
413-538-2242

Students can contact Health Services for medical assistance and referrals. Assistance could include connecting with a sexual assault nurse examiner (SANE), providing emergency contraception, testing for sexually transmitted infections or other screening for predatory drugs up to 96 hours after the incident. A clinician is on call 24 hours a day during the academic year.

### **Alcohol and Drug Awareness Program (ADAP)**

Safford Hall  
413-538-2616

Students can contact the ADAP therapist for crisis intervention and to assist in trauma recovery.

## **Confidential Resources Off Campus**

### **Center for Women and Community (CWC) 24/7 Hotline**

University of Massachusetts Amherst

Main number: 413-545-0800

Toll-free: 888-337-0800

TTY: 413-577-0940 or Mass Relay: 711

CWC is a multicultural campus-based center that offers many services to meet the needs of the diverse cultural and linguistic populations of the University of Massachusetts Amherst, Five Colleges and surrounding Hampshire County community. Services include crisis counseling in individual and group settings for survivors of sexual and relationship violence.

### **SAFEPLAN**

This statewide, court-based program provides specially trained and certified advocates to help survivors of domestic violence, sexual assault and stalking who are seeking protection. SAFEPLAN provides services to survivors free of charge. Advocates help survivors develop personalized safety plans, obtain 209A restraining orders (also called protective orders) and 258E harassment prevention orders from the court, and accompany the survivors to protective-order hearings.

SAFEPLAN Office — Hampden County  
Womanshelter/Compañeras, Inc.  
PO Box 1099  
Holyoke, MA 01040  
413-538-9717

SAFEPLAN Hampshire County  
YWCA of Western Mass., Inc  
One Clough Street  
Springfield, MA 01108  
413-732-3121

Safe Passage  
43 Center Street, Suite 304  
Northampton, MA 01060  
Main: 413-586-1125  
Hotlines: (voice) 413-586-5066; (TTY/TTD) 888-345-5282  
Fax: 413-586-3742  
[info@safepass.org](mailto:info@safepass.org)

Safe Passage offers a variety of programs designed to support survivors of domestic violence. Services include support and advocacy; individual and group counseling; advocacy related to housing, welfare, medical and educational issues; safety planning; support for children who have witnessed violence; specialized services for immigrants; and legal assistance with divorce, child custody, and other probate and family issues. Safe Passage also has a 24-hour, confidential, toll-free hotline for crisis intervention and emotional support, and an emergency shelter.

## **Employee Responsibility to Report Disclosure of Gender-Based or Sexual Misconduct**

### **Responsible Reporters**

Under College policy, all faculty, staff, administrators and student employees who are not deemed confidential as described above are considered responsible reporters. Responsible reporters include, but are not limited to, all supervisors, student organization advisors, faculty advisors, coaches, Campus Police, deans and residential life staff, community advisors and senior community advisors.

Responsible reporters must promptly report to the Title IX coordinator when they receive information directly from a complainant or another individual — or when they observe or obtain other information that could reasonably raise a concern that gender-based or sexual misconduct may have occurred. Students who prefer to speak first with a responsible reporter may do so, knowing that the information will be passed on to the Title IX coordinator.

No employee can offer confidentiality unless that employee's employment function holds a legal confidentiality mandate. The College can choose to designate public awareness events such as survivor speak-outs, candlelight vigils, protests or other public forums as reporting-free spaces.

### **Reporting Options**

The College strongly encourages prompt reporting of conduct that may violate the Gender-Based or Sexual Misconduct Policy. Individuals may report prohibited conduct to local law enforcement and/or the College. Individuals are encouraged to make a report regardless of when the incident occurred, and to seek any necessary help from campus or community services.



## Time Frame for Reporting

While there is no limit on the time frame for reporting violations of this policy to the College, the College's ability to respond may diminish over time, as evidence may erode, memories may fade, and the respondent may no longer be affiliated with the College. The College cannot pursue disciplinary action against an individual who is no longer affiliated with the College; however, the College will provide reasonably appropriate remedial measures, assist the complainant in identifying external reporting options, and take reasonable steps to eliminate the gender-based or sexual misconduct violations.

## Emergency/Immediate Reporting Options

The first priority for any individual should be personal safety and well-being. The College encourages all individuals to make a prompt report to law enforcement and/or seek immediate medical treatment in response to an incident in order to address immediate safety concerns and allow for the preservation of evidence and an immediate investigative response. The College will help any individual get to a safe place and will provide transportation to the hospital, coordination with law enforcement, and information about the College's resources and complaint process.

## Reporting to the College

All members of the community are encouraged to immediately report potential violations of Gender-Based and Sexual Misconduct Policy directly to the Title IX coordinator or a deputy Title IX coordinator. The Title IX coordinator and deputy Title IX coordinators are available during business hours using the contact information listed below. Upon meeting with the Title IX coordinator or a deputy Title IX coordinator, an individual can learn about options for filing a report with the College and with law enforcement and their rights under each process; discuss immediate safety needs and the option to secure a no-contact agreement; learn information about on- and off-campus resources and supports; discuss needed interim measures; and ask any questions before choosing to disclose information or file a complaint.

Shannon Da Silva  
Title IX Coordinator  
Mary Lyon Hall, room 105  
413-538-3642  
[sdasilva@mtholyoke.edu](mailto:sdasilva@mtholyoke.edu)  
[titleixofficer@mtholyoke.edu](mailto:titleixofficer@mtholyoke.edu)

Latrina Denson  
Assistant Dean of Students  
Deputy Title IX Coordinator  
(students)  
205 Blanchard Hall  
413-538-2551  
[ldenson@mtholyoke.edu](mailto:ldenson@mtholyoke.edu)

Dorothy Mosby  
Associate Dean of Faculty  
Deputy Title IX Coordinator  
(faculty)  
Mary Lyon Hall, room 106  
413-538-2527  
[dmosby@mtholyoke.edu](mailto:dmosby@mtholyoke.edu)

Summer Hutcheson  
Associate Director of Athletics  
Deputy Title IX Coordinator  
(athletics)  
112 Kendall Sports and Dance  
Complex  
413-538-2276  
[shutches@mtholyoke.edu](mailto:shutches@mtholyoke.edu)

Heidi Friedman  
Executive Director of Human Resources  
Deputy Title IX Coordinator  
(staff)  
Skinner Hall  
413-538-3626  
[hfriedma@mtholyoke.edu](mailto:hfriedma@mtholyoke.edu)

## **Provision on Amnesty**

The College recognizes that the fear of disciplinary repercussions may deter reporting or requests for help. The College provides disciplinary amnesty for victims or third-party witnesses who, in the course of seeking support services or reporting a violation of the Gender-based and Sexual Misconduct Policy, disclose personal behavior that would also be a violation of College policy or the honor code. Students who report a violation of this policy, either as a complainant or a witness, will not be subject to disciplinary action by the College for their own personal consumption of alcohol or drugs at or near the time of the incident, provided that any such consumption did not and does not place the health or safety of any person at risk. The College may, nevertheless, initiate an educational discussion or pursue other educational remedies regarding alcohol or other drugs.

This provision does not apply to repeated, flagrant, or serious violations, or violations that caused harm to another person. Amnesty does not preclude action by campus police or other outside legal authorities.

## **Obligation to Provide Truthful Information**

All College community members are expected to provide truthful information in any report or proceeding under this policy. Submitting a false report or providing false or misleading information in bad faith or with a view to personal gain is prohibited and subject to disciplinary sanction. This provision does not apply to reports made or information provided in good faith, even if the facts alleged in the report are determined not to be accurate.

## **Bystander Intervention**

The College expects all of its community members to take reasonable and prudent actions to prevent or stop an act of gender-based or sexual misconduct. Taking action may include direct intervention, calling law enforcement, or seeking assistance from a person in authority. Community members who choose to exercise this positive moral obligation will be supported by the College.

## **Anonymous Reporting**

The College recognizes that some community members or survivors may want to report anonymously. These individuals can make a report at [mtholyoke.edu/diversity-and-inclusion/bias\\_incidents](http://mtholyoke.edu/diversity-and-inclusion/bias_incidents), which gives the option to include contact information or remain anonymous. Anonymous reporting can help the College monitor campus climate and inform its training, program planning and policy development. However, it can be difficult for the College to follow up on a specific incident without knowing the names of the parties involved.

No responsible reporter can take an anonymous report, as they are required by this policy to share all information with the Title IX coordinator.

## **Reporting to Law Enforcement**

The College encourages all members of the College community and third parties to report incidents of gender-based or sexual misconduct to law enforcement when the incident may also constitute a crime under the law of the jurisdiction where the incident occurred. Individuals have the right to notify law enforcement or decline to notify law enforcement and may do so directly to the appropriate agency or through the Title IX coordinator. Reporting incidents of gender-based and sexual misconduct may help protect others from future victimization, apprehend the alleged assailant and maintain options regarding criminal prosecution.

A report to campus police can be filed by going directly to campus police in person or by calling 413-538-2304 from any phone 24 hours a day, seven days a week. Campus police or the Title IX

coordinator can help identify the appropriate law enforcement agency if the incident occurred off campus. Incidents of gender-based and sexual misconduct reported to the College's campus police will be shared with local law enforcement with jurisdiction.

When individuals report to campus police, a campus police officer will take a statement regarding what happened. Campus police can help individuals obtain immediate medical attention, connect to a sexual assault nurse examiner, or take any other actions needed to preserve evidence. Campus police can connect individuals to on-call staff needed to provide immediate mental health support or interim safety measures. Campus police can also discuss options for pursuing criminal complaints, trespass orders, restraining orders or harassment prevention orders.

Under Massachusetts law, the reporting individual may request that their identity be kept confidential in law enforcement records; however, because campus police are employees of the College, information about the report, including personally identifiable information, will be shared with the Title IX coordinator. Filing a police report does not obligate the reporter to participate in criminal or campus proceedings.

To the extent permitted by law, the College will assist a reporting College community member with making a report to law enforce and will cooperate with law enforcement agencies if the complainant decides to pursue law enforcement action. Proceedings under the College's Gender-Based and Sexual Misconduct Policy may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus. Cooperation with law enforcement agencies may require the College to temporarily suspend its own investigation while the law enforcement agency gathers evidence. The College will promptly resume its own investigation as soon as it is notified that the law enforcement agency has completed its evidence gathering process.

The College's definitions of gender-based and sexual misconduct, and its process and standards of proof for finding a College community member responsible for gender-based or sexual misconduct, differ from those used in a criminal prosecution. Accordingly, a reporter may reasonably seek resolution through the College's complaint process, may pursue criminal action, or may choose one but not the other or both. Law enforcement's determination whether to prosecute an individual alleged to have engaged in gender-based or sexual misconduct does not determine whether the College will conduct a Title IX investigation. However, the College may take into consideration any criminal disposition or any information shared by law enforcement in investigation and resolution of the report of gender-based and sexual misconduct.

In addition, individuals can also make direct reports to any of the following agencies:

Hampshire County District Attorney's Office  
One Gleason Plaza  
Northampton, MA 01060  
Main: 413-586-9225, Fax: 413-584-3635

Equal Employment Opportunity Commission (EEOC)  
John F. Kennedy Federal Building  
475 Government Center  
Boston, MA 02203  
617-565-3200

Massachusetts Commission Against Discrimination (MCAD)  
Springfield Office  
436 Dwight Street, Room 220  
Springfield, MA 01103  
413-739-2145

Boston Office  
One Ashburton Place, Room 601  
Boston, MA 02108  
617-994-6000

Office for Civil Rights (OCR)  
U.S. Department of Education  
Region I Boston Office 8th Floor  
5 Post Office Square  
Boston, MA 02109-3921  
Main number: 617-289-0111  
Fax: 617-289-0150  
TDD: 877-521-2172  
[OCR.Boston@ed.gov](mailto:OCR.Boston@ed.gov)

### **Interim Measures**

Upon receiving a report of a potential violation of the Gender-Based and Sexual Misconduct Policy, the College will implement reasonable and appropriate immediate, interim measures to provide support and guidance through the initiation, investigation, and resolution of the matter. These measures will be offered to the individuals involved and for the larger College community. These measures may be both remedial (designed to address a complainant's safety and well-being and continued access to educational or employment opportunities) or protective (involving action against a respondent). The College will determine the necessity and scope of any interim measures. These measures will be available regardless of whether a complainant pursues a complaint or investigation under this policy.

Complainants seeking an interim measure should speak with the Title IX Coordinator, who will evaluate and coordinate such requests on the behalf of the complainant. Protective measures, which involve restricting the rights of a respondent, may require participation in an investigation. When implementing interim measures, consistent with available information to support the reasonableness of the request, the College will seek to minimize the burden on the individuals seeking intervention. These interim measures may be kept in place until the end of any investigation and/or until further notice from the College.

The College will maintain the privacy of any remedial or protective measures provided under this policy to the extent possible and will promptly address any violation of the protective measures. All individuals are encouraged to report concerns about the failure of another individual to abide by any restrictions imposed by an interim measure.

Even when a complainant or respondent does not specifically request an interim measure, the College may choose to implement such an intervention at its discretion to ensure the safety of any individual or the College community. Interim measures may be modified by the College as circumstances change or new information is available.

## **Examples of Interim Measures**

Examples of interim measures include but are not limited to:

- A mutual on-campus no-contact agreement.
- An extension of time for assignments and/or rescheduling of an exam where possible.
- An approval for a reduced academic course load for one semester.
- A withdrawal from a course without penalty.
- A change to work schedules or job assignments where possible.
- Assistance setting up initial appointment for counseling and/or medical services.
- A trespass order.
- Providing an escort.
- Assistance in obtaining a protective order.
- Arranging meetings with campus police to discuss safety planning.
- An approval of a voluntary leave of absence.
- A temporary suspension during the investigation.

The College will consider any other remedy proposed to achieve the goal of safe access to College programs, activities and services.

The College will assist Five College students to the extent reasonably practicable and will coordinate efforts with the Title IX coordinator at the complainant's home institution to ensure resources and supports are provided to the complainant. For example, the College can accompany the complainant to a meeting with the home institution's Title IX coordinator or to a court hearing, and can offer resources, support and remedial or protective measures available on Mount Holyoke's campus. The College does not have the authority or ability to enforce remedial and protective measures or sanctions on other campuses.

In some cases, a student may choose to seek a leave of absence or a reduced course load; these actions may, in turn, affect a student's immigration, visa and/or financial aid status. In such cases, the Title IX coordinator, deputy Title IX coordinators and/or division of student life staff will connect students with the applicable College department or unit so that they may obtain relevant information and assistance.

For more information, support and assistance, and the arrangement of a broad range of remedial and protective measures, contact the Title IX coordinator, deputy Title IX coordinators or anyone in the Division of Student Life, located in Suite 205 of Blanchard Hall or by calling 413-538-2550. Dean of students staff members are responsible reporters and are therefore required to report information disclosed to them about the Gender-Based and Sexual Misconduct Policy violations to the Title IX coordinator.

## **Disciplinary Procedures**

The College follows its Grievance Procedure as a mechanism to investigate and adjudicate a complaint of harassment and discrimination. The Grievance Procedure was established by the College to aid in resolving discriminatory and/or harassing behaviors, and to provide assurance that the College will take steps to prevent the recurrence of any discrimination and to correct its discriminatory effects on the target and others, as appropriate. Title IX imposes specific requirements to the adjudication procedures of a complaint of gender-based or sexual misconduct. The College will use the formal proceedings of the Grievance Procedure, with the required legal modifications, to resolve complaints of gender-based and sexual misconduct as mediation as other forms of alternative

resolution may not be appropriate. Use of this procedure is not intended to impair or limit the rights of any individual to seek remedy available under state or federal law.

The following steps will be taken by the College to investigate and adjudicate a complaint of gender-based or sexual misconduct. For the purposes of this policy, the complainant is the person who was harmed or the reporting party and the respondent is the person who is accused of a policy violation. The complainant and respondent will have equal opportunity to participate in the investigation process.

### **Statement on Time Frame to Resolve a Grievance**

Complaints and reports of gender-based or sexual misconduct should be reported as soon as possible after the incident(s) in order to be most effectively investigated. The College will work efficiently and appropriately to resolve any notice of a grievance in a timely manner.

### **Standards of Proof**

The preponderance of the evidence standard, or more likely than not, is used to make a determination that a violation of the Gender-Based and Sexual Misconduct Policy has occurred.

### **Investigation and Adjudication Process**

#### **Step 1: Notice of the Complaint**

The Title IX coordinator receives notice of a possible violation of the Gender-based and Sexual Misconduct Policy. This notice is given in a number of ways, including through a direct report from the complainant, a third party, campus police, or information shared with a responsible reporter.

#### **Step 2: The Title IX Review**

The Title IX coordinator will initiate a review to gather the details on the alleged violation, to stop any ongoing behavior, to mitigate the effects to the extent possible, and to determine any ongoing risks to the community. This review will also determine if an investigation and adjudication of a complaint is necessary.

The review process includes outreach to the complainant or reporting party to determine what happened and the effects of the behavior. This meeting is the opportunity for the complainant or reporting party to learn about supports available at the College, to request interim measures necessary to mitigate the effects of the behavior, and to express their preference for resolution. The Title IX coordinator will notify the complainant of the ability to contact, or decline to contact, law enforcement if the conduct is criminal in nature and will assist them in doing so if desired. The Title IX coordinator will also discuss the availability of medical treatment to address physical and mental health concerns and to preserve evidence if applicable, discuss required actions under the Clery Act, and explain the College's policy prohibiting retaliation. Students are welcome to bring an advisor or support person to this meeting. See Use of Outside Attorneys and Advisors, below.

#### **Step 3: Determination of an Investigation**

The Title IX coordinator, in consultation with others as necessary, will determine if an investigation of the complaint is required. The Title IX coordinator will give weight to the preferences of the complainant or reporting party and consider ongoing risk to others. The risk analysis includes assessment of:

- The nature and circumstances of the reported conduct.
- The immediate physical safety and emotional well-being of parties involved and of the campus community.

- The seriousness of the alleged discrimination.
- The complainant's expressed preference for resolution.
- The complainant's age.
- Whether this is evidence of a pattern or repeated conduct by the same individual.
- The respondent's rights to receive information about the allegations if the information is maintained by the school as an "education record" under the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g; 34 C.F.R. Part 99.

The Title IX coordinator will either close the case or move the matter to an investigation.

Individuals requesting an investigation and adjudication will be asked to submit a written complaint outlining the charge. The written complaint should include the complainant's contact information, a full description of the behavior, the name of the respondent, a description of what efforts have been made to resolve the issue (if any), and a statement of the remedy requested.

#### **Step 4: Notice to the Respondent**

The Title IX coordinator will meet with the respondent in the matter to notify them that a complaint has been submitted and the allegation will be investigated. In this meeting, the respondent will have the opportunity to review the complaint, learn about support measures available at the College and request interim measures necessary to maintain access to the services and activities of the College. Students are welcome to bring an advisor or support person to this meeting. See Use of Outside Attorneys and Advisors.

#### **Step 5: Investigation**

The College will assign an investigator to review the complaint. The investigator selected will have prior training to handle Title IX investigations. The investigator will meet with the complainant, respondent and any witnesses or other individuals identified by the complainant and respondent. The investigator will also collect and review any other information including photos, written communication and electronic information. Both the complainant and respondent can have a single advisor or support person for meetings with the investigator. The complainant and respondent will also have equal access to submit materials to the investigator as well as knowledge of the date and time of witness interviews and the type of documentation submitted to the investigator.

The investigator will prepare and submit a report of findings to the Title IX coordinator.

#### **Step 6: Review of the Report of Findings**

Both the complainant and respondent will have proctored access to review the investigation report. This review is the opportunity to see the materials the hearing officer will review to determine if a violation of the Gender-Based and Sexual Misconduct Policy has occurred. The complainant and respondent will also have the opportunity to provide any corrections to factual inaccuracies to their own statements as well as submit an impact statement to the hearing officer.

#### **Step 7: Determination of Responsibility and Notice of Outcome**

The hearing officer is a College-appointed official or body assigned to review the complaint, examine the facts presented by the parties involved, including the investigation report, determine responsibility, and if necessary impose disciplinary sanctions. The designation of the hearing officer is based upon the classification type (i.e., student, staff or faculty) of the respondent. Please note the hearing officers may differ for grievances that do not fall under the Gender-based and Sexual Misconduct Policy.

Complaints with a student as the respondent are heard by the vice president for student life (or designee). Complaints with a faculty member as the respondent are heard by the dean of faculty (or designee). Complaints with a staff member as a respondent are heard by the vice president of their division (or designee as determined by the vice president and/or director of human resources).

The hearing officer will send written notice of outcome to the complainant and respondent simultaneously. This notice of outcome will include findings, the sanction, the rationale for each and the time frames and process for appealing the outcome.

### **Right of Appeal**

Both the complainant and respondent have the right to file an appeal with the president of the College or their designee. Individuals may file an appeal based on findings, new evidence that was not available at the time of the hearing, and/or sanctions. Appeals on findings are limited to claims of procedural errors only. Such an appeal must be received in writing by the Office of the President of the College within ten (10) calendar days after the date of the written notice of outcome. The appeal must include the grounds for the appeal. If either the respondent or complainant appeals, the president or her designee will notify the other party in writing that an appeal has been submitted, and the other party will have three (3) business days to submit a response in writing if they chose to do so.

The president's or their designee's decision will be rendered and notice of the decision will be sent within twenty (20) calendar days of the receipt of appeal unless there are significant extenuating circumstances. Both parties would be notified in writing if there was a need for an extension. The president or their designee can either affirm, reject or modify the decision of the hearing officer or body. This decision will be final and binding.

### **Use of Outside Attorneys and Advisors**

Any individual participating in the grievance process or investigation of a complaint of gender-based or sexual misconduct may be accompanied by one advisor of their choosing to all meetings and interviews connected to an investigation. An advisor is any person of the student's choosing and may include parents and outside attorneys; however, an advisor may not be someone who is also participating in the investigation as a witness.

The role of the advisor is to consult and provide advice and support as needed. The advisor is not allowed to speak on behalf of the person they are supporting or to serve as their proxy in written or verbal communications as a part of the Grievance Procedure or investigation.

Individuals must provide the College five work days' advance notice if they opt to have an advisor support them in any part of the process including meetings with College officials and investigators. The College will notify the other party to the grievance if the advisor is an attorney.

### **List of Possible Outcomes**

The outcome(s) for a person found responsible for a violation of this policy depends on the severity of the behavior and specific rights and privileges of the respondent. Sanctions may include one or more of the following:

- required education task or training
- a written warning or directive placed in the respondent's discipline file, including remedial action
- restitution



- job reassignment
- workplace location/office reassignment
- loss of building access or campus privilege
- mandatory withdrawal from a course(s)
- behavioral suspension
- mandatory withdrawal from the College
- expulsion
- employment termination
- a trespass order
- other outcomes as deemed appropriate by the hearing officer

## **Community Responsibility**

### **Guidelines for Community Responsibility**

The following statement was adopted by the Mount Holyoke College faculty in April 1973:

The quality of life in a college such as Mount Holyoke relies on the conscious choice of students, staff, faculty, and administrators to commit themselves to honest and active participation in the creation and preservation of the College community. The decision to form such a community of scholars confers upon its members the special rights and responsibilities that allow the College to function most effectively. The very act of choosing to become a member of the Mount Holyoke community implies a commitment to free inquiry, a search for understanding as central to the liberal arts education, and a willingness to share in the responsibility for maintaining an environment in which these goals may be attained. Should an individual fail to assume such responsibility incumbent upon them, the community itself, through its officially constituted bodies, must take action.

The privileges and responsibilities of the community must embrace both academic and social life at Mount Holyoke. Guidelines only suggest the scope of community responsibility; effective functioning of the College community rests ultimately on the personal integrity of each of its members.

Being a member of this community is a privilege; sharing in the maintenance of this community is a responsibility. The Mount Holyoke College community believes in the necessity of maintaining an environment in which every individual may pursue the lifestyle of their choice. Toward this end, it is the community's responsibility to protect individual rights, and it is the responsibility of every member of this community to respect the rights, opinions, beliefs, and feelings of others. Each member of the Mount Holyoke community is expected to treat all individuals with a common standard of decency. Discrimination by any member of the Mount Holyoke community will not be tolerated.

Community members are drawn together by a common desire to further understanding of the world, each other, and ourselves. Every member is encouraged to explore the opportunities and challenges that this unique institution provides and is expected to share in the responsibility of maintaining an environment guided by mutual respect and understanding.

### **The Honor Code**

I will honor myself, my fellow students and Mount Holyoke College by acting responsibly, honestly and respectfully in both my words and deeds.

Upon matriculation, each student brings a wide variety of experiences, hopes and goals to Mount Holyoke College. These backgrounds create and continually shape communal goals and ideals. The

honor code is the hallmark of life together at Mount Holyoke College. Simply stated, it means that each student is responsible for maintaining their own integrity and the integrity of the Mount Holyoke community. While broad in its applications, it provides a guideline for decision making that holds each student to principles of good conduct toward themselves and others.

While this code of honor allows for a significant degree of individual freedom, the definition of a general framework of values is necessary. In choosing to live by a social honor code, students agree to integrate the following standards into the College's definition of personal honesty as outlined in the following interpretation of the code:

**Responsibility:** Though each student's individual conception of responsibility is unique, the College trusts that every student will demonstrate ownership of their actions and will recognize the ways in which their actions affect their peers, the College, and the greater community. Each student maintains the ability to express themselves with integrity, which is crucial to the development of a community that is personally challenging, both intellectually and socially.

**Honesty:** A sense of honesty is fostered by the individual's ability to express themselves in a candid and forthright manner.

**Respect:** Respecting themselves and others requires that every individual maintain the integrity of their own values, while acting in a way that is careful and considerate of others. In the College community, mutual respect can be obtained only by valuing free inquiry, respect for difference, and intellectual honesty.

The framework of the Mount Holyoke College Honor Code assumes adherence to the rules and regulations of the College, which are designed to promote intellectual and social pursuits and to ensure personal safety. In addition, the College protects and upholds civil rights, and is committed to an inclusive and diverse community. A Mount Holyoke student demonstrates their respect for individual freedom by conducting themselves with maturity and honor, and by showing due concern for the welfare of other members of the community.

## **Conflict Resolution Through Positive Confrontation**

Differences of opinion, ideals, and values are inevitable in a diverse community. The College encourages individuals to speak directly with the person(s) with whom they experience a conflict. Addressing conflict early and often can build a common understanding of behavior, establish clear expectations and boundaries, and preserve future interactions with the parties involved.

### **Formulating a Positive Confrontation**

This section has been adapted from "Formulating a Positive Confrontation" (2012) to help students develop positive confrontation skills.

It is hard but possible for confrontation to be respectful and even caring. Confrontation can be appropriate and valuable for the person being confronted. Some people are unlikely to improve or change behaviors that affect others negatively unless they are made aware that their behavior is problematic.

The key to ensuring that confrontation produces positive outcomes is handling confrontation skillfully. These four steps will help achieve the stated goal of the confrontation, and with effort and practice, this caring approach to confrontation will become automatic:

### **1. Define the behavior**

It is important to identify the problematic behavior and to avoid using judgmental or accusatory words when describing the behavior. A factual, no-blaming description can help to reduce defensive reactions.

### **2. Identify the impact**

Explaining how the behavior creates a negative impact on an individual or the community clarifies why a behavior change needs to be made.

### **3. Identify the emotions**

You are likely to respond emotionally when someone's behavior affects you negatively. If you do not express these feelings, they accumulate, which can result in your exploding inappropriately sometime later or at someone who doesn't deserve your attack. To help you identify the negative feelings involved, consider these basic emotion categories: mad, sad and scared.

### **4. Define the objective**

What do you hope to accomplish with your confrontation? Do you want the person to stop the behavior in question or use a different behavior or method? Are you willing to have the person suggest alternatives? Remember, people are most likely to follow through and implement a change they thought of themselves. Ask for what you want rather than using a command, which may sound intimidating and interfere with a successful negotiation outcome.

### **Phrasing the Confrontation**

Developing the four steps in the confrontation formula will help you prepare for discussion. Next comes planning what you will say. It's important that you prepare openings and other statements prior to the confrontation to ensure that your statements are respectful and non-threatening. Writing these statements or mental rehearsal helps to assure a successful negotiation.

### **Preparing for Confrontation**

It sounds easy when the words are provided, doesn't it? You can learn to confront appropriately and effectively, but it will require practice. We encourage you to continue practicing the four steps with your peers. The more you continue to practice and have discussion, the more confident you will become with the skills necessary in positive confrontation.

Remember, we are all here to support you as you continue to enhance these skills.

In situations where dealing with the situation on your own has been unsuccessful, or appears inappropriate because of safety, students should seek the assistance of others including but not limited to:

- Graduate Program Director or Assistant Director
- Graduate Program Coordinator
- Division of Student Life
- Honor Code Council (HCC)
- Ombudsperson
- Campus Police

# College Disciplinary Process

The College disciplinary process is not intended to be legalistic or punitive but rather a system that is educative and restorative. The disciplinary process should help the student gain a better understanding of College policies and procedures, and established community standards. The College disciplinary process is very different from the criminal justice system. Differences include the level of proof required, the format, the adjudicator, and the use of attorneys. The College disciplinary process is not designed to address innocence or guilt or concepts of right or wrong. The College disciplinary process evaluates behavior to determine if a student is responsible or not responsible for violating established policy, procedure or the honor code.

## Adjudication by Office and Department

The College has designated the Office of Residential Life, the Division of Student Life, the Dean of Studies and the Honor Code Council to serve as hearing bodies to address violations of policy, procedure or the honor code. When a graduate student has been accused of a violation of policy, procedure or the honor code the division of Professional and Graduate Education will coordinate with the existing designated offices through the adjudication process. Below are examples of the conduct adjudicated by each of the designated offices.

### Office of Residential Life

- Inappropriate conduct that occurs within the residence halls and other College-owned housing units.
- Violations of policies specific to living in the residence halls (e.g., Escort, Fire Safety, Guest, Housing, Noise/Quiet Hour, Pet, Smoking).
- First offense violation of the College Alcohol Policy and/or Drug Policy.
- Questionable behavior that may not violate campus policy, but affects others within the community.

### Division of Student Life

- Inappropriate conduct that occurs outside of the residence halls, including inappropriate conduct that occurs at Amherst, Hampshire, Smith, UMass Amherst or off campus on College-related business.
- Violations of policies that involve harm to self and others.
- Repeated violation of the College's Alcohol Policy and/or Drug Policy.
- Repeated violation of policies specific to living in the residence halls.
- Noncompliance to sanctions issued by the Office of Residential Life or the Honor Code Council.
- Questionable behavior that may not violate campus policy, but affects others within the community.

### Dean of Studies

- Chair of Academic Honor Board, reviewing dishonorable academic conduct, such as plagiarism and cheating (See Academic Honor Board).
- Chair of Academic Administrative Board, reviews both student petitions and student records in January and June each year to determine actions such as probation, suspension or required withdrawal based on academic performance.

## **Honor Code Council**

- Peer-to-peer complaints of violation of honor code.
- Peer-to-peer complaints of inappropriate behaviors.
- Violation of campus practice or protocol (e.g., student failing to swipe OneCard during meals, student blocking an accessible entrance by locking their bike to a handicap ramp, or student refusing to adhere to regulations in Kendall).
- Non-compliance with sanction issued by the Office of Residential Life or the Dean of Students.
- Violations of policy where the facts of the case are disputed during an administrative hearing with the Office of Residential Life or the Dean of Students.

The majority of the reported violations are heard during an administrative meeting or conference with a member of the Residential Life or Division of Student Life office using notice of the violation as evidence of the violation. The hearing officer and/or the student alleged to have violated policy may request that a matter go to the Honor Code Council in instances where the initial violation report is contested or a fuller investigation is required.

There will inevitably be conduct that confuses lines of accountability. In instances such as this, the sensitivity of the issue, severity of the behavior, or severity of the outcome will determine the hearing body. In many cases, officials from the various hearing bodies will convene to address the behavior.

## **Standards of Proof**

The College uses the preponderance of the evidence standard (more likely than not) as the threshold for determining responsibility for a campus violation or conduct issue.

## **Disciplinary Sanctions**

Sanctions are not intended to be punitive but rather, to educate and restore the community. The following list gives examples of possible disciplinary sanctions:

- Letter of warning.
- Mandatory educational project.
- Mandatory written apology.
- Restitution in money or in kind to the College or individual for a loss caused by the student.
- Required service completed within the Mount Holyoke community.
- Temporary or permanent loss or suspension of privileges or use of College facilities.
- Removal from office or position of responsibility.
- Social probation.
- A notice stating that further violations during a specified period of time will result in increased sanctions or immediate suspension.

Students on social probation are not in good standing with the College, which may have an impact on a student's ability to participate in certain activities connected with or related to the College both on and off campus (i.e., participation in events where alcohol is served, school-sponsored excursions/trips, and forfeiture of use of a College facility).

Students who are not in good standing with the College may not be allowed to hold a leadership position in any registered student organizations or position of authority. In addition, students may also be removed from appointed or elected leadership positions of any registered student organizations or position of authority.

When asked, the Division of Student Life will report the student's standing to College offices, which will weigh their behavior against access to a specific job, privilege or activity of the College.

### **Behavioral Agreement**

A behavioral agreement is a written notice that names a particular behavior that is problematic within the community. A student is warned that continued negative behavior will result in a suspension. A behavioral agreement is used when the problematic behavior has had a consistent negative impact on others. Behavioral agreements are private and not ordinarily shared with other offices on campus.

### **Recommendation of Separation**

When the hearing officer determines that an appropriate sanction mandates a separation from the College, the hearing officer will make this recommendation to the dean of students. The dean will either approve the recommended sanction or suggest an alternative in lieu of suspension.

Separations from the College include:

- Suspension from the College: a required leave from the College for a specific period of time that goes into effect immediately.
- Suspension in abeyance: a required leave from the College for a specific period of time; however, the start of the suspension is delayed.
- Required withdrawal: a required leave for an unspecified period that requires a process of application to return to the College.
- Expulsion from the College: the permanent termination of an individual's status as a student, with the loss of all rights and privileges of a student at Mount Holyoke College.

Note: A combination of these sanctions can be applied to a specific instance. A student's failure to fulfill sanctions imposed may result in further proceedings and additional sanction, including suspension or expulsion from the College.

A disciplinary outcome letter is placed in the student's educational file in instances where the student is found responsible for the alleged violation. The release of conduct information is subject to the requirements of the Family Educational Rights and Privacy Act (FERPA), and may be accessible to future employers, graduate schools, etc. when a student requests that information be provided them.

### **Appeals**

A student may appeal a finding and/or related sanction to the appeals officer. The specific appeal officer will vary based on the nature and severity of the violation. The name and contact of the appeals officer will be included in the disciplinary outcome letter. Appeals are accepted only on the grounds of new information that was not present at the time of the hearing, bias in the hearing process, procedural error or inappropriate sanction.

Appeals based on information not known by or available to the appealing party at the time of the hearing must be submitted within three (3) business days after the information is discovered. Appeals on any other criteria (i.e., sanction, procedural error or bias) must be submitted within three (3) business days after the date noted in the disciplinary outcome letter.

Once the appeals officer receives a request for an appeal, they will notify the hearing officer. The hearing officer will provide the appeals officer with all of the information and materials gathered to make the initial determination. Materials forwarded to the appeals officer include a copy of campus violations report, investigation report (if any), witness statements (if any), the decision letter, and in

the case of an honor code hearing, copies of information presented at the hearing and a recording or transcripts from the hearing.

The appeals officer may uphold the previous decision, reverse or alter the previous decision, reduce the sanctions, or return the case to another hearing body for further consideration or proceedings.

## **Record Keeping**

All records of disciplinary procedures are kept in private files in the Residential Life and Dean of Students offices. A summary of the violation and related outcomes are maintained by the College's student information system. After a student's graduation, the records are kept for seven (7) years; after seven (7) years, the identities of the individuals involved are redacted, but the records are kept for historical purposes.

## **Administrative Hearing Procedures**

The Office of Residential Life and the Dean of Students will conduct an administrative hearing to determine if a violation of policy has occurred and what sanction, if any, will be issued as a result of that policy violation. The administrative hearing should help the student gain a better understanding of College policies, procedures, and established community standards.

The administrative hearing is designed to build:

- Awareness of the behavior in question.
- Awareness of the effect of behavior upon others
- Awareness of the effect of behavior upon oneself.
- Awareness of alternatives.
- Problem-solving skills.
- A sense of responsibility for one's actions and accountability to the community.

## **Steps to an Administrative Hearing**

The Division of Student Life or the Office of Residential Life receives an information report (referral) of an allegation of inappropriate behavior or policy violation. Campus police or the residence hall student staff typically generates the report. The College will review reports from any member of the College and from third parties. In the course of providing the student a fair and impartial review, the College will release the name of the third party.

The following is a description of the steps leading to an administrative hearing:

1. The associate director of residential life and/or the dean of students will review the referral and route it to the appropriate hearing body as described earlier in this document.
2. Within three (3) business days of receipt of the notice, the assigned hearing officer will send a notice (via email) requesting a meeting with the students to probe the situation and determine if a violation took place and the specific student's responsibility for the violation. This letter requesting a meeting will include:
  - a. Reference to the date, time, location, and type of the violation in question.
  - b. The date, time, and location of the meeting.
  - c. A deadline to reschedule the meeting.
  - d. Next steps that will be taken should the student fail to reschedule or fails to attend the scheduled meeting.

3. The hearing officer will meet with the students to discuss the information in the referral. This is the point in the process when the student can respond to the allegation, presenting any information that confirms or disproves the allegation:
  - a. If the student accepts responsibility for the allegation, the hearing officer will then decide upon a sanction. The hearing officer will reference the student's past disciplinary offenses when deciding upon a sanction.
  - b. If the student is found not responsible for the allegation, the hearing officer will note the finding of not responsible on the campus violation report or incident report. There will be no reference of the allegation in the student's record. The report will be filed for recordkeeping purposes.
  - c. If the student does not accept responsibility for the allegation, the hearing officer can:
    - i. Continue with the administrative hearing where the hearing officer will render a decision based on the preponderance of the information standard presented.
    - ii. Request/refer the allegation to a hearing by the Honor Code Council. A hearing by the Honor Code Council will allow for the use of witnesses and other relevant materials as evidence to determine if the student is responsible for a violation of policy.

## **The Honor Code Council (HCC)**

### **Duties of the HCC**

The HCC shall have the following duties, powers, and responsibilities:

- To adjudicate cases involving the violation of nonacademic regulations. There are some exceptions to this including alcohol and drug violations, some residence hall-based violations, and cases that are deemed more appropriate for adjudication by the dean of students in consultation with the HCC.
- To review, at the request of any group or individual member of the College community or at its own initiative, existing nonacademic regulations and policies. The HCC shall recommend modifications to the appropriate structures of the College when these regulations are in conflict with state or federal law, safety or health regulations, individual rights, the general welfare of the community, or the ability of students to maintain a system of shared governance under which nonacademic regulations are made and enforced.
- To educate students, faculty and staff as to its activities. The HCC shall consult with appropriate campus committees such as the Student Government Association and the Advisory Committee on Multicultural Community and College Life (MCCL) periodically to discuss issues of common concern.
- To serve as the board of appeal for class board elections as specified in Article V.J (e) of the constitution of the class board.
- To hear disciplinary cases in the area of student nonacademic life that is not specifically delegated to other bodies. The HCC shall not assume executive, legislative, or judicial powers conferred on the SGA under its Grant of Power.



## **Composition of the HCC**

The HCC shall consist of at least seven selected students and an advisor. The HCC shall choose the chair from among its student members. The term of service of the selected students shall be a minimum of three academic semesters.

## **Selection of HCC Members**

The advisor and the continuing members of the HCC will conduct an interview process to select new members of the committee. The HCC will publicize the openings anytime the current membership falls below five active members (including the chair). Any student who is in good academic and social standing with the College can apply to be on the council. A representative of the Student Government Association is asked to take part in the selection of HCC members to ensure the HCC membership represents the broadest set of goals and ideals of the student body.

## **Role of the Chair of the HCC**

The chair of the HCC manages the weekly meetings of the council, coordinates training, and responds to questions and concerns. The chair shall preside over hearings and is responsible for procedural correctness during the hearing proceedings. The chair does not vote except to break a tie. During the hearing, the chair shall resolve any procedural question that may arise. The chair is responsible for ensuring the orderly conduct of hearings. The chair is the point of contact for all parties in the hearing.

## **Role of the HCC Advisor**

The HCC advisor shall be the assistant dean of students/director of residential life or designee. The primary role of the HCC advisor is to provide the HCC with clarifying information and general assistance throughout the hearing proceedings. The HCC advisor serves as a nonvoting member of the board. The HCC advisor may also, in their discretion, when circumstances warrant, extend or adjust time periods set forth in these procedures.

## **HCC Disciplinary Procedures**

The HCC's disciplinary process is a procedure for determining the facts surrounding a complaint that a student has violated College policy or the honor code. The HCC strives to make a fair and informed resolution of the complaint. The procedures are designed to treat all matters individually, and to ensure fairness in all considerations. The HCC is not designed to and should not be expected to function as a court of law, and the College reserves the right to modify the College policy, the HCC disciplinary process, and any other provision contained herein.

## **Filing a Complaint**

Any member of the Mount Holyoke community may file a complaint against a student. Complaints should be filed with the HCC after an initial attempt to resolve the matter has failed. Individuals desiring a hearing should complete the complaint form. The complaint form is available online at [mtholyoke.edu/deanofstudents/hcc-complaint-form](http://mtholyoke.edu/deanofstudents/hcc-complaint-form). The complaint form must contain a detailed description of the conduct alleged to violate College policy, a description of past efforts to resolve the complaint, a listing of the exact policy violated, documentation and materials to support the allegation, and a list of names and contact information of witnesses and other parties involved with the complaint. The complainant, the person submitting the complaint, can email the completed form to [hcc@mtholyoke.edu](mailto:hcc@mtholyoke.edu) or return the form to the Division of Student Life, Blanchard Hall, room 205.

By filing a complaint with the HCC, the complainant agrees to comply with all HCC disciplinary procedures. A complaint may be withdrawn at any point before deliberation by the

hearing board. Complaints must be received within 14 days of the alleged violation, or within 14 days of the date that the complainant became aware of the alleged violation. If a complaint is filed after those 14-day periods, the HCC advisor and HCC chair will determine whether to accept the case based on the specific reasons for the delay in filing. In the event that a case is filed during Intersession, College breaks, over the summer, or during a significantly stressful academic time of year, the advisor and chair may determine to alter the case timeline or refer the case to another hearing body.

### **Initial Review of the Complaint by the HCC**

Within seven days, or such further period of time as is warranted, after receiving the complaint the HCC shall make a judgment by majority vote, to accept the case, refer the case to a College office for disposition, or dismiss the complaint. The HCC bases this decision on the type of the alleged violation and efforts the complainant has taken to resolve the case directly (when appropriate). If the case is accepted by the HCC, a hearing is organized. If the complaint is dismissed, no record of the complaint shall be kept. If the case is referred to another office, all materials will be forwarded.

The advisor redacts the name of the complainant and respondent of the complaint during the vote to accept the case. The hearing board is selected at this time, providing an opportunity for council members to recuse themselves due to a possible conflict of interest. Once a complaint is accepted, the complainant and respondent (the person alleged to have violated policy or the honor code) are notified that the case has been accepted and that a hearing will be scheduled.

### **When a Complaint is Accepted by the HCC**

Once a complaint has been accepted by the HCC, a hearing will be scheduled to determine the facts and responsibility. A letter will be sent from the chair of HCC to all involved parties outlining the hearing procedures and listing the names of the hearing board members along with the date and time for a hearing. The parties of the hearing will have an opportunity to provide evidence, names of witnesses, resolve possible rescheduling conflicts, or request the removal of a hearing board member due to potential bias or conflict of interest.

All involved parties are required to attend the hearing. Should a complainant or respondent fail to be present for the hearing, the HCC will proceed without their involvement and make a determination based upon the information provided. Academic conflicts should be directed to the chair or advisor, who may decide to reschedule or proceed with the hearing. All procedural and process questions and support needed before a hearing should be directed to the chair or advisor.

In the event that there is an associated criminal complaint pending, the hearing board may, but is not required to, delay the hearing until the completion of the criminal proceedings.

## **Hearing Proceedings of the Honor Code Council**

### **Composition of the Hearing Board**

The composition of the hearing board will be determined at the discretion of the council. The hearing board will consist of at least five members, one of whom will be the chair.

### **Conflicts of Interest**

Any HCC member, the respondent, or the complainant must make known to the chair any actual or perceived conflict of interest with regard to any proceeding conducted under these procedures within five days of the initial notification by the chair. The respondent or complainant must submit a written request demonstrating specific information why a particular person should not be a part of a hearing

board for the case. If the chair deems that a conflict exists, another member will be substituted. If the chair is excluded in this process, the HCC will appoint another member of HCC or a judicial advisor to act as chair during the hearing. If exclusions due to bias or scheduling reduce the number of available hearing board members, the hearing may continue before the remaining members.

### **Steps to the Hearing**

Below are the steps of the honor code hearing process:

1. Reading of the charge and the related policies.
2. Response from the respondent (person or persons alleged to have violated policy or the honor code).
3. Statement of any additional facts from the complainant (person bringing forward the case).
4. Questioning of claimant and respondent by hearing board.
5. Questioning of witnesses by complainant, respondent and hearing board.
6. Final round of questions by the hearing board.
7. Summary statement from complainant and respondent.
8. Deliberations.
9. Delivery of finding and sanctioning, if appropriate.

The complainant and respondent have the opportunity to state their case and will be expected to answer honestly and clearly questions of the hearing board. The complainant, the respondent and the hearing board may ask the chair to admit witnesses to the case, and approval will be granted by the chair based on the chair's judgment as to the relevance of a witness's information. Both the complainant and the respondent will be permitted to question each witness, provided their questioning is reasonable and relevant, as determined by the chair. If a witness is unavailable, their statement shall normally not be admitted. The hearing board shall consider only information admitted at the hearing. It is the responsibility of both the complainant and the respondent to organize their cases to the best of their knowledge, providing all documentation, witnesses and facts relevant to the matter.

To the extent possible, the complainant and the respondent will both receive at least one day in advance a list of witnesses who will participate in the hearing. Before the hearing proceedings, the complainant and the respondent may not communicate (including in writing, by telephone, by email, online, verbally, etc.) with witnesses proposed by the other party. Any attempt to do so would be a violation of College policy.

It is expected that any member of the College community who is requested to be a witness will make every effort to attend the hearing.

The hearing board shall provide for a verbatim record, i.e., an audio recording, of all hearings, which shall be available, together with copies of all exhibits, to the complainant and the respondent for purposes of appeal. All materials are confidential. The complainant and/or the respondent have the right to listen to the tapes in a confidential space arranged by the HCC judicial advisor. The recordings will also be available, in the event of an appeal, to the dean of the College. The verbatim record is destroyed once the appeal window has closed.

The rules of evidence and procedures applicable to courts of law are not applicable at the hearing. The HCC uses the preponderance of the evidence standard (more likely than not) as the threshold for determining responsibility. The chair will make decisions on the inclusion or exclusion of information,

to safeguard the fairness and integrity of the hearing. The hearing will be conducted with an emphasis on the goals of attempting to ascertain fact and reaching a finding that is appropriate to the rights of the students, to the College community, and to the educational mission of the College.

Except for members of the hearing board, the complainant, the respondent, advisors and witnesses, the hearing is closed.

### **Advisors**

The complainant and the respondent may each be accompanied at the hearing by an advisor of their choosing. Advisors may include peers, Mount Holyoke College faculty or staff, parents or outside attorneys. The role of the advisor is to consult with the student and provide support as needed. The advisor is not allowed to speak on behalf of the student nor can the advisor serve as their proxy in written or verbal communications. The College will notify the other party to the complaint if the advisor is an attorney. A complainant or respondent who wishes to have an advisor at the hearing must inform the chair of the HCC of the name of the advisor 48 hours in advance of the hearing.

### **Decision of the Hearing Board**

In the event that a respondent announces responsibility for a violation at the beginning of a hearing, the board will move directly to the sanctioning phase of the hearing, only considering presentations from the complainant and respondent regarding appropriate outcomes.

After the complainant and the respondent have presented their cases and suggested possible outcomes, the hearing board will meet, in private, to determine whether a violation of College policy has occurred. The hearing board will consider whether or not the conduct in question violates the standards of conduct of the community as expressed in the honor code and/or the College's rules, regulations, and policies. In determining whether a violation occurred, the hearing board will not review or consider any previous disciplinary history of the respondent. The respondent's disciplinary record will be taken into account during the sanctioning process. A majority of the voting members of the hearing board is needed to find that a violation occurred. A tie is broken by the chair. If the hearing board deliberation lasts more than 20 minutes, the board will call a recess and inform the complainant and the respondent of when they will reconvene.

The hearing board will announce its findings to the complainant and the respondent at the hearing. In the event that the respondent is found responsible for an honor code violation, all rulings on sanctions will then be announced to the respondent only, except to the extent that the sanction affects the complainant directly (e.g., a no-contact agreement or restitution). The hearing board will notify the complainant separately in these instances.

The chair will send a letter approved by the board to the complainant and the respondent summarizing the finding of the board and, if a violation was found, the sanctions to be imposed to the respondent. When a violation has been found, this letter will be placed in the respondent's disciplinary file.

### **Basis for Decision**

The determination of a violation of the honor code and/or College policy shall be made on the basis of whether it is more likely than not that the respondent violated the honor code and/or College policy according to the information presented at the hearing.

## **Multiple Respondents**

When one incident involves more than one student, the chair may determine that the hearing board shall hear the cases together. If the chair concludes that this may result in unfairness to one or more students, the chair may direct that separate hearings be held.

## **Policy on Hearings During Reading Days and Exams**

No disciplinary proceedings will take place during reading days or exams. Notice of violations or complaint forms received later than one week prior to the end of classes will be referred to the Dean of Students or held over for adjudication in the following semester.

## **Academic Honor Board**

### **Statement of Policies and Procedures Form**

The Statement of Policies and Procedures Form is used to report an alleged violation of the Academic Honor Code: [mtholyoke.edu/academicdeans/report-form-alleged-honor-code-violation](http://mtholyoke.edu/academicdeans/report-form-alleged-honor-code-violation).

### **I. Academic Rights and Responsibilities**

Mount Holyoke College is a community of students, faculty, staff and administrators committed to free inquiry and the pursuit of knowledge in the tradition of the liberal arts. The decision to join this academic community requires acceptance of special rights and responsibilities that are essential for its effective functioning and the realization of its mission. All members of the community share the responsibility to uphold the highest standards of academic integrity. Failure to accept and act on this responsibility threatens the rights of the rest of the community by undermining the trust upon which the community is built.

Students, faculty, staff and administrators assume a commitment to the academic community that supports teaching and learning in an open environment based on mutual trust, respect, and concern. All members of the community have the right to careful and constructive analysis of their work, and they have the responsibility to provide a serious response to the work of others.

Each member of the academic community has the right to benefit from its collective knowledge and resources as well as the responsibility to contribute to them. Plagiarism or other forms of scholarly misconduct can have no purpose or place in the academic life of the College. Each student is responsible for observing established procedures in the preparation of assignments, the writing of papers and examinations, and for submitting only original work.

Each instructor is responsible for making clear what procedures are acceptable when completing work for a course and for guiding students in those methods and standards of research relevant to the particular discipline. Instructors and students share the responsibility to observe the procedures established by the College and publicized in official announcements, such as those for preparing and writing final examinations.

A carefully maintained library collection is central to any academic institution. The collection is built over a long period of time and must be preserved for the benefit of future students and faculty members as well as for those who currently use the collection. The open stacks and reserve book privileges of the library require that all members of the community accept responsibility for the correct use of library materials and for following the established borrowing procedures. Students should be

aware that reserved and limited materials must be shared; instructors should allow for sufficient time and adequate copies when assigning work that relies on such materials.

## **II. The Honor Code**

### **A. The Pledge**

All new students take the honor code pledge during Orientation. Upon matriculation, students affirm their intention to abide by the honor code: “I will honor myself, my fellow students and Mount Holyoke College by acting responsibly, honestly and respectfully in both my words and deeds.” The honor code applies to both the academic and social aspects of student life. It forms the foundation of the Mount Holyoke community. The Proper Use of Sources Tutorial, <http://guides.mtholyoke.edu/c.php?g=879988>, provides information on different forms of academic dishonesty and links to helpful websites for further information.

International students, or students who have attended schools abroad, may not be familiar with the concept of an Academic Honor Code as defined within a U.S. context. These students should also consult the special publication prepared by the McCulloch Center for Global Initiatives titled “Academic Responsibility at Mount Holyoke College: What International Students Should Know” at [mtholyoke.edu/sites/default/files/global/docs/academic\\_responsibility\\_pamphlet\\_for\\_intl\\_students.pdf](http://mtholyoke.edu/sites/default/files/global/docs/academic_responsibility_pamphlet_for_intl_students.pdf).

### **B. Violations of the Honor Code**

Infractions of academic regulations include but are not limited to:

- All forms of plagiarism.
- The unauthorized or unacknowledged use of material that is not a student’s own.
- Cheating in any form in preparing assignments (including homework, essays, or take-home exams), in completing in-class work (including quizzes or tests), or in taking a final examination.
- Theft, mutilation, and unlawful or improper use of library materials.
- Unlawful or improper use of digital or online materials (e.g., Moodle).

Violations of academic responsibility in preparing coursework include, but are not limited to:

- Using quotes without appropriate quotation marks and citation.
- Paraphrasing from a source without appropriate citation.
- Using unacknowledged or unauthorized outside sources including those of a fellow student or colleague.
- Misrepresenting the actual source from which material is cited.
- Failing to acknowledge a coauthor.
- Using a purchased term paper to complete any portion of an assignment.
- Submitting the same or substantially similar papers in two courses without prior permission and proper acknowledgment.
- Submitting in whole or in part the work of another student or author as a student’s own.
- Falsifying data.

Violations of academic responsibility related to final examinations include but are not limited to:

- Using notes, books or other sources during examinations without prior approval by the instructor.
- Receiving help from or giving help to another student during an examination.
- Revealing the content of an examination before all students have completed it.
- Exceeding the allotted time for an examination without prior authorization.

- Failing to follow examination procedures as published by the registrar and printed on the final examination envelopes.

Violations of academic responsibility in using the library include, but are not limited to:

- Removing a book from the library without properly checking it out.
- Keeping a reserve book beyond the specified time limit.
- Marking, defacing or destroying library materials.

Violations of academic responsibility in using digital or online resources include, but are not limited to using unauthorized or unacknowledged software or online materials and plagiarizing in any of its forms.

### **III. The Academic Honor Board**

#### **A. Purpose**

The Academic Honor Board (hereafter referred to as the AHB) reviews and adjudicates all alleged academic violations of the honor code. The AHB ensures consistent interpretation of the honor code, swift and impartial review of alleged infractions, and fair and equitable sanctions for confirmed violations. The AHB also serves as a resource for students, faculty and administrators when questions concerning the interpretation of the Academic Honor Code arise, regardless of whether an infraction is believed to have occurred. The existence of the AHB serves as an ongoing reminder of Mount Holyoke College's commitment to academic integrity and the enforcement of its academic principles. The AHB is distinct in both composition and purpose from the Honor Code Council, which is a student disciplinary board tasked with reviewing alleged violations of the honor code relating to social conduct.

#### **B. Membership and Tenure**

1. The dean of studies ex officio, who shall serve as chair of the AHB.
2. Three additional faculty members appointed by the dean of faculty, one each from the three academic divisions of the College (humanities, science and mathematics, and social sciences).
3. One student recommended by the Honor Code Council and appointed by the dean of studies.
4. The three faculty members shall serve staggered three-year terms, with at least two continuing members each academic year. The student may serve until graduation.

#### **C. Responsibilities**

1. Interpret the honor code in an advisory capacity for students, faculty, staff and administrators seeking clarification.
2. Establish and publicize clear procedures for adjudicating alleged violations of the honor code.
3. Receive all complaints concerning alleged academic violations of the honor code.
4. Review promptly all reported complaints, ensuring that a fair, consistent and confidential process is followed.
5. Recommend or decide on appropriate sanctions when the AHB determines that a violation of the honor code has occurred. No disciplinary action may be taken by a faculty or staff member concerning an alleged violation without prior consultation with the AHB.
6. Present an annual report to the faculty summarizing all cases heard and their resolution. The names of the parties involved in the cases shall be omitted to protect confidentiality.

## **IV. Process for Adjudicating Complaints**

### **A. Filing a Complaint**

Any community member who suspects a violation of the Academic Honor Code should promptly submit a report to the AHB using the online form, [mtholyoke.edu/academicdeans/report-form-alleged-honor-code-violation](http://mtholyoke.edu/academicdeans/report-form-alleged-honor-code-violation). Reports should contain a complete description of the incident and the identity of the alleged violator(s). Supporting material, if available, should be submitted to the dean of studies.

### **B. Notification of Charges**

1. The AHB will provide a written notification to the student accused of violating the Academic Honor Code (hereafter the “respondent”). The notification will specify the alleged violation and the identity of the person filing the complaint (hereafter the “complainant”). The student must respond in writing to the charge within the time frame given in the notification.
2. The College’s primary means of communicating with students is through their Mount Holyoke email accounts; students are responsible for reading and responding to all official emails sent by the College.

### **C. Investigation of Charges**

1. The AHB will review the complaint and any supporting material within two weeks and determine if sufficient grounds exist for adjudication.
2. If the board determines there is insufficient evidence, the charges will be dismissed and the complainant and respondent will be so notified.
3. If the board determines there is sufficient evidence, the dean of studies will communicate with the complainant and the respondent and proceed as follows:
  - a. If the respondent accepts responsibility for the alleged violation and it is a first violation, the AHB will offer the option of an individual meeting with the dean of studies or a hearing before the full Academic Honor Board to finalize adjudication.
  - b. If the respondent denies the alleged violation or if it is a repeat violation, the dean of studies will schedule a hearing with the full Academic Honor Board.

### **D. Procedure During the Hearing**

1. Hearings require the presence of the dean of studies, who serves as chairperson, at least two other members of the AHB, and the respondent. The respondent may request the presence of the appropriate class dean or academic advisor, but this person may speak only with the respondent during the hearing. Additionally, the AHB may require the complainant and/or additional witnesses to appear at the hearing.
2. The chair will summarize the alleged Academic Honor Code violation.
3. The respondent will respond to the allegations.
4. The complainant and/or witnesses (if present) will offer their account of the incident.
5. The respondent may offer a rebuttal to the statements of the complainant and/or witnesses.
6. AHB members may question the respondent, the complainant, and/or any witnesses.
7. The complainant and/or witnesses will have the opportunity to make final statements.
8. The respondent will have the opportunity to make a final statement.



## E. Resolution of Complaints

1. The AHB shall meet in closed session immediately after the end of the hearing to deliberate and render its decision.
2. The dean of studies shall communicate the AHB's decision in writing to both the respondent and the complainant. The decision shall be communicated within two business days from the conclusion of the hearing.
3. The AHB will resolve the complaint in one of the following three ways:
  - a. **No violation** — A decision that the respondent did not violate the honor code.
  - b. **Warning** — A decision that the preponderance of evidence does not clearly confirm a violation but the facts of the case raise sufficient concern.
  - c. **Violation** — A decision that the accused student did violate the honor code as charged and is subject to sanctions.

## F. Sanctions

1. Violations of the honor code are among the most serious offenses that a student may commit at Mount Holyoke College. The AHB shall invoke penalties at its discretion, up to and including suspension or dismissal from the College. The number and nature of violations shall be taken into account in the deliberations of the AHB.
2. Once a complaint involving a student's work in a particular course has been filed with the AHB, the respondent may not withdraw from that course until the complaint has been resolved by the AHB.
3. **For first violations:** The AHB will consult with the faculty member in whose class the violation occurred concerning the choice of sanction, but the final decision as to which option is selected rests with the faculty member. The AHB will recommend one of the following sanctions depending on the nature and level of the first violation:
  - a. An F (failing grade) for the specific exam, paper or other assignment; the student may elect to withdraw from the course by the appropriate deadline, and thus lose credit for the course.
  - b. Expulsion from the course with a W (withdrawal) recorded on the student's transcript.
  - c. Expulsion from the course with an F (failing grade) recorded on the student's transcript.
4. **For subsequent violations:** The AHB will consult with the faculty member in whose class the most recent violation occurred, but the final decision regarding sanctions rests with the AHB. The sanctions that the AHB may impose include:
  - a. An F (failing grade) in the course with no opportunity to withdraw from the course or to elect the ungraded option.
  - b. Suspension from the College.
  - c. Required withdrawal from the College.
5. If a complaint submitted involves behavior that is not related to a student's work in a course (e.g., marking, defacing or destroying library materials), the AHB will render the final decision and impose sanctions, if appropriate.

## G. Appeals

1. Appeals of AHB decisions must be addressed in writing to the Office of the Dean of Faculty within five business days of the issuance of the AHB decision.
2. The letter must state one or both of the following grounds for the appeal:
  - a. Violation of fair process.
  - b. Availability of new evidence not presented at the hearing.

3. Sanctions imposed by the AHB will not be implemented until after the appeal is resolved.
4. The Office of the Dean of Faculty will notify the student in writing of the outcome of the appeal. If the appeal is denied, the sanctions imposed by the AHB will be implemented, and the College will consider the case closed.

## **V. Principles Underlying the Adjudication Process**

### **A. Policies Governing the AHB**

1. The AHB shall conduct all business with utmost regard for ensuring fairness at every stage of the adjudication process.
2. Members of the AHB who feel they have a conflict of interest involving a case shall recuse themselves.
3. The AHB may require the cooperation of any member of the Mount Holyoke community in furnishing testimony or evidence directly related to the adjudication of a case.
4. Ordinarily, the AHB shall hear a case within two weeks of receiving a complaint. Complaints received when the AHB cannot convene a majority of its members along with the respondent (for example, during winter or summer break) may be held in abeyance until such time as the AHB may be able to convene a majority of its members along with the respondent, either on campus or by videoconference.
5. If the respondent fails to appear for a scheduled hearing without prior notification, the AHB may proceed with the available information and render a decision. The College will not necessarily drop charges of misconduct because an accused student leaves the College for any reason.
6. Hearings will be held in closed session.
7. Hearings will be recorded. Recordings will be used by the AHB during its deliberations and by the Office of the Dean of Faculty should an appeal be filed. The recordings will normally be destroyed after a decision is rendered or the appeal process is complete. If the AHB decides to archive recordings from a specific case, the recordings cannot be held past the student's enrollment at Mount Holyoke College.
8. The AHB will render decisions based on the standard of "fair preponderance." That is, in cases where the respondent denies violating the honor code and where no conclusive evidence of a violation is present, the AHB should decide — based on the available evidence and testimony — if it is more likely than not that the alleged violation occurred.
9. The dean of studies will maintain a written summary of all hearings, which will be included with the respective case file. The summaries will be compiled into an annual report to the faculty in which all names shall be redacted. Case files will be archived for seven years following a student's graduation or withdrawal from Mount Holyoke College and destroyed thereafter.
10. All material in the case file is to be treated as confidential and may be shared with individual faculty and staff members only on a strict need-to-know basis as determined by the AHB.
11. Disciplinary action taken against a student beyond the first violation may be reported to outside institutions and agencies.

### **B. Rights of Students Charged with Honor Code Violations**

1. Written and detailed notification of charges, including the identity of the complainant.
2. Presumption of innocence until found in violation by the AHB.
3. Resolution of charges according to established, announced and published AHB policies and procedures.

4. At least 72 hours' notice of the time and place of a hearing, and the right to ask for an extension under extreme circumstances.
5. Opportunity to review in full the report of the alleged violation and any supporting material.
6. Assistance before, during and after the hearing from the appropriate class dean or faculty advisor.
7. Right to produce supporting evidence or witnesses.
8. Right to appeal the AHB ruling to the Office of the Dean of Faculty.
9. Written notification of the results of hearings and appeals.
10. Confidentiality regarding the outcome of the hearing and any subsequent appeal. This right of confidentiality is qualified only by the complainant's right to be informed of the AHB's ruling on whether a violation did or did not occur (but not necessarily the sanctions imposed, if any) and qualifications specified in Section V., A.: "Policies Governing the AHB" in the section above.

## **Student Evaluation of Faculty Teaching**

As the semester draws to a close, students are required to submit an online course evaluation for each of their courses. This requirement is a reflection of the importance the College places on students and faculty supplying each other with timely, thoughtful feedback. Students who do not submit their evaluations on time will be blocked from access to their degree audit, unofficial transcript, and grades until they have submitted the overdue evaluations or, at minimum, until they record a "decline to evaluate" response.

## **Resolution of Grievances**

### **Purpose of Grievance Procedures**

The guidelines and procedures outlined here were established by the College to aid in resolving conflict, discriminatory and/or harassing behaviors as identified in the Mount Holyoke College statement of nondiscrimination and equal opportunity.

Examples of discriminatory and harassing behaviors include but are not limited to:

- Unwelcome verbal, physical or other conduct based on membership or assumed membership in a protected class.
- Exclusion, isolation or differential negative treatment based on membership or assumed membership in a protected class.
- Conduct or conditions that interfere with or limit one's ability to work, participate or benefit from an educational program or activity based on membership in a protected class (e.g., denial of reasonable accommodation or physical inaccessibility of a College program or activity).

These procedures are available to those who are:

- Employed by or enrolled at Mount Holyoke College at the time of the incident or occurrence giving rise to the grievance.
- Prospective students.
- Employment applicants.
- Visitors and guests of the College.

These procedures are not intended to impair or limit the rights of any individual to seek a remedy available under state or federal law, nor does their availability establish any contractual rights or imply that the handbooks and manuals establish contractual guarantees.

These procedures apply to faculty grievances related to employment unless there is specific applicable legislation in the Handbook of Faculty Legislation in the section on “Policies and Procedures Governing Academic Appointments, Reappointments, Tenure, Termination, and Dismissal” under Section Seven: “Faculty Rights.” When a faculty member is the respondent, faculty legislation should be consulted for the applicable appeals process

These procedures may be revised or amended by the College at any time. Although members of the collective bargaining units may use the College resources for purposes of consultation and advice, union members must use the applicable grievance procedures outlined in their contract for formal grievances. Appropriate action for faculty is governed by the Handbook of Faculty Legislation and Related Information, under Section Seven: Faculty Rights.

The College considers six months as a reasonable outside limit for bringing a grievance. The College may allow a grievance to be filed beyond the six-month limit.

### **Statement on Privacy and Confidentiality Related to Resolving Grievances**

The College will respect the privacy of all individuals throughout the grievance process. To the extent possible, the College will attempt to respect an individual’s desire for confidentiality; however, the College may be legally required to take action depending on the nature of the grievance or complaint. The grievant will be informed if, in the course of satisfying this obligation, the College may be unable to comply with the request for confidentiality.

### **Statement on Retaliation**

Retaliation against a grievant for having filed a grievance, or against any individual who participates or cooperates in the grievance proceedings, will not be tolerated and may result in disciplinary action up to and including termination or expulsion.

### **Hearing Officers to the Grievance Procedure**

The Hearing Officer for a formal complaint is a College-appointed official or body assigned to review the complaint, examine the facts presented by the parties involved (including the investigation report), determine responsibility, and if necessary impose disciplinary sanctions.

The designation of the hearing officer is based upon the classification type (i.e., student, staff, faculty or guest) of the grievant and respondent (if any):

- Student-to-student cases are generally heard by the Honor Code Council (or designee from the Division of Academic Affairs).
- Faculty matters are heard by the dean of faculty (or designee).
- Staff matters are heard by the supervisor (unless the complaint involves the supervisor) or designee as determined by the director of human resources.

### **Statement on Time Frame to Resolve a Complaint**

Complaints and reports of discrimination or harassment should be reported as soon as possible after the incident(s) in order to be most effectively investigated. The College will work efficiently and appropriately to resolve any notice of grievances. The College will make every effort to resolve a formal complaint within 60 calendar days and an informal complaint within 45 calendar days. The College reserves the right to extend any of the above time periods when circumstances so warrant in the sole judgment of the College.

## **Use of Interim Measures**

The College is committed to a fair and impartial investigation of a grievance that will respect the privacy and dignity of all parties involved. Using interim measures, the College will impose reasonable and appropriate measures designed to stop the harassing behavior and eliminate (to the best of the College's ability) the detrimental effects of that behavior.

Interim measures are a set of short-term actions taken to quickly prevent, mitigate or remedy harm caused by the offensive behavior. Interim measures can range from a no-contact agreement to suspension pending investigation. Interim measures may be used when a complaint is open and the investigation is in process to ensure the parties involved have access to programs, activities and services of the College. Interim measures are viewed as a tool that, when combined with other campus services such as counseling support and access to medical services, will reduce any negative effect of the harassing behavior and/or investigation process.

Interim measures may be used regardless of whether formal disciplinary action is sought by the survivor or reporting party. The College may choose to impose interim measures at its discretion to ensure the safety of all parties and of the broader College community and/or to maintain the integrity of the investigation and/or resolution process. The type of interim measure used will be considered using those same factors.

Examples of interim measures:

- Implementing a mutual on-campus no-contact agreement.
- Extending time for assignments and/or rescheduling of an exam where possible.
- Changing class schedules, including the ability withdrawal from a course without penalty.
- Changing work schedules or job assignments where possible.
- Changing a student's residence hall assignment housing.
- Approving of a voluntary leave of absence.
- Imposing a temporary suspension.
- Allowing a student to take a reduced academic course load.

The College will consider any other remedy proposed that could be tailored to the involved individuals to achieve the goal of safe access to College programs, activities and services.

## **Grievance Process — An Overview**

The College provides two approaches to resolving grievances, informal and formal. A grievant should consider the advantages and disadvantages of each before proceeding.

### **Approach A: Alternative Resolution (Informal Grievance)**

The use of alternative resolution or informal procedure encourages participants to cooperate and have open and honest dialogue, focus on common interests, and use creative problem-solving methods to arrive at their own resolutions. The informal procedure is not required, nor is it appropriate for all matters of grievance (e.g., sexual assault). Using or starting the use of the informal procedure does not restrict a grievant from use of the formal procedure at any time.

Should the informal procedure fail to resolve the matter, the grievant may move to the formal process. A grievant may move from the informal procedure to a formal procedure at any time during the informal process. A grievant wishing to proceed from informal procedure to formal procedure should

file a formal grievance as soon as possible. Delays in reporting will affect the College's ability to investigate the matter.

### **Approach B: Formal Grievance**

The College engages in a four-step process in addressing complaints:

**Step 1. Filing of a Complaint:** The grievant provides the College notice of the problem. Notice must be submitted to an appropriate College official (e.g., supervisor, department chair, etc). The grievant may also file a grievance directly with the compliance coordinator.

**Step 2. College Review and Investigation of the Complaint:** This step may include the use of interim measures while the investigation is in process. Interim measures are a set of short-term actions taken to quickly prevent, mitigate or remedy harm caused by the offensive behavior or circumstances complained of. Interim measures can range from a no-contact agreement to suspension pending investigation. Interim measures may be used when a complaint is open and investigation pending.

**Step 3. Notice of Outcome:** The grievant and respondent (if any) will receive a written notice of the outcome to the complaint. Notice of the outcome will also be shared with the appropriate College personnel who have a legitimate need to be informed of the outcome. A copy of the investigation report, findings, and outcomes will be shared with the hearing officer, and the appropriate compliance coordinator.

**Step 4. Right of Appeal:** Both the grievant and the respondent (if any) have the right to appeal the decision in writing to the president of the College.

### **Standards of Proof in the Grievance Process**

The hearing officer will use the standard of preponderance of the evidence to make a determination that a violation of policy has occurred.

### **Additional Resources for Resolving Grievances**

In addition to or in lieu of the College, the following resources are available. The deadlines given in these procedures are designed to make it possible for an individual to proceed through every stage of the College's informal and/or formal procedures with sufficient time to file a complaint with the United States Equal Employment Opportunity Commission (EEOC) or the Massachusetts Commission Against Discrimination (MCAD). In addition to or in lieu of the College, complaints can be filed with one or more of the government agencies set forth below.

Equal Employment Opportunity Commission (EEOC)  
John F. Kennedy Federal Building  
475 Government Center  
Boston, MA 02203  
(617) 565-3200

Massachusetts Commission Against Discrimination (MCAD)  
Springfield Office  
436 Dwight Street, Room 220  
Springfield, MA 01103  
413-739-2145

Boston Office  
One Ashburton Place, Room 601  
Boston, MA 02108  
617-994-6000

Office for Civil Rights (OCR), Region I Boston Office  
U.S. Department of Education  
8th Floor  
5 Post Office Square  
Boston, MA 02109-3921  
Main Number: 617-289-0111  
Fax: 617-289-0150 TDD: 877-521-2172  
Email: [OCR.Boston@ed.gov](mailto:OCR.Boston@ed.gov)

## Confidentiality of Student Records

Confidentiality of Student Records Mount Holyoke College Policy, with respect to confidentiality of student records, complies with the Family Educational Rights and Privacy Act of 1974 as amended (PL 93-380, Section 438, the General Education Provisions Act), which gives students certain rights, consistent with the privacy of others, to review their own official records, files, and data, and to challenge the accuracy of the contents of such records. The act also generally prohibits the release of personally identifiable information (other than "directory information" defined below) about students without their written consent other than to teachers and officials within the College who have legitimate educational interests; to officials of other institutions in which the student intends to enroll; and to certain authorized state and federal officials, in connection with a student applying for or receiving financial aid, or in connection with the student applying for government employment; and in the case of students who are tax dependents of their parents, to a student's parents. Except in the case of Frances Perkins students, the College will assume that a student is a tax dependent of their parents unless they document that they are not. Forms for such documentation can be obtained at the Registrar's Office.

### Notification of Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students with certain rights with respect to their education records. These rights include:

- The right to inspect and review their educational records within 45 days of the day the College receives a request for access.
- The right to request an amendment of their educational record that they believe is inaccurate.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

These exceptions include the disclosure of directory information as detailed below and disclosure of any information to teachers and other College officials who have legitimate educational interests, to officials of other institutions in which the student intends to enroll, to certain authorized state and federal official, to appropriate parties in connection with financial aid to the student, to organizations conducting certain studies for or on behalf of the College, to accrediting organizations, to comply with

a judicial order or lawfully ordered subpoena, and to appropriate officials in the case of health and safety emergency.

## Directory Information

As indicated above, FERPA requires the College, with certain exceptions, to obtain written consent of a student prior to the disclosure of personally identifiable information from their education records. However, the College may disclose appropriately designated "directory information" without students' written consent, unless they have advised the College to the contrary in accordance with the following procedures. Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can be disclosed to campus and outside persons or organizations without prior written consent. The College has designated the following information for directory information:

- student's name
- participation in officially recognized activities and sports
- address (both local and permanent)
- telephone listing (both local and permanent)
- weight and height of members of athletic teams
- email address
- photograph
- degrees, honors, and awards received
- date and place of birth
- major field of study
- dates of attendance
- class year
- school or division of enrollment
- enrollment status (e.g., undergraduate or graduate; full-time or part-time)

If a student does not want the College to disclose directory information from their educational records without their prior written consent, the student must notify the registrar in writing by the second week of classes.

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

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

Refer to the Rights and Privacy page on the Registrar's page for more detail on the College's FERPA Policy: [mtholyoke.edu/registrar/rights](http://mtholyoke.edu/registrar/rights).



# General Campus Policies

## Alcohol and Other Drugs

### General Principles

Mount Holyoke College understands that each student makes their own choices regarding whether or not to engage in the use of alcohol and/or other drugs. Thus the College emphasizes the responsibility of each community member to be law-abiding, knowledgeable and thoughtful about any decisions regarding alcohol and drug consumption. The College expects all faculty, staff and students to become familiar with the laws and with the College's policies governing substance use and to consider the penalties and risks that can result from violations. The law puts major responsibility, and therefore liability, on both the person who serves and/or the person who buys the alcohol, and the penalties for both the individual and the institution are very severe.

The College also recognizes that substance use can lead to health risks (e.g., impaired judgment, impaired coordination, unconsciousness, unintentional injury, substance use disorders, contracting a sexually transmitted infection, exacerbating mental health symptoms, substance-induced memory loss and death). Similarly, substance use can lead to legal consequences and poor academic performance in addition to having a greater impact on the larger community contributing to a host of other potential consequences (e.g., violence, social conflict and property destruction). Therefore, the harmful use of substances is considered a public health problem and the College has identified resources to reduce the harmful use of substances at Mount Holyoke College.

With the help of the Alcohol and Drug Awareness Program and other educational resources, the College provides information regarding alcohol and drug use and urges all community members to take advantage of the opportunity to become educated and make informed choices regarding the use of substances. The College encourages those with concerns about their own or others' difficulties with alcohol and/or other drugs to seek confidential assistance through the Alcohol and Drug Awareness Program. The College strives to provide:

- An atmosphere free of coercion for those who choose not to use alcohol and drugs.
- Information and education for all students to make informed choices regarding the use of substances.
- A community where the effects of alcohol and drug use are minimal and where problem behavior is reduced.
- Confidential and effective guidance and counseling for students with issues related to substance use (Federal Confidentiality Law 42CFR, Part 2)

The following policy outlines the importance of the health and safety of students, compliance with state and federal laws regarding the use, possession, purchase, sale and distribution of alcohol and drugs, and highlights the College's educational mission to inform students so they can make responsible life choices regarding their use of substances.

### Alcohol Policy Guidelines

Mount Holyoke College's Alcohol Policy is guided by and bides by law outlined by the commonwealth of Massachusetts and the town of South Hadley, MA. The acquisition, possession, transportation, consumption, and distribution of alcoholic beverages is governed by statute and regulation. For full text of the law, please see [malegislature.gov/Laws/GeneralLaws/PartI/TitleXX/Chapter138](http://malegislature.gov/Laws/GeneralLaws/PartI/TitleXX/Chapter138).

- A person must be 21 years of age or older to purchase, possess, consume and transport alcoholic beverages.
- Use or possession of alcoholic beverages by any persons under the age of 21 years of age is prohibited.
- The presence, possession, or use of kegs by individuals or groups other than at a registered, approved event is prohibited on the College campus.
- Persons 21 years of age and over may use alcohol in the privacy of their rooms providing all guidelines governing guests, noise, and appropriate behavior are followed
- Consumption of alcohol in unapproved areas (e.g., residence hall public space, stairways, corridors, elevators, bathrooms, kitchens, dining rooms, laundry rooms, academic buildings, etc.) will result in disciplinary action.
- Possession of open containers of alcoholic beverages is prohibited in public/common areas or on the grounds of the College, except at registered events or licensed facilities.
- Students requiring medical assistance and/or transport to the hospital for care for the over consumption of alcohol, whether of legal age or not, is a violation of the alcohol policy and may qualify for medical amnesty.
- Students under the legal drinking age cannot serve or host alcohol in their residence hall room, including instances where the alcohol is in the possession of or is the property of a person of legal drinking age.

Alcohol Policy and Guidelines for Student Events can be found in the Student Organization Handbook:

[docs.google.com/document/d/1IR4h1vUWI\\_E49Fwx3P53HVj\\_TBrMnwGcB\\_YhYqkVWjU](https://docs.google.com/document/d/1IR4h1vUWI_E49Fwx3P53HVj_TBrMnwGcB_YhYqkVWjU).

Alcohol Beverage Service for Student Events: [mtholyoke.edu/dining/alcoholstudevents](http://mtholyoke.edu/dining/alcoholstudevents)

### **Drug Policy Guidelines**

Members of the College community are expected to follow applicable Federal and State laws regarding the use of controlled substances. For the purposes of this policy, controlled substances include over-the-counter medications, prescribed medication not used as indicated or prescribed, illegal drugs, and chemical substances not used for their intended purpose. Federal, state and local sanctions for unlawful possession or distribution of illicit drugs range from probation and forfeiture of property to fines and imprisonment.

The use, cultivation, manufacture, sale, distribution, and/or possession of drugs or controlled substances in violation of federal, state, or municipal laws is prohibited by the College and is not permitted in the residence halls, on any College property, or while on College business.

Violations of the Drug Policy include but are not limited to:

- Possession or use of illegal drugs and controlled substances.
- The non-medical use of prescription drugs or over-the-counter medications.
- Failure to report the use, cultivation, manufacture, sale, distribution, and/or possession of illegal substances on any College property to a College official.
- Knowing presence during the use of illegal drugs or the misuse of substances.

### **Enforcement**

The College recognizes that it cannot guarantee that this policy or the alcohol or drug-related laws will be honored by everyone. It must therefore rely on the good judgment of students, faculty, staff, and other members of the College community to observe the laws and policies. Those who choose to violate them must be prepared to accept total responsibility for their individual or collective actions

and should understand that possible outcomes include disciplinary action, personal liability, fines and/or imprisonment. Students who violate state or federal laws will not be protected by the College and their actions may be subject to civil or criminal complaints. Mount Holyoke College will not intervene on an individual's behalf with campus, local or state law enforcement authorities. Campus police always have the option to arrest. In accordance with federal law, a conviction of a drug offense in any criminal proceeding may make a student ineligible for financial aid. For more information, students can visit [studentaid.ed.gov/sa/eligibility/criminal-convictions#drug-convictions](https://studentaid.ed.gov/sa/eligibility/criminal-convictions#drug-convictions).

Violations of the alcohol and drug policies and dangerous or disruptive behavior that often come with alcohol and drug use will be handled by the usual general judiciary procedure under the honor code. The involvement of alcohol and drugs with dangerous or disruptive behavior will be considered an exacerbating factor, not a mitigating one. If a student does not choose to follow these policies, the student may receive sanctions ranging from a written warning to suspension or expulsion, depending on the severity of the offense.

## Sanctions for Violations of the Campus Alcohol and Drug Policies Under the Age of 21

Violation	1st Offense	2nd Offense	3rd Offense
<ul style="list-style-type: none"> <li>● Possession and consumption of alcohol under age of 21.</li> <li>● Possession of alcohol or drug paraphernalia associated with dangerous consumption.</li> <li>● Dispensing alcohol.</li> <li>● Intoxication.</li> <li>● Possession/ use of illegal drugs or probable cause to believe there was use.</li> </ul>	<ul style="list-style-type: none"> <li>● Meeting with Residential Life.</li> <li>● Referral to the Alcohol and Drug Awareness Program for Alcohol and Other Drug Assessment/ Education.</li> </ul>	<ul style="list-style-type: none"> <li>● Meeting with Residential Life or a dean in the Division of Student Life.</li> <li>● Referral to Alcohol and Drug Awareness Program for Alcohol and Other Drugs Assessment/ Education.</li> <li>● Social probation</li> <li>● Possible parental notification.</li> </ul>	<ul style="list-style-type: none"> <li>● Meeting with a dean in the Division of Student Life.</li> <li>● Parental notification.</li> <li>● Social Probation.</li> <li>● Possible housing probation and suspension.</li> <li>● Possible withdrawal.</li> </ul>
<ul style="list-style-type: none"> <li>● Selling/distributing illegal drugs.</li> </ul>	<ul style="list-style-type: none"> <li>● Meeting with a dean in the Division of Student Life.</li> <li>● Referral to the Alcohol and Drug Awareness Program for a minimum of three (3) Alcohol and Other Drugs Awareness appointments.</li> <li>● Parental notification.</li> <li>● Social probation.</li> <li>● Possible withdrawal or suspension.</li> </ul>	<ul style="list-style-type: none"> <li>● Meeting with dean of students.</li> <li>● Parental notification.</li> <li>● Withdrawal or suspension.</li> </ul>	

## Sanctions for Violations of the Campus Alcohol and Drug Policies Over the Age of 21

Violation	1st Offense	2nd Offense	3rd Offense
<ul style="list-style-type: none"> <li>• Open container.</li> <li>• Drug paraphernalia associated with the dangerous consumption.</li> <li>• Dispensing alcohol.</li> <li>• Intoxication.</li> <li>• Possession/use of illegal drugs or probable cause to believe there was use.</li> </ul>	<ul style="list-style-type: none"> <li>• Meeting with Residential Life.</li> <li>• Referral to the Alcohol and Drug Awareness Program for Alcohol and Other Drug Assessment/ Education.</li> </ul>	<ul style="list-style-type: none"> <li>• Meeting with Residential Life or a dean in the Division of Student Life.</li> <li>• Referral to Alcohol and Drug Awareness Program for Alcohol and Other Drugs Assessment/ Education.</li> <li>• Social probation.</li> <li>• Possible parental notification.</li> </ul>	<ul style="list-style-type: none"> <li>• A meeting with a dean in the Division of Student Life.</li> <li>• Parental notification.</li> <li>• Social probation.</li> <li>• Possible housing probation and suspension.</li> <li>• Possible withdrawal.</li> <li>•</li> </ul>
<ul style="list-style-type: none"> <li>• Selling/</li> <li>• distributing illegal drugs.</li> </ul>	<ul style="list-style-type: none"> <li>• Meeting with a dean in the Division of Student Life.</li> <li>• Referral to the Alcohol and Drug Awareness Program for a minimum of three (3) Alcohol and Other Drug Assessment/ Education appointments.</li> <li>• Parental notification.</li> <li>• Social probation.</li> <li>• Possible withdrawal or suspension.</li> </ul>	<ul style="list-style-type: none"> <li>• Meeting with dean of students.</li> <li>• Parental notification.</li> <li>• Withdrawal or suspension.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

### Alcohol and Drug Policy Definitions

**Possession:** The evidence that alcohol consumption has occurred (e.g., empty beer bottles) or drug consumption has occurred (e.g., bong, pipe, etc.).

**Intoxication:** The College considers intoxication requiring medical assistance or a medical transport to the hospital a health emergency. If medical assistance is deemed necessary, the College expects the student to accept transportation to the hospital for medical attention.

Students that refuse transport will be placed into protective custody as outlined by state law ([malegislature.gov/Laws/GeneralLaws/PartI/TitleXVI/Chapter111B/Section8](http://malegislature.gov/Laws/GeneralLaws/PartI/TitleXVI/Chapter111B/Section8)). There may be instances in which the parental/emergency contact will be notified in response to intoxication. Please refer to the College's policy on Parent Notification noted earlier in this document.

In addition, the College prohibits students from attending class under the influence of alcohol or drugs and identifies such behavior as unsafe.

Students suspected of being under the influence of substances will be asked to leave the classroom and such an incident would warrant staff/faculty to document the behavior and actions taken. As a

follow-up students will be referred to the Alcohol and Drug Awareness Program and/or Counseling Services.

Violations regarding alcohol or drugs will be counted as a second offense when a first offense of either policy is already on the record.

Related Policies — Massachusetts State Law on Alcohol:

[malegislature.gov/Laws/GeneralLaws/PartI/TitleXX/Chapter138/Section34](http://malegislature.gov/Laws/GeneralLaws/PartI/TitleXX/Chapter138/Section34).

The record of each offense remains on file for seven (7) years.

### **Alcohol and Drug-Free Environment**

In compliance with the Drug-Free Schools and Communities Act Amendments of 1989, Mount Holyoke College has developed this policy in an effort to provide a healthy environment by preventing the use of drugs or the harmful use of alcohol within the College community and in response to the federal drug-free legislation. The Drug-Free Schools and Campus Act, which became law in December 1989, mandates that institutions of higher education adopt and implement a program designed to prevent the unlawful possession, use, dispensation, or distribution of drugs and alcohol by students and employees and to provide certification to the Department of Education that such a program is in place.

Mount Holyoke College prohibits the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances and alcohol by any member of the faculty, staff, or student body on College property or at any College-sponsored function, whether on or off campus, and requires the cooperation of the entire campus community in its pursuit to maintain a drug-free environment in all aspects of campus life. At certain sanctioned College functions, alcoholic beverages may be allowed but will be monitored.

Any employee or student who violates this prohibition, or who does not cooperate with the College in its attempts to maintain a drug-free environment, will face disciplinary action up to and including termination, expulsion or dismissal from the College and may be required, as a condition of continuing the faculty/staff/student relationship with the College, to enroll at their own expense in a substance abuse counseling and treatment program.

In addition, the Drug-Free Workplace Act of 1988 requires that any employee (including student employees) working at Mount Holyoke College who is convicted under a criminal drug statute for conduct in the workplace must report this conviction to the College no later than five days after the conviction. Workplace in this instance is defined as a site for the performance of work done in connection with a particular federal grant or contract. Once the College is informed of such a conviction, the College is required by law to notify the federal contractor or grantor within ten days after an employee's conviction or within ten days after it has actual knowledge of such conviction, whichever is earlier. Faculty, staff and students are encouraged to familiarize themselves with resources available in the area for substance abuse, counseling and treatment.

### **The Higher Education Amendments**

On October 7, 1998, the Higher Education Amendments of 1998 became effective, which make specific amendments to the Crime Awareness and Campus Security Act of 1990 (20 U.S. C. 10920 and the Family Education Rights and Privacy Act of 1974 (FERPA)(20 U.S. C. 1232g). The following outlines the significant changes to these acts that influence the alcohol and other drug policies at Mount Holyoke College and all other private and public schools that receive federal funds.

The Amendments to the Campus Security Act expanded the scope of the reporting requirement. It must report not only arrests, but record the number of people referred for campus disciplinary action for liquor law violations, drug-related violations, and weapons possession.

FERPA generally provides that information about students be protected from disclosure. Generally, the student's educational record is protected from disclosure. The Higher Education Act of 1998 added a provision that indicates that FERPA cannot prevent a school from releasing information to a parent or legal guardian regarding the use or possession of alcohol or a controlled substance by a student, if the student is under the age of 21 and the institution determines that the student has committed a disciplinary violation with respect to such use or possession.

### **Medical Marijuana Policy**

Massachusetts has instituted legislation under Massachusetts Act (Chapter 369) "An Act for the Humanitarian Medical Use of Marijuana" which allows for the controlled use of medical marijuana in the commonwealth of Massachusetts. Thus, citizens of the commonwealth may legally obtain a medical marijuana "registration card" from the Massachusetts Department of Public Health. Mount Holyoke College students, staff, and faculty who legally possess a medical marijuana "registration card" are not permitted to possess and/or use any form of marijuana on Mount Holyoke College property or at college-sponsored events.

Although Massachusetts law permits the use of medical marijuana, federal laws outlined by the Controlled Substances Act (CSA) has classified marijuana as a Schedule I drug which prohibits the use, possession and/or cultivation of marijuana. Therefore, the use, possession, cultivation, or sale of marijuana in any form on campus violates federal law. Moreover, Mount Holyoke College must comply with Drug-Free Communities and Schools Act (DFSCA) (20 U.S.C. 1011i; 34 C.F.R. part 86) as well as Drug Free Workplace Act which requires a drug-free environment on campus. Institutions of higher education such as Mount Holyoke College must comply with Drug-Free Communities and Schools Act regulations or risk losing federal funding such as financial aid. Any student, staff or faculty member who violates Mount Holyoke College policy prohibiting the use and/or possession of illicit drugs (including medical marijuana) on campus may be subject to disciplinary action.

### **Medical Amnesty Policy**

Because the health and safety of students are of primary importance, students are encouraged to take steps to ensure their health and safety, as well as their peers'. For students who choose to consume alcohol, they are expected to use in moderation to avoid compromising personal safety. The College acknowledges that there may be times when students may face medical emergencies involving alcohol and drug use. Therefore, immediate action should be taken when a person's health and safety are threatened or appear to be in jeopardy.

Alcohol poisoning can occur with the consumption of alcohol and symptoms can include unconsciousness or unresponsiveness, disorientation or confusion, slow breathing, vomiting, and cool or pale skin. If the affected student is on campus, campus police and/or MERT must be contacted (x2304; 413-538-2304) to evaluate the student's need for medical assistance. If medical assistance is deemed necessary, the College expects the student to accept transportation to the hospital for medical attention.

In order to support students in this effort and decrease the risk that a student will hesitate to seek help in an alcohol- or drug-related emergency, the College has developed a Medical Amnesty Policy to remove concerns about disciplinary action. Students who actively seek help or medical assistance for

themselves or when concerned about someone else's use of alcohol and other drugs will not be subject to disciplinary sanctions.

The College provides amnesty of the disciplinary process for students who:

- Request medical assistance for themselves.
- Request medical assistance for another person.

When responding to such alcohol and drug violations, the College will consider the student's decision to request medical assistance, and in most cases, view the act of seeking medical assistance as good judgment. Thus if it is determined that the Medical Amnesty Policy applies, the students involved will not be subject to violation of the policy, nor will they receive a violation on their disciplinary record. In follow-up with the student granted medical amnesty, the student will meet with the Health Education coordinator to have an opportunity to review the incident, ask questions and/or engage in further education to support future good judgment.

This provision does not protect repeated, flagrant or serious violations, or violations that caused harm to another person or property. Abuse of the Medical Amnesty Policy may result in disciplinary action by the College. This provision does not preclude or prevent action by campus police or other outside legal authorities.

## **Additional Information on Alcohol and Drug Use**

### **Serving Alcohol**

No person shall receive a license or permit who is under 21 years of age. Whoever makes a sale or delivery of any alcohol beverage or alcohol to any person under 21 years of age, either for his own use or for the use of his parent or any other person, or whoever, being a patron of an establishment licensed under section 12 or 15, delivers or procures to be delivered in any public room or area of such establishment if licensed under section 12, 15, 19B, 19C or 19D or any area of such establishment if licensed under said section 15, 19B, 19C or 19D any such beverages or alcohol to or for use by a person who he knows or has reason to believe is under 21 years of age or whoever procures any such beverage or alcohol for a person under 21 years of age in any establishment licensed under section 12 or procures any such beverage or alcohol for a person under 21 years of age who is not his child, ward or spouse in any establishment licensed under said section 15, 19B, 19C or 19D or whoever furnishes any such beverage or alcohol for a person under 21 years of age shall be punished by a fine of not more than \$2,000 or by imprisonment for not more than one year or both.

For the purpose of this section, the word "furnish" shall mean to knowingly or intentionally supply, give, or provide to or allow a persons under 21 years of age except for the children and grandchildren of the person being charged to possess alcoholic beverages on premises or property owned or controlled by the person charged. (See M.G.L., Ch. 138, ¶34.)

### **Serving Alcohol to Intoxicated Persons**

Any person licensed to serve alcohol may not serve intoxicated persons. To do so may result in civil liability for injuries caused by the intoxicated person. (See M.G.L., Ch. 138, ¶69.)

### **Alcohol and/or Drugs and Driving**

Transporting alcohol: It is unlawful for a person under 21 years of age to knowingly drive a car with alcohol in it or carry alcohol on their person unless accompanied by a parent.



Conviction is punishable by mandatory suspension of driver's license for 90 days. Punishment also includes a fine of not more than \$50 for the first offense and not more than \$150 for a second or subsequent offense.

### **Open Container in a Motor Vehicle**

It is unlawful for a person to possess an open container of alcoholic beverage in the passenger area of any motor vehicle. The "passenger area" is defined as the area designed to seat the driver and passengers while the motor vehicle is in operation and any area that is readily available to the driver or a passenger while in a seated position including, but not limited to, the glove compartment. Violation of this section is punishable by a fine of not less than \$100 or more than \$500. (See M.G.L., Ch. 90, ¶ 24I)

### **Operating a Vehicle Under the Influence**

If arrested, the driver will be detained by the police and read their rights. The vehicle will be towed and the driver taken in a police cruiser to the police station for a breathalyzer test. Refusal to take this test will result in automatic suspension of license for 120 days.

- If the breathalyzer test registers over .05 but below .08 the driver will be held, but there will be no presumption of driving under the influence.
- If the test registers .08 or over, the driver will be held, and there will be a presumption of driving under the influence. The driver will be kept in the police lockup until bailed out. Upon arraignment, the license of the defendant having a breathalyzer of .08 or above is immediately suspended for 90 days.

For persons under 21 years of age, there will be a presumption of driving under the influence if the test registers over .02. The driver will be kept in the police lockup until bailed out. Upon arraignment, the license of the defendant will immediately be suspended for 180 days. Drivers between the ages of 18 and 21 who refuse or fail a breathalyzer test must complete a Youth Alcohol Program (Y.A.P.) and suffer a 180-day license suspension. In addition, the law mandates a fine dedicated to the Trust Fund for Head Injury Treatment Services; allows out-of-state convictions to be used to calculate repeat offenses; and allows a court to look back ten years to calculate repeat offenses. For more information regarding offenses, including first–fifth offense conviction information, see M.G.L., Ch. 90, paragraph 24).

### **Homicide by Motor Vehicle**

Anyone who operates a motor vehicle while under the influence of intoxicating liquor and who operates that vehicle recklessly or negligently so as to endanger and who, by any such operation, causes death shall be punished by imprisonment for not less than two and one-half or more than 15 years and a fine of not more than \$5,000. Punishment also includes suspension of license for 15 years with first offense and lifetime suspension with subsequent offense.

### **Drug Enforcement Laws**

#### **An Act Providing for Drug-Free Schools**

Effective July 11, 1989, anyone convicted of dealing drugs within 1,000 feet of an elementary, vocational, or secondary school faces a mandatory two-year prison sentence. It will not matter whether the dealer knew they were near a school, whether it is a public or private school, or whether the school is in session. The law pertains to drug distributors, manufacturers, or persons possessing

a controlled substance with intent to distribute it. A fine of up to \$10,000 may also be imposed but not in lieu of the two-year term of imprisonment.

### **An Act Providing for Suspension of a License to Operate a Motor Vehicle upon Conviction of Violation of the Controlled Substance Act**

This law provides that a conviction of any drug offense shall result in the loss of the right to drive for a period of up to five years. A minor who does not yet have a driver's license at the time of their conviction can lose the right to obtain a license until reaching age 21.

### **An Act Further Regulating the Misuse of Driver's Licenses and Identification Cards**

This law makes a broad spectrum of activities related to false identification cards or licenses punishable by a fine or imprisonment. These activities include, but are not limited to, making, using, or carrying a false identification card or license; using the cards or license of another; and furnishing false information in obtaining a card or license. In addition, a conviction on any of these charges will result in an automatic one-year suspension of the license to drive.

### **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 the possibility of such an event is warned against or not. The College is not responsible for, nor will it pay any losses, claims or damages to student-owned vehicles resulting from vandalism, collision or other acts by any person, other than damage caused directly by its employees. More information is available at the parking office: [mtholyoke.edu/parking](http://mtholyoke.edu/parking).

### **Bicycles on Campus**

All bicycles on campus must be registered with campus police. Registration is free and can be done Monday–Friday, 9 a.m.–3 p.m. at the campus police office. The registration decal will expire upon the student graduation date or no longer than four years from the original registration date.

All bicycles on campus must be stored and secured in approved outside bike rack. Bicycles may not be secured to fire hydrants, trees, parking signs, ramps or railings or left in the path of egress in any building on campus.

Bicycles left over the summer that have expired decals or are not registered will be considered abandoned and will be confiscated and discarded.

Any bicycle in violation of the College's bicycle policy or that is unregistered will be confiscated, and, if not claimed within 30 days, discarded.

### **Right of Entry by Campus Police**

Officers of the Mount Holyoke College Department of Campus Police are sworn police officers of the commonwealth of Massachusetts under the authority of Massachusetts General Laws, Chapter 22C, Section 63, and in that capacity exercise police powers, including the power of arrest on campus.

Campus police officers may conduct searches of persons and their immediate surroundings in the course of making an arrest to seize weapons that might endanger the officer. They may also enter a student's room without permission when pursuing a fleeing suspect. Persons arrested by campus police officers will be searched and their property inventoried as a matter of department policy. Evidence or information about any illegal items obtained from an inventory search subsequent to an arrest may be used against the arrested individual.

Campus police officers may search student rooms, vehicles or possessions for evidence of a crime with a valid judicial search warrant. Campus police officers may enter a student room without permission in response to an emergency such as threatening life situation or threat to the health or property of the College and campus community. Should campus police see evidence of a crime in plain view, they are under a legal duty to seize the evidence and, if appropriate, make an arrest.

Campus police officers have a legal duty to seize any illegal items in plain view when they are located in a space where the officer has a right to be present. Officers have a right, and are expected, to patrol all public and common areas of the College. The procedure for seizing items under the plain view doctrine will be done in accordance with federal and state laws. The College may take still and video photographs of serious incidents and disasters to preserve a record. The chief of campus police or designee will determine the need for such evidence and documentation.

## **Jury Duty**

According to the Office of 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 a student is a resident of another state but a student at a Massachusetts college, they are an inhabitant for more than 50% of the year and, therefore, eligible to serve as juror in Massachusetts.”

It is not unusual for students residing in Hampshire County to be summoned to serve as trial jurors. Jury service, on a short-term basis, can provide students with a good opportunity to fulfill one of their important responsibilities as members of the community. Mount Holyoke College supports students in the fulfillment of this civic duty.

Students should carefully read 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 must miss class in order to fulfill the jury service requirement should notify each of their instructors of the summons and make arrangements with the instructor to complete any missed work. Staff at the Office of Academic Deans may be able to assist students in arranging for missed class time due to jury service. Students may be required to furnish their summons notice or the certificate of service when making these arrangements.

For questions about jury duties, including confirming, postponing, rescheduling, or limiting service, students can contact the Office of Jury Commissioner (1-800-THE JURY / 1-800-843-5879).

## **Political Activity**

All members of the Mount Holyoke College community are free to express their individual political opinions and engage in political activities. Faculty, students, and staff may support candidates for office or speak in furtherance of political causes, both on campus and elsewhere, subject to the limitations outlined below. In doing so, it is important that members of the Mount Holyoke community speak only in their individual capacities and that they do not purport to speak or act for the College in political matters.

This is because Mount Holyoke College is a charitable entity subject to federal, state and local laws and regulations regarding political and campaign activities. By law, “Organizations that are exempt

from income tax under section 501(a) of the Internal Revenue Code as organizations described in section 501(c)(3) may not participate in, or intervene in (including the publishing or distributing of statements), any political campaign on behalf of (or in opposition to) any candidate for public office.” (Rev. Rul. 2007-41, 2007-25 I.R.B. June 18, 2007)

Accordingly, members of the Mount Holyoke College community may not:

- Hold fundraisers for political candidates on non-residential College property (social areas such as Blanchard may be used for distribution of information about political activities and campaigns).
- Provide a candidate for public office an opportunity to speak on campus or use College-owned facilities unless authorized by the president or their designee. In most cases, all legally qualified candidates (at least) for that office must be offered equal access and opportunity to speak on that or a separate occasion.
- Allow a candidate or political party to conduct a rally or other political event on campus unless authorized by the president or her designee.
- Cause the College to make, or to appear to make, an endorsement of, contribution to, or expenditure for a political candidate or party.
- Use College photocopiers or fax machines for the reproduction of campaign literature.
- Use College office addresses and email addresses as a return mailing address for partisan political mailings.
- Use College-owned telephones for phone-banking on behalf of a candidate or for other similarly significant partisan political uses. (However, campus residential telephone services [e.g. in student residence hall rooms, or in College-owned faculty/staff rental apartments] may be used for these purposes.)
- Use College resources or services, such as interdepartmental mail, email, mailing lists, equipment such as duplicating machines, computers, and facsimile machines, or supplies for partisan political purposes.
- Request that a College employee, as part of their job, perform tasks in any way related to partisan political purposes.
- Lobby or attempt to influence federal, state or local legislative action or a legislative or administrative official or staff member on behalf of the College unless authorized by the president or her designee. Any lobbying activity, even when authorized, must be conducted in compliance with applicable law.
- Use federal funds, including contract or grant money, received by the College for lobbying activities. (Note, however, that persons may individually attempt to influence the legislative process and use their College title for identification provided they indicate that they are speaking for themselves and not for the College.)
- Use the Mount Holyoke College letterhead, logo or seal on materials intended for partisan political purposes.

Questions on whether planned activities are consistent with the College’s obligations should be addressed to the dean of faculty, the dean of students, the vice president for finance and administration, or the vice president for communications and marketing. Those individuals and their designees will interpret and apply these policies and guidelines in consultation with the director of government and community relations and the president. Students and student groups planning political or campaign activities should discuss their plans with the dean of students/vice president for Student Life and/or designee.

Activities Related to Political Campaigns Policy: <https://www.mtholyoke.edu/policies/political-activities>

## **Responding to Online Issues**

College officials do not read, consult, monitor or respond to online pieces, unless specific information is brought to their attention by a concerned third party. They are unable to keep the source of the information anonymous and may share the identity of the source in an effort to determine the credibility of the concern or to assess the safety of the individual involved and/or campus community. If someone presents a College official with a specific statement of intent to harm self or others, they will address that by approaching the person, letting them know how they received the information and doing a general well-being check.

## **Animals on Campus**

The College has established the following policy to provide for the health and safety of Mount Holyoke College students, faculty, staff and visitors; for the protection and enjoyment of the College's property; and for the responsible management and operation of the College.

A reasonable pet policy, focused on owner responsibility, supports the quality of campus life inside and outside of buildings while minimizing the use of resources on avoidable cleanup and repairs. Beyond the obvious concerns for property maintenance and personal welfare, it is hoped that these regulations will foster an atmosphere where all can enjoy the College's facilities in a comfortable and relaxed setting.

The College's properties are private. The pet policy is consistent with Massachusetts law, which holds that a dog's owner is responsible for the behavior of the dog.

### **Scope**

This policy applies to all persons on the College campus or in College programs and all animals, subject to policy exceptions.

### **Animals on Campus Policy**

#### **Inside Buildings**

Pets are not allowed inside College buildings, including student housing. This prohibition does not apply to:

- Service animals accompanied by their owner or handler, subject to the College's Service Animal Policy.
- Support or assistance animals permitted in student housing as an accommodation for a disability.
- Trained therapy animals that are providing therapy services for students in approved offices.
- Animals brought to campus for approved College-sponsored events, e.g., "Hold a Bunny."
- Rental housing in which pets are permitted by the terms of the lease or rental agreement.
- Research animals.
- Working animals owned by the College.
- Horses stabled or in other equestrian facilities owned by the College.

#### **Outside of Buildings**

The following rules apply to the College property outside of buildings:

- Pets must be leashed and under control at all times. Pets may not be tied up and left alone outside buildings or elsewhere on College grounds.

- Pets are not allowed on the athletic fields or in gardens at any time, even if leashed.
- Persons with pets must have the means to remove any pet waste (fecal matter) and must pick up and properly dispose of any pet waste left by the pet on Mount Holyoke property.
- Persons with pets must immediately clean up or repair any incidental damage caused by the pet (including digging damage). Cleanup or repairs should be thorough enough so that no work is created for College staff or inconvenience is caused for members of the College community or visitors.
  - If the damage cannot be cleaned up or repaired by the person in control of the pet at the time the damage is caused, the damage should be reported immediately to campus police.
- Pets are not permitted in any College-owned vehicle. This prohibition does not apply to service animals accompanied by their owner or handler, subject to the College's Service Animal Policy.

### **Financial Responsibility**

- A person who has an animal on campus (including in College housing) is financially responsible for property damage caused by their animal such as the cost of repairs, replacement or cleaning of facilities or furnishings and for any injury caused to other persons by the animal.

### **Policy Violations**

- Supervisors and campus police will handle violations of this policy using a system of progressive corrective measures. College employees who observe policy violations are encouraged to inform individuals of the policy and inform campus police if necessary.
- In the case of an employee, the individual's supervisor will give the violator a verbal warning that will remind them of the rules and their specific violation. If the violation continues, the person's supervisor may give the violator a written warning that will inform them of the seriousness of the infraction. A written warning may also be given if an owner refuses to clean up or be responsible for incidental damage.
- In the case of non-employees, campus police will give a verbal warning and notification of the policy. The pet and the pet's owner may be excluded from campus.

### **Incident Reporting**

- Incidents of animal bites should be reported to campus police within 24 hours. The incidents will be investigated on an individual basis by a campus police officer following state and College guidelines.

### **Service Animals**

The scope of this policy is to set forth the College's policy, guidelines and requirements with respect to the admittance and use of service animals on its campus or in other College programs. Service animals are defined as dogs that are individually trained to do work or perform tasks for people with disabilities. The work or task the animal has been trained to provide must be directly related to the person's disability.

The policy applies to any service animal whose user or handler is participating in the College's programs or activities or who is on the College's campus, including College housing. This policy includes students, employees and third parties. The policy applies to all service animals, including working service animals, service animals in training and service puppies.

This policy does not apply to other animals on campus, including pets, emotional support animals, horses brought onto campus as part of the College's equestrian program or research animals. See Related Policies for references to these policies.

### **Service Animal Policy**

It is the policy of Mount Holyoke College that service animals assisting individuals with disabilities are generally permitted in all Mount Holyoke facilities, programs, and activities except as described below or otherwise governed by applicable law.

### **User/Handler Responsibilities**

While access rights are legally afforded to users of service animals, that access is accompanied by the responsibility of ensuring that animals act and respond appropriately at all times while in public and that users/handlers adhere to the same socially accepted standards of behavior as other members of the College community. Users/handlers are responsible for ensuring the safety of their service animals.

Mount Holyoke encourages, but does not require, students to make themselves known to the College should they desire to have a service animal accompany them in academic classes, activities or services on campus. Students should provide notice to the College by contacting AccessAbility Services, by email at [AccessAbility-Services@mtholyoke.edu](mailto:AccessAbility-Services@mtholyoke.edu), or by telephone at 413-538-2634.

### **Control Requirements**

The following apply for service animals at Mount Holyoke:

- The service animal must be house-broken.
- A service animal shall be under the control of its handler. A service animal shall have a harness, leash, or other tether, at all times outside of the handler's private quarters or work area. Note exceptions to this guideline are instances where the handler's disability interferes with the use of a harness, leash or other tether; or the use of a harness, leash or other tether would interfere with the service animal's safe, effective performance of work or tasks. When a leash or tether is not in use, the service animal must be otherwise under the handler's control (e.g., voice control, signals or other effective means).
- The user/handler is responsible for cleaning up after their animal's waste, and should always carry sufficient and appropriate equipment to clean up after the animal. Waste must be properly disposed of. Persons with disabilities who physically cannot clean up after their own service animal will not be required to do so; however, these individuals should take their animal to designated relief areas for relief. If an animal relieves itself in non-designated areas (as referenced below), these individuals may ask a person nearby for assistance.

### **Financial Responsibility**

A person who has a service animal on campus (including College housing) is financially responsible for property damage caused by their service animal including but not limited to cost of repairs, replacement or cleaning of facilities or furnishings, and any bodily injury or personal injury caused to other persons by the service animal.

### **Licensing**

If the animal is residing on campus it must meet the town of South Hadley and/or Massachusetts licensing requirements and wear tags designating this license. If the animal accompanies a commuter student, employee or other campus visitor and resides in another locale, the animal must meet the licensing requirements of the user/handler's resident town and wear tags indicating this licensing.

## **Health/Vaccinations**

The following health requirements apply to service animals at Mount Holyoke:

- All dogs must wear a rabies vaccination tag as required by applicable Massachusetts or local law.
- All service animals living in College housing or coming onto campus on a regular basis (excluding occasional visitors or guests) must be vaccinated against diseases common to that type of animal in accordance with state and local laws, rules and regulations. All vaccinations must be current.
- Animals to be housed in College housing must have an annual clean bill of health from a licensed veterinarian.

## **Service Animals-in-Training/Service Puppies**

The user/handler will provide the College with evidence that the puppy is a bona fide service dog candidate supplied by an authorized service dog organization, and is one that the service dog organization expects will return for specialized training when the puppy is old enough, i.e., proof that the puppy is not a program dropout and will, in fact, be given up after the raising period is over.

## **Relief Areas**

Relief areas are typically unmowed and unmaintained areas on campus. Students with service animals residing on campus are encouraged to meet with the Office of AccessAbility services and College grounds personnel to designate, on an individual basis, appropriate relief areas.

## **Service Animals in the Workplace**

Employee questions on service animals or requests to have a service animal at work shall be through Human Resources. Employees can call the office at 413-538-2503.

## **Visitors bringing Service Animals to Campus**

Service animals accompanying individuals with disabilities are welcome in all areas of campus that are open to the public (except in situations determined to apply under section 10, below). Specific questions related to the use of service animals on the campus by visitors can be directed to the Section 504 coordinator at (413) 538-3642 or via email: [section504coordinator@mtholyoke.edu](mailto:section504coordinator@mtholyoke.edu).

## **Temporary Residents**

All temporary campus visitors/residents (those attending conferences, workshops, lectures, etc.) must adhere to the guidelines outlined in this policy.

## **Services Animals That are Not Housebroken or Under Control**

If a service animal is determined to be out of control (e.g, displaying vicious behavior toward people or toward other service animals; excessive barking, running around, nipping) or is not housebroken, the owner may be subject to action within the College's disciplinary process. The infraction will be reviewed on an individual basis through the student conduct process (in the case of students) and by the director of human resources (in the case of employees). The Section 504 coordinator will review infractions by handlers who are visitors. The parties above may consult, as needed, with the appropriate College officials.



## **Public Etiquette on Campus**

Service animals are working animals and are not pets. Accordingly, the College asks that members of the Mount Holyoke community and visitors adhere to the following best practices when interacting with service animals. Individuals should not:

- Assume that the animal is a pet.
- Pet/touch a service animal. Petting distracts them from their responsibilities.
- Restrict the individual and the service animal from full participation in programs and activities of the College. This includes off-campus activities and activities involving transportation.
- Assume the handler must have a visible disability. Do not make assumptions about the necessity of the service animal.
- Ask the handler about their specific medical condition.
- Prioritize the needs of another individual over the needs of an individual with a service animal. For example, the College cannot restrict the access of a service animal fearing another member of the community may have an allergy.
- Feed a service animal.
- Deliberately startle, tease or taunt a service animal.
- Separate or attempt to separate an animal from its handler. Service animals are trained to be protective of the handler.
- Hesitate to ask the handler if they would like assistance if the team seems confused about a direction in which to turn, an accessible entrance, the location of an elevator, etc.

## **Emergency Situations**

In the event of an emergency, on-campus personnel designated to respond are expected to recognize service animals and their role in communicating their partner's need for assistance. The handler and/or animal may be confused or disoriented in a stressful situation due to smoke, sirens, wind noise or by shaking and moving ground. The response personnel should be aware that animals may be protective in their confusion and should not be considered harmful. The responders should make every effort to keep the animal with its partner. The handler should make every effort to control the animal during an emergency and be prepared to muzzle or restrain the animal as needed. Students or employees who interact with service animals regularly on campus (either in residence or in the workplace) are encouraged to develop an individual evacuation plan (IEP) with the College.

## **Conflicting Disabilities**

Persons who have asthma, allergies or other medical conditions affected by the presence of animals are asked to contact AccessAbility Services.

## **Restricted Access**

The College may restrict the use of service animals in certain locations. Service animals may be restricted when their presence would fundamentally alter the nature of the service, program or activity; or where the animal poses a direct threat to the health or safety of others. The safety of locations will be considered on an individual basis by the Section 504 coordinator or the director of human resources, the laboratory director or professor, and the College risk management team. If a location is determined to be unsafe, reasonable accommodations will be provided to ensure the individual equal access to the activity.

## **Complaints, Appeals and Grievances, and Exceptions to the Policy**

Any claims of discrimination because of a disability or failure to provide reasonable accommodations regarding the use of a service animal on campus may be brought by any person (student, faculty, staff and visitor) to the Section 504 coordinator. In accordance with the College's Grievance Procedures ([mtholyoke.edu/risk/grievance-procedure](http://mtholyoke.edu/risk/grievance-procedure)) individuals will have the option to pursue a formal and/or informal resolution.

Shannon Da Silva  
Section 504 Coordinator  
Mary Lyons, 105  
413-538-3642  
[sdasilva@mtholyoke.edu](mailto:sdasilva@mtholyoke.edu)  
[section504coordinator@mtholyoke.edu](mailto:section504coordinator@mtholyoke.edu)

## **Policy Exceptions**

Individuals wishing to request a modification or exception to this policy as a reasonable accommodation should make their request to AccessAbility Services and to human resources for students and employees, respectively. Visitors should speak with the College's Section 504 coordinator.

## **Definition of Service Animal**

Definition is provided by Title III of the Americans with Disabilities Act of 1990 (ADA), as amended. Pub. L. 101 - 336, 104 Stat. 327, 42 U.S.C. 12101 - 12213 and 47 U.S.C. 225 and 611) ((42 U.S.C. 12181)

A service animal is any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. The work or tasks performed by a service animal must be directly related to the individual's disability. Examples of work or tasks include, but are not limited to:

- Assisting individuals who are blind or have low vision with navigation and other tasks.
- Alerting individuals who are deaf or hard of hearing to the presence of people or sounds.
- Providing non-violent protection or rescue work.
- Pulling a wheelchair.
- Assisting an individual during a seizure.
- Alerting individuals to the presence of allergens.
- Retrieving items such as medicine or the telephone.
- Providing physical support and assistance with balance and stability to individuals with mobility disabilities.
- Helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort or companionship do not constitute work or tasks for the purposes of this definition.

In addition, ADA regulations include as service animals miniature horses that have been individually trained to do work or perform tasks for people with disabilities. Miniature horses generally range in height from 24 inches to 34 inches measured to the shoulders and generally weigh between 70 and 100 pounds.

Miniature horses may be permitted as an accommodation if reasonable under the following assessment factors: (1) whether the miniature horse is housebroken; (2) whether the miniature horse is under the owner's control; (3) whether the facility can accommodate the miniature horse's type, size and weight; and (4) whether the miniature horse's presence will not compromise legitimate safety requirements necessary for safe operation of the facility.

# Appendix

## Other Resources and Links

Academic Calendar: [www.mtholyoke.edu/registrar/calendar](http://www.mtholyoke.edu/registrar/calendar)

College Directory: [www.mtholyoke.edu/offices](http://www.mtholyoke.edu/offices)

Login to College Email, Courses and More: [www.mtholyoke.edu/login](http://www.mtholyoke.edu/login)

## Student Services & Support

AccessAbility Services: <https://www.mtholyoke.edu/disability>

Campus Bookstore: [www.mtholyoke.edu/studentlife/campus-store](http://www.mtholyoke.edu/studentlife/campus-store)

Campus Police: <https://www.mtholyoke.edu/campuspolice>

Counseling Service: <https://www.mtholyoke.edu/counseling>

Health Services: <https://www.mtholyoke.edu/health>

Library: <https://www.mtholyoke.edu/lits>

Ombudsperson: [www.mtholyoke.edu/ombuds](http://www.mtholyoke.edu/ombuds)

Research Help: [lits.mtholyoke.edu/about-lits/service-desks/research-help-desk/research-support](https://lits.mtholyoke.edu/about-lits/service-desks/research-help-desk/research-support)

Student Financial Services: [www.mtholyoke.edu/sfs](http://www.mtholyoke.edu/sfs)

Technology Help & Wireless Access: [www.mtholyoke.edu/lits/tech](http://www.mtholyoke.edu/lits/tech)

## Processes & Procedures

Billing: How to Pay Your Bill: <https://www.mtholyoke.edu/sfs/cost/payment-of-bill>

Event Policies: [www.mtholyoke.edu/studentprograms/eventplanning/eventpolicies](http://www.mtholyoke.edu/studentprograms/eventplanning/eventpolicies)

Graduate Program Handbooks: <https://www.mtholyoke.edu/professional-graduate/resources-students>

## General Resources

About South Hadley and this Region: [www.mtholyoke.edu/about/visit/region](http://www.mtholyoke.edu/about/visit/region)

Athletic Facilities: [athletics.mtholyoke.edu/facilities/index](http://athletics.mtholyoke.edu/facilities/index)

Campus Events: [events.mtholyoke.edu/MasterCalendar/MasterCalendar.aspx](http://events.mtholyoke.edu/MasterCalendar/MasterCalendar.aspx)

Campus Map: [map.mtholyoke.edu/](http://map.mtholyoke.edu/)

College Blog: [blog.mtholyoke.edu/thegates](http://blog.mtholyoke.edu/thegates)

Graduate Program Events: [www.mtholyoke.edu/professional-graduate/events](http://www.mtholyoke.edu/professional-graduate/events)

Teacher Licensure Resources: [www.mtholyoke.edu/professional-graduate/resources-students](http://www.mtholyoke.edu/professional-graduate/resources-students)