Student Handbook In Brief
2015-2016
Preface
This is an abbreviated version of the Student Handbook, containing information about various campus policies, procedures, including the Mount Holyoke Honor Code, the sexual misconduct policy, Alcohol and Drug Policy, and information on various other regulations and policies created to foster a social and living environment that is respectful, accountable, and responsive to our diverse community.

The full version of the Student Handbook, including important information on administrative offices of the college, the student government, student organizations, and residential life, is available at https://www.mtholyoke.edu/deanofstudents/student_handbook.

There are other sources in which students should refer such as 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 an 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.

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.

Post only on tackable designated surfaces intended for this purpose. Not on lampposts, glass doors, wooden panels, 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
- Door to door solicitation or distribution of materials is not allowed. Students are prohibited from sliding materials under doors or posting on student room doors, except their own rooms where they may post flyers that meet the above regulations.

Violations
Sanctions for violation of this policy by students and/or registered student organizations include, but are not limited to: fines and/or restitution, loss of future posting and/or facilities use privileges, loss of recognition for registered student organizations, other disciplinary sanctions, and other educational sanctions appropriate to the circumstances. College employees violating this policy may be subject to disciplinary action by the college. Non-college groups posting anywhere on College property will be subject to criminal prosecution and/or arrest.

Chalking Policy
Mount Holyoke allows chalking on campus only under the following guidelines. Individuals will be held responsible for any damage and/or clean up if the guidelines are broken. For a list of guidelines, refer to the 2015-2016 Student Handbook or https://www.mtholyoke.edu/studentprograms/eventplanning/chalking
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.

For additional information regarding Student Health insurance, including travel accidental insurance, auto liability insurance, workers compensation and property insurance, refer to the 2015-2016 Student Handbook.

Publications & Publicity
Campus publications are an important means of staying abreast of events occurring at Mount Holyoke and elsewhere. These publications include but are not limited to the following:
- Alumnae Quarterly
- Five College Calendar
- The Mount Holyoke News
- Handbook of Faculty Legislation
- Bulletin and Course Catalogue

News & Events
Up to the minute happenings published on the Mount Holyoke College homepage. News & Events highlights student, faculty and staff achievements and upcoming campus events

Posting Policy
Flyers and posters also appear regularly at various campus locations and highlight upcoming events. Below is a general outline of the posting policy.

Flyers and posters can be posted on bulletin boards around campus, including Blanchard Campus Center, the Library, 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) can be reserved through the Office of Student Programs for temporary, exclusive use in Blanchard Campus Center. Hanging banner space within the campus center can also be reserved at https://www.mtholyoke.edu/studentprograms/blanchard/reservations

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.

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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.

**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 in the S2015-2016 Student Handbook.

**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 basic physician and nurse treatment at the Mount Holyoke College Health Services. A student may experience the need for more extensive medical treatment, and insurance is therefore required of all students by the Commonwealth of Massachusetts and Mount Holyoke College.

A fee for Mount Holyoke College’s Student Accident and Sickness Insurance Program appears on the tuition bill as an additional charge. If a family or student has other equivalent coverage for the student, the student may submit information confirming the coverage via the Koster Insurance on-line waiver form, and if the coverage is acceptable, the insurance charge will be waived. More detail is available at Student Health Insurance.
**Hazing Policy**

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.*

All students receive a copy of this policy electronically by the Dean of Students (or designee). All student team captains and student organization chairpersons receive copies of the policy from Athletics and Student Programs at the start of the year/their season, 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.

For more information about the Hazing Policy, including Myths and Facts about Hazing, refer to the 2015-2016 Student Handbook.

**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, paint ball guns, or BB/pellet guns; firearm replicas; ammunition; martial arts-type weapons; explosives (including fireworks); bows, crossbows, arrows; slingshots; switchblade knives, double-edged knives,

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**Academic Calendar 2015-2016**

- **New international student orientation** Mon., Aug. 31
- **New student orientation** Wed., Sept. 2
- **Returning students arrive** Sun., Sept. 6
- **Convocation** Tues., Sept. 8
- **Classes Begin** Wed., Sept. 9
- **Mid-semester break** Sat.-Tues. Oct. 10-13
- **Family and Friends Weekend** Fri.-Sun., Oct. 23-25
- **Founder’s Day** Nov. 8, 1837
- **Academic advising period** Mon.-Fri. Nov. 2-6
- **Thanksgiving recess** Wed.-Sun., Nov. 25-29
- **Last day of classes** Tues., Dec. 15
- **Reading days** Wed., Dec. 16—18, at 7pm
- **Examinations** Fri., Dec. 18, 7pm-Tues., Dec. 22 noon
- **December recess** Tues., Dec. 22 noon—Sun. Jan. 3
- **Intersession starts and ends** Mon., Jan. 4—Fri., Jan 15
- **Martin Luther King Jr. Day** Mon. Jan. 16-18
- **January recess** Sat.-Mon., Jan. 16-18
- **New international students orientation begins** Wed., Jan. 13
- **New students orientation begins** Wed., Jan. 14
- **Classes begin** Tues., Jan 19
- **Mid-semester break** Sat.-Sun., Mar 12-20
- **Academic advising period** Mon-Fri, Mar 28-Apr 1
- **Last day of classes** Mon. Apr 25
- **Reading days** Tues., Apr 26-Thurs., Apr 28, 7pm
- **Examinations** Thurs., April 28, 7pm—Mon., May 2, noon
- **Baccalaureate Service** Sat., May 14
- **Commencement** Sun., May 15
The Mission of the College
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.

Campus Police officers have a legal duty to seize any illegal items in plain view when they are located in a space where the officer has a right to be present. Officers have a right, and are expected, to patrol all public and common areas of the College. The procedure for seizing items under the plain view doctrine will be done in accordance with federal and state laws.

The College may take still and video photographs of serious incidents and disasters to preserve a record. The Chief of Campus Police or designee will determine the need for such evidence and documentation.

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.

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.
Emergency Entries by Officials
The usual rights of privacy and guarantees against trespass may be suspend-
ed 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 purpos-
es 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 obliga-
tion 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.

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 au-
thority 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 permiss-
ion when pursuing a fleeing suspect.

Persons arrested by Campus Police officers will be searched and their prop-
erty 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 re-
sponse 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.

Statement of Nondiscrimination
Mount Holyoke is committed both to its historic mission as a women's col-
lege 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 di-
versity sits within our active prohibition of discrimination in our educational
policies, employment, campus services and activities on the basis of age, col-
or, creed, disability, gender identity, national/ethnic origin, race, religion, sex,
sexual orientation, veteran/uniform status, and all other classifications pro-
tected by law. This same principle applies to admission to our graduate and
extension programs.

With respect to admission to our undergraduate degree program, Mount Ho-
lyoke 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

For a list of federal laws protecting the rights of individuals, refer to the follow-
ing in the 2015-2016 Student Handbook.

- Title VI of the Civil Rights Act of 1964 (Title VI)
- Title IX of the Education Amendments of 1971 (Title IX)
- Americans with Disabilities Act of 1990 (ADA)
- Section 504 of the Rehabilitation Act of 1973 (Section 504) and the
  American Disabilities of 1990 (ADA)
- Title IX of the Education Amendments of 1972 and Massachusetts Gen-
  eral Laws Chapter 151C

Sexual Harassment Policy
Sexual harassment is prohibited by College policy and by federal and state
law. Sexual harassment includes sexual advances, requests for sexual favors
and other verbal 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;
- such advances, requests or conduct have the purpose or effect of unre-
  reasonably interfering with an individual’s education by creating an intimi-
  dating, hostile, humiliating or sexually offensive academic or educational
  environment.

Mount Holyoke College Sexual Violence Policy
Mount Holyoke College prohibits its faculty, staff, and students from engag-
ing in any form of sexual violence against another member of, or visitor to our
community. Sexual violence incorporates a continuum of non-consensual acts
including sexual harassment, rape, stalking, intimate partner violence, and
sexual coercion. For more information about the MHC Sexual Violence Poli-
cy, please review to the 2015-2016 Student Handbook.
Contact Information for Title IX Coordinators

Section 504 Coordinator & Title IX Coordinator
Associate Dean of the College
Rene Davis,
202 Mary Lyon Hall
413-538-2181
ldavis@mtholyoke.edu
section504coordinator@mtholyoke.edu
lrdavis@mtholyoke.edu
section504coordinator@mtholyoke.edu
lrdavis@mtholyoke.edu

Deputy Title IX Coordinator
Associate Dean of Faculty
Eleanor Tinsley
101 Mary Lyon Hall
413-538-3093
etownsle@mtholyoke.edu

Director of Human Resources, Equal Opportunity in Employment and Deputy Title IX Coordinator
Chris Babul
Director of Human Resource
cabbuhl@mtholyoke.edu
1 Skinner Hall
413-538-2503

Places to Report Harassment and Discrimination

Individuals who believe they have been subject to discrimination due to actual or perceived age, color, creed, disability, gender identity, national/ethnic origin, race, religion, sex, sexual orientation, veteran/uniform status, and all other classifications protected by law should report the matter immediately to a supervisor or other person of authority. Individuals can also report concerns directly to the Title IX Coordinators, Section 504 Coordinator, Dean of Students, or Director of Human Resources.

Dean of Students
Marcella Runell Hall
300 Mary Lyon Hall
413-538-2550
mhall@mtholyoke.edu

Equal Opportunity in Employment Office
Dean of Faculty
Sonya Stephens
101 Mary Lyon Hall
413-538-3093
sstephens@mtholyoke.edu

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. The Section 504 Coordinator is Rene Davis, Associate Dean of the College, section504coordinator@mtholyoke.edu, lrdavis@mtholyoke.edu, 202 Mary Lyon Hall, 413-538-2841.

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. To learn more about the trunk rooms, refer to the 2015-2016 Student Handbook.

Room Inspections
Residential Life assess the condition of each room at the beginning of each semester, during breaks, and after students leave to assess indicates the physical state of the room and all of its contents at the time of the student's arrival in the fall, and ensure complaints with fire safety regulations. 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. For a list of cost based on these repairs, refer to the 2015-2016 Student Handbook.

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 begin at midnight of the first reading day.

Keys and One Card
Each student receives a key to her room when she moves 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 her 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 her keys with her 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. If a student loses, their key, the student must pay a Replacement fee at the time of pickup. Replacement cost: room and closet: $5.00. Recore: $45.00. For more information, including lock-outs, refer to the 2015-2016 Student Handbook.
Furniture Removal Policy
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. The College will allow students to provide their own bed. In order to have the college provided bed removed, students must send an email to Residential Life. If the request is received prior to July 15, the student will not be charged for the removal. However, if the request is received after July 15 the student will be charged a $25 removal fee.

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 feet 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

Guest Policy
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. For more information, refer to the 2015-2016 Student Handbook or the Residential Life Student Handbook.

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.

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 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. Office of Residential Life.

Mandatory Reporting
Title IX of the Education Amendment Act of 1972 and the Jeanne Celery 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 “any employee who has the authority to take action to redress sexual violence, who has been given the duty to report to appropriate school officials about incidents of sexual violence or any other misconduct by students, or who a student could reasonably believe has this authority or responsibility”. (United States Department of Justice, 2014). 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. No employee can offer confidentiality unless that employee’s employment function holds a legal confidentiality mandate.

Amnesty/Bystander Intervention Policy
The College expects all community members to take reasonable and prudent action to prevent or stop harassment, discriminations, and the violation of College policy and Honor Code. Taking action may include direct intervention, a call to Campus Police, or a report to a person in authority. The College also recognizes that fear of disciplinary repercussions may deter reporting or requests for help. The College has developed this Amnesty or Bystander Intervention policy to alleviate such concerns and encourage members of the College to respond.

The College provides disciplinary amnesty for students, who in the course of reporting:
• the intoxication of others;
• an act of bias or discrimination; and
• a sexual assault, other form of gender based discrimination, or sexual violence discloses personal behavior that would be a violation of college policy or Honor Code. In such cases, the incident will be documented and educational and/or health interventions may be required as a condition of foregoing a disciplinary sanction. The reporting student will not receive a violation on their record. The Amnesty policy applies to the College’s student disciplinary process and use of the College Grievance Procedure.

The Amnesty policy does not apply to repeated, flagrant, or serious violations, or violations that caused harm to another person or property. This policy does not preclude action by Campus Police or other outside legal authorities. Please review to the 2015-2016 Academic Student Handbook for examples of where this policy would apply.
Shared Governance
Mount Holyoke has a strong tradition of shared decision-making among its administration, employees, and students. Students, staff and faculty have an important role in shaping institutional policy and practice, in particular through the Student Government Association and the various standing faculty committees.—Office of the President, Shared Governance

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 and 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.

President: Courtney Brunson
Vice-President: Marwa Mikati Shahd Al-jawhari
Treasurer: Maria Ferreras
Secretary: Elena Albanses

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

Administration-Student Advisory
Campus Police Advisory Career Development Center Advisory Communications Advisory
Planning and Budget Advisory
Residential Life Advisory
Student Health Advisory

Student-Led
All Campus Elections
Appointment Board
Constitutional Review
Student Conference
Ways and Means
Students of Color

Bicycles
All bicycles on campus must be registered with the Campus Police Department and stored in approved residence hall locations and secured bicycle racks. 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. For more information regarding the bicycle policy, refer to the 2015-2016 Student Handbook.

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.

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. For a list of approved and prohibited items and other fire safety policies, please refer to our campus Packing List in the 2015-2016 Student Handbook.

Fire Extinguishers
Fire extinguishers are located on the main floor of each residence hall.

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.

Residential Life Policies
Pets in Residence
Pets are forbidden in residence halls with the exception of service animals and aquatic animals (e.g., fish, frogs) 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 Access Ability Services.
Financial responsibility
A person who has a pet on campus (including in College Housing) is financially responsible for property damage caused by his or her 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.

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. Refer to the 2015-2016 Student Handbook for Control Requirements.

License, Health, and Vaccinations
All pets must have valid license and vaccinations. For more information about the State, South Hadley, and college policies, refer to the 2015-2016 Student Handbook.

Conflicting Disabilities
Allergic reactions to animals are common. Persons who have medical conditions affected by the presence of animals are asked to contact Access Ability 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).

Additional policies and guidelines for Animals on campus are available in the 2015-2016 Student Handbook.

Student Engagement

Co-Curricular Activities
Participating in co-curricular activities is an important aspect of a college education that introduces students to new ideas, perspectives, and experiences. Co-curricular activities build organizational and leadership skills within individual students. Students will find that their co-curricular involvement provides them with leadership experiences that are transferable to life beyond Mount Holyoke College.

For a complete listing of organizations, see the Office of Student Programs online.

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 and community spaces are centered 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. Below are a list of Mount Holyoke Cultural Centers.
- Asian Center for Empowerment
- Betty Shabazz Cultural Center
- Eliana Ortega Cultural Center
- Jeannette Marks House
- Zowie Banteah Cultural Center
- Eliot House

Traditions
Traditions are an integral part of the Mount Holyoke experience. Listed below are a list of traditions. For detailed information about these traditions, including historical content, refer to the 2015-2016 Student Handbook.

- Elfing
- Ring and Rose Ceremony
- Big Sib/Little Sib Junior Show
- Disorientation
- Senior Class Gift
- September Convocation
- M&Cs
- Founder’s Day
- Pangy Day
- Family and Friends Weekend
- Faculty Show
- Strawberries and Champagne
- Mountain Day
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 him or her, 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 his or her 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.

Mixing Alcohol and Other Drugs
The combination of two drugs can have unexpected, dangerous results. One can intensify the effect of another and a combination can produce very different effects than either drug taken alone. Even a simple cold remedy taken with alcohol may be dangerous.

Depressants taken in combination, such as a mixture of alcohol and barbiturates are very dangerous—they can cause coma and death.

Sharing needles with someone who is infected with the HIV virus (human immunodeficiency virus) can result in the transmission of HIV, possibly causing AIDS.

Remember, there is Amnesty for students who report the intoxication of others, acts of bias or discrimination or sexual assault.

Refer to the previous definition and explanation on the Amnesty Policy or refer to the 2015-2016 Student Handbook for a detail description and examples.

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.

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

Policy
Inside Buildings
Pets are not allowed inside College buildings, including student housing.
For a list of exceptions to this policy, please refer to the 2015-2016 Student Handbook.
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 her or his person unless accompanied by a parent. Conviction is punishable by mandatory suspension of driver's license for three months. (See M.G.L., Ch. 138, ¶34C.)

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. Violation of this section is punishable by a fine of not less than $100 or more than $500. (See M.G.L., Ch. 90, ¶ 241)

Operating a vehicle under the influence of alcohol or other drugs
If arrested, the driver will be detained by the police and read her or his rights. The vehicle will be towed and the driver taken in a police cruiser to the police station for a breathalyzer test. For detailed information regarding punishment based on test registers and levels of offense, please review the 2015-2016 Student Handbook.

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. For more detail, refer to the 2015-2016 Student Handbook.

Drug Enforcement Laws
There are several unlawful acts Federal and State Drug Enforcement Laws. Refer to the 2015-2016 Student Handbook for information regarding the following:
- An Act Providing for Drug-Free Schools
- An Act Providing for Suspension of a License to Operate a Motor Vehicle upon Conviction of Violation of the Controlled Substance Act
- An Act Further Regulating the Misuse of Driver's Licenses and Identification Cards

Effects of Alcohol Abuse
There are many effects and potential consequences of alcohol and other drug use. Alcohol is a depressant drug that slows the nervous system. For information on these individual effects and consequences, refer to the 2015-2016 Student Handbook.

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 his or her 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.
Standards of Social Conduct
To ensure the care and preservation of the honor code, standards and procedures have been developed and implemented to provide the structure by which the honor code is administered.

Students are expected to obey all federal and state laws, as well as to comply with local ordinances and College standards of conduct found in various statements of institutional policy and practice. These include, but are not limited to, regulations pertaining to property, community safety (including verbal and physical harassment), misrepresentation, and illegal substance use. Students must take responsibility for conducting themselves in a manner that fosters respect and trust within the College community. Beyond minimal compliance, students under an honor code grow to understand, through course work, collaborative learning, and living together, that honor is achieved with diligence, commitment, and courage.

College regulations delineate the expected standard of behavior in academic and social circumstances.

Dishonorable academic conduct, such as plagiarism and cheating, discredits the individual student. Behavior that is in conflict with the social regulations of the College is detrimental to the well-being of the Mount Holyoke community. Abiding by community standards, under the honor system, indicates a mature acceptance of community responsibility.

These standards of social conduct are understood as the efforts of good-willed people seeking to strengthen their 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?

Violations of the Drug Policy include but are not limited to:
- Possession or use of illegal drugs and controlled substances
- Misuse 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

Federal, state and local sanctions for unlawful possession or distribution of illicit drugs range from probation and forfeiture of property to fines and imprisonment.

Typical sanctions for violations of the campus drug policy range from meeting with the hearing officer to possible expulsion from the College. Detailed sanctions based on specific campus drug policy violations can be found in the 2015-2016 Student Handbook.

Policy on an 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 illegal drugs or abuse 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 illicit drugs and alcohol by students and employees and to provide certification to the Department of Education that such a program is in place.

Detailed information about this policy, including disciplinary actions against students, faculty and staff by both Mount Holyoke and South Hadley, MA may be found in the 2015-2016 Student Handbook, the Handbook of Faculty Legislation and Related Information, and the Staff Handbook.

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.

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.)
Enforcement
Students who violate state or federal laws will not be protected by the College. 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.

Mount Holyoke College emphasizes the responsibility of each community member to be law-abiding, knowledgeable, and thoughtful about any decisions regarding alcohol consumption. With the help of the Alcohol and Drug Awareness Project, residence hall staff, and other educational resources, the College provides information about alcohol and drug abuse and urges all community members to take advantage of the opportunity to become educated and make informed choices about consumption and non-consumption. 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 Project.

A chart of specific alcohol violations and sanctions can be found in the 2015-2016 Student Handbook. There may be additional sanctions in response to inappropriate conduct that accompanies the use of alcohol.

The College considers intoxication requiring medical assessment, medical treatment, and or medical transport a health emergency. 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 and in the 2015-2016 Student Handbook.

Policy Regarding Illegal Drug Use
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, chemical substances not used for their intended purpose.

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.

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

- Define the Behavior
- Identify the impact upon you
- Identify the emotions
- 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.

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 nonthreatening. 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 Residential Life and Associate Director of Residential Life
- Dean of Students Office
- Honor Code Council (HCC)
- Ombudsperson
- Campus Police

College Disciplinary Processes
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.

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.

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, which are outlined in the 2015-2016 Student Handbook, 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.

Alcohol and Drug Policy & Guidelines

General Principles
Mount Holyoke College emphasizes the responsibility of each community member to be law-abiding, knowledgeable, and thoughtful about any decisions regarding alcohol consumption. The College expects all faculty, staff, and students to become familiar with the laws and with the College’s policies governing alcohol 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. Included in these laws are those that govern driving under the influence of alcohol, the purchase of alcohol by and for persons under the legal drinking age, and the serving of alcohol to persons who are under age and/or intoxicated. The drinking age in Massachusetts is 21.

Alcohol Policy
The Mount Holyoke College policy is guided by three concerns:
- the health and safety of our students,
- compliance with state and federal laws regarding the possession, purchase, sale, and distribution of alcohol and other drugs
- Our educational mission, which includes informing students so they can make responsible life choices.

For a detailed list of policies Alcohol and Drug possession policy and guidelines, refer to the 2015-2016 Student Handbook.
Parental Notification
The College's philosophy is to work with students directly in managing their curricular and co-curricular 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.

Official Communication from the College to 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.

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 immediately or by

Dean of the College Office 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.

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

**Appeals**
A student may appeal a finding and/or related sanction to the appeals officer. The specific appeal officer will vary based on the nature and severity of the violation. The name and contact of the appeals officer will be included in 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. Refer to the 2015-2016 Student Handbook for more information about the Appeal Process.

**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 three (3) years; after three (3) 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. There are three steps to an Administrative Hearing. Please review the 2015-2016 Student Handbook to review the detailed steps.

**Filing a Complaint**
Any member of the Mount Holyoke community may file a complaint against a student. Complaints should be filed with the Honor Code Council (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](https://www.mtholyoke.edu/deanofstudents/hcc-complaint-form).

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 can be disclosed to campus and outside persons or organizations without your 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)

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](https://www.mtholyoke.edu/registrar/rights)

**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. 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/General_Laws/PartIV/TitleI/Chapter269](https://malegislature.gov/Laws/General_Laws/PartIV/TitleI/Chapter269)
Third Party and Anonymous Reporting
The College welcomes third party and anonymous reports of sexual violence and gender discrimination. Individuals can make a third party or anonymous report with Campus Police or one of the Title IX Coordinator. 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 our 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 violence 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.

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.

Honor Code Council (HCC) Process
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.

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. All parties involved are required to attend the hearing.

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.

Steps to the hearing
Below are steps to the honor code hearing process:
• Reading of the Charge and the related policies
• Response from the Respondent, person or persons alleged to have violated policy or the honor code
• Statement of any additional facts from the Complainant, person bringing forward the case
• Questioning by the Complaint, Respondent, and Hearing Board
• Questioning of witnesses
• Final round of questions from the Hearing Board
• Summary statement from Complainant and Respondent
• Deliberations
• Deliver of finding and sanctioning (if appropriate)

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.

Refer to the 2015-2016 Student Handbook for detailed information about the HCC Hearing Process.
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. For more information regarding Academic Responsibility, including a complete list of academic violations and infractions, please review the 2015-2016 Student Handbook.

Student Procedures for Reporting Suspected Violations of Academic Responsibility
A student who observes another student in violation of academic responsibility, or the honor code, they are obligated to maintain the integrity of the honor system by making the violation known to the instructor or the Vice President for Student Affairs/Dean of the College.

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 Vice President for Student Affairs/Dean of the College. 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. For possible penalties for violations of Academic Responsibility, refer to the 2015-2016 Student Handbook.

Campus Police
413-538-2304
On Campus: X2304 or 1-911 Available 24 hours a day 365 days a year. MHC anonymous data reporting is required by staff.

Health Services
413-538-2242
on campus: X2247
Staff is on call 24 hours a day during the academic year. MHC anonymous data is required by staff.

Ombudsperson
413-538-2413
on campus: X2413
MHC anonymous data reporting is NOT required by staff.

Residential Life
413-538-2088
on campus: X2088
Staff is on call 24 hours a day during the academic year. MHC anonymous data reporting is required by staff.

Off Campus Options
Local Police and Emergency Services
Phone: 911 off campus

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 Hampshire County
YWCA of Western Mass., Inc.
One Clough Street
Springfield, MA 01108
Phone: 413-732-3121
Hearing Officers
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 (i.e., student, staff, faculty, or guest) of the survivor and alleged assailant (if any).
- Student to student cases are generally heard by the Dean of the College (or designee from the Dean of College division including the Honor Code Council).
- Cases involving faculty are heard by the Dean of Faculty (or designee).
- Cases involving staff are heard by the supervisor (unless the complaint involves the supervisor) or designee as determined by the Director of Human Resources.

Investigator
The College will select a trained investigator to review allegations of discrimination. The investigator may be an employee of the College or a contracted consultant. The investigator is responsible for fact-finding and will interview the involved parties, interview witnesses, and review any collected materials and documents submitted as evidence of the case.

Standards of Proof
The hearing officer will use the standard of preponderance of the evidence, more likely than not, to make a determination that a violation of policy has occurred.

Use of outside Attorneys and Advisors
Any student participating in the grievance process may each be accompanied by an advisor of their choosing. Advisors may include parents and outside attorneys.

On Campus Reporting Options
The following offices have an in-depth of knowledge of campus resources to support students as they navigate through a complex problems and traumatic event such as sexual assault. We encourage students to report sexual assault and other forms of gender based discrimination to any of the following resources. A description of example services and supports are noted in following resources. Please note that the availability varies during College breaks, intersession, and the summer. Campus Police is available 24 hours a day, 365 days a week.

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 College developed procedures and guidelines to aid in resolving conflict, discriminatory and/or harassing behaviors as identified in the Mount Holyoke College statement of non-discrimination and equal opportunity.

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. 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.

The Grievance Process
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 Procedure)
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).

Approach B: Formal Grievance
The College engages in a four-step process in addressing complaints.

- Step 1: Filing of a Complaint
- Step 2: College will review and investigate the complaint
- Step 3: Notice of Outcome
- Step 4: Right of Appeal

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.

Amnesty Policy and Sexual Assault
The College expects all community members to take reasonable and prudent action to prevent or stop harassment, discriminations, and the violation of College policy and Honor Code. Taking action may include direct intervention, a call to Campus Police, or a report to a person in authority.

The College also recognizes that fear of disciplinary repercussions may deter reporting or requests for help. The College has developed this Amnesty policy to alleviate such concerns and encourage members of the College to respond.

The College provides disciplinary amnesty for student, who in the course of reporting:

- the intoxication of others;
- an act of bias or discrimination; or
- a sexual assault, other form of gender based discrimination, or sexual violence

discloses personal behavior that would be a violation of College policy or Honor Code. In such cases, the incident will be documented and educational and/or health interventions may be required as a condition of foregoing a disciplinary sanction. The reporting student will not receive a violation on their record. The Amnesty policy applies to the College’s student disciplinary process and use of the College Grievance Procedure. The Amnesty policy does not apply to repeated, flagrant, or serious violations, or violations that caused harm to another person. This policy does not preclude action by Campus Police or other outside legal authorities.

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 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. An approximate timeline for adjudicating a complaint of sexual violence is noted in the College’s Grievance Procedure at https://www.mtholyoke.edu/deanofstudents/grievance-procedure.

Use of Outside Attorneys and Advisors
Any student participating in the grievance process or investigation of a complaint of sexual violence may be accompanied by an advisor of their choosing to all meetings and interviews connected to an investigation. Advisors may include parents and outside attorneys.
Role of Alcohol and Other Drugs in Incidents of Sexual Assault.
While alcohol use is not the cause of sexual assault, it is often a major contributing factor in sexual assault incidents. Alcohol and drugs impair a person’s decision-making capacity, awareness of consequences, and ability to make informed judgments. It is especially important, therefore, that anyone engaging in sexual activity be aware of the other person’s level of intoxication. If there is any doubt as to the level or extent of the other individual’s intoxication or impairment, the prudent course of action is to forgo or cease any sexual contact or activity. The use of alcohol or other drugs does not minimize an initiator’s responsibility for perpetrating sexual assault or sexual misconduct. Being under the influence of alcohol or any other drug does not excuse behavior. In particular, it does not mitigate or nullify a charge of sexual assault or sexual misconduct.

Disciplinary Options and Investigations
The College's Grievance Procedure is the mechanism used 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 effects on the survivor and others, as appropriate. Below is a summary of your options in the Grievance Procedure. We encourage you to review the full policy at https://www.mtholyoke.edu/risk/grievance-procedure#overlay-context=risk/policies

The College will use the formal procedure of the Grievance Procedure to resolve complaints of sexual violence and gender discrimination as mediation and other forms of alternative resolution may not be appropriate for discrimination investigations. The individual bringing a complaint forward has the right to choose between the informal and formal grievance procedures. Use of the College’s Grievance Procedure is not intended to impair or limit the rights of any individual to seek remedy available under state or federal law.

Interim Measures
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 both parties involved in an investigation have access to programs, activities, and services of the College.

For information regarding Interim Measures, refer to the 2015-2016 Student Handbook.
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. Members of the Bias Response Network will be continually reviewing processes to insure that they are meeting community needs.

Definitions

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).

Hate crimes can occur in any of the following ways:
• Intimidating or threatening behavior putting a person in fear of imminent physical harm (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: 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,

The College will take all reasonable steps to investigate and respond to a complaint in a manner that is consistent with the request for confidentiality or request not to pursue an investigation. Individuals should note that requests for confidentiality will limit the College’s ability to investigate or respond.

Responsible employees at Mount Holyoke College include supervisors, 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, Equal Opportunity Coordinators, Section 504 Coordinator and/or the Title IX Coordinators.

If the College determines that it cannot maintain the reporting party or survivor’s preference for confidentiality, the College will inform them prior to starting an investigation and will, to the fullest extent possible, only share information with people responsible for handling the College’s response.

Refer to the 2015-2016 for the following definitions which are prohibited on campus.
• Sexual Assault:
• Rape
• Sexual Misconduct
• Indecent assault and battery
• Stalking
• Criminal Harassment
• Dating/ Intimate Partner Violence
• Domestic Violence
• Sexual Exploitation

There are other related definitions which are in the 2015-2016 Student Handbook in which we urge you to be familiar with. These definitions include:
• Consent
• Retaliation
• Incapacitation
• Force
• Coercion
• Intimidation
access to programs, activities and services based on gender. Examples of
gender-based discrimination include sexual assault, rape, unwanted sexual
advances, unwelcome sexual contact and gender based stereotyping.

The scope of this policy covers students and protects students from discrimi-
natory behavior that occurs on the College grounds and conduct that occurs
off campus while on college related business (e.g. study abroad, academic
exchange sponsored by the College or summer internship sponsored by the
College).

We recognize that sexual assault, sexual misconduct and other forms of
gender-based harassment can occur between individuals of any sex, gender
identity/expression and/or sexual orientation, and does not discriminate in
who has access of services and supports.

The College encourages members of the College community to report any
incident of sexual assault or gender discrimination promptly, and accepts
anonymous and third party reports. Reporting is an expectation each mem-
ber of the community must share and is a requirement for employees who
serve as a student’s supervisor, advisor, coach, or is a person to which a
student would reasonably think of as a person of authority. All reports of
harassment are taken seriously and will be investigated. Faculty, staff, stu-
dents and visitors can report behaviors they have experienced, witnessed or
become aware to many offices on campus such as Campus Police, Dean of
Students Office, Human Resources, or Residential Life. Individuals can
also report harassing behavior, ask questions regarding this policy or make
suggestions for policy improvements to the College’s Title IX Coordinators.

The Title IX Coordinators oversee the College’s centralized support system,
review, investigation, and resolution of reports of sexual harassment, sexual
assault and gender based harassment. The Coordinators, with the support of
the deputy and other offices across campus, also oversees the College’s over-
all compliance with Title IX of the Educational Amendments of 1972, which
includes the dissemination of a policy on sexual misconduct, offering of
training for the entire campus community and the collection of data related
to gender discrimination.

Confidentiality
Title IX and related legal amendments such as the Violence Against Women
Act require that the College engage in a review or investigation of all reports
of sexual violence. This required review is an investigation internal to the
College. The College will work with the survivor of the violence to deter-
mine the extent to which the investigation is conducted. When reviewing
allegations of discrimination, sexual assault or violations of the Sexual Vio-
ence Policy, Mount Holyoke College strives to follow the reporting party or
survivor's request for confidentiality.

gerend, gender identity/presentation, marital status, national origin, race, reli-
gion, 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.

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 par-
ty. We recommend using one of these terms rather than ‘victim’.

Reporting Protocols for Students

Bias Response Network
The Bias Response Network consists of the offices/departments where stu-
dents typically seek help with a bias incident/hate crime. These include: Cam-
pus Police, Residential Life, the Dean of Students office, the Counseling Ser-
vie, and Health Services. All of these offices have 24-hour on call capacity.

Bias Incident Forms
Bias Incident Community Insensitivity Intake Form is available through the
response network. Students can submit a complaint through offices of the bias
response network so that students will be encouraged to have a face to face
meeting with a member of the network who can help them to understand the
process, their options, support services, etc. The completion of this form will
be the first step for any students wanting to report a bias incident.

Students will have the option of submitting a Bias Incident form anonymously
(similar to the sexual assault reporting form).

Students will have the option of submitting a Bias Incident form anonymously
(similar to the sexual assault reporting form).

The Bias response team member will forward the intake form to the appro-
piate offices (Campus Police, if investigation is required, Dean of Students, Omb-
udsperson, Advocate if one is assigned). Depending on the incident and im-
port for the community, the Dean of Students may call together a subset of the
“Bias Response Team” to meet to debrief the incident, consider next steps,
delegate tasks, and discuss individual and community needs.

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

Interim Sexual Assault/Sexual Misconduct Policy
Mount Holyoke College is committed to a climate of diversity, respect, ac-
countability, and free inquiry. We see it as our collective responsibility to be a
community free from the ill effects of harassment and discrimination. The
College is developing the following policy to enforce our prohibition of gender-
based discrimination. This means it is against College policy to engage in
any behavior, intentional or unintentional, that denies a person the benefit of or