



# **Student Handbook**

**Fall 2016**

**Letter from Dr. Marcella Runell Hall**  
**Vice President for Student Life, Dean of Students**

**Dear Students:**

#WelcomeMoHome! I am thrilled to welcome you as a new first year, transfer, or Frances Perkins scholar. I am also grateful to welcome back our returning students. Mount Holyoke College is a very special place with a tremendous legacy of promoting leadership, civic engagement and academic excellence. This Student Handbook will serve as a guidepost for all students – new and returning – regarding the important aspects of our community and what makes Mount Holyoke unique. It is our hope that you will use the contents of this handbook to learn about campus traditions, services available to you, and the important community guidelines that are created to promote a healthy and safe campus for all students.

Thank you for choosing to be on this journey with us at Mount Holyoke. As you find your own pathway to success which may include playing a sport, joining a student organization, participating in a living learning community, or doing research with a professor, please know you have a committed group of faculty and staff behind you, ready and willing to support you this academic year.

Warmly,

Marcella

#WelcomeMoHome

## Preface

The Student Handbook is a compilation of campus policies, procedures, and practices created to foster a social and living environment that is respectful, accountable, and responsive to our diverse community. The Student Handbook is one of many good sources of information about the College. Students should also consult the Bulletin and Course Catalogue for the academic regulations of the College and the Residential Life Housing Contract for generalized standards and expectations of living in the Residence halls.

This handbook is official notification of co-curricular policies, regulations, and standards of conduct. As an enrolled Mount Holyoke College Student, you are responsible to know, understand, and abide by the policies, regulations, and standards of conduct described in this publication. Your enrollment is considered as your acceptance of all conditions specified in this handbook.

Please note, 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 our students. Students must take the responsibility to reach out to the appropriate office should they have questions regarding use of a departmental services, facilities, or program.

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 Dean of Students Office. The print version of this document is a point in time reference to our policies and procedures. Please consult the online version of this handbook at [https://www.mtholyoke.edu/deanofstudents/student\\_handbook](https://www.mtholyoke.edu/deanofstudents/student_handbook) for the most up to date listing of policies and procedures.

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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 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 new 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. We encourage 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 suggest 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, HIV status, and all other classifications protected by law. This same principle applies to admission to our graduate and extension programs. With respect to admission to our undergraduate degree program, Mount Holyoke admits qualified women without regard to age, color, creed, disability, national/ethnic origin, race, religion, sexual orientation, or veteran/uniform status. — *Approved Fall 2015*

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

The College will communicate with students through a variety of formats. Information that is sent to students from the College via their College mailbox or their Mount Holyoke email address is considered official communication and should be treated as such. Students are required to check their College mailbox and 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 oversees the property, business, and affairs of the College. The Chair of the Board is Barbara M. Baumann '77. To learn more about the Board of Trustee members, go to <http://president.mtholyoke.edu/board-of-trustees>.

### **President of the College**

The president of the College is both the leader of educational policy and Mount Holyoke's chief executive officer. Sonya Stephens was appointed as Mount Holyoke's acting president on July 1, 2016.

### **Divisional Leadership**

Mount Holyoke's academic and administrative operations are organized into six functional areas, each overseen by a Vice President/Officer of the College:

- Vice President for Academic Affairs and Dean of Faculty  
*academic departments and programs; supporting units*
- Vice President for Enrollment and Dean of Admission  
*enrollment-related services, including admission*
- Vice President for Advancement  
*fundraising and institutional support*
- Vice President for Finance and Administration and Treasurer  
*financial matters and other operational functions*
- Vice President for Communications and Marketing  
*communications, marketing and public relations*
- Vice President for Student Life and Dean of Students  
*student services and academic support*

### **Officers of the College and Senior Staff**

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.

- Gail Berson, Vice President for Enrollment and Dean of Admission
- Rene Davis, Title IX and 504 Coordinator
- Gary Gillis, Associate Dean of Faculty and Director of the Science Center
- Shannon Gurek, Vice President for Finance and Administration and Treasurer

- Lori Hendricks, Director of Athletics and Senior Lecturer in Physical Education and Athletics
- Christine Hutchins, Vice President for Communications and Marketing
- Kevin McCaffrey, Director of Government and Community Relations
- Lenore Reilly, Senior Advisor to the President and Secretary of the College
- Marcella Runell Hall, Vice President for Student Life and Dean of Students
- Sonya Stephens, Acting President
- Kassandra Jolley, Vice President for Advancement
- Alex Wirth-Cauchon, Chief Information Officer and Executive Director for Library, Information, and Technology Services (LITS)

### **Shared Governance**

Mount Holyoke has a strong tradition of shared decision-making among its administration, faculty, and students. Students and faculty have an important role in shaping institutional policy and practice, in particular through the [Student Government Association](#) and the various standing committees.

## **Student Engagement at Mount Holyoke College**

### **Student Government Association (SGA)**

The Student Government Association (SGA) is an active leadership group that represents the entire student body in discourse with college administration and faculty on issues that affect the student body. The SGA leadership is comprised of an Executive Board voted in by the student body, a Senate comprised of representatives from residence halls, students living off campus, student organizations that petition for a seat, and committees formed by the SGA or College community.

SGA, via the Ways and Means Committee, distributes the monies taken from the Student Activities Fee to pay for programs and activities that improve student life, and funds most of the 110+ student organizations on campus.

For more information see the SGA website. All Mount Holyoke Students are members of the SGA and are encouraged to attend Senate Meetings (open to all) on Tuesday nights from 7:30-9:00pm in the Blanchard Great Room during the academic year.

### **The Executive Board of the SGA**

President

Vice President

Treasurer

Secretary

Public Relations

Chair of Senate

Chair of Halls

Chair of Organizations

Chair of Committees

### **The Executive Board shall**

- Act as a liaison between the students and the administration, staff and faculty;
- Facilitate regular meetings of the Senate and execute the policies determined by the Senate;
- Report regularly to the Senate on the Board's activities; and
- Oversee and aid in the effective functioning of all SGA committees.

## **Campus Committees**

The members of the SGA Executive Board and/or students selected by an application process through the SGA sit on various campus wide committees to take part in a variety of governance conversations across campus. Below is a list of some of those committees in which students sit among administration, faculty, and staff to make important decisions for the College.

## **Faculty Committees**

- Academic Priorities Committee
- Advisory Committee on Admissions and Financial Aid
- Advisory Committee on Multicultural College and Community Life
- LITS Advisory Committee
- College Planning Committee

## **Administration-Student Advisory Committees**

- Alcohol & Drug Advisory Committee
- Campus Police Advisory Committee
- Career Development Center Advisory Committee
- Community Dining Working Committee
- Exam Coordinating Board
- Five College Coordinating Board
- Planning and Budget Advisory Committee
- President's Commission on Diversity and Inclusion
- Student Health Advisory Committee

## **Student-Led Committees**

- All Campus Elections
- Appointing Board
- Constitutional Review Committee
- Student Conference Committee
- Ways and Means
- Students of Color Committee

## **Class Boards and Traditions**

Each year students elect an executive board, class board, to administer the social programming governing needs of each class. Each class board is responsible for carrying on some of the most important Mount Holyoke Traditions. Below is a list of several college traditions are organized by the class boards:

### **Big Sib/Little Sib**

Formerly known as Big Sister/Little Sister, Big Sibling/Little Sibling is a well-established tradition that builds class year connection. An incoming first-year student is paired to a member of the junior class. Over the semesters ahead, the "Big Siblings" are there to offer advice and support to their "Little Siblings" on campus issues. Many of these connections persist long past graduation.

### **Convocation**

At the beginning of each academic year, the elected Class Boards rally and energize their fellow classmates to positively and enthusiastically represent their class group by wearing school colors and cheering during the convocation ceremony

## **Disorientation**

This event provides an opportunity for seniors to develop a supportive and friendly atmosphere among themselves and with the first-year students. This event involves a series of fun and varied activities that take place over the course of four to six days in the fall semester.

## **Elfing**

During October, sophomores become “elves” leaving notes of encouragement for the first-year students. Each sophomore anonymously “elfs” a first-year student for several days until they reveal their identities at a party at the end of the week.

## **Junior Show**

The junior class traditionally stages its own show to entertain the College. Over the years, returning alumnae have been known to sing, even twenty to thirty years after the event, the songs from their show. The closing night is junior/senior night, generally followed by a party for the two classes.

## **Ring and Rose Ceremony**

The ring and rose ceremony is a special event held in the spring semester to acknowledge the 'half way mark' of a student's MHC career. The class celebrates each other with a semi-formal presentations and a dessert reception. To memorialize the event, each sophomore present receives a rose. Sophomores who ordered class rings will also receive them this night.

## **Snow Ball**

A new tradition; the First Year Class Board partners with Orientation in January to host a semi-formal dance for all members of the first year class as a means to connect and bond the Spring Admits with the Fall Admits with music, dancing, and a night of fun socializing.

## **Senior Class Gift**

The Senior Gift is a program run by Mount Holyoke's Annual Fund and dates back to the 1970s. It is currently a student's first introduction to the Annual Fund and the alumnae tradition of giving back to Mount Holyoke. The program is led by two Head Class Agents elected to the Senior Class Board who work in conjunction with an adviser in the Development Office. The Head Class Agents, in consultation with their adviser in the Development Office, plan the personalized campaign, recruit a committee of class agents to assist with the campaign, create materials (letters, posters, articles) that inform the seniors and the entire campus of the gift, plan Senior Gift related events, and work to achieve the fundraising goals set for the Senior Gift Fund. It is the responsibility of the Head Class Agents to inspire and influence their committee of class agents and the Senior Class as a whole to support the Senior Gift. Participation, rather than the amount of each gift, is stressed throughout the campaign. By working with classmates and the Senior Gift adviser from the Development Office, the Head Class Agents will learn the skills needed to build an organization and to manage its tasks.

## **Other College Traditions**

### **Class Color and Class Emblem**

This Mount Holyoke tradition goes back nearly one hundred years, when College classes began affiliating themselves with particular animal emblems. Since the late 1800s, Mount Holyoke classes had been voting on a variety of class colors, but it was not until 1901 that the classes voted for the colors that remain today. The class of 1901 chose hunter green, and the classes of '02, '03, '04 voted for crimson, golden yellow, and royal blue, respectively. The choice of the class animals proves to be

a bit of a mystery. In 1905, the classes adopted class animals: the lion, unicorn, tiger and dragon. Finally, in 1909, the students voted for lion, griffin, sphinx, and Pegasus as their class animals. They also decided that even-year class animals would be Pegasus and lion and their colors would be red and blue and odd years would have griffin and sphinx, with green and yellow as their colors. This system has persisted to this day, and marks everything from our key holders to our library banners to the decals on the windows of the college store. Each class proudly displays their class color at class related activities such as Convocation and it is an integral part of our identity as Mount Holyoke students.

### **Faculty Show**

Faculty and staff entertain the College by putting on a variety show that pokes fun at popular culture, campus traditions, and the faculty themselves. Faculty Show a quadrennial tradition that began with Seven Princesses in 1903.

### **Family and Friends Weekend**

Held in the fall, Family and Friends Weekend is a time when the College invites families and friends to visit the campus to get a taste of the academic and social life of the College. The weekend features two and a half days of events planned by a committee of students and administrators in cooperation with the Office of Student Programs. Events include academic highlights, musical performances, athletic and cultural events with plenty of time to relax and enjoy the final days of autumn.

### **Founder's Day**

Founder's Day is a celebration of the founding of Mount Holyoke Female Seminary and our founder, Mary Lyon, and her living legacy. Founders Day is held on the Sunday nearest to November 8, the date the Seminary opened in 1837. President of the College, Elizabeth Storrs Mead, initiates this tradition in 1891. Ice cream became a part featured treat of the Founder's Day tradition in the 1920s.

### **M&Cs**

M&Cs (milk and cookies) is a long-standing tradition of an evening break to nourish the body and social connections among our students. The tradition began daily treat in served in the residence halls at 9:30 pm. M&C has grown to a community event hosted out of Blanchard Campus Center.

### **Mountain Day**

When fall weather sets in, speculation begins about the date for Mountain Day. Mountain Day provides an unexpected break from classes. 100 peals of the Mary Lyon Hall bell announce to the campus that it is Mountain Day. Many students spend the day enjoying outdoor activities, in particular, hiking up Mt. Holyoke.

### **Pangy-Day**

Pangynaskeia was one of the names that Mary Lyon considered for her new seminary before selecting the name "Mount Holyoke". In 1979, Pangynaskeia (now commonly called "Pangy Day") debuted as a Mount Holyoke College tradition celebrating this "total world of women." Pangy Day is a celebration that is part Earth Day, part MHC tradition and includes the all-college picnic and festivities for the entire campus including music, games, a ritual Maypole & Spiral Dance and more.

### **September Convocation**

Convocation is the traditional opening of the College each year. On the afternoon before the first day of classes, the faculty, staff and student body gather in the amphitheater to celebrate the beginning of a new academic year. This is the first formal College event that all students attend adorning their class color.

## **Strawberries and Champagne**

This event, sponsored by the Alumnae Association, welcomes members of the senior class as Mount Holyoke's newest alumnae and celebrates their last day of classes.

## **Student Engagement through Co-curricular Activities**

At Mount Holyoke students have access to a number of avenues for getting involved and furthering their engagement with areas of personal passion and interest, with topics of leadership and social activism, and with the MHC and local community. Mount Holyoke provides these avenues through a range of co-curricular activities, and views these opportunities as an important aspect of a college education that introduces students to new ideas, perspectives, and experiences.

Co-curricular involvement can build, within individual students, organizational and leadership skills that are transferable to life beyond Mount Holyoke College. Beyond that, co-curricular opportunities are a great way to connect to other students and members of the MHC community, and to put what has been learned in the classroom into action.

There are a number of ways for students to connect to co-curricular offerings, including but not exhaustive:

- Center for Career Development
- Department of Student Life
- The Lynk
- McCulloch Center for Global Initiatives
- Office of Student Programs
- Weissman Center for Leadership, including Community Based Learning

## **Office of Student Programs**

The Office of Student Programs exists to support students with opportunities for leadership, service, and engagement, and serves as hub for connecting students to co-curricular activities. Student Programs is a great entry point for those seeking opportunities that fit their interests, skills, and goals or who are not sure where to start!

The office offers a number of ways to get started:

### **Fall Organization Fair**

Every September, Student Programs holds the annual Org Fair in Chapin Auditorium where MHC's 120+ student organizations are available for students to check out and gather more information.

### **Online Organization Directory**

For a complete listing of recognized student organizations, see the Office of Student Programs website. Here you will find org contact information, and can reach out directly.

- Website: <https://www.mtholyoke.edu/studentprograms/org-directory>

To give an idea of the types of organizations listed, orgs ranging in topical areas:

- Academically affiliated
- Acapella groups
- Club sports
- Cultural groups
- Live music & radio



- Peer education
- Politically affiliated
- Pre-Professional organizations
- Religious & Spiritual
- Student activism
- Student publications

### **In Person Involvement Advising**

If students are looking for more of an in-person touch, stop by the office located in **Blanchard Campus Center 327** to set up an appointment with one of the staff.

To learn more about ways in which you can become engaged and get involved at MHC, see the [Office of Student Programs](#) online.

## **Diversity and Inclusion**

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

### **Diversity and Inclusion In Practice**

Diversity and Inclusion focuses on understanding our 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, co-curricular 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, we seek 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 residence halls, cultural centers, student programming spaces, classrooms, and study spaces.

Examples of these programs and services are:

- Cultural Centers and Community Spaces
- Cultural, Heritage, Awareness Events
- Cultural and Identity-based Student Organizations
- Hortense Parker Celebration
- Interfaith Luncheons
- International Student Organizing Committee
- MoZone Peer Education Program
- SGA Students of Color Committee
- Stoling Ceremony
- Women of Color Trailblazers Leadership Conference

## **Cultural Centers and Community Spaces**

Our diverse community is a hallmark of Mount Holyoke's identity. We believe that education thrives when the views, cultures, and values of the entire community brought together. Our community and cultural 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 serve as meeting space, a support space and a space where people can gather and socialize.

### **Asian Center for Empowerment**

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

### **Betty Shabazz Cultural Center**

The Betty Shabazz Cultural Center (The Betty), located at 2 Dunlap Place, is the first cultural house 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 the 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 Dr. 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 Emeritus and co-founder 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 Latina identity in addition to serving as a valuable resource for those in Latin American academic studies.

## **Eliot House**

Eliot House is the center of religious and spiritual life on campus representing the religious pluralism at Mount Holyoke. It's the site of both Wa-Shin-An, an authentic Japanese teahouse and meditation garden, and the Kosher/Halal kitchen, where meals are prepared according to Jewish and Islamic dietary laws. Eliot House also serves as a center for exploration and contemplation on religious and ethical issues.

## **Jeannette Marks House**

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 opening as the Lesbian, Bisexual, and Transgendered Community Center. Members of the community use the space to meet, hold events, and take advantage of resources available, such as the Queer-friendly library. The house was renamed after Jeannette Marks, a Mount Holyoke professor and partner of former president Mary Woolley.

## **Unity Space**

The Unity Space, located on the third floor of Blanchard Campus center, is a welcoming lounge and resource room for students of all diverse backgrounds. Created Spring 2016 through funding from the Multicultural Community and College Life and the Dean of the College, this space is a symbol created to celebrate, support, and affirm the breath of racial, class, cultural, and ethnic backgrounds on campus. Open to all students, the Unity Space is used primarily by first generation college students, undocumented students, and cultural and ethnic student organizations. These groups have used the space to host meetings, to offer drop-in support office hours, and to house resources such as scholarship lists for specific communities.

## **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**

The Office of Religious and Spiritual Life (ORSL) is a place where you can go to celebrate, discover and/or deepen your spiritual side. It is open to all whether or not you practice within a particular faith community or are simply searching for meaning in your life. 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 your quest for the “more” in life.

Located in the Eliot House, the [Office of Religious and Spiritual Life](#) provides a wide range of weekly programs (most with food—Kosher/Halal kitchens) and community celebrations to nurture our religious and spiritual life on-campus. The weekly Interfaith Luncheons and dialogues are very popular. By offering a moment of rest, opportunity to make friends and build community bonds, while discovering the gift of storytelling and Chef Jeff's cookies. It is on “the bucket list” for many seniors.

## **McCulloch Center for Global Initiatives**

Global competence is a must for citizenship and successful careers in the 21st century. The McCulloch Center leads Mount Holyoke College's commitment to expand students' global competence. Through courses, conferences, research, international internships, study abroad, and collaborations with external partners, students acquire the skills needed for citizenship and careers in

today's global world. The exceptional international diversity of our community offers a powerful context for building global competence.

Global learning at Mount Holyoke encourages students to *CHANGE*:

- Cultivate global awareness and engage across difference
- Harness knowledge for the solution of pressing global problems
- Appreciate how societies respond differently to common needs
- Nurture an ethic of responsibility for making the world more just and sustainable
- Gain understanding of global challenges, their origin, and implications
- Employ another language to communicate across cultural diversity.

McCulloch also supports ISOC (International Student Organizing Committee), which organizes special events with an international focus, such as the annual Global Fest, that take place throughout the year. Some of these events include discussions about what it is like to be an international student in the U.S., as well as conversations and networking workshops with international alumnae. They also help plan, facilitate and carry out fall and spring orientation for new international students.

## **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 individuals 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 is considered on a case-by-case basis.

### Summary of Services Offered

- Reasonable housing, academic, and dining accommodations
- Learning Specialist consultation and support
- Academic and self-advocacy counseling and coaching
- Assistive technology consultation and support
- Peer mentors
- Pre-orientation for new students and parents
- Coordination with campus offices to ensure accessibility
- Referrals to on and off campus services
- Consultation and professional development to campus departments

To apply for AccessAbility Services, call 413-538-2634 or email [accessability-services@mtholyoke.edu](mailto:accessability-services@mtholyoke.edu)

## Access Barriers

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

[Animal Policy](#)

[Event Relocation](#)

## Attending A Residential Campus

### Residence Life

The Office of Residential Life is responsible for the administration of and student life in the residence halls on campus at Mount Holyoke. The 6 professional staff in the Office of Residential Life are responsible for hiring, training and supervising more than 90 student leaders (CAs and SCAs) who live in the halls and serve as mentors and resources for the students there. There is a [Community Advisor \(CA\)](#) on almost every floor and a [Senior Community Advisor \(SCA\)](#) in every building or pair of buildings. Residential Life is also responsible for building community in the residence halls through programming and maintaining community standards by addressing policy violations in the halls through restorative practices and the disciplinary process. All roommate conflicts, room changes, room assignments and room lottery processes are through the Residential Life office as well.

### Our Purpose

To partner with Mount Holyoke College students in creating and engaging in inclusive, compassionate and authentic communities.

### Our Approach

The Office of Residential Life supports the academic mission of the College by providing a residential environment for learning that respects and appreciates individual differences and promotes a sense of community. The office is dedicated to challenging and supporting students as they progress through their college years. Residential Life staff in each hall foster leadership, promote understanding of diverse backgrounds and lifestyles, encourage cooperative decision-making and support activities that allow students to uncover and broaden their interests. Each student's development is facilitated through the empowerment to solve problems, engage in and be active within a residential community.

### We endeavor to create dynamic communities in the following ways:

- **Conversation:** We strive to work with students to engage in conversation and dialogue as a tool for community development.
- **Learning:** We teach life skills and create an environment for personal growth and development.
- **Equity:** Our policies and procedures are applied uniformly and fairly with respect for unique student needs.

- **Respect:** Our office is respectful, supportive and helpful to students as they navigate through their residential experience, even when the answer they receive is disappointing.

## In Hall Staff

### Senior Community Advisors

The Senior Community Advisors (SCAs) are student staff members who serve as mentors, role models, and community builders in the residence halls. SCAs are typically in their junior or senior year, have previously served as a Community Advisor, and have the community of the entire residence hall as their focus. As members of the Residential Life staff, SCAs serve on department or campus committees, coordinate hall meetings, advise and mentor Community Advisors, and assist in the initiating of programs and activities in the residence hall. SCAs work closely with the Community Advisors to address hall and individual student concerns such as roommate conflicts, personal crisis or academic issues. Each SCA has participated in significant training each year, and can provide resource and referral information to all students in the hall.

### Community Advisors

The Community Advisors (CAs) are student staff who serve as peer mentors and coaches to the community living on their floor. There are three to nine CAs in each residence hall, generally one per floor. CAs partner with the residents of each floor to develop a sense of community responsibility for the general welfare of the floor and developing the floor into a welcoming, inclusive and friendly community. CAs get to know the residents of the floor and work to help them get to know each other. CAs are typically sophomores and juniors, and are trained as a peer mentors in community development, conflict management and resolution, programming, academic support, health-related issues, and interpersonal skills. Along with these skills, CAs are knowledgeable about campus and resources and can provide resource and referral information. Most importantly, the CA is available to each member of the floor for peer support. CAs are selected for their desire to work with other students and create a positive living experience for others.

Living-Learning Communities

## Residential Community Responsibility

Students are members of a residence hall and are expected to act responsibly and not to interfere with the rights, comfort, or safety of their roommates and other students.

### Smoke-Free Residence Halls

All student housing is completely smoke-free spaces. No smoking should take place in any space in these buildings. This includes, but is not limited to, student rooms, lounge spaces, bathrooms, porches, and balconies. Students, employees, and visitors of the College must maintain a 20 foot smoke free perimeter around the residence halls to mitigate fumes from wafting into the residence hall. Failure to comply with this policy will result in College disciplinary action and may lead to a loss of housing privileges. Related Policies:

- Housing Contract: <https://www.mtholyoke.edu/reslife/contract>

### Residence Hall Common Area/ Lounge Reservation Policy

Mount Holyoke College makes available the opportunity for students to host small, community friendly events in the Common Spaces of Residence Halls, like hall bonding activities, holiday gatherings, game nights, TV & sports viewing, etc. that won't be comfortable or, let's face it, as much fun in the cramped space of a res hall room. If you think your program or party ambitions are too large for a

Common Space, or you need campus services, or if you are trying to host an event with bartending as part of the event please talk with Student Programs about other options on campus.

**ALL individual student-planned events, other than these smaller in-hall happenings must register through the Office of Student Programs with an [ERF \(Event Registration Form\)](#).**

**All registered student organization planned events, even those through the Common Space Reservations, must register through the Office of Student Programs using the ERF, unless the intention is for a meeting of 35 people or less. The ERF must be submitted at least 14 days in advance, so your Common Space request should be submitted at minimum 16 days in advance.**

Spaces are reservable by individuals or student orgs for meetings, rehearsals, study groups, etc, but they are not intended for weekly/regular reservations so that the space remains available to more varied usage. If you need regular weekly meeting space, consider a room on campus that is not overly popular, and make a [Request for Campus Space](#) online.

**Common Space Requests will be approved if the space is available and the request meets these criteria:**

1. Two Mount Holyoke residents must sign on as the RESPONSIBLE HOSTS. At least one of the Hosts must be a resident of the hall in which the event is being held.
2. All events must adhere to College, state and municipal fire safety standards.
3. Based on risk management review and in line with best practices and policies at peer institutions, no alcohol may be served or consumed in any campus venue unless compliance with MHC policies and state and federal laws can reasonably be assured. Alcohol service by students to students in Residence Hall common areas does not meet this standard and cannot be responsibly approved. Students seeking to host social events with alcohol service may do so by registering their event with the Office of Student Programs where provisions can be made for college-employed TIPS trained bartenders to offer beer and/or wine service to those of legal age with proper identification in a licensed campus facility.
4. The hosts are also responsible to inform all guests of MHC policies and community standards and must actively work to uphold these standards.
5. Common Space event reservations cannot be approved during quiet hours (this includes daily quiet hours as well as 24 hour quiet hours during final exams.)
6. Weekday gatherings must end by the time quiet hours begin, typically 10:00 pm. Weekend gatherings must end by 1:00 am, at which point guests must be dispersed, food and beverage service stopped, music turned off and cleanup begun. Cleanup can continue past 1 am as necessary.
7. **Hosts are responsible for not exceeding the 50 person maximum (inclusive of the hosts, and others helping to make the event happen).** Use of posts on Facebook, your room door or by yelling "I'm having a party" down your hallway, might make this harder for you to be compliant. If more than 50 attendees (including random people) arrive, it is the hosts' responsibility to disperse them until the total attendance is under 50 total or to shut the event down if the 50 person maximum capacity cannot be maintained. Hosts must be diligent in watching the capacity at all times.
8. Plan your finances ahead of time. Hosts can not charge guests for admission, food, entertainment or beverages.
9. Music must be played at a reasonable level to maintain a considerate environment in your hall, and neighboring halls.

10. For the duration of the event and clean up period, both hosts are responsible for upholding all college policies and laws. Hosts may also be held responsible for any property damage in the hall caused by any attendee.
11. The hosts are responsible for event clean up and restoring the lounge/living room to its original condition.
12. Residence Hall Kitchens ("Golden Pears") are not reservable.
13. Events that do not adhere to the Common Space reservation guidelines and/or policies will be shut down by any member of the Campus Police, Residential Life Professional or Student Staff, the Professional Staff On Call, or other college administrators or staff.
14. Any violation of policies in conjunction with your gathering can result in sanctions against the hosts as individuals, in addition to other non-compliant individuals.

Once you understand the guidelines, you are ready to complete the [Common Space Reservation Request Form](#). Please allow for two business days for the desired building's Area Coordinator to process your request.

## Guest Policy

Student rooms serve multiple purposes. The Office of Residential Life encourages roommates to discuss rest, academic, and social expectations within their room. As a residential college, rest and study have priority over entertainment. This is a priority occupants sharing a room must honor. This policy on guests applies to all residential students and is in effect for the entire year, including summer housing, winter break, and Intersession.

Students are allowed to invite guests into the residence halls. We consider a guest of the campus to be anyone who is not an actively registered Mount Holyoke student. Guests in a residential context are any student who is not a resident of the hall or assigned occupant in the residence hall room. Specific Guidelines of the Guest Policy:

- Student Organizations hoping to have more than 15 guests on any given night must follow the hosting guidelines
- Guests must abide by the regulations of the residence hall and the larger College community while they are on campus.
- If the guest's conduct offends other residents, breaks policy, or the frequency of visits becomes problematic, the hosts will be asked to have the guest leave immediately.
- Any guest without a host will be asked to leave immediately.
- The host(s) is held responsible for the behavior of their guests.
- The host(s) assumes full responsibility for informing their guests of the College policies, procedures, and community expectations.
- In instances of inappropriate behavior, this policy will be applied to currently registered Mount Holyoke students.

## Overnight Guests

Students are permitted to host guests for overnight stays. The Office of Residential Life asks roommates to discuss and come to agreement on overnight guests, including overnight visits of Mount Holyoke students. The overnight provision of the guest policy is intended for short-term visits. Short term is typically a weekend. The overnight provision of the guest policy also applies to students living in apartments, singles, and suites as well as students living with roommates. Below are the specific guidelines for overnight visits:



- Overnight is considered any stay in the residence hall between the hours of 2:00am to 8:00 am.
- The actual permitted number of overnight days should be agreed upon by roommates. The maximum number of overnight days per semester is 16 per visitor.
- No overnight guest can stay in residence longer than seven (7) consecutive days. Overnight guests are limited to one seven (7) consecutive day stay per semester.
- Host and guests cannot sleep in residence hall common rooms.

### **Hallways**

Hallways must always be clear in case of fire. Items found in hallways and stairwells are considered abandoned. A delay in removing items from a hallway will result in their immediate removal and disposal. This includes but is not limited to doormats, boots, umbrellas and decorative items.

### **Furniture Removal**

Due to very limited storage space, we require students to keep the college provided furniture in their assigned room. Excess furniture should not be placed in corridors or stored in trunk rooms. Students may not alter the furniture in their rooms in any way or they will be billed the full amount for replacement.

### **Right to Assign/Reassign Student Room Placement**

The College, through the Office of Residential Life, reserves the right to assign any vacancy in College owned housing at any time and/or to reassign any student at any time. The College reserves the right to relocate housing assignments as deemed necessary. This includes relocating a student to another room/hall or assigning a new roommate to any open space.

### **Statement on Privacy & Inspection Room Inspections**

Residential Life and Facilities Management assess the condition of each room at the beginning of the academic year. This assessment indicates the physical state of the room and all of its contents at the time of the student's arrival in the fall. Any missing furniture or change in the state of the room or its facilities beyond reasonable wear will be billed to the student. Students will be charged for actual labor of a major repair and replacement costs of furniture. A \$100.00 cleaning fee is assessed if personal belongings or trash is left behind in the residence hall room when they vacate at the end of the year. Any painting of student rooms or College furnishings is prohibited. There will be a minimum fee of \$400.00 for any painting in a student room or on College furnishings.

In addition, residential life student staff and Facilities Management staff inspect rooms at the beginning of each semester and during breaks to ensure compliance with fire safety regulations. Another inspection takes place after students leave. Students will be notified in advance of these inspections.

**Official Scheduled Inspection** The South Hadley departments of Public health, Public Safety, and Fire may send inspectors to conduct routine inspections of residence halls, including student rooms, bathrooms and common areas, and storage areas. These inspections may result in College sanctions for any student who is responsible for violations of College policy.

Routine inspections are scheduled in advance and generally occur during the College business day (Monday-Friday, 8:30 AM-5:00 PM). Inspectors will provide a minimum of twenty-four hour notice. Inspectors are escorted by a Mount Holyoke College employee. To inspect an occupied student room, the inspector must present the appropriate credentials and request permission from an occupant before inspecting a student room.

If permission for a scheduled inspection is denied and the occupant refuses to arrange a convenient time for the inspection, the inspector may obtain a court order permitting entry without the occupant's permission.

These inspections are limited to the purposes for which they are authorized and should not involve examining any desk, bureau, trunk, or other presumptively private container. Closets may be searched for illegal heating devices.

If an inspector should see evidence of a crime in plain view, the inspector has the responsibility to report the observation to law enforcement authorities. At Mount Holyoke College, these reports can be forwarded to Campus Police.

To ensure the health and safety of the community, emergency and/or safety inspections can occur at any time without notice.

### **Emergency Entries**

The usual rights of privacy and guarantees against trespass may be suspended in the course of disturbances of the peace; domestic violence; serious criminal incidents; fires, floods, or similar disasters; and fire alarms.

Fire officials may enter a student's room without permission to search for, or to confirm the presence of, a fire or related dangers. Any person, including law enforcement officials, may enter a student's room without permission to search for, rescue, evacuate, or treat fire or disaster victims; or otherwise save lives or property from destruction.

In the course of assisting at a fire, disturbance, or disaster, police officers may lawfully seize any evidence of a crime they observe in plain view for purposes of prosecution. Being lawfully on the premises, they do not need to obtain a warrant to authorize the seizure. However, a police officer who seeks to enter a student's room solely to investigate such a report is under legal obligation to obtain consent or a judicial warrant.

Fire officials are responsible for reporting any evidence of a crime they have observed to law enforcement officials.

### **Searches by Law Enforcement Officials**

Nothing in the legal relationship between the College and the student gives the College authority to consent on students' behalf to the search of a student's room, vehicle, or other possessions by law enforcement officials.

The College will advise law enforcement officials that they must obtain the student's permission or a judicial search warrant for permission to search a student's room, vehicle, or other possessions.

(Note: Law enforcement search warrants must be based on probable cause to believe a crime has been committed and that evidence of that crime is in the place to be searched. Law enforcement officials do not have to have reason to believe that the occupants of a particular room, or the possessors of a vehicle or trunk, have committed the crime under investigation.)

Law enforcement officials who have a valid search warrant are required to show it to the occupant of the room if the occupant is present. Law enforcement authorities have the authority to use whatever

physical force is necessary to affect the warrant. Questions about the validity of the search warrant should be reserved for the courts.

In exigent circumstances (such as an immediate situation where there is insufficient time to obtain a search warrant and where evidence would be destroyed by the delay), particularly with motor vehicles, law enforcement officers operating on probable cause may not need a search warrant.

Campus Police is responsible for the coordination of all searches and seizures by public officials and outside law enforcement on the Mount Holyoke College campus.

Roommates rights and responsibilities connected to privacy and inspection Students may incur legal liabilities as a result of actions taken by their roommate(s). Roommates who tolerate the commission or evidence of a crime (including illegal drugs) in their rooms open themselves to the possibility that all of their private possessions in that room may be searched pursuant to a warrant, even though they are not suspects, and that they may be prosecuted for any stolen goods or prohibited substances found therein.

Roommates may authorize law enforcement officers, official inspectors, or anyone else to enter rooms shared in common and a successful prosecution may follow from the observation of the evidence of a crime in plain view. However, a roommate may not waive another student's right to the privacy of a desk, bureau, closet, trunk, or other presumptively private container not shared in common. A judicial warrant is required to search closed containers.

### **College Staff Access to Rooms**

Normally, College custodial, housekeeping, and maintenance personnel will enter a student room only at the request of an occupant to perform a service and will do so only during business hours. In the performance of these duties, College personnel will respect the privacy of desks, bureaus, closets, trunks, and presumptively private containers.

Occasionally, rooms may have to be entered in a student's absence to carry out non requested services or maintenance, or the restoration of heat, water, or electricity. In these circumstances, the College will endeavor to leave behind notice of the entry and its time and purpose.

All student rooms will be regularly inspected during vacations and other scheduled times throughout the year by College custodial, housekeeping, or maintenance personnel to inspect for fire, health, or safety hazards; to liberate confined pets; or to ascertain damage to College property.

The College reserves the right to escort insurance inspectors, engineers, and other officials through the residence halls and to conduct surveys of selected buildings or rooms for the purpose of planning renovations. Advance notice of these inspections will be given whenever possible.

The College reserves the right to enter a student's room when necessary for the furtherance of College business, which includes, but is not limited to, inspection for compliance with fire, health, and safety regulations; inspection and inventory of College property; maintenance of security; the furtherance of security investigation; and necessary building maintenance.

### **Trunk Rooms & Storage in the Area**

The College provides storage to active students during the academic year. There is a trunk room in the basement of each residence hall to provide storage to students during the academic year. The trunk room is intended for academic-year storage only. The Mount Holyoke College Academic year

begins with the opening of school, in September, and ends with the closing of the residence halls for the underclass students in May. The trunk room is designed to provide space for boxes, suitcases, and those few extra items students bring from home but realize they do not need. Trunk rooms are only large enough for students to store a few belongings. Items stored in trunk rooms must be clearly marked with name, class year and date of storage.

At the end of each academic semester, Facilities Management staff goes through the trunk rooms and remove abandoned items and unsafe items. Room furniture, upholstered/overstuffed furniture, bikes and items stored in open containers pose fire risks to the community and are prohibited from the trunk rooms. If these items are found in a trunk room, they will be removed and disposed of immediately.

Students store belongings there at their own risk. The college is not responsible for protecting or securing items stored in basements. The College is not responsible for anything stored in the basements. Items may be inadvertently removed and discarded, misplaced, stolen, or subject to other accidental damage or loss. We strongly encourage students to make off campus arrangements.

To obtain the trunk room key, please contact your Senior Community Advisor or designated hall student staff member. Campus Police, Facilities Management, and the Office of Residential Life will not unlock trunk rooms. The trunk room is a locked but unsecured area. Access is available to any student or staff member affiliated with the College. The trunk rooms are located in the residence hall basements and subject to moisture and climate changes.

At the closing of Spring Semester or upon any extended separation for the College (Medical leave, withdrawal, graduation) students MUST take belongings home or locate an off campus summer storage facility.

### **Storage Guidelines**

What types of items CAN be stored?

Luggage and trunks

Plastic storage bins w/ lids

Refrigerators and microwaves

Rugs (must be rolled, tied, and labeled) Items stored in trunk rooms must be clearly marked with name, class year and date of storage.

All items must be in a closed or sealed container. Open crates, bags of any kind, and open boxes are NOT allowed. Anything improperly stored will be discarded.

What types of items CANNOT be stored? Below are examples of items that cannot be stored.

Furniture of any kind, futon frames, etc.

Items stored in large travel bags or garbage bags

Crates or boxes with no lids

Bikes

Floor Lamps Flammable or Hazardous Materials

### **Summer Storage**

There is absolutely no storage available during the summer months. Students must take their belongings home during the summer months or locate an off-campus storage summer facility.

Graduating seniors must remove all belongings from the trunk rooms immediately following graduation. After graduation, any items remaining in the trunk room belonging to graduated seniors

will be removed and disposed. The Office of Residential Life maintains a listing of local storage providers. Any items found in trunk rooms during the summer months will be discarded.

### **Keys and One Card**

Each student receives a key to their room when they move into a residence hall. Keys and One Cards are the property of Mount Holyoke College and are on loan to the student. Keys and One Cards are not to be duplicated, loaned, or transferred. For security reasons each student must keep their room and other doors locked at all times.

If a member of the College staff (Campus Police, Facilities Management, etc.) finds a residence hall room unlocked while attending to routine business in the hall the staff member will lock the student doors. In addition, each student must carry their keys with them and may not lend them to someone else. Keys must be returned to the Office of Residential Life when students vacate their rooms. There is a fee for failure to return keys.

**Exterior Doors and the One Card System** Exterior doors to residence halls are locked at all times and may be accessed through the One Card system. If your One Card is lost or stolen, please report it to Campus Police and/or the Auxiliary 78 Services Office immediately. To replace your One Card, go to the Auxiliary Services office located in Central Services. Students are not allowed to loan their One Card to visitors or other students.

### **Lost Keys**

If a student loses their key, they must report the loss to the Office of Residential Life, who will order a new key from Facilities Management. New keys may be picked up Monday through Friday between 9:00 AM and 5:00 PM at the Office of Residential Life. Students must pay for the new key at the time of pickup. Students must show an identification card when picking up new keys.

Lost post office keys should be reported to the Mail Services to arrange for a replacement.

If a student who has lost their keys suspects that an individual unassociated with the College has them, they are expected to have the lock of their room changed. This type of incident should be reported to the Campus Police Office.

### **Lock Changes**

If the keys are lost with no concern that a theft has occurred or that the keys are in someone else's possession, the student should report this to the Office of Residential Life, who will ask the Department of Facilities Management to change the lock core. Students requesting this service will be charged a fee. This charge appears on the student's bill.

#### **Replacement Costs**

- Room key \$5.00
- Closet key \$5.00
- Recore charge \$45.00

### **Lockouts**

Until 11:00 PM, students locked out of their rooms should look for the Senior Community Advisor (SCA) or Community Advisor (CA). Each student is allowed 2 free lockouts from the S/CA over the course of the academic year. Additional lockouts performed by the hall staff will be recorded and the students will be fined \$10 for each lockout. If the student staff is unavailable, students should call Campus Police. Lockouts handled by Campus Police personnel will be charged a fee is \$15. There are no free lockouts provided by Campus Police personnel.

Staff is not authorized, under any circumstances, to let anyone into someone else's room. Therefore, a student must show proof of identification (student identification card, driver's license) prior to entry. If the student has no form of identification at the time, the student will be required to show identification immediately upon entrance to the room.

### **Illegal Moves/ Room Changes without the express permission of the Residential Life Office**

Students are not allowed to move into a new room assignment or change rooms with another student without the express permission of the Office of Residential Life. If you have questions about changing rooms, please contact the Office of Residential Life. For more information on room changes, please consult the Room Change section of the Housing Process Web page.

### **Pets in Residence Halls**

Pets are forbidden in residence halls with the exception of service animals and fish that can be safely and humanely contained in a tank/bowl of five gallons or less. Students may also have an assistive animal if approved as a disability accommodation through the office of AccessAbility Services.

Aquarium lights and filters are allowed and must meet Mount Holyoke College's fire safety guidelines. Students are responsible for the well-being of their pets throughout the academic year and break periods. For the safety and comfort of all of our residents, we do not allow pets outside of the exception noted above to "visit" you inside the residence halls for any length of time.

If your family or friends intend to bring an animal to campus, they must remain outside of the residence halls and follow all College policies on walking animals on campus. Students seeking to bring a service animal on campus should refer to the Service Animal Policy for specific details and guidelines. The College will consider other animal species in residence on a case-by-case basis in accordance with Federal regulations. Such requests should be made through the office of AccessAbility Services. Other related policies:

- Service Animal Policy: <https://www.mtholyoke.edu/risk/service-animals>
- Dogs on Campus: [https://www.mtholyoke.edu/campuspolice/dog\\_policy](https://www.mtholyoke.edu/campuspolice/dog_policy)

### **Quiet Hours**

Each residence hall floor determines quiet hours through discussion and voting facilitated by the hall staff at the beginning of each semester. Quiet hours can be negotiated mid-semester if necessary. Students are expected to be courteous and respectful of one another regarding room noise and activity at all times. Outside of quiet hours and courtesy hours, there are 24-hour quiet hours during the examination period, which will begin at midnight of the first reading day.

## **Programming On Campus**

Many RSOs (Recognized Student Organizations) 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 the Office of Student Programs and Event Services registration policy and guidelines. For more information about these policies, including funding through the SGA Ways and Means committee, refer to the Student Organization Handbook at

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

## Use of MHC Name

Until your group is officially recognized as an MHC student org, you can NOT represent yourselves as an official Mount Holyoke constituent. Meaning that you can not advertise yourselves with the Mount Holyoke name attached to your group, develop logos or material that do so, etc.

## Posting

Flyers and posters are important means of publicizing events at MHC. Bulletin boards are located around campus, including several in Blanchard Campus Center, Kendade Atrium, Eliot House, and Residence Halls. Guidelines for use are below. Academic and business office bulletin boards may have their own posting guidelines on each board - look for them.

Additionally, some mobile display panels (rolling bulletin boards, and easels), as well as hanging banner space and use of information tables, can be reserved through the Office of Student Programs for temporary, exclusive use in Blanchard Campus Center. Reservations can be made in the Office in 327 Blanchard or by calling x2478.

### *Be courteous!*

- Premature removal or altering of other people's postings is a breach of the Mount Holyoke College Honor Code.
- Please do not cover other postings, nor "spam"/post multiple pages of the same announcement on a single board.
- When flyering on neighboring campuses, or at area businesses please abide by their individual posted guidelines, and/or ask permission!
- To flyer in the LITS complex, please see their 'house rules'.
- 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 your advertisement. Think inclusively!
- Advertise how your event is accessible, and/or list a contact in your sponsor group that folks can call upon to ask questions and advance AccessAbility requests.
- Post only on tackable designated surfaces intended for this purpose. Not on lampposts, glass doors/windows, wooden panels, walls, painted surfaces, etc.

### *All materials should:*

- Include the identifying name/affiliation for the sponsor of the materials, and contact for more information.
- Not exceed 11"x17", without prior permission from the Office of Student Programs
- Be free from the mis-use 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
- Items should never block fire equipment or be posted on fire doors

## **Chalking**

Mount Holyoke College allows chalking on campus under the following guidelines. Individuals will be held responsible for any damage and/or cleanup if these guidelines are not followed.

- Only erasable chalk may be used (grease-based chalk is not permitted)
- 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 on any brick or building surface
- No chalking in any area that is protected from rain
- All chalking must be appropriate for the general public including children and any campus guests

## **Student Organizations Hosting Overnight Guests**

This policy is for student organization projects hosting more than 15 guests on any given night.

Occasionally, a recognized student organization on campus will want to host a conference, performance or event that includes inviting similar organizations from other campuses to the Mount Holyoke Campus. If the event will require an overnight stay and the organization would like to offer housing guests with current organization members, the following policy must be followed. This applies to student organization-sponsored projects, performances or conferences that offer hosting of 15 or more guests on any given night.

For the residential/overnight component of a Student Organization program, the Office of Residential Life has a duty to maintain the guest policies for the campus and to ensure that Student Organizations are not abusing this policy through inappropriate practices. These factors necessarily must be considered in the planning phase of proposed events.

- Any organization must make an appointment to meet with the Director or Associate Director for approval. This meeting must take place during the semester prior to the event. (i.e. Meet in the spring of 2013 for a fall 2013 event.)
- An event is limited to a maximum of 100 overnight guests. This number might be smaller depending on the Student Organization's ability to comply with the formula for determining how many guests are allowed. Under no circumstances will this number exceed 100 people. Guests falling under this policy may not stay more than 2 nights on campus.
- Student Organizations sponsoring conferences, performances or other events may NOT solicit hosts from the general student body to accommodate overnight guests for the event. Only pre-enrolled, active members of the sponsoring organization may host such guests and must do so within the established parameters of the MHC Guest Policy ([https://www.mtholyoke.edu/reslife/guest\\_policy](https://www.mtholyoke.edu/reslife/guest_policy)). 73 Member solicitation to host must be free of coercion and provide members clear communications on opting out of hosting. Members who choose to host are obligated to gain permission from their roommate prior to agreeing to host. Pre-enrolled membership in an organization is demonstrated by the record of individuals having signed on to a Student Organization Anti-Hazing form, as required by Massachusetts state law.
- A host (an active organization member) may only house one delegate/guest and will need to sign a host agreement form before the event takes place. Under no circumstances will a MHC student guest be allowed to host more than one guest for the event, regardless of whether they believe their room has the space to do so.
- The representatives responsible for the housing and registration portions of your event will need to provide a full list of hosts and assigned guests to the Office of Residential Life a minimum of 1 week prior to the event.



- If the event has more overnight needs than can be accommodated on campus in compliance with campus guidelines and state laws, your advertising and registration details must be designed and written to encourage delegates or guests to pursue off-campus housing options at area hotels.
- The option for on-campus hosting of guests must be advertised as limited. We recommend stating that it is available with priority given to those guests who have financial or travel hardships.
- Before your registration materials are made public (on your website, printed materials, Facebook, etc.) the plan and materials to register/recruit institutions and guests for this event must be reviewed for compliance with these parameters by the Office of Student Programs and/or the Office of Residential Life.

Failure to follow this policy can result in the student organization being prohibited from hosting an event on campus that provides overnight housing, an Honor Code violation or disciplinary action. If you have questions, please contact the Office of Student Programs and/or the Office of Residential Life.

### **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 our 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 there is sufficient time to provide adjustments or relocate an event.

Students with disabilities may also seek relocation of academic classes, residence hall assignment, or other College sponsored event or activity 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.

Visitors with disabilities inquiring about the equal opportunity and access to participate in an event, activity, or service should 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.

Should there be any questions or concerns regarding implementation of the relocation policy, please contact the College's Section 504 Coordinator.

# Safety on Campus

## Adverse Weather

There may be occasions during the academic year where adverse weather conditions call for the delayed opening, early closing, or cancellation of classes, programs, activities, or services. When adverse weather conditions lead to the cancellations or closing of the College, the College will use several methods to ensure the campus community is notified. These methods include:

- MHC weather line: 413-538-2330
- Mount Holyoke College Gateways for Students, Faculty, Staff, and Parents
- Community email announcement
- 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. in situations where the decision is made overnight.

Many factors go into the decision regarding opening and closing with primary consideration resting with the safety of our 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. Should you encounter a barrier due to adverse weather, such as fallen tree limbs, snow, or ice, contact Facilities Management at 413-538-2012 to report the location and condition of the barrier. Facilities Management is available between the hours of 7:00am and 4:00 pm. After hours (4:00pm – 7:00am), you can reach the appropriate staff person by calling Campus Police at 413-538-2304.

Facilities Management consults with 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 concerns should speak with the Director of AccessAbility services or Director of Human Resources respectively. Visitors should speak with the Section 504 Coordinator.

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

## Hazing Policy

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 would 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 reasonable practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.”

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

Some ways to tell if an activity is hazing:

- A selected group is singled out for ritual
- It results in behavior or pictures that you would not share with your parents, coach, professors or 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.
- Remember: what may seem like harmless “fun” to you may be deeply humiliating to another person.

### **Distribution of Policy**

All students receive a copy of this policy electronically by the Dean of Students (or designee)

All student organization chairpersons receive copies of the policy from Student Programs at the start of the year and are required to have each member of their group sign a statement that they agree to abide by this policy. Each group member then receives a copy of the policy statement they have signed. Certain student organizations, such as the SGA, FPSA, Class Boards, and Commuter Student Organizations 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.

Additionally, all varsity student-athletes receive and review the policy with a staff member from Athletics during a mandatory compliance and eligibility meeting at the start of the year/their Season, and each student-athlete is required to sign a statement and agree to abide by this policy. During the mandatory Preseason Coaches Meeting, all club sport head coaches and a representative from their teams are informed of the requirement for all club sport athletes to complete the Waiver and Release Form, which is combined with an Anti-Hazing Form, on the Five College Risk Management system. All club sport athletes from each participating team are required to complete the form prior to the first game competition of the season.

### **Frequently Asked Questions related to Hazing:**

Where can I make a report and/or receive support if I've experienced hazing? You may report Hazing to the appropriate law enforcement individual and/or any of the following offices reports Should include what happened, where it happened, when it happened and who was there.

- Dean of Students Office
- Student Programs
- Athletics Department
- Campus Police
- Counseling Services
- Ombuds Office

### **Can I make an anonymous report?**

Yes you can 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?**

Yes, you have an ethical and legal responsibility under the Honor Code and MA law to report any incident of hazing that you witness to an appropriate law enforcement official and a college administrator as soon as reasonably practical.

See list above of offices 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 three thousand dollars 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 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?**

If you are not sure if you participating in activities which may be considered hazing, answer the questions below.

- 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, to a professor or University 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 in residence halls 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. For a list of approved and prohibited items, please refer to our campus Packing List.

### **Candles, Incense, and Open Flames**

The most frequent causes of residence hall fires on our campus have been candles and incense. Candles, oil lamps, incense, alcohol lamps, and open flame burners are prohibited. The policy also prohibits listed items for decorative purposes.

### **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, clothes, beds, 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. Students are financially responsible for any missing room furniture, including furniture confiscated from corridors.

### **Electrical Equipment and Appliances**

All electrical equipment is subject to inspection throughout the year by the College electrician as part of Mount Holyoke's continuing fire safety program. For example, before an electrician will reset a breaker or replace a fuse, they must first determine the cause of the electric overload and therefore must check all rooms on the involved circuit for problems.

All types of halogen lamps are prohibited.

Extension cords may be used, but they must be UL-approved. Multi-outlet extension cords are also allowed as long as they are UL-approved and have independent fuse protection. Extension cords should not be run under rugs, in travel ways, or under furniture. Do not tack extension cords to baseboards or other areas of the room.

The storage and use of the following electrical appliances in student rooms are prohibited.

- Opening Heating Coil
- refrigerators measuring over 2.5 cubic feet
- outside radio and television antennas
- space heaters
- heat generating humidifiers or vaporizers
- toasters
- toaster ovens

- electric grills/griddles
- electric blankets

While most appliances are prohibited, there are a few exceptions, such as coffee pots, hot pots, and popcorn makers. Due to the limited capacity of the electric circuits, students are encouraged to confine electrical use to radios, stereos, tape players, television sets, clocks, razors, hair dryers, and computers. Appliances not in use must be turned off and/or disconnected

### **Fire Extinguishers**

Fire extinguishers are located on the main floor of each residence hall. Extinguishers should be used for their intended purpose only and should not be removed from their assigned location. Extinguishers should be used only after the alarm has been pulled and the fire department has been notified. Only then should you try to control a small fire, if you can do so safely. Report fires of any size by dialing 1-911.

### **Fire Doors**

Keep fire and smoke doors closed. These doors prevent the spread of smoke and fire, saving lives and minimizing damage to the building and personal property.

### **Fire Safety Inspections**

In order to keep the residence hall free of fire hazards, fire safety inspections are performed four times a year: at the beginning of each semester, in November, and over the summer. The Hall Committee will follow up on any fire safety violations that are discovered during these inspections

### **Flyers and other Postings**

Flyers and other wall postings make the spread of fire much quicker and easier. To increase the safety within the residence halls, we ask students to post flyers and announcements in designated areas only. This is typically the corkboard on the room door and a community events board on the main floor of the residence hall lobby. Flyers placed on walls, glass of fire doors, or on entryways will be removed.

### **Gasoline and other Combustibles**

Any item with a gasoline engine is prohibited in residential buildings. Gas barbeque grills, charcoal, and lighter fluids are also prohibited items. Grilling on the campus grounds is prohibited. Student or groups wishing to host a barbeque should contact the catering services via Willits Hollowell Conference Center. They will review the cost.

### **Room Furnishings**

State law prohibits the use of upholstered furniture in student rooms. Futons should be fire resistant. Waterbeds, lofts, beanbag chairs, and hanging chairs are prohibited in residence hall rooms. Decorations may not be hung from the ceiling or sprinkler pipes. All decorations throughout the building must be flame-resistant.

### **Approved Decorations**

- Only fireproof artificial trees may be used in College buildings. Massachusetts law prohibits natural trees and other natural decorations.
- If a holiday tree is set up in a residence hall, decorations must be made of flameproof or fireproof glass or metal. Items must be labeled as fireproof, not assumed to be fireproof. Only UL-approved lighting sets may be used to decorate a tree.
- Balloons (filled with nonflammable gas)

- Aluminum foil and other metal decorations
- Posters made of heavy cardboard or paper that has been treated with flame-resistant solution (Check label for this information.)
- Window decorations must be limited to the glass area. Only watercolor paints may be used. The steel or wooden frames of the windows are not to be painted or taped with any kind of tape. Windows must be cleaned at the end of the event or holiday season.

### **Prohibited Decorations**

- No decorations of any kind are allowed in corridors, stairwells, or any means of exit. Doors (except for bulletin boards on doors may not be decorated with cards, ribbons, wrapping paper, or natural wreaths.
- No fires are to be lighted in the fireplace when the mantel is decorated. Fireplace mantel decorations should be kept to a minimum.
- Cornstalks, hay, straw, and related items are prohibited.
- Cut or live trees, wreaths, and sprays may not be used in the building. They may be used on the outside of exterior doors.
- Items that may damage the interior paint or wallpaper of any building are prohibited.
- Paper lanterns are prohibited.
- Plastic film and coverings are prohibited.

### **Weapons and Firearms Policy**

Weapons on Campus 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 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 knives, double-edged knives, hunting (pocket-style) knives with a blade length of three 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 impacted by substance use. These services are available to all current Mount Holyoke Students during the academic year. See [www.mtholyoke.edu/health](http://www.mtholyoke.edu/health) for more information.

## The 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. - 5:00 p.m. Monday-Friday).

### Drop-in Talkin'

In addition to routine appointments, the Counseling Service also provides drop-in hours on Wednesdays from 6:00pm-8:00pm and Fridays from 2:00pm-4:00pm in Blanchard Campus Center. 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

- **Counseling Service** - during business hours (8:30-5 Monday-Friday), walk in or call 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.

For more information about the Counseling Service or for links to national resources and additional emergency support options, go to <https://www.mtholyoke.edu/counseling>

## Disposal of Sharp Objects

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 in the residence halls, 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 upon 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, visit the following website: [https://www.mtholyoke.edu/hr/handbook/hiv\\_aids](https://www.mtholyoke.edu/hr/handbook/hiv_aids)

## 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 couldn't 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. If you want more information or advice, please read our acceptable use policies at <https://www.mtholyoke.edu/lits/acceptable-use>.

## 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

The comprehensive fee covering tuition, room and board provides access to the services of:

- Mount Holyoke College Health Service <https://www.mtholyoke.edu/health>
- Alcohol and Drug Awareness Program <https://www.mtholyoke.edu/adap>
- Counseling Service <https://www.mtholyoke.edu/counseling>

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. <https://www.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 MHC Student Injury and Sickness Plan. If a family or student has other equivalent coverage which meets the requirements of comparable coverage set by the Commonwealth Massachusetts for the student, the student may submit information confirming the coverage via the Gallagher Insurance on-line waiver form, and if the coverage is acceptable, the insurance charge will be waived. This must be evaluated and action taken annually.

<https://www.gallagherstudent.com/students/user-login.php?idField=1034>

Paper waivers are not accepted. More detail is available at [Gallagher Student Health Insurance](#).

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

College Health Services may assist with questions regarding claims 413-538-2089.

Benefits include emergency services, ambulance, in-patient and outpatient medical, surgical and mental health care, diagnostic testing, specialty consultation, and pharmacy. Please note, there are

co-payments, deductibles, and exclusions within the plan which will be responsibility of the insured student. Students may be balance billed for 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 which are purchased for their behalf by the College. Coverage applies to athletes who are injured while in organized competition or practice, which is constructively supervised, or traveling to or from one of these events. The Sports Accident Policy provides up to \$90,000 for intercollegiate and \$25,000 for club sport injuries, and has a \$500 deductible. If you do not carry the Student Medical Insurance you are responsible for meeting the deductible either with your own insurance or out-of-pocket. (The Student Medical Insurance provides \$500 for intercollegiate sports injuries or covers club sports as "any condition" subject to policy limits, terms and conditions, which meets the deductible.) 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. The limit on Club Sports Catastrophic Policy is \$5,000,000, for medical expenses only, in excess of all other collectible insurance and a \$25,000 deductible (met by the primary policy). The benefits of all of these policies are over and above benefits available through any other valid and collectible insurance available to the injured person. 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. For more information, contact the Risk Management Office for assistance at [Student Risk](#).

### **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 [Driver Credentialing](#).

In addition:

- A. For College owned vehicles, the student driver must have permission from a faculty member, a dean, a coach, or a department head to drive a college vehicle, or be a registered fleet driver, using an authorized fleet vehicle.
- B. To rent or drive a rented vehicle for College business, the student must have written authorization from an authorized person (see owned vehicles) and be a scheduled driver with the rental company. Most car rental agencies prohibit persons under the age of 25 from driving rented vehicles. The College policy is to waive coverage for liability and collision coverage on domestic rentals; however students should follow departmental guidelines with respect to waiving the rental company insurance. If the College insurance is used, a certificate of insurance should be obtained as proof of insurance.
- C. If a student drives their own vehicle on College business, such use should be specifically

authorized in writing before the use occurs. The College policy is excess of the student's own policy with respect to liability coverage. No coverage is ever provided for any physical damage to the student's vehicle, nor will any deductible amount be paid by the College, whether the vehicle is used for College business or not, and regardless of any liability of the driver or other parties.

More information is available on the [Five College Risk Management](#) web site or at [auto insurance information](#).

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. More information is available at [Personal Vehicles](#).

### **Property**

The College does not have property insurance for student possessions, and it accepts no responsibility for any personal possessions or property of students. Any possessions in student rooms or left in storage areas are left at the owner's own risk. Students are responsible for insuring their own property against loss, and may be able to do so using parents' policies or by obtaining a tenant's policy through a local insurance agent. It is recommended that students keep their doors locked and not leave valuable items in storage areas. A copy of the letter we send to all students is online at [Personal Property](#) and has information on one source of insurance for your personal property.

### **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 s/he was acting in the capacity of an employee or agent of the College at the time of such act or omission, contact the Dean of Students immediately for instructions. See [Student Personal Liability](#) for additional information. 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 [Human Resources Office](#).

If you need further assistance, you may contact the College Risk Manager. For more information on other student risk management issues, visit the Five College Risk Management Web Site, noted below.

Risk Manager, Five Colleges Incorporated  
50 College Street  
South Hadley, MA 01075-6404  
Tel: 413-538-3092/ Fax:  
413-538-3031  
[info@collegestudentinsurance.com](mailto:info@collegestudentinsurance.com)

## **Non-discrimination 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, HIV status, and all other classifications protected by law. This same principle applies to admission to our graduate and extension programs. With respect to admission to our undergraduate degree program, Mount Holyoke admits qualified women without regard to age, color, creed, disability, national/ethnic origin, race, religion, sexual orientation, or veteran/uniform status. — Draft September 2014 pending Board of Trustee approval.

### **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 our educational community, and so we take any reports of them very seriously. We want to encourage you 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 Office of the Dean of Students if you have 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 our values of community responsibility and our commitment to free inquiry. Please note that these protocols apply to when students and/or their guests are the targets of a bias incident or hate crime. Faculty who have been the target of a bias incident or hate crime should consult with the Dean of the Faculty or the Dean of College. Staff who have been the target of a bias incident or hate crime should consult with the Director of Human Resources accordingly. If you are reporting a bias incident or hate crime you can expect that your 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.

### **Key Concepts**

- **Hate Crime**

Under Massachusetts law, hate crimes are crimes that are motivated by or against a person or group on the basis of: race, color, religion, sexual orientation, disability, ethnic/national origin. 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); or
- A physical attack (assault and battery, as well as other violent crimes such as murder, manslaughter, and rape); or
- Damage to property (arson, vandalism)

- **Bias Incident 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 we have in the MHC "Statement of NonDiscrimination." The "Statement of Non-Discrimination" only focuses on categories that are protected by law, while our bias incident definition covers categories that are not covered by law, but that are covered under our 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.

- **Targeted Individual**

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. We recommend using one of these terms rather than 'victim'.

### **Reporting Protocols for Students**

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

- Campus Police
- Residential Life
- the Dean of Students Office
- Counseling Service
- Health Services

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

The Dean of Students Office is the primary office which processes student-to-student Community Insensitivity Intake forms and reported bias incidents/ hate crimes on campus. In addition to completing the forms, the Dean of Students Office will facilitate the student-to-student process based on the reported behavior and work with the 504/ Title IX Coordinator when needed.

The Dean of Students office 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 Dean of Students Office will contact the department in which the incident occurred and serve as only 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 are available to provide support and information around bias incidents and hate crimes:**

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

### **Section 504 of the Rehabilitation Act of 1973 (Section 504) and the Americans with Disabilities Act of 1990 (ADA)**

Section 504 29 U.S.C. § 793 and the ADA 42 U.S.C § 12101 are a civil rights law that prohibits discrimination against individuals with disabilities. Section 504 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 the ADA 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 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 in order to have equal access to programs, activities, and services of the College should contact the Office of AccessAbility Services. AccessAbility Services is the only designated office at the College for students to voluntarily disclose a disability (ies), 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 their College webpage at <https://www.mtholyoke.edu/accessability> , email the office at [accessability-services@mtholyoke.edu](mailto:accessability-services@mtholyoke.edu), or stop by the office located in B4, Wilder Hall, ground level.

The College has also designated a primary coordinator to respond to concerns of disability discrimination. This coordinator, the Section 504 Coordinator, is responsible for overseeing the College's efforts to comply with Section 504 of the Rehabilitation act, to respond to complaints of disability discrimination as well as identify and address patterns or systemic problems that arise during the review of such complaints.

### **Section 504 Coordinator**

Rene Davis

[section504coordinator@mtholyoke.edu](mailto:section504coordinator@mtholyoke.edu)

[lrDavis@mtholyoke.edu](mailto:lrDavis@mtholyoke.edu)

413-538-2481

## **Sexual Misconduct Policy**

Mount Holyoke College's commitment to diversity and inclusion is steadfast and serves as the foundation for our 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 must conduct themselves in a manner that does not infringe upon another's ability to access the programs, activities, and services of the College. Specifically, the College community should be aware that Mount Holyoke prohibits gender and sex-based discrimination and sexual misconduct. Sexual misconduct incorporates a continuum of behavior that includes sexual harassment, nonconsensual touching, nonconsensual penetration, stalking, intimate partner violence, and sexual exploitation.

### **Scope of this policy**

This policy covers incidents that occur on the College grounds and the conduct of students that occurs off campus while on college related business including College sponsored study abroad programs, academic exchange, or College organized internships.

This policy protects students of the Mount Holyoke community including visiting students, 5 College students, and admission applicants, of all ages, abilities, genders, gender identities, national origins, races, religions, sexual orientations, socio economic classes and undocumented status. The College does not discriminate in providing services for victims and survivors. The support services and resources highlighted in this policy document are available to students at no cost.



## Related Policies and Applicable laws

This Sexual Misconduct policy is a component of the College's overall compliance with [Title IX of the Education Amendments of 1972](#) (Title IX), the Violence Against Women's Act of 1994 (VAWA), and our commitment to [Nondiscrimination](#). When a violation of sexual misconduct intersects with the harassment of other protected class (i.e race, religion, socioeconomic class, etc), the College will follow these procedures to address the allegation.

## Title IX Coordinator

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

Title IX Coordinator

Rene Davis

201 Mary Lyon Hall

South Hadley, MA 01075

[titleixofficer@mtholyoke.edu](mailto:titleixofficer@mtholyoke.edu)

413-538-3569

The Title IX Coordinator's responsibilities includes the following so the College can prevent and address discriminatory issues that affect the Mount Holyoke community

- Oversee the College's response to reports and complaints that involve possible gender discrimination;
- Monitor the outcomes of the investigation and adjudication of complaints;
- Identify and address any patterns of inappropriate behavior identified through reports; and
- Assess the effects of sexual misconduct on the campus climate.

Individuals can report behavior that they experience, witness, or learn about to the Title IX Coordinator. The Title IX Coordinator will review all reports of gender harassment and sex discrimination. Survivors can also reach out to the Title IX Coordinator to access interim measures to redress, to the extent possible, the discriminatory effects of the sexual misconduct experienced while at the College and prevent its reoccurrence.

The college may appoint deputy Title IX coordinators, as appropriate, to assist the coordinator in responding to the specific needs of the community.

## Definitions of Prohibited Conduct Covered Within This Policy

This section of the policy defines the specific behaviors prohibited within this policy. The definitions below use explicit language to describe sexual contact and anatomical names of body parts.

- **Sexual Assault:** Sexual assault is forced, manipulated, or coerced sexual activity. Sexual activity with another person who DOES NOT or CANNOT give consent due to the age, mental or physical disability, or incapacitation due to substances of which the initiator was aware of or should have been aware is considered a violation of this policy. Sexual assault includes rape, incest, statutory rape, and nonconsensual touch such as kissing, fondling or groping.
- **Rape:** Rape is nonconsensual sexual penetration with a person by force or by threat of bodily injury. Penetration must exist, no matter how slight. Examples of penetration include the insertion of a body part or object, however slight, into the vagina or rectum; fellatio or cunnilingus.

- **Incest:** Incest is sexual intercourse, sexual activity or marriage of persons within degrees of consanguinity.
- **Statutory Rape:** Statutory rape is sexual intercourse with a person who is under the legal age to give consent. In the State of Massachusetts (Massachusetts General Law MGL c.265 s.23A) statutory rape is “sexual intercourse” with a child under 16 years of age and:
  - there exists more than a 5 year age difference between the defendant and the victim and the victim is under 12 years of age; or
  - there exists more than a 10 year age difference between the defendant and the victim where the victim is between the age of 12 and 16 years of age.
- **Nonconsensual Touch:** Nonconsensual touch is the intentional physical touching of a sexual nature. Examples include unwelcome physical contact with a person’s mouth, genitals, buttocks, or breasts or forced physical touching of another person’s mouth, genitals, buttocks, or breasts.
- **Sexual 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:
  - submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of the provision of the College’s educational benefits, privileges or services or as a basis for the evaluation of academic achievement; or
  - such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual’s education by creating an intimidating, hostile, humiliating or sexually offensive academic or educational environment. [Title IX of the Education Amendments of 1972, and Massachusetts General Laws Chapter 151C]

Sexual harassment in employment is a form of illegal sex discrimination and is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment;
  - submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
  - such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, humiliating, or offensive working environment. [Title VII of the Civil Rights Act of 1964, and [Massachusetts General Laws chapter 151B \("chapter 151B"\).](#)]
- **Stalking:** Stalking is the willful and malicious pattern of conduct or series of acts over a period of time that:
    - is directed at a specific person;
    - causes a reasonable person to fear for their safety or the safety of others, or suffer substantial emotional distress; or
    - makes a threat with the intent to place a person in imminent fear of death or bodily injury.

Stalking includes unwanted and repeated harassing behavior, such as: following a person; appearing at a person's home/residence hall, class or work; making 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; and threatening, intimidating or intrusive behavior.

Stalking also 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, harass, or to make unwelcome contact with another person.

- **Dating/ Intimate Partner Violence:** Dating/Intimate partner violence includes sexual assault, physical abuse, or threat of such violence and abuse by a person who is or has been in a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's characterization of the relationship and the following factors:

- the length of the relationship;
- the type of relationship; and
- the frequency of interaction between the persons involved in the relationship.

Dating violence does not include acts covered under the definition of domestic violence.

- **Domestic Violence:** Domestic violence is a pattern of abusive behavior by a current or former partner or family household member used to gain or maintain power and control over another. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, hurt, injure, or wound someone.

Family or household member is defined as persons who

- are or were married to one another;
- are or were residing together in the same household;
- are or were related by blood or marriage;
- have a child in common regardless if they were married or lived together; or
- are or have been in a substantive dating or engagement relationship.

- **Sexual Exploitation:** Sexual exploitation occurs when an individual takes non-consensual or abusive sexual advantage of another for one's own advantage or 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 student;
- non-consensual video or audio taping of sexual activity;
- distribution of consensual recordings, photos or other images without the knowledge or permission of the other parties involved;
- letting others hide to watch one have consensual sex;
- knowingly transmitting an STI or HIV;
- inducing incapacitation to make another person vulnerable to non-consensual sexual activity;
- exposing one's genitals in non-consensual circumstances; and
- possessing, distributing, viewing or forcing others to view pornography.

## Key Concepts

The following concepts are factors the College considers when determining whether a violation of our policy has occurred.

- **Consent:** Mount Holyoke College believes that all sexual activity should be consensual. 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.

An individual who was asleep, or mentally or physically incapacitated, either through the effect of drugs or alcohol or for any other reason, or who was under duress, threat, coercion, or force, would not be able to consent to a sexual activity.

- **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 and 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.
- **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 unable to provide consent due to age or intellectual or other disability. Consumption of alcohol or other drugs alone is insufficient to establish incapacitation. Incapacitation due to alcohol or drug use is a state beyond the use of substances or drunkenness. Markers of incapacitation include the inability to control one's physical movements, the lack of awareness of the current circumstances or surroundings, or the inability to communicate. The College will consider what the accused person knew or should have known when making the determination if the other party to the sexual act could not give consent due to incapacitation.
- **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. A person's words or conduct is 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 acquiesce 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 the threat of removal from membership in a group or activity. Under this policy, an overt act must exist to causes 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.

## Confidentiality and Privacy

Title IX and related legal amendments such as the Violence Against Women Act require that the College engage in an investigation of all reports of sexual misconduct or gender-based harassment. This initial assessment (called a Title IX review) is an investigation internal to the College and completed by the Title IX Coordinator (or designee). The College will work with the target of the misconduct and/or the reporting party (if different) to determine the extent to which the Title IX review is conducted. When reviewing allegations of gender discrimination, sexual assault or other violations of the Sexual Misconduct Policy, Mount Holyoke College will take reasonable steps to investigate and respond to a complaint in a manner that is consistent with the request for privacy or request not to pursue an investigation. Individuals should note that requests for privacy limits the College’s ability to investigate or respond.

Although rare, there are times when the College cannot grant a request for confidentiality and privacy. The College evaluates its ability to adhere to a request for confidentiality and privacy on a case-by-case basis. The Title IX Coordinator will make this determination in consultation with others as appropriate. The College considers the following factors when making this assessment:

- the seriousness of the alleged behavior;
- the complainant’s age;
- whether there have been other harassment complaints about the same individual; and
- the alleged harasser’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.

If the College determines that it cannot maintain the reporting party or target’s preference for confidentiality, the College will inform them prior to the start of an investigation and will only share information that is necessary with individuals responsible for handling the College’s response.

Students should also note that the College may disclose a student’s name in connection to a Title IX incident when implementing interim measures such as housing changes or excused absences. Please note that this information is shared with those individuals directly involved in providing services and will include the name of the student only.

## Exemption to Confidentiality and Privacy Standard

### Offices with Legal Mandates for Confidentiality

Staff within offices that hold legal confidentiality, such as the Alcohol and Drug Awareness Program, Counseling Service or Health Services, are exempt from this confidentiality and privacy guideline,

except as otherwise required by law. Students seeking to disclose an assault or other discriminatory experience confidentially should visit these offices. The contact information is below. The content of a discussion shared with a confidential resource is not reported to the Title IX Coordinator. Disclosure to a confidential office does not serve as notice to the College to address the alleged discrimination or sexual misconduct.

Alcohol and Drug Awareness Program  
Pattie J. Groves Health Center  
Mount Holyoke College  
50 College Street  
South Hadley, MA 01075  
413-538-2616

Counseling Service  
Pattie J. Groves Health Center  
Mount Holyoke College  
50 College Street  
South Hadley, MA 01075  
Phone 413-538-2037

Health Services  
Counseling Service  
Pattie J. Groves Health Center  
Mount Holyoke College  
50 College Street  
South Hadley, MA 01075  
Phone 413-538-2121 or 413-538-2242

## Reporting

### **Mandatory Reporting**

Title IX of the Education Amendment Act of 1972 and the Jeanne Clery Act require a “responsible employee” of the College to report instances of gender harassment and sexual violence that they witness or that is reported to them to the Title IX Coordinator. Title IX defines a responsible employee as an employee who has the authority to take action to redress the effects of sexual misconduct; who has been given the duty to report information to an appropriate school official about incidents of sexual misconduct reported by students; or is a person who a student could reasonably believe has the authority or responsibility [1]. Responsible employees are also required to report behaviors they should have reasonably known “in the exercise of reasonable care” when carrying out their duties on campus.

Responsible employees at Mount Holyoke College are supervisors, student organization advisors, faculty advisors, coaches, Campus Police, deans, and Residential Life staff (including student staff). Responsible employees must report concerning behavior to their supervisor, department chair or department director. Employees could also report concerns directly to the Dean of Students, Director of Human Resources, or the Title IX Coordinator.

No employee can offer confidentiality unless that employee’s employment function holds a legal confidentiality mandate.

### **Third Party and Anonymous Reporting**

The College welcomes third party and anonymous reports of sexual misconduct and gender discrimination. Individuals can make a third party or anonymous report with Campus Police. The Title IX Coordinator will investigate third party and anonymous reports to the extent possible. Support is available for person making the report.

### **Confidential Reporting**

Students can make confidential reports to the Alcohol and Drug Awareness Project, Counseling Services, and Health Services. These offices have a legal mandate for confidentiality. 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 statistics reporting required by law.

### **Complaints from Guests and Visitors of the College**

Survivors or reporting parties who are non-Mount Holyoke College community members (including Five College students) may file a gender discrimination or sexual misconduct complaint with the Title IX Coordinator. The Title IX Coordinator will respond to any complaint that involved a current member of the Mount Holyoke community (faculty, student, or staff) or that occurred on campus grounds, or during a college sponsored activity away from campus. The Title IX Coordinator will discuss disciplinary options, interim measures, and support services that are available to guests and visitors.

### **Provision on Amnesty**

The College also 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 sexual misconduct policy, disclose personal behavior that would also be a violation of College policy or Honor Code. The reporting student will not receive a violation on their record. This provision on amnesty protects those who report conduct covered within the Sexual Misconduct policy and students who participate in the procedure to adjudicate violations of this policy.

### **Example of when this provision would apply:**

A student is reluctant to report a sexual assault to avoid a violation of the College Alcohol or Drug policy. To encourage reporting incidents of sexual assault, the College will not pursue or process any violations related to the Alcohol or Drug policy.

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.

### **Interim Measures**

Interim measures are a set of short-term actions taken to mitigate or remedy harm caused by behavior prohibited under this policy and to prevent its reoccurrence. Interim measures can range from a no-contact agreement to a temporary suspension pending investigation. Interim measures will be used when a complaint is open and the investigation is in process to ensure both parties involved in an investigation have access to the programs, activities, and services of the College. Students interested in obtaining interim measures should speak with the Title IX Coordinator or the Dean of Students.

Interim measures are available regardless if formal disciplinary action is sought. The College may choose to impose interim measures at its discretion to ensure the safety of all parties, the safety 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**

- 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;
- a change of residence hall assignment or temporary removal from housing;
- permission to live off-campus;
- trespass order
- an approval of a voluntary leave of absence; and/or
- 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.

### **Reporting Locations**

The College has designated the following offices as sites for reports of sexual misconduct and sexual harassment. These offices have an in-depth knowledge of campus resources and disciplinary options to support students as they navigate through a complex problem or traumatic event such as sexual assault. Please note that the availability of the following offices varies during College breaks, intersession, and the summer. Campus Police is available 24 hours a day, 365 days a year.

### **Confidential Reporting Locations**

The offices below serve as confidential reporting locations. These offices are exempt from mandatory reporting guidelines of Title IX and related amendments such as the Jeanne Clery Act. Some of these offices may provide anonymous data to the Title IX Coordinator in an effort to fulfill our security reporting requirements of the Clery Act.

### **Health Services**

Phone: 413-538-2242

Staff is on call 24 hours a day during the academic year.

\* MHC anonymous data reporting by staff\*

a clinician can:

- Connect you with a Sexual Assault Nurse Examiner (SANE) for a SANE exam if desired.
- Provide emergency contraception (EC) up to 120 hours after the incident.
- Provide medication to help with sleep or curb anxiety symptoms when needed.
- Provide screening and treatment for sexually transmitted infections (STIs).
- Provide anonymous and confidential HIV testing and counseling.
- Screen for predatory drugs up to 96 hours after the incident.

### **Counseling Service**

Phone: 413-538-2037

a clinician can:

- Offer crisis intervention and brief therapy to assist the student in recovering from the trauma.
- Provide medication to help with sleep or curb anxiety symptoms when needed.



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

Phone: 413-538-2616

*the ADAP therapist can:*

- Offer crisis intervention to assist the student in recovering from the trauma.

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

UMass Amherst

413-545-0800 Toll free 888-337-0800 TTY 413-577-0940 or Mass Relay 711

Hotline is available 24 hours a day, 365 days a year.

### **Anonymous Reporting Locations**

The offices below serve as anonymous reporting locations. These offices must comply with the mandatory reporting guidelines but can do so anonymously, withholding the name and identifying details of the reporting party and survivor.

### **Campus Police**

Phone: 413-538-2304 or 1-911

Staff are on campus 24 hours a day 365 days a year.

\*MHC anonymous data reporting by staff required\*

### **a Campus Police officer will provide the following at the student's request:**

- Connect the student to immediate medical attention. An officer from Campus Police will contact the MHC triage nurse and escort the student to the Health Center or other medical facility for medical assessment and treatment of any injuries.
- Arrange for a visit with a Sexual Assault Nurse Examiner (SANE). This examination includes collection and documentation of evidence to preserve future legal options. Campus Police can arrange for transportation to the SANE nurse location.
- Assist you in collecting and archiving evidence to preserve future legal options.
- Connect the student to the Professional Staff Person on call who can provide after-hour support options such as housing reassignment or no-contact agreement.
- Investigate the incident. In its investigation of a sexual assault, Campus Police will assign an officer who has received special training. Many investigations occur without criminal prosecution.
- Review support services and legal options within the court system.
- Help the student obtain or process a criminal complaint, trespass order, restraining order, or harassment prevention order.
- Serve as a liaison with the South Hadley Police Department, the Hampshire County District Attorney's Office, and other local police departments, depending on where the sexual assault occurred.

### **Ombuds/Ombudsperson**

Phone: 413-538-2413

The ombudsperson can:

- Listen to concerns without passing judgment; help you to clarify your thoughts, feelings, and goals; and assist you in creating strategies for resolving problems or conflicts, even if the student is not planning to take action.
- Provide answers to questions you or the student may have about College procedures, policies, and practices that affect students, faculty, and staff.

## **General Campus Reporting Locations**

These offices have an in-depth knowledge of campus resources and disciplinary options to support students as they navigate through a complex problem or traumatic event. These offices are required to inform the Title IX Coordinator of the name of the reporting party, survivor, and other parties involved in the assault.

### **Title IX Coordinator**

Phone: 413-538-2481

email: [titleixofficer@mtholyoke.edu](mailto:titleixofficer@mtholyoke.edu)

### **The Title IX Coordinator can:**

- Discuss a temporary no-contact agreement if the incident involves a Mount Holyoke College student.
- Review the campus disciplinary options including the procedures to adjudicate complaints of sexual misconduct.
- Assist the student in pursuing a disciplinary case or no-contact agreement against a student within the Five Colleges (Amherst, Hampshire, Mount Holyoke, Smith and UMass).
- Assist the student in pursuing a disciplinary case against a College employee or an employee of the Five Colleges (Amherst, Hampshire, Mount Holyoke, Smith and UMass).
- Refer the student to useful supports such as academic advising, counseling, and/or health services.
- Initiate an investigation.
- Implement interim measures as needed. 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.
- Address academic or personal issues related to sexual misconduct that are not addressed by the services described above.

### **Dean of Students Office**

Phone: 413-538-2550

Staff is on call for crisis intervention 24 hours a day during the academic year.

### **a dean can:**

- Discuss a temporary no-contact agreement if the incident involves a Mount Holyoke College student.
- Review the campus disciplinary options including the procedures to adjudicate complaints of sexual misconduct.
- Refer the student to useful supports such as academic advising, counseling, and/or health services.
- Implement interim measures as needed. 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.
- Address academic or personal issues related to sexual misconduct that are not addressed by the services described above.

## **Residential Life**

Phone: 413-538-2088

Staff is on call for crisis intervention 24 hours a day during the academic year.

### **Professional staff member can:**

- Discuss temporary housing assignments if the sexual misconduct happened on campus, or if returning to the residence hall room is not an option.
- Discuss a temporary no-contact agreement if the incident involves a Mount Holyoke College student.
- Review the campus disciplinary options including the procedures to adjudicate complaints of sexual misconduct.
- Refer the student to useful supports such as academic advising, counseling, and/or health services.

**Please note:** If you disclose a sexual misconduct incident to a Community Advisor (CA) or Senior Community Advisor (SCA), they must contact an Area Coordinator of Residential Life (AC), the professional staff on Call and/or Campus Police to report the incident. CAs and SCAs cannot take an anonymous report. They must share the name of the reporting party, the survivor (if different) and details disclosed in the communication.

## **Off-Campus Resources**

### **Local Police and Emergency Services**

Phone: 911

Services reached depend on your location and the phone from which the call originates.

### **South Hadley Police**

Phone: 413-538-8231 or 911 in South Hadley

If the incident occurred on the Mount Holyoke campus, you will be referred to Mount Holyoke Campus Police.

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

UMass Amherst

413-545-0800 Toll free 888-337-0800 TTY 413-577-0940 or Mass Relay 711

Hotline is available 24 hours a day, 365 days a year.

## **SAFEPLAN**

SAFEPLAN is a statewide, court-based program that provides specially trained and certified advocates to help victims of domestic violence, sexual assault, and stalking who are seeking protection from abuse. The services they provide to victims are free of charge.

SAFEPLAN Advocates help victims of domestic violence, sexual assault, and stalking develop personalized safety plans; obtain 209A restraining orders (also called protective orders) and 258E harassment prevention orders (HPO) from the court; and accompany the victim to protective order hearings.

### **SAFEPLAN Office - Hampden County**

Womanshelter/Compañeras, Inc.

PO Box 1099

Holyoke, MA 01040  
Phone: 413-538-9717  
**SAFEPLAN Hampshire County**  
YWCA of Western Mass., Inc  
One Clough Street  
Springfield, MA 01108  
Phone: 413-732-3121

### **Safe Passage**

43 Center Street Suite 304  
Northampton, MA 01060  
Phone: (413) 586-1125  
Hotline: (413) 586-5066 or TTY/TTD: (888) 345-5282  
Fax: (413) 586-3742  
General email: [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 about housing, welfare, medical, and educational issues
- Assistance developing personal safety plans
- Advocacy and support for children who have witnessed domestic violence
- Specialized services and support for individuals with disabilities
- Specialized services for immigrants
- Advocacy for abuse victims after police calls
- Legal assistance with divorce, child custody, and other probate and family issues
- 24-hour, confidential, toll-free hotline for crisis intervention and emotional support Emergency shelter
- Shelter, food, clothing, and counseling
- Assistance finding permanent housing, benefits, work and support services
- Follow-up counseling and advocacy for former shelter guests

## **Disciplinary Procedures**

The College will follow 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 of the Educational Amendment Act of 1972 imposes specific requirements to the adjudication procedures of a complaint of sexual misconduct. The College will use the formal proceedings of the Grievance Procedure, with the required legal modifications, to resolve complaints of 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 list on the following page details the specific steps, with the modification required by Title IX, the College will follow to investigate and adjudicate a complaint of sexual misconduct. The target (grievant) and accused (respondent) will have equal opportunity to participate in the investigation process.

## **Statement on Timeframe to Resolve a Grievance**

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 a grievance. The College will make reasonable effort to resolve a formal complaint within 60 calendar days. The College reserves the right to extend any of the time-periods below when circumstances so warrant in the sole judgment of the College. The parties involved in the case will be notified of any adjustments to the time-frame, the reason for the change, and the revised timeline for each remaining step.

## **Standards of Proof**

The preponderance of the information standard (more likely than not) is used to make a determination that a violation of policy has occurred.

## **Investigation and Adjudication Process for Complaints of Sexual Misconduct**

Below are the steps to the Title IX Review and investigation. The College follows the sixty-day guideline as the timeframe to review and investigate a complaint. Approximate timeframe for each step is also noted below. Please note these timeframes will be adjusted as needed to conduct a prompt, impartial, and thorough investigation. The Title IX Coordinator will notify the complainant and respondent of any adjustments to the time-frame, the reason for the change, and the revised timeline for each remaining step.

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

The Title IX Coordinator receives notice of a possible violation of the Sexual Misconduct Policy. This notice is given in a number of ways including a direct report from the target(s) (grievant); an anonymous or third party report submitted to the Title IX Coordinator, Campus Police, or the Ombudsperson; or information shared with a mandatory reporter.

### **Step 2: The Title IX Review ( Approximately 5 days)**

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 target or reporting party to determine what happened and the effects of the behavior. This meeting is the opportunity for the target or reporting party to learn about support measures available at the College, to request interim measures necessary to mitigate the effects of the behavior, and to declare their desire for an adjudication of the complaint, or to keep the report private. Students are welcome to bring an advisor or support person to this meeting. See Use of Outside Attorneys and Advisors.

### **Step 3: Determination of an investigation (falls within the Title IX Review period)**

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 target of the behavior or reporting party and consider ongoing risk to others. The risk analysis includes:

- the seriousness of the alleged discrimination;
- the complainant's age;
- whether there have been other harassment complaints about the same individual; and

the alleged harasser'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.

Students requesting an investigation and adjudication will be asked to submit a written complaint outlining the charge. The written complaint should include the target's (the grievant) contact information; a full description of the behavior; name of the accused (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 accused (Approximately 5 days)**

The Title IX Coordinator will meet with the individual accused (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 (Approximately 30 days)**

The College will hire an outside 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 hard copy information including photos, written communication, and electronic information. Both the complainant and respondent can have a single advisor or support person to meetings with the investigator (See Use of Outside Attorneys and Advisors). 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 submit a report of findings to the named hearing officer (see Step 7).

#### **Step 6: Review of the Report of Findings (Approximately 5 to 10 days)**

Both the grievant and respondent will have proctored access to review the investigator report. This review is the opportunity to see the materials the hearing officer will review to determine if a violation of the sexual misconduct policy has occurred. The grievant and respondent will also have the opportunity to provide any corrections to their own statements as well as submit an impact statement to the hearing officer.

#### **Step 7: Determination of Responsibility and Notice of Outcome (approximately 10 days)**

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 Title IX.

- 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 a notice of outcome to the complainant and respondent simultaneously with the outcome of the grievance, sanctions imposed (if any) and appeals procedures.

### **Right of Appeal (up to 20 days)**

Both the grievant and respondent have the right to file an appeal with the President of the College. In the absence or unavailability of the President, a Senior Administrative Officer/ Vice President may review and decide the appeal. Individuals may file an appeal on the findings and/or sanctions. Appeals on findings are limited to claims of procedural errors only. Such an appeal must be received in the Office of the President within ten (10) calendar days after the date of the written notice of outcome. The grievant and respondent will be notified that an appeal has been submitted.

The President's decision will normally be rendered and notice of the decision will be sent within twenty (20) calendar days of the receipt of appeal. Both the grievant and the respondent will be notified of the President's decision. The President's decision will be final and binding within the College.

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

Any student participating in the grievance process or investigation of a complaint of sexual misconduct may be accompanied by one advisor of their choosing to all meetings and interviews connected to an investigation. Advisors is any person of the student's choosing and may include parents and outside attorneys.

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

We ask students to 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 (if any)'s personnel or student discipline file, including remedial action
- letter of apology
- restitution
- housing reassignment
- removal from campus housing
- job reassignment
- workplace location/office reassignment
- loss of building access or campus privilege
- mandatory withdrawal from a course(s)

- behavioral suspension (for students)
- employment suspension with or without pay (for employees)
- mandatory withdrawal from the college
- expulsion
- employment termination
- a trespass order
- Other outcomes as deemed appropriate by the hearing officer.

### **Off- Campus Disciplinary Options**

Students may also pursue off campus disciplinary options in addition to or in lieu of the College process. Complaints can be filed with one or more of the court agencies set forth below. Students should reach out to the various resources directly to learn about filing requirements and deadlines. Please note that criminal proceedings are independent of the College. The College will not wait for the conclusion of a criminal case to initiate the Title IX review or investigation of a complaint.

### **Hampshire County District Attorney’s Office**

Students can report infractions directly to the Hampshire County District Attorney’s office, South Hadley Police or other local police department depending on where the conduct occurred to pursue criminal options. Mount Holyoke Campus Police can serve as a liaison assisting students in accessing local law enforcement resources.

### **HAMPSHIRE COUNTY OFFICE**

One Gleason Plaza  
Northampton, MA 01060  
Phone: 413-586-9225  
Fax: 413-584-3635

### **SAFEPLAN**

SAFEPLAN provides support to individuals interested in using the criminal justice system to redress issues of sexual misconduct. SAFEPLAN is a statewide, court-based program that provides specially trained and certified advocates to help victims of domestic violence, sexual assault, and stalking who are seeking protection from abuse. The services they provide to victims are free of charge. SAFEPLAN Advocates help victims of domestic violence, sexual assault, and stalking develop personalized safety plans; obtain 209A restraining orders (also called protective orders) and 258E harassment prevention orders (HPO) from the court; and accompany the victim to protective order hearings.

### **SAFEPLAN Office - Hampden County**

Womanshelter/Compañeras, Inc.  
PO Box 1099  
Holyoke, MA 01040  
Phone: 413-538-9717

### **SAFEPLAN Hampshire County**

YWCA of Western Mass., Inc  
One Clough Street  
Springfield, MA 01108  
Phone: 413-732-3121

## **Office Campus Resources to Report Discrimination**

### **EEOC – Equal Employment Opportunity Commission**



John F. Kennedy Federal Building  
475 Government Center  
Boston, MA 02203  
(617) 565-3200

**MCAD – Massachusetts Commission Against Discrimination**

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

**OCR – Office for Civil Rights, 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)

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[1] See: United States Department of Education, Office of Civil Rights - Questions and Answers about Title IX and Sexual Violence (April 2014) found at <http://www2.ed.gov/about/offices/list/ocr/docs/qa-201404-title-ix.pdf>

## 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.

We are drawn together by a common desire to further our 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 our 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 which holds each student to principles of good conduct toward oneself 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 our own definition of personal honesty as outlined in the following interpretation of the code:

*Responsibility:* Though each student's individual conception of responsibility is unique, we trust 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 oneself 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 one's self in a candid and forthright manner.

*Respect:* Respecting one's self 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 our community, mutual respect can be obtained only by valuing free inquiry, respect for difference, and intellectual honesty.

The framework of our honor code assumes adherence to the rules and regulations of the College that 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 oneself 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**

It is hard but possible for confrontation to be respectful and even caring. Confrontation can be appropriate and valuable for the person being confronted. After all, how can people improve and change behaviors that affect others negatively if no one will let them know they are doing something that is a problem?

The key to ensuring that confrontation produces positive outcomes is handling confrontation skillfully. A positive confrontation involves four steps:

1. Define the Behavior
2. Identify the impact upon you
3. Identify the emotions
4. Define the objective

These 4 steps will help you achieve your stated goal of the confrontation, and with effort and practice, this caring approach to confrontation will become automatic:

1. **Define the behavior:** Identify what the person does that you wish they did not do or what they do not do that you wish they would do. Define what they do that you wish they would do differently. Avoid using judgmental or accusatory words when you describe the behavior. Use a factual, no-blaming description to reduce defensive reactions.
2. **Identify the impact upon you:** How does the other person's behavior create a negative impact on you or the community?
3. **Identify your 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 your 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 the:

- Residential Life Community Advisors/ Senior Community Advisors
- Residential Life Area Coordinator
- Assistant Dean/ Director of Residence Life and Associate Director of Residence Life
- Dean of Students Office
- Honor Code Council (HCC)
- Ombudsperson
- Campus Police

(Adopted by “Formulating A Positive Confrontation”, Dec. 2, 2012 <http://parthiban.info/?p=18>)

## 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, who adjudicates 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, Dean of Students, Dean of the College and the Honor Code Council to serve as hearing bodies to address violations of policy, procedure, or honor code. Below are examples of the conduct adjudicated by each office.

#### Office of Residential Life adjudicates cases involving:

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

#### Dean of Students Office adjudicates cases involving:

- Inappropriate conduct that occurs outside of the residence halls, including inappropriate conduct that occurs at the Amherst, Hampshire, Smith, UMass or off campus on College related business;
- Violations policy that involve harm to self and others;
- Repeated violation of College's Alcohol 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; and
- Questionable behavior that may not violate campus policy, but affects others within the community.

**Dean of Studies adjudicates cases involving:**

- Dishonorable academic conduct, such as plagiarism and cheating; and
- Appeal to social and academic violations.

**Honor Code Council adjudicates cases involving:**

- Peer to peer complaints of violation of honor code;
- Peer to peer complaints of inappropriate behaviors;
- Violation of campus practice or protocol i.e. student failing to swipe one card during meals, student blocking an accessible entrances 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 Office of the Dean of Students; and
- Violations of policy where the facts of the case are disputed during an administrative hearing with the Office of Residential Life or Office of 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 Dean of Student 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, there may be 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. While it is not possible to give a complete list of sanctions, the following list is an example of outcomes to a finding of responsible of a hearing.

Examples of 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 College Facilities
- Housing Probation
- Removal from Office or Position of Responsibility
- Removal from Residence Hall
- Social Probation: A notice that states that further violations during a specified period of time will result in increased sanctions or an immediate suspension from the College. Students on social probation are NOT IN GOOD STANDING WITH THE COLLEGE, which may have an impact on a students' 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 Dean of Students Office will report your standing to college offices who will weigh your 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 have 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 the Students or Dean of the College. The Dean will either approve the recommended sanction or subject 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 is 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 students 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 your 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 10 calendar days after the information is discovered. Appeals on any other criteria (i.e., sanction, procedural error or bias) must be submitted within 10 calendar 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 another hearing body for further consideration or proceedings.

## **Recordkeeping**

All records of disciplinary procedures are kept in private files in the Residential Life and Dean of Students Office. 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 Office of 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; and
- A sense of responsibility for one's actions and accountability to the community.

## Steps to an Administrative Hearing

The Dean of Students office or the Office of Residential Life receives a violation 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 third parties. In the course of providing the student a fair and impartial review, we will release the name of the third party.

1. The 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 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; and
  - d. Next steps should the student fails 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 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,
    - i. the hearing officer will then decide upon a sanction. The hearing officer will reference the students' past disciplinary offenses when deciding upon a sanction.
  - b. If the student is found not responsible for the allegation,
    - i. 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 recording keeping 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; or
    - 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 non-academic 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 non-academic 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 non-academic 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 Senate decisions and Elections & Referendums as specified in Articles II.F(5) and VI.E of the Constitution and By-Laws of the Student Government Association (SGA).
- 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 non-academic life that is not specifically delegated to other bodies shall be assumed to belong to the HCC. 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 amongst 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 5 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 memberships 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.

### **The Role of the Advisor**

The HCC Advisor shall be the Associate Dean of the College or designee in dean's absence. The primary role of the HCC Advisor is to provide the HCC with clarifying information and general assistance the hearing proceedings. The HCC Advisor serves as a non-voting 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 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 looking for a hearing should complete the complaint form. The complaint form is available online at <https://www.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 your past efforts to resolve the complaint, a listing of the exact policy violated, documentation and materials support the allegation, and a list of names and contact information of witnesses and other parties involved with the complaint. The complainants, the person submitting the complaint, can email the completed form to [hcc@mtholyoke.edu](mailto:hcc@mtholyoke.edu) or return the form to the Dean of the College Office, 202 Mary Lyon Hall.

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.

### **If your 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 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 with a hearing board member**

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 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 steps to 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 by the Complaint, Respondent, and Hearing Board
5. Questioning of witnesses
6. Final round of questions from the Hearing Board
7. Summary statement from Complainant and Respondent
8. Deliberations
9. Deliver 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 to questions of the Hearing Board. The Complainant, 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 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 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 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 Respondent may not communicate (including written, telephone, email, online, verbal, 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., a recording of all hearings, which shall be available, together with copies of all exhibits, to the Complainant and Respondent for purposes of appeal. All materials are confidential. The Complainant and/or 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, Respondent, advisors, and witnesses, the hearing is closed.

### **Advisors to Complainants and Respondents**

The Complainant and the Respondent may each be accompanied at the hearing by an advisor of their choosing. Advisors may include peers, MHC 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 forty-eight 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 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 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 Respondent of when they will reconvene.

The Hearing Board will announce its findings to the Complainant and 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 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 within the Dean of Students Office.

### ***Basis for the Hearing Board's 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 Office or held adjudication in the following semester.

## **Academic Responsibility**

### **Principles of Academic Responsibility**

Students and faculty members 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.

It is the responsibility of each student to take the *Proper Use of Sources* tutorial on the different forms of plagiarism, proper scholarly procedure, and links to helpful websites for further information. Each instructor is responsible for making clear acceptable procedures for course work and for guiding students in those research methods and standards relevant to a particular discipline. It is everyone's responsibility to observe those procedures publicized by campus announcements, such as the procedures to be followed in preparing for and writing final examinations.

### **Procedures Addressing Alleged Violations of Academic Responsibility**

Anyone who suspects a case of academic dishonesty may consult with a faculty member of the course, Dean of Studies, or the Dean of Faculty.

In these consultations and in the review of an academic dishonesty case, the name of the suspected individual shall not be revealed except to the faculty member directly involved with the violation, the Dean of Studies, and such members of the College community as named in the procedures.

The record of allegations of academic dishonesty and the disposition of such cases are held in confidence in the office of the Dean of Studies and are available only to authorized administrative personnel of the College. Information from this record may be revealed only by the principal administrative officers who have been expressly delegated the authority and have been instructed what part of the information may be appropriately revealed.

When a penalty of suspension or withdrawal is imposed, such records are kept indefinitely. In all other cases, the Vice President for Student Affairs/Dean of the College destroys the records when the student graduates.

Infractions of the academic regulations include, but are not limited to:

- all forms of plagiarism- the unauthorized or unacknowledged use of material that is not one's own
- cheating in any form in preparing assignments, classroom work, and/or taking an examination
- theft, mutilation, and unlawful or improper use of library materials
- unlawful or improper use of computer materials

Violations of academic responsibility in preparing course work 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 that 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
- submitting the same or similar papers in two courses without prior permission
- submitting in whole or in part the work of another student as one's own
- falsifying data

Violations of academic responsibility related to 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 the examination
- exceeding the allotted time for an examination without prior authorization
- failing to follow examination procedures as published by the registrar and printed on the examination envelopes
- Violations of academic responsibility in using the library include, but are not limited to:
  - failing to check out properly a book that is removed from the library
  - keeping a reserve book beyond the specified time limit
  - marking, defacing, or destroying library materials

- violations of academic responsibility in using computer resources include, but are not limited to:
  - using unauthorized or unacknowledged computer programs
  - plagiarizing in any of its forms

### **Faculty Procedures for Reporting Suspected Violations of Academic Responsibility**

Every case of academic dishonesty should be reported, in writing, to the Vice President for Student Affairs/Dean of the College. When an instructor suspects a violation, it is recommended that they discuss the situation with the student. If the student accepts responsibility for the violation, the instructor should submit in writing a report to the Vice President for Student Affairs/Dean of the College containing details of the circumstances and documenting evidence if available. After consulting with the Vice President for Student Affairs/Dean of the College, the instructor may assign the penalty in the case of a first or minor offense.

When an instructor suspects a violation but the student does not accept responsibility for it, the instructor should submit in writing a report to the Vice President for Student Affairs/Dean of the College containing details of the circumstances and documenting evidence if available. The Vice President for Student Affairs/Dean of the College will meet with the student to discuss the allegation and render a decision of responsible or not responsible for the alleged violation. The Vice President for Student Affairs/Dean of the College, faculty member, or student may ask that the case be referred to the Academic Administrative Board for adjudication.

In cases of repeated or major offenses (in the opinion of the Dean of Studies), a student has the choice to have case judged by either the dean of the faculty or the Academic Administrative Board.

### **Student Procedures for Reporting Suspected Violations of Academic Responsibility**

A student who observes another student in violation of academic responsibility is obligated to maintain the integrity of the honor system by making the violation known to the instructor or the Dean of Studies.

When a student suspects another student of a violation of the academic honor code, they should speak to the student and encourage them to report themselves to the instructor or to the Dean of Studies.

The student alleging the violation should also inform the instructor, who will then discuss the circumstances with the student being charged and, if appropriate, report the violation to the Dean of Studies.

Alternatively, the student alleging the violation may make their report directly to the Dean of Studies, who will contact the student and the instructor. If it is determined that a violation has occurred, the dean will advise the student of the adjudicating procedures.

#### **Possible Penalties for Violations of Academic Responsibility**

The penalties for first and minor offenses are:

- loss of credit or failure for the piece of work (ie assignment, paper, or exam); or
- loss of credit or failure in the course.

The penalties for repeated or major offenses are:

- suspension from the College with a temporary notation "Suspended by the Dean of the College" on the transcript. Transcript notation will be removed upon the students' return to

campus as a Mount Holyoke degree candidate. The offense will also be noted in the permanent file; or

- required withdrawal from the College with a temporary notation "Required to withdraw by the Dean of the College" on the transcript. Transcript notation will be removed upon the student's reinstatement as a Mount Holyoke degree candidate. The offense will also be noted in the permanent file.

### **Procedures Addressing Alleged Violations of Academic Responsibility by Faculty Members**

Every case questioning the academic responsibility of a faculty member must be reported in writing to the dean of the faculty. Academic responsibility is understood to include the observance of academic regulations established by the faculty and the treatment of students in their work and in other academic matters. A student contemplating questioning the academic responsibility of a faculty member may discuss it first with the Dean of Studies. If the student then chooses to report the case formally, the dean of the faculty will discuss it with the faculty member and the student, and possibly also with the president, before taking what action seems appropriate.

### **The Academic Honor Board**

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 Honor Code arise, regardless of whether an infraction is believed to have occurred. The existence of the AHB is 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. Board members for 2016-2017 are:

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 from each of the three academic divisions of the College (humanities, science and mathematics, and social sciences).
3. One student, appointed through the Honor Code Council.

The new Academic Honor Board will officially begin its work on September 9, 2016. This new set of procedures and protocol will go into effect for new cases as they come up throughout the academic year.

### **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 non-discrimination 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 (i.e. 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

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. The College will respect the privacy of all individuals throughout the grievance process.

### **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 Dean of College division).
- 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 Timeframe 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 45 calendar days to resolve an informal complaint. The College reserves the right to extend any of the above time-periods when circumstances so warrant in the sole judgment of the College.

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.

### **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 our 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 survivor and alleged assailant have access 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, the safety 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; and/or
- 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 goals safe access to College programs, activities and services.

### **Grievance Process – An Overview**

The College provides two approaches to resolving grievances, formal and informal. 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 (i.e. supervisor, department chair, etc). The grievant may also file a grievance directly with the compliance coordinator as noted previously in this document.

**Step 2: College will review and investigate 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 Hearing Officer (as identified on page 6), and the appropriate compliance coordinator (See the section on Resources for a listing of compliance coordinators).

**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.

#### **EEOC – Equal Employment Opportunity Commission**

John F. Kennedy Federal Building  
475 Government Center  
Boston, MA 02203  
(617) 565-3200

#### **MCAD – Massachusetts Commission Against Discrimination**

Springfield Office	Boston Office
436 Dwight Street, Room 220	One Ashburton Place, Room 601 Springfield, MA 01103
(413)739-2145	Boston, MA 02108
	(617) 994-6000

#### **OCR – Office for Civil Rights, 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) afford students with certain rights with respect to their education records. These rights include:

- The right to inspect and review your educational records within 45 days of the day the College receives a request for access.
- The right to request an amendment of your educational record that you 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 officials; 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 your written consent prior to the disclosure of personally identifiable information from your education records. However, the College may disclose appropriately designated "directory information" without your written consent, unless you 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
- Electronic mail address
- Photograph

- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- School or division of enrollment
- Enrollment status (e.g., undergraduate or graduate; full-time or part-time)

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

You 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. <https://www.mtholyoke.edu/registrar/rights>

**Parental Notification**

The College's philosophy is to work with students directly in managing their curricular and cocurricular lives. However, there may be instances in which contacting a student's parent/guardian is necessary or appropriate. In such case, the College will try to discuss notification in advance with the student.

It is the policy of the College to notify both the student and her parents in writing of academic probations, reclassification, dismissal, and suspension.

The Vice President for Student Affairs and Dean of the College (or designee) may notify a student's parent/guardian:

- if the dean judges that such notification is necessary because of a health or safety emergency
- in other situations when the dean judges that such notification is appropriate, including but not limited to changes in the student's academic or social probationary status
- Of any changes in the student's enrollment status or other "directory information."
- in the case of a student listed as a dependent on the parent/guardian's most recent federal income tax return.

The regulations of the act make clear that, in the case of students who are dependents of their parents for Internal Revenue Service purposes, information from the education records of the student may be disclosed to parents without the student's prior consent. However, in any communication with parents, it is normally College policy to respect the privacy of the student and not to disclose information without the student's prior consent.

**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 (i.e., impaired judgment, impaired coordination, unconsciousness, unintentional injury, substance use disorders, contracting a sexually transmitted disease, exacerbate mental health symptomology, 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 (i.e., 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. We encourage 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 our students, compliance with state and federal laws regarding the use, possession, purchase, sale and distribution of alcohol and drugs, and highlights our 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 <https://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 at [https://docs.google.com/document/d/1IR4h1vUWI\\_E49Fwx3P53HVj\\_TBrMnwGcB\\_YhYqkVWjU/edit](https://docs.google.com/document/d/1IR4h1vUWI_E49Fwx3P53HVj_TBrMnwGcB_YhYqkVWjU/edit)
- Alcohol Beverage Service for Student Events - <https://www.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, visit <https://studentaid.ed.gov/sa/eligibility/criminal-convictions#drug-convictions> .

Violations of the alcohol and drug policy 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 & Drug Policy under the Age of 21

Violation	1st Offense	2nd Offense	3rd Offense
<ul style="list-style-type: none"> <li>● Possession &amp; consumption of alcohol under age of 21</li> <li>● Possession of alcohol or 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 Department 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 Department 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 Department 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> </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>• Parental Notification.</li> <li>• Social probation.</li> <li>• Possible withdrawal or suspension.</li> </ul>		
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## Sanctions for Violations of the Campus Alcohol & Drug Policy 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 Department 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 Department of Student Life.</li> <li>• Parental Notification.</li> <li>• Social Probation.</li> <li>• Possible housing probation and suspension.</li> <li>• Possible withdrawal.</li> </ul>
<p><b>Selling/distributing illegal drugs</b></p>	<ul style="list-style-type: none"> <li>• Meeting with a Dean in the Department of Student Life.</li> <li>• Referral to the Alcohol and Drug Awareness Project for a minimum of three (3) Alcohol and Other Drug Assessment/Education..</li> <li>• Parental Notification.</li> <li>• Social probation.</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>• Possible withdrawal or suspension.</li> </ul>		
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## 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 a 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 (<https://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 identifying such behavior as unsafe.

Students suspected of being under the influences 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 & 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:  
<https://malegislature.gov/Laws/GeneralLaws/PartI/TitleXX/Chapter138/Section34>

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

### Alcohol & 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 which 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 oneself
- 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 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 & Drug Use**

#### **Serving Alcohol**

No person shall receive a license or permit under this chapter 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 twenty-one 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 \$50.00 for the first offense and not more than \$150.00 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 of alcohol or other drugs**

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 ninety days.

For persons under twenty-one 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 five thousand dollars. 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 will face 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 twenty-one.

### **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 Personal Vehicles.

## **Bicycles On Campus**

All bicycles on campus must be registered with the Campus Police Department. Registration is free and can be done Mon-Fri 9:00am-3:00pm at the Campus Police office. The registration decal will

expire upon the student graduation date but in no case, longer than four years from the original registration date.

All bicycles on campus must be stored in approved residence hall locations and secured to a bicycle rack. If the bicycle is outside it should be secured to an outside bike rack.

Bicycles may NOT be secured to fire hydrants, trees, parking signs, ramps, 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 unregistered will be confiscated and if not claimed within 30 days it will be 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. 84 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.

Officers patrol the residence halls as a part of their regular duties, usually limiting their patrols to the main floor and outside doors. However, they have the right to patrol and are responsible for the entire building. Specific incidents and requests may result in increased patrols of the floors of the halls to ensure the safety of the residents. During the course of residence hall parties and at other times, officers may patrol and inspect all public areas.

### **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 you are a resident of another state but a student at a



Massachusetts college, you are an inhabitant for more than 50% of the year and, therefore, eligible to serve as 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 Academic Dean Office may be able to assist you in arranging for missed class time due to jury service. Student may be required to furnish their summons notice or the certificate of service when making these arrangements.

If you have any questions about jury duties, including confirming, postponing, rescheduling, or limiting your service, please contact the Office of Jury Commissioner (1-800-THE JURY / 1-800843-5879). Further information can be found on the Office of Jury Commissioner’s website at

## **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, on both 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 her 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 e-mail 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, e-mail, 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 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 the Faculty, the Vice President for Student Affairs and Dean of the College, the Vice President for Finance and Administration, or the Executive Director of Communications. 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 Vice President for Student Affairs and Dean of the College or designee.

Related Policy: Policy on Activities Related to Political Campaigns:  
<https://www.mtholyoke.edu/policies/politicalactivities>

## **Responding to Online Issues**

College officials do not read, consult, monitor or respond to online pieces, unless specific information is brought to our attention by a concerned third party. We are not able 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 access the safety of the individual involved and/or campus community. If someone presents us with a specific statement of intent to harm self or others we will address that by approaching the person, letting them know how we 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 on college programs and all animals, subject to policy exceptions.

## **Policy**

### **A) 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, e.g., AccessAbility Services
- 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.

### **B) 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.

### **C) Financial responsibility**

- A person who has a pet 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.

### **D) 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.

### **E) 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.

### **Control Requirements**

- 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 its animal's waste, and should always carry sufficient and appropriate equipment to clean up after the animal. Waste must be properly disposed. 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. If required by the town of South Hadley, record of animal license will be requested by the Office of AccessAbility Services for service animals who reside on campus.

### **Health/Vaccinations**

- 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 (e.g., 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**

User/Handler will provide College with evidence that 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 Puppy is not a program dropout and will, in fact, be given up after the raising period is over).

#### **A Special Note on Service Puppies and Service Dogs in Training**

- Service puppies and service dogs in training may not remain alone in student's residence more than four (4) hours at a time, and such limitation shall not be affected by Student's academic, employment or social schedules.
- User/handler will not delegate any of the responsibilities for raising puppy or trainee, including but not limited to those delineated herein, to any other student(s) except as follows: User/handler may

designate roommates to be responsible, in their absence, for feeding, walking (including required clean up ) and maintaining puppy's sleeping area in clean and good order, however such designation does not relieve User/handler of any responsibilities not transfer such responsibilities to any other person.

- Repeated infractions of the Service Animal Policy will result in the removal of the service puppy or trainee from campus.

### **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

### **Students living in residence with a Service Animal**

We encourage, but do 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. If a student plans to have their service animal live with them in residence, we ask that you provide notice to the College especially if you are seeking some type of accommodation for that animal. Notice to the College is used solely to ensure the appropriate housing placement is made. Students should provide notice to the College by contacting the Director of AccessAbility Services, Deborah Cohen, or by telephone at (413) 538-2634.

### **Employees bringing a Service Animal 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, Rene Davis, Associate Dean of the College , at (413) 538-2481 or via email.

### **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 towards people; 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 by Students/Staff/Faculty/Administrators 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 full participation in programs and activities of the College. This includes off campus activities and activities involving transportation.
- Assume the handler may have 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, we 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 their 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 is expected to recognize service animals and their role in communicating their partners' 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 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. Students should contact the Office of AccessAbility Services to establish IEP. Employees should contact Human Resources.

### **Conflicting Disabilities**

Allergic reactions to animals are common. Persons who have asthma, allergies, or other medical conditions effected by the presence of animals are asked to contact AccessAbility Services. The person impacted by the presence of the animal must provide verifiable medical documentation to support their claim. The needs of both persons will be considered in resolving the issue. If an allergy/animal conflict within a residence hall cannot be resolved agreeably, then the Office of Residential Life and Access Ability Services will collaborate to determine a solution. Please note that if a person using a service animal was assigned to a residence hall before the person with the medical reaction, the person utilizing the service animal will not be removed to accommodate the second person (Disability Compliance for Higher Education, July 1996. Vol. 1, No. 12, p 4 and 5).

### **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 Section 504 Coordinator or 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) pursuant to the College's Grievance Procedures. Prior to filing a formal grievance, a complaint may be brought to the College's Section 504 Coordinator for informal resolution.

### **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 Human Resources for 66 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)

Service animal means 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, and 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.

The College will consider other animal species on a case-by-case basis in accordance with Federal regulations and such requests should be made through the office of AccessAbility Services (for students) and Director of Human Resources (employees).

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[1] 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

### 2016-2017 Calendar

Fall 2016	
New international students arrive and their Orientation begins	Wed., Aug. 31
Online registration opens for add/drop period	Wed., Aug. 31
New students arrive and Orientation begins	Fri., Sept. 2
Returning students arrive	Sun., Sept. 4
Labor Day	Mon., Sept. 5
Convocation	Tue., Sept. 6
Classes begin	Wed., Sept. 7
Eid al-Adha	Mon (evening) Sept. 12-13
Last day to add classes	Tue., Sept. 20
Last day to withdraw from a course without "W" notation recorded	Tue., Sept. 27
LGBT History Month	Sat. - Mon., Oct. 1 - 31
Muharram	Sun., Oct. 2
Rosh Hashanah	Sun (sundown) – Tue., Oct. 2 – 4
Day of Ashurah	Mon Oct 10 (sundown) - Tue., Oct (sundown)
Mid-semester break	Sat. – Tue., Oct. 8 – 11
Indigenous Peoples' Day	Mon., Oct. 10
Yom Kippur	Tues (sundown) -Wed., Oct. 11-12
Family & Friends Weekend	Fri. – Sun., Oct. 21 – 23
Add/drop period for second half-semester courses (email changes to <a href="mailto:registrar@mtholyoke.edu">registrar@mtholyoke.edu</a> )	Mon. – Fri., Oct. 24 – 28
Diwali	Sun., Oct. 30
Academic advising period	Mon. – Fri., Oct. 31 – Nov. 4
Online Spring registration period for Mount Holyoke and 5-College courses	Mon. – Fri., Nov. 7 – 18
Veteran's Day	Fri., Nov. 11
Last day to withdraw from a course with "W" notation recorded	Thur., Nov. 17
Last day to declare ungraded option	Thur., Nov. 17

Transgender Day of Remembrance	Sun., Nov. 20
Thanksgiving recess	Wed. – Sun., Nov. 23-27
Feast of the Immaculate Conception (Holy Day of Obligation for Roman Catholics)	Thurs. Dec. 8
Native American Heritage Day	Fri., Nov. 25
Last day of classes	Tue., Dec. 13
Reading days	Wed., Dec. 14 – Fri., Dec. 16 at 7 pm
Examinations	Fri., Dec. 16 at 7 pm – Tue., Dec. 20 noon
December recess	Fri., Dec. 20 noon – Mon., Jan 2
Christmas	Sun. Dec 25
Hanukkah	Sun. – Sun., Dec. 25 – Jan. 1
Fall grades due	Tue., Jan 3 11:00 pm

<b>Intersession 2017</b>	
Intersession start and end dates	Tue., Jan. 3 – Fri., Jan . 20
Martin Luther King Jr. Day	Mon., Jan. 16
January recess	Sat. – Mon., Jan. 21 – 23
<b>Spring 2017</b>	
Online registration opens for add/drop period	Wed., Jan. 18
New international students arrive and their Orientation begins	Wed., Jan. 18
New students arrive and Orientation begins	Thur., Jan. 19
Classes begin	Tue., Jan. 24
Black History Month	Wed. - Tue., Feb. 1 - 28
Last day to add classes	Mon., Feb. 6
Last day to withdraw from a course without “W” notation recorded	Mon., Feb. 13
President’s Day	Mon., Feb. 20
Ash Wednesday	Wed., Mar. 1
Women’s History Month	Wed. - Fri., Mar. 1 - 31
Mid-semester break	Sat. – Sun., Mar. 11 – 19
Holi	Mon. – Tue., Mar. 13 – 14
Add/drop period for second half-semester courses (email changes to <a href="mailto:registrar@mtholyoke.edu">registrar@mtholyoke.edu</a> )	Mon. – Fri., Mar. 20 – 24
Online registration period for Fall 5-College courses	Mon. – Fri., Apr. 3 – 14
Online registration period for Fall Mount Holyoke courses	Mon. – Fri., Apr. 3 – 21
Last day to withdraw from a course with “W” notation recorded	Mon., Apr. 10
Last day to declare ungraded option	Mon., Apr. 10
Passover	Tues. – Tues., Apr. 11 – 18
Good Friday	Fri., Apr. 14
Easter	Sun., Apr. 16
Last day of classes	Mon., May 1
Asian-Pacific American History Month	Mon. - Wed., May 1 - 31
Reading days	Tue., May 2 – Thur., May 4 at 7 pm
Examinations	Thur., May 4 at 7 pm – Mon., May 8 noon
Senior grades due	Wed., May 10 noon
Reunion I	Fri. – Sun., May 19 – 21
Baccalaureate Service	Sat., May 20
Commencement	Sun., May 21
Underclass grades due	Tue., May 23 11:00 pm
Reunion II	Fri. – Sun., May 26 – 28
Ramadan	Sat., May 27

For more information, including the dates of other holidays and festival days, see the resources below.

<http://www.interfaithcalendar.org/>

<http://www.doe.mass.edu/resources/holidays.html>