

Academic Policies

Graduation Requirements

To qualify for a degree, a student shall meet the following conditions:

1. Must be enrolled in a specific program of study and be committed to such a program on the last day of drop/add in the final semester of study during which the degree will be awarded.
 2. To receive a degree in May or June a student must declare his or her candidacy no later than the last day of drop/add in the spring semester.
 3. Must earn a minimum of 30 semester hours of credit at Green Mountain College. The last 30 credits must be taken at Green Mountain College. On petition, the Academic Standards Committee will consider exceptions to this policy.
 4. Register for courses which satisfy the degree requirements as printed in the catalog. The College will honor the commitments made in the Catalog issue of the year a student is first matriculated. If a student's matriculation is interrupted voluntarily or involuntarily, the student is required to meet the requirements of the Catalog current at the time of readmission.
 5. Register properly for any course for which credit is expected.
 6. Earn a minimum of 120 semester hours of credit. All students are required to complete 33 credits of upper-division work (3000-4000 level courses).
 7. Successful completion of all general requirements and an approved program of study.
 8. Achieve a minimum cumulative grade point average of 2.00.
 9. Fulfill all financial obligations due to the College.
- Students enrolled in degree programs that operate on a semester schedule will receive May diplomas. Students enrolled in degree programs that operate on a trimester calendar will receive June diplomas. If a student enrolled in a semester program opts to enroll in a

course in a trimester program during their last term prior to graduation, the student will receive a June diploma.

Only bona fide candidates, as certified by the Registrar prior to graduation, may receive degrees at commencement exercises. Students who complete their degree requirements in the summer or after the fall semester will qualify for degrees at the next scheduled commencement.*

**Students may petition the Dean of Faculty for permission to participate in commencement by the last day of class only if they meet the following conditions:*

- a. *The student is registered for all their remaining credits at GMC in the summer immediately following commencement.*
- b. *The student has a maximum of 6 credits, or a 12-credit internship remaining to finish their degree requirements.*
- c. *The student is enrolled in a trimester course to complete their remaining requirements.*

d. *The student has a minimum cumulative GPA of 2.0.*

e. *The student's financial obligations to the College have been met.*

Enrollment Status

Full-Time Matriculant

Defined as carrying 12 credits or more and seeking a degree. Resort Management and Hospitality Management students are considered full time during their co-op term when taking 9 or more credits.

Part-Time Matriculant

Defined as carrying fewer than 12 credits and seeking a degree.

Part-Time Enrollment Status Guidelines

1. A part-time student may live in a residence hall with the approval of the Dean of Student Life.
2. A part-time student may not participate in intercollegiate athletics.
3. A part-time student may not hold office under student government nor office in residence halls governance. He/she may, however, vote in student elections, participate in intramural athletics, and in

every other way be involved in student activities.

Leave of Absence

A student who intends to be away from the College for a semester or an academic year for academic or personal reasons may request a leave of absence. The request for the leave of absence must be filed with the Dean of Student Life Office prior to the start of final exams. The request must be reviewed and approved by the Dean of Student Life before a Leave of Absence will be granted. A return date for the student will be established when/if the leave of absence is granted. Students who require a leave during the semester that will extend to the end of the term will be withdrawn for the semester. If the student also requires a leave of absence for the following term a leave of absence form must be filed with the Dean of Student Life. A student's tuition deposit, if paid, may be credited to the student's account to be applied toward the next semester's/year's fees.

A student may also be required by the Academic Standards Committee to take an academic leave of absence following a period of poor academic performance. The academic leave of absence affords the student an opportunity to reassess his/her educational goals, and recommit to the learning process. The leave of absence

status may affect a student's athletic eligibility. The student should contact the Director of Athletics for more information.

Students who expect to attend another college and receive transfer credit are advised to request provisional approval of transfer credit through the Registrar's Office. For final evaluation of transfer credit, an official transcript must be sent directly to the Registrar's Office at Green Mountain College.

A leave of absence may not be extended beyond one full academic year. If a student fails to return to GMC following an approved leave of absence, the effective date of withdrawal will be the last day the student was in attendance at GMC.

Students on a leave of absence may receive mailings regarding College registration and room selection prior to the established return date.

Grading System

Credits are granted in semester hours, each generally representing one 50 minute period per week, or longer period in studio, laboratory or practical courses. Grades of Pass (P) or Withdrawal (W) carry no negative quality point conditions, and such credits attempted are not used in calculating averages. A grade of Pass (P) indicates a grade of C- or better. A grade of No

Pass (NP) indicates that the student has not passed the course, but is not used in calculating averages.

Grade	Quality Points
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
D-	0.7
F	0.0

W (Withdrawal)

Recorded on the permanent record to indicate that the student withdrew from the course. This designation has no impact on the student's grade point average.

I (Incomplete Work)

Given only at the end of the semester. The following are appropriate reasons for giving an incomplete:

1. The student is ill and this can be satisfactorily documented.
2. There is a death or illness in the student's family and this can be satisfactorily documented.

3. The student had to participate in an internship and was unable to complete some course work.

4. Extenuating circumstances.

The Academic Standards Committee may consider a student's appeal and recommend steps for resolution when a dispute arises in the process of granting and incomplete under the categories listed above. The steps below will be adhered to when granting an incomplete:

1. A student may request an incomplete within three business days subsequent to the scheduled final exam or the last day of class if no final exam is offered. Any appropriate documentation must be supplied within five business days of the request.
2. Using the appropriate incomplete form, an instructor will contract with the student for a deadline to clear an incomplete which must be completed within 12 weeks of the last day of the course. If no grade is submitted by the given deadline, the Registrar's Office will contact the instructor for a final grade. If no grade is submitted, the incomplete will be changed to an F.

3. If a faculty member becomes ill, dies, or leaves the institution, then any final decisions about grades will be determined by the department.

4. When incompletes are completed, the action appropriate for the student's standing becomes effective as soon as possible: Academic Honors, Warning, Probation, etc.

NG (No Grade Submitted)

Used only on mid-semester grade reports when evidence was insufficient for establishing a letter grade.

Pass/Fail

Pass/Fail grades are only available to Progressive students or in select courses. A grade of Pass indicates a grade of C- or better. For work graded below a C-, the grade given will be a Fail. These grades are not used in calculating grade point averages.

Pass/No Pass

Pass/No Pass grades only apply to courses that do not carry credit towards meeting graduation requirements. These grades are not used in calculating grade point averages.

R (Repeated Course)

Used on semester grade reports and permanent records to indicate that a course has been repeated. Students

wishing/needing to repeat a course may do so only under the following conditions:

1. A student may repeat (at Green Mountain College) any course failed at Green Mountain College provided the course is offered during the student's tenure.
2. A student may repeat (at Green Mountain College) any course passed at Green Mountain College one time only.
3. All grades a student receives at Green Mountain College will appear on the permanent record.
4. In computing the cumulative grade point average, the best grade received at Green Mountain College will be used.
5. If a course is repeated after receipt of a passing grade, no gain in total credit will occur.
6. Upon proper approval of the Registrar in advance, a student may repeat a course failed at Green Mountain College at another accredited college/university. If the student receives a grade of C- or better, the student may transfer in the credit to satisfy program/credit

requirements. No transfer of quality points may occur unless the Academic Standards Committee approves such.

7. If a student chooses to repeat a course and withdraws from the course during the published drop period a grade of W will be entered on the student's permanent record.

Grade Point Averages

Grade point averages are computed by multiplying the number of credits attempted in each course by the number of quality points awarded for the letter grade. Total quality points are then divided by the total number of credits attempted minus those designated as Pass/Transfer.

Mid-Semester Grade Reports

Mid-semester grade reports are issued for each student and provide information on the student's academic progress. Such reports usually represent about one-third completion of course requirements and are used primarily for academic counseling. Such grades do not become a part of a student's permanent record.

Semester Grade Reports

Semester grade reports are officially recorded at the end of each semester and summary copies are sent to students,

advisors, and parents with appropriate authorization by request (see "Release of Academic Information" below). A final grade may not be changed by reexamination or additional work. A student may appeal a semester grade through the procedure found in the current Student Handbook.

Release of Academic Information

Green Mountain College releases information regarding a student's academic record/performance to a student's parents/guardians provided that the College has written authorization from the student or that the student is listed as a dependent for tax purposes. Academic information includes copies of grade reports, attendance reports, and any other information pertinent to an individual student's academic record.

Academic Standing

Continuance in good standing depends on the quality and quantity of work achieved. The credit count, which establishes good academic standing, must be from courses that are applicable to the program in which the student intends to graduate. The following scale is used to determine minimum conditions for satisfactory academic progress. (See academic progress standards in the Financial Aid section of this catalog.)

<i>Credits Attempted</i>	<i>Cumulative Average</i>
1-12	1.70
13-27	1.80
28-45	1.90
46+	2.00

Failure to meet such standards will result in a student being placed on academic probation. Students who are not in good academic standing may not compete in varsity intercollegiate athletics. Failure to maintain minimum conditions for good standing may result in dismissal. The College reserves the right to suspend or dismiss a student at any time when academic work is unsatisfactory or when conduct is deemed undesirable. In taking such action, the College need not assign further reasons and neither the College nor any of its officers shall be under liability whatsoever for any such action. Students dismissed for academic cause may apply to the Academic Standards Committee for readmission. Readmitted students will return to the College on academic probation and may be expected to meet requirements of the Catalog current at the time of readmission.

Academic support and tutorial assistance are available to all students through The Calhoun Learning Center.

Academic Honors

President's List standing is given to full-time matriculated students who have achieved a grade point average of at least 3.70 on a minimum of 12 earned credits with no "F" grade designations for the semester.

Dean's List recognizes the academic achievement of full-time matriculated students who have attained a grade point average of at least 3.30 on a minimum of 12 earned credits with no "F" grade designations for the semester.

Alpha Chi is a coeducational national honor society, which promotes academic excellence and exemplary character among college and university students and honors those achieving such distinction. Only those juniors and seniors achieving at the top 10 percent of their class are eligible for membership. Affiliated since 1955 with the Association of College Honor Societies, Alpha Chi is the second oldest and second largest general honor society in the parent organization.

Degree with Honors is awarded for high scholastic achievement. The cumulative grade point average requirements are: cum laude-3.30; magna cum laude-3.60; and summa cum laude-3.80.

Academic Awards are presented each year to certain students who have achieved distinction in their major fields. The recipients are nominated by the faculty and are given citations with appropriate awards.

College Honors Program is designed around the Environmental Liberal Arts courses of the College and involves course work, projects, and activities throughout the student's normal four years of matriculation. For details on the College Honors Program, please see full description in the Additional Academic Opportunities section of this catalog, or contact the Director of the College Honors Program directly.

Credits From Other Institutions

Transfer Students

A student who has attended another accredited institution prior to entering Green Mountain College must provide official transcripts to the Office of Admissions for evaluation. Credits for acceptable course work must carry a grade of C- or better for the student who has a cumulative transfer GPA of 2.00 or higher. For those students whose cumulative GPA is less than a 2.00, all acceptable course work must carry a grade of C or better. Quality points are not transferable.

Transfer Credit After Matriculation

A student who elects to attend a session at another accredited institution with the object of clearing credit deficiencies from the record or for the purpose of accelerating an educational program must confer with the Registrar prior to session enrollment. If a student fails to seek such approval, the credits earned elsewhere may not be applied to a degree program at Green Mountain College. Credits for acceptable course work must carry a grade of C- or better and appear on an official transcript. Quality points are not transferable. The College may limit the number of credits a matriculated student may transfer from another institution. The last 30 credit hours must be taken at Green Mountain College. On petition, the Academic Standards Committee will consider exceptions to this policy.

Transfer Credit After the Normal Period of Residency

If a student should fail to qualify for a degree after the normal period of residency, the Academic Standards Committee may be petitioned to accept both credits and quality points from an accredited institution to meet degree requirements. This arrangement must be negotiated at least 12 weeks prior to the next commencement date.

Credit by Examination

Advanced Placement

A student who has completed advanced work in one or more subjects in high school may be granted college credit on the basis of College Entrance Examination Board Advanced Placement Examination Scores (AP). This certified achievement may be recognized in three ways: through the awarding of academic credit, satisfaction of specific Environmental Liberal Arts requirements, and equivalencies or placement in departmental major and minor programs of study.

Academic credit is awarded for scores of three or above earned under any of the programs and examinations of the Advanced Placement Program. Note that students may not repeat for additional credit college courses for which they have received Advanced Placement credit.

For advanced placement credits to be officially recognized and recorded by the College, it is necessary for the students to have the official Advanced Placement Score Report forwarded to Green Mountain College's Registrar's Office. Once this occurs, the credit will be awarded and the student will receive an evaluation notification from the Registrar. Any questions regarding this evaluation or other aspects of Advanced Placement

examination and the awarding of Green Mountain College credit are to be addressed to the Registrar's Office.

College Level

Examination Program (CLEP)

College credit may be awarded to students scoring at appropriate levels on both the General Examination and on the Subject Matter Examinations. Contact the Registrar for specific information.

International Baccalaureate

Students entering Green Mountain College will receive 6-8 credits (equivalent of two semester courses) for each higher level examination completed with a score of 4-7. Students who receive the full IB diploma may qualify for sophomore standing. Inquiries may be directed to the Registrar's Office.

Registration Procedures

Students must register on the days and times designated for that purpose through the College's Web Registration Module. All students are required to meet with their advisor and will obtain their ID and Pin number at this time. These numbers may only be obtained from advisors or the Dean of the Faculty in extreme cases. ID and Pin numbers are used to log into the registration website. Students will be blocked from registration until their start time.

Students should be aware that the responsibility for meeting all degree requirements rests with the student.

The academic advisement given by faculty, acting as advisors, is offered to assist students in meeting this responsibility.

Course Availability

Certain courses required for degree completion are offered on a rotating basis. It is the student's responsibility to know his/her degree requirements and take the necessary courses when offered. If a required course is not taken in the scheduled rotation, additional semesters may be required for degree completion.

Course Changes

During the first week of classes each semester, course changes may be made via the Web Registration Module. All changes are subject to space and availability and should be made in consultation with the student's advisor. Courses dropped during add/drop week will not appear on a student's transcript.

It is the student's responsibility to carry out schedule changes in accordance with the proper procedures. A student who attends a course, but fails to officially add it during the allotted time, will receive no credit for the course. A student who has failed to add the course they are attending

may request a late add of the course through the Registrar's Office. If the request is granted, a late registration fee of \$250 will apply. A student who fails to properly drop a course will receive the grade he/she has earned in that course.

Withdrawing From Courses

A student may withdraw from a course up until approximately two weeks after mid-term grades are distributed. The exact deadlines for withdrawals will be set every year and published in the Academic Calendar. For those courses which do not meet for a full semester, the last day to drop the course will be approximately mid-session. The exact date will be included on the course syllabus. It is the student's responsibility to follow procedures and deadlines for withdrawing from courses. Students must withdraw from courses through the Registrar's Office. Under extenuating circumstances a student may petition the Academic Standards Committee for an exception to this policy. Courses a student withdraws from after add/drop will appear on the transcript with a grade of W. To be classified as full-time, a student must be enrolled in at least 12 hours of credit in any given semester. Failure to maintain full-time status may impact satisfactory academic progress, financial aid, athletic eligibility, insurance coverage, and veterans' benefits.

Additional Courses (Credit Load Per Semester)

A matriculated, full-time student may enroll in 12-18 hours. Students who wish to enroll in more than 18 credits in a given semester must request for an overload in the Registrar's Office and obtain approval. Where approval is granted, the student will be charged for each additional credit over 18 on a per credit basis.

Internships

The internship is a period of practical work experience, and is a requirement in certain majors. Internship sites will be limited to a 250-mile radius of the College campus for the purpose of providing supervision by faculty personnel. Exceptions will be dealt with on an individual basis.

Charges for internships are based on the tuition rate for the academic year in which the internship is completed. Final confirmation will be made by the faculty member in charge of the program. Full-time tuition is charged for 12 credit summer internships.

Auditing

A full-time student may, with the permission of the instructor, audit four credits per semester in addition to his/her normal course load. Non-matriculated students who either possess a college degree or meet standards for

admission to Green Mountain College may audit a maximum of 6 credits per semester if space is available in the classes and if the instructor approves. Applications for audit admissions are available in the Registrar's Office. No credit will be awarded for any audited course. An audit must be declared prior to the end of the first week of classes.

Attendance Policy

Classes

Regular attendance is expected at all scheduled class sessions. Each faculty member is responsible for keeping a written record of attendance and for advising students of expectations for performance and participation in courses.

Whenever it appears that a student's attendance record is jeopardizing academic standing, an instructor may provide written notice to the Dean of the Faculty. The Dean of the Faculty will send to the student, Registrar, and the advisor a copy of the Academic Warning from the instructor with a warning that disregard of the report may result in the student being dropped from the course. If the student persists in missing the class, the instructor may reduce the student's grade or may drop the student from the course and record a "Withdraw."

Administrative Withdrawals

At the end of the first week of class, instructors may request that the Registrar's Office administratively drop a student from their class if the student has a) missed all class meetings during the week and b) has not contacted the instructor to confirm that he/she plans to remain in the class. If the drop does not jeopardize the student's full time status, the registrar's office will drop the student and contact students on the wait list to enable them to add the course.

After the first week of class, whenever it appears that absences are jeopardizing a student's academic standing, the faculty member is encouraged to issue a written Academic Warning to the student. Warnings are to be submitted to the Dean of the Faculty for distribution to the student, registrar, and advisor. Faculty may request that the registrar withdraw a student from a course after written warnings have been issued and the student has not rectified the problem.

Make-Ups

It is the policy of Green Mountain College to allow make-ups for students who miss exams while actively representing the College (e.g., choir, sports teams). Such students must individually discuss with faculty their impending absence and make alterna-

tive arrangements before they miss an exam (blanket notices of team schedules from coaches are not sufficient in this regard).

Semester Examinations

Students are required to be present at semester examinations on the dates and times designated. Each student is informed of the exam schedule and should make vacation and travel plans accordingly. Only under unusual circumstances may exceptions be made. Only the Dean of the Faculty may make such exceptions.

Academic Integrity

Green Mountain College expects all members of its community to conduct themselves with honor and integrity. All members of the community are encouraged to assist the College by reporting suspected violations of academic integrity to appropriate administrators, faculty, or staff. Behavior that is detrimental to the College's role as an educational institution is not acceptable and requires attention by all citizens of its community. To minimize academic dishonesty, both students and instructors should take all necessary measures to prevent its occurrence.

Students have an obligation to themselves and to their fellow students to uphold the integrity of

their institution and of higher learning itself by:

1. Refusing to participate, either directly or indirectly, in acts of dishonesty, and
2. Discouraging such acts by others.

One who collaborates with another in an act of dishonesty shares the guilt of the offense.

The Faculty have a responsibility to assist in protecting the integrity of the degrees which the College grants by:

1. Informing students of the cheating/plagiarism policy and of any specific interpretation of that policy particular to a given course, and
2. Making every effort to ensure that work submitted by students honestly represents their own efforts.

Cheating, in all of its manifestations, is a dishonest activity and contrary to the basic goals of learning. Students must be fully aware of what constitutes academic dishonesty; claims of ignorance, of unintentional error, or of academic or personal pressures cannot be used to justify or rationalize dishonest acts.

Sanctions

Each instructor has the authority and

responsibility of determining the assessment of penalties for academic dishonesty within the context of their course. If a breach of conduct is particularly serious it may warrant action beyond the context of the course in which case an instructor may refer the case to the Student Judicial Board. In all cases, faculty should report the incident to the Dean of Faculty for recording and possible action.

The following is a list of the types of behaviors that are defined as examples of academic dishonesty and are therefore unacceptable. Attempts to commit such acts also fall under the term academic dishonesty and are also subject to penalty. No set of guidelines can, of course, define all possible types or degrees of academic dishonesty; thus, the following descriptions should be understood as examples of infractions rather than an exhaustive list.

The following acts constitute prohibited conduct:

Plagiarism

Presenting as one's own work the work of another person (e.g., the words, ideas, information, data, evidence, organizing principles or style of presentation of someone else). Plagiarism includes paraphrasing or summarizing without acknowledgment, submission of another's work as

one's own, the purchase of prepared research or completed papers or projects, and the unacknowledged use of research sources gathered by someone else. Failure to indicate accurately the extent and precise nature of one's reliance on other sources is also a form of plagiarism. The student is responsible for understanding the consequences for violating College regulations.

Examples of plagiarism include: failure to acknowledge the source(s) of even a few phrases, sentences or paragraphs; failure to acknowledge the source(s) (quoted, paraphrased or summarized) of major sections of passages in the paper or project; failure to acknowledge the source(s) of a major idea or the source(s) for an ordering principle central to the paper's or project's structure. In the preparation of research papers, reports, essays, compositions and speeches, students will generally utilize information gained from others. It is absolutely necessary to acknowledge these resources.

Cheating on examinations

Giving or receiving unauthorized help before, during, or after an examination. Examples of unauthorized help include collaboration of any sort during an examination (unless specifically approved by the instructor); collaboration before an examination (when such collaboration is specifically forbidden by the instructor); the

use of notes, books, or other aids during an examination (unless permitted by the instructor); arranging for another person to take an examination in one's place; looking upon someone else's examination during the examination period; intentionally allowing another student to look upon one's exam; the unauthorized discussing of test items during the examination period; and the passing of any examination information to students who have not yet taken the examination. No conversation should occur while an examination is in progress unless specifically authorized by the instructor.

Multiple Submission

Submitting substantial portions of the same work for credit more than once, without prior explicit consent of the instructor(s) to whom the material is being (or has in the past been) submitted.

Forgery

Imitating another person's signature on academic or other official documents (e.g., the signing of an adviser's name to a registration form).

Sabotage

Destroying, damaging, or stealing another's work or working materials (including lab experiments, computer programs, term papers, or projects).

Unauthorized Collaboration

Collaborating on projects, papers, or other academic exercise if regarded as inappropriate by the instructor(s). Although the usual faculty assumption is that work submitted for credit is entirely one's own, standards on appropriate and inappropriate collaboration vary widely among individual faculty and different disciplines. Students who want to confer or collaborate with one another on work receiving academic credit should make certain of the instructor's expectations and standards.

Falsification

Misrepresenting material or fabricating information in an academic exercise or assignment (e.g., the false or misleading citation of courses, the falsification of experimental or computer data, etc.).

Bribery

Offering or giving any article of value or service to an instructor of College staff member in an attempt to receive a grade or other benefits not legitimately earned or not available to other students in the class.

Theft, Damage or Misuse of Library or computer Resources

Removing uncharged library materials from the library, defacing or damaging materials, intentionally displac-

ing or hoarding materials within the library for one's unauthorized private use, or other abuse of reserve-book privileges; using the College or another person's computer accounts, codes, passwords, or facilities without authorization; damaging computer equipment; or interfering with the College's computer operating system.

Confidentiality of Records

The following Green Mountain College policy in regard to student records is established in conjunction with the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment).

I. Records of an Academic Nature

A file folder for each current student is maintained in the Registrar's Office. This record consists of the student's application for admission, secondary school transcript, transcripts of course work transferred from other colleges, and standardized test scores. In addition, current information such as grades, academic status, attendance, and Green Mountain College courses are included in the record. These file folders are retained for a period of approximately 10 years after the last date of attendance.

Members of the faculty and administrative officers have access to the above records as needed for the purpose of evaluation of student achieve-

ment and determining special needs of individual students for educational counseling.

II. Placement Records

The Career Counseling Office also maintains a file on each student who officially registers for the placement service. The file contains the registration form completed by the student, a completed copy of the student's resume, and references provided by persons at the request of the student. The Dean of the Faculty has access to the above records for the purpose of evaluation of student achievement as well as for determining special needs of individual students is required for educational staff.

III. Access Rights for Persons Other than Students, Faculty, & Administrative Staff

- A. Authorized Federal officers auditing federally-supported education programs and state officials to whom information from student records is required by statute to be disclosed.
- B. College officers processing a student's financial aid application
- C. Official accrediting organizations while carrying out their accrediting function.

IV. Procedure for Student Access to His/Her Records

- A. Present as well as former students must submit a request in writing to the Registrar for access to their individual records described in Section I. This request with signed acknowledgment of compliance will become part of the student's record.
- B. The Registrar or designated agent will inform the student when the requested records will be available. Forty-five days is the limit established by law. However, every effort will be made to make the records available within a few days of the request.
- C. The placement records described in Section II are available to students upon request by appointment. Exception: References will not be exposed to those students who waived their rights legally by signature of the waiver on the reference form.

V. Records Not Accessible to Students

- A. Financial records of parents.
- B. Confidential material of record before January 1, 1975, if such material is not used for purposes other than for which it was specifically intended.

VI. Students Right to Waiver of Access

The student may waive his/her right of access to confidential academic statements (i.e., recommendations) by signing the appropriate waiver form. The waiver shall be valid only if:

- A. Upon the student request, the names of all persons making confidential recommendations must be provided.
- B. Such recommendations or statements are used only for the purpose for which they were specifically intended. The College may not demand such a waiver as a condition of admission, award of financial aid, or the receipt of any other services and/or benefits.

VII. Challenges to the Content of Educational Records

A hearing may be requested by students to challenge the content of educational records, in order to ensure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of students, and to provide an opportunity for the correction or deletion of any such inaccurate or misleading or otherwise inappropriate data contained therein and to insert in such records a written explanation of the student in regard to the content of such records.

Such hearings would be conducted by the Provost on the content of educational records and by the Dean of Student Life on placement records.

VIII. Directory Information

A. Information including student's name, address, telephone number, date and place of birth, major field(s) of study, participation in officially recognized activities and sports, weight and height of athletic team members, dates of attendance, degrees and awards received, most recent educational institution attended, and other similar information is classified as directory information at Green Mountain College and may be released to the public for specific purposes at the discretion of the College.

B. To prevent disclosure of any or all categories of directory information, the student must submit in writing a Request to Prevent Disclosure of Directory Information. A new form for nondisclosure must be completed for each academic year.

NOTE: The above guidelines are related to the Family Educational Rights and Privacy Act of 1974. The complete document is available for use by all at the Griswold Library.

Transcripts

Two transcripts will be issued free of charge and upon request to matriculated students. Additional transcripts are \$5.00 each. Requests for such transcripts must be made in writing to the Registrar and be signed by the student. Verbal requests cannot be accepted. No transcripts will be issued if the student has any outstanding financial obligations to the College.

Nondiscrimination Policy

Green Mountain College does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, age, disability, or veteran's status in its recruitment, admissions, or employment activities.

Campus Computing Policy and Code of Ethics

In return for completing an annual registration form and signing the Computing Policy and Code of Ethics each user of the campus network is accorded the privilege of a fair share of computing resources, including a personal network folder, a GMC e-mail account, and a reasonable portion of shared Internet bandwidth.

Use of computing resources is a privilege, not a right, and is granted with restrictions and responsibilities for their use. Misuse of College computer resources and violations of this

Computing Code will result in revocation of this privilege.

Every user of Green Mountain College's computing facilities has the fundamental right to network privacy. Each user code and associated password belongs to an individual. All use must be in accordance with the policies set forth in this document, and more explicitly with the policies found on the Information Technology website: <http://campus.greenmtn.edu/it/policy.asp>. Network logon and password information is confidential and is never to be shared.

Electronically stored files are presumed to be private and confidential unless the owner has explicitly made them available to the public.

Use of the network or electronic mail facilities for transmitting anonymous, rude, abusive, harassing, or malicious messages is unethical and will result in suspension of network access.

While GMC's computing systems and network are vigorous and safe, they are not invulnerable to deliberate abuse. Knowledge of a special password or any weaknesses in the established security systems must not be used to deliberately degrade or impair GMC's computing systems, its network, its personal computers, nor deprive other users of any GMC computing resources.

When necessary for the maintenance of a system or network, GMC Computer personnel may restrict availability of shared resources. It may also be necessary to enter a user's files to investigate and correct reported problems.

Use of resources associated with College computer accounts for direct financial gain, for instance selling or commercial consulting, is unethical and not permitted.

