



2010-2011

STUDENT HANDBOOK

Student Handbook

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Introduction

This handbook contains essential information for every Mt Holyoke student. It describes the work of essential offices on campus and describes much about college life, from the residence halls to academic deans, from public safety to dining halls, and from the Student Government Association to leadership awards. It will be a reliable guide for you, as you navigate many paths through the college, as it is full of information about the academic program, co-curricular life, student organizations, social activities, and myriad rules and regulations. One theme that runs throughout is the centrality of our Honor Code, for it structures all of our relationships and indeed, the life of our college community.

Please browse through this handbook, so you are familiar with all it contains. Then, when you have a particular question, you will remember where you are most likely to find the answer. Keep it on your bookshelf, and take a look from time to time. Be grateful that students no longer must pass a quiz on its contents!

Penny Gill

Dean of the College

Campus Offices

The following provides a brief overview of the various campus offices with which students may have contact.

Alumnae Association

For the more than 30,000 alumnae of Mount Holyoke College, the association provides an independent voice to the College. The association and its membership have been instrumental in changing Mount Holyoke Seminary to a college. Its independent status, unusual among college alumni/ae organizations, has been valued throughout the association's history as a source of objectivity, inclusiveness, and credibility without regard to an alumna's ability to contribute to the College financially, and thereby promoting the well-being of the entire College community. The association is a nonprofit corporation separate from the College and governed by an independent board of directors. Through partnerships comprised of alumnae volunteers and staff, the association facilitates communication among alumnae, nurtures a vibrant connection between alumnae and the College, maintains cherished traditions, and provides significant opportunities for alumnae to work on behalf of Mount Holyoke College.

For more information visit [Alumnae Association](#) online or [contact](#) our office on x2300.

Auxiliary Services

- Manages All Campus ID card system and GSB OneCard
- Responsible for cable television and telephone service in the residence halls
- Provides all incoming and outbound mail services for students
- Manages transportation for community services and vehicles for college related business as well as the "Lyonshare" vehicle rental program

For more information visit [Auxiliary Services](#) online or [contact](#) a representative at our office (X3111).

Career Development Center

The Career Development Center is designed to make significant contributions to the overall education of all Mount Holyoke College students from matriculation to graduation and beyond.

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All aspects of this office are specifically organized to increase the 3 C's of the CDC: clarity, confidence and connection. The Career Development Center helps students develop the 3 C's by engaging them in reflection and integration of their entire collegiate experience in the context of a comprehensive career development program that includes internships, fellowship and graduate school advising, community service opportunities, student on-campus employment, career counseling, and employment services.

For more information visit [Career Development Center](#) online or [contact](#) a representative at our office (X2080).

McCulloch Center for Global Initiatives

At Mount Holyoke College, students and faculty live the meaning and dimensions of a global world every day.

With 16% of its student body composed of international students from over 70 countries, Mount Holyoke College ranks first in international student diversity among selective national liberal arts colleges. The faculty is even more internationally diverse; over 30 percent of faculty members were born abroad. The international diversity of the Mount Holyoke Community provides a powerful setting for education for global citizenship, in and outside the classroom, on a personal and intellectual level. Engaging with faculty and students from all over the world, students advance their understanding and appreciation of other cultures and countries, re-examine their own values and views, and gain confidence and competence about living in a global world.

For more information visit [McCulloch Center for Global Initiatives](#) online or [contact](#) a representative at our office (X2072).

College Health Services

Services offered:

- Outpatient visits
- Nutritionist
- Health Education
- Allergy Injections
- Observation and Brief Treatment Beds
- X-Ray studies

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- Physical Therapy
- Nurse Triage/Advice
- HIV Counseling and Testing
- Immunizations
- Laboratory Testing
- Drug and Alcohol Counseling/Education

For more information visit [College Health Services](#) online (X2121)

Counseling Center

Services offered:

- Individual and Group Therapy
- Psychiatric evaluation and medication management
- Consultation
- Outreach

For more information visit [Counseling Center](#) online (X2037).

Dining Services

- Administers campus board program, meal schedules, and dining options.
- Work with students around medically related dietary restrictions.

Note: All full time residential students are required to be on the 21-meal board plan.

For more information visit [Dining Services](#) online.

Disability Services

Mount Holyoke offers services on an individual basis to students with disabilities. The institution recognizes the importance of protecting the rights of all community members and promoting diversity. Mount Holyoke is committed to providing reasonable accommodations and services that will enable students who qualify under section 504 of the 1973 Rehabilitation Act and the 1990 Americans with Disabilities Act to participate as fully as possible in the College's academic programs.

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The College's guiding philosophy regarding the provision of special accommodations is that they shall serve as a bridge which enables a student to fully engage in the college experience. These accommodations should be empowering, and the overriding goal is to create an opportunity for greater independence, responsibility, and self-sufficiency.

For more information visit [Disability Services](#) online or contact Elisabeth G Hogan at (X2550).

Frances Perkins Program

The Frances Perkins Program is designed for women beyond the traditional undergraduate age who wish to continue a college education either on a full- or part-time basis. As is the case with traditional students, each Frances Perkins student meets all degree requirements and is assigned an academic advisor with whom she confers about course selections and degree requirements. She may also consult with staff and peer advisors of the Frances Perkins Program. The director and associate director are responsible for recruitment, orientation, coordination of transfer credit evaluation, academic advising, programs with the Career Development Center, and other campus resources. The Frances Perkins Steering Committee reviews candidates for admission and works closely with faculty and administrators to enhance educational and support services for Frances Perkins students.

For more information visit [Frances Perkins Program](#) online or [contact](#) a representative at our office (X2077).

Library, Information & Technology Services

Mount Holyoke is one of the first undergraduate institutions to have merged its library and computing services. The result is Library, Information, and Technology Services (LITS), which combines the College's vast library, computing, foreign language, and media resources, and electronic services. Mount Holyoke is nationally recognized for integrating technology throughout academic and co curricular life. And LITS plays a critical role. With more than 65 staff members, LITS provides extraordinary support to students, faculty, and staff as they explore the information and technology opportunities across campus.

For more information visit [Library, Information, and Technology Services](#) online or contact a representative at our office (X2225).

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Mail Services

Mail Services provides both the academic and co-curricular mailing needs of the students, providing all incoming and outbound services for students including first-class mail, periodicals, standard mail, Five College mail, parcels, and overnight mail.

For more information visit [Mail Services](#) online or contact a representative at our office (X2462).

Office of Academic Deans

The Dean of Studies oversees academic advising and sustains the work of the academic deans. The dean supervises the administration of academic policies, regulations and decisions of faculty and faculty committees. The dean chairs the AAB and the Fellowship Committee. The dean assumes the duties and authority of the Dean of the College relating to leaves of absence and withdrawals, course extensions, drops and withdrawals, special majors, off-campus multicultural-course-requirement requests, ADA accommodations for distribution requirements, and the granting of academic honors.

This office includes the class deans (a dean of first-year studies, and other deans who each follow a class through from their sophomore year through their senior year, e.g., the dean of the class of 2006).

The deans coordinate academic advising, academic orientation, and academic support programs such as tutoring, undergraduate academic advising, and learning skills. The academic deans consider exceptions to academic requirements, review and assess student records, and provide counsel to individuals experiencing academic difficulties.

More information can be found at [Academic Deans](#) or to contact a specific dean:

Dean of Studies

[Joseph D. Cohen](#)

Mary Lyon Hall, 3rd Floor

Senior Administrative Assistant

[Katie Walker](#)

Mary Lyon Hall, 3rd Floor

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Administrative Assistant

[Cherie Phillips](#)

Mary Lyon Hall, 3rd Floor

Dean of First-Year Studies

[Leah B. Glasser](#)

Mary Lyon Hall, 3rd Floor

Dean of the Classes of 2010 & 2012

[Angie Whitmal](#)

Mary Lyon Hall, 3rd Floor

Dean of the Class of 2011

[Jenny Pyke](#)

Mary Lyon Hall, 3rd Floor

Office of Religious & Spiritual Life

- Supports nine active faith groups on the campus.
- Provides ongoing programs and services for the campus community, including interfaith services.
- Eliot House contains the Wa-shin-An Japanese Meditation Garden and teahouse, Kosher/Halal kitchen, non-Kosher kitchen, Hindu Prayer room, and Muslim Prayer room.

For more information visit Office of [Religious and Spiritual Life](#) online or contact a representative at our office (X2054).

Office of Student Programs

As part of the Dean of Students division, the Office of Student Programs exists to support students with opportunities for leadership, service, and engagement -- creating a vibrant and inclusive co-curricular campus life that sustains MHC students as scholars, and offers them skills for leading a balanced life.

- Education for Leadership and Stewardship
- Event Planning Support and Resources
- Advocacy for Student Voice

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- Student Organization Advising
- Mentor students for active participation in a diverse and inclusive community
- Non-credit J-term courses and programming
- Support for Student Initiatives
- Programming of Campus-Wide Events
- Event Production & Stage Crew Services
- Family and Friends Weekend Coordination
- Blanchard Campus Center & Chapin Auditorium Management

For more information visit [Office of Student Programs](#) online or contact a representative at our office (X2431).

Office of Dean of Faculty & Vice President for Academic Affairs

The dean of faculty is the chief academic officer of the College. The dean oversees academic departments and programs; the art museum; library, information, and technology services; physical education and athletics, the Weissman Center for Leadership, and the Center for Environmental Literacy. The dean supports the work of the faculty in a variety of ways and coordinates student evaluations of faculty teaching. He is also the affirmative action officer for the faculty, and he represents the College in the Five College Consortium. The Office of the Dean of Faculty is located on the first floor of Mary Lyon Hall.

For more information visit Office of Dean of Faculty & Vice President for [Academic Affairs](#) online or contact [Donal B O'Shea](#) (X2372)

Office of Dean of the College & Vice President for Student Affairs

The dean of the College coordinates the curricular and co-curricular life of Mount Holyoke College students and oversees all forms of student advising. The dean is responsible for the work of the staffs of the dean of the College and the associate dean of the College, and oversees the Career Development Center, Office of Religious Life, and College Health Services. The Office of the Dean of the College is located on the second floor of Mary Lyon Hall.

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For more information visit [Office of Dean of the College & Vice President for Student Affairs](#) online or contact a [representative](#) at our office (X2481).

Office of the Associate Dean of the College & Dean of Students

The associate dean of the College is responsible for planning and coordinating a program of student services that supports the academic program and enhances the quality of life outside of the classroom. The Offices of Student Programs and Residential Life fall under the Office of the Associate Dean of the College. This office creates and maintains a network of services for all students and addresses a variety of issues and concerns, including the coordination of diversity and inclusion efforts.

In conjunction with the associate dean of students, the associate dean of the College oversees orientation, the campus judicial and on-call systems, works closely with individual students and student organizations, and coordinates the Student Handbook. The deans also serve on numerous committees, advise cultural organizations, and coordinate services for students with disabilities. The office is located on the third floor of Mary Lyon Hall. For more information visit [Office of the Associate Dean of the College & Dean of Students](#) online or contact [H Elizabeth Braun](#) at (X2550).

Office of the Vice President for Enrollment & College Relations

The vice president for enrollment and College relations is the chief strategist for student market positioning, recruitment, and retention. The vice president oversees the Offices of Admission, Communications, Student Financial Assistance, the Registrar, the Career Development Center, and the Frances Perkins Program, as well as Institutional Research. The Office of the Vice President for Enrollment and College Relations is located on the first floor of Mary Lyon Hall.

For more information contact a representative at our office (X2515)

Phone: 413-538-2515

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Office of the Ombudsperson

The role of the ombudsperson is to ensure that every member of the Mount Holyoke College community receives fair and equitable treatment within all areas of the College. The ombudsperson provides support and assistance to people who believe themselves to be injured or aggrieved in matters stemming from possible incidents of racism, sexual harassment, and other forms of discrimination and harassment that are in violation of the College's policy on human rights.

The office's services are independent and confidential. The ombudsperson is empowered to investigate complaints and to facilitate, mediate, conciliate, or negotiate their fair resolution. The ombudsperson considers all sides of a question or complaint in an informal and objective way to help resolve problems and concerns as expeditiously as possible. The office's autonomy makes it possible for the ombudsperson to facilitate change and elicit full cooperation of all members of the College community.

A student should consult the ombudsperson if she perceives:

- discrimination or unfair treatment based on race, color, religion, creed, ethnic or national origin, sex, sexual orientation, physical or mental handicap
- sexual or racial harassment by a College employee
- unfair or erroneous application of any College policy, procedure, or regulation
- unfair or inequitable treatment by a College employee
- a need for assistance in resolving a concern
- a need to release intense emotions

This is but a partial list of reasons, and students should feel free to contact the ombudsperson whenever there is uncertainty about what to do or where to go with a problem. All matters brought to the ombudsperson are treated confidentially, and no action will be taken without the consent of the complainant. The Office of the Ombudsperson is in 5 Safford Hall, and appointments can be made by calling x2413.

For more information visit [Office of the Ombudsperson](#) online or [email](#) a representative at our office (X2413).

Public Safety

- Crime prevention and Campus safety
- Emergency phones

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- Parking
- Bicycle Registration
- Loss of property or theft
- Fire safety
- Campus safety
- Enforces federal and general state law

For more information visit [Public Safety](#) online or contact a representative at our office (X2304).

Registrar

Welcome to the Office of the Registrar at Mount Holyoke College. It is the responsibility of this office to ensure the integrity of academic records and to implement College policies regarding the curriculum. We also provide resources such as course registration, schedule of classes, certification of enrollment and degree, maintenance of demographic information for the student body, statistical data, transfer credit evaluation and the release of official academic records. For more information visit [Office of the Registrar](#) online or [contact](#) a representative at our office (X2025).

Residential Life

- Associate / Assistant Directors, Hall Presidents, and Student Advisors are all important resources available for students
- Responsible for housing assignments, room change requests, housing lottery, break housing, and summer housing.
- Maintains residence halls and oversees renovation projects.
- Upholds residential policies (see "Live and Learn" for details).

For more information visit [Residential Life](#) online or [contact](#) a representative at our office (X2088).

Student Financial Services

- Assists students with questions related to financial aid and loans.
- Processes billing for all student and organizations.

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For more information visit [Student Financial Service](#) online or email a [Student Financial Services](#) representative at our office (X2291).

Weissman Center for Leadership

At the Weissman Center for Leadership and the Liberal Arts we believe that ideas passionately pursued and eloquently expressed are at the heart of leadership.

The Center creates public programming that enhances students' abilities to think independently and analytically. The Center's Speaking, Arguing, and Writing Program helps students become persuasive speakers and powerful writers.

The Community-Based Learning Program at the Center connects academic work and purposeful engagement with the world.

For more information visit [Weissman Center for Leadership](#) online or email a [Weissman Center](#) representative at our office (X3071).

Academic Life

Course Information

Course Selection and Registration

Materials needed for registration, including class schedules, course descriptions, and a wealth of other information, are available on [online](#).

Students register for courses and make all changes to course registration via [ISIS](#), the online registration system.

That website also contains extensive information about how to use ISIS. Any lingering questions can be answered by the staff at the registrar's office.

During the advising period, students schedule appointments with their faculty advisors; advisors normally post a list of available times. The appointment provides student and advisor a chance to discuss progress in the semester's work, long-range goals, proposed course selection, and major and distribution requirements, and to map out a proposed course schedule. Returning students must be cleared by their faculty advisor in order to complete an initial course registration. During the normal dates for drops (the first three weeks of classes except for first-year students in their first semester) and adds (the first two weeks of classes) the signature of the academic advisor is not required; however students are encouraged to discuss significant changes with their academic advisor.

After the early registration periods in November and April (for continuing students) and during the summer (for new students), ISIS will be available again at the beginning of each semester for dropping, adding, and making other registration changes.

Course Registration

Students must register themselves in courses. Faculty and the registrar's office can open space in a course for a student, but she must herself register for the course, either via ISIS or in the registrar's office. It is every student's responsibility to meet the deadlines for final course registration; these are published regularly on the registrar's web page, in *The College Street Journal*, and in registration instructions. A final semester course schedule, reflecting all changes, must be filed with the registrar by the tenth day of classes. No Five College courses may be added after that date. The only way a student may begin a course after the tenth day of classes is with the approval of an academic dean, under extenuating circumstances. A late fee may be

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charged for schedules received after the deadline. No changes may be made in the ungraded option after the first fifteen days of classes (except for first-year students who have until the final date for dropping courses). It is suggested that students bookmark and refer to the "Due Dates and Deadlines" on the [Academic Calendar](#)

Course Load

The normal course load is sixteen credits each semester; the minimum load is twelve credits. Requests for fewer than twelve credits must be approved by an academic dean.

A maximum course load is twenty credits, nineteen for first-year students in their first semester. A schedule in excess of twenty credits requires the approval of the academic advisor and an academic dean. Normally, students must be in satisfactory academic standing to enroll for more than twenty credits. A student may not register for courses in which regularly appointed hours conflict. This includes "fourth hours," extra meetings beyond the basic class times.

Ungraded Option

An ungraded option is available to all undergraduate students. The ungraded course will not be counted in the cumulative grade-point average. A course for which this option is elected will be recorded as CR (Credit) if passed and will be recorded as NC (No Credit) if failed.

This option was approved by the faculty to encourage students to be more adventurous in their course choices by taking courses in areas unrelated to their regular program of study. In keeping with the intended purpose, the ungraded option is subject to the following limitations:

1. The option may be elected only for courses outside a student's major department or departments.
2. No course taken under this option may be used for distribution credit, to fulfill a language requirement, to fulfill the multicultural perspectives requirement, or to count toward the minor.
3. No more than one course may be elected on an ungraded basis per semester. No more than four courses (or sixteen credits) may be elected under the ungraded option during a student's four years.
4. Because it should be possible for a student to identify the kinds of courses for which the option was intended before the beginning of classes, no changes in the option will be permitted after the fifteenth day of classes, except that first-year students may declare the option through the fiftieth academic day of classes.

Advanced Placement

Regular college courses taken while in secondary school may be eligible for transfer to Mount

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Holyoke. See [Advanced Placement](#) for details.

Mount Holyoke grants four credits for scores of four and five on the Advanced Placement Examination. With the approval of the department, advanced placement credit may be used for exemption from the distribution requirement in art, biological sciences, chemistry, economics, mathematics, music, physics, and psychology. In English and foreign languages, the credit may be applied toward the degree but may not be used as exemption from the distribution or language requirements (except for Spanish). Students simply enter at a more advanced level.

Exemption and Placement Examinations

A student may be exempted from distribution requirements by demonstrating proficiency in a subject. Exemption may mean no further courses in the subject need be taken, or it may entitle the student to enter an intermediate or advanced course without taking the prerequisite. (Credit is not granted for the courses not taken.) If, however, a student wishes to continue a foreign language in which she has presented admission units, an exemption exam is not required; the student is expected to elect the course for which her admission units meet the stated prerequisite. Placement examination results do not satisfy requirements, but merely help students or departments know the best course for a student to be placed in. For more information look on [exemption and placement exams](#) online.

International students seeking exemption from the language requirement should consult the [McCulloch Center of Global Initiative language requirement](#).

Coursework Policies

Withdrawal from Courses

A student may add a course during the first 10 academic days of a semester and may withdraw from a course during the first 15 academic days of a semester without the instructor's permission. After 10 academic days a student will not be permitted to enter another course for credit. Students may withdraw from a course within the first 50 academic days (10 weeks) of the semester, with the instructor's permission. When a student has withdrawn from a course after 15 academic days, the course will appear on the transcript with a notation of "W," indicating that the student withdrew from the course without penalty. The "W" will not be counted in the student's grade point average. If a student does not withdraw from a course during the first 50 academic days, the instructor will assign a grade at the end of the semester based on completed work. The 50th day of the semester is indicated on the Academic Calendar published on the registrar's web site.

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In cases of emergency, students may petition for exceptions to the above deadlines. Such petitions must be approved by the instructor and authorized by the dean of Studies, the Director of Health Services, or the director of Counseling Services.

Class Attendance

All students are expected to attend class regularly unless an individual instructor suspends this faculty ruling. The days before and after vacations are not excepted. Excessive absence may lead to no credit in the course, a lower grade, or denial of an extension. With the approval of the Academic Administrative Board, an instructor can require a student to withdraw from a course because of absence, as well as for other reasons contributing to nonperformance. A student may not resume course work after more than twenty academic days of continuous absence without recommendation of the professor concerned and the dean of the College.

Examinations and Papers

No in-course examinations shall be assigned during the last scheduled week of classes. Laboratory practicals, or in-course examinations for students who had been ill, may be scheduled during the last week.

All papers assigned as part of a series of regular semester assignments for a course shall be due no later than the last day of classes. A substantial final paper required as a substitute for a final examination may be due no earlier than the first day of the examination period and no later than the end of the final examination period or, for seniors in the second semester, the third day of the examination period.

A reading period of two calendar days is scheduled between the last day of classes and the first day of the examination period. No examinations, additional readings, projects, or papers may be scheduled or due during the reading period.

Most final examinations at the College are self-scheduled. This permits students to take exams during any of the morning, afternoon, and evening sessions of the examination period, which usually lasts four or five days. Detailed instructions about when and where to take exams are available several weeks prior to the examination period on the [registrar's web site](#). A student must bring her identification card to the examination center. Second semester seniors must take all their exams during the first three days of the examination period.

In any course with self-scheduled exams, no student may take the final exam before the beginning of the examination period unless an exception has been granted in advance by the

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Academic Administrative Board. These are granted only in extremely unusual circumstances. Travel schedules and prior reservations will not justify an exception. A student who does not have an approved exception and who fails to take the exam during the examination period will receive a grade of F for the exam.

A few exams requiring audiovisual aids, including some in art history, music, and beginning language, are prescheduled and must be taken at the appointed time.

Self-scheduled examinations are an unusual privilege derived from our common honor code. The system depends on student volunteers to staff the examination centers. Information about volunteering will be distributed in advance of early registration. Every student is encouraged to donate one block of time toward running the examination center.

The College honor code governs academic conduct in taking exams. Every student is expected to have read the section of this handbook on the honor code, as well as *A Guide to the Uses and Acknowledgment of Sources* and to avoid all forms of plagiarism and cheating, whether knowing or inadvertent. Misuse of library materials or someone else's work on an exam violates academic responsibility.

Incompletes and Extensions

Any work (paper, exam, or project) turned in after the last day of the examination period will be accepted and counted toward successful completion of the course only if a student has had an extension authorized the director of Health Services or the director of the Counseling Service in the case of a medical emergency, or an academic dean in the case of other emergencies. Once an extension has been authorized the student must seek the instructor's approval. No instructor has the authority to give a student a due date beyond the last day of the examination period without prior authorization.

The new due date for the incomplete work, as agreed upon by the student and her instructor is entered on the form. Whenever possible, instructors should indicate a provisional grade on the form approving the extension. The provisional grade is based on the work already completed for the course. It is not the grade the student will likely receive when she completes the remaining work for the course. If the remaining work is not completed by the new deadline, the provisional grade will become the course grade on the student's transcript. If the instructor has not submitted a provisional grade and the work is not completed by the new deadline, a failure will be recorded

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by the registrar. If the extension was authorized for medical reasons and the work is not completed by the new due date, a W will be recorded for the course on the student's transcript.

Grades

A grading system of A, A-, B+, B, B-, C+, C, C-, D+, D, D-, and F is used to indicate the quality of work. A cumulative average of 2.00 is required for graduation. In a few courses, CR (credit) is used to indicate work of acceptable quality.

As a general guide to instructors, the faculty has agreed to the following equivalencies to letter grades:

A = excellent

B = good

C = satisfactory (graduation level)

D = minimally passing

F = failing.

Recognizing that any system of grading is but a cryptic form of evaluation, the faculty will interpret the grade on individual pieces of work with detailed commentary.

Questioning a Grade

By faculty legislation a grade that has been submitted to the registrar can be changed only at the request of the instructor, and then only with the approval of the Academic Administrative Board. The Board has granted such permission only in cases in which there was a computational error, and not in cases that involve re-evaluation of student work.

A student questioning a grade she has received should therefore consult with the instructor. If it turns out that there was a computational error, the instructor could petition the Academic Administrative Board. If after talking with the instructor the student remains concerned about the way in which a grade was determined, she should speak with the department chair. If her concern persists she can speak with the dean of the College, who may be able to clarify the issue or, if circumstances warrant, refer it to the dean of the faculty.

Student Evaluation of Faculty Teaching

At the end of each semester, questionnaires are distributed so that students may evaluate the effectiveness of each instructor's teaching. The evaluations are read by the instructors, many of whom find them useful tools in improving their method and style of teaching. Instructors do not

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have access to the evaluations until after final grades have been submitted to the office of the registrar.

Evaluations are used by the departments, the president, and the Committee on Appointments, Reappointments, and Promotions in reviewing faculty for reappointment, tenure, and post-tenure reviews. If fewer than 50 percent of the students taught by an instructor during the semester return questionnaires, the returned questionnaires do not constitute an evaluation of the instructor's teaching

Majors

Introduction

Students elect a major by the middle of spring semester of the sophomore year, no later than the advising period. The major may be chosen in a single department or may incorporate two or more departments. The choice of major, and any changes, must be filed in the office of the registrar on the form provided. The dean of the College must approve all special majors.

Once a student has declared her major, one or more advisors are appointed. For a departmental or interdisciplinary major, the advisor is appointed by the department or interdisciplinary committee concerned. For a special major, the dean of the College appoints an advising committee of at least two professors. In most instances it is possible to appoint the professor(s) that a student selects as her preferred advisor(s), but such preferences cannot always be honored. If a student wishes to change her major, she should complete the appropriate form in the Office of the Registrar. A new advisor will be appointed accordingly.

Departmental Major

The major includes at least thirty-two credits, at least twelve of them at the 300 level in the department. At least sixty-eight of the total 128 credits required for the degree must be taken outside of the major department. Individual departments usually specify certain courses that must form a part of a major. Education may not be chosen as a major subject, but it may be part of a special major.

Interdisciplinary Major

Interdisciplinary programs, administered by a committee of faculty members drawn from several departments, have been set up in African American studies, American studies, Asian studies, biochemistry, critical social thought, complex organizations, environmental studies, European studies, international relations, Latin American studies, medieval studies, neuroscience and

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behavior, psychology and educational studies, Romance languages and literatures, Russian and Eurasian studies, and women's studies/gender studies. Others may be added from time to time.

The goal of these programs is to provide an integrated course of study focusing intellectual inquiry on a topic of interest common to a group of students and faculty. They are structured enough to emphasize the central theme of the topic of study but flexible enough to allow a wide area for individual interest and exploration. The major consists of at least forty credits in the approved program, at least twenty of these at the 300 level, divided between two or more disciplines. A student with an interdisciplinary major does not need a minor.

Special Major

In addition to these interdisciplinary majors, a properly qualified student whose interests cross departmental lines in some other area may plan an integrated major incorporating work done in two or more departments. Such special majors consist of courses selected from the several departments concerned, in accordance with a definite plan determined by the student in consultation with her advisors. Like the majors in interdisciplinary programs, the special major consists of at least forty credits, at least twenty of these at the 300 level, taken in two or more disciplines. Similarly, a student with an interdisciplinary major does not need a minor.

A student who wishes to elect a special major should present the dean of the College a written proposal stating concisely the purpose and objective of her plan of study and formulating at least the core of an integrated program of course work and independent study that will achieve her objective. A special form for this proposal is available in the Office of the Dean of the College and must be submitted before advising period during the second semester of the student's junior year. The proposal should be endorsed by two faculty members from different departments. If a plan is judged to be intellectually and educationally sound, the dean of the College will appoint the two faculty members as an advising committee that will assist in planning the program in detail and in meeting graduation requirements. Any changes to this plan must be approved by the student's advisors and by the dean of the College.

Requirements outside the Major

A student may choose one of the following three options:

1. She may select a recorded minor, consisting of a minimum of sixteen credits beyond the 100 level in a field or related fields outside her major. No more than one minor will be recorded on a transcript. The minor may take one of two forms.

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A. A minor within a second major field (such as economics, Latin, physics, women's studies) must include at least four credits at the 300 level, unless this specification is waived or modified by the department or program concerned; if the proposed minor department or program so specifies, or if it includes work done elsewhere, it must also be approved by a designated member or members of that department or program.

Or

B. An interdisciplinary minor of the student's devising (such as film studies, Victorian painting and poetry), may include one or more 300-level courses among the minimum four courses required, but need not do so in all cases; must be approved by the student's major advisor and should involve appropriate consultation with qualified faculty in the proposed fields (formal departmental approval is not required); and may not have a title identical with the name of any existing major.

2. A student may opt for an existing certificate program (African studies, international relations).
3. Students who are pursuing an interdisciplinary major or a special major automatically fulfill the "outside the major" requirement

Academic Advising

Faculty Academic Advisor

Every new student is assigned an academic advisor. The academic advisor is a student's chief resource for all information about academic matters; the advisor also clears students for registration. However a student may, and often should, seek academic advice from other members of the faculty. The faculty advisor remains a student's advisor until the sophomore year, unless the advisor is going on leave. In such a case, the student will select or be assigned a new advisor for her sophomore year. A Student may change advisors by submitting to the registrar's office a "change of advisor" form, signed by a faculty member of her choice. When a student declares her major, usually in the fall or spring of her sophomore year, she will be assigned a new advisor by the appropriate department or program. A student may request a particular advisor, and this request is honored whenever possible.

Class Deans

When questions or problems arise that are difficult, or are very specific in nature, students

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contact their class dean in Mary Lyon Hall. Class deans are always available to supplement advice given by the faculty advisors. The dean of first-year studies offers support and advice to new students as they select courses, consider new academic options, and explore new fields of study. First year students often confer with the dean about difficulties in particular courses, approaches to writing papers and studying for exams, tutoring, and Five College courses. The dean of first-year studies administers academic advising for new students.

After the first year a student who would like to consult with a dean will begin a relationship with her class dean, who will continue to be her dean until she graduates. During her sophomore year a student's class dean may conduct programs for sophomores who are pondering a choice of major. During the junior year the class dean may focus more on issues that arise in the major, while in the senior year she may work more with the issues around graduation or post-graduate plans. Most students will feel that their advising needs are met by faculty advisors and the rich network of other advising resources, but students should always feel free to consult with their class dean. Any student who wishes to change her class dean should consult with the dean of the College.

Dean of Studies

The Dean of Studies works with the academic deans and faculty to oversee the administration of educational policies, regulations, and decisions of faculty and faculty committees. The dean chairs the AAB and the Fellowship Committee. Working with the office of the dean of the College, the dean coordinates procedures and advice regarding transfers, leaves of absence and withdrawals, special majors, five-College courses, and fellowships.

The Frances Perkins Program

The Frances Perkins Program is designed for women beyond the traditional undergraduate age who wish to continue a college education either on a full- or part-time basis. As is the case with traditional students, each Frances Perkins student meets all degree requirements and is assigned an academic advisor with whom she confers about course selections and degree requirements. She may also consult with staff and peer advisors of the Frances Perkins Program. The director and associate director are responsible for recruitment, orientation, coordination of transfer credit evaluation, academic advising, programs with the Career Development Center, and other campus resources. The Frances Perkins Steering Committee reviews candidates for admission and works closely with faculty and administrators to enhance educational and support services for Frances Perkins students.

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The Frances Perkins Program office is located in the Newhall Center. More information is available online at the [Frances Perkins Program](#).

Transfer Student Advising

The Coordinator of Transfer Affairs assists with academic advising assignments, with the evaluation of transfer credits, and plans orientation for students entering Mount Holyoke with advanced standing (transfer students) from other U.S. colleges and universities or from universities abroad. More information is available for [transfer advising](#) online.

Student Advisors

Beginning in the 2005-2006 academic year all student advisors serve also as peer academic advisors for first-year students. Their chief goal is to help prepare first-year students for faculty advising. They have been trained as academic advisors by the academic deans, and are a valuable source of information and perspective for all students. Typically they meet with each first-year student at the beginning of their first year, and prior to advising periods for early registration.

Academic Resources

Weissman Center

The Weissman Center for Leadership is dedicated to creating programs and providing resources that enable the College community to consider the many facets of leadership and the ways in which visionary individuals can enact substantial and meaningful local and global change. The Weissman Center for Leadership and its two affiliated programs, the Speaking, Arguing, and Writing (SAW) Program and the Community-Based Learning (CBL) Program, are committed to engaging students, faculty, staff, and alumnae in the art of independent, analytical, and creative leadership.

The Weissman Center arranges lectures, public conversations, panel discussions and student seminars that feature dynamic speakers whose leadership, scholarship, activism, and ideas are making a positive difference in the world and whose experiences highlight the challenges that today's leaders face. These well-known and emerging leaders offer valuable examples of how students might develop their own approaches to effective and creative leadership.

Each year, the Weissman Center develops semester-long programs that are dedicated to a specific theme. Recent topics have focused on architecture and public space, the place of water in the world, inequality, education, black leadership in the 21st century and the 2004 presidential election.

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For more information about the contact the Weissman Center or call 538-3071

Speaking, Arguing, and Writing (SAW)

SAW assists students, faculty, and staff in developing and improving written and oral communication skills. SAW is an integral component of the Weissman Center for Leadership (WCL).

Since its inception, SAW has grown to serve more than 1,000 students each semester. SAW mentors work with students in specific classes and assistants work with students at the SAW Center.

An important aspect of leadership is the ability to listen and to articulate one's arguments cogently and persuasively. SAW provides support for this goal-oriented communication both in and outside the classroom – across disciplines.

For more information contact the [Speaking, Arguing, and Writing program](#) (SAW) or call 538-3028

Community Based Learning Program

The Community Based Learning (CBL) program is an educational initiative that links Mount Holyoke College students with local communities in courses that combine analysis and action. CBL courses bring together students, faculty, and community organizations to engage in learning activities that provide intellectually rich experiences for students and tangible benefits to the community.

Through curriculum based projects designed by faculty and community partners, students obtain practical application while contributing their skills to the community. CBL give students an opportunity to act locally with community based organizations, reflect intelligently on current issues and analyze possible solution based on empirical knowledge.

For more information look at the [Community Based Learning](#) and a list of currently offered CBL courses online

McCulloch Center for Global Initiatives

The Institute for Global Initiatives coordinates advising for students coming to Mount Holyoke from abroad (whether they have United States or other citizenship) and for Mount Holyoke students planning to study abroad.

The dean of international students and the immigration specialist work collaboratively to coordinate orientation for new international students and advise students about U.S. government regulations that pertain to student studying at the College on nonimmigrant visas.

The dean of international studies advises students about opportunities for study abroad and administers the international and U.S. exchanges (including the Twelve College Exchange and

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the Mills College and Spellman College exchanges) in which the College participates. More information is available at the [McCulloch Center for Global Initiatives](#) online

Center for Environmental Literacy

The core mission of the Center for the Environment (CE) at Mount Holyoke College is to engage all members of the College in the creation and maintenance of an environmentally sustainable college community. CE accomplishes this mission by promoting, organizing, and facilitating programmatic, campus-wide and community-based initiatives. The goal of these initiatives is to: encourage discussions among individuals; increase environmental content of departmental and interdisciplinary majors; engage members of the College in environmental activities on campus and in surrounding communities; and develop a long-term strategic plan for an environmentally sound campus. More information is available at the [Center for Environmental Literacy](#) online

Career Development Center

The Career Development Center helps students engage in reflection and integration of their experiences through internships, fellowship and graduate school advising, community service opportunities, student campus employment opportunities, career counseling, and employment services. Services and programs are offered to students in all four classes.

The CDC also coordinates on- and off-campus interviewing programs and shares recruiting schedules with the other four valley colleges, with over 400 employers seeking resumes of MHC seniors.

Internships

Students undertake summer internships in one of five areas: Complex Organizations, International Internships, and Science Internships, Special Internships, and Washington D.C. internships. These programs serve students' academic and career interest by offering experience in fields related to their major, minor, or concentration. Mount Holyoke College does not grant academic credit for internships. Students may also participate in the January Internship Program, and semester-long internships can be arranged for students on leave.

Proper Use of Sources

The Office of the Dean of the College invites all members of the Mount Holyoke community to utilize the following tutorial which provides information on the different forms of plagiarism, proper scholarly procedure, and links to helpful websites for further information. This tutorial was created in collaboration with Library, Information, and Technology Services (LITS).

[The Proper Use of Sources Tutorial](#)

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Know Before You Go

Mount Holyoke grants leaves of absence to students who wish to take time away from the College. There are various reasons it might be in a student's best interest to consider some time away from her home college, including study abroad or at another domestic institution, family issues, health issues, the desire to travel without receiving academic credit, or simply the need for a break.

If you are considering a leave of absence, keep in mind that students must be in residence at Mount Holyoke for at least four semesters out of their sophomore, junior, and senior years to meet graduation requirements, and must earn at least 64 Mount Holyoke (including Five-College) credits during that time.

International students should consult with the Center for Global Initiatives before finalizing their plans.

Do discuss a potential leave with your advisor, your dean, your family, and other contacts listed on these pages. This guide serves as a good first source of information. If you are considering time away, [read on](#) to see which leave of absence fits your plan and how best to be prepared for a smooth return

Campus Life

Student Government Association

- The MHC SGA is an active leadership group that represents the entire student body in dialogue with college administration and faculty on issues that affect the campus community.
- SGA leadership is comprised of an Executive Board voted in by the student body, a Senate comprised of representatives from residence halls, students living off campus, and student organizations that petition for a seat, and committees formed by the SGA or College community.
- SGA distributes the monies taken from the Activities Fee to pay for services that improve student life, and funds most of the 150+ student organizations on campus.
- For more information see the website, or attend an SGA meeting (open to all) on Tuesday nights from 7:30-9:00pm during the academic year.
- More information is available on [SGA](#) online or attend an SGA meeting (open to all) on Tuesday nights from 7:30-9:00pm during the academic year.

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.

Office of Student Programs

As part of the Dean of Students division, the Office of Student Programs exists to support students with opportunities for leadership, service, and engagement -- creating a vibrant and inclusive co-curricular campus life that sustains MHC students as scholars, and offers them skills for leading a balanced life.

- * Education for Leadership and Stewardship
- * Event Planning Support and Resources
- * Advocacy for Student Voice
- * Student Organization Advising
- * Mentor students for active participation in a diverse and inclusive community
- * Non-credit J-term courses and programming
- * Support for Student Initiatives
- * Programming of Campus-Wide Events
- * Event Production & Stage Crew Services

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- * Family and Friends Weekend Coordination
- * Blanchard Campus Center & Chapin Auditorium Management

The Office of Student Programs is located in Room 327 Blanchard. Office hours are Monday–Friday, 9:00AM–4:30PM, or call x2478.

Leadership Awards

- Student Leadership and Service Awards
- Kelly A. Sottile Community Service Award
- Maurice L. Rabbino Award
- The Helen Warren Smith Award
- The Frances Harriet Williams Award
- Karen Snyder Sullivan Memorial Travel Award

Student Leadership and Service Awards

Each year a number of student leaders are recognized for their work in campus organizations or in the surrounding community. Student recipients must be juniors or seniors and are nominated by their peers, the faculty, or the staff and selected by the Student Leadership and Service Awards Committee.

Kelly A. Sottile Community Service Award

This award is presented to a Mount Holyoke student “whose involvement in the community beyond the campus has consistently demonstrated personal commitment and sensitivity to human need, reflective of the College’s tradition of excellence and service.” The intent of the award is to discover and honor students who have made significant contributions through their work outside the immediate Mount Holyoke community.

Maurice L. Rabbino Award

Established in 1977–1978 by Irma Rabbino ’53 in honor of her father, this award recognizes a student who has made an especially significant contribution to the life of Mount Holyoke College.

The Helen Warren Smith Award

This award was established in 1979 to honor a member of the class of 1908. It is presented to a student whose interest and involvement in and service to the Mount Holyoke community have been outstanding.

The Frances Harriet Williams Award

This award, established in honor of Frances Harriet Williams ’19, is presented annually to an African American, Asian American, Hispanic American, or Native American junior or senior student at Mount Holyoke College who best exemplifies the ideals to which Miss Williams’s life was dedicated—the capacity to create a dream, the passion to pursue it, and the ability to soar with that goal, whether it be academic excellence, social justice, or service to others.

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Karen Snyder Sullivan Memorial Travel Award

This award offers a Mount Holyoke undergraduate the opportunity to increase her awareness and understanding of the international community by travel outside the United States and Canada. Recipients are those who have exhibited a keen interest in exploring and whose travel experience will further their academic, professional, and personal goals. The award is sponsored by Craig Sullivan, husband of the late Karen Snyder Sullivan '68.

For more information visit [awards](#) online.

Community & Cultural Centers

Asian Center for Empowerment

The Asian Center for Empowerment, at 15 Woodbridge Street, serves the needs of the Asian and Asian American student community as well as providing space for the International Students Club.

Betty Shabazz Cultural Center

The Betty Shabazz Cultural Center, located at 2 Dunlap Place, provides cultural space for students of African descent. The space is used throughout the academic year for members of the Mount Holyoke College community to gather and to hold classes, lectures, or social events.

Eliana Ortega Cultural Center

The Eliana Ortega Cultural Center, at 4 Dunlap Place, is located across from the Pattie Groves Health Center. The Eliana Ortega Cultural Center provides cultural space for students who identify as Latina or whose heritage is Latina. During the academic year, the house is used for classes, lectures, receptions and a variety of social events.

Eliot House

Eliot House is the center of spiritual life on campus and is itself a symbol of the religious pluralism at Mount Holyoke. It's the site of both Wa-Shin-An, an authentic Japanese teahouse and meditation garden, and the Kosher/Halal kitchen, where meals are prepared according to Jewish and Islamic dietary laws and talks are given on religious and ethical issues. The kitchen is run by two students, one from the Muslim Students Association and one from the Jewish Student Union. The College retains a Catholic, a Protestant, a Jewish, and a Muslim spiritual adviser. Mount Holyoke is distinctive among liberal arts colleges and universities in its appointment of a Muslim adviser. Catholic and Protestant services, which are often accompanied by music from student groups, take place in Abbey Memorial Chapel. Jewish services and Muslim prayer services are held in Eliot House.

Jeannette Marks House

The Jeannette Marks House, located at 5 Faculty Lane, provides a safe space and community center for Lesbian, Bisexual, Transgender, Queer, Questioning and Allied students. The space is used by members of the community to meet, hold events, and take advantage of resources available, such as the Queer-friendly library.

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Wa-Shin-An Japanese Tea House and Meditation Garden

Translated "Peace-Mind-House," Wa-Shin-An is an authentic meditation garden and tea house affording students and visitors the opportunity to experience the silence and subtlety of the non-Western spiritual tradition. Built in 1984, it is located on the top floor of Eliot House. The garden was designed by landscape artist Osamu Shimiqu, and the teahouse was built by architect Teruo Hara who said, "My main purpose is to create a very quiet space which somehow shows people that there are different solutions."

Tours are provided by student guides (*kagi*) daily, and tea ceremonies are generally held every week. Reservations are required for the tea ceremonies and are accepted at the front desk in the Eliot House lobby one-week prior to the ceremony. Groups and classes may arrange for special tours by calling the Eliot House office. Meditation instruction is offered. And private tea lessons may be arranged on an individual basis with the Wa-Shin-An tea mistress and consultant.

Zowie Banteah Cultural Center

The Zowie Banteah Cultural Center, at 4 Dunlap Place, is located on the top floor of the Eliana Ortega House. The center provides cultural space for students who identify as Native American or have Native American ancestry. During the academic year, students host various programs, both academic and social, in the center. For information about when the center is open and how to reserve it, please contact the Zowie Banteah Cultural Center or the Coordinator of Multicultural Affairs.

You can also contact the [coordinator](#) of Multicultural Affairs regarding any of the centers.

Class Boards

Each year students elect an executive board to administer the social programming governing needs of each class. For more information visit [Class Boards](#).

Several college traditions are organized by the class boards:

Elfing

During October, sophomores become "elves" and leave little gifts for the first-year students. Each sophomore anonymously "elfs" a first-year student for several days until they reveal their identities at a party.

Junior Big Sister

This is a well-established tradition at Mount Holyoke. An incoming first-year student is joined by a member of the junior class. First-year students are escorted to convocation by their big sisters; during the year the big sisters offer advice and support to their little sisters on campus issues.

Junior Show

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

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Disorientation

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

Senior Class Gift

A special tradition at Mount Holyoke, this annual program is conducted by members of the senior class. A team of representatives from the residence halls, headed by the class agent, raises donations from the senior class for its gift to the College. The head class agent, who consults with a member of the Office of Development, plans the personalized campaign, chooses the dorm representatives, and creates materials (letters, posters, articles) that inform the seniors and the entire campus of the gift.

The campaign that focuses on the project customarily begins late in October with M&Cs in dorm living rooms. During specially designated giving weeks, a dorm representative visits each senior in the residence hall, explains about the gift and program, and asks for her participation. Through the Alumni Fund project, seniors hear about the tradition and the importance of alumnae giving to Mount Holyoke. The representatives encourage the seniors to make a gift as a gesture of support for the College. (If a senior doesn't give, she doesn't have the opportunity to vote on the class gift.) Participation, rather than the amount of each woman's gift, is stressed throughout the campaign.

Champagne and Strawberries

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

For more information go to [Student Programs](#) online

Events & Traditions

September Convocation

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

Student Organization Fair

the Office of Student Programs sponsors the Student Organization Fair Activities Fair at the beginning of the fall semester. It is an opportunity for student leaders to showcase their clubs and organizations and for interested students to become acquainted with the various offerings. Each group staffs an information table, and members are available to answer questions.

Family and Friends Weekend

Held in the fall, Family and Friends Weekend is a time when students invite their families and friends to visit the campus and learn about the College community. The weekend features two

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and a half days of events planned by a committee of students and administrators in cooperation with the Office of Student Programs. Events include academic highlights, musical performances, athletic and cultural events with plenty of time to relax and enjoy the final days of autumn.

Mountain Day

When fall weather sets in, speculation begins about the date for Mountain Day. One of the College's oldest traditions, Mountain Day provides an unexpected break from classes and other obligations, and many students spend the day enjoying outdoor activities, in particular, hiking on Mt Holyoke. The pealing of the Mary Lyon Hall bell after the 8:00 AM ring announces to the campus that it's Mountain Day.

Fall and Spring Weekends

These weekends are coordinated by student organizations, the Office of Student Programs, and the Network. Events may include concerts, parties, and movies. The highlight of Fall Weekend is Las Vegas Night. Pangynaskeia (a celebration of women), Earth Day, and a carnival theme have sometimes been incorporated into Spring Weekend.

Founder's Day

This day commemorates the founding of the College and falls on the Sunday nearest to November 8, the day in 1837 when the Mount Holyoke Female Seminary first opened.

Faculty Show

once every four years, the faculty and staff entertain the College by putting on their own show so each generation of students has the chance to see one. It is an opportunity to see your professors as you've never seen them before; the last faculty show was held during the 2001–2002 academic year.

Commencement and Reunion Weekends

Among the highlights of this weekend are the alumnae parade on Saturday morning, the baccalaureate service on Saturday evening, and commencement on Sunday.

On Saturday morning, one thousand alumnae in white march past Skinner Hall, around the green, and up to the grove, led by the loyalty classes (alumnae returning for their sixty-fifth-, seventieth-, and seventy-fifth-year reunions) followed by returning alumnae and graduating seniors. On Saturday evening at the baccalaureate service, the senior class is addressed by two of its members and by two members of the faculty selected by the senior class.

On Sunday, commencement exercises are held before a gathering of family and friends in the amphitheater. Distinguished honorary degree recipients are invited to campus, one of whom is the speaker.

One week after commencement, a second reunion weekend is held with eight classes returning for their reunions. Similar traditions such as the alumnae parade and Alumnae Association meeting, a barbecue luncheon, and class banquets make up the weekend.

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Area Resources for Disability Services

Massachusetts Commission for the Blind
436 Dwight Street,
Rm. 109, Springfield,
MA 01103-1299
Telephone: 413-781-1290 or 800-332-2772

Provides certain types of assistance to students who are residents of Massachusetts. These services can include: counseling, transportation to rehabilitative facilities, reader and mobility-orientation services, talking books, and technological aids. Services for nonresidents of Massachusetts, by joint agreement with the student's home state, include mobility orientation services and talking books.

Massachusetts Commission for the Deaf and Hard of Hearing
1 Federal Street,
Building 102-1,
Springfield, MA 01103
Telephone: 413-788-6427 (V/TTY)

Provides a range of informational programs and services, including a sign language interpreter referral service, limited funding of interpreter services, personal counseling, and consultation in the areas of education, housing, and employment.

Massachusetts Rehabilitation Commission
District Office:
16 Fort Street,
Springfield, MA 01103
Telephone: 413-736-7296

Provides vocational rehabilitation services to physically, mentally, and emotionally disabled persons to assist them in entering or maintaining employment. These services can include: medical and psychological evaluation, individual guidance and counseling, physical restoration services, skill training, job placement, and follow-up.

Stavros Center for Independent Living
262 Cottage Street,
Springfield, MA 01103
Telephone: 413-781-5555

A community-based, nonresidential independent living program that provides peer counseling, legal advocacy, and referral services to all persons with disabilities.

Selected Resources on Alcohol & Drug Use

Serving Alcohol

No person shall receive a license or permit under this chapter who is under 21 years of age. Whoever makes a sale or delivery of any alcohol beverage or alcohol to any person under 21 years of age, either for his own use or for the use of his parent or any other person, or whoever, being a patron of an establishment licensed under section 12 or 15, delivers or procures to be delivered in any public room or area of such establishment if licensed under section 12, 15, 19B, 19C or 19D or any area of such establishment if licensed under said section 15, 19B, 19C or 19D any such beverages or alcohol to or for use by a person who he knows or has reason to believe is under 21 years of age or whoever procures any such beverage or alcohol for a person under 21 years of age in any establishment licensed under section 12 or procures any such beverage or alcohol for a person under 21 years of age who is not his child, ward or spouse in any establishment licensed under said section 15, 19B, 19C or 19D or whoever furnishes any such beverage or alcohol for a person under 21 years of age shall be punished by a fine of not more than \$2,000 or by imprisonment for not more than one year or both. For the purpose of this section the word "furnish" shall mean to knowingly or intentionally supply, give, or provide to or allow a persons under 21 years of age except for the children and grandchildren of the person being charged to possess alcoholic beverages on premises or property owned or controlled by the person charged. (See M.G.L., Ch. 138, ¶34.)

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

Alcohol and/or Drugs and Driving

Transporting alcohol: It is unlawful for a person under twenty-one years of age to knowingly drive a car with alcohol in it or carry alcohol on 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. The "passenger area" is defined as the area designed to seat the driver and passengers while the motor vehicle is in operation and any area that is readily available to the driver or a passenger while in a seated position including, but not limited to, the glove compartment. Violation of this section is punishable by a fine of not less than \$100 or more than \$500. (See M.G.L., Ch. 90, ¶ 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. Refusal to take this test will result in automatic suspension of license for 120 days. If the breathalyzer test registers over .05 but below .08 the driver will be held, but there will be no presumption of driving under the influence.

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If the test registers .08 or over, the driver will be held, and there will be a presumption of driving under the influence. The driver will be kept in the police lockup until bailed out. Upon arraignment, the license of the defendant having a breathalyzer of .08 or above is immediately suspended for ninety days.

For persons under twenty-one years of age, there will be a presumption of driving under the influence if the test registers over .02. The driver will be kept in the police lockup until bailed out. Upon arraignment, the license of the defendant will immediately be suspended for 180 days. Drivers under twenty-one refusing or failing a breathalyzer test must complete an alcohol education program, regardless of the outcome of their criminal case, or suffer a 180-day license loss.

In addition, the law mandates a \$100 fine dedicated to the Trust Fund for Head Injury Treatment Services; allows out-of-state convictions to be used to calculate repeat offenses; and allows a court to look back ten years to calculate repeat offenses.

A first offense carries with it either a jail sentence of not more than two and one-half years, a fine of \$500 to \$5,000, and suspension of license for one year; or probation with mandatory participation in an alcohol education program paid for by defendant and suspension of license for forty-five to ninety days (twenty-one days for drivers under twenty-one).

A second offense carries with it either a jail sentence of a minimum of thirty days to two and one-half years, a fine of \$600 to \$10,000, and two-year license suspension; or two years probation, a fourteen-day confinement in an alcohol treatment program paid for by the defendant, and suspension of license for two years.

A third offense carries a mandatory minimum 150-day to five-year jail sentence (felony status), that may be served in a correctional facility designed for alcohol treatment programs; a fine of \$1,000 to \$15,000, and suspension of license for eight years.

A fourth offense carries a mandatory minimum one- to five-year jail sentence (felony status), a fine of \$1,500 to \$25,000, and suspension of license for ten years.

A fifth offense carries a mandatory minimum two- to five-year jail sentence (felony status), a fine of \$2,000 to \$50,000, and revocation of license for life.

Homicide by motor vehicle: Anyone who operates a motor vehicle while under the influence of intoxicating liquor and who operates that vehicle recklessly or negligently so as to endanger and who, by any such operation, causes death shall be punished by imprisonment at the state prison for not less than two and one-half or more than ten years and fined not more than \$5,000, or jailed for not less than one year or more than two and one-half years and fined not more than \$5,000. Suspended sentences and probation are prohibited.

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Drugs with Addictive Potential: Stimulants

Withdrawal Symptoms:

Apathy, long periods of sleep, irritability, depression, disorientation.

Short & Long-Term Effects:

Increased alertness, excitation, euphoria, increased pulse rate & blood pressure, insomnia, loss of appetite, psychosis, heart attack or stroke.

Effects of Overdose:

Agitation, increased body temperature, hallucinations, convulsions, possible death.

Stimulants	Pharmaceutical & Street Names	Physical Dependence	Tolerance	Duration of High	Method of Use
Cocaine	Coke	possible	yes	1-2 hours	Sniffed
	Flake				Smoked
	Snow				Injected
	Crack				
Amphetamine/ Methamphetamine	Biphedamine	possible	yes	2-4 hours	Oral
	Desoxyn				Injected
	Dexedrine				Smoked
	Obetrol				
Methylphenidate	Ritalin	possible	yes	2-4 hours	Oral
					Injected
Other Stimulants	Adipex Didrex Ionamin Melfiat Plegine Captagon Sanorex Tenuate Tepanil prelu-2 Preludin Methcathinone Khat	possible	yes	2-4 hours	Oral
					Injected

Summaries of Three Drug Enforcement Laws

An Act Providing for Drug-Free Schools

Effective July 11, 1989, anyone convicted of dealing drugs within 1,000 feet of an elementary, vocational, or secondary school will face a mandatory two-year prison sentence. It will not

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matter whether the dealer knew she or he was near a school, whether it is a public or private school, or whether the school is in session. The law pertains to drug distributors, manufacturers, or persons possessing a controlled substance with intent to distribute it. A fine of up to \$10,000 may also be imposed but not in lieu of the two-year term of imprisonment.

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

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

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

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

Health Risks Associated with Alcohol and Other Drug Abuse

The following section describes the effects and potential consequences of alcohol and other drug use.

Key Issues for Women

More women are drinking than ever before, with two-thirds of adult women and about 80 percent of teenage girls now using alcohol regularly. Binge drinking and heavy drinking are highest among 18 to 25 year olds (from *1997 National Household Survey on Drug Abuse*). This presents challenges and risks for women.

Women feel the effects of alcohol more quickly and stay intoxicated longer than do men, due to physiological differences. Women are more likely to get drunk faster when they are premenstrual due to hormonal level changes during the menstrual cycle. Due to the physiological differences, the definition of binge drinking for women is four or more drinks (rather than five or more for men) in one sitting in the past two weeks.

Seventy-five percent of men and at least 55 percent of women involved in a sexual assault had been drinking or taking drugs before the attack.

Women who drink during pregnancy may give birth to babies with fetal alcohol syndrome or fetal alcohol effects, a pattern of irreversible abnormalities that include mental retardation, prenatal and postnatal growth deficiencies and joint defects. These abnormalities can occur with as little as two drinks per day.

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Sixty percent of college women, who acquired a sexually transmitted disease, including AIDS, had been drinking at the time of infection.

Two-thirds of all legal drug prescriptions in the United States are written for women. An estimated two million women have taken drugs daily for a year or more.

Ninety percent of alcoholic women were physically or sexually abused as children.

Among college women, there is a strong link between dieting and eating disorders and problem drinking.

Effects of Alcohol Abuse

The following section describes the effects and potential consequences of alcohol and other drug use.

Alcohol is a depressant drug that slows the nervous system. Its physical effects include:

- increased heart rate
- loss of muscle control, leading to slurred speech and poor coordination
- hangover, fatigue, nausea, headache
- blackouts (memory loss)
- unconsciousness

Mental effects include:

- impaired judgment (of space and time)
- poor concentration, impaired thinking and reasoning processes
- loss of inhibitions and exaggerated feelings of anger, fear, anxiety

Potential consequences of alcohol abuse include:

- alcoholism
- damage to brain cells
- blackouts (memory loss)
- poor concentration
- death (as a result of accidents or alcohol poisoning)

Special problems associated with alcohol abuse include:

- social conflicts
- accidents and injuries
- vandalism
- sexual assault and violence
- increased risk of contracting sexually transmitted diseases, including HIV
- drinking and driving

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Drinking and driving kills or seriously injures thousands of drivers and pedestrians each year, most of them young people. Even small amounts of alcohol can be deadly when mixed with driving.

Trouble with the law – vandalism, violence or serious crime –can result from the impaired judgment of alcohol abuse. The consequences can include arrest, a police record and possibly a prison sentence for offenders as well as suspension or termination from the College.

Family problems can cause or be compounded by alcohol abuse. There are 28 million people who have grown up in families with alcohol-related problems, with approximately 12-15 percent of college students with this background. There is increased vulnerability without intervention that results in a four times greater risk in becoming alcoholic.

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 totally 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.

A Guide to Services for Alcohol and Other Drug Problems

The Mount Holyoke College Alcohol and Drug Awareness Project provides the following referrals for information purposes only. This list is not exhaustive; many other resources may be found through the telephone directory or other referral services. This list does not constitute an endorsement by Mount Holyoke College of any particular program. The Alcohol and Drug Awareness Project, x2616, is located in Room 110, College Health Center.

As a consumer, consider the following when evaluating programs and services.

- What is the program's philosophy?
- What is the program's range of services – medical evaluation, individual counseling, group therapy, family counseling, educational components, and aftercare?
- Are AA/NA and ALANON used in conjunction with treatment?
- Are you assured of confidentiality?
- Where is the program located?
- What are the program's payment policies –insurance coverage, fees or sliding scale? (In public programs, payments may be made by the Department of Public Health for eligible uninsured patients.)

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A Guide to Services for Chemical Dependency Problems

This listing is intended to be comprehensive but does not indicate an endorsement of services listed herein by the Alcohol and Drug Awareness Project.

The Drug and Alcohol Services Information System (DASIS) is a Web site that provides you with a directory listing of federal, state, local and private facilities that provide alcohol and other drug treatment services. Go to [SAMHSA](#) for more information.

Then click on Substance Abuse Treatment Facility Locator and it will find a facility with the services you select. It will locate the nearest facility to where you live or work and will display a map that shows the location of the treatment program that meets your specific needs.

Self-Help Groups:

Alcoholic Anonymous (AA) Mass. Intergroup	413-532-2111
Alanon and Alateen	413-782-3406
Narcotics Anonymous (NA)	413-538-7479
Alcohol 24-Hour Help Line	800-252-6465
Smart Recovery	617-891-7574
Women for Sobriety	215-536-8026

Publications & Publicity

Campus publications are an important means of staying abreast of events occurring at Mount Holyoke and elsewhere. Flyers and posters also appear regularly at various campus locations and highlight upcoming events. The following provides information on specific publications and guidelines for publicizing information.

Alumnae Quarterly

The [Alumnae Quarterly](#) is published four times a year by the Alumnae Association and is distributed at no charge to alumnae, faculty, staff, undergraduates, and friends of Mount Holyoke. The *Quarterly's* purpose is to keep alumnae informed of each other and the College, and to consider matters of mutual concern. It features timely articles, College and Alumnae Association news, alumnae profiles and updates, and class notes.

Five College Calendar

Available online from the MHC home page selection "News & Events," the *Five College Calendar* lists Five College community events, including conferences and symposia, lectures and readings, dance performances and art exhibitions, and sports, music, film, video, and social events. A limited number of hard copies are also available at the Blanchard Campus Center

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information desk, the College post office, and the library, although these are not as complete as the online version. Items to be submitted for publication in the hard-copy edition calendar must be returned via campus mail to the facilities scheduling coordinator at Willits-Hallowell Center. Events will be entered on a weekly basis. It is recommended that event notifications and descriptions be received by the coordinator no later than three weeks prior to the event.

The Mount Holyoke News

The weekly student-run newspaper welcomes articles from any member of the community, in addition to the News' regular staff writers. Students interested in any aspect of newspaper production can be involved in the publication's layout, artwork, photography, advertising, business, editing, and writing.

Llamarada

Llamarada is Mount Holyoke College's yearbook. Produced entirely by student volunteer staff, it is published with the goal of representing the rich variety of students and their lives at college through pictures and text.

Handbook of Faculty Legislation

Consult this handbook—available in faculty and administrative offices—for the official statements on the honors program, graduation requirements, the definition of the duties and purposes of administrative offices and committees of the faculty, and the College's expectations of its faculty and students. (Some of this information is also summarized in the *Bulletin and Course Catalogue* and in other sections of this handbook.)

Rules & Tools

Rules & Tools is the primary resource for students and student organizations who are planning events on campus. You will find core information about starting an organization (SGA and non-SGA funded), campus services and resources, campus facilities, MHC event and publicity policies, as well as a planning and publicity timeline. It is available online through the Student Programs page.

Bulletin Boards and Banners

Flyers, posters and banners are important means of publicizing events at Mount Holyoke. Bulletin boards are located around campus in the Blanchard Campus Center, the entrance to the library, residence halls, and in each academic and administrative building. Except for the academic and business offices' bulletin boards, all are available for general use, according to posted guidelines.

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.

HONOR CODE AND COMMUNITY RESPONSIBILITY

Honor Code

Upon matriculation, each student brings a wide variety of experiences, hopes, and goals to Mount Holyoke College. These rich backgrounds create and continually shape our communal goals and ideals. As individuals entering a larger community, we recognize and affirm the honor system as the foundation upon which our community is built. We, the students of Mount Holyoke, recognize the fragility of this collective ideal, yet strive to achieve it nonetheless. To this end we choose to live by the following code of honor:

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

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, we also agree to integrate the following standards into our own definition of personal honesty as outlined in the following interpretation of the code:

Though each student's individual conception of responsibility is unique, we trust that every student will demonstrate ownership of her actions and will recognize the ways in which her actions affect her peers, the College, and the greater community. Each student maintains her ability to express herself with integrity, which is crucial to the development of a community that is personally challenging, both intellectually and socially. A sense of honesty is fostered by the individual's ability to express herself in a candid and forthright manner. Respecting oneself and others requires that every individual maintain the integrity of her 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 which are designed to promote intellectual and social pursuits and to ensure personal safety. In addition, the College protects and upholds human rights policies, and is committed to an inclusive and diverse community.

Statement on the Honor System

The honor code is the hallmark of life together at Mount Holyoke College. Simply stated, it means that each student is responsible for maintaining her own integrity and, to the best of her ability, 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 herself and others. 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

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code is administered. Students are expected to comply with the rules and regulations of the College. 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.

The Mount Holyoke College honor system relies on the integrity of each student. The strength of the system derives from the honesty and self-discipline of every student and from the faith of the faculty and the administration in the student body. With integrity as the foundation, the honor system promotes individual freedom tempered by responsibility to the community. The student demonstrates her respect for individual freedom by conducting herself with maturity and honor, and by showing due concern for the welfare of other members of the community.

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 which 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.

Honor Code Council & Disciplinary Procedures

I. Role of the Honor Code Council (HCC)

Duties of the HCC

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

1. To adjudicate cases involving the violation of non-academic regulations. There are some exceptions to this including alcohol and drug violations, some residence hall based violations, and cases that are deemed more appropriate for adjudication by the Dean of Students in consultation with the HCC.
2. The HCC, in consultation with the Office of the Dean of the College and the College's legal counsel, shall draft the Disciplinary Procedures. These procedures are published in the Student Handbook on the College website.
3. The HCC may review, at the request of any group or individual member of the College community or at its own initiative, existing non-academic regulations and policies. The HCC shall recommend modifications to the appropriate organs of the College when these regulations are in conflict with state or federal law, safety or health regulations, individual rights, the general welfare of the community, or the ability of students to maintain a system of self-government under which non-academic regulations are made and enforced.
4. The HCC has the responsibility to educate students, faculty, and staff as to its activities and Disciplinary Procedures. The HCC shall consult with appropriate campus committees (Advisory Committee on Multicultural Community and College Life, etc.) periodically to discuss issues of common concern.

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5. The HCC shall serve as the Board of Appeal for Senate decisions and Elections & Referendums as specified in Articles II.F(5) and VI.E of the Constitution and By-Laws of the Student Government Association (SGA).

6. The HCC shall serve as the Board of Appeal for Class Board elections as specified in Article V.J (e) of the constitution of the Class Board.

7. Jurisdiction over matters in the area of student non-academic life that is not specifically delegated to other bodies shall be assumed to belong to the HCC. The HCC shall not assume executive, legislative, or judicial powers conferred on the SGA under its Grant of Power.

Composition of the HCC

The HCC shall consist of at least seven selected students and a representative from the Dean of Students Division, or HCC Advisor. The HCC shall choose the Chair from amongst its student members. The term of service of the selected students shall ordinarily be for two years. The Student Government Association will appoint the new members of the HCC.

Advisor:

a. The HCC Advisor shall be a faculty or staff member appointed by the Associate Dean of the College/Dean of Students. The primary role of the HCC Advisor is to provide the HCC with clarifying information and general assistance with the disciplinary process.

b. The HCC Advisor serves as a voting member on all Hearing Boards and represents the Office of the Associate Dean of the College/Dean of Students. The HCC Advisor may also, in his or her discretion, when circumstances warrant, extend or adjust time periods set forth in these procedures.

II. Disciplinary Procedures

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

A. The Initiation of the Disciplinary Procedure

1. Filing a Complaint

If a member of the Mount Holyoke community reasonably believes that a student has committed a violation of College policy, s/he should address her/his concerns to that student before filing a complaint with the HCC. Any member of the Mount Holyoke community may file a complaint against a student, and complaints shall be lodged with the HCC. The complaint must contain a detailed description of the conduct alleged to violate College policy, and specify the exact policy violated. Complaint forms are available in the Office of the Associate Dean of the College/Dean of Students, from the Chair of the HCC or you can access this pdf.[Form](#). By filing a complaint

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with the HCC, the Complainant agrees to comply with all HCC Disciplinary Procedures. A complaint may be withdrawn at any point before deliberation by the Hearing Board. Complaints must normally be received within 14 days of the alleged violation, or within 14 days of the date that the Complainant became aware of the alleged violation. If a complaint is filed after those 14-day periods, the HCC Advisor will determine whether or not to accept the case based on the specific reasons for the delay in filing. In the event that a case is filed during January Term, College breaks, including summer, or significantly stressful academic times of year, the advisor may determine to alter the case timeline or refer the case to another office.

2. 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, based on whether the complaint states a violation of College policy, to accept the case, refer the case to a college office for disposition, or dismiss the complaint. 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.

B. Cases Accepted by the HCC

Once a case has been accepted by the HCC, a hearing will be established to determine the facts and responsibility. A letter will be sent from the Chair to all involved parties outlining the judicial procedures and timeline for a hearing. A hearing will not take place earlier than seven days from the original acceptance of the case by the HCC.

It is the responsibility of the Chair to ensure that all parties fully understand the charges brought against them, that they are informed of their rights and responsibilities under the disciplinary procedures, and that all details of the process are clear. All procedural questions and support needed before a hearing should be directed to the Chair.

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. All involved parties are required to attend the hearing. Should a Complainant or Respondent not be present for the hearing, the HCC will proceed without their involvement and make a determination based upon the information provided. Academic conflicts or inability to attend a hearing should be directed to the Advisor, who may decide to reschedule or proceed with the hearing.

C. Hearing Board Proceedings

1. Composition of the Hearing Board

The composition of the Hearing Board will be determined at the discretion of the Chair. The Hearing Board will consist of at least four members, one of whom will be the HCC Advisor. A party has the right to request the exclusion of one Hearing Board member to protect against bias. If the Chair is excluded in this process, the HCC will appoint another member of HCC to act as chair for the Hearing Board. If a member of the Hearing Board is unable to attend

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the hearing or to continue participation in the hearing because of circumstances beyond her control, the hearing may continue before the three remaining members.

2. Conflicts of Interest

Any HCC member, the Respondent, or the Complainant must make known to the Chair any actual or perceived conflict of interest with regard to any proceeding conducted under these procedures within five days of the initial notification by the Chair. The Respondent or Complainant must submit a written request demonstrating specific information why a particular person should not be a part of a Hearing Board for the case. If the Chair deems that a conflict exists, another member will be substituted.

3. Presiding Role of the Chair of the HCC

The Chair of the HCC shall preside over Hearing Board meetings and is responsible for procedural correctness during the disciplinary process, but does not vote except to break a tie. During the hearing, the Chair shall resolve any procedural question that may arise. The Chair is responsible for ensuring the orderly conduct of hearings.

4. Hearing Procedure

When the HCC accepts a case the Respondent(s) and Complainant(s) will both be given an approximate timeline outlines the process and hearing procedures.

At a hearing before the Hearing Board, the Complainant and Respondent will be given an opportunity to state their cases and will be expected to answer honestly and clearly any questions put to them by the Hearing Board. Agree that this should be removed. The Complainant, Respondent, and the Hearing Board may ask the Chair to admit witnesses to the case, and approval will be granted by the Chair based on the Chair's judgment as to the relevance of a witness's information. The Chair will contact the witnesses to arrange for their appearance at the hearing. Both the Complainant and Respondent will be permitted to question each witness, provided their questioning is reasonable and relevant, as determined by the Chair. If a witness is unavailable, his/her statement shall normally not be admitted. The Hearing Board shall consider only information admitted at the hearing. It is the responsibility of both the Complainant and Respondent to organize their cases to the best of their knowledge, providing all documentation, witnesses, and facts relevant to the matter.

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

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

The Hearing Board shall provide for a verbatim record, i.e., a tape recording of all hearings, which shall be available, together with copies of all exhibits, to the Complainant and Respondent

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for purposes of appeal. All materials are confidential. The Complainant or Respondent has the right to listen to the tapes in a confidential space arranged by the Dean of Students office. The tapes will also be available, in the event of an appeal, to the Dean of the College.

The rules of evidence and procedures applicable to courts of law will not be applicable at the hearing. The Chair may make appropriate rulings, including the inclusion or exclusion of information, to safeguard the fairness and integrity of the hearing. The hearing will be conducted with an emphasis on the goals of attempting to ascertain the truth and reaching a finding that is appropriate to the rights of the students, to the College community, and to the educational mission of the College.

Except for members of the Hearing Board, the Complainant, Respondent, advisors, and witnesses while testifying, the hearing is closed.

5. Advisors to Complainants and Respondents

The Complainant and the Respondent may each be accompanied at the hearing by an advisor of their choosing. The advisor must be a member of the Mount Holyoke College community. The advisor may consult with the student, but is not allowed to speak on her behalf. The advisor may provide support for the student, but may not prepare or conduct the student's case before the Hearing Board. A Complainant or Respondent who wishes to have an advisor at the hearing, they must inform the Chair of the HCC of the name of the advisor twenty-four hours in advance of the hearing.

6. Decision of the Hearing Board

After the Complainant and Respondent have presented their cases and suggested possible outcomes, the Hearing Board will meet, in private, to determine whether a violation of College policy has occurred. In making its determination, the Hearing Board will consider whether or not the conduct in question violated the values and standards of the community as expressed in the Honor Code and/or the College's rules, regulations, and policies. In determining whether a violation occurred, the Hearing Board will disregard any previous history of disciplinary action with respect to the Respondent, but the Respondent's disciplinary record may be taken into account during the sanctioning process. If the Hearing Board feels it needs to recess to the following day, it may do so. A majority of the voting members of the Hearing Board is needed to find that a violation occurred. A tie can be broken by the Chair.

The Hearing Board will announce its findings to the Complainant and Respondent at the hearing. If the Hearing Board deliberation lasts more than 10 minutes, the Board will call a recess and inform the Complainant and Respondent of when they will reconvene. In the event that the Respondent is found responsible for an Honor Code violation, all rulings on sanctions will then be announced at the hearing to the Respondent only, except to the extent that the sanction affects the Complainant directly (e.g. a no contact agreement). In these instances the Complainant will be notified of the sanction separately by the Hearing Board. In the event that a Respondent announces responsibility for a violation at the beginning of a hearing, the Board will move directly to the sanctioning phase of the hearing, only considering presentations from the Complainant and Respondent regarding appropriate outcomes. In the event that a Respondent is

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found not responsible for a violation, the case will be dismissed.

The Chair will send a letter approved by the Board to the Complainant and Respondent summarizing the finding of the Board and the reasons for those findings and, if a violation was found, the sanctions to be imposed to the Respondent. Sanctions will be shared with the Complainant only when they affect the Complainant directly. Where a violation has been found, this letter will be placed in the Respondent's disciplinary file within the Dean of Students Office, indicating the violation found and that further violations shall result in increased sanctions.

7. Basis for the Hearing Board's Decision

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

8. Multiple Respondents

Where related offenses are charged against more than one student, the Chair may determine that the Hearing Board shall hear the cases together. If the Chair concludes that this may result in unfairness to one or more students, she may direct that separate hearings be held.

D. Sanctions

Sanctions are to educate and restore the community. Sanctions shall be determined by a majority vote of the Hearing Board. While it is not possible to give a complete list of sanctions, the following list reflects a range of suggested sanctions.

1. Mandatory Educational Project

Required completion of an educational program (for example, Health Education Program)

2. Restitution

In money, or in kind, to the College or individual for a loss caused by the student charged.

3. Required Community Service

A student is required to engage in service to the Mount Holyoke community.

4. Permanent Loss or Suspension of Privileges for a Specified Time

a. intercollegiate activities such as athletic contests, debating contests, or any similar activities as a representative of the College.

b. Any other specific right or privilege on campus or to use College facilities.

For example:

- Removal from office or position of responsibility
- Removal from residence hall
- Residence probation
- Removal from an intercollegiate activity

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5. Social Probation

A written notice from the HCC that states that further violations during a specified period of time will result in increased sanctions.

6. Combination of Penalties

The HCC may impose a sanction combining various penalties when it deems such action appropriate.

7. Letter in Educational Record

The determination letter is placed in the student's educational file and, subject to the requirements of the Family Educational Rights and Privacy Act (FERPA), will be accessible to future employers, graduate schools, etc. when a student requests that information be provided them.

8. Recommendations of Separation

When the Hearing Board determine that an appropriate sanction mandates a separation from the College; the Hearing Board will make this recommendation in writing to the Dean of the College. The Dean of the College will either approve the recommended sanction or return the sanctioning process back to the Hearing Board.

a. Suspension in Abeyance

Subject to the same conditions as suspension, suspension in abeyance is a separation from the College for a designated amount of time. However, the separation is delayed according to the circumstances of the individual situation.

b. Suspension from the College

Separation is for a stated period of time and implies automatic reinstatement.

c. Required Withdrawal

Separation is for an unspecified period, at least one semester; a student required to withdraw must apply for reinstatement.

d. Expulsion from the College

The permanent termination of an individual's status as a student, with the loss of all rights and privileges of a student at Mount Holyoke College. [All of these modes involve loss of money already paid.]

Note: A student's failure to fulfill sanctions imposed may result in further proceedings and additional sanction, including suspension or expulsion from the College.

E. Appeal Procedures

A Complainant or Respondent may appeal a finding to the Dean of the College on the grounds of new information, bias, procedural error or inappropriate sanction. If the Dean of the College approved the sanction of the Hearing Board (separating the student from the College), a Respondent may then appeal this decision to the President of the College, whose decision will be final.

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Appeals based on new information (i.e., information not known by or available to the appealing party at the time of the hearing) must be submitted by either the Complainant or the Respondent to the Dean of the College within 15 days after the information is discovered. Appeals on any other basis (i.e., sanction, procedural error or bias) must be submitted within 15 days after the Complainant or Respondent has received written notification of the finding of the Hearing Board.

Once the Dean of the College has received a request for an appeal, he/she will notify the HCC. The HCC will provide the Dean of the College with the complaint form, a copy of all witness statements, Complainant and Respondent statements, copies of information presented at the hearing, the decision letter, and tapes or transcripts from the hearing.

The Dean of the College may uphold the previous decision, reverse or alter the previous decision, reduce the sanctions, or return the case to the HCC for further consideration or proceedings.

F. Records

All records of Disciplinary Procedures are kept in confidential files in Mary Lyon Hall. Cases filed with the HCC are kept on file until a student's graduation. Before graduation, only the Complainant, Respondent, Chair of the HCC, the HCC Advisor, the Associate Dean of the College/Dean of Students, the Dean of the College, and the President shall have access to the file. 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.

A brief summary of every case accepted by the HCC will be published the following year for the benefit of the community. Summaries will include the decision and sanction(s) (if any) without revealing the identity of the individuals involved.

G. HCC Policy During Reading Days and Exams

No disciplinary proceedings will take place during reading days or exams. Complaints received later than one week prior to the end of classes will be referred to the Office of the Associate Dean of the College/Dean of Students. Cooperation of All Parties

All parties with knowledge of facts pertaining to a case of alleged student misconduct are expected to cooperate fully with HCC Disciplinary Procedures and must appear, if requested, at HCC hearings. Parties/individuals refusing to cooperate with HCC Disciplinary Procedures forfeit their right to be heard.

Annual Case Summaries

Standards of Social Conduct

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, including those relating to residential life and public safety. These include, but are not limited to, regulations pertaining to property, community safety (including verbal and physical harassment), misrepresentation, and illegal substance use. Students take responsibility for conducting

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themselves in a manner which fosters respect and trust within the College community. These standards of conduct are understood as the efforts of good-willed people seeking to strengthen their community.

If a student, staff, or faculty member experiences conflict with another member of the College community, or if there is reason to believe that the honor code has been violated, there are a number of strategies for addressing the situation. Whenever possible, the student should speak directly with the person(s) with whom she is experiencing the conflict. In those situations where this approach has been unsuccessful, or appears inappropriate because of safety concerns, students should seek the assistance of others including but not limited to the:

- [Dean Of Students Office](#)
- [Honor Code Council \(HCC\)](#)
- [Public Safety](#)
- [Residential Life Office](#)

Please note that concerns related to alleged violations of academic responsibility should be referred to the [Dean of the College](#).

Procedures for Allegations of Policy Violations Occurring in the Residence Hall

If a student violates any of the residential life policies and procedures, the student may be asked to meet with members of the hall committee to discuss the behavior. A conduct alert will be completed after the discussion to document the behavior. The conduct alert will be forwarded to a professional staff member in the Office of Residential Life. A professional staff member will call you for a meeting to discuss the information on the conduct alert. In this meeting, you will discuss the policy that has been violated, impact on community, list any sanctions that the student will be required to complete, and will act as a student's agreement that they will not violate this policy again. The office of Residential life retains a copy of this agreement.

If a student has a second offense, does not complete the sanctions set out in the agreement, or in the case of a serious offense, the Hall Committee may also refer the matter to the Director of the Office of Residential Life or the Honor Code Council, with notification to the Dean of Students.

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.

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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 read *A Guide to the Uses and Acknowledgment of Sources* and the *Student Handbook*, which define the standards adopted by the College; to observe the established procedures in preparing assignments and writing papers and examinations, and to submit as one's own only that work that she or he has originated. 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.

A carefully maintained library collection is central to any academic effort; it is built over a long period of years and must be preserved for the benefit of future students and faculty members, as well as for those currently here. The open stacks and reserve-book privileges of the library require that all members of the community accept responsibility for the current use of library materials and for following established borrowing procedures. Students should be aware that reserved and limited materials must be shared; instructors should allow sufficient time and adequate copies when making assignments in such materials. Specific information relating to use of the library is published in library handbooks for students and faculty members.

Electronic media now provide a major intellectual resource in the academic community. The principles adopted by Mount Holyoke College for the responsible use of these resources are found in the Software Rights Code from EDUCOM, which is as follows:

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

Publications from the Office of Computing and Information Systems in 108 Dwight Hall provide guidelines and information about the legal and ethical use of computer software.

Violations of Academic Responsibility

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

- all forms of plagiarism- the unauthorized or unacknowledged use of material that is not one's own

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- cheating in any form in preparing assignments, classroom work, and/or taking an examination
- theft, mutilation, and unlawful or improper use of library materials
- unlawful or improper use of computer materials

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

- using quotes without appropriate quotation marks and citation
- paraphrasing from a source without appropriate citation
- using unacknowledged or unauthorized outside sources including that of a fellow student or colleague
- misrepresenting the actual source from which material is cited
- failing to acknowledge a coauthor
- using a purchased term paper
- submitting the same or similar papers in two courses without prior permission
- submitting in whole or in part the work of another student as one's own
- falsifying data

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

- using notes, books, or other sources during examinations without prior approval by the instructor
- receiving help from, or giving help to, another student during an examination
- revealing the content of an examination before all students have completed the examination
- exceeding the allotted time for an examination without prior authorization
- failing to follow examination procedures as published by the registrar and printed on the examination envelopes

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

- failing to check out properly a book that is removed from the library
- keeping a reserve book beyond the specified time limit
- marking, defacing, or destroying library materials

Violations of academic responsibility in using computer resources include, but are not limited to:

- using unauthorized or unacknowledged computer programs
- plagiarizing in any of its forms

Procedures Addressing Alleged Violations of Academic Responsibility

The principle governing the handling of all matters in which academic responsibility is questioned is concern for the privacy of the individual and protection of her or his rights. The faculty member or student who suspects a violation of the honor code may consult with a faculty

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member or the dean of the College with questions as to what constitutes a violation of academic responsibility, or about procedures.

In these consultations and the following procedures, the name of the suspected individual shall not be revealed except to the faculty member directly involved with the violation, the dean of the College, and such members of the College community as named in the procedures. The record of reports to the dean of the College and of the disposition of cases is to be held in confidence, available only to authorized administrative personnel of the College. Information from this record may be revealed only by the principal administrative officers who have been expressly delegated the authority and have been instructed what part of the information may be appropriately revealed. When a penalty of suspension or withdrawal is imposed, such records are kept indefinitely. In all other cases, the dean of the College destroys the records when the student graduates.

Faculty Procedures for Reporting Suspected Violations of Academic Responsibility

Every case of dishonesty by a student in academic work should be reported in writing to the dean of the College.

When an instructor suspects a violation, it is recommended that she or he discuss the situation with the student. If the student accepts responsibility for the violation, the instructor should submit in writing a report to the dean of the College containing details of the circumstances and documenting evidence if available. After consulting with the dean of the College, the instructor may assign the penalty in the case of a first or minor offense.

When an instructor suspects a violation but the student does not accept responsibility for it, the instructor should submit in writing a report to the dean of the College containing details of the circumstances and documenting evidence if available. The dean of the College will inform the student of the allegation of an honor code violation and discuss it with her. The dean of the College, faculty member, or student may ask that the case be referred to the dean of the faculty or the Academic Administrative Board for adjudication.

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

Student Procedures for Reporting Suspected Violations of Academic Responsibility

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

When a student suspects another student of a violation of the academic honor code, she should speak to the student and encourage her to report herself to the instructor or to the dean of the College. The student alleging the violation should also inform the instructor, who will then

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discuss the circumstances with the student being charged and, if appropriate, report the violation to the dean of the College. Alternatively, the student alleging the violation may make her report directly to the dean of the College, who will contact the student and the instructor. If it is determined that a violation has occurred, the dean will advise the student of the adjudicating procedures.

Possible Penalties for Violations of Academic Responsibility

The penalties for first and minor offenses are:

1. loss of credit, or failure, for the piece of work; and
2. loss of credit, or failure, in the course.

The penalties for repeated or major offenses are:

1. suspension from the College with notation on the transcript until reinstated as a Mount Holyoke degree candidate, "Suspended by the dean of the College (for specified period of time)," and notation in the permanent file; or
2. Required withdrawal from the College with notation on the transcript until reinstated as a Mount Holyoke degree candidate, "Required to withdraw by the dean of the College," and notation in the permanent file.

Procedures Addressing Alleged Violations of Academic Responsibility by Faculty Members

Every case questioning the academic responsibility of a faculty member must be reported in writing to the dean of the faculty. Academic responsibility is here 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 should discuss it first with the faculty member and/or the dean of the College. If the student then chooses to report the case formally, the dean of the faculty will discuss it fully with the faculty member and the student, and possibly also with the president, before taking what action seems appropriate.

Proper Use of Sources

The Office of the Dean of the College invites all members of the Mount Holyoke community to utilize the following tutorial which provides information on the different forms of plagiarism, proper scholarly procedure, and links to helpful websites for further information. This tutorial was created in collaboration with Library, Information, and Technology Services (LITS). www.mtholyoke.edu/go/sources

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Community Responsibility

The Mission of the College

(from *The Plan for Mount Holyoke 2003*)

Mount Holyoke College reaffirms its commitment to educating a diverse community of women at the highest level of academic excellence and to fostering the alliance of liberal arts education with purposeful engagement in the world.

The Mount Holyoke Community

(from *The Plan for Mount Holyoke 2003*, the Student Handbook, and faculty legislation)

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 discourse. The citizen's rights to free speech, free movement, free association, peaceful assembly, and orderly protest extend to every member of the College. So do the citizen's responsibility to uphold the law and the civilized person's obligation to respect the rights and feelings of others.

The goal for the new century must be to build a community of students, faculty, and staff devoted to intellectual and creative freedom, critical inquiry, personal honor, ethical discernment, and responsibility. We must 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 sympathy, forbearance, respect, and trust. When such conditions prevail, there should be little occasion for coercion or violence, or for punitive response, and the very occurrence of such action will 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.

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, faculty members, 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 and 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

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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.

On a Multiracial Community

The following resolution was affirmed by the faculty in 1973.

The faculty of Mount Holyoke College reaffirms its commitment to an academic environment free of racial discrimination in which all individuals are treated with a common standard of decency. It commits itself to a continuing effort to confront and resist racist attitudes and actions wherever they appear in the Mount Holyoke community, and to build a community useful and attractive to all individuals regardless of ethnic background.

Statement of Nondiscrimination

Mount Holyoke College does not discriminate in its educational and employment policies on the bases of race, color, religion, national or ethnic origin, sex, sexual orientation, age, handicap or disability, or veteran/uniformed services status.

Harassment Generally

Mount Holyoke College seeks to maintain free expression while protecting members of its community from harassment—including but not limited to harassment on the basis of race, color, national or ethnic origin, religion, sex, sexual orientation, age, or disability. Such harassment that targets an identifiable individual or group is clearly in conflict with the interests of the College as an educational community and may be in conflict with provisions of the law.

Sexual Harassment Policy

Sexual harassment is explicitly prohibited by College policy and by federal and state law.

Sexual harassment of students includes unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- a. submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of the provision of the College's educational benefits, privileges or services or as a basis for the evaluation of academic achievement; or
- b. such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's education by creating an intimidating, hostile, humiliating or sexually offensive academic or educational environment. [Title IX of the Education Amendments of 1972, and Massachusetts General Laws Chapter 151C]

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

- a. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,
- b. submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
- c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, humiliating, or offensive working environment. [Title VII of the Civil Rights Act of 1964, and parallel Massachusetts law]

Individuals who believe they have been subjected to sexual harassment may follow the procedures outlined under Resolution of Grievances below. In addition, individuals who believe they have been subjected to sexual harassment may file a complaint with either or both of the following government agencies:

- i. The United States Equal Employment Opportunity Commission (EEOC), 1 Congress Street, 10th Floor, Boston MA 02114, 617-565-3200; and/or
- ii. The Massachusetts Commission Against Discrimination (MCAD), 424 Dwight Street, Room 220, Springfield MA 01103, 413-739-2145; or One Ashburton Place, Room 601, Boston MA 02108, 617-727-3990.

EEOC and MCAD complaints must be filed within 300 days of the alleged harassment.

Community Responsibility

To enter Mount Holyoke College as a student is to become a member of a community. Choosing to become a member of this community implies a commitment to the notions of free inquiry and free expression that are central to a liberal arts education. It also implies a commitment to maintaining an environment in which these goals may be attained. 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 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.

Our community is committed to maintaining an environment in which diversity is not only tolerated but celebrated. Therefore, each member of the Mount Holyoke community is expected to treat all individuals with a common standard of decency. Discrimination on the basis of race, color, religion, ethnic or national origin, sex, age, physical or mental handicap, or sexual orientation by any member of the Mount Holyoke community will not be tolerated.

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We are drawn together by a common desire to further our understanding of the world, ourselves, and each other. 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.

Conditions of Free Inquiry

The following statement, adopted in 1971 by the Mount Holyoke College faculty and student legislature, serves as an explanation of and a model for the working of the College's institutional machinery.

I. Principles

As an institution dedicated to seeking intellectual enlightenment and amelioration of the quality of life, Mount Holyoke College believes in the right, indeed the necessity, of free inquiry and free expression of every member of the College community. The College aims to provide an environment hospitable to open interchange of knowledge and opinion in terms of reasoned discourse. The citizen's right to free speech, free movement, free association, peaceful assembly, and orderly protest extend to every member of the College. So do the civilized person's obligations to respect the rights and feelings of others.

The College is not a monolith but a living organism. As such, its structures ought to be as flexible as is consistent with effective operation, its phases and practices capable of constructive change. Avenues of communication among all segments of the community must be clear and of easy access. All of us must hold ourselves available to reasoned expression of the formed wills and opinions of others. Advocates of any serious concern are entitled to a hearing by persons in authority and to a reply as prompt, full, and specific as due consideration will allow.

These principles of rational and humane relationship suggest that temperate and cogent persuasion is the appropriate voice of will in an academic community and that demonstration of opinion will not take forms that are coercive or seriously disruptive. Violence against persons or property cannot be allowed, nor can action that interferes with the rights of others or prevents the orderly practice of the processes by which the College pursues its normal objectives be tolerated indefinitely.

II. Institutional Mechanisms for Inquiries, Suggestions, and Complaints

In addition to various regular institutional channels, the Faculty Conference Committee and the Student Advisory Committee to the Trustees are accessible in unusual circumstances as clearinghouses for inquiries, suggestions, and complaints from members of the College community. These committees will identify existing mechanisms appropriate for the consideration of unusual problems and bring them to the attention of the appropriate agencies. If existing institutions are not working effectively, these committees may stimulate changes to enhance effectiveness. If issues arise that are outside the jurisdiction of existing mechanisms, these committees may stimulate the

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creation, by the faculty or other appropriate bodies, of ad hoc arrangements for dealing effectively with these issues.

III. **Procedures**

If behavior occurs that is contrary to the principles of Part I of this statement, it will be met first by persuasion to cease such behavior, then by warning from the appropriate College official as to College or civil consequences of persistence.

If further steps appear necessary, the president may, after consultation with the Faculty and Student Conference Committees when that is feasible, authorize measures to restore normal functioning of the College and to apply established disciplinary procedures of the College.

In extreme cases that exceed the competence or control of College authorities, the president may, after consultations with the Faculty Conference Committee and/or Student Advisory Committee to the Trustees, when that is feasible, make recourse to civil authority.

(See also the *Report of the Ad Hoc Committee on Communication and Decision Making*, published in 1975, available in the library.)

Resolution of Grievances

General Guidelines

“The quality of life in a college such as Mount Holyoke relies on the conscious choice of students, faculty, and staff members to commit themselves to active and honorable participation in the creation and preservation of the college community” (faculty legislation). To enhance such participation, each person must abide by the principles of respectful and open communication. However, conflicts and misunderstandings may occur. It is important, therefore, to find constructive ways to resolve these various disagreements.

The guidelines and procedures outlined here were established by the College to aid in resolving grievances alleging violation of the Mount Holyoke College Statement on Individual Rights and Community Responsibility, and grievances related to College employment policies, procedures, or regulations as defined in the Staff Handbook, the Handbook of Faculty Legislation and Related Information, and the Student Employment Manual. The procedures are available to those who are either employed by or enrolled at Mount Holyoke College at the time of the incident or occurrence giving rise to the grievance. They 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 guidelines and procedures may be revised or amended by the College at any time. Although members of the collective bargaining units may use the College resources for purposes of consultation and advice, union members must use the applicable grievance procedures outlined in their contract for formal grievances.

The procedures that follow constitute the usual process for presenting of grievances. Members of the Mount Holyoke community are encouraged to begin all grievance procedures in the informal process. The process becomes formal when a written grievance is filed by a grievant with the

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affirmative action officer or the senior administrative officer in conjunction with the director of human resources. This may follow after efforts at an informal resolution do not resolve the grievance or if the grievant chooses to bypass the informal process. If the affirmative action officer, the senior administrative officer, or the director of human resources, for reasons of conflict of interest, illness, or prolonged absence, is unable to carry out his or her responsibilities, he or she shall remove himself or herself from the process and a designee shall be appointed by the president of the College.

Often, the most effective avenue for addressing concerns is direct conversation with the person(s) alleged to have caused the offense; reasoned discussion of the issue will often bring about a resolution and new understanding. Individuals who believe themselves to have a problem frequently find it useful to first consult with one of the following people:

- immediate supervisor
- department head or chair
- ombudsperson
- director of human resources
- associate dean of the College/dean of students
- dean of faculty
- affirmative action officer(s)
- dean of faculty (AAO for faculty)
- director of human resources (AAO for staff)

These consultations may aid an individual in determining whether or not to try to resolve the situation on his or her own; may help the individual understand the College's grievance procedures; or may simply provide a safe and confidential setting in which to discuss the incident(s) that gave rise to the concerns. These consultations are not, however, considered a part of the actual grievance procedure. It is important for individuals who are considering going forward with either the informal or formal grievance procedures to be mindful of all filing deadlines.

Filing Deadlines

The deadlines given in this document for the various stages of grievance procedures are designed to make it possible for an individual to proceed through every stage of the College's informal and formal procedures and still have ample time to file a complaint with the United States Equal Employment Opportunity Commission (EEOC) or the Massachusetts Commission Against Discrimination (MCAD) within the 180-day and six-month periods set by those agencies.

Thus the grievant is strongly encouraged to begin informal procedures within ten working days of the incident or occurrence. A grievant wishing to proceed from informal procedures to formal procedures should file a formal grievance in writing within five working days after the informal process ends. A grievant choosing to bypass the informal procedures should file a formal written grievance within ten working days of the incident.

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As a general rule the College considers six months as a reasonable outside limit for bringing a grievance. The College may, for compelling reasons, allow a grievance to be filed beyond the six-month limit.

Confidentiality

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 and may not be able to honor the request for confidentiality. 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.

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.

Informal Procedures

Step 1

Individuals who believe they are experiencing harassment or discrimination (as outlined in the Mount Holyoke College Statement on Individual Rights and Community Responsibility) are strongly encouraged to seek the counsel of the Ombudsperson within ten working days of the occurrence giving rise to the grievance.

Step 2

The grievant, in consultation with the Ombudsperson, shall decide, normally within five working days, the appropriate steps toward resolving the problem; action shall normally begin within ten working days. These steps may include:

- i. direct communication between the grievant and the respondent
- ii. Mediation (see below) agreed upon by grievant and respondent and conducted by the ombudsperson
- iii. an impartial and confidential inquiry by the ombudsperson resulting in recommendations for resolving the problem informally referral of the grievance to an appropriate administrative officer for assistance in reaching a resolution

Mediation

Mediation is the process whereby a neutral third party seeks to bring the parties together to resolve a dispute in a way that is mutually acceptable. The ombudsperson provides neutral mediation services. The ombudsperson shall consult with the grievant and shall meet with the individuals separately and/or together to attempt to reach a resolution that is agreeable to all parties to the dispute. No written records, other than the final resolution, shall be retained by the ombudsperson. Original documents shall be returned to their source or to another site as agreed in the resolution. All other notes shall be destroyed. If the dispute is not resolved through mediation, the ombudsperson shall immediately inform all affected parties and discuss with the grievant other alternatives. The mediation process, if unsuccessful, will not prejudice the rights

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of either party to the dispute. Therefore, should mediation be unsuccessful, neither the reasons for the failure of mediation nor any material or statements made during the process may be utilized in any subsequent proceedings or forums.

Formal Procedures

Step 1

When efforts to resolve a dispute informally fail, the grievant who chooses to file a formal grievance should do so normally no later than five working days after the informal procedure ends. If the grievant has chosen to bypass the informal procedures, the written grievance that initiates the formal procedure should normally be filed within ten working days of the date of the occurrence that gave rise to the grievance.

In a written grievance, the grievant must present clearly and concisely his or her description of the incident(s); identify the respondent(s) to the grievance, and suggest a desired remedy. The grievant must file this written statement with the faculty or staff affirmative action officer who, in turn, will contact the senior administrative officer(s) responsible for the departments or areas in which the grievant and respondent are employed or located. The associate dean of the College/dean of students is contacted about grievances filed against students. Students should refer to the Student Handbook under "Honor Code Council" for the procedures that apply when a student is the respondent.

Step 2

The senior administrative officer responsible for the department or area in which the grievant is employed or located, or his or her designee, will then begin the investigation of the grievance after consulting with either the faculty or staff affirmative action officer. (In cases where the dean of faculty is the senior administrative officer, the investigation will normally be conducted by the associate dean of faculty.) This investigation may include discussions with the grievant, the respondent, the department head or chair, the immediate supervisor, or any other individuals believed to have knowledge pertinent to the grievance. The senior administrative officer will submit a written report to the affirmative action officer setting forth the findings and recommendations, normally within ten working days of the filing of the written complaint.

After considering the findings and recommendations of the senior administrative officer, the affirmative action officer will send a written decision and explanation of the decision to the grievant, the respondent, and the senior administrative officer(s) responsible for the departments or areas in which the grievant and the respondent are employed or located. The written decision will normally be sent no later than ten working days after the senior administrative officer has submitted his or her findings and recommendations.

When the affirmative action officer concludes there is a reasonable basis for believing that the grievance has been substantiated, appropriate action will be taken by the senior administrative officer within ten working days after receiving the affirmative action officer's written report.

Appropriate action for staff can include any of the following:

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- a. a plan to discuss and set goals designed to stop the offending behavior, including possible training or counseling
- b. a written warning or directive placed in the respondent's personnel file, including remedial action
- c. suspension with or without pay
- d. termination of employment

Appropriate action for faculty is governed by the Handbook of Faculty Legislation and Related Information, under Section Seven: "Faculty Rights."

Since Mount Holyoke College views acts of harassment and discrimination as intolerable, any one of the actions stated above, including termination, may be taken immediately if the infraction warrants such action.

Right of Appeal

If either the grievant or respondent believes the action taken by the affirmative action officer is unjust or inadequate; he or she has the right to appeal the decision in writing to the president of the College. Such an appeal must normally be received in the Office of the President within ten working days after the grievant, the respondent, and the senior administrative officer(s) have received written notification of the action. The president's decision will normally be rendered within ten working days of the receipt of appeal and will be final and binding within the College. In the absence or unavailability of the president, the dean of faculty will normally review and decide the case. Should the dean of faculty be ineligible by the nature of the case, the chair of the board of trustees will act for the president.

When a faculty member is the respondent, faculty legislation should be consulted for the applicable appeals process.

The College reserves the right to extend any of the above time periods when circumstances so warrant in the judgment of the College.

These procedures apply to faculty grievances related to employment unless there is specific applicable legislation in the Handbook of Faculty Legislation in the section on "Policies and Procedures Governing Academic Appointments, Reappointments, Tenure, Termination, and Dismissal" under Section Seven: "Faculty Rights."

Informal Procedures

Step 1

Employees are encouraged first to express their concerns to their supervisors, normally within ten working days of the occurrence that gave rise to the grievance. In the instance where the employee is not comfortable with a one-to-one discussion with the immediate supervisor, he or she may only proceed to Step 2 of the informal procedures after first seeking the counsel of the ombudsperson or the director of human resources; faculty may wish to seek counsel with the dean of faculty, and students may wish to seek counsel with the associate dean of the

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College/dean of students. Such counsel should also take place within ten working days of the occurrence.

Step 2

If the employee's discussion with the immediate supervisor does not resolve the problem, the employee should discuss the grievance with the head of the office or department within five working days of the meeting with the immediate supervisor. If after seeking counsel of the ombudsperson or director of human resources, the employee bypasses Informal Step 1, the employee should discuss the complaint with the head of the office or department, normally within five working days of his or her discussion with the ombudsperson or director of human resources. The head of the office or department will inform the employee of his or her decision for resolution of the grievance, normally within ten working days after the meeting between the employee and the office or department head. When the head of the office or department is the respondent in the grievance, the grievant shall discuss the grievance with the director of human resources.

Step 3

If the resolution from the head of the office or department is unacceptable to the employee, he or she may request that the director of human resources or the ombudsperson act, in consultation with the senior administrative officer, as fact finder or mediator to aid in resolving the dispute constructively and informally.

Formal Procedures

Step 1

When efforts to resolve a dispute informally fail, the grievant who chooses to file a formal grievance should do so normally not later than five working days after the informal procedure ends. If the grievant has chosen to bypass the informal procedures, the written grievance that initiates the formal procedure should normally be filed within ten working days of the date of the occurrence that gave rise to the grievance.

In a written grievance, the grievant must present clearly and concisely his or her description of the incident(s) or concerns that gave rise to the grievance; identify respondent(s) to the grievance, and suggest a desired remedy. The grievant must file this written statement with the senior administrative officer responsible for the department or areas in which the grievant is located and send a copy to the director of human resources.

Step 2

The senior administrative officer, or his or her designee, in conjunction with the director of human resources, will investigate the grievance. The senior administrative officer, after consulting with the director of human resources, will send a written decision to the grievant, normally within ten working days of the filing of the written grievance.

Right of Appeal

If either the grievant or respondent believes that the action taken by the senior administrative officer is unjust or inadequate; he or she has the right to appeal the decision in writing to the

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president of the College. Such an appeal must normally be received in the Office of the President within ten working days of receiving written notice of the senior administrative officer's decision.

The president's decision will normally be rendered within ten working days of the receipt of appeal and will be final and binding within the College. In the absence or unavailability of the president, the dean of faculty will normally review and decide the case. Should the dean of faculty be ineligible by the nature of the case, the chair of the board of trustees will act for the president.

When a faculty member is the respondent, faculty legislation should be consulted for the applicable appeals process.

The College reserves the right to extend any of the above time periods when circumstances so warrant in the judgment of the College.

Confidentiality of Records

Confidentiality of Records

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

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 dean of the College (or designee) may notify a student's parent/guardian:

- a. if the dean judges that such notification is necessary because of a health or safety emergency
- b. in the case of a student listed as a dependent on the parent/guardian's most recent federal income tax return, in other situations when the dean judges that such notification is

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appropriate, including but not limited to changes in the student's academic or social probationary status

- c. Of any changes in the student's enrollment status or other "directory information."

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. To set forwarding you will need to login in to [webshell](#) .

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:

1. The right to inspect and review your educational records within 45 days of the day the College receives a request for access. Students should submit to the registrar or dean of the College written requests that identify the record(s) they wish to inspect. The College official will arrange for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official will advise you of the correct official to whom the request should be addressed. A student who seeks to review only health or counseling records should file a written request to do so with the director of College health services. Health records are not released to anyone outside of College health services without the student's written permission. Requests to review career records should be filed with the director of the Career Development Center.
2. The right to request an amendment of your educational record that you believe is inaccurate. If you believe your record is inaccurate, you may write the College official responsible for the record, clearly identify the part of the record you want changed, and specify why it is inaccurate. If the College decides not to amend the record as requested, the College will notify you of the decision and advise you of your right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in your educational records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimated educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff

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position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. Upon request, the College may disclose educational records without consent to officials of another school in which you seek or intend to enroll.

4. Directory Information

As indicated above, FERPA requires the College, with certain exceptions, to obtain your written consent prior to the disclosure of personally identifiable information from your education records. However, the College may disclose appropriately designated "directory information" without your written consent, unless you have advised the College to the contrary in accordance with the following procedures.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can be disclosed to campus and outside persons or organizations without 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)

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

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

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

COLLEGE POLICIES

AIDS Policy

Acquired immune deficiency syndrome (AIDS) is a public health problem that is spreading rapidly throughout the world. Because AIDS is a contagious, often fatal disease, it is appropriate to formulate AIDS guidelines for the entire Mount Holyoke College community. These guidelines are based upon recommendations of the American College Health Association, the Centers for Disease Control, the United States Public Health Service, and the American Council on Education.

These guidelines are consistent with existing Mount Holyoke College policies that prohibit discrimination against individuals with disabilities. The guidelines are intended to promote the safety and well-being of infected individuals as well as the entire College community, to steer programs about AIDS on campus, and to be used to direct College decision making, where appropriate. Mount Holyoke College complies with applicable state and federal law prohibiting discrimination.

Guidelines

These guidelines apply to the entire Mount Holyoke College community, including faculty, staff, and students.

1. Mount Holyoke College is committed to adhering to the standards established by the federal Vocational Rehabilitation Act of 1973. Under this act, applicants for admission or employment will not be subject to handicap discrimination. Mount Holyoke recognizes AIDS as a handicapping condition.
2. So long as an individual is capable, with reasonable accommodation, of performing her or his job duties or responsibilities as a student, an HIVpositive individual will not be precluded from advancement or promotion.
3. Mount Holyoke College will not require random, mandatory AIDS screening or testing. Applicants for employment will not be subjected to screening tests.
4. Individuals who make it known that they are infected with the AIDS virus will not be prevented from attending classes, working, using any campus facilities, or participating in any aspect of College life as long as doing so will not pose a health risk to themselves or to others.
5. Confidentiality regarding AIDS, as well as all other health concerns, is protected by state and federal law. Information in an individual's health center medical records will not be shared without that individual's written consent.
6. Mount Holyoke College will observe state and federal public health requirements for reporting newly diagnosed cases of AIDS.

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7. The health center assists with AIDS education and provides anonymous counseling and testing on site. Staff will also provide information on available AIDS-related services, including other counseling and testing sites.

Alcohol Policy & Guidelines

General Alcohol Policy

Mount Holyoke College permits the consumption of alcoholic beverages at social functions only within the stipulations of the Commonwealth of Massachusetts and the town of South Hadley that govern the purchase and selling of alcoholic beverages. Such social functions include all events held on campus and sponsored by any student, alumna, staff, or faculty member of the College, as well as any College-sponsored function held at an off-campus location.

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 Mount Holyoke College policy is guided by three concerns:

1. the health and safety of our students,
2. compliance with state and federal laws regarding the possession, purchase, sale, and distribution of alcohol, and
3. our educational mission, which includes informing students so they can make responsible life choices. Consequently our alcohol policy is designed to do the following:
 - observe all state and federal laws
 - stress moderation, safety, and individual accountability of those 21 and over who choose to drink
 - provide a college atmosphere free of coercion for those who choose not to drink
 - maintain a community where the effects of alcohol are minimal and where problem behavior is reduced
 - provide information and education for all students
 - provide confidential and effective guidance and counseling for students with issues related to alcohol use or abuse (Federal Confidentiality Law 42CFR, Part 2)

Enforcement

Students who violate state or federal laws will not be protected by the College. Individual infractions of the state or federal laws regarding alcohol will not be adjudicated under the Mount Holyoke College Honor Code. However, dangerous or disruptive behavior and its consequences will be handled by the usual general judiciary procedure under the honor code. The involvement

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of alcohol with such behavior will be considered an exacerbating factor, not a mitigating one. If an individual does not choose to follow these policies, she may receive sanctions ranging from a written warning to suspension or expulsion, depending on the severity of the offense. A chart of specific violations and sanctions can be found below.

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 use and abuse and urges all community members to take advantage of the opportunity to become educated and make informed choices about consumption and nonconsumption. 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 (x2616).

Guidelines

1. Use or possession of alcoholic beverages by any persons under the age of twenty-one is prohibited by the laws of the Commonwealth of Massachusetts and the College. (See page 152 of the Appendix or see Massachusetts General Laws, Chapter 138, Section 6, 34A, available at the Mount Holyoke College Library.)
2. Sale of alcohol to persons under the age of twenty-one is prohibited. (See page 152 of Appendix or Massachusetts General Laws.)
3. Deliveries of alcoholic beverages to individuals or groups are prohibited on the Mount Holyoke College campus, except those which have been arranged through the Department of Dining Services/Willits-Hallowell Center for social events that have been registered through the Office of Student Programs.
4. The presence, possession, or use of kegs by individuals or groups other than at a registered, approved event is prohibited on the College campus.
5. Persons twenty-one years old and over may use alcohol in the privacy of their rooms providing all guidelines governing guests, noise, and appropriate behavior are followed. Individuals should be informed that distributing to persons under twenty-one is prohibited by laws of the Commonwealth of Massachusetts and the College. It is a criminal offense, punishable by up to a year in jail and \$2,000 fine, for any person to furnish any alcoholic beverage to a person less than 21 years, parents or grandparents of the person excepted.
6. Consumption of alcohol in unapproved areas (e.g., residence hall corridors, stairways, elevators, bathrooms, kitchens, dining rooms, laundry rooms, etc.) can result in disciplinary action. The possession of open containers of alcoholic beverages is prohibited in public/common areas or on the grounds of the College, except at registered events or licensed facilities.

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7. The Office of Student Programs must be contacted to approve and register student-sponsored events in campus buildings or at outdoor locations on campus. Procedures outlined in the Campus Activities Handbook and host liability guidelines must be followed. (These guidelines can be obtained through the Office of Student Programs.) Alcohol may be ordered and served only by dining services/Willits-Hallowell staff.
8. For small private events held in the residence halls that involve the serving of alcohol, the Hall Committee must be notified and host liability guidelines must be followed.
9. Nonalcoholic beverages and food must be made available free of charge at any event where alcohol is served. Additional food may be sold at a reasonable rate.
10. Students and guests entering events where alcoholic beverages are served must show proper identification upon request. A Massachusetts driver's license or two proof-of-age photo-ID cards must be shown to be served alcoholic beverages. Any forms of identification that appear to have been tampered with will not be accepted. Altering any form of identification is a felony. Massachusetts state law prohibits those under twenty-one years of age and those having had too much to drink from being served alcohol.
11. Sponsors of events serving alcohol bear responsibility to ensure that no one is coerced, however subtly, to drink excessively.
12. If a person appears to have had too much to drink prior to entering an event, she or he should not be allowed entrance. Public safety officers will assist in removing unwanted guests.
13. Alcohol may be served for no more than four hours at any student sponsored event on campus. During late-night events, alcohol service will stop one hour and fifteen minutes prior to the ending time of the event so that the last hour of the event will be alcohol free. (For more information, see the Campus Activities Handbook at the [Office of Student Programs](#) online.)
14. Sponsoring social events and parties that encourage drinking as themes and advertising such events through words and/or images depicting drinking or drunkenness are prohibited. An event may be cancelled if sponsors do not adhere to this guideline.

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Alcohol Violations and Sanctions for Students Under 21

Violation	1st Offense	2nd Offense	3rd Offense	4th Offense
Possession or consumption	Letter of reprimand and mandatory referral to 2 hour alcohol education class with the health educator and meeting with Residential Life	Meeting with dean, possible social probation, and mandatory referral to Alcohol and Drug Awareness Project (ADAP) for assessment	Meeting with dean, two semesters of social probation, and possible suspension or required withdrawal	Meeting with dean, two semesters of social probation, and possible suspension or required withdrawal
Use of false ID to purchase alcohol	Letter of reprimand and mandatory referral to 2 hour alcohol education class with the health educator and meeting with Residential Life	Meeting with dean, two semesters of social probation, and mandatory referral to Alcohol and Drug Awareness Project (ADAP) for assessment	Meeting with dean and possible suspension or required withdrawal	
Dispensing alcohol	Letter of reprimand and mandatory referral to 2 hour alcohol education class with the health educator and meeting with Residential Life	Meeting with dean, two semesters of social probation, and mandatory referral to Alcohol and Drug Awareness Project (ADAP) for assessment	Meeting with dean and possible required withdrawal or expulsion	
Intoxication (requiring medical treatment)	Letter of reprimand and mandatory referral to ADAP for assessment and meeting with Residential Life	Meeting with dean, two semesters of social probation, and mandatory referral to Alcohol and Drug Awareness Project (ADAP) for assessment	Meeting with dean and possible required withdrawal or expulsion	

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Alcohol Violations and Sanctions for Students 21 and Over

Violation	1st Offense	2nd Offense	3rd Offense	4th Offense
Public consumption/ open container	Letter of reprimand and mandatory referral to 2 hour alcohol education class with health educator and meeting with Residential Life	Meeting with dean, possible social probation and mandatory referral to Alcohol and Drug Awareness Project (ADAP) for assessment	Meeting with dean, two semesters of social probation, and mandatory referral to Alcohol and Drug Awareness Project (ADAP) for assessment	Meeting with dean, and possible suspension or required withdrawal
Dispensing alcohol to underage students for purchasing for underage students	Letter of reprimand and mandatory referral to 2 hour alcohol education class with the health educator and meeting with Residential Life	Meeting with dean, two semesters of social probation, and mandatory referral to Alcohol and Drug Awareness Project (ADAP) for assessment	Meeting with dean and possible required withdrawal or expulsion	
Intoxication (requiring medical treatment)	Letter of reprimand and mandatory referral to ADAP for assessment and meeting with Residential Life	Meeting with dean, two semesters of social probation, and mandatory referral to Alcohol and Drug Awareness Project (ADAP) for assessment	Meeting with dean and possible required withdrawal or expulsion	

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Policy Regarding Illegal Drug Use

Violation	1st Offense	2nd Offense	3rd Offense
Possession/use of illegal drugs (as defined by state law) or probable cause to believe there was use per Public Safety	Letter of reprimand, possible meeting with dean, and mandatory referral to Alcohol & Drug Awareness Project (ADAP) for assessment	Meeting with dean, two semesters of social probation, and mandatory referral to ADAP for assessment	Meeting with dean and possible required withdrawal or expulsion
Selling/distributing illegal drugs (as defined by state law)	Meeting with dean, two semesters of social probation, and mandatory ADAP assessment. Possible required withdrawal or expulsion	Meeting with dean and mandatory withdrawal or expulsion	

The record of each offense remains on file until a student graduates or permanently withdraws/leaves the College. Violation of the Alcohol Policy or Policy Regarding Illegal Drug Use will be counted as a second offense when a first offense of either policy is already on the record. Non-compliance with alcohol or drug sanctions will result in a student receiving the next level of sanctions for the original offense.

The College will not protect those who violate state and federal laws. Public safety officers always have the option to arrest. In accordance with federal law, a conviction of a drug offense in any criminal proceeding will make a student ineligible for financial aid for a period of at least one year.

Parental notification will only occur under life-threatening conditions.

Chalking Policy

Mount Holyoke College allows chalking on campus under the following guidelines:

- only erasable chalk may be used (grease-based chalk is not permitted)
- chalking may be done only on asphalt roads and walkways
- chalking should be signed with the full name of the person or group responsible
- groups or individuals may be asked to remove chalking when necessary

Facebook

Introduction

Facebook, like much of the Internet, is a great innovation! It offers you an opportunity to interact

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with an extraordinarily expansive universe of old and new people. You can sculpt your on-line identity and learn more about how the Internet and its various programs work to create new relationships and communities. However, People make the technology, not only in the fundamental sense of discovery and invention, but also in the sense that they make it happen and that they contour it in ways that reflect our basic humanity. Our basic humanity is for better or for worse. It is vulnerable to context, circumstance and interpretation. And so it is important to remember that Facebook is malleable and creates as many obligations as it does opportunities for expression. Below are five concepts to keep in mind when you use Facebook, MySpace and other online chat rooms.

Five Things to Think About When Using Facebook

1. Invincibility

A long time ago, well before the advent of Facebook, there was a student at a university who used a chat room to post some facts about the size of his penis. What a surprise when he went for his first job interview, all nicely tailored in a new suit and armed with a good G.P.A. He was rejected. Fortunate for him, there was a friendly alumnus on the search committee who told him the reason. The HR person on the hiring committee had looked him up on the Internet and found the boasting posting! Frantically, the student called the university officials asking them to remove it. Alas, they could not help him, because a commercial ISP was the domain of the posted information. In time, the student learned about the labyrinthine procedure in which he had to engage in order to have the posting removed. It never occurred to him that a relatively harmless boast could cause him so much trouble.

Thought: Think about not only your marketability today as a cool person in your college social circle, but who you might want to be in five or ten years when posting an "identity" on the Internet.

2. Caching

In the days before Google became the dominant search engine for the Internet; ISPs that sported chat rooms had policies regarding caching information. Nowadays, Google is the main corporate entity with which one deals when it comes to cached information. To date, Google has tended to be good about removing material within a certain number of days pursuant to a proper request. But let's take a step back and see what caching means. Caching, means that if you post something on Facebook, let's say for a day or two, just to be funny or to make a point, even if you take it down or change it, it remains accessible to the rest of the world on the Internet anyway. Take a moment to think about how you want to "brand" yourself on the Internet. Almost everyone is more complex of a person than a single label can explain, but for most people it takes time and effort, if not real friendship, to get to know people's complexities.

Thought: Think about how much you would be willing to have to go through the bureaucracies of at least three to five search engine companies to remove cached material before you post something about yourself on-line.

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3. **MHC LITS Policy: Freedom**

Under normal circumstances no monitoring the network for content of files or email. Mount Holyoke College is very proud of its policy against monitoring the network for content as a practice. That policy has put the college in good light not merely as a response to content industries that have requested that we monitor in order to enforce their intellectual property rights, but more important as a statement about its role in higher education. Mount Holyoke College is a private not for profit entity, it is not required to observe the First Amendment on free speech. As a research institution it prizes free inquiry, and free speech. Thus, for Mount Holyoke College, free speech is a part of our values as an important center for research, teaching and outreach internationally. I am sure you have all heard that with freedom comes responsibility. Facebook is an excellent example of that adage. No official at Mount Holyoke is going to monitor your posting and make suggestions to you about it, good or bad, either way. Most entering first years are young adults and we treat you that way. It is time for you to be away from your families and make your own decisions about who you want to be.

4. **MHC LITS Policy: Responsibility**

No limiting authorized viewers from your site on Facebook or other Internet expressions of your identity. Here is the responsibility part: no one is going to limit those people who are authorized to use the Internet or view Facebook postings from seeing what you post on-line. The Internet is an open, unlimited international community (that is why it is such an exciting innovation!). Facebook is open generally to .edu addresses. That authorization includes faculty and staff - as well as alumni. Such people might be members of your family, your parent's neighbors, the local bank manager where you want to get a loan for a new car, your insurance agent, an advertising industry in NYC with whom you might want a summer internship, or a law firm where you want to work your second summer of law school - anyone, worldwide! Thus, if you are applying for a job as a resident advisor there is nothing keeping the residence hall staff from looking you up. Got referred for alcohol abuse? The Dean can look you up as well. Trying to get a deal on car insurance? Who knows, maybe that little Geico gecko went to MHC! In other words, there is nothing to keep just about anyone from looking you up. On Facebook, you have absolutely no expectation of privacy. You also might want to take a moment and reflect on the physical safety of this tool when posting information about yourself. No expectation of privacy combined with the full range of humanity represented in these forums means that you may be exposing yourself to someone who may not have the same values, assumptions about appropriate behavior or may even have a mental defect or disease which could put you at risk as a victim of criminal behavior. Very likely you would not place a placard in the front of your house or dorm describing intimate details of your personal life, private sexual matters, detailed comings and goings or anything else that someone less careful and competent than you might construe as an invitation for communication or even harassment and stalking that could prove dangerous. Use physical space as your guide. What you wouldn't put on a poster on your residence hall room door you might want to think two or three times about posting on-line.

Thought: With the freedom to post what you want comes the responsibility to do so in

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your interests not only for today, but also for who and what you want to be tomorrow. And also think of your personal safety.

5. **The Law**

Most of the time when we talk about Facebook it is a very individual matter. There is yet another angle to consider: the privacy of others. "Privacy" is a complicated matter in American law. It evokes everything from the right to family planning through Fourth Amendment search and seizure to torts, or civil rights, "to be let alone" in our person. Watch what you say! If you post an alleged fact about someone that proves incorrect, you may be liable for damages under either defamation or libel. Moreover, if you post photographs or information about someone that can be construed to be an "invasion of their privacy" (say while they were sleeping in their own bed), or "false light" (say suggesting that they are of one sexual persuasion when they are of another), or "misappropriation of likeness" (a claim usually reserved for celebrities, but then again we have them here at MHC too!) then you may be liable for a tort under the broad rubric of "privacy."

Thought: Think not only about what identity you create for yourself online, but also how you represent others. At the very least, be sure that you take their feelings into account. You would not want to find yourself as a defendant in a tort case that alleged you invaded their privacy.

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Firearms Policy

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

Anti-Hazing Policy

Hazing is a serious offense. The College encourages students to report such offenses promptly. Hazing is prohibited by both state law and the Mount Holyoke College Honor Code and will not be tolerated in this community of trust. All reported cases of suspected hazing will be seriously investigated with a fair process.

On November 26, 1985, legislation prohibiting hazing took effect in the Commonwealth of Massachusetts. Although hazing is most commonly associated with induction into college fraternities and sororities, the practice can also occur in a number of other circumstances.

The legislation states:

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The term "hazing" ... shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person.

Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to weather, forced consumption of any food, liquor, beverage, or other substance, or any brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest, or extended isolation.

Go to the following website for the complete text of the [Massachusetts Hazing Law](#) and review 269: 17, 18, 19:

Some ways to tell if an activity is hazing:

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

Remember: what may seem like harmless “fun” to you may be deeply humiliating to another person.

Distribution of Policy:

All students receive a copy of this policy when receiving keys to their residence hall room and sign a statement that they will abide by this policy. (Non-residential students will be mailed a copy of the policy.) All student team captains and 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 Day Student Organization, 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.*

See [Athletics Handbook](#) and [Student Programs Rules and Tools](#) for more information on team and organization anti-hazing statement signatures .

Frequently Asked Questions:

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

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- You may report hazing to the appropriate law enforcement individual and/or any of the following offices – click on the office for a link to direction. Reports should include what happened, where it happened, when it happened and who was there.
 - [Dean of Students Office](#)
 - [Student Programs](#)
 - [Athletics Department](#)
 - [Public Safety](#)
 - [Counseling Services](#)
 - [Ombuds Office](#)
 - [Diversity and Inclusion](#)

Can I make an anonymous report?

- Yes you can make an anonymous report to any of the resources listed above.

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

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

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

- Hazing is a serious offense. If it is determined to be a criminal offense, legal outcomes include fines of not more than three thousand dollars or imprisonment in a house of correction for not more than one year, or both fine and imprisonment.

Even if there is no criminal case

- The range of outcomes at the College depends on facts of the matter, as determined by the College's investigation of the report.
- The complainant may choose to pursue action against those involved with the hazing (i.e. none, informal grievance, formal grievance, Council on Student Affairs, Student Disciplinary Process through the Dean of Students Office, legal remedies).
- The Dean of Students or other college officials may also take action to enforce College policy or comply with applicable law. The College may take appropriate protective and administrative action even in situations where the Complainant is absent.
- Outcomes may include, but are not limited to: a letter of reprimand, mandatory educational project, social probation, suspension, required withdrawal or expulsion. Team players may be suspended or expelled from the team. Club members may be suspended or expelled from their club. In addition, teams or clubs participating in

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hazing may lose the right to organize, play, compete for any period of time, including permanently.

- Grievance procedures
- Council on Student Affairs procedures
- Standards of Social Conduct

Myths and Facts about Hazing

***Myth #1:** Hazing is a problem for fraternities and sororities primarily.*

Fact: Hazing is a societal problem. Hazing incidents have been frequently documented in the military, athletic teams, marching bands, religious cults, professional schools and other types of clubs and/or, organizations. Reports of hazing activities in high schools are on the rise.

***Myth #2:** Hazing is no more than foolish pranks that sometimes go awry.*

Fact: Hazing is an act of power and control over others --- it is victimization. Hazing is premeditated and NOT accidental. Hazing is abusive, degrading and sometimes life-threatening.

***Myth #3:** As long as there's no malicious intent, a little hazing should be O.K.*

Fact: Even if there's no malicious "intent", safety may still be a factor in traditional hazing activities that are considered to be "all in good fun." For example, serious accidents have occurred during scavenger hunts and kidnapping trips. Ask what purpose such activities serve in promoting the growth and development of group team members?

***Myth #4:** Hazing is an effective way to teach respect and develop discipline.*

Fact: First of all, respect must be EARNED--not taught. Victims of hazing rarely report having respect for those who have hazed them. Just like other forms of victimization, hazing breeds mistrust, apathy and alienation.

***Myth #5:** If someone agrees to participate in an activity, it can't be considered hazing.*

Fact: In states that have laws against hazing, consent of the victim can't be used as a defense in a civil suit. This is because even if someone agrees to participate in a potentially hazardous action it may not be true consent when considering the peer pressure and desire to belong to the group.

***Myth #6:** It's difficult to determine whether or not a certain activity is hazing--it's such a gray area sometimes.*

Fact: It's not difficult to decide if an activity is hazing if you use common sense and ask yourself the following questions:

IS IT HAZING?

Make the following inquiries of each activity to determine whether or not it is hazing:

Is alcohol involved?

Will active/current members of the group refuse to participate with the new members and do exactly what they're being asked to do?

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Does the activity risk emotional or physical abuse?

Is there risk of injury or a question of safety?

Do you have any reservation describing the activity to your parents, to a professor or University official?

Would you object to the activity being photographed for the school newspaper or filmed by the local TV news crew?

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

Jury Duty

According to the Office of Jury Commissioner of the Commonwealth of Massachusetts, "Every U.S. Citizen 17 years of age or older who is a Massachusetts resident or an inhabitant for more than 50% of the time is eligible to serve as a juror. If you are a resident of another state but a student at a Massachusetts college, you are an inhabitant for more than 50% of the year and, therefore, eligible to serve as juror in Massachusetts."

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

Students should carefully read all materials they receive with their summons to service, which contain helpful information about confirming, postponing, rescheduling, or relocating service, and address many of the most frequently asked questions. Jury duty is an important legal obligation, and those who fail to respond are subject to criminal prosecution.

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

If you have any questions about jury duties, including confirming, postponing, rescheduling, or limiting your service, please contact the Office of Jury Commissioner (1-800-THE JURY / 1-800-843-5879). Further information can be found on the Office of Jury Commissioner's website at <http://www.massjury.com>

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Policy on an Alcohol & Drug-Free Environment

Policy on an Alcohol- and Drug-Free Environment

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.

Mount Holyoke College has developed this policy both to attempt 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.

Mount Holyoke College prohibits the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances and alcohol by any member of the faculty, staff, or student body on College property or at any College sponsored function, whether on or off campus, and requires the cooperation of the entire campus community in its pursuit to maintain a drug-free environment in all phases of campus life.

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

Individuals violating any town or state ordinances, Massachusetts criminal laws, or federal laws relating to alcohol or drug use also risk fines and imprisonment. Refer to the following pages for the federal, state, and local sanctions against illegal drug and alcohol use and abuse, possession, distribution, and dispensation.

In addition, the Drug-Free Workplace Act of 1988 requires that any employee (including students working under the Federal Work Study Program) directly engaged in working at Mount Holyoke College under the provisions of a federal grant or contract who is convicted under a criminal drug statute for conduct in the workplace (site for the performance of work done in connection with a particular federal grant or contract) must report this conviction to the College no later than five days after the conviction. Once informed of such a conviction, the College is required by law to notify the federal contractor or grantor within ten days after an employee's conviction or within ten days after it has actual knowledge of such conviction, whichever is earlier.

Guidelines for community responsibility, specific rules and regulations governing the consumption of alcoholic beverages at College social functions, and sanctions against infractions of the social honor code or violations of College policies by any member of the College community, are outlined in the Handbook of Faculty Legislation and Related Information, the

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Student Handbook, and the Staff Handbook. If questions arise related to any of these guidelines or policies, direct them to the appropriate College department.

Faculty, staff, and students are encouraged to familiarize themselves with resources available in the area for substance abuse, counseling, and treatment. (For more information on these resources, see the Appendix.) In addition, the counseling services of the Alcohol and Drug Awareness Project at the College's health center are available to assist students with substance-related problems; in emergency situations, faculty and staff may also request their services. The Alcohol and Drug Awareness Project respects the confidential nature of information shared by participants in its programs and functions in compliance with Federal Regulation 42CFR, Part 2.

The Higher Education Amendments

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

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

FERPA generally provides that information about students is protected from disclosure. As a general rule, the student's educational record is protected from disclosure. The Higher Education Act of 1998 added a provision which indicates that FERPA cannot prevent a school from releasing information to a parent or legal guardian regarding the use or possession of alcohol or a controlled substance by a student, if the student is under the age of 21 and the institution determines that the student has committed a disciplinary violation with respect to such use or possession. At Mount Holyoke College parental notification will only occur under life-threatening conditions.

Other alcohol and drug abuse related amendments state that a student who has been convicted of any offense under federal or state law involving the possession or sale of a controlled substance shall not be eligible for federal financial assistance for a period beginning on the date of the conviction and ending after the interval specified in the amendment.

Political Activity

The policies of the College fully support the rights of the individual members of the community to express their political opinions and to engage in election and campaigning activity. Under federal law, however, a tax-exempt institution is forbidden to "participate in, or intervene in any political campaign on behalf of any candidate for public office."

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To assure that this restriction is observed and that no funds or other resources of the College are used for such political activity, the following guidelines should be observed:

1. Neither the name nor seal of the College nor any of its departments or offices should be used on letters intended for political purposes, including soliciting funds for political purposes or activities.
2. No College office and no faculty or staff member's office should be used as a return mailing address for soliciting funds for political purposes, or soliciting endorsement of candidates for public office, or support for proposed legislation. In political correspondence, the title of a faculty or staff member should be used only for identification and only when accompanied by a statement that the individual is speaking for her/himself and not as a representative of the College.
3. Whenever the College's duplicating machines, computers, or other equipment or supplies are used for political or other non-College purposes, their use must be fully compensated from private funds.
4. No office employee or other employee of the College should use the campus post office to distribute political correspondence.
5. No office employee or other employee of the College should be asked to perform tasks in any way related to political activities while on regular duty.
6. In no case should any action be taken which might implicate the College in any political activities.

Responding to Online Issues

College officials do not read, consult, monitor or respond to online pieces, unless specific information is brought to our attention by a concerned third party. If a concerning statement is brought to our attention we are not able to keep the source of the information anonymous. If someone presents us with a specific statement of intent to harm self or others we will address that by approaching the person, letting them know how we received the information, and doing a general well being check.

Smoke-Free Residence Halls

All 19 residence halls are 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. Failure to comply with this policy will result in College disciplinary action and may lead to a loss of housing privileges. Please see the Housing Contract for more information.

Statement on Privacy & Inspection

The Department of Public Safety is responsible for the coordination of all searches and seizures by public officials on the Mount Holyoke College campus.

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Official Scheduled Inspection

Public health, public safety, and fire officials may conduct routine inspections of residence hall rooms and storage areas. These inspections can result in College sanctions for any student who is responsible for violations of College policy.

1. Inspectors must present credentials and request permission from an occupant before inspecting a student room. Routine inspections are scheduled in advance and generally occur during the College business day (Monday-Friday, 8:30 AM-5:00 PM). Inspectors will provide a minimum of twenty-four hours notice. To ensure the health and safety of the community, emergency inspections as a result of specific incidents can occur at any time without notice.
2. If permission for a scheduled inspection is denied or the occupant refuses to arrange a convenient time for the inspection, the inspector may obtain a court order permitting entry without the occupant's permission.
3. These inspections are limited to the purposes for which they are authorized and should not involve examining any desk, bureau, trunk, or other presumptively private container. Closets may be searched for illegal heating devices.
4. If an inspector should see evidence of a crime in plain view, the inspector has the same responsibility and right as any person to report the observation to law enforcement authorities. At Mount Holyoke College, these reports will be forwarded to the Department of Public Safety.

Emergency Entries

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

1. Fire officials may enter a student's room without permission to search for, or to confirm the presence of, a fire or related dangers.
2. 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.
3. In the course of assisting at a fire, disturbance, or disaster, police officers may lawfully seize any evidence of a crime they observe in plain view for purposes of prosecution. Being lawfully on the premises, they do not need to obtain a warrant to authorize the seizure.
4. Fire officials are responsible for reporting any evidence of a crime they have observed to law enforcement officials. However, a police officer who seeks to enter a student's room solely to investigate such a report is under legal obligation to first obtain consent or a judicial warrant.

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Searches by Law Enforcement Officials

1. Nothing in the legal relationship between the College and the student gives the College authority to consent on students' behalf to the search of a student's room, vehicle, or other possessions by law enforcement officials.
2. The College will advise law enforcement officials that they must obtain the student's permission or a judicial search warrant for permission to search a student's room, vehicle, or other possessions.

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

3. Law enforcement officials who have a valid search warrant are required to show it to the occupant of the room if the occupant is present. Law enforcement authorities have the authority to use whatever physical force is necessary to effect the warrant. Questions about the validity of the search warrant should be reserved for the courts.
4. In exigent circumstances (such as an immediate situation where there is insufficient time to obtain a search warrant and where evidence would be destroyed by the delay), particularly with motor vehicles, law enforcement officers operating on probable cause may not need a search warrant.

Roommates

Students may incur legal liabilities as a result of actions taken by their roommates.

1. Innocent students who tolerate the evidence of a crime (including illegal drugs) in their rooms open themselves to the possibility that all of their private possessions in that room may be searched pursuant to a warrant, even though they are not suspects, and that they may be prosecuted for any stolen goods or prohibited substances found therein.
2. Roommates may authorize law enforcement officers, official inspectors, or anyone else to enter rooms shared in common and a successful prosecution may follow from the observation of evidence of a crime in plain view. However, a roommate may not waive a student's right to the privacy of a desk, bureau, closet, trunk, or other presumptively private container not shared in common. A judicial warrant is required to search closed containers.

Department of Public Safety Officers

Mount Holyoke College Department of Public Safety officers are special police officers of the Commonwealth of Massachusetts under the authority of Massachusetts General Laws, Chapter 22C, Section 63, and in that capacity exercise police powers, including the power of arrest on campus.

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1. Public safety officers may conduct searches of persons and their immediate surroundings in the course of making an arrest to seize weapons that might endanger the officer. They may also enter a student's room without permission when pursuing a fleeing suspect.
2. Persons arrested by public safety officers will be searched and their property inventoried as a matter of department policy. Evidence or information about any illegal items obtained from an inventory search subsequent to an arrest may be used against the arrested individual.
3. College public safety officers may search student rooms, vehicles, or possessions for evidence of a crime with a valid judicial search warrant.
4. College public safety officers may have to enter a student room without permission in response to an emergency threatening life, health, or property. Should they see evidence of a crime in plain view, they are under a legal duty to seize the evidence and, if appropriate, make an arrest.
5. Public safety 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.
6. The College may take still and video photographs of serious incidents and disasters to preserve a record. The director of public safety or her or his designee will determine the need for such evidence and documentation.
7. 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

1. 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.
2. 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.

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3. All student rooms will be regularly inspected during vacations and other scheduled times throughout the year by College custodial, housekeeping, or maintenance personnel for fire, health, or safety hazards; to liberate confined pets; or to ascertain damage to College property. Occupants are advised to plan accordingly.
4. 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.
5. 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.

Students with Disabilities

Objectives of Disability Services

Mount Holyoke offers services on an individual basis to students with disabilities. The institution recognizes the importance of protecting the rights of all community members and promoting diversity. Mount Holyoke is committed to providing reasonable accommodations and services that will enable students who qualify under section 504 of the 1973 Rehabilitation Act and the 1990 Americans with Disabilities Act to participate as fully as possible in the College's academic program.

The College's guiding philosophy regarding the provision of accommodations is that they shall serve as a bridge which enables a student to fully engage in the college experience. These accommodations should be empowering, and the overriding goal is to create an opportunity for greater independence, responsibility, and self-sufficiency.

Rights under Federal Law for Individuals with Disabilities

In September 1973, Congress passed Public Law 93-112, the Rehabilitation Act of 1973. Section 504 of that law states: "No otherwise qualified handicapped individual in the United States . . . shall, solely by reason of his [or her] handicap, be excluded from the participation in, be denied benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance."

In 1977 the Department of Health, Education, and Welfare issued regulations implementing Section 504 in, among many other institutions, private post secondary colleges receiving federal funds. On July 26, 1990, the Americans with Disabilities Act was signed into law and extends the provisions given individuals with disabilities as provided in the Rehabilitation Act of 1973. Mount Holyoke College is subject to this law and to these regulations.

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Self-Advocacy by Students with Disabilities

Mount Holyoke neither imposes accommodations on the student nor preempts the student's responsibility, as a legal and social adult, to define her disabilities and/or needs and make sure that they are met. The student must take the initiative to:

- a. identify the student and the student's needs to Disability Services in 300 Mary Lyon Hall by completing the Disability Registration Form and submitting the Clinician Disability Certification Forms.
- b. work with Disability Services to specify, arrange, and follow through on accommodations, and
- c. alert the office immediately to problems encountered.

Disability Services Accommodations

1. Applicants for admission to Mount Holyoke who may require accommodations and services are encouraged to contact the Disability Services office immediately upon acceptance to ensure timely provision of services.
2. All incoming students are invited to complete a confidential Disability Registration form on [ISIS](#). In addition, their clinician must submit a [Clinician Disability Certification Form](#) along with any supporting documentation. On the basis of these forms, the Associate Dean of Students will contact relevant campus resources to work with the student to determine appropriate services and "reasonable" accommodations. The service provider will determine what is a "reasonable" accommodation in relationship to Mount Holyoke policies and the Americans with Disabilities Act.

Requests for accommodations must be timely and made in writing through the use of the forms listed above, and cannot be arranged retroactively. It is the student's responsibility to contact Disability Services to schedule an appointment with the Associate Dean of Students or The Office of Learning Skills to schedule an appointment with the Associate Dean for Learning Skills to discuss their request for accommodations.

3. Students with documented learning disabilities and attention deficit disorder will receive support through the [Associate Dean for Learning Skills](#). The Associate Dean for Learning Skills is the service provider for all students with documented learning disabilities and attention deficit hyperactivity disorder. Supporting documentation, for example psycho-educational evaluations including test scores and recommendations must be dated within the past three years.
4. The Associate Dean of Students is the service provider for students with physical disabilities, including students who have mobility, visual, or hearing impairments. She works in collaboration with the Dean of First-Year Studies, other Academic Deans, as well as, other appropriate departments on campus to accommodate academic needs for students with physical disabilities.

The Associate Dean of Students collaborates with the Office of Residential Life to arrange

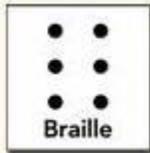
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reasonable accommodations and assistance for students with disabilities living in the residence halls. Assistant Directors of Residential Life are notified in advance of students with physical disabilities who have requested services. Once at the College, students are encouraged to work with Disability Services, the Office of Residential Life, and related offices to ensure appropriate support services.

5. The Associate Dean of Students is the service provider for students with psychiatric disabilities. The works in collaboration with the Director of Counseling Services and the academic deans to arrange reasonable accommodations for students with psychiatric disabilities.
6. The Associate Dean of Students is the service provider for students with a substance abuse disorder. The Dean works in collaboration with the Director of the Alcohol and Drug Awareness Project and Academic Deans to arrange reasonable accommodations for students in recovery from a substance abuse disorder.
7. Students are encouraged to register with Disability Services and submit a Clinician Certification Form before their first semester at Mount Holyoke. Students can register and submit Clinician Forms throughout the semester but the process of registering, submitting documentation and meeting with the service provider to determine reasonable accommodation and then setting up the accommodations takes time. It is in the students best interest to register with Disability Services, submit the Clinician form including any supporting documentation, and meet with the service provider before they begin their program at MHC, even if they are not requesting reasonable accommodation. It must be understood that arrangements for academic accommodations, equipment, classroom and housing assignments, and other accommodations usually require advance notice.
8. After the first year, students are expected to play a more substantial role in specifying their needs and following through on arrangements for accommodations. They must submit an Academic Accommodation Request Form each semester for any academic accommodations they are requesting. The Request Form must be submitted to the Service Provider at least two weeks before the academic accommodation is needed.
9. A review board consisting of the Associate Dean of the College, an academic dean, and a faculty member shall make decisions regarding reasonable accommodations when necessary. Appeals to this board require completion of the Disability Registration Form, a Clinician Disability Certification Form, and a written statement from the student elaborating her request. Requests must first be denied for the board to hear an appeal. Therefore, requests to the service provider need to be timely. If the request is denied by the review board, the student may make one last appeal to the Dean of the College.
10. Confidentiality regarding AIDS, as well as other health concerns, is protected by state and federal law. Information in an individual's health center medical records will not be shared without that individual's written consent.

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Services for Students with Visual Impairments



Upon request, a student guide is provided to help establish paths and locate classrooms in the early days of the new semester. It is the responsibility of the student and her family to ensure that she has acquired training in mobility techniques by a professional mobility instructor prior to orientation and the start of classes.

The associate dean of students works with the student and the Office of Residential Life to ensure reasonable accommodations in residential hall settings. Service dogs that assist students with visual impairments are allowed in the residence halls. Braille pads are available to assist students in the use of elevators and outside phones.

Tutorial assistance beyond that available to all students of the College is provided when it is demonstrated that the student's disability requires this support. Research assistance from reference librarians is available to help in identifying research sources. Alternate formats of course materials are provided by the college.

As soon as the student decides on her course program for the semester (preferably during preregistration), the dean assists in obtaining course reading lists from instructors prior to the start of the semester. Students can order books on tape or request a Borrower Information Kit by writing to Recording for the Blind, 20 Roszel Road, Princeton, NJ 08540.

Students also have access to a Kurzweil Reading Machine through the Adaptive Technology Lab. Once a student is trained on the lab's software, she is granted access to it 24 hours a day while the College is in session. There is also a sign up system in place to reserve time.

Services for Students with Mobility Impairments



Arrangements can be made by the Office of Residential Life for housing and room assignments, to minimize inconvenience (central campus location, accessible entrance, accessible bathroom). Public Safety is notified of the housing location of students with mobility impairments to enable prompt emergency assistance. Facilities Management is alerted to the routes between residential halls and classroom buildings for priority snow and ice removal during winter months.

Preferential course scheduling is provided, whenever possible, to permit proximity of consecutive classes. The registrar works with Disability Services to monitor preregistration course selections of students with mobility impairments and assigns classrooms to ensure building accessibility. The Associate Dean can contact instructors about accommodations such as class seating or arrangements for final exams.

Participation in sports or exercise classes can be facilitated by the Office of the Associate Dean of Students, who will notify the chair of the Department of Physical Education during

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preregistration of students interested in particular classes. The director of Health Services may waive the physical education requirement when necessary.

Any student requiring on-campus transportation or medical parking must contact the director of Health Services to discuss her specific needs. A Ride Card entitles the student to transportation on campus to classes or campus activities five to seven days per week based on medical necessity. Medical parking permits may also be provided. This allows the student to park in designated accessible parking spaces on campus. A student may be granted either a Ride Card or Medical parking but will not be given both. The College owns a wheelchair lift-equipped van which is available for transportation with two days prior notice.

Services for Students Who are Deaf or Hearing Impaired

Fire alarms (bright-light or bed-vibrating) can be provided in students' rooms upon request. The common areas of all student residences and new campus buildings are equipped with high-intensity strobe alarms. Similar units, tied to the central system, can be installed in the rooms of students with hearing impairments. Ten weeks notification may be necessary to allow adequate time for these arrangements; the need for advance notification will depend upon availability of equipment. Service dogs trained to assist students who are deaf or hearing impaired are allowed in the residence halls.



TTY telephones are available at the library reference desk, the Public Safety telephone office, and Disability Services. The on-campus phone on the main floor of Blanchard is equipped with a volume control device for anyone with a hearing impairment.



Upon request, the College provides note-takers and sign language interpreters in the classroom as needed. Tutorial assistance is provided upon request as needed.

Arrangements in classrooms can include class seating and written, rather than verbal, instructions for assignments.

Services for Students with Psychiatric Disorders

An incoming student with a diagnosed psychiatric disorder for which she requires accommodations may identify herself to the Office of the Associate Dean of Students and the Director of the Counseling Service.

In making requests for accommodations based on a psychiatric disability, a student must first complete the confidential Disability Registration Form found on [ISIS](#). The second requirement is the [Clinician Disability Certification Form](#) documenting her psychiatric diagnosis. This certification form will need to be completed by her clinician. The student must also submit a personal statement which outlines her particular needs. Reasonable accommodations will be made on a case-by-case basis.

Treatment and assistance for students with psychiatric disabilities are offered by the staff of the Counseling Service. Students are encouraged to make an appointment with Counseling Services as soon as possible after they arrive on campus.

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.Services for Students with Substance Disorders

An incoming student in recovery from a substance use disorder, for which she requires accommodations, may identify herself to Disability Services and the director of the Alcohol and Drug Awareness Project. Counseling and assistance for students with substance use disorders is offered by the Alcohol and Drug Awareness Project (ADAP). Students are encouraged to make an appointment with the director of ADAP as soon as possible upon arrival.

In making requests for accommodations based on a substance use disorder, a student must submit the confidential Disability Registration Form on ISIS, and the Clinician Disability Certification Form identifying herself. Reasonable accommodations will be made on a case-by-case basis.

Additional Services Available for Students with Disabilities

Medical Service

To assist health services in providing consistent health care, students with disabilities are asked to send information from their personal physician or specialist regarding diagnoses, treatments, and medications to the Director of College Health Services, Pattie Groves Health Center, Mount Holyoke College, South Hadley, MA 01075.

It is highly recommended that students with ongoing medical concerns make an appointment with the medical director. The purpose of the visit is to plan ways the staff can complement care being provided by current providers and support special health care concerns. The health center is closed for the summer. If you have medical questions or concerns during that time, call 413-538-2170. To make an appointment during the academic year call x2121.

Non urgent outpatient visits to the physician and nurse practitioner staff are by appointment at x2121. Nursing triage, health advice, and urgent care are available 24 hours per day during the academic session at x2242.

Mental Health Counseling Services

The counseling service is open throughout the academic year. To make an appointment with a member of the counseling services staff, call the receptionist at x203 7, Monday-Friday, 8:30 AM-5:00 PM. The on-call clinician can be contacted after office hours by calling health services at x2242 in case of psychiatric emergencies.

Alcohol and Drug Awareness Project

ADAP is open throughout the academic year. To make an appointment with the project, call the director/counselor at x26.16, Monday-Friday, 9:00 AM-5:00 PM.

Forms

- Disability Registration Form on [ISIS](#)
- [Clinician Disability Certification Form](#) (PDF)

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Study Abroad

Study abroad offers students a powerful personal and intellectual experience to advance their academics, their understanding of global issues, and their sense of self in the world. Each year more than 200 Mount Holyoke students spend a semester or a year studying abroad. Students may choose from language immersion, field studies, or traditional classroom-based programs in more than 50 countries.

First Steps

- **Think about your goals for study abroad.** Do you want to improve your foreign language proficiency, or learn a new language? Deepen your exposure to your major or minor field? Challenge your assumptions by learning in a place and culture very different from your own? The more clearly you can articulate your goals, the easier it will be to find a program.
- **Consider what type of program is best for you.** Traditional study abroad programs allow you to study the host country language while taking courses arranged for international students or with students from the host country. Field studies programs combine coursework with practical experience (research, independent study, community-based learning) while focusing on a particular theme or issue. Direct-enrollment programs allow you to take all of your courses alongside your peers from the host country (best for students who have a strong background in the host-country language or who wish to study in an English-speaking country).
- **Explore possibilities.** Check out the list of more than 150 approved programs on our website, organized by region. Come to the McCulloch Center in Dwight Hall for program brochures and catalogues, and to read evaluations from previous students. Check out application procedures and deadlines. Talk with your major advisor or department chair about earning credit toward your major. Consider costs and whether you will be eligible to apply for the Laurel Fellowships for Off-Campus Study.
- **Tap the wisdom of others.** Talk with your advisor about how to integrate study abroad into your program here. Ask language or area studies faculty for advice about programs in the regions they know well. Come to info sessions and other events offered by the McCulloch Center. Talk with other students who have studied abroad.

Once you have done some of this preliminary thinking and research, you may also call x 2072 to make an appointment to meet with Joanne Picard, Dean of International Studies (for study in Asia and the Pacific, Europe, or Latin America) or Jale Okay, Director of International Experiential Learning (for study in the Middle East or Africa). If you have some ideas (even vague ideas) about your goals and how you might meet them, we will be best able to focus on your particular interests and advise you about options and next steps. Note that appointments in September are reserved for students applying to study abroad in the spring, as they will have

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early deadlines. Students interested in studying abroad in the fall or beyond may call after October 1 to make appointments.

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INSURANCE

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. Paper waivers are no longer accepted. More detail is available at [Student Health Insurance](#).

Payment for Mount Holyoke College's Student Accident and Sickness Insurance Program is administered by the Student Financial Services Office. Claims and questions about coverage are handled by the Student Health Service. Benefits include emergency, ambulance, in-patient, surgery, specialty consultations, physical therapy, and dental injuries to sound natural teeth. Please note, there are coverage limits and caps: co-payments, deductibles or exclusions may apply. The policy conditions may result in the student incurring partial or full charges for some medical care. Mount Holyoke College is not responsible for any co-payments, medical, dental or surgical expenses not covered by the Mount Holyoke College Student Accident and Sickness Insurance Program, or the student's own insurer, or any uninsured or excluded medical, dental or surgical expenses.

Claims are handled by the program administrator. The staff at Student Health Services may provide assistance with claims problems. The program is a managed care program, so in the event of an injury or sickness, the insured student should, if at school, immediately report to the Student Health Service. If the student is away from school, consult your doctor, and follow his/her instructions. Report all claims to the program administrator (see the plan brochure for information) and follow their instructions.

Intercollegiate and club sports athletes have additional benefits available under certain policies

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which are purchased for their behalf by the College. Coverage applies to athletes who are injured while in organized competition or practice, which is constructively supervised, or traveling to or from one of these events. The Sports Accident Policy provides up to \$75,000 for intercollegiate and \$25,000 for club sport injuries, and has a \$500 deductible. If you do not carry the Student Medical Insurance you are responsible for meeting the deductible either with your own insurance or out-of-pocket. (The Student Medical Insurance provides \$500 for intercollegiate sports injuries or covers club sports as "any condition" subject to policy limits, terms and conditions, which meets the deductible.) The NCAA policy insures for an unlimited amount (subject to policy terms) over the Sports Accident Policy, for intercollegiate sports only, and benefits range from medical and rehabilitation to lifetime disability income and home health care. The limit on Club Sports Catastrophic Policy is \$5,000,000, for medical expenses only, in excess of all other collectible insurance and a \$25,000 deductible (met by the primary policy). The benefits of all of these policies are over and above benefits available through any other valid and collectible insurance available to the injured person. The Student Financial Services Office administers these insurance policies. These policies do not extend to participants in intramural or any other recreational sports. They cover intercollegiate and College recognized club sports only.

The College accepts no responsibility for any losses, costs or expenses not covered by the insurance policies listed above, whether by coverage terms or exclusions or the injured student's failure to comply with policy required claims procedures.

Travel Accident

The College provides limited travel accident insurance, including medical evacuation and repatriation to students traveling on official College or academic business, world wide.

Worldwide travel assistance services are also available. More information is available at [Student Risk](#). Contact the Risk Management Office for assistance.

Auto

Mount Holyoke College purchases Auto Liability Insurance which protects both the College and the driver from third party liability and third party property damage arising from the use of College owned, hired/rented and non-owned vehicles. All persons driving on College business must be credentialed. Information is available at [Driver Credentialing](#).

In addition:

- A. For College owned vehicles, the student driver must have permission from a faculty member, a dean, a coach, or a department head to drive a college vehicle, or be a registered fleet driver, using an authorized fleet vehicle.
- B. To rent or drive a rented vehicle for College business, the student must have written authorization from an authorized person (see owned vehicles) and be a scheduled driver with the rental company. Most car rental agencies prohibit persons under the age of 25 from driving rented vehicles. The College policy is to waive coverage for liability and collision coverage on

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domestic rentals; however students should follow departmental guidelines with respect to waiving the rental company insurance. If the College insurance is used, a certificate of insurance should be obtained as proof of insurance.

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

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

The College auto insurance policy may not respond to cover unauthorized drivers. Unauthorized drivers may be personally liable for claims brought against them. The College may also have a right to claim against unauthorized drivers.

Personal Vehicles on Campus

The College is not responsible for, nor will it pay any claims for, damages to student owned vehicles resulting from falling ice, snow, tree limbs or any other natural occurrence or event on its property or elsewhere, whether the possibility of such an event is warned against or not. The College is not responsible for, nor will it pay any losses, claims or damages to student owned vehicles resulting from vandalism, collision or other acts by any person, other than damage caused directly by its employees. More information is available at [Personal Vehicles](#).

Property

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

Liability

The College is not liable for the actions of its students, nor is it possible for the College to obtain liability insurance on behalf of its students. Student athletes especially should be aware that if they are sued for injuries or damages caused to others in the course of an athletic event, Mount Holyoke's insurance does not provide coverage. The liability section of a parent's homeowner's policy or renter's policy may provide for the defense of the student and damages awarded, if any, in a suit alleging negligence. Students are responsible for avoiding intentional acts or negligent behavior that could harm others or give rise to adverse legal action. Although Mount Holyoke

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College will not provide liability protection, it may assist in obtaining a defense if it is not provided for by parental insurance coverage.

If a student is sued for an act or omission and believes that s/he was acting in the capacity of an employee or agent of the College at the time of such act or omission, contact the Dean of Students immediately for instructions. See [Student Personal Liability](#) for additional information.

The College will not provide any legal defense for any student accused or arrested for any criminal act, whether on or off campus, even if the student is on a field trip or other College function or program.

Workers' Compensation

Students who are employed by the College, and who are injured in the course of their work may be eligible for Workers Compensation. If a student is injured on the job, the student should contact his/her supervisor immediately to report the injury and complete an accident investigation form. Questions should be directed to the student's supervisor and the [Human Resources Office](#).

Risk Management Office

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

Elizabeth J. Carmichael
Risk Manager, Five Colleges Incorporated
Mount Holyoke College
50 College Street
South Hadley, MA 01075-6404
Tel: 413-538-2731
Fax: 413-538-3031
ecarmich@mtholyoke.edu
<http://www.fivecolleges.edu/sites/riskmgmt/>

APPENDIX

Accessibility of Campus Buildings & Parking

Academic Buildings

(Due to construction or renovation during the academic year, it may be necessary to temporarily close entrances or elevators. Please observe all construction signage regarding any detours. If you encounter any accessibility questions, please call Facilities Management at x2012 or Public Safety at x2304.)

- Art Building: east and west entrances, all floors
- Carr/Cleveland: north entrance or from Clapp second floor, all floors
- Ciruti Center: main entrance, all floors
- Clapp Laboratory: north entrance, all floors
- Cleveland Hall: north entrance
- Dwight Hall: east entrance, all floors
- Hooker Auditorium: north and south entrances
- Kendall Hall: south entrance, west entrance, all floors
- Pratt Hall: main entrance, all floors
- Reese Psych-Ed Building: main entrance, all floors
- Rooke Theatre: north entrance for auditorium, south entrance for stage
- Shattuck Hall: north entrance, all floors
- Skinner Hall: south entrance, all floors
- Williston-Smith Library: main and west entrances, all floors in Miles-Smith wing
- Kendade: main entrance, all floors

Residence Halls

- Buckland Hall: main entrance, east rear entrance, all floors
- Dickinson House: kitchen entrance, first floor
- 1837 Hall: west entrance, all floors
- Ham Hall: north ramp entrance, all floors
- MacGregor Hall: main entrance, all floors
- Mead Hall: north ramp entrance, first floor
- North Rockefeller Hall: west entrance, all floors
- Pearsons Hall: main entrance, first floor
- Porter Hall: main entrance for first floor, rear entrance for ground floor
- Prospect Hall: east and west entrances, all floors
- Safford Hall: main entrance for first floor, south rear entrance for ground floor
- South Mandelle Hall: main entrance, all floors
- Torrey Hall: main entrance, all floors

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- Abbey Chapel: south entrance
- A.C.E. House: main entrance, first floor
- Art Museum: east entrance
- Betty Shabazz Cultural Center: southeast ramp
- Blanchard Campus Center: main entrance, south entrance, all floors
- Career Development Center: west entrance
- Central Services: east entrance
- Chapin Auditorium: southeast entrance
- Dining Services Building: main entrance
- Eliana Ortega Center: main entrance, first floor
- Eliot House: east entrance, ground floor
- Equestrian Center: all entrances
- Five College Women's Studies Research Center: main entrances, first floor
- Jeanette Marks House: first floor entrance
- Mary Lyon Hall: south entrance, all floors
- Mary Woolley Hall: southeast entrance, all floors
- Newhall Center: main entrance, first floor
- Otto C. Kohler Building: main entrance
- Pattie Groves Health Center: west entrance, north Emergency entrance
- President's House: first floor, east entrance (with prior arrangement)
- Public Safety: west entrance
- Willits-Hallowell Center: main entrance for top level, west entrance for lower level

Accessible Parking

(Due to maintenance it may be necessary to close roadways, pedestrian walkways, or accessible parking spaces. It would be advisable to call Facilities Management at x2012 or Public Safety at x2304 with any accessibility questions and for updated information)

Designated accessible parking is strictly enforced.

- Abbey Hall: north
- Art Building: east and west
- Blanchard Campus Center: west rear
- Brigham Hall: north
- Carr Laboratory: north
- Central Services: east
- Ciruti Center: south
- Clapp Laboratory: north
- Cleveland Hall: north
- Dining Services: south
- Dwight Hall: east
- 1837 Hall: east

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- Greenhouse: east
- Kendall Hall: west
- Mary Lyon Hall: south
- Mary Woolley Hall: east
- Newhall Center: west
- North and South Mandelle Halls: east
- Pattie Groves Health Center: west and north
- Pearsons Hall: north
- Porter Hall: north and south
- Pratt Hall: west
- Reese Building: west
- Safford Hall: north
- Shattuck Hall: north
- Skinner Hall: east
- Torrey Hall: east
- Williston Library: west
- Willits-Hallowell Center: north and south

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Mount Holyoke College admits qualified students with any disability and of any age, religion, sexual orientation, race, color, national origin or Vietnam-era veteran status to all rights, privileges, programs and activities generally accorded or made available to students and does not discriminate on the basis of these factors in the administration of its educational policies and programs.

College policies as stated are subject to change by official action of the faculty.

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