

Green Mountain College

Student Handbook

GMC Traditions

Policies

Policy of Responsible Freedom

Animals Policy

Expectations, Rights, and Responsibilities Related to Having Animals on Campus:

Licensing

Health

Procedural Steps for a Service or Therapy Animals in College Housing

Service Animal

Therapy Animal

Policy of Non-Discrimination

Academic Requirements & Policies

Student Conduct Code

Residence Life

Off Campus Housing Policy

Policy Against Sexual Harassment, Sexual Misconduct, Domestic Violence, Dating Violence and Stalking

Misconduct Prohibited by this Policy

Additional Information Regarding the College's Sexual Harassment and Sexual Misconduct Process

Family Educational Rights and Privacy Act of 1974 (also known as FERPA, or "The Buckley Amendment")

Additional College Policies Affecting Students

Student Involvement

Green Mountain Adventure Program

Wellness Center

Business and Financial Services and Policies

Academic Support Services and Policies

The Griswold Library

Computing and Technology Services

Calhoun Learning Center

Office of Career and Personal Development

Appendices

Appendix I: Counseling and Referral Services, On Campus

Appendix I: Counseling and Referral Services, Off Campus

Appendix II: Medical Aspects of Substance Abuse in Young Adults

Appendix III: Vermont State Statutes

Appendix IV: Information for Victims of Sexual Violence

Appendix V: Safety Procedures

Appendix VI: Definitions

GMC Student Handbook

GMC Traditions

Green Mountain College celebrates several unique traditions that deepen the College's mission and showcase the heritage of the community. These traditions highlight school pride, honor social and academic achievements, foster a common identity for students and provide for a lot of fun. Listed below are just some of the traditional events that unite, students, staff, and faculty:

Convocation

At the end of Orientation in the fall, the community celebrates the beginning of the academic year with Academic Convocation. New students are officially welcomed into the Green Mountain College community and seniors are recognized as they begin their final year at the College.

Spring Concert

Each Spring semester, the College Programming Board organizes a large-scale on campus concert.

Midnight Breakfast

At the end of each semester, the Division of Student Life hosts a Midnight Breakfast & Karaoke night. Students take a break from studying for their finals and come to the dining hall to enjoy breakfast served to them by faculty and staff. Students can also enjoy the karaoke singing talents of their peers!

Honors Tea

Honors Tea is an annual awards ceremony that celebrates students' academic, social, and community service achievements. It is a great occasion for students and student clubs to be recognized for their distinguished work in and out of the classroom.

College Anthem: "This Green Place"

"This Green Place" is based on the Welsh hymn, Calon Lân. At official College functions, the choir traditionally performs the piece, first in Welsh, then in English. The English words were written by poet and writer, Ed Moran, in 1996.

Holiday Dinner

This cheerful annual event held before finals in December is a wonderful opportunity for the campus community to come together and celebrate the end of the semester. Faculty and staff members join students in a variety of activities designed to celebrate the holiday traditions of our diverse and unique student body.

Senior Brunch

Graduating seniors, along with staff, faculty and trustees, gather together the day

GMC Student Handbook

before Commencement to celebrate the end of the seniors' college career. During this event, seniors receive academic honors, reflect on their Green Mountain College experiences, officially join the ranks of alumni, and prepare for their big day!

Welsh Harvest Festival

Green Mountain College annually pays tribute to the distinctive Welsh culture of Poultney and its surrounding communities. The campus community and general public are invited to this free event which features Welsh music, Welsh food tastings, harvest games for kids, wagon rides, scarecrow making, and more.

Earth Week

Green Mountain College sponsors a week-long celebration of Earth Day. This celebration provides the campus community with a fun and informative array of events and highlights the College's commitment to its environmental mission. Some typical Earth Day events are service learning projects, keynote speakers, classroom poster sessions, farm forums, and environmental recruiters.

Alumni, Family, & Friends Weekend

Typically held during the last weekend in September, Alumni & Family Weekend is a three-day event that provides information and entertainment to the parents, family, and friends of Green Mountain College. This weekend includes a choir performance, musical concert, vendors, art exhibitions, town-wide events, Athletic Hall of Fame Induction Ceremony, and more!

Poultney Rotary Club's Annual Chili Cook-Off

This event is scheduled in conjunction with the Alumni & Family Weekend, and has been going on for over 25 years! Participants enter and compete in a judged competition for best chili, and all of the entries are set-up and cooked right on Main Street. Judges and non-chili-cookers get to walk up and down the street tasting various chilies for a small fee.

Annual Choir & Cantorian Concerts

While the College Choir and Cantorian perform many times throughout the academic year, two concerts deserve special attention. Typically held in December, The Holiday Concert in a festive occasion that includes seasonal music. The Commencement concert, typically held in May, highlights music from the Choir's spring tour as well as pieces by graduating seniors.

Athletic Awards Ceremony

Green Mountain College has a proud tradition of competitive intercollegiate athletic programs and accomplished scholar athletes. At the end of each year, the Athletic Department honors all student-athletes, but particularly those who have made a substantial contribution to Green Mountain College athletics and the greater GMC community. Numerous department-wide awards are presented,

GMC Student Handbook

as well as team-specific recognitions.

Wellness Fair

The annual Wellness Fair, sponsored by the Wellness Center, provides information and resources on a wide range of mental, spiritual and physical wellness resources in the community.

Additional Traditions:

Alumni Ultimate Frisbee Tournament
Community Conversation each semester
Faculty Colloquium
Maple Fest
Wilderness Challenge

Policies

Green Mountain College is dedicated to the personal development and academic excellence of its students. Green Mountain College students possess certain rights and privileges together with corresponding duties and responsibilities. Every student is entitled to socially responsible freedom of action as an expression of collegiate activity. Each individual is due the respect of their personal dignity and property. In turn, each student is responsible for maintaining community standards of behavior that do not interfere with the rights of others or the effective functioning of the College.

Each student at Green Mountain College is required to practice personal and academic integrity, to demonstrate respect for the dignity of all persons, to respect the rights and property of others, to discourage bigotry, and to show concern for others. Students are required to engage in responsible and ethical social conduct that reflects the principles of the College and each student must refrain from and discourage behavior that threatens the freedom and respect that every individual deserves. Toward that end, the College, with input from the community, has set forth certain expectations for socially responsible student behavior and a system through which the College may seek redress against persons who have trespassed on the rights and privileges of others and/or the College.

All violations of College policies and procedures committed on or off College property (both inside and outside the classroom), or at officially sponsored College events (on or off campus) or via the electronic network, fall within the scope of the Student Conduct Code. Although the College is not legally responsible or financially liable for the behavior of students off-campus, it reserves the right to take disciplinary action against students when their off-campus behavior violates College expectations and/or policies or when it

GMC Student Handbook

adversely impacts the College or surrounding community. Each student shall be responsible for their conduct from the time of application for admission through the actual awarding of a degree, even though the conduct in question may occur before classes begin or after classes end, during the academic year or during periods between terms of actual enrollment (even if such conduct is not discovered until after a degree is awarded).

The College recognizes that all students, in addition to being members of the College community, also belong to the community at large. The College's Student Conduct Code does not protect or shield students from their responsibilities under federal, state, and/or local laws or ordinances. The College reserves the right to refer any situations involving student misconduct to appropriate law enforcement authorities. The College may impose disciplinary sanctions on a student or recognized student club, organization or club sport found responsible for the violation of College policies and procedures contained herein, regardless of the status, timing, or result of any external proceedings related to the conduct at issue. The rules of conduct and the associated procedures contained herein are limited to students, full-time and part-time.

Policy of Responsible Freedom

The philosophy behind the policies contained in this *Handbook* embraces the concept of responsible freedom within the boundaries of established community standards. Throughout our daily interactions at Green Mountain College, we find ample reminders of our individual differences. As any community, we are made up of many individuals with different personalities, likes, dislikes, strengths, weaknesses, aspirations, and goals. As a result, it is necessary to strike a balance between an individual's interests and actions and the varying interests of other members of the community. Violating this balance would make it impossible for us to live together as healthy, productive, creative, and socially responsible members of a community or society.

Animal Policy

In general, no pets are allowed in the residence halls except fish in an aquarium of 10 gallons or less, while dogs are generally allowed on campus grounds (while on leashes) or in offices (with prior supervisor approval). Any person housing an unauthorized animal in campus housing will incur a fine of \$50.00/day. The Office of Residence Life will assist people in finding off-campus housing in the area at local kennels if needs be. If the unauthorized animal is not removed from campus in a timely manner, the College reserves the right to remove the animal with the help of animal welfare officers.

GMC Student Handbook

Exceptions to our general policy will be made when an animal is necessary to accommodate Green Mountain College students, faculty and staff with certain physical disabilities or psychological needs. All accommodations must respect the rights of other members of our educational community and the welfare of animals. The primary mission of the College to educate students will guide policy in this area.

Campus offices and residence hall rooms are not ideal environments for animals. Domestic animals need to be well cared for and supervised. Local wildlife, such as birds and squirrels, need to be safe from the domestic animals that are allowed on campus.

Animals can be a danger to self or others, can behave in a way that significantly disrupts the living and learning environment of the College, and can be destructive to property. All domestic animals on campus need to be free from harmful parasites and infectious diseases; restrained from biting, scratching or otherwise injuring others; and supervised so that undue stress to those who have been traumatized from past experiences with animals does not occur.

The College reserves the right to limit the type of animal requested if it could pose a direct threat to the health or safety of members of the community. See following table:

Animal:	Status:	Size Restrictions:	Breed & Species Restrictions:	Age Restrictions:
Dog	Service	None	None	Passed Certification
Dog	Therapy	Less than 40 lbs. 40 lbs.	No aggressive breeds *	Over 1 year old
Cat	Therapy	Less than 15 lbs.	No exotic breeds	Over 1 year old
Bird	N/A	N/A	All breeds restricted	N/A
Aquatic	Therapy	Tank less than 10 gallons	No exotic/dangerous breeds (i.e. piranhas)	None
Small Caged Mammals	Therapy	Cage No Larger than 16' sq.	No hedgehogs	Must be full-grown

* Restricted breeds due to aggressive behavior: pitbulls; akitas; rottweilers, german shepherds; any wolf hybrid

Expectations, Rights, and Responsibilities Related to Having Animals on Campus:

Expectation of Care and Supervision:

1. The animal will be the full responsibility of the individual and the owner must be consistently in control of the animal. If the animal is not under control,

GMC Student Handbook

disruptive, or poses a risk to the health or safety of others, then the individual may be asked to remove the animal.

2. The animal must be harnessed, leashed, or tethered when not in the owner's private residence or office, unless these devices interfere with the service animal's work or the individual's disability prevents using these devices. In that case, the individual must maintain control of the animal through voice, signal, or other effective controls. Exceptions may be granted in a situation when the animal is in the owner's private residence, when the animal needs to perform a task requiring it to travel beyond the length of the restraint, or when the owner is unable to retain an animal on a leash due to a disability.

3. Campus Security Officers must be able to enter all rooms on campus without threat of harm. Any animal that threatens an officer or other College staff members attempting to enter a campus room in the line of duty will be removed from campus.

4. The owner is responsible for removing or arranging for the bagging of the animal's waste according to guidelines established by Green Mountain College.

5. Individuals will be responsible for any damage that is caused by their animals including cost for treating parasitic infestations.

6. Green Mountain College has the authority to remove an animal from its grounds or facilities if the animal becomes unruly or disruptive, unclean, and/or unhealthy to the extent that the animal's behavior or condition poses a direct threat to the health or safety of others, or otherwise causes a fundamental alteration in the College's services, programs, or activities.

7. Animals are not allowed in College bathrooms or shower facilities unless required as a service animal. Emotional Support Animals are not allowed outside of the individual owner's room except to exit and enter the hall. Consideration needs to be given to all students in other halls which may be allergic or fearful of animals.

8. Owners of the animals will hang a sign on their room door notifying their neighbors of the presence of the type of animal that is present in the room.

Licensing

According to Vermont law, any dog that has reached a proper level of maturity must be licensed and must display a license on its collar at all times.

Health

Animals on campus must have an annual clean bill of health (including vaccinations and immunity shots against rabies and/or other diseases common to the type of animal) that is signed by a licensed veterinarian. A valid vaccination tag must be worn by the animal at all times. Owners need to make sure that the animal is kept clean as possible. Regular bathing/grooming and pest control measures also need to be performed by the owner.

GMC Student Handbook

Procedural Steps for a Service or Emotional Support/Comfort Animals in College Housing

A request to have an emotional support animal in campus housing is considered a request for a **room** accommodation. The process begins by the student downloading the form from the MyGMC page for the Calhoun Learning Center, called the "Housing Accommodation Request Form." This form will be completed by a licensed medical doctor or **off-campus** licensed mental health professional and submitted to the Coordinator for Accommodations who works in the Calhoun Learning Center. This office will communicate with the Director of Residence Life for necessary information and guidance. The Director of Residence Life will make the decision regarding the accommodation.

All such requests should be made **annually** with at least a 30 days' notice and will be reviewed on a case-by-case basis. Individuals making such requests must have a letter or prescription from an appropriate professional (licensed medical doctor or therapist) that establishes that the support animal is medically or psychologically **necessary** for the student to be successful at the college and demonstrates a relationship between the student's ability to function and the companionship/support of the animal.

The therapeutic needs of the person requesting an accommodation will be a weighing consideration. Other factors taken in consideration in this accommodation request will include, but will not be limited to, public safety, public health, ecosystem health, and the welfare of the therapy animal in the specific residential setting. Documentation should be forwarded to the Calhoun Learning Center:

(<http://www.greenmtn.edu/academics/learning-resources/calhoun-learning-center/>). The Calhoun Learning Center is the designated office for implementing the appropriate provisions of the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973 by coordinating reasonable accommodations for students with disabilities.

Service Animal

Service animals are defined under the 2010 revised requirements of the *Americans with Disabilities Act* as "**dogs that are individually trained to do work or perform tasks for people with disabilities**"

(https://www.ada.gov/service_animals_2010.htm). As of March 15, 2011, only dogs are defined as service animals. Disabilities include, but are not limited to, physical, sensory, psychiatric, intellectual, or other mental disability. Examples might include pulling a wheelchair, assisting during a seizure, alerting to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability, and preventing or interrupting impulsive or destructive behaviors.

In accordance with Section 504 of the Rehabilitation Act of 1973, which set the relevant standards for the Americans with Disabilities Act of 1990, individuals

GMC Student Handbook

with disabilities may use service animals in any public area unless doing so would pose a danger to the health or safety of others or cause undue burden. Individuals with disabilities who use a service animal on campus are not required but strongly encouraged to register with the Calhoun Learning Center. Individuals who wish to have a service animal in student housing must make a formal request for this accommodation.

Emotional Support or Comfort Animal

Emotional Support or Comfort Animals are defined under the Fair Housing Act and Section 504 of the Rehabilitation Act of 1973 as any animal prescribed by a licensed mental healthcare professional as necessary in the treatment of a diagnosed condition. These animals are not required to undergo specialized training. Emotional Support or Comfort animals are not the same as service animals in that they are not individually trained to do work or perform tasks for the benefit of an individual with a disability. A request to have an Emotional Support or Comfort Animal in campus housing is considered a request for a **room** accommodation and will be reviewed on a case-by-case basis.

Policy of Non-Discrimination

Green Mountain College supports and adheres to applicable provisions of state and federal law which prohibit discrimination in admissions or access to its educational or extracurricular programs, activities, or facilities, on the basis of, for example, race, color, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, marital status, place of birth, or against qualified individuals with disabilities on the basis of disability. As members of a diverse community, we recognize that by celebrating our diversity we are a stronger community. Actions by any member of the Green Mountain College community that violate this non-discrimination policy are unacceptable and will be referred to the College's disciplinary process for action as appropriate.

Academic Requirements & Policies

A complete listing of the Green Mountain College academic requirements, course offerings and policies can be found in the Green Mountain College Catalog.

Questions regarding academic policies or procedures should be directed to the Academic Dean.

Athletic Policies

All student athletes are asked to be familiar with and should understand that they are responsible for complying with all Athletic Department policies as outlined in the Green Mountain College Student Athlete Handbook (GMCSAH). The

GMC Student Handbook

GMCSAH is available from the Athletic Department and can be found online under "Inside Athletics-Student Athlete Success" at <http://athletics.greenmtn.edu>.

The Athletic Department at Green Mountain College, among other benefits to the College community, promotes and encourages spectator opportunities for the student body. Spectator participation enables members of the student body to identify with the College and develop pride in the accomplishments of the College and its student athletes. The spectators in attendance at College athletics events are obligated to provide an environment of respect, dignity, and civility for the College's guests. The College is committed to providing a positive, meaningful, educational atmosphere for the conduct of its athletic events and behavior contrary to this intent will not be condoned or tolerated. The College does not accept the use of profane and/or vulgar language or any form of disrespectful treatment of our guests (visiting teams, officials, etc.) or our home participants. When a public address system is not available, control of the above is the responsibility of the Athletic Event Manager and any Athletic Staff present. When a public address system is available, the following announcement will be made prior to the start of the athletic competition:

"The NCAA, Green Mountain College and all members of the North Atlantic Conference support the philosophies of the NCAA regarding sportsmanship at all events. All players, coaches and fans are asked and expected to act ethically and sportsmanlike throughout the entire contest. We request your cooperation by supporting the participants, the officials and each other in a positive manner."

Air horns and electronic amplifiers are violations of NCAA policy and will not be permitted. Such instruments will be removed from the playing and spectator areas. Only signage properly located and pre-approved by the Athletic Department will be permitted at the site of any event.

Alcoholic beverages will not be sold or otherwise made available for public consumption at any athletic event sponsored by or administered by Green Mountain College, nor shall any such beverages be brought to the site during such an event (i.e., during the period from the time access to the site is available to spectators until all patrons have left the facility area or area used for competition). The sale or distribution of newspapers, handbills, candy, food, raffles, flyers, memorabilia, or promotional materials at the site of a Green Mountain College athletics event without the advance written approval of the Athletic Department is prohibited.

Questions regarding Athletic Department policies should be directed to the Athletic Director.

GMC Student Handbook

Student Conduct Code

The Green Mountain College Student Conduct Code is comprised of eleven (11) sections.

Purpose and Scope

Green Mountain College is dedicated to the personal development and academic excellence of its students. Green Mountain College students possess certain rights and privileges together with corresponding duties and responsibilities. Every student is entitled to socially responsible freedom of action as an expression of collegiate activity. Each individual is due the respect of his/her personal dignity and property. In turn, each student is responsible for maintaining community standards of behavior that do not interfere with the rights of others or the effective functioning of the College.

Each student at Green Mountain College is required to practice personal and academic integrity, to demonstrate respect for the dignity of all persons, to respect the rights and property of others, to discourage bigotry, and to show concern for others. Students are required to engage in responsible and ethical social conduct that reflects the principles of the College and each student must refrain from and discourage behavior that threatens the freedom and respect that every individual deserves. Toward that end, the College, with input from the community, has set forth certain expectations for socially responsible student behavior and a system through which the College may seek redress against persons who have trespassed on the rights and privileges of others and/or the College.

All violations of College policies and procedures committed on or off College property (both inside and outside the classroom), or at officially sponsored College events (on or off campus) or via the electronic network fall within the scope of the Student Conduct Code. Although the College is not legally responsible or financially liable for the behavior of students off-campus, it reserves the right to take disciplinary action against students when their off-campus behavior violates College expectations and/or policies or when it adversely impacts the College or surrounding community. Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree, even though the conduct in question may occur before classes begin or after classes end, during the academic year or during periods between terms of actual enrollment (even if such conduct is not discovered until after a degree is awarded).

The College recognizes that all students, in addition to being members of the College community, also belong to the community at large. The College's Student Conduct Code does not protect or shield students from their responsibilities under federal, state, and/or local laws or ordinances. The College reserves the right to refer any situations involving student misconduct to

GMC Student Handbook

appropriate law enforcement authorities. The College may impose disciplinary sanctions on a student or recognized student club, organization, or club sport found responsible for the violation of College policies and procedures contained herein, regardless of the status, timing, or result of any external proceedings related to the conduct at issue. The rules of conduct and the associated procedures contained herein are limited to students, full-time and part-time.

Disciplinary Authority

The College's President and the Board of Trustees have designated the Vice President of Student Life to be responsible for the administration of student conduct standards and the enforcement of the Student Conduct Code. The Vice President of Student Life, in consultation with students, faculty and staff, has developed policies for the administration of campus discipline. The College community and its Board of Trustees have established the following community standards to support a philosophy of education based on socially responsible freedom. The policies and procedures contained in the Green Mountain College Student Handbook are established in order to provide a climate necessary for achieving the goals of learning and personal development.

Jurisdiction

1. The Vice President of Student Life, pursuant to the authority delegated by the College President and the Board of Trustees of Green Mountain College, is responsible for the administration and enforcement of the Student Conduct Code and all policies contained within the Green Mountain College Student Handbook.
2. The Director of Residence Life, in conjunction with the Vice President of Student Life and in consultation with the Conduct Review Board of the Student Senate, is responsible for the annual review of the Green Mountain College Student Handbook and the policies contained therein.
3. The Green Mountain College Student Conduct Code applies to all Green Mountain College students (undergraduate and graduate) and student organizations.
4. Green Mountain College students are also subject to rules and regulations contained in the Green Mountain College Catalog.
5. The jurisdiction of the Student Conduct Code may be extended to individual or collective activities which are not recognized or approved by the College and which do not occur on Green Mountain College premises if, in the opinion of the Vice President of Student Life, such activities violate College expectations and/or policies, adversely impact the College or surrounding community, and/or have an adverse effect on the interests or educational mission of Green Mountain College.

GMC Student Handbook

Resolution of Reports

The Green Mountain College Student Conduct Code is established as the College's method for resolving reported violations of college policies brought forward by students, faculty, staff, municipal authorities or other members of the community regarding the behavior of Green Mountain College students.

The College reviews all such complaints and any related incident reports or information and determines the method of resolution. Student complaints regarding other students will be reviewed and the College will make a determination as to judicial charges and the appropriate method of adjudication.

Student complaints regarding faculty or staff members shall be resolved in accordance with the faculty or staff handbooks. Student complaints regarding persons who are not members of the Green Mountain College community shall be referred to the appropriate governmental authorities. The College may also choose to initiate a complaint itself through the Vice President of Student Life or other administrator.

Depending upon the nature and circumstances of the violation, the following methods of adjudication may be utilized to resolve allegations regarding student behavior. The Vice President of Student Life has the discretion to decide which of the following methods, or some combination or variation on them, is the most appropriate procedure in a particular situation:

Informal Resolution

In some instances, incidents and/or allegations are most appropriately resolved in a manner not resulting in formal conduct charges. This may include, but is not limited to, meeting with a member of the Residence Life staff, the Vice President of Student Life, a staff member at the Wellness Center and/or other faculty/staff or other campus or off-campus resources as deemed appropriate by the College.

Conduct Review Meeting

A Conduct Review Meeting is conducted by a Residence Life administrator to adjudicate most first-time violations and/or where separation from the College is not a likely or potential outcome. In cases where separation from the College is a likely or potential outcome and depending on the nature and circumstances of the violation, the Director of Residence Life or the Vice President of Student Life may hold the Conduct Review Meeting.

The Judicial Review Board

The Judicial Review Board resolves matters of appeal or dispute of fact for Conduct Review Meetings. A student may also choose to have their alleged

GMC Student Handbook

violation reviewed by a Judicial Review Board rather than a Conduct Review Meeting in incidents involving disputes of fact or for Level II or Level III violations

Administrative Decision

The College reserves the right to place a student on interim suspension, or expel or suspend a student at any time, when conduct is deemed to be in violation of College policy or in situations where the student poses a risk to him/herself, to others, or for the College. In taking such action, the college need not assign further reasons. At the discretion of the Vice President of Student Life, and following individualized assessment, a student who is determined to be a danger to self or to others, or in which the behavior of the student significantly disrupts the living and learning environment of the College, may be involuntarily or administratively withdrawn, suspended or expelled.

Conduct Review Procedures

The following procedures are guidelines only, which will be followed to the extent they are practical and appropriate in a given situation. The fact that all guidelines are not followed in a particular situation will not affect the validity or appropriateness of a disciplinary decision or process.

1. Reports of alleged violations of the Student Conduct Code or College policy are made by members of the campus community or faculty/staff members in the course of their duties to the Department of Residence Life or the Department of Campus Security via Incident Communication Forms or other means.
2. Incident Communication Forms or complaints brought forward by other means are usually reviewed expediently by, where practical, the Residence Life staff, the Director of Campus Security, and the Vice President of Student Life.
3. The Director of Residence Life and/or the Vice President of Student Life assigns alleged charges and levels as appropriate.
4. Absent extenuating circumstances, within seven (7) business days of the report or identification of the alleged violation, the student is usually notified in writing to attend a Conduct Review Meeting. The following information will be provided:
 - Time, date and location of the meeting
 - Name and contact information for staff member
 - Date of the alleged violation

In the event of a justifiable scheduling conflict, the student has three (3) business days following written notice of the meeting to notify the appropriate staff member and reschedule.

5. The student attends the scheduled meeting. At this time, the student may respond to any and all alleged violations and review relevant incident reports and documents and provide relevant oral or written information. The Student Conduct Code and the relevant procedures for resolution will be explained and an opportunity for questions will be provided. Legal counsel, parents/guardians, or other representatives are not permitted at this Conduct Review Meeting. At this time, one of the following will occur:
 - Charges dropped
 - Student does not accept responsibility
 - Student accepts responsibility

GMC Student Handbook

6. In some instances, more information may be needed in order for a decision to be rendered. The staff member holding the Conduct Review Meeting may adjourn the meeting in order to gather more information, talk with other relevant parties, etc. A follow-up meeting will be set to bring the matter to closure.

7. If the student accepts responsibility, sanctions are assigned as appropriate, and are effective immediately upon the close of the Meeting. If the student does not accept responsibility for a first time violation, the case is decided by the student conduct officer based on the preponderance of evidence. "Preponderance of evidence" is defined here as "having more than likely to have occurred than not."

8. Within ten (10) business days of the Meeting, the student is notified of the resolution and/or sanctions in writing.

Conduct Review Board Procedures

The Mission for Green Mountain College's Conduct Review Board is to uphold and maintain an environment conducive to learning, scholarship, and community by providing equitable and unbiased peer adjudication of alleged student violations of the Student Conduct Code. Through constructive, educational and fair processes, the Board emphasizes the development of each individual's acceptance of their own personal and social responsibilities. The Board will also ensure that students are aware of their rights within the conduct process. All of the sanctions issued by the Conduct Review Board reflect educational values through focused attention on accountability and learning from circumstances rather than mere punishment, as to promote citizenry leadership.

A pool of ten to twelve (10 - 12) students and two (2) faculty members comprise the Conduct Review Board. The Student Senate, under the authority of the Director of Residence Life, selects student representatives for the Conduct Review Board. Student members must have and maintain a 2.5 GPA and must not have outstanding conduct charges or be on Disciplinary Probation at their time of service on the Conduct Review Board. The Faculty Nominating Committee selects faculty representatives annually.

For each Conduct Review Board Meeting, four (4) students (including one (1) student chair, selected for that particular meeting) and one (1) faculty member conduct the Conduct Review Board Meeting. A Procedural Advisor (a staff or faculty member not a member of the Conduct Review Board considering the alleged violation before them) serves to clarify procedures and brings the facts and circumstances of the alleged violation and relevant documents before the Board.

1. The Director of Residence Life and/or the Vice President of Student Life may decide, in his or her discretion, to refer an alleged violation to the Conduct Review Board in instances of disputes of fact, repeat offenses, or other violations.

GMC Student Handbook

2. The Procedural Advisor meets in advance with the accused student, prepares the relevant documents and information for the Conduct Review Board, and is present during the meeting to clarify any information or point of procedure. The Procedural Advisor is present during the Conduct Review Board's deliberations, but does not vote and does not participate in the administration of sanctions.
3. The accused student is notified of the date, place, and time of the Conduct Review Board Meeting. That notification shall be given to the accused student within seven (7) days of the student electing a Conduct Review Board Meeting or being notified that a Conduct Review Board will review their alleged violation.
4. Conduct Review Board Meetings are not open to the public. Parents and attorneys or other outside representatives are not permitted to be in attendance (unless a criminal charge is currently pending against the student, in which case an attorney may be present to advise the student; however, the attorney may not speak to or address the Board, orally or in writing, or otherwise represent the student in the hearing.)
5. The accused student may select a member of the College community to attend the meeting as an advisor to him/her. The advisor may not speak or ask questions during the meeting, but may consult with the accused student and suggest questions or points of clarification for him/her to raise.
6. The chair convenes the meeting in accordance with the procedures outlined in the Conduct Review Board Manual. The College and the accused student may present witnesses and the Conduct Review Board members may ask for additional witnesses to appear before the Board. Character witness testimony is not permitted.
7. After the meeting, the Conduct Review Board deliberates in closed session and determines, by majority vote based upon a considered preponderance of the relevant facts and circumstances available during the Meeting, whether the accused student is responsible for the violation as charged and, if so, the appropriate sanctions. The accused student's prior Student Conduct Record will be brought forward by the Procedural Advisor during the sanctioning phase and will be considered as sanctions are determined.
8. After rendering a decision, the Conduct Review Board chair informs the Procedural Advisor of the decision, who informs the student. The Conduct Review Board chair provides the Procedural Advisor with a written statement of the outcome as soon as practicable after the meeting. The Director of Residence Life or Vice President of Student Life provides a written decision letter to the student within ten (10) business days of the close of the Conduct Review Board Meeting.

GMC Student Handbook

Appeals

The College's appeals system operates within strict guidelines regarding grounds of appeal. Regardless of the method of original adjudication, the appeals process is as follows:

Grounds for Appeal

For a case to merit appeal, one of the following criteria must be met:

- * a procedural irregularity so substantial as to have likely altered the outcome of the meeting
- * new information that could not have been known or brought forward at the time of the meeting that is so substantial as to have likely altered the outcome of the meeting
- * a sanction that is grossly out of line with the violation

Options Available to the Appellate Officers

- * affirm the finding of responsibility and/or sanction
- * affirm the finding of responsibility but alter or reduce the sanction if deemed appropriate given the information presented by the appeal
- * alter or reduce the sanction if the original sanction is grossly out of line with the violation
- * remand the decision back to the original adjudicating Student Life staff member or Judicial Review Board in the case of new information or procedural error
- * take other action deemed appropriate in the discretion of the appellate officer.

The Process of Appeal

1. A student has seven (7) business days following written notification of sanctions to present a formal written appeal to the appropriate appellate officer or the Judicial Review Board (see below) that includes the grounds for appeal and the substantive relevant information.
2. The appellate officer reviews the appeal and makes a decision based on the options outlined above.
3. The appellate officer notifies the student in writing of his/her decision within seven (7) days of receipt of the formal written appeal.
4. The decision of the appellate officer is final and not subject to appeal.

Appellate Officers

1. The Director of Residence Life is the appellate officer for decisions rendered by a Community Director.
2. The Vice President of Student Life is the appellate officer for decisions rendered by the Director of Residence Life.
3. The Vice President of Student Life is the appellate officer for decisions rendered by the Conduct Review Board.

GMC Student Handbook

4. The President is the appellate officer for suspension and expulsion decisions rendered by the Vice President of Student Life.

Violations

The conduct outlined below constitutes violations of the Green Mountain College Student Conduct Code:

Academic Dishonesty: Any act of academic dishonesty including collaboration, copying, plagiarism, forgery, fabrication, inadequate or inappropriate citation, or invasion or theft of information. See The Green Mountain College Catalog for specific violations and methods of resolution.

Abuse: Physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or other conduct which threatens or endangers the health or safety of any person.

Alcohol: Students must abide by Vermont and federal law in the purchase, distribution and/or consumption of alcohol. The following constitute specific violations of the alcohol policy:

- **Underage Possession/Consumption.** In accordance with Vermont and federal law, minors are prohibited from consuming or possessing alcohol in Green Mountain College residence halls or on any College property.
- **College functions.** Alcoholic beverages are prohibited at all College functions in which students are in attendance, including (but not limited to) dances, concerts, athletic events, and dinners, without special advance permission from the Vice President of Student Life.
- **Open container.** Alcoholic beverages and open containers of alcoholic beverages are prohibited in all public areas, both in the buildings and on the grounds, regardless of age.
- **Intoxication.** Impairment as the result of intoxication does not relieve a student of responsibility for the consequences of his or her actions or the actions of his/her guests. Intoxication in public areas is strictly prohibited, regardless of age.
- **Private rooms.** Alcoholic beverages may be in the possession of or consumed in the residence halls only by students or visitors of legal age in rooms classified as "wet". A room is defined as "wet" only where all assigned resident(s) and guests in attendance of residents of the room are of legal age. A room to which one or both occupants below the legal drinking age is assigned is classified as "dry." All students present in a "dry" room where alcoholic beverages are present are in violation of the Alcohol Policy, regardless of age.
- **Providing alcohol to minors.** Students who purchase for or provide alcohol to minors are in violation of Vermont State Law as well as the Green Mountain College Conduct Code.

GMC Student Handbook

- Bulk containers. Bulk containers are prohibited on College property. A bulk container is defined as, but not limited to: kegs, beer balls, handles (1.75 Liters), or alcoholic punch in excess of one gallon. All students present in a room or area where a bulk container is present are in violation of the Alcohol Policy.
- Public display. Students may not display advertisements or items (i.e. signs, posters, photographs, bottles) that promote illegal drug and/or alcohol products in the public spaces of the campus, (i.e. hallways, lounges, bathrooms, windows of residence halls, etc.).
- Health and Safety: Alcohol bottles and containers (full or empty) are not permitted as decorations in residence hall rooms. They may be confiscated during routine Health and Safety inspections or at the discretion of Residence Life or Security staff.
- Off-campus. Green Mountain College reserves the right to assign disciplinary sanctions to students based on socially irresponsible and/or illegal alcohol-related incidents that occur off-campus.

Only GMC students over 21 can bring alcoholic beverages onto campus. Alcoholic beverages may be consumed in the residence halls only by students and guests of legal age in rooms where all assigned residents and guests are of legal age.

Destruction of property: Damage, destruction, or theft of College property or property belonging to others; failure to report accidental damage.

Disrespectful Conduct: Language or behavior that disrespects and/or demeans another person.

Disruptive Conduct: Interference with any class or other College function by any form of deliberate disturbance or disruption; noise or general disorderliness that creates an unreasonable disturbance and/or trespasses on the rights of others. Lewd or indecent behavior, including use of electronic or other devices to make an audio or video record of any person without his/her consent. No student shall engage in behavior that poses a direct threat to the health or safety of self or others.

Drug Paraphernalia: Possession, use, storage, or sale of drug paraphernalia or use of paraphernalia in connection with the use of illegal drugs.

Drugs: Possession, use, manufacture, storage, distribution, or sale of illegal or controlled substances. Illegal drugs, as referred to in this policy, include drugs that are not legally obtainable, as well as drugs that are legally obtainable but are obtained or distributed illegally or used for illegal or unauthorized purposes.

Failure to comply: Failure or refusal to cooperate with a reasonable request by a

GMC Student Handbook

College official (or emergency response or law enforcement personnel) acting in good faith and within the scope of his/her duties, including but not limited to, failure to cease the prohibited conduct, failure to produce identification, failure to respond to student conduct notification letters, or interference with or failure to cooperate with an investigation by the College, including any meetings or proceedings that occur.

Falsification: Providing false information to any College office or official or providing false information during a disciplinary proceeding.

Fire Safety: Including, but not limited to the following:

- misuse of fire safety equipment (including but not limited to fire extinguishers, sprinkler system, etc.)
- false reporting of a fire
- tampering with or causing malfunction of a pull station
- tampering with a smoke detector
- setting or causing a fire in a building
- setting or causing a fire in any outdoor area without advance approval
- remaining in a building during a fire alarm

Fireworks: Possession or use of fireworks, smoke bombs, etc.

Gambling: Gambling as prohibited by state or federal law.

Harassment on the Basis of Protected Characteristics: ‘Harassment’ means verbal or physical conduct based on a student’s race, creed, color, national origin, marital status, sex, sexual orientation, gender, or disability and which has the purpose or effect of substantially interfering with a student’s educational performance or creating an intimidating, hostile or offensive environment. Sexual harassment is also a form of unlawful harassment and means unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Any biased behavior prohibited by the College’s Anti-Harassment Policy as outlined in this Handbook.

Hazing: Violation of the Hazing policy as outlined in this Handbook.

Host Responsibility: Green Mountain students are responsible for the registration and behavior of their guests or visitors in accordance with the Guest Policy as outlined in the Residence Life Policies and Regulations.

Improper Assistance: To assist or encourage others to commit any of the prohibited acts stated in the Student Conduct Code.

Local, State and Federal Laws: Being charged with or convicted of the violation of local, state, or federal laws or ordinances.

GMC Student Handbook

Motor Vehicles: Violation of the Motor Vehicle policy as outlined in this Handbook. In addition, continued violations of the Motor Vehicle Policy may be referred for student conduct action.

Network Acceptable Use Policy: Any abuse or interference with computers or computer access that disrupts or infringes on the rights of others as outlined in this Handbook and in the Green Mountain College Catalog.

Other College Policies: Violations of other published College policies in hard copy or available on the College website, including but not limited to, the Green Mountain College Academic Catalog, the Green Mountain College Athletic Department Handbook, the Student Club Handbook, policies relating to discrimination, discriminatory harassment, sexual harassment, computer use and residence halls.

Residence Halls: Violation of the Residence Hall Policies and Procedures as outlined in this Handbook. Violation of the Residence Hall Contract.

Sexual Harassment: Violation of the Sexual Harassment Policy as outlined in this Handbook.

Domestic Violence: Violation of the Domestic Violence Policy as outlined in this Handbook.

Dating Violence: Violation of the Dating Violence Policy as outlined in this Handbook.

Stalking: Violation of Stalking as outlined in this Handbook.

Sexual Misconduct: Violation of the Sexual Misconduct Policy as outlined in this Handbook.

Smoking: Smoking is only permitted in designated areas on College owned or leased property.

Theft: Unauthorized acquisition, removal or use of personal or College property, also including computer files or data, email or other electronically stored information or service; mutilation and/or theft of library material. Possession of property on College premises stolen from the College or from others.

Unauthorized entry or use: Illegal or unauthorized entry into any College facility. Using or attempting to use College property in a manner inconsistent with its designated purpose. Tampering with property, services, or resources belonging to the College, guests, or approved vendors. Duplication of keys, computer

GMC Student Handbook

access codes or other devices meant to provide access to unauthorized areas or information.

Weapons: Possession and/or use of a dangerous article or substance with the potential to injure or discomfort a person. Possession and/or use of unregistered firearms, ammunition or other weapons (or items that may be construed as weapons) on College property. Examples of weapons include, but are not limit to, rifles, shotguns, handguns, ammunition, paintball guns, bows/arrows, BB guns, mace, tasers, pepper spray, and swords.

In addition to these specific violations, students are also responsible for the community in which they live. Failure to report and/or vacate the premise in which a violation of the Student Conduct code is taking place may result in disciplinary actions.

Sanctions

Penalties for violations of conduct regulations are recorded in the student's conduct record. Penalties are not reflected on the academic transcript, except that the dates of enrollment at Green Mountain College are a part of the transcript record.

Violations of the Student Conduct Code

Penalties that may be imposed on a student by a judicial body after being found responsible for violating the Student Conduct Code include but are not limited to the following:

Fines or restitution:

Fines or restitution are commensurate with the nature of the offense. The monetary cost of the harm done may be taken into account in assessment of a fine or an order of restitution.

Written Warning:

An official notice by a staff member to a student who has violated College policy indicating that should the behavior in question continue, additional disciplinary action will be taken. The written warning stays in the student's student conduct record.

Educational Sanction:

A sanction designed to provide an additional educational opportunity for a student who has been found responsible for violating the Student Conduct Code.

Parental Notification:

Parents will routinely be notified regarding alcohol and drug violations for which the student is found responsible. They may also be notified prior to the

GMC Student Handbook

adjudication of a case at the discretion of the Vice President of Student Life. Parents may also be contacted if the Vice President of Student Life believes that the student poses a danger to him/herself or others or in other instances as outlined in the College's FERPA Policy contained herein.

Disciplinary Probation:

A student is allowed to continue enrollment at Green Mountain College with the understanding that, during the period of time while s/he is on Disciplinary Probation, any further violations of the Student Conduct Code could result in additional or more serious sanctions up to and including suspension from the College.

Suspension:

Separation from the College after being found responsible for a violation of the Student Conduct Code. Suspended students must leave campus and are prohibited from participating in all College activities or using College facilities during the stated period of suspension. Suspension is imposed for up to one year.

Readmission is not guaranteed and is at the sole discretion of the Vice President of Student Life.

Suspension may be:

- a) temporary, for a finite period less than a full academic term;
- b) definite, for a stated period of at least one academic term; or
- c) indefinite for very serious offenses. (A student suspended indefinitely may be readmitted only by successfully petitioning the Vice President for Student Life.)

Interim Suspension:

In certain circumstances where there is an alleged or perceived direct threat to self or others, the Vice President of Student Life, or his/her designee, may impose a temporary suspension prior to formal judicial proceedings or administrative decision by the Vice President of Student Life.

Interim suspension may be imposed to

- (1) ensure the safety and well-being of members of the College community;
- (2) to ensure the student's own physical or emotional safety and well-being;
- (3) if the student poses a direct threat of disruption of or interference with the normal operations of the College;
- (4) if the student has been charged or is likely to be charged with a felony.

During Interim Suspension, the student shall be denied access to on-campus housing and/or the campus (including classes) and/or all other College activities or privileges for which the student might otherwise be eligible, and/or may be subject to other conditions as the Vice President of Student Life may deem appropriate.

GMC Student Handbook

Expulsion:

For particularly serious offenses, students may be permanently dismissed from the College. In cases where the penalty is expulsion, final appeal is to the president, who may reduce the penalty, if warranted, after consultation with the body that conducted the deliberations and after a review of the proceedings. In cases of expulsion from the College, no refund of the comprehensive fee is made. Parents or guardians are informed when students are expelled.

Student Conduct Records

Student conduct records are created for all student incidents in which disciplinary charges are alleged. These records are maintained and purged according to the following guidelines:

1. Records involving alleged violations in which the student was charged and found not responsible, or in which charges were subsequently dropped, are, absent extenuating circumstances, retained in the official judicial records for a period of one year, then destroyed.
2. Records involving alleged violations in which a finding of responsible was determined are held in the official judicial records at the College in the Division of Student Life for seven (7) calendar years beyond the meeting date.
3. Records are retained indefinitely at the College's discretion.

Note: All outstanding student conduct charges and/or sanctions must be resolved before a student may graduate from the College or before a withdrawn student may be readmitted to the College. Students with unresolved conduct charges and/or sanctions may have an administrative hold placed on their account resulting in the inability to receive transcripts, register for classes, sign up for College housing, or graduate. Proceedings of Conduct Review or Conduct Review Board Meetings may be audio or videotaped at the discretion of the College.

Definitions: See Appendix VI

GMC Student Handbook

Residence Life

Green Mountain College's Residence Life program encourages students to develop independence, social responsibility and awareness of established community standards. Residential and off-campus students are responsible for knowledge of and adherence to all rules and regulations in the residence halls.

The Residence Life staff assists residents in making the most of their living-learning environment. The Residence Life staff consists of the Director of Residence Life and three Community Directors, who supervise student Resident Assistants (RAs.) Resident Assistants are selected upper-class students, specially trained in leadership and counseling skills, whose sole job is to develop tight-knit communities and address policy violations.

Green Mountain College is not responsible for any loss, theft, or damage to a student's personal property. It is recommended that students purchase a rider to a homeowner's or rental policy.

The following policies and procedures have been developed to create a sense of community awareness and social responsibility in the residence halls. As members of the residential community, students are required to adhere to these policies and procedures. Their signature on the Green Mountain College Housing Contract also legally obligates students.

Violation of any policy contained herein or violation of the Housing Contract may be charged formally through the student conduct system as a Residence Hall Policy violation, and depending on the outcome of the conduct hearing, sanctions may be assigned in accordance with the procedures outlined in the Student Conduct Code.

Residence Hall Policies and Expectations

Animals

In general, no pets are allowed in the residence halls except fish in an aquarium of 10 gallons or less, while dogs are generally allowed on campus grounds (while on leashes) or in offices (with prior supervisor approval).

Exceptions to our general policy will be made when an animal is necessary to accommodate Green Mountain College students, faculty and staff with certain physical disabilities or psychological needs. All accommodations must respect the rights of other members of our educational community and the welfare of animals. The primary mission of the College to educate students will guide policy in this area. See Animal Policy.

GMC Student Handbook

Athletic and Recreational Equipment

The use of athletic or recreational equipment or any other potentially dangerous or damaging equipment is prohibited in the residence halls, unless approved by the Department of Residence Life. These include pull-up bars, heavy punching bags, Athletic and recreational equipment are permitted to be used outside as long as the use does not disturb or threaten the safety and well-being of others or College property.

Audio Equipment

Audio Equipment must be used in such a manner that the sound will not disturb other students or interfere with the interests or standards of the College community. Students are required to comply with reasonable requests from their fellow residents, members of the Residence Life staff, and Security regarding noise issues. Refusal to accommodate multiple request could lead to the audio equipment's confiscation.

Drones

In order to protect the safety and privacy of the GMC community, the unauthorized operation of unmanned aircraft systems (UAS), colloquially known as *drones*, is prohibited. Use of a UAS, may only be approved by the Vice President of Student life or their designee. Use of a UAS for the purpose of marketing photographs and/or video must be approved and coordinated by the Vice President of Student Life, the Director of Communications, and the Director of Campus Security. Operators of approved UAS must be fully compliant with state and federal laws and FAA regulations.

Fans

Window fans are not permitted in residence hall windows and students are prohibited from opening windows in residence halls when the outside temperature is below 40 degrees F.

Guests

I. Definitions and host responsibility

(a) Guests are defined as any individuals who are not contracted residents of the specific room, community, or building in question.

(b) Overnight guests must be registered with the Office of Residence Life. Registration can be done through myGMC. Guests must have with them at all times, their guest registration and a valid form of government identification.

(c) Each guest must have a host and/or be escorted while in the building - including common areas and lounges. Persons who are not residents may be asked to leave the building unless they are able to demonstrate they are guests of a resident of the hall or on business related to the university or its faculty, staff, or students.

(d) Guests will be expected to comply with all college regulations and policies.

(e) The host will be responsible for their own behavior as well as the behavior of his or her guest(s). Guests of residents may be required to leave if they are violating policies,

GMC Student Handbook

damaging property, or show the potential to cause harm to themselves or others.

Hunting Equipment and Weapons

All weapons including, but not limited to rifles, shotguns, handguns, ammunition, paintball guns, bows/arrows, BB guns, mace, tasers, pepper spray, and swords are prohibited on campus except as noted herein. All such hunting related items brought to campus must be properly registered with the Department of Campus Security and stored in a locked safe in the Campus Security Office. Registered hunting equipment must be signed out for off-campus use and then returned and signed in for storage in accordance with the written guidelines available in the Campus Security Office. Students who register firearms or other hunting equipment must present a certificate of completion of a Hunter's/Firearms Safety Course or possess a valid hunting license. The Campus Security Office will confiscate any unregistered hunting equipment or weapons from students who are found in possession of these items. Students who have previously been found responsible for conduct violations may have the privilege of registering hunting equipment denied.

Windows

Objects of any kind may not be thrown from campus building windows. It is against policy to sit in an open window sill and/or lean out of the open window, due to safety concerns. Items may not be kept on window sills, as they could pose a danger if they were to fall.

Bicycles, Skateboards, Scooters and Rollerblades

Bicycle racks are provided throughout campus. During the winter season, it is recommended that students take their bicycles home or place them in storage. If left on campus, all bicycles must be tagged and brought to the appropriate storage area of the student's residence hall. It is strongly suggested that students bring a lock and have their names engraved or printed on the bicycle as identification. Bicycles and other items may not be left in the hallways, kitchen hubs, or lounges at any time for safety reasons, and the College is not responsible for the theft of such items. The College reserves the right to remove unattended items that are left in hallways, kitchen hubs, or lounges. In addition, bicycles or other modes of transportation (i.e. skateboards, scooters) may not be used inside any building. See the College's Skateboard Policy for applicable procedures for outdoor skating.

Bicycle Policy

Bicycles should be registered with Campus Security and a College decal affixed on the frame to protect against theft.

For your convenience bicycle racks can be found in various locations on campus. These racks are the only approved locations to store and lock your bicycle. If a bicycle is found stored or locked in any other area, Campus Security reserves the right to remove your bicycle, which may include the cutting of bicycle locks. Bicycle safety is ultimately the

GMC Student Handbook

responsibility of the owner. Campus Security is not liable for any lost, stolen, or damaged bicycles.

Doors

Students are prohibited from propping open residence hall exit doors, egress doors, or interior fire doors. Repeated violations could lead to fines being imposed on a hall.

Fire Prevention: Equipment & Control

All residence hall rooms are equipped with a hard-wired smoke detector with battery back-up. Students are required to report any smoke detector that is not operating correctly to their RA or Campus Security immediately. Students must evacuate buildings during fire alarms in accordance with the procedures outlined in Appendix V. Tampering with fire equipment or falsely pulling a fire alarm will result in student conduct charges as outlined in the Student Conduct Code. Fire and carbon monoxide alarms are, not to be covered up, regardless of circumstance.

Furnishings & Equipment

Every room is furnished with a study desk or table, chairs, bed, chest of drawers, bookcase, and closet space. Students must provide draperies, carpet, pillows, blankets, spreads, bed linens, and towels. Furniture can only be removed from a residential room to accommodate a medical or accommodation request approved by the Director of Residence Life in conjunction with the Coordinator of Accommodations. If furniture is removed from a room without approval a student may be charged a replacement fee for the removed furniture.

Hall Sports

Any physical sporting activity (ball sport, water-balloon toss, running in hallway, etc.) is not permitted in the halls due to the potential damage of property and disturbance of other residents. Sports intended for outdoor play should be directed toward designated areas on campus.

Hoverboards

Self-balancing scooters, more popularly known as “hoverboards” are not permitted in the residence halls. Nor are their batteries to be charged on campus. This is done as part of fire prevention.

Prohibited Items

The following items and activities are not allowed within the residence halls and prohibited items may be confiscated:

- Electrical equipment with exposed heating elements, such as hot plates, halogen lamps, toasters, George Forman Grills, and sun lamps
- Air conditioners
- More than one heavy-duty extension cord per room

GMC Student Handbook

- Tapestries may not be hung from the ceiling. They may be hung from walls in such a manner as they do not cover an egress or interfere with fire detection, evacuation, and safety
- Any item possible of creating an open flame (i.e. candles, candles without wicks, oil lamps, propane torches). Students are not permitted to burn incense, burn herbs ("smudging"), cones, or other similar items in residence halls. Under no circumstance are these permitted to be used in the residence halls.
- Antennas may not be affixed to the exterior of the residence halls
- Waterbeds
- Alcoholic-Beverage bars
- Bottle caps in lampshades
- Students are allowed to use blue painter's tape or poster putty to hang posters. Staples, nails, hooks, masking tape, scotch tape, duct tape, thumb-tacks, etc., are not allowed, nor is painting or writing (pen, pencil, chalk ,etc.) on the walls doors or ceilings. Students will be charged for returning the walls and ceiling to their original (starting from student's occupancy date) state. The painting of residence hall rooms is not permitted.

Lounges

Several residence halls have formal lounges in addition to the kitchen hubs on each floor. The furniture in either of these areas may not be removed or relocated, unless previously approved by a Community Director or the Director of Residence Life. Residents and visitors are not permitted to sleep overnight in any of the lounges and or hubs.

Lounges equipped with game equipment (pool, table tennis, foosball) should be treated with care. Please do not place food or drink on the game tables, nor sit on the game tables. Please treat with care table tennis paddles, pool cues, and other gaming equipment.

Restricted Areas

Students are prohibited from going on or into residence hall balconies, roofs, attics, fire escapes (except in emergencies), and crawl spaces above ceilings. Students are prohibited from entering locations that are closed and/or locked. Students are not permitted in unauthorized areas including, but not limited to, maintenance rooms, boiler rooms, mechanical rooms, elevator rooms/shafts, roofs, balconies, ledges and storage rooms/ areas.

Smoking

Green Mountain College is largely smoke-free - that is, smoking is prohibited from all campus vehicles and campus buildings. In addition, smoking is prohibited on College grounds except in certain designated areas.

GMC Student Handbook

Quiet and Courtesy Hours

Quiet hours in the residence halls and surrounding grounds are Sunday through Thursday, 10 p.m. to 10 a.m. and Friday and Saturday, midnight to noon. Between the Monday of the last week of classes and through the end of final exams, a 24-hour quiet rule is maintained in all residence halls. Please be mindful of noise levels on campus so as not to disturb fellow students who might be sleeping with their windows open or any of our Poultney neighbors.

Courtesy hours are in effect 24-hours a day. Students should approach noise disturbances with a respectful request to keep the noise level down. Those who are requested to quiet down should honor the request and comfort of their neighbors. If assistance is still needed, the student should contact a Resident Assistant or the Campus Security Office to enforce the policy.

Residence Hall Security

To prevent the intrusion of unauthorized persons, and for the safety of the occupants, residence halls are locked at all times, with the exception of Ames and Bogue Hall during normal business hours. Access to the residence halls is granted to authorized personnel and students. Questions regarding access should be addressed to the Campus Security Office. The College will not assume responsibility for damaged, lost or stolen items. It is each resident's responsibility to lock his/her room to protect valuables and enhance personal security. The College recommends the Personal Property Insurance Coverage or renter's insurance.

Room Entry and Search Procedures

As a private institution, designated Green Mountain College staff members have the absolute right to enter any residential room to address maintenance concerns, conduct routine health and safety checks, and initiate room searches if warranted. Entrance into residence hall rooms is classified at three levels:

1. General Entry: A 24-hour notice will be given via email or residence hall postings for the following:

- periodic health and safety inspections
- fire alarm inspections

2. Routine Maintenance: By requesting a maintenance repair, a student has granted permission for a member of the Facilities Department to come into the room and make the repair. In addition, Facilities personnel may enter your room to verify damages or to perform other maintenance services. In most instances, written notice will be left for the student. Questions regarding this procedure may be directed to Residence Life staff.

3. Probable Cause (investigative entry): Entry into a room based on a reasonable suspicion of violations that are determined by staff members in Residence Life or Campus Security:

- Unauthorized entry by a person other than the resident of the room
- Theft
- Sexual misconduct

GMC Student Handbook

- Possible violation of local, state or federal laws
- Alcohol
- Pets
- Smoking
- Unregistered guests/missing persons
- Violation of the network acceptable use policy
- Noise
- Drugs
- Endangerment of persons relating to mental/physical illness, sexual assault or other assault, alcohol or drug-related illness
- Disruptive conduct/aggressive behavior
- Fire Safety
- Misuse or tampering with emergency equipment
- Weapons and/or fireworks
- Hazing
- Emergency maintenance repairs
- General courtesy issues (such as alarms, alarm clocks, stereos or other items causing a disturbance for the community when there has been no response by the occupant)

Damages

Sanctions for intentional or accidental damage may be levied, including cost of restoration or replacement, monetary fine or community restitution hours. In cases where specific damages cannot be attributed to an individual(s), then either the specific floor or the entire hall will be billed.

Students or persons responsible for the account may question specific damage charges up to sixty (60) calendar days after the charge has been sent to the billing address, (unless they have used Express Checkout, whereby they forfeit the opportunity to appeal) After that time, the charge cannot be challenged. This includes group or individual damage charges and fines. Appeals must be sent in writing to the Office of Residence Life.

Guests

The entertaining of guests or visitors in individual residence hall rooms is permitted as long as such visitation does not infringe upon the privacy and space of the roommate or other Green Mountain College students.

At all times, students are responsible for their guests who are required to conform to all policies and procedures at Green Mountain College while visiting. All guests of Green Mountain College students must carry photo identification and obtain a guest pass from the Department of Residence Life, a Residential Life staff member, or the Campus Security Office if they plan to be on campus for any length of time beyond 10 p.m. Any Green Mountain College resident is allowed to sign in up to three guests

GMC Student Handbook

at one period of time. Individual guest visitation may not exceed three (3) days in a ten day period. Guests are allowed to stay overnight only if all occupants of the room agree to the visit.

Guests under the age of 18 years old need written, parental permission submitted to the Department of Residence Life, 72 hours before the visit. Students wishing to have guests stay beyond the three- day limit must receive advance approval from their Community Director or the Director of Residence Life. (Killington Lodge residents, please refer to Green Mountain College Student Handbook Killington Addendum for most accurate policies at the Lodge)

Guests of Green Mountain College students must register their vehicles at the Campus Security Office and may park in assigned areas for a maximum of three (3) days in a ten day period, without charge. Vehicles that are not properly registered will be towed at the owner's expense. Any former Green Mountain College student who has not completed Withdrawal/Leave of Absence paperwork with the college may not obtain a guest pass until paperwork is complete. Any students banned from campus cannot obtain a guest pass and should be reported to Campus Security if seen on campus.

Keys

Residence hall keys belong to Green Mountain College and are assigned to individual residents for their personal use only. At the beginning of the academic year, each resident pays a \$200.00 key deposit, which will be refunded to the student's account when the keys are returned. Residential students are issued two keys: one key for the residence hall's front and side doors and an individual room key. Residential students are responsible for carrying their assigned keys at all times. Keys are not to be loaned to anyone or duplicated for any reason.

Students must return keys to a Residence Life staff member upon checking out of their residence hall room. Failure to return the keys at the time of either changing residence hall rooms or vacating campus; or returning them to someone other than a Residence Life staff member will result in forfeiture of the key deposit. Students may not change rooms and/or keys without the permission of the Department of Residence Life. Lost keys must be reported to the Campus Security Office immediately so a lock change can be done. The lost key will be replaced for a fee of \$100 for each key.

Loft Policy

Students may construct free-standing, fire-retardant lofts in their rooms. The assigned resident(s) of the room where the loft is located is responsible for maintenance, usage and removal of the loft.

GMC Student Handbook

Room Condition Report

Every academic year, each student must sign a Room Condition Report (RCR) and Residential Hall Contract prior to occupancy of the room. The agreement certifies the condition of the room as well as the furniture inventory upon occupancy as confirmed by signature of the resident and a Residence Life staff member. At the end of each academic year, or when a student vacates the room, the student and the Residence Life staff verify the condition of the room and furniture inventory. Failure to complete this room inventory and return it to the Residence Life staff at the time a student vacates the assigned room will result in the loss of the right to appeal any damage charges.

Room Changes

Room changes are not permitted during the first two (2) weeks of the semester, as well as during the final two (2) weeks of classes. A member of the Residence Life staff may make an exception to this policy based on extenuating circumstances, particularly if the health and/or safety of the student is in question. After that time, room changes may be requested as follows:

1. Residents must meet with a Resident Assistant to discuss reasons for wanting a room change. A roommate contract and conflict mediation with the involvement of a Resident Assistant must be completed before moving forward in the room change process.
2. If roommate mediation involving a Resident Assistant is not effective, a resident then will arrange a meeting with the Community Director to make a request and obtain a form. The Community Director may request a meeting with both roommates to further attempt to mediate the situation.
3. A completed room change form must be returned to the Community Director for approval and processing.
4. Room Change requests will be granted in order of priority, with medical accommodations being granted first, followed by severity of living situations. Note: Space is limited and requests may take time to process due to the availability of open rooms.
5. Once the room change has been approved, the student is responsible for checking out of the current room.
6. Keys are exchanged with the Campus Security Office upon approval of the Community Director and must be done by the date indicated on the room change form.

GMC Student Handbook

Single Rooms

A limited number of designated single rooms are available for students in the residence halls. There is an additional charge of \$600 per semester charge for a single room. "Double singles" are also available for an additional charge of \$800 per semester as stated above in the Consolidation policy. Single room requests as an accommodation for a documented disability must be made by submitting the appropriate medical documentation and completing a Housing Accommodation Form. Both forms can be submitted to the Coordinator of Accommodations in the Calhoun Learning Center.

Residence Life Duty

A Community Director and at least 3 Resident Assistants (RAs) are on duty each night. On Sunday – Thursday evening, the Residence Life staff is on rounds and is also on-call until 10:00 am the following morning. In addition to the 24/7 Campus Security staff, RAs complete rounds through the residence halls and alert and/or provide appropriate documentation to the on-call Community Director for all incidents. Contact information and the name of the Resident Assistant on duty, can be found in the main entrance of each Residence Hall.

Residence Hall Opening and Closing

Students must arrive to move into the College residence halls at their designated arrival date as indicated on the College Calendar. Students arriving early without prior approval may face conduct charges or fines. Students are expected to leave campus at the end of the fall semester within 24 hours after their last exam. At the end of the spring semester, no students may reside on campus past the final date of exams unless they have an exam on the final day or are participating in or officially assisting with Commencement exercises.

Residence halls and the dining hall are closed during Thanksgiving Break, Winter Break, and Spring Break vacations. The specific dining hall operational hours will be posted.

Students who wish to remain in the residence halls during break periods must request permission at least 72 hours prior to the closure of the residence halls. Students who are given permission to stay must have written approval from a Community Director or the Director of Residence Life. The College will make a reasonable effort to accommodate the request of international students and students who live over 500 miles away from the College.

Students will face appropriate sanctions and fines for failing to vacate the residence halls by the aforementioned scheduled times, entering the halls during break without appropriate approval, or returning before the building is officially opened. Students who engage in disruptive behaviors during reading days or the final exam

GMC Student Handbook

period will be subject to student conduct action and possible removal from the residence halls. Alcoholic beverages and guests are now allowed in the residence halls when classes are not in session.

Storage

The College provides limited summer storage facilities for students who intend to return the following fall semester. Students who are either graduating or not planning on returning to Green Mountain College for the next semester are not permitted to store items. All stored items must have a storage label, available from the Residence Life staff. Items placed in storage without approval will be subject to removal and fines.

Green Mountain College bears no liability for damage or loss of items left in storage. Students must remove all items placed in storage within seven days after the beginning of fall semester. Cardboard boxes, mattresses/box springs, upholstered furniture, futons and futon mattresses, lofts, and carpets will not be stored on campus, due to the pest issues associated with these items in storage.

Off Campus Housing Policy

Green Mountain College is committed to the social and academic benefits of being a four-year residential College. As a residential institution, Green Mountain College requires all full-time students to live on-campus in the residence halls. In years when enrollment exceeds housing capacity, some students may be granted off-campus status. Students who are granted off-campus status are advised to read leases carefully and be mindful of their own liability when renting an off-campus residence. Students are encouraged to seek insurance coverage for their belongings, should they not be covered under their parents' home-owners policy.

Students who have not been granted off-campus status are advised against signing a lease agreement for an off-campus residence. The Department of Residence Life will not recognize pre-arranged leases when determining the approval of an off-campus housing request.

Living Off Campus Eligibility

Age

Any student who will be at least 23 years of age by September 1 of the current academic year is exempt from the residential policy.

Local Resident

A "local resident" must reside in either Rutland County, Vermont, or Washington County, New York, for a minimum of one calendar year prior to requesting to live off-campus. Proof may be requested to verify residency which includes, but is not limited to, valid driver's license, motor vehicle registration, voter's registration,

GMC Student Handbook

utilities receipts, rent receipts, tax records, or verification from a primary family member (defined as parent or legal guardian or spouse) that the student has lived in one of these counties for at least one calendar year. All incoming new students who meet this criterion must notify the Director of Residence Life of their intention to live off campus.

Married

Any student who is legally married or in a civil union is exempt from the mandatory residential housing policy. Proof in the form of a valid marriage certificate may be requested by the Director of Residence Life to verify the marriage. All other legal arrangements, including domestic partnerships and civil unions, do not qualify under this policy and may be reviewed by the Director of Residence Life.

Parent

Any student who has custody of a child for which they are the legal guardian.

Off Campus Requests

Off campus housing request are reviewed on an annual basis during the spring term. Students who would like to be considered for off-campus residential status for the following academic year must attend a meeting about off-campus living and submit an off-campus housing petition, via campus or U.S. Mail to the Director of Residence Life.

Students should consult the Student Financial Services Office, as some aid may be lost due to living off campus.

Approving Exceptions

In the event that the occupancy numbers permit and on a limited space-available basis, the Director of Residence Life will evaluate student petitions that do not meet the Age, Local Resident or Married requirements based on the following criteria:

Attendance at off-campus informational meeting

- Seniority determined by class standing
- Age
- GPA
- Student conduct record

All criteria listed above will be taken into consideration in evaluating the petition.

Exceptions Based on Disabilities

All students, including students with disabilities, are required to reside on campus. Students requesting off campus status as a reasonable accommodation for a documented disability must make that request through the College's disability disclosure process at the Calhoun Learning Center. The Coordinator of Accommodations in the Calhoun Learning Center will assist the Director of Residence Life in a decision regarding the student's housing status. Housing

GMC Student Handbook

accommodations for students with disabilities can usually be met within the on campus housing environment.

Part-time Status

Students enrolled in less than twelve credit hours that have at any time enrolled full time at the College must petition to the Director of Residence Life to either live on or off campus. Permission to live on or off campus while a student is enrolled in less than eleven credit hours is granted for that particular semester only. The student must petition for each subsequent semester he/she is enrolled as a part-time student. The College reviews class schedules of all part-time students at the conclusion of drop-add week; if any student released to live off campus for this reason is found to be enrolled at full-time status at this time, their off campus release will be revoked.

GMC Student Handbook

Policy Against Sexual Harassment, Sexual Misconduct, Domestic Violence, Dating Violence and Stalking

The following policy and protocol applies to all situations in which a Green Mountain College student or employee believes s/he has been subjected to sexual harassment, sexual misconduct, domestic violence, dating violence or stalking by a member of the Green Mountain College community. The policy and protocol also applies to visitors and/or participants in Green Mountain College programs who believe that they have been subjected to sexual harassment or sexual misconduct by a member of the Green Mountain College community.

Statement of Policy

Green Mountain College is committed to maintaining a positive emotional and physical environment in which all students have an equal opportunity to achieve success. The College will not tolerate any acts of sexual harassment, sexual misconduct, domestic violence, dating violence or stalking. Any such acts are inconsistent with maintaining social responsibility and academic freedom on campus.

All members of the Green Mountain College community should be free from such acts both in and outside in the classroom. The College seeks to foster a climate free from such acts through a coordinated education and prevention program, clear and effective policies, as well as investigative and grievance procedures that are prompt, fair, impartial, and accessible to all. In response to any reported sexual harassment, sexual misconduct, domestic violence, dating violence or stalking, the College will take appropriate steps to eliminate the misconduct, prevent its recurrence and address its effects. Creating a safe campus environment is the responsibility of all members of the College community, both individually and collectively. Any Green Mountain College student, staff member, or faculty member may make a complaint of sexual harassment, sexual misconduct, domestic violence, dating violence, or stalking against a Green Mountain student, staff member or faculty member at any time. Third parties participating in any Green Mountain College undergraduate program or activity or visitors may also make a complaint of sexual harassment or sexual misconduct against a Green Mountain College student, staff member or faculty member at any time.

Green Mountain College complies with Title IX of the Higher Education Amendment of 1972, which prohibits discrimination on the basis of sex in educational programs or activities. Sexual harassment and sexual misconduct constitute forms of sexual discrimination prohibited by Title IX. The Director of Human Resources is the Title

GMC Student Handbook

IX Coordinator, and is responsible for coordinating the College's efforts to comply with and carry out its responsibilities under Title IX. The Title IX Coordinator is available to meet with College community members or third parties as described above regarding complaints or concerns about sexual discrimination, sexual harassment, sexual misconduct or related retaliation in connection with College programs.

The Title IX Coordinator's contact information is as follows: Janie Evans, Director of Human Resources and Risk Management, Title IX Coordinator 002 Pollock Hall, evansj@greenmtn.edu, (802-287-8203). This Sexual Harassment, Sexual Misconduct, Domestic Violence, Dating Violence and Stalking Policy applies regardless of the complainant's or respondent's race, color, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, marital status, place of birth, or status as a qualified individual with a disability.

Misconduct Prohibited by this Policy

Green Mountain College is committed to maintaining a community free from sexual harassment, sexual misconduct, domestic violence, dating violence or stalking. Therefore, the following misconduct is prohibited as a matter of College policy. The definitions of sexual assault, domestic violence, dating violence and stalking used in this policy are consistent with the Clery Act, as amended effective 2014. In its primary prevention and awareness programs for incoming students and new employees, and its ongoing prevention and awareness programs for students and employees, Green Mountain College includes the definitions of sexual assault, the definition of consent in reference to sexual activity, and the definitions of domestic violence, dating violence and stalking that are used by Vermont criminal laws. However, the College utilizes its own definitions of these prohibited behaviors for purposes of this policy that are consistent with the Clery Act, as amended effective 2014, and determines responsibility for violations of College policy through its own procedures and standards of proof (that is, by a preponderance of the evidence standard), not through the procedures or standards of proof employed in the criminal justice system, and does not depend upon the outcome of any criminal proceedings, in handling reports of misconduct covered by this policy.

Sexual Misconduct

Prohibited sexual misconduct may consist of sexual assault, sexual exploitation, or both, as defined below.

Sexual Assault

Sexual assault may be either rape, fondling without consent, incest, or statutory rape, as defined in the Clery Act and below. Rape is the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a

GMC Student Handbook

sex organ of another person, without the consent of the victim. Fondling is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent (as defined below) of the victim, including instances where the victim is incapable of giving consent because of his/her temporary or permanent mental incapacity. Incest is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law in the applicable jurisdiction. Statutory rape is sexual intercourse with a person who

is under the statutory age of consent in the applicable jurisdiction.

Sexual assault can be committed by any person against any other person, regardless of gender, gender identity, sexual orientation, or past or current relationship status. Sexual assault may occur with or without physical resistance or violence.

For purposes of this policy, **consent** is defined by the following three criteria:

1. That consent given is informed. A person engaging in sexual activity should consciously and fully understand what is occurring.
2. That consent given is voluntary. A person engaging in sexual activity should do so without any coercion or pressure to do so, or fear that not engaging in the activity will result in physical harm to any person.
3. That consent is clearly established. An individual must be clear that his/her partner wishes to engage in all aspects of the sexual activity. An objective standard will be used in determining whether a person is incapable of giving consent due to the person's incapacitation (as, for example, where a person is incapacitated by the use or consumption of drugs or alcohol) as described above. That is, consent is not present or valid when:
 - (a) From the standpoint of a reasonable person, the respondent knew, or reasonably should have known, that the person was incapable of giving consent because the person was incapacitated by the person's use or consumption of drugs or alcohol, or that the person's physical or mental condition would prevent knowing and voluntary consent; and
 - (b) The person was, in fact, incapable of giving consent because the person was incapacitated by the person's use or consumption of drugs or alcohol, or the person was incapable of providing knowing or voluntary consent due to a physical or mental condition.

Impairment or intoxication by the respondent of forced or non-consensual sexual activity does not excuse the conduct, nor does it excuse the respondent's alleged inability to determine whether the complainant was incapable of giving consent due to his or her temporary or permanent mental incapacity.

GMC Student Handbook

Sexual Exploitation:

When a student takes non-consensual, unjust, or abusive sexual advantage of another for his/her own advantage or benefit and that behavior does not otherwise constitute non-consensual sexual intercourse or contact, or sexual harassment.

Examples include:

- o inducing incapacitation with the intent to rape or sexually violate another student
- o non-consensual video, audio taping or still photography of sexual activity, allowing others to observe a personal act of consensual sex without knowledge or consent of the partner
- o engaging in voyeurism
- o knowingly transmitting an STD or HIV to another student, or
- o promoting prostitution (i.e. personally gaining money, privilege, or power from the sexual activities of another person).

Stalking:

“Stalking” is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

- (a) Fear for the person's safety or the safety of others; or
- (b) Suffer substantial emotional distress.

For the purposes of this definition—

- (a) *Course of conduct* means two or more acts, including, but not limited to, acts in which the alleged stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
- (b) *Reasonable person* means a reasonable person under similar circumstances and with similar identities to the person subjected to the stalking.
- (c) Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

GMC Student Handbook

Engaging in a course of conduct directed at a specific person, which would cause a reasonable person to fear for his or her safety or the safety of others; or suffer substantial emotional distress. Stalking may take many forms, including persistent calling, texting, or posting on a social networking site as well as physical stalking.

Dating Violence:

Dating violence is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the person subjected to the violence. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse, if involving individuals who are or have been dating as defined here.

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

Domestic Violence:

Domestic violence is violence committed—

- (a) By a current or former spouse or intimate partner of the person subjected to the violence;
- (b) By a person with whom the person subjected to the violence shares a child in common;
- (c) By a person who is cohabitating with, or has cohabitated with, the person subjected to the violence as a spouse or intimate partner;
- (d) By a person similarly situated to a spouse of the person subjected to the violence under the domestic or family violence laws of the jurisdiction in which the violence occurred, or
- (e) By any other person against an adult or youth who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the violence occurred.

Sexual Harassment:

GMC Student Handbook

It is the policy of Green Mountain College that no member of the College community may sexually harass another. Sexual harassment is any unwelcome conduct of a sexual nature which includes, but is not limited to: blatant and overt acts such as unwanted or unwarranted touching, bribery, demands for sexual favors, threats of physical and/ or emotional harm, exposing one's self, undue attention, unwanted embraces or bodily contact, sexual gestures, or verbal abuse, that does not fit within one or more of the definitions of sexual assault, dating violence, domestic violence or stalking stated above. Sexual advances, requests for sexual favors, and other conduct of a sexual nature constitute sexual harassment when: such advances or requests are made under circumstances implying that one's response might affect educational or personnel decisions that are subject to the influence of the person making the proposal; or such speech or conduct is directed against another and is either abusive or severely humiliating, or persists despite the objection of the person targeted by the speech or conduct; or such speech or conduct is reasonably regarded as offensive and substantially impairs the academic or work opportunity of students, colleagues, or co-workers; (or) the behavior may be an unwanted series of events or an unwanted single encounter that causes a reasonable individual worry, trouble, or concern.

The College encourages reports of unwelcome conduct of a sexual nature, even if the reporting person is not certain whether the perceived conduct meets the thresholds outlined above, so that the College can make a determination through its processes as to whether its policies have been violated.

Green Mountain College recognizes that the protection of free and open speech and the open exchange of ideas is important to any academic community. This recognition is therefore an important element in the "reasonable person" standard used in judging whether sexual harassment has occurred. This policy is meant neither to proscribe nor to inhibit discussion, in or out of the classroom, of complex, controversial or sensitive matters, when in the judgment of a reasonable person they arise appropriately and with respect for the dignity of others. The College also recognizes, however, that verbal conduct can be used specifically to intimidate or coerce and to inhibit genuine discourse, free inquiry and learning. Such abuses are unacceptable. If someone believes that another's speech or writing is offensive, wrong or hurtful, he or she is encouraged to express that judgment in the exercise of his or her own free speech or to seek redress under the noted procedure(s) when appropriate.

Retaliation

Retaliating against a person who has in good-faith filed, supported, or participated in an investigation of a complaint of sexual misconduct as defined above is prohibited. Retaliation includes but is not limited to ostracizing the person, pressuring the person to drop or not support the complaint or to provide false or misleading information, engaging in conduct that may reasonably be perceived to affect adversely that person's educational, living, or work environment,

GMC Student Handbook

intimidating, threatening or coercing the person, or otherwise discriminating against any person for exercising his or her rights or responsibilities under this policy.

Procedures for Addressing Sexual Harassment, Sexual Misconduct and Domestic Violence Dating Violence or Stalking

The College will investigate and respond to all reports of sexual harassment, sexual misconduct, domestic violence, dating violence or stalking connected with the educational or employment operations of the College, whether the alleged behavior occurred on or off campus.

Confidentiality, Privacy, and Reporting

Different people on campus have different reporting responsibilities and different responsibilities to maintain confidentiality, depending on their roles at the College and College policy. Therefore, when consulting College personnel, all parties should be aware of confidentiality, privacy and mandatory reporting requirements in order to make informed choices. Green Mountain College will make every effort to protect the privacy of individuals while protecting the safety of the community.

If a person wants the details of an incident kept confidential, they should speak with campus Wellness Center counselors, the College Chaplain, or off-campus rape crisis resources who can maintain confidentiality, or call the Campus Conduct Hotline.

Contact information for these confidential resources is as follows:

Wellness Center: 802-287-8376

Campus Chaplain: 802-287-8376

National Sexual Assault Hotline: 1-800-656-4673

Campus Conduct Hotline: 1-866-943-5787

See [Threat Assessment](#) for details about how the reporting and follow-up for this process works.

If a student wants to file an anonymous “Jane/John Doe Report,” they should contact the Department of Campus Safety at (802)-287-8911. These anonymous reports are designed to provide the complainant with the opportunity to report a possible violation of this policy without necessarily leading to the investigation or discipline of another person. The information from this report will be treated as confidential until the complainant wishes to formally bring a complaint, provided that the information does not indicate that there may be a threat to members of the College community.

The College will protect the confidentiality of individuals allegedly subjected to sexual misconduct, domestic violence, dating violence and/or stalking to the extent

GMC Student Handbook

practicable in light of the need to do investigations and hold conduct proceedings. The College will not include the names of complainants or other identifying information in publicly-available reports that are compiled as required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

Green Mountain College is also part of a larger community with laws that it has a duty to uphold. Records and statements from College officials and those involved in an investigation may be subpoenaed through the Vermont judiciary system if there is an independent investigation or lawsuit related to a reported act of sexual harassment, sexual misconduct, domestic violence, dating violence or stalking.

Bringing a complaint

(a) Any student in the College community who believes that he or she has been subjected to sexual harassment, sexual misconduct, domestic violence, dating violence, or stalking as defined above should bring the matter to the attention of the individual(s) designated to receive such complaints in as timely a manner as is practicable.

(b) Complaints by students regarding another Green Mountain College student or a person not a member of the Green Mountain College community should be brought to the Vice President of Student Life who can be reached at 802-287-8377 or in the Student Life Office on the ground floor of Withey Hall. The student will be asked to provide a concise dated and signed statement of the alleged violations (either written by the student or dictated by the student to a College official, then ascribed to by the student) of the Sexual Misconduct Policy and a detailed statement of the facts supporting the alleged violations. Although there is no specified time limit on the filing of a complaint with the College, the College strongly encourages a prompt filing so that a more satisfactory and complete investigation can be conducted.

Complaints may also be filed with the College's Title IX Coordinator whose contact information is:

Janie Evans, Director of Human Resources and Risk Management, Title IX Coordinator 002 Pollock Hall evansj@greenmtn.edu (802-287-8203)

(c) Complaints by students regarding a Green Mountain College faculty or staff member should be brought to the Academic Dean or the Vice President of Student Life. The Academic Dean will respond to the complaint in accordance with the policies outlined in the Faculty and Staff Handbooks and in consultation with the Vice President of Student Life.

(d) A College administrator may initiate charges within the scope of these procedures to address potential issues of concern to the College and/or a member or members of the College community. In such cases, the procedures described below will be altered to the extent necessary at the discretion of the College for the

GMC Student Handbook

efficient disposition of a charge, given the circumstances presented.

(e) If any person affected by the College's investigation or adjudication of a complaint of sexual harassment, sexual misconduct, domestic violence, dating violence, or stalking is concerned that another person involved in the investigation or adjudication (such as, for example, an investigator or hearing panel member) may be biased against him or her or has a conflict of interest, the person should inform the office involved in investigating or adjudicating the complaint of that concern as soon as possible. The responsible official will consider the concern and inform the parties of his/her decision as to whether an alternate will be named.

(f) If in addition to (or instead of) utilizing the College's processes a complainant wishes to bring criminal charges against the individual alleged to have violated this policy, the College will upon request assist students or employees in contacting law enforcement agencies. This action may be taken regardless of whether an individual chooses to file a complaint with the College. For his or her own part, a complainant may choose to notify such agencies with or without assistance from the College, or may choose not to notify such authorities.

(g) Individuals who are being or who may have been subjected to sexual misconduct, domestic violence, dating violence or stalking may have the right to obtain orders of protection, restraining orders and/or relief from abuse orders from Vermont courts. The College will support complainants if they wish to have the College's assistance in making contact with law enforcement authorities and other external resources to seek such orders. The College will respect such orders to the extent applicable. In addition, the College can also impose no-contact conditions on students, employees and third parties over which it has some measure of control. The College will inform complainants of their options in this regard.

(h) Medical Care - Whether or not you decide to pursue criminal charges or a complaint at the College, you are encouraged to immediately seek any necessary medical care after an incident of sexual misconduct, domestic violence or dating violence, and to seek help from appropriate law enforcement, medical or College personnel. Even if you are unsure initially whether you will want to pursue criminal charges or seek a protection order, it is important to preserve all possible evidence in case you decide at some point to do so. Therefore, you should refrain from changing clothes, showering or otherwise changing your physical state after an incident, until after you have consulted with law enforcement or medical personnel about how to best preserve evidence.

(i) If you report sexual harassment, sexual misconduct, domestic violence, dating violence, or stalking to College authorities, College personnel will work with you to determine whether alternative academic, transportation, working and/or living situations are reasonably available and necessary in your particular case. You do not

GMC Student Handbook

have to file a formal complaint, participate in a student conduct process, or file a criminal complaint in order to ask for such help from the College.

Resolution of a complaint by a student regarding another Green Mountain College student

(a) The Vice President of Student Life or his/her designee* meets with the complainant, discusses the nature of the complaint and requests a written statement from the complainant. [Note: In some instances, the original complaint may come from a student report to Campus Security or the Title IX Coordinator. In cases where the complaint begins with the Vice President of Student Life, the Vice President of Student Life will notify Campus Security and the Title IX Coordinator of the complaint].

**In the event that the Vice President of Student Life is unable to meet with the complainant or there are compelling reasons to exclude him or herself from the process, the Vice President of Student Life or the President may select a designee to resolve a student complaint.*

(b) The Vice President of Student Life explains the complaint and resolution process, answers questions, and informs the complainant that the investigation is confidential to the extent practicable. The Vice President instructs the complainant not to have contact with the charged party until the incident is resolved. The Vice President also ensures that the complainant either has already been offered or is offered the following options:

- Assistance in obtaining psychological and medical care.
- Assistance in contacting Vermont State Police.
- Support in writing a report of what occurred and control of what happens to that report.
- Support in identifying witnesses to the incident for reports.
- The opportunity to send no-contact orders to the person charged with the offense.
- A change in academic, living (if the person is in residence on campus), transportation or working situations.
- Select an advisor of his or her choice to accompany him or her to any hearings or related meetings (this advisor can advise the complainant privately but cannot address an investigator or hearing panel directly).

(c) If prior to or during the investigation the College becomes aware that additional College policies (such as alcohol and/or drug policies) may have been violated, students will be notified in writing, and these too will be investigated and resolved through this process. While not condoning infractions of any kind, the College considers reporting incidents of sexual harassment, sexual misconduct, domestic violence, dating violence, and stalking to be of paramount importance. Therefore, to encourage reporting, the College may, where appropriate, offer leniency with respect to other policy violations that may be revealed as a result of a report. The nature and scope of the leniency will depend on the particular circumstances involved. The use of alcohol or drugs never makes a complainant at fault for misconduct prohibited by this policy. The College will have sole discretion in determining the appropriate course of action.

GMC Student Handbook

(d) The Vice President of Student Life makes a determination based on the present facts about the safety of the complainant and the potential risk to other students. If deemed necessary, the Vice President of Student Life may, at his or her discretion, contact the respondent and may impose an interim suspension or other conditions.

(e) The Vice President of Student Life contacts the respondent and explains the reason for meeting, the nature of the complaint, and the process going forward. The respondent is instructed to keep the process confidential and not to have contact with the complainant. The Vice President of Student Life requests that the respondent submit a written statement regarding the alleged incident within 24 hours of this meeting. The Vice President of Student Life ensures that the respondent is offered the option to:

- receive counseling; and
- select a faculty/staff member to serve as a confidential advocate during the investigation and resolution process;
- Select an advisor of his or her choice to accompany him or her to any hearings or related meetings (this advisor can advise the respondent privately but cannot address an investigator or hearing panel directly).

(f) The Vice President of Student Life reviews the written statements of the complainant and respondent and conducts or appoints another to conduct any necessary follow-up investigation and questioning.

(g) Within five (5) business days from the date the complainant notifies the Vice President of Student Life of the incident, the Vice President of Student Life makes a determination regarding next steps for resolution. The incident may be resolved in one of the following manners in keeping with the Student Conduct Code and the College's conduct process:

Informal Resolution. In some instances, incidents and/or allegations of sexual harassment are most appropriately resolved in a manner not resulting in formal student conduct charges, including, but not limited to, meeting with a counselor at the Wellness Center and/or other faculty/staff or other campus or off-campus resources as appropriate (i.e. off campus agencies, mediators, counselors, etc). Informal resolution will not be used in cases involving other alleged violations of this policy.

Conduct Review Meeting. A Conduct Review Meeting is conducted by a Community Director to adjudicate the alleged violation in keeping with procedures outlined in the Student Conduct Code.

The Conduct Review Board. The Conduct Review Board, comprised of one (1) faculty member and four (4) students as outlined in the Student Conduct Code, conducts a disciplinary meeting and imposes sanctions.

Sexual Misconduct Officers Investigation. The Vice President of Student Life contacts

GMC Student Handbook

the Sexual Misconduct Officers (designated employees appointed and trained on an annual basis on issues related to sexual harassment, sexual misconduct, domestic violence, dating violence, and stalking, and how to conduct an investigation process that protects the safety of complainants and promotes accountability), briefs them on the matter, and provides copies of all documents related to the incident. The Sexual Misconduct Officers meet with the complainant and the respondent (and any advisors) independently. They also meet with other witnesses they deem necessary. The Sexual Misconduct Officers prepare a written report of their findings and provide their recommendations to the Vice President of Student Life, usually within ten (10) business days from the date the Vice President contacted the Sexual Misconduct Officers. [In some instances, circumstances may warrant longer than ten days to effectively investigate the incident. In such cases, the Sexual Misconduct Officers must notify the Vice President of Student Life, the complainant, and the respondent in writing and impose a deadline within a reasonable period of time]. The Vice President of Student Life reviews the findings and resolves the complaint as s/he deems appropriate.

Insufficient Evidence. The Vice President of Student Life determines there is not enough information to justify filing a formal Sexual Misconduct charge and the student conduct matter is dropped or other charges are assigned, as appropriate.

False Report. The Vice President of Student Life determines that the alleged victim made a false statement and the student conduct process is engaged regarding any statements brought forward.

Additional Information Regarding the College's Sexual Harassment and Sexual Misconduct Process

1. The Vice President of Student Life, acting on behalf of the College, is the administrator who determines whether or not a conduct violation charge is filed, in keeping with the procedures outlined in the Student Conduct Code. A student does not initiate a charge against another student.
2. The College's process will proceed as stated above even if the complainant has filed a police report. The College encourages students to report alleged sexual misconduct to outside law enforcement agencies, and the College will assist students in making such reports if requested. The College may consult with and review information provided by law enforcement authorities, but the College makes its independent determination about whether or not the Student Conduct Code has been violated. The College's investigation and ultimate decision regarding the complaint proceeds independently of decisions made or not made by law enforcement authorities or a court.
3. The College's process as described above is between the College and the students involved. All records and information will be held in the strictest confidence practical, given the need to investigate and resolve a complaint. Parents/guardians, attorneys or other

GMC Student Handbook

outside representatives are not permitted to participate in the process, unless one of them is designated by a party as the party's advisor of choice. Advisors of choice may accompany a party to any disciplinary proceeding or related meeting. Advisors can consult privately with the party, but they cannot address investigators, other parties or others, address a Residence Life staff member or Board or otherwise represent the party before a staff member or Board, orally or in writing. With the student's written permission, the Vice President of Student Life may keep parents appropriately informed regarding the proceedings and outcomes.

Findings

Hearings involving charges of sexual harassment, sexual misconduct, domestic violence, dating violence, or stalking shall use the standard "more likely than not" (also referred to as "preponderance of the evidence") when determining whether a violation has occurred. Although sanctions may include any form of College penalties listed in the Student Handbook (see <http://www.greenmtn.edu/life/student-handbook/student-conduct-code/sanctions.asp>), a student found to have violated the College policy against non-consensual sexual intercourse will be suspended or expelled from the College. In accordance with federal law, the complainant will be informed in writing, simultaneously with the respondent, of: a) the finding issued in a Conduct Review Meeting or Conduct Review Board Meeting; b) the College's procedures for complainants and respondents to appeal the SMRP's decision; c) any change to the results that occurs prior to the time that such results become final; and d) when such results become final. Complainants in non-consensual sexual contact, domestic violence, dating violence, and/or stalking cases will be informed of sanctions, and complainants in other types of cases will be informed of sanctions that pertain to them, to the extent permitted by law.

5. Appeal

The complainant and respondent involved in a matter that is considered in a Conduct Review Meeting or Conduct Review Board Meeting involving charges of sexual harassment, sexual misconduct, domestic violence, dating violence, or stalking each has the right to appeal the decision. The purpose of the appeal is to review the adjudication process. Grounds for Appeal for a case to merit appeal, one of the following criteria must be met:

- a procedural irregularity so substantial as to have likely altered the outcome of the meeting
- new information that could not have been known or brought forward at the time of the meeting that is so substantial as to have likely altered the outcome of the meeting
- a sanction that is grossly out of line with the violation

An appeal must be made in writing to the President of the College within five (5) business days of receipt of written notification of the findings. The appeal must include the grounds for appeal and supporting evidence. The President will review the appeal and render a decision, usually within ten (10) business days after receiving the notice of appeal. The complainant and the respondent will receive

GMC Student Handbook

written notice of the outcome of an appeal. The decision of the President is final.

6. **False reports** will not be tolerated and will be dealt with through the College's conduct process. A good faith report that is determined not to be supported by a preponderance of the evidence is not a false report.

7. As noted above, the College's first priority is safety. Alcohol or other substance charges may be considered against either or both parties, as applicable, but the investigation regarding misconduct covered by this policy will proceed and be resolved first.

8. Rights of Complainant and Respondent Rights of the complainant include:

- The right to have complaints of sexual harassment, sexual misconduct, domestic violence, dating violence, and/or stalking responded to quickly and with sensitivity by campus officials.
- The right to be informed by College officials of options to notify proper law enforcement authorities and the option to be assisted by campus authorities in notifying such authorities, if the student so chooses. This also includes the right not to report, if this is the student's desire.
- The right to a campus no-contact order against another student or employee who has reportedly engaged in behavior in violation of this policy.
- The right to be notified in writing of available counseling, health, mental health, victim advocacy, legal assistance or students services, both on campus and in the community.
- The right to assistance in changing academic, living (for those residing on campus), transportation and working arrangements after reporting misconduct in violation of this policy.
- The right to have a member of the College community as an advisor to accompany and assist in the campus hearing process.
- The right to be accompanied to any formal or informal charge-related meeting by an advisor of his or her choice.
- The right to have complaints heard by Hearing Board members who have received annual adjudication training on issues related to sexual harassment, sexual misconduct, domestic violence, dating violence, and stalking, and how to conduct an adjudication process that protects the safety of complainants and promotes accountability.
- The right not to have irrelevant prior sexual history admitted as evidence in a campus hearing.
- The right to be informed of the outcome and sanction of any student conduct hearing, on the terms described above.
- The right to appeal the findings and sanctions of a Conduct Review Meeting or Conduct Review Board Meeting, on the terms described above.
- All of the rights afforded the respondent, to the fullest applicable extent, as described below and herein.

GMC Student Handbook

9. Rights of the Respondent include:

- The right to be treated with respect by College officials.
- The right to be informed of and have access to campus resources for medical, counseling, and advisory services.
- The right to have a member of the College community as an advisor to accompany and assist in the campus hearing process.
- The right to be accompanied to any formal or informal charge-related meeting by an advisor of his or her choice.
- The right to be fully informed of the nature, rules and procedures of the campus conduct process and to timely written notice of all alleged violations within the complaint, including the nature of the violation and possible sanctions.
- The right to a hearing on the complaint, including timely notice of the hearing date, and adequate time for preparation.
- The right to review all documentary evidence available regarding the complaint, subject to the privacy limitations imposed by state and federal law, at least 48 hours prior to the hearing.
- The right to have complaints heard by Hearing Board members who have received annual adjudication training on issues related to sexual harassment, sexual misconduct, domestic violence, dating violence, and stalking, and how to protect the safety of complainants and promotes accountability.
- The right not to have irrelevant prior sexual history admitted as evidence in a campus hearing.
- The right to appeal the findings and sanctions of a Conduct Review Meeting or Conduct Review Board Meeting, on the terms described above.

9. For procedures that apply to cases in which a student or employee (staff or faculty member) claims that an employee (staff or faculty member) has engaged in sexual harassment, sexual misconduct, domestic violence, dating violence or stalking, please refer to these prohibited acts in the Staff Handbook (see http://www.greenmtn.edu/media/272354/handbook_staff.pdf).

10. Appendix IV outlines information for students who may have been subjected to sexual misconduct (see <http://www.greenmtn.edu/life/student-handbook/appendices/appendix-iv-information-for-victims-of-sexual-violence.aspx>). Other information and/or counseling services for students who report they have been subjected to sexual misconduct, and for respondents, are available at the Wellness Center.

11. Resources for Sexual Violence Prevention:

Vermont Network against Domestic and Sexual Violence:
<http://www.vtnetwork.org/about/sane/>

GMC Student Handbook

Medical Exams and treatment:

<http://www.vtnetwork.org/wp-content/uploads/SV-Medical-Resources1.pdf>

Rutland County Women's Network and Shelter: Hotline: (802) 775-3232 Email: rcwnsmiche@yahoo.com www.rcwn.org

Rutland Regional Medical Center: <http://www.rrmc.org>

- Sexual Violence Prevention: According to the Centers for Disease Control and Prevention comprehensive sexual violence prevention should focus on all levels that have an effect on violence; the individual, relationship, community and society. Strategies aimed at educating individuals are called risk reduction techniques. <http://www.cdc.gov/ViolencePrevention/sexualviolence/prevention.html> Individuals can reduce their risk of sexual assault by following these tips: examining their values and developing plans related to sexual behaviors including ways to manage peer pressure. Remembering sexual activities can be stopped at any time. Practicing independence and general safety precautions; informing others of their plans including return times, considering meeting dates in public places and paying attention to their surroundings. Avoiding excessive use of alcohol and other drugs can reduce individuals' risk of sexual violence. Individuals should trust their intuitive sense, if something feels wrong they should be cautious. Individuals should memorize the campus security phone number: (802)287-8911.

This information was retrieved from the website of the Counseling and Psychological Services Center at Mary Washington University:

<http://students.umw.edu/caps/sexual-assault-information/preventing-and-responding-to-sexual-assault-sexual-harassment-and-stalking-a-resource-guide/>

12. Federal and State Agencies

Police Services for Poultney, VT

- Emergency: Dial 911 (Vermont State Police)
- Non-Emergency: (802) 468-5355 (Vermont State Police)
- Town Constable Dale Kerber: (802)287-9112

Police service is provided through the Vermont State Police and the town constable. To report a non-emergency, call the State Police at (802)468-5355; however, if you require emergency services, call 911.

Office for Civil Rights

U.S. Department of Education

8th Floor

5 Post Office Square

Boston, MA 02109-3921

Telephone: 617.289.0111

Facsimile: 617.289.0150

GMC Student Handbook

Email: OCR.Boston@ed.gov

Vermont Attorney General's Office, Civil Rights Unit

109 State Street
Montpelier, VT 05609-1001
802.828.3171
802.828.3665 (TTY)
civilrights@atg.state.vt.us

Vermont Human Rights Commission

14-16 Baldwin Street
Montpelier, VT 05633-6301
800.416.2010, x25 (voice)
802.828.2481 (fax)
877.294.9200 (TTY)
human.rights@state.vt.us

13. Vermont State Law Definitions

Vermont law defines consent to sexual activity, sexual assault, domestic violence, dating violence and stalking as follows. These definitions are provided for the general information of the Green Mountain College community. The College's definitions of these terms as a matter of College policy are at least or more broad and protective than the definitions provided by Vermont law. The College's definitions and method of adjudication (which uses a preponderance of the evidence standard), rather than those used in Vermont's criminal justice system, will control in all matters related to College-related behavior and hold student conduct proceedings.

Consent is defined to mean "words or actions by a person indicating a voluntary agreement to engage in a sexual act."

Sexual Assault: Sexual assault is engaging in a sexual act with another person and compelling the other person to participate in a sexual act:

- (1) without the consent of the other person; or
- (2) by threatening or coercing the other person; or
- (3) by placing the other person in fear of imminent bodily injury.

No person shall engage in a sexual act with another person and substantially impair the ability of the other person by administering or employing drugs or intoxicants without the knowledge of or against the will of the other person.

- A "**sexual act**" means conduct between persons consisting of contact between the penis and the vulva, the penis and the anus, the mouth and the penis, the mouth and the vulva, or any intrusion, however slight, by any part of a person's body or object into the genital or anal opening of another.

GMC Student Handbook

Domestic Violence: Domestic assault includes attempting to cause or willfully or recklessly causing bodily injury to a family or household member or willfully causing a family or household member to fear imminent serious bodily injury.

“Household members” are those persons who, for any period of time, are living or have lived together, are sharing or have shared occupancy of a dwelling, are engaged in or have engaged in a sexual relationship, or minors or adults who are dating or have dated.

Dating Violence: Domestic assault includes attempting to cause or willfully or recklessly causing bodily injury to a person one is dating or has dated or willfully causing such person to fear imminent serious bodily injury.

“Dating” is defined as a social relationship of a romantic nature.

Factors to consider in determining whether a dating relationship exists or existed, include:

- (a) the nature of the relationship;
- (b) the length of time the relationship has existed;
- (c) the frequency of the interaction between the parties; and
- (d) the length of time since the relationship ended, if applicable.

Stalking: is defined to mean engaging in a course of conduct which consists of following, lying in wait for, or harassing a person, when such conduct:

- (a) serves no legitimate purpose; and
- (b) would cause a reasonable person to fear for his or her physical safety or health, or would cause a reasonable person to suffer emotional distress.

- “Course of conduct” means a pattern of conduct composed of two or more acts over a period of time, however short, evidencing a continuity of purpose.
- “Following” means maintaining, over a period of time, a visual or physical proximity to another person in such a manner as would cause a reasonable person to have a fear of unlawful sexual conduct, unlawful restraint, bodily injury or death.
- “Lying in wait” means hiding or being concealed for the purpose of attacking or harming another person.
- “Harassing” means actions directed at a specific person, or a member of the person’s family, which would cause a reasonable person to fear unlawful sexual conduct, unlawful restraint, bodily injury, or death, including but not limited to verbal threats, written, telephonic, or other electronically communicated threats, vandalism, or physical contact without consent.

1. See 13 V.S.A. § 3251(3) (Sexual Assault - Definitions).

2. See 13 V.S.A. § 3252 (Sexual Assault).

3. See 13 V.S.A. § 3251(1) (Sexual Assault - Definitions).

4. See 13 V.S.A. § 1042 (Domestic Assault).

GMC Student Handbook

5. See 15 V.S.A. § 1101(2) (Domestic Relations, Abuse Prevention - Definitions).
6. See 13 V.S.A. § 1042 (Domestic Assault).
7. See 15 V.S.A. § 1101(2) (Domestic Relations, Abuse Prevention - Definitions).

GMC Student Handbook

Family Educational Rights and Privacy Act of 1974 (also known as FERPA, or “The Buckley Amendment”)

The Family Educational Rights and Privacy Act of 1974 (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a law that pertains to the privacy of student education records and gives parents certain rights with respect to their children's education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA grants students access to their academic and educational records, an opportunity to seek to have any information (which is thought by the student to be inaccurate or misleading in the records) amended, and some control over the disclosure of information from the record. The information below describes generally the provisions of FERPA, a law that is enforced solely by the United States Department of Education through specified procedures.

The complete text of that Act is available for review at the Griswold Library or at <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>. By providing the following description, the College is not in any sense undertaking contractual or other obligations, or acceding to any enforcement methods or forum(s), beyond the Department of Education procedures and obligations imposed by law.

Student Records

Education records are, unless excepted, those records, files, and other materials which contain information directly related to a student and which are maintained by the College or a party acting on behalf of the College. Education records excluded from student access and this definition include, for example:

- Confidential information placed in the record before January 1, 1975;
- Medical and psychological information;
- Private notes and procedural matters retained by the maker or substitutes;
- Financial records of parents or guardians.

Records of an Academic Nature

An academic record 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 coursework 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 records are retained for a period of approximately ten years after the last date of attendance. Members of the faculty and administrative officers have access

GMC Student Handbook

to the above records on a need to know basis for the purpose of evaluating student achievement and determining special needs of individual students for educational counseling.

Student Access to Academic Records

1. Present as well as former students must submit a request in writing to the Registrar for access to their individual academic records. These requests, with signed acknowledgment of compliance, will become part of the student's record.
2. The Registrar or designated agent will inform the student when the requested record will be available within a forty-five (45) calendar-day time period.
3. Official University Transcripts will not be issued to any current or former student with an unpaid balance on the student account.

Challenges to Student Records

A student has the right to request the amendment of her or his educational records if the student believes that inaccurate or misleading information is contained therein. A student may request, in writing, an opportunity to review the official educational records maintained by the College. The student should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. The College has five business days to respond to the student request. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a meeting regarding the request for amendment. Additional information regarding the meeting procedures will be provided to the student when notified of the right to a meeting.

In addition, a student may file a written complaint regarding an alleged FERPA violation by Green Mountain College with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202-4605

Student's 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:

- upon the student request, the names of all persons making confidential recommendations must be provided;
- 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.

In addition to the circumstances allowed by FERPA, a student may also waive his/her

GMC Student Handbook

right to privacy of the academic or student conduct record by signing a Release of Information form (available in the Office of Student Life) indicating the nature and type of information to be released and to whom it may be released, or by other forms that may be used in connection with College athletics or other programs.

Career Placement Records

The Department of Career Services maintains a confidential 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 Vice President of Student Life has access to the above records for the purpose of evaluation of student achievement as well as for determining special needs of individual students. Placement records are available to students upon request by appointment. Exception: references will not be disclosed to those students who waived their rights by signature of the waiver contained on the reference form.

GMC Student Handbook

Additional College Policies Affecting Students

This section contains additional College policies and regulations that affect students. This includes information regarding: the Anti-Harassment Policy, Vehicle Parking Regulations, the Campus Security Act, the Drug Free Schools and Campuses Act, Student Identification, the Disability Policy, the College's Skate Policy, Tent Policy, Withdrawal and Leave of Absence Procedure, the Network Acceptable Use Policy, information regarding Hazing, the Good Samaritan Policy, and the Notification Policy for Missing Students who Reside on Campus.

Anti-Harassment Policy

The College recognizes that the protection of free and open speech and the open exchange of ideas are vital to the academic community. This recognition is, therefore, an important element in the "reasonable person" standard used in judging whether harassment has occurred. This policy is meant neither to proscribe nor to inhibit discussion, in or out of the classroom, of complex, controversial or sensitive matters, when in the judgment of a reasonable person they arise appropriately and with respect for the dignity of others. The College also recognizes, however, that verbal conduct can be used specifically to intimidate or coerce and to inhibit genuine discourse, free inquiry, and learning. Such abuses are unacceptable. If a student believes that another's speech or writing is offensive, wrong or hurtful, he or she is encouraged to express that judgment in the exercise of his or her own free speech or bring the matter to the attention of the Residence Life or Security staff when appropriate, who will proceed in accordance with procedures outlined in the Student Conduct Code.

This policy is intended to protect all Green Mountain College students and applies to the conduct of Green Mountain College students, faculty, administrators, and staff. Any student who feels that he or she has been harassed or retaliated against as defined in this policy may file a formal grievance with the Vice President of Student Life, or, where applicable, the College's Title IX or Section 504 Coordinators, as identified herein. If a complaint is against a Green Mountain College administrator, staff member or faculty member, the Vice President of Student Life, Title IX Coordinator or Section 504 Coordinator will refer the complaint for handling to the appropriate College official or office. Students should note that sexual harassment is also separately addressed in the College's Sexual Harassment and Sexual Misconduct Policy.

Green Mountain College defines hazing as any physical, mental, emotional, or psychological act which occurs on- or off-campus and subjects another person, voluntarily or involuntarily, to anything that may abuse, mistreat, degrade,

GMC Student Handbook

humiliate, harass, or intimidate him/her; or may in any fashion compromise his/her inherent dignity as a person. Also, the requirement by any student or organization member that another member or student participate in any activity which is against College policy or state/federal law will be defined as hazing. Every student on the campus has the right to be free from the humiliation and danger of hazing. Hazing is socially irresponsible and contrary to the mission, values, and community standards of the College.

Campus Sex Crimes Prevention Act

The Federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000, became effective on October 28, 2002. Sex offenders, under the Campus Sex Crimes Prevention Act, must register with the state where an institution of higher education is located (even if they do not reside in the state) once they become enrolled or work at an institution of higher education. Changes in enrollment or employment status also must be made known to the state.

Individuals covered by the act include:

- An individual enrolled at an institution of higher education in the state on a full-time or part-time basis
- An individual that has any sort of full-time or part-time employment at an institution of higher education in the state, with or without compensation, for more than 14 days, or for an aggregate period exceeding 30 days in a calendar year.

The law requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a State concerning registered sex offenders may be obtained. In Vermont this information can be obtained at: vcic.vermont.gov/sex_offender or by calling the Vermont Crime Information Center at 802-244-8727.

Vehicle Registration

All Green Mountain College students, employees, and contract service staff who wish to park their vehicles on campus must register the vehicles with the Campus Security Office. Campus registration will be certified by a decal affixed to the vehicle. The person who registers the vehicle for campus parking is responsible for all operation of the vehicle on campus. Any type of vehicle to be parked on campus (automobile, truck, motorcycle) must be registered with the Campus Security Office.

Green Mountain College registration decals are valid for the college year (Fall & Spring). Registrations will remain valid as long as your privilege has not been revoked. If a person changes vehicles, the new vehicle must be registered. Registration will be issued each college year (Fall & Spring).

Registration Category

GMC Student Handbook

1. Employees/contract services staff
2. Residential students
3. Commuter students

Each category will be identified by a distinctive decal. Registrations are no longer valid when a person is no longer a student or employee at the College. Any person whose registration category changes (i.e., resident student to commuter student), must notify the Campus Security Office to obtain a new decal to reflect the change. Failure to obtain the new decal could result in a ticket and fine.

The parking area west of the old tennis courts shall be accessible to all categories of vehicle registration. It shall serve as the overflow area if other designated areas are full.

Parking

Green Mountain College is not liable for any damage to or theft from any vehicles parked on Green Mountain College properties. College community members park on-campus at their own risk and should take any necessary steps (i.e., locking doors) to secure their vehicles.

Residential Student Parking

Resident student parking is limited to vehicles with valid resident student decals. All spaces designated for resident student parking will be available to any vehicle bearing a valid resident student decal, on a first-come, first-served basis. Resident students will not be assigned to particular residential lots. Students are not permitted to park in staff/faculty spaces at any time, which include the Pollock/Dunton, SAGE Hall, Withey and Facilities lots. Residential Students are also prohibited from parking in the Brennan Circle.

Commuter Student Parking

During the academic year, and between the hours of 7 a.m. to 5 p.m., Monday through Friday, access to the areas designated as commuter student parking will be limited to vehicles bearing a valid commuter student decal. Commuters may park in the small College St. parking lot, the small parking lot between the Waldron Athletic Center and Sage Hall, the north end of the old tennis court or in the Upper & Lower parking lots which are located between the athletic fields.

If a commuter student wishes to leave their vehicle on campus for more than sixteen hours, they must park in the lot west of the tennis courts. Parking in Brennan Circle is limited to College visitors only throughout the year in order to better accommodate day time visitor parking and 24-hour emergency vehicular access.

Visitor/Guest Parking

Guests of students or staff who wish overnight parking on campus must promptly register their vehicles with the Campus Security Office. They will receive a

GMC Student Handbook

temporary permit that will provide access to the parking area west of the old tennis courts. Guest parking privileges are limited to three (3) calendar days in a 30 day period. Requests for extension of guest parking privileges must be filed with the Campus Security Office. Extensions will be granted only in compelling circumstances, and will be brief in duration.

The area designated as "Visitor Parking" in the Brennan Circle will be limited to College visitors during the hours of 7 a.m. to 5 p.m., Monday through Friday.

Snow Emergencies

Students, faculty and staff will be notified through their college email account regarding instructions for parking during a snow emergency. Resident Assistants will also post snow emergency instructions in Residence Halls. Failure to comply with snow emergency parking procedures will result in possible fines and towing at owner's expense.

Employee Parking

All Employee and Faculty Parking Areas will be limited to vehicles bearing valid employee decals, twenty-four (24) hours, seven days a week.

Handicapped/Special Circumstance Parking

Spaces designated for handicapped parking will be restricted to that use 24 hours a day, all year-round.

Students and employees will occasionally have need for special parking privileges (limited mobility due to injury or illness, vehicle malfunction, etc.). The Campus Security Office must be notified as soon as the special need is known. Special parking privileges will be limited to as short a time as practical in the particular circumstances. If the special need is for medical reasons, the requestor must have documentation from a physician and grant the appropriate College official, Vice President of Student Life if a student, and the Business Office if an employee, permission to contact the requester's physician, in order to obtain information needed to make a decision on the request for special parking privileges.

Closing Lots

Under certain circumstances it may be necessary to limit or prevent access to various parking areas. Examples include, but are not limited to, special or unusual events such as Commencement, Trustees' meetings, and weather emergencies (snow removal).

Unloading Vehicles

Students and employees will occasionally need temporary parking privileges for loading or unloading vehicles. When loading or unloading, the vehicle's four-way flashers must be on and access is limited to thirty (30) minutes. Parking on sidewalks or emergency zones is not permitted unless specifically directed by a

GMC Student Handbook

Campus Security officer.

Reserved Parking

There will be two spaces marked as reserved parking for students that serve on the local volunteer fire department or rescue squad, which are available on a first-come, first-served basis. The spaces will be in the College Street lot. The student must provide the Campus Security Office with a letter from the Captain of the Rescue Squad or Fire Chief stating that the student is a member in good standing with that department. Students may only register their own vehicles to be eligible for this parking privilege.

Vehicle Violations and Sanctions

Warnings will not be issued. Full enforcement will be in effect when a student first arrives on campus for an early arrival date or at 7 a.m. on the first class day of each semester. Penalties and sanctions apply to students and employees.

Class One Violations:

1. Parking an unregistered vehicle in a parking area (decal must be properly displayed to be considered registered on campus)
2. Parking in an area not authorized by the vehicle's decal

Penalty:

\$25 fine per ticket

Class Two Violations:

1. Parking in an area not designated for parking (fire lane, sidewalk, etc)
2. Unauthorized parking in a space reserved for handicapped parking.
3. Parking so as to block access to parking areas, roadways, etc.
4. Failure to comply with snow emergency parking procedures.

Penalty:

\$50 fine per ticket, vehicle subject to towing

Class Three Violations:

1. Moving violations: driving in an unsafe manner (excessive speed, racing, etc.), or driving on lawns

Penalty:

First ticket \$50 fine

Second ticket \$100 fine and loss of campus parking privileges for remainder of the semester

Note: Campus parking privileges can be revoked for a combination of four tickets in any of the violation classes and the vehicles are subject to towing at the owner's expense. Motor Vehicle Policy violations may also be referred to the Director of Residence Life for conduct action.

Boot Policy

GMC Student Handbook

Vehicle parking is only allowed in designated areas. Vehicles parked in unapproved areas, such as fire lanes, or vehicles with more than four (4) unpaid parking tickets will be subject to being towed or booted by Campus Security. Once a vehicle is booted, a \$50.00 dollar fine must be paid to remove the boot. The fine for booting does not include the cost of any prior parking tickets which have been issued. In addition the vehicle may be towed at any time after being booted to clear the vehicle from its illegal parking place.

Fines

All Fines are payable to the Campus Security Office. All fines not paid within ten (10) business days will be billed to the individual's account in the Business Office. Any individual that has received four (4) parking tickets will have their vehicle banned from campus for the remainder of the semester. If a banned vehicle is found on campus during this time, it will be subject to towing at the owner's expense.

To appeal a ticket a student believes was received in error, the student must contact the officer that issued the ticket. If the situation cannot be resolved at that point, the student may appeal to the Director of Campus Security in writing within five (5) business days. Ignorance of the parking policies does not constitute grounds for appeal.

Campus Security Act and Disclosure of Crime Statistics

Originally known as the Campus Security Act, The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires Colleges and universities across the United States to disclose information about crime on and around their campuses. The Campus Security Office collects the crime statistics from each calendar year and is mandated to send it to the U.S. Department of Education by October 1 of each year. In addition, Campus Security maintains a crime log, which is open to the general public.

The reported crime categories are: murder; sex offenses (forcible or non-forcible); robbery; aggravated assault; burglary; motor vehicle theft; manslaughter; arson; arrests, and numbers of campus disciplinary actions for liquor law violations, drug-related violations and weapon possession; and hate crimes.

In addition, the Campus Security Office will provide, on request from any member of the College community, advice about where to obtain public "Megan's Law" information about registered sex offenders. Green Mountain College's crime statistics for the past can be viewed by going to the website:

<http://ope.ed.gov/security/>

Drug-Free Schools and Campuses Act

GMC Student Handbook

The Drug-Free Schools and Campuses Act requires that Colleges distribute to all students and employees annually, the following:

1. Standards of conduct that clearly prohibit the unlawful possession, use or distribution of illicit drugs and alcohol on College property. These College policies are detailed in the Student Conduct Code, the Alcohol Policy, and the Drug/Controlled Substance Policy as outlined in the Green Mountain College Student Handbook.
2. A description of the legal sanctions under local, state or federal law of the unlawful possession or distribution of illicit drugs and alcohol. These sanctions are detailed below, as well as in the Alcohol Policy and the Drug/Controlled Substance Policy and in Vermont State Statutes: Appendix III.
3. A description of the health risks associated with the use of illicit drugs and the abuse of alcohol. These health risks can be found in Medical Aspects of Substance Abuse in Young Adults: Appendix II.
4. A description of drug or alcohol counseling, treatment/ rehabilitation or re-entry programs that are available to employees or students. These are detailed in Counseling and Referral Services, On and Off- Campus: Appendix I and additional information is available from the Wellness Center.
5. A clear statement of the College's sanctions for the unlawful use of drugs and/or the abuse of alcohol. These sanctions and policies are detailed in the Alcohol Policy and the Drug/Controlled Substance Policy in the Student Conduct Code.

Disabilities Policy

It is the policy of Green Mountain College not to discriminate against qualified individuals with disabilities in any of its education programs, activities, services and practices, including application and admissions procedures for otherwise qualified applicants, course availability, awarding of degrees, discipline and dismissal. Educational opportunities will not be denied to an otherwise qualified student because of the need to make reasonable accommodation(s) as required by law and as requested by the qualifying student with a physical/ medical, psychological, and/or learning disability.

The goal of Disability Services, located in the Calhoun Learning Center, is to consider and arrange for reasonable accommodations for students with disabilities by coordinating support services and resources for otherwise qualified students with documented disabilities. Otherwise qualified applicants or students with physical/mental, psychological and/or learning disabilities may self-identify and seek reasonable accommodations by completing the "Self Disclosure Form for Students with Disabilities Requesting Accommodations."

GMC Student Handbook

A qualifying disability may include, for example, a learning or attention disorder, or any other type of disability that substantially limits one or more of the individual's major life activities and/or substantially affects the student's ability to learn or function in a College setting. Once the disclosure form is received, a letter will be sent outlining the specific documentation that must be submitted. The student must submit documentation of their accommodation needs to the Coordinator of Accommodations who will assist in planning and coordinating a reasonable accommodation plan. The student is responsible for activating the accommodation plan and following the Learning Center's accommodation process. Accommodations are not retroactive. The Disabilities Services staff highly recommends that entering students submit this documentation prior to the commencement of classes. All relevant required documentation must be submitted to the Learning Center prior to activating an ADA Sec. 504 plan or granting any accommodations. Documentation must be current (typically less than three years old, depending on the type of disability) and should be based on adult normed diagnostic testing. While high school IEP information is helpful, it typically does not meet the criteria for activation under ADA Sec. 504 of the Rehabilitation Act of 1973. The online link to the Learning Center's Homepage provides detailed information about the accommodation process and includes forms detailing required documents: http://campus.greenmtn.edu/learning_center/ and click on the link for Students with Disabilities.

The College's designated Section 504 Coordinator for students is the Coordinator of Accommodations, whose office is located in the Learning Center. The College's Section 504 Coordinator is responsible for assuring the College's compliance with laws designed to require nondiscrimination and reasonable accommodations protections for students with disabilities. Any complaints regarding the College's compliance with such laws should be directed to the Section 504 Coordinator who will review the grievance procedure with the student. If the student does not believe that an appropriate resolution has been provided after following the grievance procedure, the student may address his/her complaint to the Department of Education's Office of Civil Rights, contact information for which is readily available on the internet.

Student Identification

Each student is issued an identification card (ID), which must be used for checking out books from the library and for admission to the dining room. Students should carry their College identification cards at all times and this ID shall be produced if requested by a College official. Failure to do so may result in judicial charges. There is a \$10 charge for issuance of a new card due to loss. (Cards are reissued at the Campus Security Office). Any student who withdraws from the College must turn in the identification card to the Campus Security Office.

GMC Student Handbook

Withdrawal and Leave of Absence Policies

Students wishing to leave Green Mountain College during the semester or who are planning to transfer to another higher education institution after the completion of a semester must initiate the leave of absence or withdrawal process with the Student Life Office. The process includes an exit interview with the Vice President of Student Life or his/her designee and the completion of paperwork that assists the student in taking care of any campus business prior to leaving.

The official date of leave or withdrawal will be set as the last known academic activity (i.e. class attendance). Once the student completes the withdrawal or leave form, the student has 48 hours to move out of his/her residence hall. If a student leaves the College without initiating the withdrawal process, the College is entitled to determine the official date of withdrawal. It is the student's responsibility to take care of all business and College-related matters prior to leaving Green Mountain College.

Leave of Absence – Mid-Semester

A student may request a leave of absence mid-semester through the Student Life Office if extenuating circumstances arise. These circumstances include, but are not limited to, a death in the family, medical reasons, and personal well-being. The request must be reviewed and approved by the Vice President of Student Life before a leave of absence will be granted. If the leave of absence request is granted, the student has up to one year from the date of the leave to return to the college. Students must contact the Registrar's Office when he/she intends to return. The student whose leave of absence is approved is automatically withdrawn from all courses. Tuition will only be refunded in accordance with the refund policy listed below. If the student exceeds the one-year limitation to return, the leave of absence will be administratively changed into a withdrawal. If the student chooses to return after the leave has changed into a withdrawal, then the student must reapply to the college.

Leave of Absence – End of Term

A student who intends to be away from the College for a semester or an academic year for academic or personal reasons after they complete the current semester may request a leave of absence. Students are required to request a leave of absence prior to the start of final exams. The request will be reviewed by the Vice President of Student Life who will determine whether a leave of absence will be granted. 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. If the leave of absence request is granted, the student has up to one year from the date of the leave to return to the college. The student must contact the Registrar's Office when he/she intends to return. If the student does not return within one-year, the leave of absence will be administratively changed into a withdrawal. If the student chooses to return after the leave has changed into a withdrawal, then the student must apply for

GMC Student Handbook

readmission to the College.

Readmission

Green Mountain College will not automatically readmit a student who has withdrawn or taken a leave of absence from the College. Students who desire to reenter Green Mountain College following a withdrawal or leave must initiate a process for reentry into the College by completing the Application for Readmission form and submitting it to the Registrar's Office. The registrar, in consultation with other campus offices will consider the student's reentry on an individualized basis, taking into consideration financial, academic, and disciplinary status and information.

Refund Policy

The following refund schedule reflects the requirement that the College commit its financial resources to its faculty and services for the entire year. Notwithstanding any statement or representation, written or oral, made in any other College publications or otherwise, to the contrary hereof, the College refund policy as to College charges is as follows:

Refund Policy for Institutional Charges and Institutional Financial Aid

The College has adopted the following tuition, room, board and fees refund policy. Students who withdraw will receive the following refund: **Time of Withdrawal**

Refund Due

Prior to first day of classes 100 percent
Within first week of classes 75 percent
Within second week of classes 50 percent
Within third week of classes 25 percent
After third week of classes 0

Administrative Withdrawal Refunds

No refunds for tuition, room, board and fees are given for administrative withdrawals, including, but not limited to, disciplinary action that results in the suspension or dismissal of a student.

Refund Policy for Recipients of Federal Financial Aid

Students receiving federal financial aid will receive a refund based on the current policy specified by Title IV regulations. When students use financial aid to pay for tuition, fees, and on-campus housing and board, any refundable amount is returned to the appropriate Title IV program (i.e., Pell Grant, Federal Supplemental Educational Opportunity Grant, and PLUS and Stafford loans). The full amount of a student's refund will be used to restore funds to the Title IV federal account from which aid was received, regardless of any unpaid balance that may still be owed to the College. Students considering withdrawing from the College during a semester are encouraged to contact the Financial Aid Office.

GMC Student Handbook

Involuntary Leave and Administrative Withdrawal

The College reserves the right to suspend or expel a student at any time when conduct is deemed to be in violation of College policy or poses a risk to the student or the College. In taking such action the College need not assign further reasons. At the discretion of the Vice President of Student Life and following individualized assessment, a student who is determined to be a danger to the student's self, other members of the community, or the College, or in which the behavior of the student significantly disrupts the living and learning environment of the College, may be involuntarily or administratively withdrawn or placed on Interim Suspension.

Referral to Off-Campus Agencies

In particular instances, the Director of Residence Life, the Vice President of Student Life, or a Wellness Center staff member may refer a student to an outside agency for further psychological or medical evaluation. If the Wellness Center staff believes it is in the student's best interest, but the student refuses to cooperate, the Vice President of Student Life will rely upon the counsel of the Wellness Center staff in order to determine the student's ability to remain enrolled. At the discretion of the Vice President of Student Life and following an individualized assessment, the student may be placed on an involuntary leave or administratively withdrawn. The following parameters apply in such instances:

* If the student is admitted to the hospital or outside agency, the family or legal guardian will be notified and is required to make arrangements to pick up the student upon release and take him/her home for follow up evaluation and/or treatment for the remainder of the involuntary leave of absence.

* If the student is referred to a hospital or outside agency and is not admitted or refuses to cooperate, the family or legal guardian is notified and is expected to pick up the student from the hospital, outside agency, or GMC and arrange for further evaluation during the required leave of absence.

* Readmission or return to campus is not guaranteed. In each instance, the Vice President of Student Life, in consultation with the Director of the Wellness Center, will conduct an individualized assessment. In order for a student to be considered for return to campus following an involuntary leave or administrative withdrawal, the following conditions must be met to the satisfaction of the College:

1. Written assessment, evaluation, and treatment plan from a qualified mental health professional seen by the student during the leave of absence.
2. Interview with the Director of the Wellness Center or designee.
3. The College reserves the right to impose additional restrictions or parameters it deems appropriate in addition to those set by the outside evaluator, and/or to seek

GMC Student Handbook

advice from a professional of its choosing, in the course of making an individualized assessment of the student's ability to return and safely participate in the College's educational and/or residential programs.

* The College reserves the right to deny return to campus pending review of any evaluations or extend the leave of absence until appropriate conditions can be met.

* If a student's family member, legal guardian, or sponsor is unable to arrange pick up, the student's continued presence on campus will be contingent upon appropriate assessment as specified above, including all of the required paperwork. If the student refuses to cooperate with any part of the conditions set forth, he/she may be suspended from residency, but allowed to attend classes or suspended from the College. The Vice President of Student Life will make the final determination.

Skate Policy

All students and guests using rollerblades, skates, or skateboards on College property are required to use the equipment in a manner which is appropriate, considerate of others and of College property and protects their personal safety and that of others. Individuals who use equipment recklessly or without care of others or College property will be required to cease their activity and their actions will be documented. Violations will be addressed through the College's judicial procedures as outlined in the Student Conduct Code.

For reasons of personal safety, the use of rollerblades, skates, and skateboards inside any building on campus is prohibited. The use of rollerblades, skates, and skateboards is not permitted on College benches (or other outdoor furniture), curbs, or on the steps and railings of campus buildings. Applicable Noise policies in the Student Conduct Code apply.

Persons wearing rollerblades or skates or using skateboards are strongly encouraged to wear appropriate personal protection equipment (i.e. helmet, wrist guards, elbow and knee pads). Persons engaging in these activities during hours of darkness are also encouraged to wear light-colored clothing and reflective materials.

Tent Policy

In order to prevent damage to our environment, we ask students who are tenting on College property to move their tents every three (3) days.

- Tents need to be clearly labeled with the owner's name and contact information.
- Tents should only be set up in areas designated for such use: The green area behind the softball home plate at the end of the paved student parking lot and the meadow adjacent to the Labyrinth.

GMC Student Handbook

Tents in violation of this policy will be removed by Campus Security if the owner cannot be reached.

Network Acceptable Use Policy Green Mountain College Computing Policy and Code of Ethics

* Every user of Green Mountain College's computing facilities has the fundamental right to network privacy vis-à-vis other network users. Each user of the campus network is accorded the privilege of a fair share of resources, including a personal network folder, a GMC e-mail account, and a reasonable portion of shared Internet bandwidth. It is unethical for any user to violate these principles.

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

The entire text of the College's Computing Policy and Code of Ethics is available on Information Technology's Homepage. The following online link contains detailed information regarding Computing Policy

http://www.greenmtn.edu/computer_services/computer_policy.aspx.

Every computer user on campus must sign an agreement form each academic year indicating they are familiar with and agree to uphold this Code. The form can be accessed online at:

<http://www.greenmtn.edu/media/89516/student%20network%20registration%20form%20new%20rev%202008.07.30.pdf>

Notification Policy for Missing Students who Reside On-Campus

This policy contains the official notification procedures for Green Mountain College concerning missing students who reside in on-campus housing. The purpose of this policy is to promote the safety and welfare of members of the college community through compliance with the Higher Education Opportunity Act of 2008. This policy should be adhered to by all college faculty, staff, and students.

In the event that a member of the college community has reason to believe that a student who resides in on-campus housing is missing (there is no knowledge of a student whereabouts), he or she shall immediately notify Green Mountain College Campus Security. Campus Security will generate a missing person report and initiate an investigation. In addition, Campus Security will report the missing person to Residence Life if such information has not already been conveyed.

During the course of the investigation, Campus Security will determine if the student

GMC Student Handbook

has been missing more than 24 hours. If Campus Security determines that a student is missing, it will notify local law enforcement agencies and the student's emergency contact no later than 24 hours after the student is determined to be missing. If the missing student is under the age of 25 and is a dependent as defined by the Department of Education, Campus Security will notify the student's parent or legal guardian immediately after they determine that the student has been missing for more than 24 hours.

In addition to registering emergency contacts, students residing in on-campus housing have the option to identify confidentially an individual to be contacted by Green Mountain College in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, Green Mountain College will notify that person no later than 24 hours after the student is determined to be missing. Students who wish to identify a confidential contact can do so by completing the appropriate paperwork during check-in procedures.

Hazing

'Hazing' means any act committed by a person, whether individually or in concert with others, against a student in connection with pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization which is affiliated with an educational institution; and which is intended to have the effect of, or should reasonably be expected to have the effect of, humiliating, intimidating or demeaning the student or endangering the mental or physical health of a student. Hazing also includes soliciting, directing, aiding, or otherwise participating actively or passively in the above acts. Hazing may occur on or off the campus of an educational institution. Hazing shall not include any activity or conduct that furthers legitimate curricular, extracurricular, or military training program goals, provided that:

- (1) the goals are approved by the educational institution; and
- (2) the activity or conduct furthers the goals in a manner that is appropriate, contemplated by the educational institution, and normal and customary for similar programs at other educational institutions.

Examples of prohibited individual/group activities include but are not limited to the following:

- requiring the use of alcohol in any process or activity;
- requiring nudity at any time;
- vandalizing, defacing, or stealing any property;
- verbal abuse or threatening physical harm;
- forcing a person to eat something against his or her will;
- requiring excessive exercise.

Hazing activity may lead to student conduct proceedings with penalties up to and

GMC Student Handbook

including suspension or expulsion. Hazing may also lead to the termination of a student organization. Hazing will be reported to a law enforcement agency when activity leads the hospitalization of a person or to substantial damage to property.

Good Samaritan Policy

Students or organizations that seek emergency attention for dangerously intoxicated or overdosed individuals will not be subject to college disciplinary action. This policy applies both to the person requiring help and the person or organization reporting their concern. Our community benefits when we encourage people to seek help for those most vulnerable or at risk who otherwise might not receive help.

When students encounter another who may be dangerously intoxicated, overdosed or ill, they should call Campus Safety immediately at 802-287-8911.

Campus Security and Residence Life staff will record names of intoxicated or overdosed student to ensure the students well-being.

In order for this policy to apply, the intoxicated student(s) must agree to timely completion of recommended alcohol or other drug educational activities, assessment, and/or treatment depending on the level of concern for student health and safety.

GMC Student Handbook

Student Involvement

Student Life on campus takes many shapes and forms. The Director of Student Involvement works closely with student clubs, organizations and the College Programming Board (CPB) to provide quality programs and activities for students.

Service Sustainability

The Office of Sustainability provides students with opportunities to become involved in environmentally sustainable programs and initiatives, such as the Recycling Program or the Student Campus Greening Fund.

Student Government

Student Government at Green Mountain College is comprised of the Student Senate and Club Assembly. The Vice President of Student Life and the Director of Student Involvement advise the Student Senate and Club Assembly.

College Programming Board

The College Programming Board (CPB) is charged with providing quality programs throughout the year that meet the needs of a wide variety of students. The CPB surveys students regarding their interests in movies, bands, entertainers, and programs. The CPB is also responsible for providing major events on campus, including the Spring Concert.

Green Mountain College Clubs and Organizations

All Green Mountain College clubs and organizations and members of those organizations must comply with the policies as set forth in the Student Senate Constitution. The Director of Student Involvement is responsible for the administration of policies related to clubs and organizations. The following clubs are active in the 2015- 2016 academic year:

- A Capella
- Agora Philosophy club
- Agriculture club
- Animal Welfare and Appreciation Club
- Aquarium Club
- Bikeshop
- Bowling Club
- Business/Economics Society
- Chess Club
- Club Activism
- Coalition for Student of Color

GMC Student Handbook

Contra Dance club
Dance Party Club
DIY
DREAM
Education
Equestrian
Flow
Flow in Movement (FIM)
Forestry
Friend Group
"Green Mountain Outdoor
Recreation Association"
Healers Club
Herbal Tribe
Intercultural Center (ICC)
Magic Cards
Model UN
"National Society Leadership
& Success (NSLS)"
PRANTS
REED
Reverie
Rotaract
Shakti Tribal Belly Dancing Troupe
Slow Food
Spirituality Club
Students for Sensible Drug Policy
Sustainable, Healthy and Ethical Club
The Mountaineer
UNICEF
Wildlife Society

Club Sports

Golf Club
Rowing Club
Men's Rugby
Quidditch Team
Ultimate Frisbee Club
Women's Rugby

Student Organizations

Club Assembly
Student senate

GMC Student Handbook

Fee

The Student Activities Fee is used to subsidize student-sponsored services, social programs and cultural activities. In the past, funding has been awarded for club programs, comedians, bands, ski trips, films, dances, concerts, special events programs, and lectures. A percentage of the Student Activities Fee is also used to support campus greening activities. The Vice President of Student Life coordinates the distribution of the Student Activities fee to the Student Senate in accordance with the Student Senate Constitution. The Student Activities Fee is a required fee for all students. Students are billed directly for this fee.

Requirements for Student Leadership Positions

Due to the extensive demands inherent in the duties of particular offices, Green Mountain College has established minimum cumulative GPA requirements for holding leadership positions.

Advisors to clubs are responsible for verifying certification of good standing with the Registrar's Office. Ineligibility continues throughout the semester once declared.

Clubs and Organizations:

Presidents or Chairpersons 2.00

College Programming Board:

Executive Board 2.25

Residence Life:

Resident Assistants 2.50

Head Residents 2.50

Student Government Executive Board:

President 2.50

Vice Presidents 2.2

Treasurer 2.255

Secretary 2.25

Association members 2.00

Individual groups, clubs, or organizations may choose to impose more restrictive grade requirements, but may not lessen the requirements. Students may not be elected, hired, appointed, or chosen if their grade point average (GPA) does not meet the minimum requirement. If a student's GPA falls below the required level, he/she will receive a written notice and be given one semester to bring his/her GPA up to the requirement. A student will be permitted to run for the position again and his/her GPA will be verified at the end of the semester; if it is not above the

GMC Student Handbook

minimum required, the student will be removed from the position. In addition, a student may not be elected, hired, appointed, or chosen to the above leadership positions if they are on Disciplinary Probation or have unresolved judicial matters or sanctions. The Vice President of Student Life will make the final determination regarding eligibility for leadership positions.

GMC Student Handbook

Green Mountain Adventure Program

The Green Mountain Adventure program (GreenMAP) is a department within the Division of Student Life which provides adventure programs and equipment for the Green Mountain campus community. There is generally at least one GreenMAP program every week and weekend. At the heart of the program are the GreenMAP Trip Leaders. The trip leader program is a leadership commitment combining structured experience development, activity specific training, wilderness medicine, mentoring, reflection, and evaluation. The equipment rental shop offers low cost, high quality equipment such as camping gear, ski equipment, kayak and canoe packages for the campus community. GreenMAP also runs the Wilderness challenge, a pre-orientation program for incoming students. Wilderness Challenge trips are five (5) days long and travel all over the Northeast, with such offerings as backpacking, rock-climbing, kayaking, canoeing, yoga, and service work.

GMC Student Handbook

Wellness Center

The mission of the Wellness Center is to provide professional and caring support to help students and the Green Mountain College community grow in the areas of physical, emotional and spiritual wellness. The Wellness Center provides: confidential individual and group mental health counseling, community outreach workshops, consultation, spiritual services and counseling, substance use assessments, referrals, 24-hour crisis intervention, and holistic wellness services (i.e. massage, yoga, meditation).

All members of the College community are urged to attend and participate in periodic awareness and education programs which focus on substance use/abuse, homesickness and depression, stress management, relationships, and other personal growth issues.

Green Mountain College offers reasonably priced supplemental health insurance coverage to all students. More information is available by calling the Business Office. International students are required to carry this insurance; other students may elect not to carry it upon providing proof of other coverage to the Business Office by the published deadline.

Reserving of the Bogue Movement Studio

- The Bogue Movement Studio is available for group use and can be reserved through the Wellness Center.
- Individuals interested in leading a group activity must meet with the Director of the Wellness Center and present a proposal for the activity and any relevant credentials (if applicable).
- Once an activity is approved, the leader must submit a request for day/time of activity. Scheduling is on a first-come/first-served basis, so it is recommended that group leaders submit scheduling requests as early in the semester as possible in order to obtain the desired time.
- Once the activity is scheduled, the group leader is provided with access to the Movement Studio key. The group leader is responsible for maintaining the security of the Movement Studio and the key.

Rules for the Use of the Bogue Movement Studio

- Street shoes and any hard-soled shoes are prohibited in the studio. The floor is designed and intended for use with bare feet.
- If any windows are opened during an activity, they must be shut and locked when the activity is over. If a group leader finds windows unlocked/open upon entering the room, please alert the Wellness Center.
- Under NO circumstances should any of the equipment in the Bogue Movement Studio leave the room (i.e. stereo equipment, yoga mats, blankets, aerobics equipment, etc.)

GMC Student Handbook

-When an activity is over, the group leader is responsible for closing and locking windows, turning off all lights and stereo equipment, checking all doors to ensure they are locked, and locking the main door.

-The key to the Bogue Movement Studio must be returned to the Wellness Center immediately after the activity is over to ensure it is available for the next activity.

Failure to observe and act in accordance with these rules will result in revocation of the privilege to use the Movement Studio. Any questions may be directed to the Director of the Wellness Center, (802)287-8376.

GMC Student Handbook

Business and Financial Services and Policies

This section contains additional information regarding the College's business and financial services and policies. Included in this section is information regarding Financial Services, Mail Services, Dining Services, the Bookstore, and the R. Clarke Smith Emergency Loan Fund.

Financial Services

All College financial obligations must be met before the beginning of each semester. Unpaid financial obligations may result in appropriate restrictions including but not limited to) non-admittance to residence halls and classes and the withholding of references and graduation. Transcripts will be withheld until all financial obligations are met. Tuition/room/board payments are due on or before July 1st and December 31st of each College year.

R. Clarke Smith Emergency Loan Fund

The Board of Trustees of the College, to honor Mr. Smith, who had served on the Board for many years, established the R. Clarke Smith Emergency Loan Fund in 1994. The Vice President of Student Life administers the loan fund. Students may borrow up to \$100 for emergency purposes and have up to two weeks to repay the loan before it must be paid back. The student's conduct history is reviewed before a loan is granted. A student is allowed one (1) loan per semester. The funds are usually dispersed to the students, but may also be made payable to a third party. It is at the Vice President's (or his/her designee's discretion) if the student is lent the money. Students interested in securing a loan should contact the Student Life Office in the lower level of Withey Hall or call at (802)287-8377.

Campus Security Office

The Campus Security Office enjoys an excellent working relationship with the Vermont State Police and other local agencies. Generally, matters that are brought to the attention of the Campus Security Office are investigated to determine appropriate action. Most incidents are handled by the Residence Life staff, or through the student conduct system. In the event of a more serious incident or crime, outside agencies are called in to make all necessary arrests and/or issue citations as deemed appropriate by such agencies.

All academic, administrative, and athletic buildings are locked in the evening and weekends according to the scheduled use of the facilities. Individuals not associated with the College by employment, as a student, or as a guest of an employee or student, may be deemed to be trespassers.

GMC Student Handbook

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, Security and Safety notices are posted within the residence halls and other locations on campus as required. Announcements may also be made in the weekly GMC Journal newsletter and by e-mail.

A security escort service is available for any member of the College community by calling 8911 or 8000, if using an on-campus telephone. The numbers from a cellphone or landline off-campus would be 802-287-8911 or 802-287-8000.

The basic functions of the Campus Security Office are to protect individuals and property, control traffic, and promote and preserve civil order. Lost and found is maintained in the Auxiliary Offices in Withey Room 155 (The Mail Room.)

Mail Services

Student mailboxes are located in The Gorge in the lower level of Withey Student Center. All incoming mail should be addressed as follows:

Mail Addressed to Poultney Campus Students

Student's Full Name

Green Mountain College

Box # (**note: not student's room number!**)

3 Brennan Circle

Poultney, VT 05764

Mail Addressed to Resort Management and Hospitality Management Students*

Student's Name

Green Mountain College The Lodge

2500 Killington Road

Killington, VT 05751

* Please note: Only Resort Management and Hospitality Management students that live at the Green Mountain Lodge at Killington, receive their mail at the Lodge.

Poultney campus student mailboxes are located in The Gorge in the lower level of Withey Student Center. Students usually keep the same box number for the duration of their career at Green Mountain College. Mailboxes are assigned to residential and commuter students. It is each student's responsibility to check his/her assigned mailbox throughout the academic year.

Mail is distributed to all mailboxes by 11:30 a.m. Monday through Friday. Saturday from 10:00 a.m. to 2:00 p.m. and closed on Sunday. Mail deliveries are not made on Sunday. Mail requiring signatures (UPS, Certified Mail, FedEx, packages, etc.) must be picked up in Office Services (Withey Student Center); package notification slips

GMC Student Handbook

are placed in student mailboxes and a notification is sent to the student's GMC email account. Students must bring their Green Mountain College Student ID as identification to obtain packages, express mail, etc. Package pick up hours are posted on the bulletin board next to the Office Services door.

Poultney Post Office (123 Main Street)

The town post office hours are 9:00 a.m. to 4:30 p.m., Monday through Friday, and Saturday 9:00 a.m. to noon. Students typically conduct the following business at the town post office: paying postage-due-cards, purchasing stamps, and mailing outgoing packages.

Dining Services

The College food service is provided by Chartwell's Dining Service. Chartwell's provides the college community with a variety of meal options, including commuter and employee plans. All resident students are required to be on a meal plan except by special permission (see "Requests to be Removed from the Meal Plan"). The cost of the meal plan is standard as reflected on account statements with students selecting their meal plan option at the beginning of each semester and may change plan option during the first two weeks of each semester. Students with specific dietary needs may meet with the Director of Dining Services to explore options to accommodate those needs.

All students who are participating in the meal plan will be issued a barcode on their ID card. Students are required to present their ID card when entering the dining room. Failure to have your ID card available may result in the refusal of service. Lost or stolen IDs should be reported to the Dining Service Office immediately so arrangements can be made for the student to access the dining room. Students are to enter the dining room through the main entrance and check in with the dining room attendant. Entering the dining room through the rear patio doors is not allowed.

Students may entertain guests in the dining room by paying for their meal with a meal plan guest pass (2 per semester), Munch Money or cash. Student ID meal-cards are non-transferable and are to be used solely by the cardholder. The lending or borrowing of other students' ID cards for entrance to the dining room will be considered theft and will result in student conduct action.

Dishes and food may not be taken from the dining room with the exception of approved take-out containers. In keeping with health policies, pets are not allowed in the dining room or The Buttery. Backpacks are not permitted in the dining room. Shoes and appropriate clothing are required for dining room attendance.

Behavior deemed by the dining room management as disruptive will result in the immediate removal of offending students from the dining room, and could result in

GMC Student Handbook

loss of dining room privileges for the remainder of the semester without refund of fees from the College. Students violating the Dining Hall policies and procedures may also be charged through the College's student conduct process.

GMC Student Handbook

Academic Support Services and Policies

This section contains additional College support services and policies for the Griswold Library, the Office of Information Technology, The Calhoun Learning Center and the Office of Career Services.

The Griswold Library

Green Mountain College's Griswold Library plays an important role in the academic life of the College. Whether you are conducting research for a term paper, developing an independent study project, or working on a group project, the library provides you with essential resources and services. The Library's skilled staff is available to assist students and faculty with their informational, research, and computing needs.

The library collection consists of approximately 76,000 books, 125,000+ electronic books, 280 current periodical title subscriptions, and an expanding collection of documentary and popular DVDs. The library subscribes to 32+ electronic research databases that provide full text electronic access to over 32,000 journals, newspapers, trade publications and government documents. The Library also has a vast collection of publications in micro-reproduction format.

The Library houses a reserve collection of required readings for many courses, along with comfortable study spaces, private study rooms, classrooms, audio-visual equipment, computer labs, and reference and research services. Through participation in inter-library loan programs students may borrow books and articles located in libraries from throughout the United States.

The Library is a collective and vital resource shared with hundreds of people. Information resources available in the library are not only expensive, but often are irreplaceable. Thus, students should conduct themselves in such a manner as to ensure that the library, its collections, and furnishings, will be available to others. Abuse of the library building, its collections, or furnishings will result in student conduct action and assessment of charges for damages. Fees for lost or damaged materials are determined by the library's administration. Specific policies are posted on the library's homepage.

Library Hours

Monday to Thursday: 8:00 a.m. - 12:00 a.m. (midnight)

Friday: 8:00 a.m. - 8:00 p.m.

Saturday: 10:00 a.m. - 5:00 p.m.

Sunday: 10:00 a.m. - 12:00 a.m. (midnight)

Library hours may change. For instance, additional opening hours are scheduled

GMC Student Handbook

during the three weeks leading up to and during final examinations. Hours are reduced during all College vacation periods. Library hours are advertised well in advance of any changes in schedule.

Computing and Technology Services

Computer Services

Student computer services include a Green Mountain College email account, network and internet access. In order to have GMC Internet services available in a residence hall room, students will need to meet the minimum system requirements established by the Computing and Technology Services and purchase an approved network interface (Ethernet) card. (See this link for detailed information: Network Compatibility http://www.greenmtn.edu/computer_services/network.aspx)

Students will not incur Internet and email usage charges unless they choose to use an alternate Internet carrier. Green Mountain College assumes no liability for service.

Students are responsible for routinely checking their College email account. As part of new student orientation, all incoming students may participate in a hands-on introduction to the College's networking facilities. The faculty and administrative staff of the College routinely communicate with students via GMC email and students should check their College email account throughout the day.

Green Mountain College Computing Policy and Code of Ethics

- Every user of Green Mountain College's computing facilities has the fundamental right to network privacy vis-à-vis other network users. Each user of the campus network is accorded the privilege of a fair share of resources, including a GMC email account, and a reasonable portion of shared Internet bandwidth. It is unethical for any user to violate these principles.
- Use of resources associated with College computer accounts for direct financial gain, for instance selling or commercial consulting, is unethical and not permitted.
- The entire text of the College's Computing Policy and Code of Ethics is available on Computing and Technology Services' Homepage. See this link for detailed information:
http://www.greenmtn.edu/computer_services/computer_policy.aspx

Every computer user must sign a contract indicating they are familiar with and agree to uphold this Code.

Calhoun Learning Center

The Jose M. Calhoun Learning Center, located on the third floor of the Griswold Library, is the academic support services center for the Green Mountain College campus. The Center provides all Green Mountain College students with opportunities for an enhanced learning experience by offering a variety of academic

GMC Student Handbook

support services to assist them in their pursuit of academic success as independent learners and self-advocates. The Learning Center's homepage is regularly updated and is filled with valuable information:

http://campus.greenmtn.edu/learning_center/

The Calhoun Learning Center offers individual and small group tutorials, academic skills workshops, academic counseling, and language support for international students. The Learning Center also coordinates academic accommodations for students with documented disabilities.

Office of Career and Personal Development

The Office of Career and Personal Development, located at the front of the CAT Center in Withey Lobby, provides services to help students make informed decisions about undergraduate and post-graduate plans. The department provides a variety of services, educational programs, and resource materials for students and alumni. Assistance is available on choosing career paths, locating internships, writing resumes and cover letters, searching for jobs, preparing for job interviews, networking with alumni, and applying to graduate school. The office has a career resource library, job and internship listings, and connects students to career and graduate school fairs. The Office of Career and Personal Development also tracks the career and graduate school paths of Green Mountain College alumni. For more information, please contact Serena Eddy Guiles or (802)287-8352.

GMC Student Handbook

Appendices

This section contains the following previously mentioned Appendices: Appendix I: Counseling and Referral Services On and Off Campus, Appendix II: Medical Aspects of Substance Abuse in Young Adults, Appendix III: Vermont State Statutes, Appendix IV: Information for Victims of Sexual Violence, Appendix V: Safety Procedures, and Appendix VI: Definitions.

Appendix I: Counseling and Referral Services, On Campus

Campus Resources

Division of Student Life 802-287-8377

Joseph Petrick, Vice President of Student Life

Lisa Perry, Assistant to the Vice President of Student Life

Derek Gavelis, Director of GreenMAP (Adventure Program)am

Andria Roebuck, Director of Student Involvement

Luke Krueger , Director of Residence Life

Kyrie Bristle, Community Director

Megan Lumnah, Community Director

Chris Jenkins , Assistant Community Director

Athletics 802-287-8378

Kristopher “Kip” Shipley, Director of Athletics

James Thivierge, Associate Director of Athletics

Wellness Center 802-287-8376

Peg Gregory, Director of the Wellness Center

Lisa Perry, Administrative Assistant

Gwen Koenig, Counselor

Shirley Oskamp, Chaplain

Emergency response from on campus 8911

Campus Security Office 802-287-8911 or 8912

Steven Brown, Director of Campus Security

Bruce Rodd, Officer

Sherry Davis, Officer

Sven Miller, Officer

Patrick Sullivan, Officer

John Reiter, Part-Time Officer

Service Learning and Sustainability, Service Learning and Sustainability Coordinator

GMC Student Handbook

Appendix I: Counseling and Referral Services, Off Campus

Off Campus Resources

Emergency Medical Services 802-775-1000
Alcoholics Anonymous (24-hour hotline) 802-775-0402
Serenity House 802-446-2640
Office of Alcohol & Drug Abuse Programs 802-786-5876
(Information and Referrals)
Suicide Hotline 1-800-SUICIDE or 1-800-784-2433
Vermont Council on Problem Gambling 1-888-822-8274
Women's Rape Crisis Hotline 1-800-656-4673
Narcotics Anonymous 802-773-9548

In addition, the Wellness Center maintains a list of off-campus resources. Please contact 287-8376 for more information.

Appendix II: Medical Aspects of Substance Abuse in Young Adults

Chemical Abuse

The medical effects of chemical abuse do not discriminate based on any category, especially age. The following outline represents the **common stages of young adult drug use**:

- A. **Initial Use:** The primary entry drug for adolescence is tobacco while alcohol is second and cannabis is third.
- B. **Experimentation/Sampling:** Usually seen as trying a little more.
- C. **Regular Use:** Often considered social or recreational; usually goes beyond, especially if highly addictive substance
- D. **Abuse:** Chemical use that harms or endangers the user or other people. It can be a single episode or a regular pattern.
- E. **Dependency/Addiction:** Chemical use at these stages over a period of time is what causes a breakdown of bodily organs.

The **primary substance classes** that are being referred to are: sedatives, alcohol, opiates, hallucinogens, cannabis, stimulants, cocaine, amphetamines, "designer drugs" and steroids.

There are **three** very important concepts in considering the **psychoactive effects of drug use** in young adults:

- A. Several vital organs within adolescents are still developing. These developing organs are at a higher risk of exposure to noxious substances than are mature organs.
- B. Organs involved in metamorphosis (change) are at a greater risk of malformation and disease from exposure to noxious substances than are stable organs.
- C. Combinations of noxious substances taken at critical stages of development probably have an even greater risk effect on developing and changing organs.

GMC Student Handbook

It is important to recognize that beyond the physiological problems outlined, there is likely to be general psychosocial development retardation. If organs are not developing properly or a chemical substance is leaving a young adult at risk for disease, the healthy development of personal and social functions is also at risk.

Specific Health Complications of Alcohol Use

Alcohol is toxic to all organ systems. Every drink does damage. Excessive alcohol use (including heavy social drinking) may cause permanent damage to the nervous system and other organs of the body.

The more **visible health risks** of chronic heavy drinking may involve: heart and brain damage; cancer of the mouth, esophagus, stomach, liver and/or kidney, pancreas damage, ulcers and gastritis, birth defects, poor overall health, and malnutrition during pregnancy.

DTs (Delirium Tremens) result from alcohol withdrawal and may include disorientation, memory impairment and sometimes hallucinations.

Health Risks Involved in the Use of Amphetamines Amphetamine use stimulates the entire nervous system by increasing: heart rate, blood pressure and respiration. It is **characterized** by an individual: being hyperactive, having delusional thinking, experiencing a catatonic state, death, hallucinations, being impulsive, having impaired reasoning and judgment, or paranoia.

Specific health complications can involve: cardiac arrhythmia, brain-cell damage, suicide, liver damage, cerebral hemorrhage (stroke), and dyskinesias (involuntary movement).

Anabolic Steroids

Complications of steroids include: changes in libido, alterations in spermatogenesis, peliosis hepatitis, mood disorders, increased aggressiveness, and muscle spasms.

It is also important to point out that these drugs can be psychologically addictive.

Steroids **do not increase aerobic ability or athletic performance** unless the individual is already well conditioned and is taking the drug in combination with protein.

Health Risks Involved in the Use of Cannabis (Marijuana) In general terms, the use of cannabis affects the flow of sensory information passed between the cortex and different areas of the limbic system.

Initial use can lead to: impaired psychomotor performance, Schizophrenia, acute anxiety/panic attacks, confusional state reactions, such as total loss of reality or paranoia.

Immediate or chronic use can lead to: immunological abnormalities; hormonal changes; chromosome changes, tracheobronchitis (smoker's cough), decrease sperm count or cause abnormal sperm, low motivation, and dependency.

Health Risks Involved in the Use of Cocaine Cocaine is a highly addictive amphetamine that causes **nasal problems** including: frequent nosebleeds, perforation of nasal septum, ulcerations of the nose, chronic nasal congestion and cold symptoms.

A Cocaine overdose can cause: cerebral hemorrhage, respiratory failure, seizures, death, heat stroke, and rapid, irregular heartbeat (ventricular tachycardia or fibrillation).

In addition to snorting Cocaine, users also inject and/or free base smoke by using drug paraphernalia.

* Use by injections: skin infections, hepatitis, endocarditis (inflammation of the lining of the heart and its valves) and HIV

* Use by free-basing: inflammation of the lungs, explosions, and burns

GMC Student Handbook

Designer Drugs

It is important to point out that there are approximately 150 chemical simulations to the major classes of the drugs outlined. Structurally, these drugs are between amphetamines and hallucinogens. These chemical substances often have a very potent effect on the central and peripheral nervous system and can cause permanent derangement. Any number of medical and psychological effects, including those previously outlined, can occur with use.

Medical and Psychological Complications of Hallucinogens

Hallucinogens (mushrooms being the most popular) cause a distorted mode of action within the central nervous system. Specifically, some of the primary neurotransmitters (Pontine Raphe, Serotonin and Dopamine) for emotional response are affected through inhibition. Use of hallucinogens can cause psychotic symptoms including: paranoia, anxiety and sensory distortion.

Medical Complications of Opiates

Use of Opiates may cause: severe dependency, infections from injections; high risk of overdosing; hepatitis; and HIV/AIDS.

Volatile Solvents

Inhaling volatile solvents, such as gasoline, lighter fluid or glue can produce a "high". This practice may also cause: liver damage, nerve cell damage; lung damage; and death.

Appendix III: Vermont State Statutes

Students are often curious as to how the State of Vermont might respond to situations involving alcohol, crime, and illegal substances.

Some examples from the Vermont statutes are:

* A person knowingly and unlawfully possessing a small quantity of marijuana shall be imprisoned not more than six months or fined not more than \$500, or both.

* A person knowingly and unlawfully selling marijuana shall be imprisoned not more than two years or fined not more than \$10,000, or both.

* A person knowingly and unlawfully possessing a small quantity of Ecstasy, cocaine, heroin, depressants, stimulants, narcotic drugs, LSD, or other hallucinogenic drug] shall be imprisoned not more than one year or fined not more than \$2,000, or both.

* A person knowingly and unlawfully dispensing a larger quantity of a hallucinogenic drug, other than LSD, shall be imprisoned not more than three years or fined not more than \$25,000, or both. * A person knowingly and unlawfully possessing larger quantities of such drugs, or dispensing such drugs, shall be subject to more severe sanctions depending upon the circumstances.

Green Mountain College will cooperate and collaborate with the Vermont State Police, Department of Liquor Control and Drug Enforcement Agency on an as-needed basis in attempt to maintain a safe and secure College community.

Detailed information on Vermont State Statutes may be found at the following web sites:

Alcoholic Beverages: <http://www.leg.state.vt.us/statutes/chapters.cfm?Title=07>

Crime and Criminal Procedures: www.leg.state.vt.us/statutes/chapters.cfm?Title=13

Drug Paraphernalia: <http://www.leg.state.vt.us/statutes/sections.cfm?Title=18&Chapter=089>

GMC Student Handbook

Possession & Control of Regulated Drugs:

<http://www.leg.state.vt.us/statutes/sections.cfm?Title=18&Chapter=084>

Appendix IV: Information for Victims of Sexual Violence

What is sexual violence?

Sexual violence is any form of forced sexual activity that you don't agree to, ranging from touching to penetration. It is commonly referred to as rape. It is a serious crime—even if you know the person who attacked you, including a friend, a floor mate, someone you went on a date with, a family member, a professor or staff person, or someone you work with. It's a crime even if you didn't fight back. It's a crime even if you were drinking, taking drugs, given drugs or unconscious. It's a crime no matter what you were wearing or what you did before the perpetrator began making advances. Anyone -- men, women, children and elderly people -- can be the victims of sexual violence.

What should I do if I've just been raped?

If you've just been raped, you should first get to a safe place, away from your attacker. Contact Campus Security at (802)287-8911 if you need assistance. Then you should immediately go to the Rutland Regional Medical Center Emergency Room (160 Allen Street, Rutland, 802-775-7111). Although feeling like you want to bathe or change your clothes before you go to the hospital is common, avoid bathing or changing your clothes until after you have been checked out. Get there as fast as you can. If you need help finding a friend you trust to go with you to the hospital, let a Student Life or Wellness Center staff person know. Calling the police is something you can do from the hospital if you choose to. You do not have to call the police—the Emergency Room will give you that option.

What happens in the emergency room?

The Emergency Room has a Sexual Assault Nurse (SANE Nurse) on duty at all times; she will examine your body for injuries and collect information, using what they call a "rape kit," which is a standard kit with little boxes, microscope slides and plastic bags for collecting and storing information. The attacker may have left behind pieces of information such as clothing fibers, hairs, saliva or semen that may help identify him or her. The hospital will keep this kit on file for several months after your attack. If you choose to seek justice through the legal system, the rape kit will be ready for you to serve as your primary piece of physical information.

Next, the SANE Nurse will take a blood sample from you. Women will be checked for pregnancy and all rape victims are tested for diseases that can be passed through sex. Cultures of the cervix may be sent to a lab to check for disease, too. They may also check to see if a "date rape" drug was given to you. The results of these tests will come back in several days. If any of the tests are positive, you'll need to talk with your doctor about treatment.

What kind of treatment might I need?

The SANE Nurse can tell you about different treatments. If you take the birth control pill or have an intrauterine device (IUD), your chance of pregnancy is small. If you don't take the pill, you may consider pregnancy prevention treatment. Pregnancy prevention consists of taking 2 estrogen pills when you first get to the hospital and 2 more pills 12 hours later. This treatment reduces the risk of pregnancy by 60% to 90%. (The treatment may make you feel sick to your stomach.)

The risk of getting a sexually transmitted disease during a rape is about 5% to 10%. Your doctor can prescribe medicine for chlamydia, gonorrhea and syphilis when you first get to the hospital. If you haven't already been vaccinated for hepatitis B, you should get that vaccination when you first get to the Emergency Room. Then you'll get another vaccination in 1 month and a third in 6 months. The doctor will

GMC Student Handbook

also tell you about human immunodeficiency virus (HIV) infection. Your chance of getting HIV from a rape is less than 1%, but if you want preventive treatment, you can take 2 medicines-- zidovudine (brand name: Retrovir) and lamivudine (brand name: Epivir) -- for 4 weeks.

What else should I know?

Being raped can have a huge effect on your life. While some people are affected more or less than others, you may be upset, and you may feel disbelief and shock, fear, anger, anxiety and guilt. You may have an upset stomach or feel nervous, or notice changes in sleeping, eating, and personal hygiene habits, or have nightmares, anxiety attacks, or flashbacks. About half of all people who are raped say they are depressed during the first year after the attack. It's important that you keep appointments with your doctor. Be sure to tell him or her about any physical, emotional or sexual problems you have during this time, even if you don't think they're related to the rape. Counseling services are available to all students at Green Mountain College. Victims of sexual violence may find counseling especially useful to minimize the long-lasting effects of this crime, and our Wellness Center has both male and female counselors who are trained to listen and help you get through this situation. To make a confidential appointment, contact the Wellness Center at (802)287-8376, or stop by to schedule an appointment at your convenience. In addition, a counselor is on duty 24 hours a day, seven days a week. Your counselor can help you access this emergency system; you can also reach a counselor by telling your RA, another Student Life staff member, or contacting Campus Security.

Where can I get more information?

Be sure to visit your doctor 1 or 2 weeks after the incident to review the results of the tests done in the Emergency Room. Your doctor will give you information and tell you more about other support services, too. Some of these services include hospital social workers, local rape crisis services, your local public health department and the state attorney general's office.

Remember, sexual assault is a terrible crime. But it's not your fault, and you didn't cause it to happen. Rape is against the law. You have the right to report this crime to the police, and you have the right to be treated fairly during the justice process.

Other Resources

- * Domestic Abuse Hotline: 1-800-228-7395
- * Rape Crisis Emergency Hotline: 1-800-489-7273
- * Rutland County Rape Crisis Line: 802-775-3232
- * WomenSafe: 1-800-388-4205
- * Adult Protective Services Department: 1-800-564-1612
- * Rape, Abuse and Incest National Network: 800-656-HOPE
- * National Coalition Against Sexual Assault: 717-728-9764

Appendix V: Safety Procedures

Procedures During Fire Alarms

1. Always assume an alarm indicates an actual fire
2. Immediately prepare to evacuate the building. Before leaving do the following (if it is possible without endangering yourself):
 - a. Open the drapes or shades.
 - b. Close the windows.
 - c. Turn ON the lights.
 - d. Close but do not lock your door.

GMC Student Handbook

3. If there is a real fire in a hallway or room do the following:
 - a. Feel the door before you open it. If it feels too hot do not open the door.
 - b. If it feels hot, open it slightly, holding your head away and bracing the door with your foot.
 - c. Put your hand across the opening to test the heat of the air.

4. If you believe the hallway is safe and presents no clear danger to yourself:
 - a. Go out the nearest exit and stay low.
 - b. Close doors to the hallways.
 - c. Wear a coat or some other protection over bare skin.
 - d. Wear hard-soled shoes.
 - e. Take a wet towel to breathe through (soak it in the water fountain, beverage, etc.).
 - f. Walk down the steps.

5. If the hallway is unsafe:
 - a. Stop up any openings or cracks through which smoke may enter, using wet towels, blankets, sheets, etc.
 - b. If smoke does enter your room, open the window. If sealed, break it with some heavy object.
 - c. Remain near the window and wait for the arrival of the fire department.

6. All residents are required to completely vacate the building when the alarm is activated. The Residential Life Staff, Security staff or appropriate civil authorities will instruct you to move to certain locations to assure your safety -- do so immediately. The only people permitted in the buildings are designated members of the Fire Department; they will determine when the building is safe for other people to re-enter. Residents are not permitted to re-enter the building until the College official in charge gives a directive. Because the audible alarm has ceased does not mean that residents are permitted to reenter a building.

Procedures During a Bomb Threat:

Upon receipt of a bomb threat, the person receiving the call should attempt to keep the caller on the line as long as possible and ask them to repeat the message. If the phone is equipped with caller ID, record the phone number.

Pay attention to:

1. Background noises (motors running, automobiles, music, laughter).
2. Is the voice male/female, calm/excited, do they have an accent or other speech identities, do they sound familiar?

Write down the date and time the call was received and try to get the following information:

1. When is it set to go off?
2. Where is it set to go off?
3. What does it look like?
4. Why are you doing this?
5. Who are you?

Report the call immediately to the Security Office. Do not evacuate the building by pulling the fire alarm. Do not turn on any light switches or use two-way radios while in the affected building. If the building must be evacuated, it will be done verbally under the direction of Campus Security to an assigned area in a safe distance from the building.

Appendix VI: Definitions

1. The term "**College**" shall mean Green Mountain College.

2. The term "**student**" shall include all persons matriculated, enrolled, registered or taking any courses at Green Mountain College. Persons who withdraw after allegedly violating the Student Conduct Code, who are not officially enrolled for a particular term but who have a continuing relationship with the College or

GMC Student Handbook

who have been notified of their acceptance for admission are considered "**students**" as are persons who are living within the residence halls during the academic year, although not enrolled at the College. This Student Conduct Code applies to all locations of the College and to programs of the College in other locations (i.e. off campus field trips, study abroad programs, etc.).

3. The term "**faculty member**" means any person hired by Green Mountain College with instructional rank or to conduct teaching activities.

4. The term "**Green Mountain College official**" includes any person employed by Green Mountain College performing assigned administrative, security or professional responsibilities.

5. The term "**member of the Green Mountain College Community**" includes any person who is a student, faculty member, staff member, or any other person employed by Green Mountain College. A person's status in any particular situation shall be determined by the Vice President of Student Life in consultation with appropriate Green Mountain College offices (Human Resources, Registrar, etc)

6. The term "**Green Mountain College premises**" and "Green Mountain College property" includes all land, buildings or facilities in the possession of or owned, occupied, used or controlled by Green Mountain College.

7. The term "**organizations**" is a collective term meaning any number of persons who belong to an officially recognized Green Mountain College club or athletic team.

8. The term "**conduct review board**" means any person or persons authorized by the Vice President of Student Life to determine whether a student has violated the Student Conduct Code and to recommend the imposition of sanctions.

9. The term "**shall**" is used in the imperative sense.

10. The term "**may**" is used in the permissive sense.

11. The "**Vice President of Student Life**" is the person designated by Green Mountain College to be responsible for the administration of the Green Mountain College Student Conduct Code.

12. The term "**policy**" is defined as written rules or regulations of Green Mountain College.

13. The term "**protected groups**" is defined as any party specifically cited in the Green Mountain College nondiscrimination policy or subject to legal protection against discrimination under federal or Vermont Law.

14. The term "**contract worker/vendor**" is defined as any person or persons hired by Green Mountain College to perform or dispense services for a fixed period of time.

15. The term "**sponsored guest**" is defined as any person or persons invited by a College official, faculty member, or organization to perform or dispense services for a fixed period of time.

16. The term "**official records**" is defined as any type of media which is maintained by Green Mountain College as part of the student record or file or which is used in maintaining the student record or file, except records maintained solely by the maker or otherwise not within the scope of FERPA, as described in the College's FERPA statement and the FERPA law itself.

17. The term "**business days**" is defined as a full day in which business is conducted. The counting of business days begins the next full day after the violation occurs or notice is received. Business days begin at midnight and conclude the following midnight and are not restricted by the official College office hours

GMC Student Handbook

and the student or College official actually receiving the material.

18. The term "**guest**" is defined as a residential student that is not a resident of the hall or room s/he is visiting; commuter student; non-student, visiting during the day; non-student, visiting overnight.

CONDUCT CODE DEFINITIONS

Accepts Responsibility: A student who has been charged with a violation admits that s/he is responsible for that violation.

Apology: A written or verbal apology to an individual who was inconvenienced, insulted or embarrassed by the accused student's behavior.

Appeal: A written request submitted to the appropriate staff member as outlined in the Appeal policy in the Student Conduct Code.

Community Restitution: A student who accepts responsibility or is found responsible for a violation of the Student Conduct Code serves the community s/he has inconvenienced, insulted or embarrassed. This restitution may be through assisting a faculty/staff member or working with a campus department. A specific number of hours and a deadline are set at the time of sanctioning.

Conduct Review Meeting: The method of adjudication for all Level I violations and any Level II or Level III violations where the student admits responsibility and/or where there is no dispute of fact. Student Life staff members conduct and convene these meetings.

Confiscation: The appropriation of certain items from a person or area that could be later used as information for an alleged violation of College policy. Confiscated items are not subject to be returned.

Decline to Accept Responsibility: A student who has been charged with a violation of the Student Conduct Code and does not admit that s/he is responsible for that violation.

Disciplinary Probation: A student is allowed to continue enrollment at Green Mountain College with the understanding that, during the period of time while s/he is on Disciplinary Probation, any further violations of the Student Conduct Code could result in suspension from the College.

Educational Sanction: A sanction designed to provide an additional educational opportunity for a student who has been found responsible for violating the Student Conduct Code.

Expulsion: Permanent separation from the College as a result of a judicial meeting or at the discretion of the Vice President of Student Life. Expelled students are ineligible for readmission to the College.

Fines: Money to be paid to Green Mountain College by students who have been found responsible for specific violations of the Student Conduct Code or other College policies.

Interim Suspension: In certain circumstances where there is an alleged or perceived direct threat to self or others, the Vice President of Student Life, or his/her designee, may impose a temporary suspension prior to formal judicial proceedings or administrative decision by the Vice President of Student Life. Interim suspension may be imposed to (1) ensure the safety and well-being of members of the College community; (2) to ensure the student's own physical or emotional safety and well-being; (3) if the student poses a direct threat of disruption of or interference with the normal operations of the College; (4) if the student has been charged or is likely to be charged with a felony. During Interim Suspension, the student shall be denied access to on campus housing and/or the campus (including classes) and/or all other College activities or privileges for which the student might otherwise be eligible, and/or may be subject to other conditions as the Vice President of Student Life may deem appropriate.

GMC Student Handbook

Conduct Review Board: The Conduct Review Board reviews instances of appeal, repeat instances of violations of the Student Conduct Code, or alleged violations involving significant dispute of fact.

Monetary Damages: Fees assessed to students for damage done to an individual or the College's property. Damages may be assessed to individuals who have been found responsible for the damage and/or to a group of individuals. Damages not associated with specific individuals may be billed to a hall, building or other organization.

Parental Notification: Parents will routinely be notified regarding alcohol and drug violations for which the student is found responsible. They may also be notified prior to the adjudication of a case at the discretion of the Vice President of Student Life. Parents may also be contacted if the Vice President of Student Life believes that the student poses a danger to him/herself or others or in other instances as outlined in the College's FERPA Policy contained herein.

Preponderance of the Evidence: Standard of proof in Conduct Review Meetings and Judicial Board Review Meetings where it is "considered more likely than not" that the violation occurred.

Sanction(s): Consequences imposed upon a student during the course of a judicial proceeding or by the Vice President of Student Life (or his/her designee) as outlined in the Student Conduct Code.

Suspension: Separation from the College after being found responsible for a violation of the Student Conduct Code. Suspension is imposed for up to one year. Readmission is not guaranteed and is at the sole discretion of the Vice President of Student Life.

Violation: Committing any of the prohibited acts as outlined in the College's Student Conduct Code or outlined in any other College policies contained in the student Handbook.

Wellness Center Referral: At any point during the investigation of an alleged violation or as a sanction for a violation for which a student has been found responsible, the student may be referred to the Wellness Center for an assessment. The content of the assessment is held in strictest confidence, but the Wellness Center staff will confirm that the student was assessed and provide recommendations as appropriate.

Witness: Any individual who has witnessed an incident or has knowledge of an incident in which the Student Conduct Code was allegedly violated may be called upon to provide a statement during the investigation or adjudication of the alleged violation.

Written Warning: An official notice by a staff member to a student who has violated College policy indicating that should the behavior in question continue, additional disciplinary action will be taken. The written warning stays in the student's disciplinary record.