



# **Student Handbook 2023–2024**

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# Preface

The Student Handbook is a compilation of campus policies, procedures and practices that have been created to foster a social and living environment that is respectful, accountable and responsive to the College's diverse community. The Student Handbook is one of many good sources of information about the College. Students should also consult the Bulletin and Course Catalog for the academic regulations of the College and the Residence License Agreement for general standards and expectations of living in any student housing owned and provided by Mount Holyoke College.

This handbook is official notification of the policies, regulations and standards of conduct. Enrolled Mount Holyoke College students are responsible for knowing, understanding and abiding by the policies, regulations and standards of conduct described here. A student's enrollment is considered to be their acceptance of all conditions specified in this handbook.

It is not feasible for the College to list every policy and protocol on campus, as the College is a dynamic enterprise evolving in response to the needs of students. Students must take the responsibility to reach out to the appropriate office should they have questions regarding use of departmental services, facilities or programs.

The College reserves the right to change any of the policies, rules, regulations and standards of conduct at any time as necessary in the interest of the College. The College also reserves the right to modify or discontinue any of the services, programs or activities described in this handbook.

This handbook is maintained and updated by the Division of Student Life. The PDF version of this document is a point-in-time reference to the College's policies and procedures.

**Please note: The information in this handbook is generated based on normal college operations. In the event of a crisis, pandemic or other emergency, policies and procedures may be modified or eliminated to accommodate the needs of the College. New documents or policies based on emergency needs will supersede any policies or procedures outlined in this student handbook.**

# Introduction to Mount Holyoke College

## **Letter from Marcella Runell**

**Vice President for Student Life, Dean of Students**

Dear student,

I am thrilled to welcome you as a member of the Mount Holyoke College community. Whether you are starting your first year, transferring from another school or joining us as a Frances Perkins Scholar, I am so glad you are part of our community! I am also very excited to welcome back our returning students. Mount Holyoke is a special place with a tremendous legacy of promoting diversity and inclusion, women-centered leadership, civic engagement and academic excellence.

The Student Handbook serves as a guidepost for all students — new and returning — regarding important aspects of the community and what makes Mount Holyoke unique. My hope is that you will use its contents to learn about campus traditions, services available to you and the important community guidelines that have been created to promote a healthy and safe campus for all students.

Thank you for choosing to be on this journey with us at Mount Holyoke. As you find your own pathway to success, please know you have a committed group of faculty and staff behind you, ready and willing to support you this academic year.

Warmly,

Marcella  
#WelcomeMoHome

# Mount Holyoke College

## Mount Holyoke's Mission

Mount Holyoke's mission is to provide an intellectually adventurous education in the liberal arts and sciences through academic programs recognized internationally for their excellence and range; to draw students from all backgrounds into an exceptionally diverse and inclusive learning community with a highly accomplished, committed and responsive faculty and staff; to continue building on the College's historic legacy of leadership in the education of women and to prepare students, through a liberal education integrating curriculum and careers, for lives of thoughtful, effective and purposeful engagement in the world.

— Adopted and approved by the Board of Trustees, May 2013

## A Statement on Academic Responsibility

The decision to join this academic community requires acceptance of special rights and responsibilities that are essential for its effective functioning and the realization of its mission.

All members of the community share the responsibility to uphold the highest standards of academic and personal integrity, community engagement and commitment to principles of equity and inclusion that are central to the mission of the College. Failure to accept and act on this responsibility threatens the rights of the rest of the community by undermining the trust upon which the community is built.

Students, faculty, staff and administrators assume a commitment to the academic community that supports teaching and learning in an open environment based on mutual trust, respect, and concern. All members of the community have the right to careful and constructive analysis of their work, and they have the responsibility to provide a serious response to the work of others.

Each member of the academic community has the right to benefit from its collective knowledge and resources as well as the responsibility to contribute to them. Failure to adhere to these principles and standards may result in sanctions.

— Adopted from the Academic Honor Board's Statement of Policies and Procedures  
[mtholyoke.edu/academicdeans/academic-honor-board](http://mtholyoke.edu/academicdeans/academic-honor-board)

## The Mount Holyoke Community

Mount Holyoke College believes in the right, indeed the necessity, of free inquiry and free expression for every member of the College community. The College aims to provide an environment hospitable to open interchanges of knowledge and opinion in the terms of reasoned and civil discourse. An individual's right to free speech, free movement, free association, peaceful assembly and orderly protest extends to every member of the College — so does an individual's responsibility to uphold the law and to respect the rights and feelings of others.

The goal for the twenty-first century must be to build a community of faculty, staff and students devoted to intellectual and creative freedom, critical inquiry, personal honor, ethical discernment and responsibility. The College encourages openness and candor, dialogue and debate and the creative engagement of all constituencies in building a genuine community. A college does not become a community by so naming itself. Community is a dynamic condition, difficult and necessary to achieve, reached by active synthesis, by the consensus of free wills and free intelligences agreeing to pursue

objectives in common, in an atmosphere of general empathy, forbearance, respect and trust. When such conditions prevail, there should be little occasion for coercion, violence, bias or discrimination or for punitive response, and the very occurrence of such actions suggests that the community has failed, at least for the time, to achieve its common purposes. Ultimately, the quality of life in the College is the property of the conscience of all its members.

### **The Honor Code**

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

### **Statement of Non-discrimination**

Mount Holyoke College is a women's college that is gender diverse. The College is committed to providing equal access and opportunity in employment and education to all employees and students. In compliance with state and federal law, Mount Holyoke College does not discriminate on the basis of race, ethnicity, color, genetic information, sex, national or ethnic origin, religion, age, physical or mental disability, marital status, sexual orientation, pregnancy, gender identity or expression, ancestry, veteran or military status, or any other legally protected status under federal, state or local law.

— Approved by the Board of Trustees, fall 2020

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

The College communicates with students through a variety of channels. Information that is sent to students from the College via their College mailbox, [my.mtholyoke](mailto:my.mtholyoke) or Mount Holyoke email address is considered official communication and should be treated as such. Students are required to check their College mailbox and their Mount Holyoke email on a regular basis and are responsible for reading and responding to the information they receive from the College. Although for a variety of reasons, including reliability and security, the College urges students to use their Mount Holyoke email address as their primary email, students who will not be checking that address regularly should forward it. Students are notified of mail and package delivery through their Mount Holyoke email address. Notifications are sent upon receipt by Auxiliary Services.

## **Structure of the College**

### **Board of Trustees**

The Mount Holyoke College Board of Trustees, [mtholyoke.edu/president/board-trustees](http://mtholyoke.edu/president/board-trustees), oversees the property, business and affairs of the College. The chair of the Board is Karena Strella '90.

### **President of the College**

The president of the College, [mtholyoke.edu/president](http://mtholyoke.edu/president), is both the leader of educational policy and the College's chief executive officer. Danielle Holley became Mount Holyoke's president July 1, 2023.

### **Divisional Leadership**

Mount Holyoke's academic and administrative operations, [mtholyoke.edu/about/administration](http://mtholyoke.edu/about/administration), are organized into seven functional areas, each overseen by a vice president/officer of the College. The officers of the College are specified in the bylaws of the Board of Trustees and are the president, the six vice presidents and the secretary of the College.

## **Shared Governance**

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

# Mount Holyoke Honor Code and Community Responsibilities

## **Community Responsibility and Student Conduct Code**

### **Guidelines for Community Responsibility**

The following statement was adopted by the Mount Holyoke College faculty in April 1973:

The quality of life in a college such as Mount Holyoke relies on the conscious choice of students, staff, faculty and administrators to commit themselves to honest and active participation in the creation and preservation of the College community. The decision to form such a community of scholars confers upon its members the special rights and responsibilities that allow the College to function most effectively. The very act of choosing to become a member of the Mount Holyoke community implies a commitment to free inquiry, a search for understanding as central to the liberal arts education and a willingness to share in the responsibility for maintaining an environment in which these goals may be attained. Should an individual fail to assume such responsibility incumbent upon them, the community itself, through its officially constituted bodies, must take action.

The privileges and responsibilities of the community must embrace both academic and social life at Mount Holyoke. Guidelines only suggest the scope of community responsibility; effective functioning of the College community rests ultimately on the personal integrity of each of its members.

Being a member of this community is a privilege; sharing in the maintenance of this community is a responsibility. The Mount Holyoke College community believes in the necessity of maintaining an environment in which every individual may pursue the lifestyle of their choice. To this end, it is the community's responsibility to protect individual rights, and it is the responsibility of every member of this community to respect the rights, opinions, beliefs and feelings of others. Each member of the Mount Holyoke community is expected to treat all individuals with a common standard of decency. Discrimination by any member of the Mount Holyoke community will not be tolerated.

Community members are drawn together by a common desire to further understanding of the world, each other and ourselves. Every member is encouraged to explore the opportunities and challenges that this unique institution provides and is expected to share in the responsibility of maintaining an environment guided by mutual respect and understanding.

### **The Honor Code**

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

Upon matriculation, each student brings a wide variety of experiences, hopes and goals to Mount Holyoke College. These backgrounds create and continually shape communal goals and ideals. The honor code is the hallmark of life together at Mount Holyoke College. Simply stated, it means that each student is responsible for maintaining their own integrity and the integrity of the Mount Holyoke community. While broad in its applications, it provides a guideline for decision-making that holds each student to principles of good conduct toward themselves and others.

While this code of honor allows for a significant degree of individual freedom, the definition of a general framework of values is necessary. In choosing to live by a social honor code, students agree to integrate the following standards into the College's definition of personal honesty as outlined in the following interpretation of the code:

**Responsibility:** Though each student's individual conception of responsibility is unique, the College trusts that every student will demonstrate ownership of their actions and will recognize the ways in which their actions affect their peers, the College and the greater community. Each student maintains the ability to express themselves with integrity, which is crucial to the development of a community that is personally challenging, both intellectually and socially.

**Honesty:** A sense of honesty is fostered by the individual's ability to express themselves in a candid and forthright manner.

**Respect:** Respecting themselves and others requires that every individual maintains the integrity of their own values while acting in a way that is careful and considerate of others. In the College community, mutual respect can be obtained only by valuing free inquiry, respect for difference and intellectual honesty.

The values framework embodied in Mount Holyoke College Honor Code is reflected in the Code of Conduct and the Academic Policies and Procedures the College's Gender-Based and Sexual Misconduct Policy and Bias Policies set forth before. The Mount Holyoke College Honor Code assumes adherence to the rules and regulations of the College, which are designed to promote intellectual and social pursuits and to ensure personal safety. In addition, the College protects and upholds civil rights and is committed to an inclusive and diverse community. A Mount Holyoke student demonstrates their respect for individual freedom by conducting themselves with maturity and honor and by showing due concern for the welfare of other members of the community.

Alleged violations of the honor code — including the Code of Conduct, academic policies and procedures, the College's Gender-Based and Sexual Misconduct Policy, and bias incidents — will be adjudicated as outlined below using the procedures specific to those violations.

## **Mount Holyoke College Code of Conduct**

Mount Holyoke College students are responsible for having read and abiding by the provisions of the Code of Conduct.

The Code of Conduct and the community standards process apply to the conduct of individual students, both undergraduate and graduate, and all College-affiliated student organizations including athletic teams or other recognized groups. For the purposes of student conduct, the



College considers an individual to be a student when an offer of admission has been extended through the awarding of a degree. The Code of Conduct also applies when an individual is enrolled in a College course or program.

The Code of Conduct applies whether or not the College is in session. Each student shall be responsible for their personal conduct from the time of admission through the awarding of a degree. The College retains conduct jurisdiction over students who choose to take a leave of absence, withdraw or have graduated for any misconduct that occurred prior to the leave, withdrawal or graduation, and may initiate and/or resolve any pending disciplinary matters at any time. When a student is subject to sanctions for a violation of the Code of Conduct, a hold may be placed on the student's ability to re-enroll **[and/or obtain official transcripts and/or graduate]**, and all sanctions must be satisfied prior to re-enrollment eligibility. In the event of alleged violation(s) committed while still enrolled, but reported after a student has graduated, the College reserves the right to initiate a community standards process. If the former student is found responsible, the College may trespass the individual from campus, revoke the student's degree and/or impose other outcomes.

The Code of Conduct applies to behaviors that take place on the campus and at College-sponsored events and may also apply off-campus when we are made aware. The Code of Conduct applies to student conduct that occurs at Mount Holyoke College and its properties, at the other four colleges within the Five College Consortium (Smith College, Amherst College, Hampshire College and Umass Amherst) or at any event sponsored by any of these institutions.

The Code of Conduct may be applied to behavior conducted online, via email or other electronic mediums. Students should also be aware that online postings such as social media, chats, blogs, websites and social networking sites are in the public sphere and are not private. These postings can subject a student to allegations of conduct violations if evidence of policy violations is posted online. The College does not typically seek out this information but may take action if and when such information is brought to the attention of College officials. If someone online presents a College official with a specific statement of intent to harm themselves or others, the College will respond accordingly with appropriate resources and referrals. The Code of Conduct applies to guests of community members whose hosts may be held accountable for the misconduct of their guests.

It is encouraged and preferred that alleged violations of the Code of Conduct be reported in a timely fashion, in order to allow the College to respond in a timely and effective manner. While there is no specific time limit on reporting violations of the Code of Conduct, the longer someone waits to report a concern, the harder it becomes for College officials to obtain information and make appropriate determinations regarding alleged violations. The College reserves the right to decline the initiation of a conduct process if it is deemed that the length of time from the incident date to the reporting date renders the College unable to perform an effective investigation or make appropriate determinations, and/or where the students involved are no longer enrolled at the College.

Though anonymous complaints are permitted, doing so may limit the College's ability to investigate and respond to a complaint. Those who are aware of misconduct are encouraged to report it as quickly as possible to Community Standards and/or to Public Safety and Service.

The College reserves the right to pursue matters through the community standards process that may also be addressed in the civil or criminal legal system. Proceedings may be carried out prior to, along with or following civil or criminal proceedings.

College email is the College's primary means of communication with students. Students are responsible for all communication delivered to their Mount Holyoke College email address.

The vice president for student life/dean of students, or designee, oversees the community standards process, is authorized to enforce the Honor Code and Code of Conduct and may appoint hearing and appeals officers.

The College expectations are set forth to give students general notice and examples of prohibited conduct. The descriptions should be read broadly and are not intended to define expectations or misconduct in exhaustive terms.

The dean of students, or designee, may vary procedures with notice upon determining that a law or regulation requires policy or procedural alternations not reflected in the Honor Code or the Code of Conduct.

The dean of students, or designee, may make minor modifications to procedures that do not materially affect the integrity of the community standards process.

Any question of interpretation of the Honor Code or Code of Conduct will be referred to the dean of students, or designee, whose interpretation is final.

### **Code of Conduct Specific Provisions**

The following activities, occurring on or off College premises, constitute breaches of the Code of Conduct:

1. **Conduct that is unbecoming of a Mount Holyoke student**, whether physical, verbal or sexual in nature. Examples include but are not limited to: lewd or indecent behavior (or sponsorship thereof); abuse or assault; threats; intimidation; harassment; coercion; behavior or activities that significantly disrupt the educational experience of other students; and other conduct that threatens, instills fear or infringes upon the rights, dignity and integrity of any person, including through the use of social media or other means of electronic communication.
2. **Taking of property**. Intentional and unauthorized taking or misappropriation of College property or the personal property of another, including goods, services, intellectual property and/or other valuables;
3. **Stolen property**. Knowingly taking or maintaining possession of stolen property;
4. **Vandalism, damage and/or destruction**. Intentional, reckless and/or unauthorized damage to or destruction of College property or the personal property of another;
5. **Purposely providing false, inaccurate or misleading information** to a College official(s) or employee(s);
6. **Knowingly furnishing or possessing false, falsified or forged** materials, documents, accounts, records, identification or financial instruments;

7. **Threats or behavior that endanger the health and safety of oneself or others.** Examples include, but are not limited to: destroying, misusing or tampering with fire safety equipment; refusing to leave during a fire drill, partaking in negligent behavior leading to a fire, engaging in hazardous behavior such as possessing and/or using candles and incense or obstructing the sprinkler or other life safety system; unauthorized climbing on College buildings and structures; throwing objects out of windows; reckless operation of a motor vehicle; and possession of explosives or dangerous chemicals;
8. **Disruption of the orderly processes of the College,** involving obstruction of teaching, research, administration, disciplinary proceedings or other College activities, including its public-service activities. Actions disruptive to the orderly processes of the College include, but are not limited to:
  - a. Unauthorized entry into, or occupation of a private office, college residence, work area or a teaching, library or social facility.
  - b. Failure to abide by the stated operating policies of academic and nonacademic offices, centers, unions, classrooms, libraries, laboratories or other College buildings.
  - c. Unauthorized possession, duplication or use of keys or access cards to College premises, or tampering with locks to College buildings; failing to report a lost College OneCard or College-issued key in a timely fashion.
  - d. Conduct that restricts or prevents College employees from performing their duties.
  - e. Excessive or extreme noise, the unauthorized display of banners/objects, or the throwing of objects that prevents or disrupts the effective execution of a College function or approved activity, including, but not limited to: classes, lectures, meetings, interviews, ceremonies, athletic events or public functions.
  - f. Abuse or misuse of official College documents or systems.
9. **Failure to comply with the reasonable request** of a College employee, including a request to identify oneself or honor the terms of a College directive, including a no-contact agreement/order. This also includes turning over or disposing of any prohibited items, complying with requests to disperse from common spaces on campus and complying with the results of hearings and procedures in which they participate.
10. **Violation of federal, state or local laws,** including ordinances, regulations and statutes.
11. **Recording without consent is prohibited.** Using or installing any device for listening to, observing, photographing, recording, amplifying, publishing or transmitting sounds, images or events where an individual/group involved has a reasonable expectation of privacy, without consent of all persons involved. This includes meetings between students and administrators or between two or more people that are intended to be private or confidential. This also includes recording any College disciplinary proceeding, process or hearing. The recording or photographing of a recognized group's proceedings, performances, classes, lectures, programs, workshops, or other similar events without the specific authorization of the sponsoring organization, faculty member, speaker or other party related to the event is prohibited.
12. **Retaliation.** Adverse action or threatened action taken or made, personally or through another person, against someone who has reported alleged violations of the Honor Code, or has been the subject of a report, or any other individual (e.g., an adjudicator, witness, or advisor) because they engaged with an established disciplinary process. Retaliation does not apply to reports made or information provided in good faith, even if the facts alleged in the report are determined not to be accurate. Some examples of retaliatory behavior can include, direct or indirect, coercion, harassment, intimidation, threats, interference or improper influence of another.

13. **Expectation of truthfulness.** All participants in College adjudications are required to be truthful.
14. **Failure to comply with any Mount Holyoke College policy** including, but not limited to, the following specific ones:
  - a. [Alcohol and other drugs.](#)
  - b. Academic policies and procedures.
  - c. Gender-Based and Sexual Misconduct Policy.
  - d. Bias Incident Policy.
  - e. [Computer and network access: Acceptable Use Policy.](#)
  - f. Information technology policies
  - g. Facilities Management policies.
  - h. [Fire safety in residence halls.](#)
  - i. [Non-discrimination and harassment policies.](#)
  - j. [Residential Life policies.](#)
  - k. [Smoke and Tobacco Free Campus.](#)
  - l. [Weapons Policy.](#)

Student organizations are also expected to comply with the policies and regulations in the Student Group Handbook, including, but not limited to risk management policies and regulations for behavior. In addition, they are expected to comply with any other policies or regulations that govern their organization, in particular if they are a chapter organization, etc.

## **The Community Standards Process**

The College community standards process is not intended to be legalistic or punitive but rather a system that is educative and restorative. The community standards process should help the student or student group gain a better understanding of College policies and procedures and established community standards. The College community standards process is very different from the criminal justice system. Differences include the level of proof required, the format, the adjudicator and the use of attorneys. The College community standards process is not designed to address innocence or guilt or concepts of right or wrong. The College community standards process evaluates behavior to determine if a student and or student group is responsible or not responsible for violating established policy, procedure or the honor code.

### **Rights and Responsibilities**

#### **Advisor**

- Any student can have an advisor present during an administrative hearing or Honor Code Council hearing. The advisor does not address the administrator or the panel during the hearing, nor do they speak on behalf of the student.
- Advisors may assist the student in preparing for an administrative hearing and provide support through the process. Advisors are not present to act as legal counsel but to assist and support the student on procedural matters.

#### **Reasonable Accommodations**

- Any student with a disability who is involved in the community standards process has the right to request reasonable accommodation(s) in order to ensure their full and equal participation.

- Students wishing to request reasonable accommodations should submit those requests to the hearing administrator.
- Accommodations are determined and implemented on an individual basis by the Disability Services Office staff and/or the hearing administrator.

### **Adjudication by Office and Department**

The College has designated the Department of Student Engagement, the Division of Student Life, the Dean of Studies, The Office of Diversity, Equity and Inclusion and the Honor Code Council to serve as hearing bodies to address violations of policy, procedure or the honor code. Below are examples of the conduct adjudicated by each office.

#### **Department of Student Engagement (Residential Life, Community Standards, Student Involvement)**

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

#### **Division of Student Life**

- Inappropriate conduct that occurs outside of the residence halls, including conduct that happens within student groups as well as inappropriate conduct that occurs at Amherst, Hampshire, Smith, UMass Amherst or off campus on College-related business.
- Violations of policies that involve harm to self and others.
- Repeated violation of the College's Alcohol Policy and/or Drug Policy.
- Repeated violation of policies specific to living in the residence halls.
- Noncompliance with sanctions issued by the Office of Residential Life or the Honor Code Council.
- Questionable behavior that may not violate campus policy but affects others within the community.

#### **Dean of Studies**

- Chair of Academic Honor Board, reviewing dishonorable academic conduct, such as plagiarism and cheating (see Academic Honor Board).
- Chair of Academic Administrative Board, reviews both student petitions and student records in January and June each year to determine actions such as probation, suspension or required withdrawal based on academic performance.

#### **The Office of Diversity, Equity and Inclusion**

- Violations of the Gender-Based and Sexual Misconduct Policy.
- Review and address reported bias incidents.

#### **Honor Code Council**

- Peer-to-peer complaints of violation of the honor code.
- Peer-to-peer complaints of inappropriate behaviors.

- Violation of campus practice or protocol (e.g., student failing to swipe OneCard during meals, student blocking an accessible entrance by locking their bike to a handicap ramp or student refusing to adhere to regulations in Kendall).
- Noncompliance with sanction issued by the Office of Residential Life or the dean of students.
- Violations of policy in which the facts of the case are disputed during an administrative hearing with the Office of Residential Life or the dean of students.

The majority of the reported violations are heard during an administrative meeting or conference with a member of the department of student engagement or Division of Student Life office using notice of the violation as evidence of the violation. The hearing officer and/or the student alleged to have violated policy may request that a matter go to the Honor Code Council in instances when the initial violation report is contested or a fuller investigation is required.

There will inevitably be conduct that confuses lines of accountability. In instances such as this, the sensitivity of the issue, severity of the behavior or severity of the outcome will determine the hearing body. In many cases, officials from the various hearing bodies will convene to address the behavior.

## **Standards**

The College uses the preponderance of the evidence standard (more likely than not) as the threshold for determining responsibility for a campus violation or conduct issue.

The rules of evidence used in federal and/or state criminal and/or civil proceedings do not apply to community standards proceedings.

## **Community Standards Outcomes/ Sanctions**

Sanctions are not intended to be punitive but rather to educate and restore the community. The following list gives examples of possible community standards outcomes/sanctions:

- Letter of warning.
- Mandatory educational project.
- Mandatory written apology.
- Restitution in money or in kind to the College or individual for a loss caused by the student and or student group.
- Required service completed within the Mount Holyoke community.
- Temporary or permanent loss or suspension of privileges or use of College facilities.
- Housing probation.
- Removal from office or position of responsibility.
- Dissolution of the student group.
- Removal from residence hall.
- Disciplinary probation.
- Notice stating that further violations during a specified period of time will result in increased sanctions or immediate suspension.

Disciplinary probation is a written reprimand for violation of institutional policy. Terms of the probation will be articulated and may include denial of specified social privileges, exclusion from cocurricular

activities both on and off campus, removal from leadership positions, exclusion from designated areas of campus, no-contact orders and/or other measures deemed appropriate. Students on disciplinary probation are not in good standing with the College.

Students who are not in good standing with the College may not be allowed to hold a leadership position in any registered student group or position of authority. In addition, students may also be removed from appointed or elected leadership positions of any registered student group or position of authority.

When asked, the Division of Student Life will report the student's standing to College offices, which will weigh their behavior against access to a specific job, privilege or activity of the College.

### **Behavioral Agreement**

A behavioral agreement is a written notice that names a particular behavior that is problematic within the community. A student is warned that continued negative behavior will result in a suspension. A behavioral agreement is used when the problematic behavior has had a consistent negative impact on others. Behavioral agreements are private and not ordinarily shared with other offices on campus.

### **Recommendation of Separation**

When the hearing officer determines that an appropriate sanction mandates a separation from the College, the hearing officer will make this recommendation to the Conduct Review Board. The review board will either approve the recommended sanction or suggest an alternative in lieu of suspension.

Separations from the College include:

- Suspension from the College: a required leave from the College for a specific period of time that goes into effect immediately.
- Suspension in abeyance: a required leave from the College for a specific period of time; however, the start of the suspension is delayed.
- Required withdrawal: a required leave for an unspecified period that requires a process of application to return to the College.
- Expulsion from the College: the permanent termination of an individual's status as a student, with the loss of all rights and privileges of a student at Mount Holyoke College.

Note: A combination of these sanctions can be applied to a specific instance. A student's failure to fulfill sanctions imposed may result in further proceedings and additional outcome(s)/sanction(s), including suspension or expulsion from the College.

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

### **Appeals**

A student may appeal a finding and/or related sanction to the appeals officer. The specific appeal officer will vary based on the nature and severity of the violation. The name and contact of the appeals officer will be included in the disciplinary outcome letter. Appeals are accepted only on the

grounds of new information that was not present at the time of the hearing, bias in the hearing process, procedural error or inappropriate sanction.

Appeals based on information not known by or available to the appealing party at the time of the hearing must be submitted within three (3) business days after the information is discovered. Appeals on any other criteria (i.e., sanction, procedural error or bias) must be submitted within three (3) business days after the date noted in the disciplinary outcome letter.

Once the appeals officer receives a request for an appeal, they will notify the hearing officer. The hearing officer will provide the appeals officer with all of the information and materials gathered to make the initial determination. Materials forwarded to the appeals officer include a copy of campus violations report, investigation report (if any), witness statements (if any), the decision letter and, in the case of an honor code hearing, copies of information presented at the hearing and a recording or transcripts from the hearing.

The appeals officer may uphold the previous decision, reverse or alter the previous decision, reduce the sanctions or return the case to another hearing body for further consideration or proceedings.

## **Record Keeping**

All records of disciplinary procedures are kept electronically. A summary of the violation and related outcomes are maintained by the College's student information system. After a student's graduation, the records are kept for seven (7) years; after seven (7) years, the identities of the individuals involved are redacted, but the records are kept for historical purposes.

## **Administrative Hearing Procedures**

The Office of Residential Life and/or the Division of Student Life staff will conduct an administrative hearing to determine if a violation of policy has occurred and what sanction, if any, will be issued as a result of that policy violation. The administrative hearing should help the student gain a better understanding of College policies, procedures and established community standards.

The administrative hearing is designed to build:

- Awareness of the behavior in question.
- Awareness of the effect of behavior upon others.
- Awareness of the effect of behavior upon oneself.
- Awareness of alternatives.
- Problem-solving skills.
- A sense of responsibility for one's actions and accountability to the community.

## **Steps to an Administrative Hearing**

The Office of Community Standards, the dean of students or the Office of Residential Life receives an information report (referral) of an allegation of inappropriate behavior or policy violation. Public Safety and Service or the residence hall student staff typically generates the report. The College will review reports from any member of the College and from third parties. In the course of providing the student a fair and impartial review, the College will release the name of the third party.

The following is a description of the steps leading to an administrative hearing:



1. The Community Standards staff will review the referral and route it to the appropriate hearing body as described earlier in this document.
2. The assigned hearing officer will send a notice via email requesting a meeting with the students to probe the situation and determine if a violation took place and the specific student's responsibility for the violation. This letter requesting a meeting will include:
  - a. Reference to the date, time, location and type of the violation in question.
  - b. The date, time and location of the meeting.
  - c. A deadline to reschedule the meeting.
  - d. Next steps that will be taken should the student fail to reschedule or attend the scheduled meeting.
3. The hearing officer will meet with the students to discuss the information in the referral. This is the point in the process when the student can respond to the allegation, presenting any information that confirms or disproves the allegation:
  - a. If the student accepts responsibility for the allegation, the hearing officer will then decide upon a sanction. The hearing officer will reference the student's past disciplinary offenses when deciding upon a sanction.
  - b. If the student is found not responsible for the allegation, the hearing officer will note the finding of "not responsible" on the campus violation report or incident report. There will be no reference of the allegation in the student's record. The report will be filed for record keeping purposes.
  - c. If the student does not accept responsibility for the allegation, the hearing officer can:
    - i. Continue with the administrative hearing where the hearing officer will render a decision based on the preponderance of the information standard presented.
    - ii. Refer the allegation to a hearing by the Honor Code Council. A hearing by the Honor Code Council will allow for the use of witnesses and other relevant materials as evidence to determine if the student is responsible for a violation of policy.

## **The Honor Code Council (HCC)**

### **Duties of the HCC**

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

- To adjudicate cases involving the violation of nonacademic regulations. There are some exceptions to this including alcohol and drug violations, some residence hall-based violations and cases that are deemed more appropriate for adjudication by staff in the Division of Student Life in consultation with the HCC.
- To review, at the request of any group or individual member of the College community or at its own initiative, existing nonacademic regulations and policies. The HCC shall recommend modifications to the appropriate structures of the College when these regulations are in conflict with state or federal law, safety or health regulations, individual rights, the general welfare of the community or the ability of students to maintain a system of shared governance under which nonacademic regulations are made and enforced.
- To educate students, faculty and staff as to its activities. The HCC shall periodically consult with appropriate campus committees, such as the Student Government Association and the

Advisory Committee on Diversity, Equity and Inclusion Advisory Council, to discuss issues of common concern.

- To serve as the hearing board for student group conflict that is either referred by the Office of Student Involvement or when a group's constitution does not have procedures for managing conflict.
- To hear disciplinary cases in the area of student nonacademic life that are not specifically delegated to other bodies. The HCC shall not assume executive, legislative or judicial powers conferred on the SGA under its grant of power.

### **Composition of the HCC**

The HCC shall consist of at least seven selected students and an advisor. The HCC shall choose the chair from among its student members. The term of service of the selected students shall be a minimum of three academic semesters.

### **Selection of HCC Members**

The advisor and the continuing members of the HCC will conduct an interview process to select new members of the committee. The HCC will publicize the openings any time the current membership falls below five active members (including the chair). Any student who is in good academic and social standing with the College can apply to be on the council. A representative of the Student Government Association is asked to take part in the selection of HCC members to ensure the HCC membership represents the broadest set of goals and ideals of the student body.

### **Role of the Chair of the HCC**

The chair of the HCC manages the weekly meetings of the council, coordinates training and responds to questions and concerns. The chair shall preside over hearings and is responsible for procedural correctness during the hearing proceedings. The chair does not vote except to break a tie. During the hearing, the chair shall resolve any procedural questions that may arise. The chair is responsible for ensuring the orderly conduct of hearings. The chair is the point of contact for all parties in the hearing.

### **Role of the HCC Advisor**

The HCC advisor shall be the assistant dean of students/director of Residential Life or designee. The primary role of the HCC advisor is to provide the HCC with clarifying information and general assistance throughout the hearing proceedings. The HCC advisor serves as a nonvoting member of the board. The HCC advisor may also, at their discretion, when circumstances warrant, extend or adjust time periods set forth in these procedures.

### **HCC Disciplinary Procedures**

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

### **Filing a HCC Complaint**

Any member of the Mount Holyoke community may [file a complaint](#) against a student. Complaints should be filed with the HCC after an initial attempt to resolve the matter has failed. Individuals desiring a hearing should complete the complaint form. The complaint form is available online. The complaint form must contain a detailed description of the conduct alleged to violate College policy, a description of past efforts to resolve the complaint, a listing of the exact policy violated, documentation and materials to support the allegation and a list of names and contact information of witnesses and other parties involved with the complaint.

By filing a complaint with the HCC, the complainant agrees to comply with all HCC disciplinary procedures. A complaint may be withdrawn at any point before deliberation by the hearing board. Complaints must be received within 14 days of the alleged violation or within 14 days of the date that the complainant became aware of the alleged violation. If a complaint is filed after those 14-day periods, the HCC advisor and HCC chair will determine whether to accept the case based on the specific reasons for the delay in filing. In the event that a case is filed during January Intersession, College breaks, over the summer or during a significantly stressful academic time of year, the advisor and chair may determine to alter the case timeline or refer the case to another hearing body.

### **Initial Review of the Complaint by the HCC**

Within seven days, or such further period of time as is warranted, after receiving the complaint, the HCC shall make a judgment by majority vote to accept the case, refer the case to a College office for disposition or dismiss the complaint. The HCC bases this decision on the type of the alleged violation and efforts the complainant has taken to resolve the case directly (when appropriate). If the case is accepted by the HCC, a hearing is organized. If the complaint is dismissed, no record of the complaint shall be kept. If the case is referred to another office, all materials will be forwarded.

The advisor redacts the name of the complainant and respondent of the complaint during the vote to accept the case. The hearing board is selected at this time, providing an opportunity for council members to recuse themselves due to a possible conflict of interest. Once a complaint is accepted, the complainant and respondent (the person alleged to have violated policy or the honor code) are notified that the case has been accepted and that a hearing will be scheduled.

### **When a Complaint Is Accepted by the HCC**

Once a complaint has been accepted by the HCC, a hearing will be scheduled to determine the facts and responsibility. A letter will be sent from the chair of the HCC to all involved parties outlining the hearing procedures and listing the names of the hearing board members, along with the date and time for a hearing. The parties of the hearing will have an opportunity to provide evidence and names of witnesses, resolve possible rescheduling conflicts or request the removal of a hearing board member due to potential bias or conflict of interest.

All involved parties are required to attend the hearing. Should a complainant or respondent fail to be present for the hearing, the HCC will proceed without their involvement and make a determination based upon the information provided. Academic conflicts should be directed to the chair or advisor, who may decide to reschedule or proceed with the hearing. All procedural and process questions and support needed before a hearing should be directed to the chair or advisor.

In the event that there is an associated criminal complaint pending, the hearing board may, but is not required to, delay the hearing until the completion of the criminal proceedings.

## **Hearing Proceedings of the Honor Code Council**

### **Composition of the Hearing Board**

The composition of the hearing board will be determined at the discretion of the council. The hearing board will consist of at least five members, one of whom will be the chair.

### **Conflicts of Interest**

Any HCC member, the respondent and the complainant must make known to the chair any actual or perceived conflict of interest with regard to any proceeding conducted under these procedures within five days of the initial notification by the chair. The respondent or complainant must submit a written request demonstrating specific information regarding why a particular person should not be a part of a hearing board for the case. If the chair deems that a conflict exists, another member will be substituted. If the chair is excluded in this process, the HCC will appoint another member of the HCC or a judicial advisor to act as chair during the hearing. If exclusions due to bias or scheduling reduce the number of available hearing board members, the hearing may continue before the remaining members.

### **Steps of the Hearing**

Below are the steps of the honor code hearing process:

1. Reading of the charge and the related policies.
2. Response from the respondent (person or persons alleged to have violated policy or the honor code).
3. Statement of any additional facts from the complainant (person bringing forward the case).
4. Questioning of claimant and respondent by hearing board.
5. Questioning of witnesses by complainant, respondent and hearing board.
6. Final round of questions by the hearing board.
7. Summary statement from complainant and respondent.
8. Deliberations.
9. Delivery of finding and sanctioning, if appropriate.

The complainant and respondent have the opportunity to state their case and will be expected to answer honestly and clearly questions of the hearing board. The complainant, the respondent and the hearing board may ask the chair to admit witnesses to the case, and approval will be granted by the chair based on the chair's judgment as to the relevance of a witness's information. Both the complainant and the respondent will be permitted to question each witness, provided their questioning is reasonable and relevant as determined by the chair. If a witness is unavailable, their statement shall normally not be admitted. The hearing board shall consider only information admitted at the hearing. It is the responsibility of both the complainant and the respondent to organize their cases to the best of their knowledge, providing all documentation, witnesses and facts relevant to the matter.

To the extent possible, the complainant and the respondent will both receive at least one day in advance a list of witnesses who will participate in the hearing. Before the hearing proceedings, the complainant and the respondent may not communicate (including in writing, by telephone, by email, online, verbally, etc.) with witnesses proposed by the other party. Any attempt to do so is a violation of College policy.

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

The hearing board shall provide for a verbatim record, i.e., an audio recording of all hearings, which shall be available, together with copies of all exhibits, to the complainant and the respondent for purposes of appeal. All materials are confidential. The complainant and/or the respondent have the right to listen to the tapes in a confidential space arranged by the HCC judicial advisor. The recordings will also be available, in the event of an appeal, to the dean of students. The verbatim record is destroyed once the appeal window has closed.

The rules of evidence and procedures applicable to courts of law are not applicable at the hearing. The HCC uses the preponderance of the evidence standard (more likely than not) as the threshold for determining responsibility. The chair will make decisions on the inclusion or exclusion of information to safeguard the fairness and integrity of the hearing. The hearing will be conducted with an emphasis on the goals of attempting to ascertain fact and reaching a finding that is appropriate to the rights of the students, to the College community and to the educational mission of the College.

Except for members of the hearing board, the complainant, the respondent, advisors and witnesses, the hearing is closed.

### **Advisors**

The complainant and the respondent may each be accompanied at the hearing by an advisor of their choosing. Advisors may include peers, Mount Holyoke College faculty or staff, parents or outside attorneys. The role of the advisor is to consult with the student and provide support as needed. The advisor is not allowed to speak on behalf of the student nor can the advisor serve as their proxy in written or verbal communications. The College will notify the other party to the complaint if the advisor is an attorney. A complainant or respondent who wishes to have an advisor at the hearing must inform the chair of the HCC of the name of the advisor 48 hours in advance of the hearing.

### **Decision of the Hearing Board**

In the event that a respondent announces responsibility for a violation at the beginning of a hearing, the board will move directly to the sanctioning phase of the hearing, only considering presentations from the complainant and respondent regarding appropriate outcomes.

After the complainant and the respondent have presented their cases and suggested possible outcomes, the hearing board will meet, in private, to determine whether a violation of College policy has occurred. The hearing board will consider whether or not the conduct in question violates the standards of conduct of the community as expressed in the honor code and/or the College's rules, regulations and policies. In determining whether a violation occurred, the hearing board will not review or consider any previous disciplinary history of the respondent. The respondent's disciplinary record will be taken into account during the sanctioning process. A majority of the voting members of the hearing board is needed to find that a violation occurred. A tie is broken by the chair. If the hearing board deliberation lasts more than 20 minutes, the board will call a recess and inform the complainant and the respondent of when they will reconvene.

The hearing board will announce its findings to the complainant and the respondent at the hearing. In the event that the respondent is found responsible for an honor code violation, all rulings on sanctions

will then be announced to the respondent only, except to the extent that the sanction affects the complainant directly (e.g., a no-contact agreement or restitution). The hearing board will notify the complainant separately in these instances.

The chair will send a letter approved by the board to the complainant and the respondent summarizing the finding of the board. If a violation was found, the letter to the respondent will include sanctions to be imposed. This letter will be placed in the respondent's disciplinary file.

### **Basis for Decision**

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

### **Multiple Respondents**

When one incident involves more than one student, the chair may determine that the hearing board shall hear the cases together. If the chair concludes that this may result in unfairness to one or more students, the chair may direct that separate hearings be held.

### **Policy on Hearings during Reading Days and Exams**

No disciplinary proceedings will take place during reading days or exams. Notice of violations or complaint forms received later than one week prior to the end of classes will be referred to the dean of students or held over for adjudication in the following semester.

## **Academic Policies and Procedures**

### **Statement of Policies and Procedures Form**

The Statement of Policies and Procedures Form is used to report an alleged violation of the academic honor code:

#### **I. Academic Rights and Responsibilities**

Mount Holyoke College is a community of students, faculty, staff and administrators committed to free inquiry and the pursuit of knowledge in the tradition of the liberal arts. The decision to join this academic community requires acceptance of special rights and responsibilities that are essential for its effective functioning and the realization of its mission. All members of the community share the responsibility to uphold the highest standards of academic integrity. Failure to accept and act on this responsibility threatens the rights of the rest of the community by undermining the trust upon which the community is built.

Students, faculty, staff and administrators assume a commitment to the academic community that supports teaching and learning in an open environment based on mutual trust, respect and concern. All members of the community have the right to careful and constructive analysis of their work, and they have the responsibility to provide a serious response to the work of others.

Each member of the academic community has the right to benefit from its collective knowledge and resources as well as the responsibility to contribute to them. Plagiarism or other forms of scholarly misconduct can have no purpose or place in the academic life of the College. Each student is

responsible for observing established procedures in the preparation of assignments and in the writing of papers and examinations, and is responsible for submitting only original work.

Each instructor is responsible for making clear what procedures are acceptable when completing work for a course and for guiding students in those methods and standards of research relevant to the particular discipline. Instructors and students share the responsibility of observing the procedures established by the College and publicized in official announcements, such as those for preparing and writing final examinations.

A carefully maintained library collection is central to any academic institution. The collection is built over a long period of time and must be preserved for the benefit of future students and faculty members as well as for those who currently use the collection. The open stacks and reserve book privileges of the library require that all members of the community accept responsibility for the correct use of library materials and for following the established borrowing procedures. Students should be aware that reserved and limited materials must be shared; instructors should allow for sufficient time and adequate copies when assigning work that relies on such materials.

## **II. The Honor Code**

### **A. The Pledge**

All new students take the honor code pledge during Orientation. Upon matriculation, students affirm their intention to abide by the honor code: "I will honor myself, my fellow students and Mount Holyoke College by acting responsibly, honestly and respectfully in both my words and deeds." The honor code applies to both the academic and the social aspects of student life. It forms the foundation of the Mount Holyoke community.

How To Use Sources Properly, [guides.mtholyoke.edu/c.php?g=879988](https://guides.mtholyoke.edu/c.php?g=879988), provides information on different forms of academic dishonesty and links to helpful websites for further information.

International students, or students who have attended schools abroad, may not be familiar with the concept of an academic honor code as defined within a U.S. context. These students should also consult the special publication prepared by the McCulloch Center for Global Initiatives titled "Academic Responsibility: What International Students Should Know" at [https://offices.mtholyoke.edu/sites/default/files/academicdeans/docs/Academic\\_Honesty.pdf](https://offices.mtholyoke.edu/sites/default/files/academicdeans/docs/Academic_Honesty.pdf)

### **B. Violations of the Honor Code**

Students are expected to always conduct themselves with academic integrity:

- Course materials are part of the intellectual property of the faculty instructors and cannot be distributed, shared or sold (for monetary gain or access to goods or services) without the expressed consent of the faculty instructor.
- Students may not purchase or acquire materials for use in a course or other academic function.
- Students should not access course materials (online or in hard copy) associated with current or previous versions of a Mount Holyoke College course without explicit permission from the faculty instructor. If permission is not explicitly provided, accessing material from previous course offerings is prohibited.

Infractions of academic regulations include but are not limited to:

- All forms of plagiarism.
- The unauthorized or unacknowledged use of material that is not a student's own.
- Cheating in any form in preparing assignments (including homework, essays or take-home exams), in completing in-class work (including quizzes or tests) or in taking a final examination.
- Theft, mutilation and unlawful or improper use of library materials.
- Unlawful or improper use of digital or online materials (e.g., Moodle).

Violations of academic responsibility in preparing coursework include but are not limited to:

- Using quotes without appropriate quotation marks and citation.
- Paraphrasing from a source without appropriate citation.
- Using unacknowledged or unauthorized outside sources, including those of a fellow student or colleague.
- Misrepresenting the actual source from which material is cited.
- Failing to acknowledge a co-author.
- Using a purchased term paper to complete any portion of an assignment.
- Submitting the same or substantially similar papers in two courses without prior permission and proper acknowledgment.
- Submitting in whole or in part the work of another student or author as a student's own.
- Falsifying data.

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

- Using notes, books or other sources during examinations without prior approval by the instructor.
- Receiving help from or giving help to another student during an examination.
- Revealing the content of an examination before all students have completed it.
- Exceeding the allotted time for an examination without prior authorization.
- Failing to follow examination procedures as published by the registrar and printed on the final examination envelopes.

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

- Removing a book from the library without properly checking it out.
- Keeping a reserve book or equipment beyond the specified time limit.
- Marking, defacing or destroying library materials.

Violations of academic responsibility in using digital or online resources include but are not limited to using unauthorized or unacknowledged software or online materials and plagiarizing in any of its forms.

### **III. The Academic Honor Board**

#### **A. Purpose**

The Academic Honor Board (AHB) reviews and adjudicates all alleged academic violations of the honor code. The AHB ensures consistent interpretation of the honor code, swift and impartial review of alleged infractions and fair and equitable sanctions for confirmed violations. The AHB also serves as a resource for students, faculty and administrators when questions concerning the interpretation of the academic honor code arise, regardless of whether an infraction is believed to have occurred. The



existence of the AHB serves as an ongoing reminder of Mount Holyoke College's commitment to academic integrity and the enforcement of its academic principles. The AHB is distinct in both composition and purpose from the Honor Code Council, which is a student disciplinary board tasked with reviewing alleged violations of the honor code relating to social conduct. You can learn more here: <https://www.mtholyoke.edu/directory/departments-offices-centers/academic-honor-board>.

## **B. Membership**

1. The dean of studies ex officio, who shall serve as chair of the AHB.
2. Three additional faculty members appointed by the dean of faculty, one each from the three academic divisions of the College (humanities, science and mathematics and social sciences).
3. One student recommended by the Honor Code Council and appointed by the dean of studies.

## **C. Tenure**

The three faculty members shall serve staggered three-year terms, with at least two continuing members each academic year. The student may serve until graduation.

## **D. Responsibilities**

1. Interpret the honor code in an advisory capacity for students, faculty, staff and administrators seeking clarification.
2. Establish and publicize clear procedures for adjudicating alleged violations of the honor code.
3. Receive all complaints concerning alleged academic violations of the honor code.
4. Review promptly all reported complaints, ensuring that a fair, consistent and confidential process is followed.
5. Recommend or decide on appropriate sanctions when the AHB determines that a violation of the honor code has occurred. No disciplinary action may be taken by a faculty or staff member concerning an alleged violation without prior consultation with the AHB.
6. Present an annual report to the faculty summarizing all cases heard and their resolution. The names of the parties involved in the cases shall be omitted to protect confidentiality.

## **IV. Process for Adjudicating Complaints**

### **A. Filing a Complaint**

Any community member who suspects a violation of the academic honor code should promptly submit a report to the AHB using the online form, [https://cm.maxient.com/reportingform.php?MountHolyoke&layout\\_id=10](https://cm.maxient.com/reportingform.php?MountHolyoke&layout_id=10). Reports should contain a complete description of the incident and the identity of the alleged violator(s). Supporting material, if available, should be submitted with the form.

### **B. Notification of Charges**

1. The AHB will provide a written notification to the student accused of violating the academic honor code (hereafter the "respondent"). The notification will specify the alleged violation and the identity of the person filing the complaint (hereafter the "complainant"). The student must respond in writing to the charge within the time frame given in the notification.
2. The College's primary means of communicating with students is through their Mount Holyoke email accounts; students are responsible for reading and responding to all official emails sent by the College.

### C. Investigation of Charges

1. The AHB will review the complaint and any supporting material within two weeks and determine if sufficient grounds exist for adjudication.
2. If the board determines there is insufficient evidence, the charges will be dismissed, and the complainant and respondent will be so notified.
3. If the board determines there is sufficient evidence, the dean of studies will communicate with the complainant and the respondent and proceed as follows:
  - a. If the respondent accepts responsibility for the alleged violation and it is a first violation, the AHB will offer the option of an individual meeting with the dean of studies or a hearing before the full AHB to finalize adjudication.
  - b. If the respondent denies the alleged violation or if it is a repeat violation, the dean of studies will schedule a hearing with the full AHB.

### D. Procedure during the Hearing

1. Hearings require the presence of the dean of studies, who serves as chair, at least two other members of the AHB and the respondent. The respondent may request the presence of the appropriate academic dean or academic advisor, but this person may speak only with the respondent during the hearing. Additionally, the AHB may require the complainant and/or additional witnesses to appear at the hearing.
2. The chair will summarize the alleged academic honor code violation.
3. The respondent will respond to the allegations.
4. The complainant and/or witnesses (if present) will offer their account of the incident.
5. The respondent may offer a rebuttal to the statements of the complainant and/or witnesses.
6. AHB members may question the respondent, the complainant and/or any witnesses.
7. The complainant and/or witnesses will have the opportunity to make final statements.
8. The respondent will have the opportunity to make a final statement.

### E. Resolution of Complaints

1. The AHB shall meet in closed session immediately after the end of the hearing to deliberate and render its decision.
2. The dean of studies shall communicate the AHB's decision in writing to both the respondent and the complainant. The decision shall be communicated within two business days from the conclusion of the hearing.
3. The AHB will resolve the complaint in one of the following three ways:
  - a. **No violation** — A decision that the respondent did not violate the honor code.
  - b. **Warning** — A decision that the preponderance of evidence does not clearly confirm a violation, but the facts of the case raise sufficient concern.
  - c. **Violation** — A decision that the accused student did violate the honor code as charged and is subject to sanctions.

### F. Sanctions

1. Violations of the academic honor code are among the most serious offenses that a student may commit at Mount Holyoke College. The AHB shall invoke penalties at its discretion, up to

and including suspension or dismissal from the College. The number and nature of violations shall be taken into account in the deliberations of the AHB.

2. If a complaint filed with the AHB involves a student's work associated with a course, the student may not take any action(s) — for example, withdraw from a course or elect the ungraded option — until the complaint is fully adjudicated.
3. **For first violations:** The AHB will consult with the faculty member in whose class the violation occurred concerning the choice of sanction, but the final decision as to which option is selected rests with the faculty member. The AHB will recommend one of the following sanctions depending on the nature and level of the first violation:
  - a. An F (failing grade) for the specific exam, paper or other assignment; the student may elect to withdraw from the course by the appropriate deadline and thus lose credit for the course.
  - b. Expulsion from the course with a W (withdrawal) recorded on the student's transcript.
  - c. Expulsion from the course with an F (failing grade) recorded on the student's transcript.
4. **For subsequent violations:** The AHB will consult with the faculty member in whose class the most recent violation occurred, but the final decision regarding sanctions rests with the AHB. The sanctions that the AHB may impose include:
  - a. An F (failing grade) in the course with no opportunity to withdraw from the course or to elect the ungraded option.
  - b. Suspension from the College.
  - c. Required withdrawal from the College.
5. If a complaint submitted involves behavior that is not related to a student's work in a course (e.g., marking, defacing or destroying library materials), the AHB will render the final decision and impose sanctions, if appropriate.

## G. Appeals

1. Appeals of AHB decisions must be addressed in writing to the Office of the Provost and Dean of Faculty within five business days of the issuance of the AHB decision.
2. The letter must state one or both of the following grounds for the appeal:
  - a. Violation of fair process.
  - b. Availability of new evidence not presented at the hearing.
3. Sanctions imposed by the AHB will not be implemented until after the appeal is resolved.
4. The Office of the Provost and Dean of Faculty will notify the student in writing of the outcome of the appeal. If the appeal is denied, the sanctions imposed by the AHB will be implemented, and the College will consider the case closed.

## V. Principles Underlying the Adjudication Process

### A. Policies Governing the AHB

1. The AHB shall conduct all business with utmost regard for ensuring fairness at every stage of the adjudication process.
2. Members of the AHB who feel they have a conflict of interest involving a case shall recuse themselves.
3. The AHB may require the cooperation of any member of the Mount Holyoke community in furnishing testimony or evidence directly related to the adjudication of a case.

4. Ordinarily, the AHB shall hear a case within two weeks of receiving a complaint. Complaints received when the AHB cannot convene a majority of its members along with the respondent (for example, during winter or summer break) may be held in abeyance until such time as the AHB may be able to convene a majority of its members along with the respondent, either on campus or by videoconference.
5. If the respondent fails to appear for a scheduled hearing without prior notification, the AHB may proceed with the available information and render a decision. The College will not necessarily drop charges of misconduct because an accused student leaves the College for any reason.
6. Hearings will be held in closed session.
7. Hearings will be recorded. Recordings will be used by the AHB during its deliberations and by the Office of the Provost and Dean of Faculty should an appeal be filed. The recordings will normally be destroyed after a decision is rendered or the appeal process is complete. If the AHB decides to archive recordings from a specific case, the recordings cannot be held past the student's enrollment at Mount Holyoke College.
8. The AHB will render decisions based on the standard of "fair preponderance." That is, in cases where the respondent denies violating the honor code and where no conclusive evidence of a violation is present, the AHB should decide — based on the available evidence and testimony — if it is more likely than not that the alleged violation occurred.
9. The dean of studies will maintain a written summary of all hearings, which will be included with the respective case file. The summaries will be compiled into an annual report to the faculty in which all names shall be redacted. Case files will be archived for seven years following a student's graduation or withdrawal from Mount Holyoke College and destroyed thereafter.
10. All material in the case file is to be treated as confidential and may be shared with individual faculty and staff members only on a strict need-to-know basis as determined by the AHB.
11. Disciplinary action taken against a student beyond the first violation may be reported to outside institutions and agencies.

## **B. Rights of Students Charged with Honor Code Violations**

1. Written and detailed notification of charges, including the identity of the complainant.
2. Presumption of innocence until found in violation by the AHB.
3. Resolution of charges according to established, announced and published AHB policies and procedures.
4. At least 72 hours' notice of the time and place of a hearing, and the right to ask for an extension under extreme circumstances.
5. Opportunity to review in full the report of the alleged violation and any supporting material.
6. Assistance before, during and after the hearing from the appropriate academic dean or faculty advisor.
7. Right to produce supporting evidence or witnesses.
8. Right to appeal the AHB ruling to the Office of the Provost and Dean of Faculty.
9. Written notification of the results of hearings and appeals.
10. Confidentiality regarding the outcome of the hearing and any subsequent appeal. This right of confidentiality is qualified only by the complainant's right to be informed of the AHB's ruling on whether a violation did or did not occur (but not necessarily the sanctions imposed, if any) and qualifications specified in Section V, A: "Policies Governing the AHB" in the section above.

# Inclusion at Mount Holyoke

## Diversity, Equity and Inclusion

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

### Diversity, Equity and Inclusion in Practice

Diversity, equity and inclusion focuses on understanding individuals' multiple identities through the lens of social justice education, ally development and identity development. We recognize that no member of the Mount Holyoke community brings just one aspect of their identity into the classroom, a cocurricular activity or a personal relationship. The College values intersectional identities, and the College community strives to grow in our capacity to support persons in their identities at the intersections of race, ethnicity, gender, class, sexual orientation, gender expression, disability, age, national origin and religious/spiritual identities. In addition, the College seeks to generate greater connection and communication rather than polarization around these facets of identity.

For information on diversity, equity and inclusion at Mount Holyoke, visit [mtholyoke.edu/diversity-and-inclusion](https://mtholyoke.edu/diversity-and-inclusion).

### Community and Belonging

The Office of Community and Belonging is committed to the holistic development and wellness of Mount Holyoke students, using intersectional frameworks with a focus on identity, social justice, religion and spirituality and liberatory consciousness. We also support religious accommodations. We create opportunities for those who gather and engage with The Office of Community and Belonging to feel empowered to ask and explore: "Who I am, who do I want to be, and who do others think I am and want me to be?"

For more information on community and belonging at Mount Holyoke, visit [mtholyoke.edu/student-experience/community-and-belonging](https://mtholyoke.edu/student-experience/community-and-belonging)

### Religious Accommodation

Although we are a secular institution, the College values students who sincerely claim their religious and spiritual identities and seek to observe and practice their religious and spiritual traditions during your time with us. We acknowledge and embrace religious identity as part of our commitment to diversity, equity and inclusion. It is our goal not only to comply with the religious accommodation statute, Title XXI Chapter 151C Section 2B of the General Laws of Massachusetts, at <https://malegislature.gov/Laws/GeneralLaws/PartI/TitleXXI/Chapter151C/Section2B>, but to assure that our students who uphold a sincerely held religious and/or spiritual belief feel a sense of belonging within our community.

## **Religious Observance and Holiday Calendar**

To facilitate the planning of your semester assignments and other obligations, the College has created a multifaith calendar, at [https://events.mtholyoke.edu/religious\\_observances](https://events.mtholyoke.edu/religious_observances), to note key religious observances that are likely to generate a request for an accommodation. This calendar is not exhaustive, and we recognize that an individual may practice their faith or spiritual tradition differently from region to region and vary even within their own faith and spiritual tradition.

## **Faculty and Student Accommodation Expectations**

Faculty are highly encouraged to add a note to their syllabi affirming this religious accommodation expectation so that students feel comfortable making their needs known. Massachusetts law states that while requesting an accommodation, it “shall not create an unreasonable burden upon such school” and it is imperative that “no adverse or prejudicial effects shall result to any student because of his [sic] availing himself [sic] of the provisions of this section.” Generally, if a student requests an accommodation, it should be submitted online by the last day to add a course and should be honored in good faith. If there are questions regarding the religious observance or request, please contact the Office of Religious and Spiritual Life and ask to confer with the appropriate College chaplain or religious advisor.

## **Requesting Accommodation**

Students requesting accommodation are expected to submit their requests via the [Religious Accommodation Request Form](#), available by going to [my.mtholyoke.edu](http://my.mtholyoke.edu) and navigating to the Requests and Applications page. You will need to provide the dates of the religious observance, the religious observance and what type of accommodation you are seeking.

Students are advised to submit their requests to their professors — by the last date of the add period — to make arrangements for rescheduling missed classes, labs, assignments and exams. Please be in contact with a chaplain or advisor, especially for students seeking accommodations for Jewish High Holidays, which occur early in the fall semester. Submitting your requests early allows your professor ample time to reschedule exams, etc. If a request is denied, students should contact a College chaplain or the academic dean’s office to discuss the issue. For additional information, please check with the chaplains and staff in the Office of Religious and Spiritual Life.

# **Access and Inclusion**

Mount Holyoke College strives to provide access to education, employment, services, programs and activities to all persons, regardless of ability. To that end, members of the College community work together in the effort to create solutions to any barriers that may exist for an individual with a disability.

## **Disability Services**

Disability Services works with students to provide reasonable accommodations for those who have a documented disability and/or disability-related needs. Disability Services is the only designated office at the College for students to voluntarily disclose a disability, submit appropriate documentation for verification and request accommodations. Disability Services engages with you in an interactive process to determine reasonable accommodations and ensure an individualized accommodation process.

For staff, faculty and other non-student employees on campus, accommodations are coordinated through Human Resources.

For more information about Disability Services at Mount Holyoke visit:

<https://www.mtholyoke.edu/directory/departments-offices-centers/disability-services>

### **Access Barriers**

Mount Holyoke College is committed to equal access and the civil rights of all of its community members, regardless of ability. The College strives to remove barriers to programs wherever they exist through systematic barrier removal and proper and timely maintenance. If a student encounters a physical, electronic or programmatic barrier (such as a blocked access ramp, an inoperative elevator or wheelchair lift, an inaccessible website, or a refusal to implement a reasonable accommodation), please notify the College by using the MHC Accessibility Barriers Form, found at <https://www.mtholyoke.edu/access-and-inclusion>, so that the College can remove the barrier as quickly as possible and maintain access for everyone.

If the situation is an emergency, please call Public Safety and Service at 413-538-2304.

### **Event Relocation Policy for Individuals with Disabilities**

The College is committed to providing access to programs and activities. However, even with conscientious planning, there may be instances when a program, activity or service is located in a facility that is inaccessible for some participants with disabilities. Upon timely notice, which is considered one to two weeks, the College will relocate a program, activity or service to a venue that meets the relevant accessible needs. If relocation is not possible, the College will discuss other reasonable modifications to provide access to participants with disabilities.

To inquire about accessible features of a venue or to request the relocation of an event, contact the host or office of the program, activity or service. In instances when the host or office contact is unknown or unresponsive, contact the Section 504 Coordinator. Requests should be made at least two weeks in advance whenever possible so that there is sufficient time to provide adjustments or relocate an event. Please contact the College's Section 504 Coordinator at 413-538-3586 or via email at [section504coordinator@mtholyoke.edu](mailto:section504coordinator@mtholyoke.edu) with questions or concerns regarding implementation of the relocation policy.

Students with disabilities may also seek relocation of academic classes or residence hall assignment as an approved accommodation. To request this, students should contact Disability Services. Again, requesters should provide sufficient time to provide the necessary accommodation(s) for participation or relocation.

Employees with disabilities seeking relocation as a work-related accommodation should contact the Employee Relations and Talent Development Manager within Human Resources at 413-538-3193.

## **Discrimination and Harassment Policies**

### **Statement of Non-discrimination**

Mount Holyoke College is a women's college that is gender diverse. The College is committed to providing equal access and opportunity in employment and education to all employees and students.

In compliance with state and federal law, Mount Holyoke College does not discriminate on the basis of race, ethnicity, color, genetic information, sex, national or ethnic origin, religion, age, physical or mental disability, marital status, sexual orientation, pregnancy, gender identity or expression, ancestry, veteran or military status, or any other legally protected status under federal, state or local law.

— Approved by the Board of Trustees, fall 2020

Mount Holyoke College is committed to providing a workplace and educational environment, as well as other benefits, programs and activities, that are free from discrimination, harassment and retaliation. To ensure compliance with federal and state civil rights laws and regulations, and to affirm its commitment to promoting the goals of fairness and equity in all aspects of the educational program or activity, the College has developed internal policies and procedures that provide a prompt, fair and impartial process for those involved in an allegation of discrimination or harassment on the basis of protected class status and for allegations of retaliation.

## **Bias Incident Reporting**

The purpose of this section is to inform and educate members of the Mount Holyoke community on the processes and procedures related to bias incidents. Such incidents work against the inclusiveness that forms the foundation for the College's educational community, and so the College takes any reports of them very seriously. Mount Holyoke has established a systematic approach for responding to the harm and the impact bias and insensitive incidents can have on the well-being and success of members of our community. Mount Holyoke encourages students to review the content provided.

### **Title VI of the Civil Rights Act of 1964 (Title VI)**

Title VI, 42 U.S.C. § 2000d et seq., is a part of the Civil Rights Act of 1964. It prohibits discrimination based on race, color and national origin in programs and activities receiving federal financial assistance. The code states, "No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance." (Pub. L. 88-352, title VI, Sec. 601, July 2, 1964, 78 Stat. 252.) Title VI protects Mount Holyoke students, faculty, staff and visitors from discrimination in any program, service and activity offered by the College.

The following resolution was affirmed by the faculty in 1973: The faculty of Mount Holyoke College reaffirms its commitment to an academic environment free of racial discrimination in which all individuals are treated with a common standard of decency. It commits itself to a continuing effort to confront and resist racist attitudes and actions wherever they appear in the Mount Holyoke community, and to build a community useful and attractive to all individuals regardless of ethnic background. Please contact the dean of students with questions or concerns.

## **Protocols for Bias Incidents and Hate Crimes**

The goal of these protocols is to help support a culture of open exchange in the spirit of mutual respect. These protocols operate within the context of the College's values of community responsibility and the commitment to free inquiry.

Please note that these protocols apply when students and/or their campus guests are the targets of a bias incident or hate crime. Faculty who have been the target of a bias incident or hate crime should consult with the associate dean of faculty and/or the dean of faculty or submit a bias incident form



here

<https://www.mtholyoke.edu/policies/reporting-campus-bias-insensitivity-and-discrimination-incidents>.

Staff who have been the target of a bias incident or hate crime should consult with the Office of Diversity, Equity and Inclusion and/or the Employee Relations and Talent Development Manager or submit a bias incident form.

If a student reports a bias incident or hate crime, they can expect that their concerns will be treated with respect and sensitivity and that each case will be taken seriously. However, it is important to remember that incidents of bias, insensitivity and hate crimes are very complex and may not be immediately recognizable as belonging to one of these three categories. The protocols laid out below should be considered a work in progress.

### **Reporting Incidents of Bias and Discrimination**

Bias incidents are any act, conduct or communication that reasonably is understood to demean, degrade, threaten or harass an individual or group based on an actual or perceived identity characteristic such as race, color, national or ethnic origin, ancestry, religion, sex, sexual orientation, gender identity, gender expression, age, genetics, physical or mental disability, and veteran/military service status or other protected status. Bias can occur whether intentional or unintentional and may not violate College policy or state or federal law to be defined as a bias incident. In a bias incident, the actor/perpetrator may be known or unknown. Whether an incident meets this definition or not, the College is committed to responding to bias incidents by addressing accountability, providing support to those impacted and creating educational moments for community engagement. Whenever appropriate the College will investigate reported incidents and hold community members accountable for actions that violate College policies or the law.

Note that there are broader categories utilized here than what appear in the College's Statement of Non-discrimination. The Statement of Non-discrimination focuses only on categories that are protected by law, while the College's bias incident definition covers categories that are not covered by law but are covered under College policies.

Hostile or hateful speech or other discriminatory behavior may be considered a bias incident but, under certain conditions, may also be a hate crime.

The Bias Education & Support Team (BEST) is the coordinated system for addressing the impacts of bias by tracking incidents and communicating to the College community, as appropriate, and by creating moments for community accountability and learning. It is important to note that the work of BEST does not replace or supersede any process dictated by administrative rule or criminal law. BEST will ensure that processes to address bias and insensitive incidences are done timely and consistently while offering support to the parties that have been directly or indirectly impacted. Through tracking and documentation of incidents, BEST will also increase awareness on critical issues and create opportunities for engagement and learning within a restorative justice framework.

Mount Holyoke will act on reports of incidents of bias discrimination received through the [online reporting form](#) or reports received through intake with the Office of Diversity, Equity and Inclusion, the associate dean of students or their designees. When receiving reports, every effort is made to preserve the privacy of reports and to respect an individual's desire for confidentiality; however, the College may be legally required to take action depending on the nature of the complaint. The reporter

party will be informed if, in the course of satisfying this obligation, the College may be unable to comply with a request for confidentiality. Reports can be made anonymously with the online form, and while anonymous reporting can help the College monitor campus climate and inform potential program planning, it can be difficult for the BEST members to follow up on a specific incident without knowing the parties involved.

### **Hate Crimes**

Under Massachusetts law, hate crimes are those motivated by or against a person or group on the basis of race, color, religion, sexual orientation, disability, ethnic/national origin, gender and gender identity. Hate crimes encompass not only violence against people or groups but also crimes against property, such as arson or vandalism, particularly those directed against community centers or houses of worship. Hate crimes can occur in any of the following ways:

- Intimidating or threatening behavior that puts a person in fear of imminent physical harm (assault, threats to commit certain crimes).
- A physical attack (assault and battery, as well as other violent crimes such as murder, manslaughter and rape).
- Damage to property (arson, vandalism).

### **Targeted Individuals**

A targeted individual is the person or group against whom a bias incident or hate crime is directed. This may or may not be the same as the reporting party. The College recommends using one of these terms rather than the word victim.

### **Additional Reporting Protocols for Students**

Students may go to the following offices/departments to seek help with bias incidents/hate crimes and fill out a [Bias Incident Form](#):

- Public Safety and Service.
- Office of Residential Life.
- Division of Student Life.
- Counseling Service.
- Health Services.
- Office of Diversity, Equity and Inclusion.

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

The Office of Diversity, Equity and Inclusion and Division of Student Life work closely to address student-to-student bias incidents and hate crimes reported on campus.

The Division of Student Life also collaborates with the Title IX coordinator and the Office of Diversity, Equity and Inclusion to facilitate the student-to-student process, based on the reported behavior.

Below are a list of off-campus resources that are available to provide support and information around bias incidents and hate crimes:

- Northwestern District Attorney's Office.
- Office for Civil Rights.

- American Civil Liberties Union.
- Anti-Defamation League.

## **Section 504 and the Americans with Disabilities Act**

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA) are civil rights laws that prohibit discrimination against individuals with disabilities. Section 504 29 U.S.C. § 793 states that “no qualified individual with a disability in the United States shall be excluded from, denied the benefits of, or be subjected to discrimination under” any program or activity that either receives federal financial assistance or is conducted by any executive agency or the United States Postal Service. Section 504 and ADA 42 U.S.C § 12101 ensure that the individuals with a disability have equal access to programs, services and activities of the College. Individuals with disabilities may request accommodations and modifications as a means to gain access to College programs, activities and services.

Under these laws, discrimination on the basis of a disability can be physical barriers or an inaccessible facility that prevents access to a program, activity or service, or denial of an approved accommodation. Section 504 and the ADA protect Mount Holyoke students, faculty, staff and visitors.

Students seeking a disability-related accommodation should contact Disability Services. Disability Services is the only designated office at the College for students to voluntarily disclose a disability or disabilities, submit appropriate documentation for verification and request accommodations. See more about Disability Services under the Access and Inclusion section of this handbook.

Disability Services approves and facilitates academic, housing, dining and on-campus employment-related accommodations in support of students with all types of disabilities. Students seeking more information on services provided to students and/or information on requesting accommodations should contact Disability Services at 413-538-2634. Students can also visit [mtholyoke.edu/directory/departments-offices-centers/disability-services](http://mtholyoke.edu/directory/departments-offices-centers/disability-services), send an email to [accessability-services@mtholyoke.edu](mailto:accessability-services@mtholyoke.edu) or stop by the office on the third floor of Mary Lyon Hall.

The College has also designated a primary coordinator to respond to concerns of disability discrimination. The director of accessible education and 504 coordinator is responsible for overseeing the College’s efforts to comply with Section 504 of the Rehabilitation Act both for programmatic and physical accessibility. The director of accessible education and 504 coordinator will respond to complaints of disability discrimination as well as identify and address patterns or systemic problems that arise during the review of such complaints.

Director of Accessible Education and 504 Coordinator  
Dwight Hall Room 217  
413-538-3586  
[section504coordinator@mtholyoke.edu](mailto:section504coordinator@mtholyoke.edu)

## **Title IX of the Education Amendments of 1972**

Title IX of the Education Amendments of 1972 (“Title IX”) is a federal civil-rights law that prohibits discrimination on the basis of sex in education programs and activities. Under Title IX, discrimination on the basis of sex can include sexual harassment, gender-based harassment, sex- or gender-based

discrimination, sexual assault and other forms of sexual misconduct, including stalking and intimate partner violence.

Mount Holyoke College's Gender-based and Sexual Misconduct Policy can be found at: <https://www.mtholyoke.edu/policies/gender-based-and-sexual-misconduct>.

## **Title IX Coordinator**

The vice president for equity and inclusion is serving as the interim Title IX coordinator and oversees implementation of Mount Holyoke College's compliance with Title IX. The Title IX coordinator has the primary responsibility for coordinating the College's efforts related to the intake, investigation, resolution and implementation of supportive measures to stop, remediate and prevent discrimination, harassment and retaliation prohibited under this policy.

Mikiba W. Morehead  
Interim Title IX Coordinator  
Dwight Hall 217  
[titleixcoordinator@mtholyoke.edu](mailto:titleixcoordinator@mtholyoke.edu)  
413-538-3642

## **Resolution of Grievances**

### **Purpose of Grievance Procedures**

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

Examples of discriminatory and harassing behaviors include but are not limited to:

- Unwelcome verbal, physical or other conduct based on membership or assumed membership in a protected class.
- Exclusion, isolation or differential negative treatment based on membership or assumed membership in a protected class.
- Conduct or conditions that interfere with or limit one's ability to work in, participate in or benefit from an educational program or activity based on membership in a protected class (e.g., denial of reasonable accommodation or physical inaccessibility of a College program or activity).

These procedures are available to those who are:

- Employed by or enrolled at Mount Holyoke College at the time of the incident or occurrence giving rise to the grievance.
- Prospective students.
- Employment applicants.
- Visitors and guests of the College.

These procedures are not intended to impair or limit the rights of any individual to seek a remedy available under state or federal law, nor does their availability establish any contractual rights or imply that the handbooks and manuals establish contractual guarantees.

These procedures apply to faculty grievances related to employment unless there is specific applicable legislation in the Handbook of Faculty Legislation in the section on “Policies and Procedures Governing Academic Appointments, Reappointments, Tenure, Termination and Dismissal” under Section Seven: Faculty Rights. When a faculty member is the respondent, faculty legislation should be consulted for the applicable appeals process.

These procedures may be revised or amended by the College at any time. Although members of the collective bargaining units may use the College resources for purposes of consultation and advice, union members must use the applicable grievance procedures outlined in their contract for formal grievances. Appropriate action for faculty is governed by the Handbook of Faculty Legislation and Related Information, under Section Seven: Faculty Rights.

The College considers six months as a reasonable outside limit for bringing a grievance. The College may allow a grievance to be filed beyond the six-month limit.

### **Statement on Privacy and Confidentiality Related to Resolving Grievances**

The College will respect the privacy of all individuals throughout the grievance process. To the extent possible, the College will attempt to respect an individual’s desire for confidentiality; however, the College may be legally required to take action depending on the nature of the grievance or complaint. The grievant will be informed if, in the course of satisfying this obligation, the College may be unable to comply with the request for confidentiality.

### **Statement on Retaliation**

Retaliation against a grievant for having filed a grievance, or against any individual who participates or cooperates in the grievance proceedings, will not be tolerated and may result in disciplinary action up to and including termination or expulsion.

### **Hearing Officers to the Grievance Procedure**

The hearing officer for a formal complaint is a College-appointed official or body assigned to review the complaint, examine the facts presented by the parties involved (including the investigation report), determine responsibility and, if necessary, impose disciplinary sanctions.

The designation of the hearing officer is based upon the classification type (i.e., student, staff, faculty or guest) of the grievant and respondent (if any):

- Student-to-student cases are generally heard by the Honor Code Council (or designee from the Division of Academic Affairs).
- Faculty matters are heard by the dean of faculty (or designee).
- Staff matters are heard by the supervisor (unless the complaint involves the supervisor) or designee as determined by the associate vice president for human resources.

### **Statement on Time Frame to Resolve a Complaint**

Complaints and reports of discrimination or harassment should be reported as soon as possible after the incident(s) in order to be most effectively investigated. The College will work efficiently and appropriately to resolve any notice of grievances. The College will make every effort to resolve a formal complaint within 60 calendar days and an informal complaint within 45 calendar days. The

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

### **Use of Interim Measures**

The College is committed to a fair and impartial investigation of a grievance that will respect the privacy and dignity of all parties involved. Using interim measures, the College will impose reasonable and appropriate measures designed to stop the harassing behavior and eliminate (to the best of the College's ability) the detrimental effects of that behavior.

Interim measures are a set of short-term actions taken to quickly prevent, mitigate or remedy harm caused by the offensive behavior. Interim measures can range from a no-contact agreement to suspension pending investigation. Interim measures may be used when a complaint is open and the investigation is in process to ensure the parties involved have access to programs, activities and services of the College. Interim measures are viewed as a tool that, when combined with other campus services such as counseling support and access to medical services, will reduce any negative effect of the harassing behavior and/or investigation process.

Interim measures may be used regardless of whether formal disciplinary action is sought by the survivor or reporting party. The College may choose to impose interim measures at its discretion to ensure the safety of all parties and of the broader College community and/or to maintain the integrity of the investigation and/or resolution process. The type of interim measure used will be considered using those same factors.

Examples of interim measures:

- Implementing a mutual on-campus no-contact agreement.
- Extending time for assignments and/or rescheduling of an exam when possible.
- Changing class schedules, including the withdrawal from a course without penalty.
- Changing work schedules or job assignments when possible.
- Changing a student's residence hall assignment.
- Approving a voluntary leave of absence.
- Imposing a temporary suspension.
- Allowing a student to take a reduced academic course load.

The College will consider any other remedy proposed that could be tailored to the involved individuals to achieve the goal of safe access to College programs, activities and services.

### **Grievance Process — An Overview**

The College provides two approaches to resolving grievances, informal and formal. A grievant should consider the advantages and disadvantages of each before proceeding.

#### **Approach A: Alternative Resolution (Informal Grievance)**

The use of alternative resolution or informal procedure encourages participants to cooperate and have open and honest dialogue, focus on common interests and use creative problem-solving methods to arrive at their own resolutions. The informal procedure is not required, nor is it appropriate for all matters of grievance (e.g., sexual assault). Using or starting the use of the informal procedure does not restrict a grievant from use of the formal procedure at any time.

Should the informal procedure fail to resolve the matter, the grievant may move to the formal process. A grievant may move to a formal process at any time during the informal procedure. A grievant wishing to proceed from informal procedure to formal process should file a formal grievance as soon as possible. Delays in reporting will affect the College's ability to investigate the matter.

### **Approach B: Formal Grievance**

The College engages in a four-step process in addressing complaints:

**Step 1. Filing of a Complaint:** The grievant provides the College notice of the problem. Notice must be submitted to an appropriate College official (e.g., supervisor, department chair, etc.). The grievant may also file a grievance directly with the compliance coordinator.

**Step 2. College Review and Investigation of the Complaint:** This step may include the use of interim measures while the investigation is in process. Interim measures are a set of short-term actions taken to quickly prevent, mitigate or remedy harm caused by the offensive behavior or circumstances complained of. Interim measures can range from a no-contact agreement to suspension pending investigation. Interim measures may be used when a complaint is open and investigation pending.

**Step 3. Notice of Outcome:** The grievant and respondent (if any) will receive a written notice of the outcome to the complaint. Notice of the outcome will also be shared with the appropriate College personnel who have a legitimate need to be informed of the outcome. A copy of the investigation report, findings and outcomes will be shared with the hearing officer and the appropriate compliance coordinator.

**Step 4. Right of Appeal:** Both the grievant and the respondent (if any) have the right to appeal the decision in writing to the president of the College.

### **Standards of Proof in the Grievance Process**

The hearing officer will use the standard of preponderance of the evidence to make a determination that a violation of policy has occurred.

### **Additional Resources for Resolving Grievances**

In addition to or in lieu of the College, the following resources are available. The deadlines given in these procedures are designed to make it possible for an individual to proceed through every stage of the College's informal and/or formal procedures with sufficient time to file a complaint with the United States Equal Employment Opportunity Commission (EEOC) or the Massachusetts Commission Against Discrimination (MCAD). In addition to or in lieu of the College, complaints can be filed with one or more of the government agencies set forth below.

Equal Employment Opportunity Commission (EEOC)  
John F. Kennedy Federal Building  
475 Government Center  
Boston, MA 02203  
(617) 565-3200

Massachusetts Commission Against Discrimination (MCAD)  
Springfield Office

436 Dwight Street, # 220  
Springfield, MA 01103  
413-739-2145

Boston Office  
1 Ashburton Place, Suite 601  
Boston, MA 02108  
617-994-6000

Office for Civil Rights (OCR), Region I Boston Office  
U.S. Department of Education  
8th Floor  
5 Post Office Square  
Boston, MA 02109-3921  
Main Number: 617-289-0111  
Fax: 617-289-0150 TDD: 877-521-2172  
Email: [OCR.Boston@ed.gov](mailto:OCR.Boston@ed.gov)

## Important Health and Safety Resources and Policies

### Information and Resources

#### **Well-Being at Mount Holyoke**

Students are expected to engage with and respond to faculty, administrators and other staff members of the College when contacted.

Occasionally, concern for a student's health and well-being may give rise to a "wellness check." Wellness checks are most typically managed by the Office of Residential Life, Public Safety and Service or a member of the Division of Student Life. Such visits are intended to observe a student's well-being and discuss any concerns the student may be managing. The wellness check is not — by itself — a disciplinary measure; however, circumstances surrounding the wellness check may give rise to disciplinary consequences if a violation of College policy is determined to have occurred. Students are expected to engage with the individual(s), including student members of Residential Life, who is (are) conducting the check.

A student whose well-being, actions or conduct results in three (3) related wellness checks within a six (6) week period will be required to participate in a medical or mental health evaluation to assess their readiness to continue participating in the semester.

#### **Resources**

Throughout their time at Mount Holyoke, a student may experience temporary situations that impact their ability to fully engage in the life of the College. Resources are available to any student needing assistance during these times. You can find more information at <https://embark.mtholyoke.edu/dsl/care-/>.



Campus resources include, but are not limited to:

- Health Services.
  - See [mtholyoke.edu/health](http://mtholyoke.edu/health) for more information.
- Counseling Services.
  - For more information about the Counseling Service and for links to national resources and emergency support options, go to [mtholyoke.edu/counseling](http://mtholyoke.edu/counseling).
- Public Safety and Service.
- Be Well.
- Office of Residential Life.
- Office of Community and Belonging.
- Office of Diversity, Equity and Inclusion.
- Faculty advisor.
- Disability Services.
- Department of Athletics.
- Title IX.

## **Social Media Guidelines/Digital Citizenship**

Social media is a great way for students to communicate, share thoughts and ideas, be social and engage in productive and constructive dialogue. It can also be used in ways that cause harm and distress to others.

While the College may not control websites, social media and other venues in which harassing communications are made, when such communications are reported to the College, it may engage in a variety of means to address and mitigate any effects and help connect students with law enforcement when appropriate.

Members of the community are encouraged to be good digital citizens and to refrain from online misconduct, such as feeding anonymous gossip sites, sharing inappropriate content on social media, disrespecting privacy or otherwise using the ease of transmission and/or anonymity of the internet or other technology to harm another member of the Mount Holyoke College community.

The Honor Code Council encourages you to be responsible and think before you post:

- Consider how to make your discourse constructive and/or positive.
- When responding to posts, comment on the idea, not on the person. A good rule to follow: If you wouldn't say it to them in person, don't say it online.
- Be inclusive in conversation. Consider all viewpoints before you share (think who you are talking to). How can you make this a learning experience?
- Think about your digital footprint and ask yourself ...
  - What would you want your future employers to see?
  - How will you feel about this in 10 or 20 years?
- Recognize that social media is a snapshot of someone and what they have chosen to share. There is always more to the person than to the profile. Don't compare yourself to the snapshot you see.
- Look at the privacy settings and consider whom you want to see what you post and share.

- Social media never really goes away, even with the most private settings. Don't put anything online that you wouldn't want to be shared or associated with later. Don't rely on others to keep your information private.
- Remember the honor code: I will honor myself, my fellow students and Mount Holyoke College by acting responsibly, honestly and respectfully in both my words and deeds.
- We are all part of an incredible community: Don't use social media to tear others down. Think about how you can lift them up.

If you have a concern about posts you have seen or feel that someone has violated the honor code with their post, you can notify the Honor Code Council:

[https://cm.maxient.com/reportingform.php?MountHolyoke&layout\\_id=4](https://cm.maxient.com/reportingform.php?MountHolyoke&layout_id=4).

## Key Policies

### No-contact Orders

No-contact orders (NCOs) are directives to students by select campus administrators or their designees that restrict the contact and/or communication between or among designated parties. No-contact orders are not considered to be disciplinary actions and do not become part of a student's conduct record. However, failure to abide by a no-contact order may result in disciplinary action and could result in disciplinary sanctions and a conduct record.

On a small campus, a no-contact order could inadvertently prevent one or both parties from accessing educational opportunities, so such orders are not automatically granted when requested. The College will consider all facts and circumstances that may be relevant to whether a no-contact order should be issued, including, but not limited to, the following factors:

- There are allegations, threats or evidence of physical violence.
- There are allegations, threats or evidence of emotional abuse or harassment.
- There is a substantial risk of emotional harm from continued contact between the students.
- The NCO is requested or agreed to in good faith by all students affected.
- There are allegations of serious College policy violations.

**All NCOs will be mutual.** In other words, any student(s) on one side of an NCO is prohibited from contacting any student(s) on the other side of the NCO.

“Contact” includes, but is not limited to, direct or indirect communication in person, through others, by email, text messages, social media-based messages and postings and other forms of communication.

### Additional Protective Measures

When deemed necessary by the College, NCOs may include additional protective measures or other terms specific to the safety, well-being or other needs of students subject to the NCO. Any additional terms will be stated in writing in the NCO. Additional protective measures or other terms need not be reciprocal. They may include, but are not limited to, the following:

- Restricting a student from being in close proximity to another student.

- Restricting a student's access to certain campus locations, including where another student lives.
- Restricting times and/or locations for use of College facilities.
- Requiring that students not be enrolled in the same academic course(s).
- Requiring that students not participate in the same cocurricular activities.

No-contact orders do not guarantee that designated students will avoid sightings or passing interactions on campus or in the local community, and incidental contact will not be considered a violation of the no-contact order. The College expects that all parties will be intentional and thoughtful in working to avoid contact.

### **Interpersonal Conflicts**

Students who have interpersonal conflicts that do not raise concerns for safety or potential policy violations will not be granted no-contact orders. It is expected that students requesting NCOs do so in good faith. NCOs are issued at the College's discretion, and the College may decline to issue an NCO when it determines safety is not at risk.

Students with conflicts for which an NCO is not appropriate should pursue other forms of conflict resolution and may contact the Residential Life staff or Ombuds Office for assistance.

### **No-contact order Administrators**

NCOs may be issued by the following Mount Holyoke College administrators or their designee:

- Vice president of student life and dean of students.
- Assistant vice president of student engagement and executive director of residential life.
- Director of student involvement.
- Associate dean of students and executive director of community and belonging.
- Director of community standards and housing operations.
- Associate director of residential life.
- Residential life area coordinators.
- Vice president for equity and inclusion.
- Title IX coordinator or deputy Title IX coordinator.

### **No Contact Order Review**

The College reviews no-contact orders at the beginning of each academic semester. No-contact orders may remain in effect until graduation or withdrawal of at least one of the designated students, unless the no-contact order is modified or rescinded by the College in writing. A student seeking the modification or rescission of a no-contact order shall make such a request to the administrator who issued the original no-contact order. Students may request that contact restrictions be lifted after an appropriate sustained period of compliance. Such decisions will be made in consultation with the administrator who issued the no-contact order. The class schedules of students with NCOs are checked before the start of each term to determine whether students have registered for the same classes. The issuing College administrator will contact the involved students with any concerns.

When no-contact orders are administered as an interim measure through the College's Gender-based and Sexual Misconduct Policy, alleged violations will be resolved under that policy.

## **NCO Violations**

Any violations of NCOs are subject to disciplinary action under the College's policies. Retaliation is strictly prohibited. A violation of an NCO by a student who requested it may result in revocation of the NCO. If you believe someone has violated an NCO, please report it to the College administrator who issued it. If at any point you feel your safety is in jeopardy, contact Public Safety and Service at 413-538-2304.

To request a no-contact order, contact one of the campus administrators listed above.

## **Alcohol and Other Drugs**

### **General Principles**

Mount Holyoke College understands that each student makes their own choices regarding whether or not to engage in the use of alcohol and/or other drugs. Thus the College emphasizes the responsibility of each community member to be law-abiding, knowledgeable and thoughtful about any decisions regarding alcohol and drug consumption. The College expects all faculty, staff and students to become familiar with the laws and with the College's policies governing substance use and to consider the penalties and risks that can result from violations. The law puts major responsibility, and therefore liability, on both the person who serves and/or the person who buys the alcohol, and the penalties for both the individual and the institution are very severe.

The College also recognizes that there are numerous health risks associated with substance use. Similarly, substance use can lead to legal consequences and poor academic performance in addition to having a greater impact on the larger community, contributing to a host of other potential consequences (e.g., violence, social conflict and property destruction). Therefore, the harmful use of substances is considered a public health problem, and the College has identified resources to reduce the harmful use of substances at Mount Holyoke College.

With the help of the Be Well initiative, the College provides information regarding alcohol and drug use and urges all community members to take advantage of the opportunity to become educated and make informed choices regarding the use of substances. The College encourages those with concerns about their own or others' difficulties with alcohol and/or other drugs to seek confidential assistance through Counseling Service. The College strives to provide:

- An atmosphere free of coercion for those who choose not to use alcohol and drugs.
- Information and education for all students to make informed choices regarding the use of substances.
- A community where the effects of alcohol and drug use are minimal and where problem behavior is reduced.
- Confidential and effective guidance and counseling for students with issues related to substance use.

The following policy outlines the importance of the health and safety of students, compliance with state and federal laws regarding the use, possession, purchase, sale and distribution of alcohol and drugs, and highlights the College's educational mission to inform students so they can make responsible life choices regarding their use of substances.

## **Alcohol and Drug-free Environment**

In compliance with the Drug-Free Schools and Communities Act Amendments of 1989, Mount Holyoke College has developed this policy in an effort to provide a healthy environment by preventing the use of drugs or the harmful use of alcohol within the College community and in response to the federal drug-free legislation. The Drug-Free Schools and Campus Act, which became law in December 1989, mandates that institutions of higher education adopt and implement a program designed to prevent the unlawful possession, use, dispensation or distribution of drugs and alcohol by students and employees and to provide certification to the Department of Education that such a program is in place.

Mount Holyoke College prohibits the unlawful manufacture, distribution, dispensation, possession or use of controlled substances and alcohol by any member of the faculty, staff or student body on College property or at any College-sponsored function, whether on or off campus, and requires the cooperation of the entire campus community in its pursuit to maintain a drug-free environment in all aspects of campus life. At certain sanctioned College functions, alcoholic beverages may be allowed but will be monitored.

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

In addition, the Drug-Free Workplace Act of 1988 requires that any employee (including student employees) working at Mount Holyoke College who is convicted under a criminal drug statute for conduct in the workplace must report this conviction to the College no later than five days after the conviction. Workplace in this instance is defined as a site for the performance of work done in connection with a particular federal grant or contract. Once the College is informed of such a conviction, the College is required by law to notify the federal contractor or grantor within 10 days after an employee's conviction or within 10 days after it has actual knowledge of such conviction, whichever is earlier. Faculty, staff and students are encouraged to familiarize themselves with resources available in the area for substance abuse, counseling and treatment.

## **Alcohol Policy Guidelines**

Mount Holyoke College's Alcohol Policy is guided by and abides by law outlined by the commonwealth of Massachusetts and the town of South Hadley, Massachusetts. The acquisition, possession, transportation, consumption and distribution of alcoholic beverages is governed by statute and regulation. For full text of the law, please see [malegislature.gov/Laws/GeneralLaws/PartI/TitleXX/Chapter138](http://malegislature.gov/Laws/GeneralLaws/PartI/TitleXX/Chapter138).

- A person must be 21 years of age or older to purchase, possess, consume and transport alcoholic beverages.
- Use or possession of alcoholic beverages by any persons under the age of 21 years of age is prohibited.
- The presence, possession, or use of kegs by individuals or groups other than at a registered, approved event is prohibited on the College campus.
- Persons 21 years of age and over may use alcohol in the privacy of their rooms, providing all guidelines governing guests, noise and appropriate behavior are followed.

- Consumption of alcohol in unapproved areas (e.g., residence hall public space, stairways, corridors, elevators, bathrooms, kitchens, dining rooms, laundry rooms, academic buildings, etc.) will result in disciplinary action.
- Possession of open containers of alcoholic beverages is prohibited in public/common areas or on the grounds of the College, except at registered events or licensed facilities.
- Students requiring medical assistance and/or transport to the hospital for care for the overconsumption of alcohol, whether of legal age or not, are in violation of the alcohol policy and may qualify for medical amnesty.
- Students under the legal drinking age cannot serve or host alcohol in their residence hall room, including instances when the alcohol is in the possession of or is the property of a person of legal drinking age.

All student groups are also held to the Alcohol Policy and Guidelines for Student Events, which can be found in the Student Organization Handbook:

[https://docs.google.com/document/d/1IHE9z4F43M-mUQKLAzE4JukIQje15tKDS24\\_JCH\\_90E/edit?usp=sharing](https://docs.google.com/document/d/1IHE9z4F43M-mUQKLAzE4JukIQje15tKDS24_JCH_90E/edit?usp=sharing)

All student events require a sponsor(s) or social chairperson(s) who would be responsible for placing an alcohol beverage service request.

### **Drug Policy Guidelines**

Members of the College community are expected to follow applicable federal and state laws regarding the use of controlled substances. For the purposes of this policy, controlled substances include medications (prescription or over-the-counter) not used as indicated or prescribed, illegal drugs and chemical substances not used for their intended purpose. Federal, state and local sanctions for unlawful possession or distribution of illicit drugs range from probation and forfeiture of property to fines and imprisonment.

The use, cultivation, manufacture, sale, distribution and/or possession of drugs or controlled substances in violation of federal, state or municipal laws is prohibited by the College and is not permitted in the residence halls, on any College property or while on College business.

Violations of the drug policy include but are not limited to:

- Possession or use of illegal drugs.
- Use of a controlled prescription medication that was not prescribed to the user or using one's own controlled substance prescription medication in ways other than prescribed.
- The nonmedical use of prescription drugs or over-the-counter medications.
- Failure to report the use, cultivation, manufacture, sale, distribution and/or possession of illegal substances on any College property to a College official.
- Knowing presence during the use of illegal drugs or the misuse of substances.

### **Enforcement of the Alcohol and Drug Policy**

The College recognizes that it cannot guarantee that this policy or the alcohol or drug-related laws will be honored by everyone. It must therefore rely on the good judgment of students, faculty, staff and other members of the College community to observe the laws and policies. Those who violate these policies and/or laws must be prepared to accept responsibility for their individual or collective actions. Further, they should understand that possible outcomes include disciplinary action, personal liability, fines and/or imprisonment. Students who violate state or federal laws will not be protected by the

College, and their actions may be subject to civil or criminal complaints. Mount Holyoke College will not intervene on an individual's behalf with campus, local or state law enforcement authorities. Public Safety and Service always has the option to arrest.

Violations of the alcohol and drug policies and dangerous or disruptive behavior that may arise with use/misuse of alcohol and/or drugs will be handled by the usual general judiciary procedure under the honor code.

The involvement of alcohol and drugs with dangerous or disruptive behavior will be considered an exacerbating factor, not a mitigating one. If a student does not choose to follow these policies, the student may receive sanctions ranging from a written warning to suspension or expulsion, depending on the severity of the offense.

## Sanctions for Violations of the Campus Alcohol and Drug Policies

Violation	1st Offense	2nd Offense	3rd Offense
<ul style="list-style-type: none"> <li>• Possession and consumption of alcohol under age of 21.</li> <li>• Open container.</li> <li>• Possession of alcohol or drug paraphernalia associated with dangerous consumption.</li> <li>• Dispensing alcohol.</li> <li>• Intoxication.</li> <li>• Possession/ use of illegal drugs or probable cause to believe there was use.</li> </ul>	<ul style="list-style-type: none"> <li>• Meeting with residential life.</li> <li>• AOD-focused educational project.</li> </ul>	<ul style="list-style-type: none"> <li>• Meeting with residential life or a dean in the Division of Student Life.</li> <li>• AOD-focused educational project.</li> <li>• Disciplinary probation.</li> <li>• Possible parental notification.</li> </ul>	<ul style="list-style-type: none"> <li>• Meeting with a dean in the Division of Student Life.</li> <li>• Parental notification.</li> <li>• Disciplinary probation.</li> <li>• Possible housing probation and suspension.</li> <li>• Possible withdrawal.</li> </ul>
<ul style="list-style-type: none"> <li>• Selling/distributing illegal drugs.</li> </ul>	<ul style="list-style-type: none"> <li>• Meeting with a dean in the Division of Student Life.</li> <li>• AOD-focused educational project.</li> <li>• Parental notification.</li> <li>• Disciplinary probation.</li> <li>• Possible withdrawal or suspension.</li> </ul>	<ul style="list-style-type: none"> <li>• Meeting with dean of students.</li> <li>• Parental notification.</li> <li>• Withdrawal or suspension.</li> </ul>	

### Alcohol and Drug Policy Definitions

**Possession:** The evidence that alcohol consumption has occurred (e.g., empty beer bottles) or drug consumption has occurred (e.g., bong, pipe, etc.).



**Intoxication:** The College considers intoxication requiring medical assistance or a medical transport to the hospital a health emergency. If medical assistance is deemed necessary, the College expects the student to accept transportation to the hospital for medical attention.

Students who refuse transport will be placed into protective custody as outlined by state law ([malegislature.gov/Laws/GeneralLaws/PartI/TitleXVI/Chapter111B/Section8](http://malegislature.gov/Laws/GeneralLaws/PartI/TitleXVI/Chapter111B/Section8)). There may be instances in which the parental/guardian will be notified in response to intoxication, specifically when a student is transported to the hospital due to intoxication. Please refer to the College's Policy on Parent Notification.

In addition, the College prohibits students from attending class under the influence of alcohol or drugs and identifies such behavior as unsafe. Students suspected of being under the influence of substances will be asked to leave the classroom, and such an incident would warrant staff/faculty to document the behavior and actions taken. As a follow-up, students may be referred to Counseling Service.

Violations regarding alcohol or drugs will be counted as a second offense when a first offense of either policy is already on the record.

Related Policies — Massachusetts State Law on Alcohol:  
[malegislature.gov/Laws/GeneralLaws/PartI/TitleXX/Chapter138/Section34](http://malegislature.gov/Laws/GeneralLaws/PartI/TitleXX/Chapter138/Section34).

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

### **The Higher Education Amendments**

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

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

FERPA generally provides that information about students be protected from disclosure. Generally, the student's educational record is protected from disclosure. The Higher Education Act of 1998 added a provision that indicates that FERPA cannot prevent a school from releasing information to a parent or legal guardian regarding the use or possession of alcohol or a controlled substance by a student if the student is under the age of 21 and the institution determines that the student has committed a disciplinary violation with respect to such use or possession.

### **Medical and Recreational Use of Cannabis Policy**

Massachusetts has instituted legislation under Massachusetts Act (Chapter 369) "An Act for the Humanitarian Medical Use of Marijuana," which allows for the controlled use of medical cannabis in the commonwealth of Massachusetts. Thus, citizens of the commonwealth may legally obtain a medical cannabis registration card from the Massachusetts Department of Public Health. However, Mount Holyoke College students, staff and faculty who legally possess a "medical marijuana

registration card” *are not permitted to possess and/or use any form of cannabis* on Mount Holyoke College property or at College-sponsored events.

In addition, the commonwealth of Massachusetts through 935 CMR 500.00 has legalized the sale of cannabis for recreational purposes to individuals at least 21 years old. Although Massachusetts law permits the use of medical and recreational cannabis, federal laws outlined by the Controlled Substances Act (CSA) have classified cannabis as a controlled substance, which prohibits the use, possession and/or cultivation of cannabis. Therefore the use, possession, cultivation or sale of cannabis in any form violates federal law. Mount Holyoke must comply with the Drug-Free Communities and Schools Act (DFSCA) (20 U.S.C.1011i; 34 C.F.R part 86) as well as the Drug-Free Workplace Act, which requires a drug-free campus environment. Institutions of higher education such as Mount Holyoke must comply with the Drug-Free Communities and Schools Act regulations or risk losing federal funding such as financial aid. Any student, staff or faculty member who violates Mount Holyoke College policy prohibiting the use and/or possession of illicit drugs (including medical cannabis) on campus may be subject to disciplinary action.

### **Medical Amnesty Policy**

Because the health and safety of students are of primary importance, students are encouraged to take steps to ensure their own health and safety, as well as the health and safety of their peers. For students who choose to consume alcohol, they are expected to consume it in moderation to avoid compromising personal safety. The College acknowledges that there may be times when students may face medical emergencies involving alcohol and drug use. Therefore, immediate action should be taken when a person’s health and safety are threatened or appear to be in jeopardy.

Alcohol poisoning can occur with the consumption of alcohol, and symptoms can include unconsciousness or unresponsiveness, disorientation or confusion, slow breathing, vomiting and cool or pale skin. If the affected student is on campus, Public Safety and Service **must** be contacted (413-538-2304) to evaluate the student’s need for medical assistance. If medical assistance is deemed necessary, the College expects the student to accept transportation to the hospital for medical attention.

In order to support students in this effort and decrease the risk that a student will hesitate to seek help in an alcohol- or drug-related emergency, the College has developed a Medical Amnesty Policy to remove concerns about disciplinary action. Students who actively seek help or medical assistance for themselves, or when concerned about someone else’s use of alcohol and other drugs, will not be subject to disciplinary sanctions.

The College provides amnesty of the disciplinary process for students who:

- Request medical assistance for themselves.
- Request medical assistance for another person.

When responding to such alcohol and drug violations, the College will consider the student’s decision to request medical assistance and, in most cases, view the act of seeking medical assistance as good judgment. Thus, if it is determined that the Medical Amnesty Policy applies, the students involved will not be subject to violation of the policy, nor will they receive a violation on their disciplinary record. In follow-up with the student granted medical amnesty, the student will meet with

the Be Well director or designee to have an opportunity to review the incident, ask questions and/or engage in further education to support future good judgment.

This provision does not protect repeated, flagrant or serious violations, or violations that caused harm to another person or property. Abuse of the Medical Amnesty Policy may result in disciplinary action by the College. This provision does not preclude or prevent action by Public Safety and Service or other outside legal authorities.

## **Additional Information on Alcohol and Drug Use**

### **Serving Alcohol**

No person shall receive a license or permit who is under 21 years of age. Whoever makes a sale or delivery of any alcoholic beverage or alcohol to any person under 21 years of age, either for his own use or for the use of his parent or any other person, or whoever, being a patron of an establishment licensed under section 12 or 15, delivers or procures to be delivered in any public room or area of such establishment if licensed under section 12, 15, 19B, 19C or 19D or any area of such establishment if licensed under said section 15, 19B, 19C or 19D any such beverages or alcohol to or for use by a person who he knows or has reason to believe is under 21 years of age, or whoever procures any such beverage or alcohol for a person under 21 years of age in any establishment licensed under section 12 or procures any such beverage or alcohol for a person under 21 years of age who is not his child, ward or spouse in any establishment licensed under said section 15, 19B, 19C or 19D, or whoever furnishes any such beverage or alcohol for a person under 21 years of age shall be punished by a fine of not more than \$2,000 or by imprisonment for not more than one year or both.

For the purpose of this section, the word “furnish” shall mean to knowingly or intentionally supply, give or provide to or allow a person under 21 years of age, except for the children and grandchildren of the person being charged to possess alcoholic beverages on premises or property owned or controlled by the person charged. (See M.G.L., Ch. 138, ¶34.)

### **Serving Alcohol to Intoxicated Persons**

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

### **Alcohol and/or Drugs and Driving**

Transporting alcohol: It is unlawful for a person under 21 years of age to knowingly drive a car with alcohol in it or carry alcohol on their person unless accompanied by a parent.

Conviction is punishable by mandatory suspension of driver’s license for 90 days. Punishment also includes a fine of not more than \$50 for the first offense and not more than \$150 for a second or subsequent offense.

### **Open Container in a Motor Vehicle**

It is unlawful for a person to possess an open container of alcoholic beverage in the passenger area of any motor vehicle. The passenger area is defined as the area designed to seat the driver and passengers while the motor vehicle is in operation and any area that is readily available to the driver or a passenger while in a seated position, including, but not limited to, the glove compartment.

Violation of this section is punishable by a fine of not less than \$100 or more than \$500. (See M.G.L., Ch. 90, ¶ 24I.)

### **Operating a Vehicle Under the Influence**

If arrested, the driver will be detained by the police and read their rights. The vehicle will be towed and the driver taken in a police cruiser to the police station for a breathalyzer test. Refusal to take this test will result in automatic suspension of license for 120 days.

- If the breathalyzer test registers over .05 but below .08, the driver will be held, but there will be no presumption of driving under the influence.
- If the test registers .08 or over, the driver will be held, and there will be a presumption of driving under the influence. The driver will be kept in the police lockup until bailed out. Upon arraignment, the license of the defendant having a breathalyzer of .08 or above is immediately suspended for 90 days.

For persons under 21 years of age, there will be a presumption of driving under the influence if the test registers over .02. The driver will be kept in the police lockup until bailed out. Upon arraignment, the license of the defendant will immediately be suspended for 180 days. Drivers between the ages of 18 and 21 who refuse or fail a breathalyzer test must complete a Youth Alcohol Program (YAP) and suffer a 180-day license suspension. In addition, the law mandates a fine dedicated to the Trust Fund for Head Injury Treatment Services, allows out-of-state convictions to be used to calculate repeat offenses and allows a court to look back 10 years to calculate repeat offenses. For more information regarding offenses, including first–fifth offense conviction information, see M.G.L., Ch. 90, paragraph 24.

### **Homicide by Motor Vehicle**

Anyone who operates a motor vehicle while under the influence of intoxicating liquor and who operates that vehicle recklessly or negligently so as to endanger and who, by any such operation, causes death shall be punished by imprisonment for not less than two and one-half or more than 15 years and a fine of not more than \$5,000. Punishment also includes suspension of license for 15 years with first offense and lifetime suspension with subsequent offense.

### **Drug Enforcement Laws**

#### **An Act Providing for Drug-Free Schools**

Effective July 11, 1989, anyone convicted of dealing drugs within 1,000 feet of an elementary, vocational or secondary school faces a mandatory two-year prison sentence. It will not matter whether the dealer knew they were near a school, whether it is a public or private school or whether the school is in session. The law pertains to drug distributors, manufacturers or persons possessing a controlled substance with intent to distribute it. A fine of up to \$10,000 may also be imposed but not in lieu of the two-year term of imprisonment.

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

This law provides that a conviction of any drug offense shall result in the loss of the right to drive for a period of up to five years. A minor who does not yet have a driver's license at the time of their conviction can lose the right to obtain a license until reaching age 21.

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

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

## **Smoke- and Tobacco-Free Campus**

All smoking is prohibited on the Mount Holyoke College campus. "All smoking" includes all tobacco products, including cigarettes, cigars, pipes, all forms of smokeless tobacco, vaping and electronic cigarettes, tobacco and tobacco products and any substance burned for the purpose of inhalation. This explicitly includes cannabis, which is already prohibited by law anywhere within the College boundaries. For more information on the College Smoke- and Tobacco-Free Policy, please review the full policy at <https://www.mtholyoke.edu/policies/smoke-and-tobacco-free-campus>.

## **Safety Policies**

### **Adverse Weather**

On occasion during the academic year, adverse weather conditions call for the delayed opening, early closing or cancellation of classes, programs, activities or services. In such cases, the College employs several methods to ensure the campus community is notified:

- Mount Holyoke College weather line: 413-538-2330.
- Mount Holyoke College website: [mtholyoke.edu](http://mtholyoke.edu).
- my.mtholyoke for students, faculty and staff.
- Community email announcements.
- Mount Holyoke College's official Facebook and Twitter channels.
- TV: Channel 22 (WWLP), NBC TV affiliate; and Channel 40 (WGGB-TV), ABC affiliate.

Our goal is to have a decision about any campus inclement weather delays made and posted immediately or by 6:30 a.m. when the decision is made overnight.

Many factors go into the decision regarding opening and closing, with primary consideration resting with the safety of students and employees.

Campus entrances, walkways and parking lots are cleared to provide broad access for the community. Priority is given to walkways, ramps, parking lots and building entrances that provide access to individuals with disabilities. Anyone encountering a barrier due to adverse weather, such as fallen tree limbs, snow or ice, should contact Facilities Management at 413-538-2012 to report the location and condition of the barrier. Facilities Management is available between the hours of 7 a.m. and 4 p.m. After hours, call Public Safety and Service at 413-538-2304.

Individuals with specific routes, pathways or entrances of concern should speak with the Section 504 coordinator, contactable at 413-538-3642 or via email at [section504coordinator@mtholyoke.edu](mailto:section504coordinator@mtholyoke.edu).

The College has adopted a "weather team" to monitor weather forecasts with the potential of significant impact to campus. The constitution of the team is broad, including the president of the College, the Office of the Dean of Faculty, Human Resources and the Section 504 coordinator.

## **Fire Safety and Violation Policy**

It is a violation of the honor code to refuse to leave during the fire drill, to partake in negligent behavior leading to a fire or to engage in hazardous behavior such as possessing and/or using candles and incense or obstructing the sprinkler system. Students must assume responsibility for the behavior of their guests in residence halls and can be fined and held responsible for guests' violations of these policies. For a list of approved and prohibited items, please refer to the campus packing list: <https://embark.mtholyoke.edu/orientation/packing-tips/>.

If you have disability-related concerns about fire alarms, fire drills and/or emergency response support, please contact Disability Services.

You can review the full policy for fire safety in the residence halls here: <https://www.mtholyoke.edu/policies/fire-safety-residence-halls>.

## **Hazing Policy**

Hazing is a serious offense. The College encourages students to report such offenses promptly. Hazing is prohibited by both Commonwealth law and the Mount Holyoke College Honor Code and will not be tolerated in this community of trust. All reported cases of suspected hazing will be seriously investigated with a fair process. For more information on the College Anti-Hazing Policy, please review the full policy at <https://www.mtholyoke.edu/policies/anti-hazing-policy>.

## **Weapons and Firearms Policy**

In accordance with Massachusetts General Law Chapter 269 Section 10j, weapons are prohibited on the grounds of the College with the exception of law enforcement officers duly authorized to carry such weapons. No person shall be permitted to carry firearms or other weapons, concealed or not concealed, with or without a concealed weapon permit, while on properties owned or controlled by the College or in the participation of a College-related course, activity or other business off campus.

For the purposes of this policy, the term "weapons" includes, but is not limited to: firearms of any nature or description, including shotguns, rifles, pistols and revolvers, paintball guns or BB/pellet guns; firearm replicas; ammunition; martial arts-type weapons; explosives including fireworks, smoke grenades and paint bombs; bows, crossbows, arrows; slingshots; switchblade knives, double-edged knives or hunting (pocket-style) knives with a blade length of three inches or greater; swords; pointed metal darts; (unauthorized) pepper spray; or any other destructive device or instrument that may be used to do bodily injury or damage to property. In addition, items that may be used as weapons, whether or not they fit the definition above, will be subject to seizure.

Because these weapons may pose a clear risk to persons and property on the campus, violation of the regulations may result in administrative action from the College and/or prosecution under the appropriate state or federal laws.

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

## **Personal Vehicles on Campus**

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

[mtholyoke.edu/directory/departments-offices-centers/parking-office](http://mtholyoke.edu/directory/departments-offices-centers/parking-office). Policy violations or noncompliance with parking rules and regulations may be addressed primarily by the Office of Public Safety and Service using the process and procedure set out by that office.

## **Bicycles on Campus**

All bicycles on campus must be registered with Public Safety and Service. Registration is free and can be done Monday–Friday, 9 a.m.–3 p.m. at Public Safety and Service. The registration decal will expire upon the student graduation date or no longer than four years from the original registration date.

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

Bicycles may not be secured to fire hydrants, trees, parking signs, ramps or railings or left in the path of egress in any building on campus.

Bicycles left over the summer that have expired decals or are not registered will be considered abandoned and will be confiscated and discarded.

Any bicycle in violation of the College's bicycle policy or that is unregistered will be confiscated and, if not claimed within 30 days, discarded.

## **Right of Entry by Public Safety and Service**

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

Public Safety and Service officers may conduct searches of persons and their immediate surroundings in the course of making an arrest to seize weapons that might endanger the officer. They may also enter a student's room without permission when pursuing a fleeing suspect. Persons arrested by Public Safety and Service officers will be searched and their property inventoried as a matter of department policy. Evidence or information about any illegal items obtained from an inventory search subsequent to an arrest may be used against the arrested individual.

Public Safety and Service officers may search student rooms, vehicles or possessions for evidence of a crime with a valid judicial search warrant. Public Safety and Service officers may enter a student room without permission in response to an emergency such as threatening life or health situation or threat to the property of the College and/or campus community member. Should Public Safety and Service see evidence of a crime in plain view, they are under a legal duty to seize the evidence and, if appropriate, make an arrest.

Public Safety and Service officers have a legal duty to seize any illegal items in plain view when they are located in a space where the officer has a right to be present. Officers have a right and are expected to patrol all public and common areas of the College. The procedure for seizing items under the plain view doctrine will be done in accordance with federal and state laws. The College may take still and video photographs of serious incidents and disasters to preserve a record. The director of Public Safety and Service or designee will determine the need for such evidence and documentation.

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

### **Unauthorized Entry**

No student shall make unauthorized entry on or into any College facility, building, office, attic or roof or other College property without permission or in instances when the person knew or should have known that such access is restricted. This includes trespassing, propping or unauthorized use of alarmed doors for entry into or exit from a College building, and the possession, duplication or use of keys to College facilities. Further, no student shall enter or remain in a private room, office or restricted area under control of another student, faculty member or College official.

## **Missing Person Policy and Procedure**

### **Background**

This policy is intended to establish formal notification procedures for students who reside in Mount Holyoke Student housing and are reported as missing, as required by the Higher Education Act as amended by the Higher Education Opportunity Act (HEOA), effective October 1, 2010.

### **Missing Student**

A student is considered missing when Mount Holyoke Public Safety and Service has determined the student to be missing. Concerns that may give rise to a missing student investigation may consist of but are not limited to:

- a. Medical or health related problems.
- b. The student has not regularly attended classes and has not been seen elsewhere.
- c. A Mount Holyoke official has made an inquiry of concern.
- d. A parent, roommate or suitemate of the student has reported such disappearance due to irregular contact with the student.
- e. Residential Life staff believes that a student may be missing based upon absence from the residence or other information received by staff.

While an unexplainable absence of more than 24 hours gives rise to heightened concern, a student may be determined to be missing even if the student has been absent from the campus for a period of less than 24 hours.

### **Policy Regarding Contact Persons**



Each student living in student housing has the option to identify an individual to be contacted by the university no later than 24 hours after the time that the student is determined missing.

Only authorized campus officials and law enforcement officers, acting in furtherance of a missing person investigation, may have access to missing student contact person information.

Students residing in on-campus housing or affiliated properties will be notified that their emergency contact information will also serve as their missing student contact information, unless the student directs otherwise.

If a student is less than 18 years of age and not emancipated, their custodial parent or guardian will be called in addition to the emergency contact(s).

\*Contact is contingent upon the correct emergency or missing student contact information being made available by the student.

### **Actions to Be Taken When a Student Is or May Be Missing**

If a student is suspected of being missing, then the reporting party will typically first notify Residential Life or Division of Student Life staff.

Staff that receives a report that a student is or may be missing, or who suspects that a student is missing, will initiate the missing student notification protocol, which includes an attempt to gather information regarding the student's current whereabouts. Staff will also immediately contact Public Safety and Service for consultation and to convey any report staff has received that a student is missing.

If staff cannot immediately locate the student suspected of being missing, then staff will also report the suspicion that the student is missing to appropriate administrators and to the key campus partners.

Public Safety and Service will actively conduct an investigation to determine the status of any student reported to be missing or suspected of being missing. The investigation will be conducted pursuant to established police procedures. Public Safety and Service will provide relevant updates to the reporting staff and key campus partners. Steps taken to find a student may include:

- Gathering all essential information about the person (description, clothes last worn, where subject might be, with whom they might be, vehicle description, etc.), and every effort will be made to make contact directly with the student or their designated contact(s).
- Obtaining an up-to-date photograph to aid in the search.
- Obtaining information about the physical and mental wellbeing of the individual.
- Notifying appropriate campus staff to aid in the search for the individual.
- Notifying and working with other law enforcement agencies.
- Conducting a thorough search of all campus buildings, grounds and parking lots may occur.
- The obtaining of class schedules and searching of appropriate classrooms will be conducted.

If Public Safety and Service makes a determination that the student has been missing for more than 24 hours, then the College must notify the missing student contact of this determination. If such a missing student is less than 18 years of age and not emancipated, then the parent(s)/guardian of the missing student must also be notified. The College may notify the missing student contact if the student has been determined by Public Safety and Service to be missing for a period of time less than 24 hours if circumstances warrant.

### **Follow Up**

When the student is found, professional staff will contact the student and inform them of support services available on campus. In certain situations, Residential Life staff may consult with the vice president of student life/dean of students office to determine if additional follow up is needed. This support should also be offered to any other students (e.g., roommates, friends) affected by the incident.

If the search for the missing student is deemed unsuccessful, the vice president of student life/dean of students and other Division of Student Life staff members will decide what further action(s) should be taken.

Mount Holyoke College policies are subject to revision without notice.

### **Animals on Campus**

The College has established the following policy to provide for the health and safety of Mount Holyoke College students, faculty, staff and visitors; for the protection and enjoyment of the College's property; and for the responsible management and operation of the College.

A reasonable pet policy, focused on owner responsibility, supports the quality of campus life inside and outside of buildings while minimizing the use of resources on avoidable cleanup and repairs. Beyond the obvious concerns for property maintenance and personal welfare, it is hoped that these regulations will foster an atmosphere where all can enjoy the College's facilities in a comfortable and relaxed setting.

The College's properties are private. The pet policy is consistent with Massachusetts law, which holds that a dog's owner is responsible for the behavior of the dog.

### **Scope**

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

### **Animals on Campus Policy**

#### **Inside Buildings**

Pets are not allowed inside College buildings, including student housing. This prohibition does not apply to:

- Service animals accompanied by their owner or handler, subject to the College's Service Animal Policy.
- Support or assistance animals permitted in student housing as an accommodation for a disability.
- Trained therapy animals that are providing therapy services for students in approved offices.
- Animals brought to campus for approved College-sponsored events, e.g., "Hold a Bunny."
- Rental housing in which pets are permitted by the terms of the lease or rental agreement.
- Research animals.
- Working animals owned by the College.
- Horses stabled or in other equestrian facilities owned by the College.

## **Outside of Buildings**

The following rules apply to the College property outside of buildings:

- Pets must be leashed and under control at all times. Pets may not be tied up and left alone outside buildings or elsewhere on College grounds.
- Pets are not allowed on the athletic fields or in gardens at any time, even if leashed.
- Persons with pets must have the means to remove any pet waste (fecal matter) and must pick up and properly dispose of any pet waste left by the pet on Mount Holyoke property.
- Persons with pets must immediately clean up or repair any incidental damage caused by the pet (including digging damage). Cleanup or repairs should be thorough enough so that no work is created for College staff or inconvenience is caused for members of the College community or visitors.
  - If the damage cannot be cleaned up or repaired by the person in control of the pet at the time the damage is caused, the damage should be reported immediately to Public Safety and Service.
- Pets are not permitted in any College-owned vehicle. This prohibition does not apply to service animals accompanied by their owner or handler, subject to the College's Service Animal Policy.

## **Financial Responsibility**

A person who has an animal on campus (including in College housing) is financially responsible for property damage caused by their animal, such as the cost of repairs, replacement or cleaning of facilities or furnishings and for any injury caused to other persons by the animal.

## **Policy Violations**

- Supervisors and Public Safety and Service will handle violations of this policy using a system of progressive corrective measures. College employees who observe policy violations are encouraged to inform individuals of the policy and inform Public Safety and Service if necessary.
- In the case of an employee, the individual's supervisor will give the violator a verbal warning that will remind them of the rules and their specific violation. If the violation continues, the person's supervisor may give the violator a written warning that will inform them of the seriousness of the infraction. A written warning may also be given if an owner refuses to clean up or be responsible for incidental damage.
- In the case of non-employees, Public Safety and Service will give a verbal warning and notification of the policy. The pet and the pet's owner may be excluded from campus.

## **Incident Reporting**

Incidents of animal bites should be reported to Public Safety and Service within 24 hours. The incidents will be investigated on an individual basis by a Public Safety and Service officer following state and College guidelines.

### **Service Animals**

The scope of this policy [<https://www.mtholyoke.edu/policies/service-animals>] is to set forth the College's policy, guidelines and requirements with respect to the admittance and use of service animals on its campus or in other College programs. Service animals are defined as dogs that are individually trained to do work or perform tasks for people with disabilities. The work or task the animal has been trained to provide must be directly related to the person's disability.

The policy applies to any service animal whose user or handler is participating in the College's programs or activities or who is on the College's campus, including College housing. This policy includes students, employees and third parties. The policy applies to all service animals, including working service animals, service animals-in-training and service puppies.

This policy does not apply to other animals on campus, including pets, emotional support animals, horses brought onto campus as part of the College's equestrian program or research animals. See Related Policies for references to these policies.

## **Residential Campus**

### **Attending a Residential Campus**

#### **Residential Life**

The Office of Residential Life, [mtholyoke.edu/reslife](http://mtholyoke.edu/reslife), is responsible for the administration of and student life in the residence halls on campus at Mount Holyoke. The professional staff in the Office of Residential Life are responsible for hiring, training and supervising more than 80 student leaders (community assistants and residential fellows) who live in the halls and serve as mentors and resources for the students there. A resident advisor (RA) is responsible for every floor, and a residential fellow (RF) is responsible for every hall. Residential Life is also responsible for building community in the residence halls through programming and maintaining community standards, by addressing policy violations in the halls through restorative practices and the disciplinary process. All roommate conflicts, room changes, room assignments and room lottery processes are addressed through the Office of Residential Life.

### **Residential Policies**

#### **Expectation to Comply**

All students living in College housing are required to comply with all rules, regulations and policies related to student housing. This includes, but is not limited to, the information outlined below and various Residential Life publications, including, but not limited to, opening and closing dates, break housing notices and the annual housing lottery information.

## **College Staff Access to Rooms**

College staff (including, but not limited to, Public Safety and Service, the professional staff on call, Residential Life, Facilities Management and LITS personnel) may enter a student's room to perform services and maintenance or respond to an emergency. Professional Residential Life staff may enter a student's room in case of health and safety concerns.

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

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

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

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

## **Emergency Entries**

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

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

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

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

## **Furniture and Furniture Removal**

Each residential space is equipped with furniture provided by the College. All College-owned furniture must remain in the student's room. The resident(s) of a room will be charged for any damaged

furniture and/or furniture missing from their space. Requests regarding furniture and/or furniture removal must be fully approved through Disability Services prior to removal of the furniture.

## **Golden Pears**

Students are responsible for the proper maintenance of the Golden Pears (kitchens) and associated areas of the residence halls. Countertops, cupboards, cutting surfaces, dishwashers, floors, ovens, refrigerators, sinks and stoves must be cleaned at least daily to lessen the risk of food-borne illnesses and to discourage unwanted bugs and rodents. Failure to keep the kitchen area in proper sanitary condition could result in closing the Golden Pear. Students with documentable need to be living in proximity to a Golden Pear kitchen should contact Disability Services to request proximity housing and will retain access to the Golden Pear in case of closure.

## **Guest Policy**

Student rooms serve multiple purposes, and the Office of Residential Life encourages roommates to discuss rest, academic and social expectations within their room. As a residential college, rest and study have priority over entertainment. The guest policy applies to all residential students and is in effect for the fall and spring semesters. No overnight guests are permitted during summer housing, winter break and January Intersession.

Students are allowed to invite guests into the residence halls and are required to complete a [Guest Registration Form](#). The College considers a guest of the campus to be anyone who is not an actively registered Mount Holyoke student. A guest in a residential context is any student who is not a resident of the hall or an assigned occupant in the residence hall room.

Student organizations hoping to have more than 15 guests on any given night must follow the hosting guidelines, <https://embark.mtholyoke.edu/residentiallife/res-life-policies/>:

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

## **Overnight Guests**

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

- Overnight is considered any stay in the residence hall between the hours of 2 a.m. and 8 a.m.
- The actual permitted number of overnight visits should be agreed upon by roommates. The maximum number of overnight visits per semester is 16 per visitor.

- No overnight guest can stay in residence longer than seven consecutive days. Overnight guests are limited to one seven-consecutive-day stay per semester.
- Hosts and guests cannot sleep in residence hall common rooms, academic spaces or community spaces such as the Community Center.

## Hallways

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

## Unapproved Moves/Room Changes

Students are not allowed to move into a new room assignment or change rooms with another student without the express permission of the Office of Residential Life. For questions about changing rooms, students should contact the Office of Residential Life. For more information on room changes, visit [mtholyoke.edu/reslife/room\\_change](http://mtholyoke.edu/reslife/room_change).

## Mid-Semester Leaves and Moving-Out

When a medical leave is approved, the student will be allowed up to three days to remove belongings and vacate the residence halls. If additional time is needed, the student should speak with the director of Residential Life to request extended time to move out. Extending time in the residence halls may affect the amount of any refund due, if applicable, or result in a late stay charge. The College has a list of vendors, [mtholyoke.edu/directory/departments-offices-centers/residential-life/storage-space-students](http://mtholyoke.edu/directory/departments-offices-centers/residential-life/storage-space-students), who provide storage and shipping services.

## Keys and OneCards

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

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

## Exterior Doors and the OneCard System

Exterior doors to residence halls are locked at all times and may be accessed through the OneCard system. If a OneCard is lost or stolen, students should report it to Public Safety and Service and/or the Technology Help Desk immediately. To replace a OneCard during business hours, students should go to the Technology Help Desk, located on the fourth floor of LITS in the Information Commons. Public Safety and Service provides after-hours OneCard replacements. OneCard replacements are free of charge. Students are not allowed to loan their OneCard to visitors or other students.

More information about OneCard services can be found on the LITS website:

<https://lits.mtholyoke.edu/OneCard>.

## **Lock Changes**

If a student loses their key, they should report it to the Office of Residential Life, which will work with the Department of Facilities Management to change the lock core. This cost for replacement keys and the re-core appear on the student's bill. Replacement costs:

- Room key \$25.
- Re-core change \$75.

## **Lockouts**

Students locked out of their rooms should look for the residential life fellow (RF) or resident advisor (RA) in their building. The RF or RA will provide each student with three lockouts per semester. If the student staff is unavailable or the student has surpassed three lockouts per semester, the student should call Public Safety and Service. Lockouts handled by Public Safety and Service personnel are free.

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

## **Lost Keys**

If a student loses their key, they must report the loss to the Office of Residential Life, who will order a new key from Facilities Management. New keys may be picked up Monday–Friday, 9 a.m.– 5 p.m., at the Division of Student Life suite in 205 Blanchard Hall. Students will be billed for the new key through their student bill. Students must show an identification card when picking up a new key.

If a student who has lost their keys suspects that an individual unassociated with the College has them, the student is expected to have the lock of their room changed. This type of incident should be reported to Public Safety and Service.

## **Animals**

For the safety and comfort of all residents, animals are forbidden in College-provided housing at all times, with the exception of service animals, emotional support animals approved through Disability Services and fish that can be safely and humanely contained in a tank or bowl of 5 gallons or less.

If a student's family or friends intend to bring an animal to campus, they must remain outside of the College-provided housing and follow all College policies on walking animals on campus.

Students who would like to have an emotional support animal must be approved for this accommodation by Disability Services before the animal arrives on campus. Students seeking to bring a service animal on campus should refer to the Service Animal Policy for specific details and guidelines: <https://www.mtholyoke.edu/policies/service-animals>. Students approved for an emotional support animal must follow the guidelines that are provided in the animal contract that will be signed



with Disability Services. Aquarium lights and filters are allowed and must meet Mount Holyoke College's fire safety guidelines.

Students are responsible for the well-being of their animals throughout the academic year and break periods. The College will consider other animal species in residence on a case-by-case basis in accordance with federal regulations. Such requests should be made through the Disability Services.

## **Quiet Hours**

Students are expected to be courteous and respectful of one another regarding room noise and activity at all times. Established quiet hours are 10 p.m.–8 a.m. from Sunday night to Friday morning and 2 a.m.–10 a.m. from Friday night to Sunday morning. Quiet floors are located on the first, second and third floors of Safford Hall and the fourth and fifth floors of 1837 Hall. These spaces have 24-hour quiet hours with silent hours from 10 p.m. to 8 a.m. Outside of quiet hours and courtesy hours, there are 24-hour quiet hours during the examination period, which begin at midnight of the first reading day. Quiet hours can be extended — but not reduced — through voting facilitated by the hall staff.

## **Residential Community Responsibility**

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

## **Smoke-Free Residence Halls**

Mount Holyoke College is a smoke- and tobacco-free campus. All residence halls are completely smoke-free spaces. The definition of smoke-free includes the use of all tobacco products, including cigarettes, cigars, pipes, all forms of smokeless tobacco, vaping and electronic cigarettes, tobacco and tobacco products, and any substance burned for the purpose of inhalation. No smoking may take place in any space in these buildings. This includes, but is not limited to, student rooms, lounge spaces, bathrooms, balconies, porches and fire escapes. Students caught smoking in the residence halls will be assessed a minimum fee of \$50.

See the Residence License Agreement here:

[embark.mtholyoke.edu/residentiallife/residence-license-agreement/](http://embark.mtholyoke.edu/residentiallife/residence-license-agreement/).

## **Residence Hall Common Area/Lounge Reservation Policy**

Mount Holyoke College makes available the opportunity for students to host small, community-friendly events in the common spaces of residence halls, such as hall bonding activities, holiday gatherings, game nights and TV and sports viewing that would not be as comfortable or as enjoyable in a residence hall room. If program or party ambitions are too large for a common space, campus services will be needed, or if bartending will be part of the event, students can talk with the Office of Student Involvement about other options on campus.

All individual student-planned events, other than these smaller in-hall happenings, must register through the Office of Student Involvement with an Event Registration Form (ERF):

[docs.google.com/a/mtholyoke.edu/forms/d/e/1FAIpQLScwzQi9-cDabCAhCTvHevV-0VuHnM6LAPTzhovGbr4Eg5gT8g/viewform](https://docs.google.com/a/mtholyoke.edu/forms/d/e/1FAIpQLScwzQi9-cDabCAhCTvHevV-0VuHnM6LAPTzhovGbr4Eg5gT8g/viewform).

All registered student organization–planned events, even those through the Common Space Reservations, must register through the Office of Student Involvement using the ERF, unless the

intention is for a meeting of 35 people or fewer. The ERF must be submitted at least 14 days in advance; therefore, a Common Space request should be submitted a minimum of 16 days in advance.

Spaces are reservable by individuals or student organizations for meetings, rehearsals, study groups and so on, but they are not intended for weekly/regular reservations so that the space remains available for more varied usage. If regular weekly meeting space is needed, students may consider a room on campus and use the Request a Space page to reserve it:

[emsweb.mtholyoke.edu/EmsWebApp/?\\_ga=2.241454858.924378162.1661171733-1515269901.1659359107](https://emsweb.mtholyoke.edu/EmsWebApp/?_ga=2.241454858.924378162.1661171733-1515269901.1659359107).

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

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

12. Residence hall kitchens (known as “Golden Pears”) are not reservable.
13. Events that do not adhere to the Common Space Reservation guidelines and/or policies will be shut down by any member of the Public Safety and Service, the Residential Life professional or student staff, the professional staff on call, or other College administrators or staff.
14. Any violation of policies in conjunction with a gathering can result in sanctions against the hosts as individuals, in addition to other noncompliant individuals.

After reading and understanding the guidelines, students should complete the Common Space Reservation Request form. Students should allow two business days for the desired building’s area coordinator to process the request.

For information on event planning, use this link: <https://embark.mtholyoke.edu/osi/event-planning/>.

## **Responsibility for Living Space**

All occupants of a shared living space are responsible for all activities taking place in their space, including common rooms in suites, whether they are present or not. All occupants can be held responsible for any prohibited or illegal activity or for any prohibited or illegal items found in the space.

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

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

## **Roof and Porch Access**

For safety reasons, students are not permitted on the balconies — excluding the Dickinson balconies — or roofs of Mount Holyoke College buildings, including residence halls. Damage to the roofs, unknown structural integrity problems and missing guardrails and handrails make climbing or walking out on roofs very hazardous. Excluding Dickinson House, no rooms have private outdoor spaces or balconies.

## **Searches by Law Enforcement Officials**

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

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

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

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

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

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

The Public Safety and Service department is responsible for the coordination of all searches and seizures by public officials and outside law enforcement on the Mount Holyoke College campus.

### **Roommates' Rights and Responsibilities Connected to Privacy and Inspection**

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

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

### **Statement on Privacy and Room Inspections**

Residential Life and Facilities Management assess the condition of each room at the beginning of the academic year. This assessment indicates the physical state of the room and all of its contents at the time of the student's arrival. Any missing furniture or change in the state of the room or its facilities beyond reasonable wear will be billed to the student. Students will be charged for the actual labor of a major repair and replacement costs of furniture. A \$100 cleaning fee is assessed if any personal belongings or trash is left behind in the residence hall room when students vacate the space. Any painting of student rooms or College furnishings is prohibited. There will be a minimum fee of \$400 for any painting in a student room or on College furnishings.

Residential Life staff and Facilities Management staff inspect rooms periodically to ensure compliance with fire safety regulations. Another inspection takes place after students leave. Students will be notified in advance of these inspections.

In addition, South Hadley departments of public health, public safety and fire may send inspectors to conduct routine inspections of residence halls, including student rooms, bathrooms and common areas and storage areas. These inspections may result in College sanctions for any student who is responsible for violations of College policy.

Routine inspections are scheduled in advance and generally occur during the College business day (Monday–Friday, 8:30 a.m.–5 p.m.). Inspectors will provide a minimum notice of 24 hours. Inspectors are escorted by a Mount Holyoke College employee. To inspect an occupied student room, the inspector must present the appropriate credentials and request permission from an occupant before inspecting.

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

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

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

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

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

The College provides storage to active students during the academic year. There is a trunk room in each residence hall to provide storage to students during the academic year. The trunk room is intended for academic-year storage only. The Mount Holyoke College academic year begins with the opening of school in September and ends with the closing of the residence halls for the underclass students in May. The trunk room is designed to provide space for boxes, suitcases and those few extra items students bring from home but realize they do not need. Trunk rooms are large enough only for students to store a few belongings. Room furniture, upholstered/overstuffed furniture, bikes and items stored in open containers pose fire risks to the community and are prohibited from the trunk rooms. If these items are found in a trunk room, they will be removed and disposed of immediately.

At the end of each academic semester, Facilities Management staff goes through the trunk rooms and removes abandoned items and unsafe items. Students store belongings at their own risk. The College is not responsible for protecting or securing items stored in trunk rooms. The College is not responsible for anything stored in the trunk rooms. Items may be inadvertently removed and discarded, misplaced, stolen or subject to other accidental damage or loss. The College strongly encourages students to make off-campus arrangements.

To obtain access to the trunk room, please contact the residential fellow. Public Safety and Service, Facilities Management and the Office of Residential Life will not unlock trunk rooms. The trunk room is a locked but unsecured area. Access is available to any student or staff member affiliated with the College. Many trunk rooms are located in residence hall basements and subject to moisture and climate changes.

At the closing of spring semester, or upon any extended separation from the College (medical leave, withdrawal, graduation, etc.), students must take belongings home or locate an off-campus storage facility.

### **Storage Guidelines**

Items stored in trunk rooms must be clearly marked with name, class year and date of storage.

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

What types of items can be stored?

- Luggage and trunks.
- Plastic storage bins with lids.
- Refrigerators and microwaves.
- Rugs (must be rolled, tied and labeled).

What types of items cannot be stored?

- Furniture of any kind, futon frames, etc.
- Items stored in large travel bags or garbage bags.
- Crates or boxes with no lids.
- Bikes.
- Floor lamps.
- Flammable or hazardous materials.

### **Summer Storage**

There is absolutely no storage available during the summer months. Students must take their belongings home during the summer months or locate an off-campus storage facility. Any items found in trunk rooms during the summer months will be discarded. Graduating seniors must remove all belongings from the trunk rooms immediately following graduation. After graduation, any items remaining in the trunk room belonging to graduated seniors will be removed and disposed of.

### **Vandalism**

Students are expected to refrain from behavior that can damage their residence or the belongings of others, including any College property. In addition, students are responsible for the behavior of their guests and will be held accountable for their actions. Students will be billed for the costs of any vandalism that they cause or that may be caused by their guests and may face additional sanctions. In the event the cause of any loss or damage to the residence hall, its common areas, furnishings or fixtures cannot be determined after reasonable investigation by the College, the cost of such loss or damage shall be prorated to each student assigned to the residence hall (or room, suite, where appropriate), regardless of whether such student was present in the residence hall at the time of such loss or damage.

### **Off-Campus Housing Policy**

Mount Holyoke College is a residential campus, and the majority of our students live on campus so they can engage in our inclusive, compassionate and authentic communities. Students whose home address is local may choose to commute to campus. Francis Perkins scholars are not required to live on campus.

We know that some students are excited to experience life off campus, and so the College permits a finite number of juniors and seniors to live off campus each year. These students typically live in houses or apartments in the local area and must apply to live off campus.

Students who wish to live off campus must meet all of the qualifying criteria and adhere to the instructions that follow in order to be eligible to live off campus.

Important note: Students should not sign an off-campus lease until they have received final approval from the Office of Residential Life; it is a violation of College policy to live off campus without prior approval. Simply signing a rental agreement with a landlord does not guarantee that a student will be released from College housing. Signing a rental agreement in advance of being released is also a significant financial and legal risk, which is borne solely by the student and/or parents/guardians. The ability to live off campus is a privilege. The Office of Residential Life, in conjunction with the Division of Student Life, reserves the right to deny any student permission to live off campus where appropriate.

### **Off-Campus Housing Application and Agreement**

If a student receives permission to live off campus, the student will be required to complete an acceptance form and agree to all the terms outlined in the form.

Students can apply to live off campus. The application will be available by mid-February for the next academic year.

To be approved to live off campus, students must acknowledge the following:

- Living off campus is a privilege and not a right.
- Permission to live off campus can be revoked by the Office of Residential Life or the Division of Student Life at any time.
- If permission is revoked, students will be assigned on-campus housing over the summer.
- The College will not be held responsible for any financial commitments or losses related to a student's off-campus rental.
- The student will abide by all applicable laws (local, state and federal), especially those regarding noise and alcohol, and by College policy, including the Mount Holyoke College Honor Code and Student Conduct Code, which hold students accountable for their behavior on and off College premises.
- By choosing to live off campus, it is understood that Mount Holyoke Public Safety and Service, or other campus officials, will not respond to off-campus residences. In the case of an emergency, students must call 911.
- In choosing to live off-campus, the student acknowledges that the College has no responsibility for the condition or safety of their off-campus dwelling or for any other conditions or events occurring at their off-campus dwelling. The student explicitly assumes any and all risks associated with living off-campus.

As a prerequisite to living off campus, a student must do the following:

- Complete the acceptance form and agree to the terms outlined in the therein.
- Provide the Office of Residential Life with their complete mailing address of their off-campus residence and cell phone number.

### **Off-Campus Accountability**

Pursuant to the [Mount Holyoke College Student Handbook and Student Conduct Code](#), students are responsible for their behavior on and off campus. The College's strong relationship with the town and its neighbors is vitally important. When off-campus activities cause a disruption to neighbors and this is brought to the attention of the Division of Student Life, the College will hold students accountable.

## **Safety and Security**

A student who chooses to live off campus gives up the benefit of having Mount Holyoke Public Safety and Service, or other campus officials, respond to their residence. This applies in both emergency and nonemergency situations.

In the case of a fire, medical or other emergency, students living off campus should call 911. This applies to off-campus students that require a wellness check for an alcohol- or drug-related situation. Mount Holyoke Public Safety and Service is not authorized to respond to off-campus locations unless requested to do so by the local police department and, in such situations, responds only for informational purposes.

In nonemergency situations, including for nonemergency illness or injury, students living off campus are responsible for their own transportation to available medical care.

# **Student Life and Engagement**

## **Engagement through Cocurricular Activities**

At Mount Holyoke, students have a number of avenues for getting involved and furthering their engagement in areas of personal passion and interest within the College and in local communities. Mount Holyoke provides these avenues through a range of cocurricular activities and views these opportunities as an important aspect of a college education that introduces students to new ideas, perspectives and experiences.

Cocurricular involvement for individual students can build organizational and leadership skills that are transferable to life beyond Mount Holyoke College. In addition, cocurricular opportunities are a great way to connect to other students and members of the College community and to put what has been learned in the classroom into action.

There are a number of ways for students to connect to cocurricular offerings, including:

- Center for Career Development.
- Division of Student Life.
- The Lynk.
- McCulloch Center for Global Initiatives.
- Office of Student Involvement.
- Weissman Center for Leadership, including the Community-Based Learning program.
- Fellowships at Mount Holyoke.

## **Office of Student Involvement**

The Office of Student Involvement provides students with opportunities for leadership, service and engagement and serves as a hub for connecting them to cocurricular activities. Student Involvement is a great entry point for those seeking opportunities that fit their interests, skills and goals or who are not sure where to start. The office offers a number of ways to get started that you can learn more about at <https://embark.mtholyoke.edu/osi/office-of-student-involvement/>.



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

The Student Government Association, which is known as SGA, is an active leadership group that represents the entire student body in dialogue with College administration and faculty on issues that affect the student body. The SGA leadership comprises an executive board voted in by the student body; a senate that comprises representatives from residence halls, students living off campus and student organizations; and committees formed by the SGA or College community. You can learn more about SGA here: [embark.mtholyoke.edu/sga/home/](http://embark.mtholyoke.edu/sga/home/).

## **Class Boards and Campus Traditions**

Our campus is filled with treasured traditions. Each year students elect a class board to administer the social program and governing needs of their class. Each class board is responsible for carrying on some of the most important Mount Holyoke traditions. You can learn more about campus traditions, important annual events and your class colors symbols here:

[mtholyoke.edu/student-experience/campus-experience/traditions-and-annual-events](http://mtholyoke.edu/student-experience/campus-experience/traditions-and-annual-events) and [mtholyoke.edu/student-experience/campus-experience/traditions-and-annual-events/commencement/commencement-traditions](http://mtholyoke.edu/student-experience/campus-experience/traditions-and-annual-events/commencement/commencement-traditions).

## **Campus Programming Policies**

Many student groups sponsor educational and social events for the campus and surrounding community. Examples include, but are not limited to, festivals, performances, speakers, cultural dinners, parties and conferences held by recognized student organizations, student committees and more. All Mount Holyoke student-sponsored events and programs that occur on campus must follow the student event policy and procedures, available at

[docs.google.com/document/d/1sjuf7lqfqP66gfu9uRct3JQ1-ngisw88-SIDVoyqb0A/edit?usp=sharing](https://docs.google.com/document/d/1sjuf7lqfqP66gfu9uRct3JQ1-ngisw88-SIDVoyqb0A/edit?usp=sharing), as maintained by the Office of Student Involvement. These events must also comply with Event Services registration policies and guidelines. For more information about these policies, including funding through the SGA Ways and Means Committee, refer to the Student Organization Handbook: [docs.google.com/document/d/18TdxUP3cjS4wjZ\\_QCumNE3bAq16liJiWVKweLBNbjMU/edit?usp=sharing](https://docs.google.com/document/d/18TdxUP3cjS4wjZ_QCumNE3bAq16liJiWVKweLBNbjMU/edit?usp=sharing).

It is important to note that the Office of Student Involvement, on behalf of the College:

- Reserves the right to modify or cancel an event if the policy and procedures have not been followed.
- May invoke the ability to change venues, require the event to be ticketed, etc., contingent on the circumstances of the event.
- Will, as needed, connect to any paid vendors, speakers, performers, etc., and/or their agent prior to the event.
- Share information with campus partners such as Event Services, Media Services, Public Safety and Service, Five Colleges, etc.
- Reserves the right to do so without permission from the student organizer.

Students should also note that they, or their organizing group, may be held accountable for additional costs associated with the event, including, but not limited to, audiovisual equipment, facility setup, catering, rentals, security, etc. For the full policy, please see the above link.

## **Use of the Mount Holyoke Name and Logo**

Until a group is officially recognized as a Mount Holyoke College student organization, it cannot represent itself as an official Mount Holyoke constituent, meaning that the group cannot advertise itself with the Mount Holyoke name attached to the group, develop logos or material that do so, etc. To request use of the Mount Holyoke College logo, students should email [communications@mtholyoke.edu](mailto:communications@mtholyoke.edu).

## **Posting Policy**

Flyers and posters are a means of publicizing events at Mount Holyoke. Bulletin boards are located around campus, including in the Kendade Atrium and Eliot House. The guidelines listed here are for those boards.

You can find the Residence Hall Posting Policy here:

<https://docs.google.com/document/d/14xQS2HwTUIPqngshLBz-a3unA4z4ppY0dkH9BR7f4qo/edit?usp=sharing>. Other buildings and academic and business offices may have their own posting guidelines. Please refer to the LITS website for library posting guidelines: <https://lits.mtholyoke.edu/about-lits/policies-guidelines/advertising-and-flyers>. When hanging posters or flyers, students and student groups should:

- Not remove prematurely or alter other people's postings, as this is a breach of the Mount Holyoke College Honor Code.
- Be careful to not cover other postings or spam/post multiple pages of the same announcement on a single board.
- Abide by posting guidelines and/or ask permission when flyering on neighboring campuses or at area businesses.
- Remember that bulletin board postings are for temporary, short-term announcements. In most areas, postings are removed immediately after an event has concluded and/or they have lingered for more than two months.
- When posting and designing publicity material, consider how various members of the College community might respond to the content and appearance of the advertisement. Think inclusivity.
- Advertise the accessibility information, and list a contact in the sponsor group that folks can contact to ask questions and advance accessibility requests.
- Post only on tackable, designated surfaces intended for this purpose.
- Don't post on lampposts, glass doors or windows (inside or outside of windows), banisters, wooden panels, walls, painted surfaces, etc.

Materials should:

- Include the identifying name/affiliation of the sponsor of the materials and a contact for more information.
- Not exceed 11"x17".
- Be free from the misuse of copyrighted materials.

- Not promote the abuse of alcohol and/or illegal substances. A party can advertise “beer and wine available, w/21+ID” but should not advertise “buck-a-beer” or “kegs,” etc.
- During campus elections, be compliant with the regulations of ACE.
- Never block fire equipment or be posted on fire doors.

Questions about posting options can be discussed with the Office of Student Involvement in Blanchard room 327 or by calling 413-538-2478.

## **Chalking Policy**

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

- Only erasable chalk may be used — grease-based chalk is not permitted.
- Chalking may be done only on asphalt roads and walkways.
- Chalkings should be signed with the full name of the person or group responsible.
- Groups or individuals may be asked to remove chalking when necessary.
- Absolutely no chalking is permitted on any brick or building surface.
- No chalking is permitted in any area that is protected from rain.
- All chalking must be appropriate for the general public, including children and any campus guests.

Individuals and/or student groups will be held responsible for any damage and/or cleanup if these guidelines are not followed.

## **Student Organizations Hosting Overnight Guests**

*Please note: This policy is valid only when guests are allowed in the residence halls.*

This policy is for student organization conferences, performances or events hosting more than 15 guests on any given night.

Occasionally, a recognized student organization on campus will want to host a conference, performance or event that includes inviting similar organizations from other campuses to the Mount Holyoke campus. If the event will require an overnight stay and the organization would like to offer guests housing with current organization members, the Office of Residential Life has enacted a specific policy that must be followed.

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

Student organizations hosting overnight guests must follow these guidelines:

- Any organization must make an appointment to meet with the director or associate director of Residential Life for approval. This meeting must take place during the semester prior to the event (e.g., meet in fall 2022 for a spring 2023 event).
- An event is limited to a maximum of 100 overnight guests. This number might be smaller depending on the student organization’s ability to comply with the formula for determining how

many guests are allowed. Under no circumstances will this number exceed 100 people. Guests falling under this policy may not stay more than two nights on campus.

- Student organizations sponsoring conferences, performances or other events may not solicit hosts from the general student body to accommodate overnight guests for the event. Only pre-enrolled, active members of the sponsoring organization may host such guests and must do so within the established parameters of the Mount Holyoke College Guest Policy (<https://embark.mtholyoke.edu/residentiallife/res-life-policies/>). Member solicitation to host must be free of coercion and provide members clear communications on opting out of hosting. Members who choose to host are obligated to gain permission from their roommate prior to agreeing to host. A host (an active organization member) may house only one delegate/guest and will need to sign a host agreement form before the event takes place. Under no circumstances will a Mount Holyoke student be allowed to host more than one guest for the event, regardless of whether they believe their room has the space to do so.
- The representatives responsible for the housing and registration portions of the event will need to provide a full list of hosts and assigned guests to the Office of Residential Life a minimum of one week prior to the event.
- If the event has more overnight needs than can be accommodated on campus in compliance with campus guidelines and state laws, advertising and registration details must be designed and written to encourage delegates or guests to pursue off-campus housing options at area hotels.
- The option for on-campus hosting of guests must be advertised as limited. The College recommends stating that it is available with priority given to those guests who have financial or travel hardships.
- Before registration materials are made public (on a website, in printed materials, on social media, etc.), the plan and materials to register/recruit institutions and guests for this event must be reviewed for compliance with these parameters by the Office of Student Involvement and/or the Office of Residential Life.

Failure to follow this policy can result in the student organization being prohibited from hosting an event on campus that provides overnight housing, an honor code violation or disciplinary action. Students should contact the Office of Student Involvement and/or the Office of Residential Life with questions.

## **Student Groups on Campus**

All student groups are held to the policies and procedures outlined in the Student Handbook, similar to individual students. A student group and its officers and membership may be held collectively and individually responsible when violations of College policy, the honor code, and or community standards by the organization or its member(s):

- Take place at organization-sponsored or co-sponsored events, whether sponsorship is formal or tacit.
- Have received the consent or encouragement of the organization or of the organization's leaders or officers.
- Were known or reasonably should have been known to the membership or its officers.

Student groups will follow the same general student resolution and disciplinary processes. In any such action, individual determinations as to responsibility will be made and sanctions may be

assigned collectively and individually and will be proportionate to the involvement of each individual and the organization.

Student groups will include, but are not limited to, recognized student organizations, student government, club sports, class boards, etc.

## **Event Relocation Policy for Individuals with Disabilities**

Here is the event relocation link: [offices.mtholyoke.edu/risk/event-relocation](https://offices.mtholyoke.edu/risk/event-relocation).

## **Other Important Policies**

### **Leave Policy**

#### **Overview**

Mount Holyoke's Leave of Absence Policy covers four types of leave: academic, medical, personal and mandatory. Students who are considering applying for an academic, medical or personal leave of absence should keep in mind the following:

- Students must be in residence at Mount Holyoke for at least four semesters out of their sophomore, junior and senior years to meet graduation requirements, and they must earn at least 64 Mount Holyoke credits during these semesters. The 64 Mount Holyoke credits can include Five College credits taken during the academic year through the interchange (not while on leave).
- Financial aid recipients should visit the Office of Student Financial Services for information on financial aid and student accounts prior to applying for a leave of absence in order to understand how taking a leave might affect aid eligibility in future years, if there is any tuition account balance due or if any student loans will enter repayment.
- Students taking a leave during their first seven weeks of the semester should speak with the Office of Student Financial Services about receiving a partial refund for tuition and room and board, based on the following schedule:
  - Week 1 = 90%.
  - Week 2–3 = 75%.
  - Week 4–5 = 50%.
  - Week 6–7 = 25%.
- International students attending the College on an F1 visa or other visa status must consult with the immigration specialist at the McCulloch Center for Global Initiatives before applying for leave, as a student's immigration status will be affected by any leave.

- Typically an approved leave of absence is no less than one semester and no more than four semesters.
- Students should discuss a potential leave with their faculty advisor, academic dean, family members or other contacts, such as health or counseling staff.
- A student may be required by the College to take a mandated leave of absence.
- When a leave is effective as of the first day of classes or later, withdrawn courses will remain on the transcript with a W notation.
- A student on leave is not entitled to participate in any College program or activity, including student employment. Students may be restricted from visiting campus at the sole discretion of the College.
- Students must be in good financial standing in order to return from a leave of absence. All past-due balances must be paid and student loans must be in good standing. Contact Student Financial Services with any questions.

## **Leave Types**

### **Academic Leave**

Academic leave includes study abroad, all exchange programs and full-time study at other U.S. colleges and universities. Students must earn the equivalent of 16 credits per semester while away.

### **Personal Leave**

Personal leave is for students who plan to be away for a variety of personal reasons that may include, but are not limited to, employment, travel and/or financial concerns. Students on personal leave may earn up to 16 credits per semester of academic credit at an accredited institution within the United States, with approval from the registrar.

### **Medical Leave**

Medical leave is intended for students who are temporarily unable to continue their studies due to their own health issues. During medical leave, students may earn up to 16 credits per semester of academic credit at an accredited institution within the United States, with approval from the registrar.

### **Mandatory Leave**

Mandatory leave is required time away from the College that is related to difficulty meeting Mount Holyoke's academic or behavioral standards. Students on mandatory leave may earn up to 16 credits per semester of academic credit at an accredited institution within the United States, with approval from the registrar.

### **Academic Leave**

Academic leave includes study abroad, all exchange programs and full-time study at other U.S. colleges and universities. The McCulloch Center for Global Initiatives coordinates all applications for study abroad. Contact the McCulloch Center for further information. The Division of Student Success/Office of Academic Deans coordinates all applications for full-time study in the United States; email them at [academic-deans@mtholyoke.edu](mailto:academic-deans@mtholyoke.edu), or call 413-538-3610 to apply.

## Programs of Study in the United States

A student may apply for an academic leave to participate in one of the following programs. Deadlines and instructions vary.

Programs:

- Twelve College Exchange Program: [https://offices.mtholyoke.edu/student-handbook/leave-absence-policy/twelve\\_college](https://offices.mtholyoke.edu/student-handbook/leave-absence-policy/twelve_college).
- MHC Semester in D.C.: <https://www.mtholyoke.edu/wcl/mhc-semester-dc> .
- SEA Semester: <https://sea.edu/>.
- Semester in Environmental Science at the Marine Biological Laboratory: <https://www.mbl.edu/>.
- Other approved, accredited U.S. institution or program.

To qualify for an academic leave a student must meet the following requirements:

- Hold a minimum grade point average of 2.7.
- Clear all outstanding registration holds (e.g., financial, health, etc.).
- Declare a major if applying to study away for all or part of the junior or senior year. Students applying to study away in their sophomore year are not required to declare a major in advance.
- Present a full-time plan of study at an accredited institution that will enhance the student's academic program at Mount Holyoke and be suitable to the College's curriculum.
- Obtain approval for the plan of study from the student's faculty advisor, along with approval from the dean of studies in the Office of Academic Deans or the McCulloch Center for Global Initiatives, as appropriate.
- Please note: Studying away is not allowed during a student's final semester at MHC.

## Personal Leave

A personal leave of absence is a voluntary leave from the College to attend to personal matters such as employment, travel, family and financial concerns. Students interested in taking a leave to address their own physical or psychological health concern should refer to the section on medical leave of absence below in this document.

Students interested in taking a personal leave of absence must complete the following steps:

1. Set up an appointment to speak with their academic dean in person or via phone about the timing of the leave, the reasons for requesting the leave, plans for time away and for returning to the College, the impact on their academic program and how the leave will figure into an overall graduation plan. Students who are away from campus can request a leave of absence by arranging a phone or virtual appointment.
2. Complete the Personal Leave form, following the initial meeting, which requires an academic dean's signature and includes the anticipated date of return.
3. Submit the Personal Leave form to the Office of Academic Deans ([academic-deans@mtholyoke.edu](mailto:academic-deans@mtholyoke.edu)). Once the leave has been processed, students will receive a written confirmation from the College in their College email account stating the terms and conditions of the leave. Students are responsible for reading all materials that are sent to them

via their Mount Holyoke email address concerning their leave and for complying with the terms and conditions of the leave.

4. Students are not eligible for personal leaves when they have taken more than four sequential semesters away from the College. If leave is denied, the student remains responsible for all academic requirements.
5. **Graduate Students:** Complete the form here:  
<https://gradadmission.mtholyoke.edu/register/LeaveOfAbsence>.

### **Important Additional Information on Personal Leave**

Students should note the following additional information relating to personal leave:

- A personal leave of absence can typically be no less than one semester and no longer than four consecutive semesters. The College withdraws students after four consecutive semesters away unless they have requested and received an extension of their leave from the Office of Academic Deans. Students are encouraged to request a planned personal leave of absence by the dates listed below, although the College recognizes that situations may arise requiring a request after the suggested deadlines:
  - May 15 for the upcoming fall semester or full academic year.
  - November 15 for the upcoming spring semester.

Note: Personal leaves taken after the 50th day of the semester will carry forward to the following academic semester.

- When a personal leave is authorized on an immediate basis during a semester, students are withdrawn from the courses in which they are enrolled and receive W's in place of credits and grades.
- The College will provide up to three days to remove belongings and vacate the residence halls when a personal leave is approved on an immediate basis. If additional time is needed, the student should speak with the director of Residential Life. Extending time in the residence halls may affect the amount of any refund, if applicable, or result in a late-stay charge. The College has a list of vendors who provide storage and shipping services:  
[mtholyoke.edu/directory/departments-offices-centers/residential-life/storage-space-students](http://mtholyoke.edu/directory/departments-offices-centers/residential-life/storage-space-students).
- International students should be aware that their immigration status may be affected by taking a personal leave and should therefore consult with the immigration specialist in the McCulloch Center for Global Initiatives before applying for a personal leave.
- During the student's approved personal leave, the Office of Academic Deans will send an official email outlining the steps needed for a return to campus. The email will be sent to the student's Mount Holyoke College email address just prior to registration for the upcoming semester. Students on leave must follow the steps outlined in the email for a successful return to campus.
- During a leave, a student may decide to take courses at an accredited institution. See [mtholyoke.edu/registrar/transferap](http://mtholyoke.edu/registrar/transferap) for information about this option, and consult with the registrar's office.



## **Returning from a Personal Leave of Absence**

Students will be expected to return to campus after the requested leave ends. An email will be sent to returning students outlining the steps to take for financial aid, housing and course registration. A student will be billed for the semester of expected return unless an extension of the leave is requested by submitting another Personal Leave form:

[https://my.mtholyoke.edu/ossa/academic\\_deans/Pages/Leaves-of-Absence.aspx](https://my.mtholyoke.edu/ossa/academic_deans/Pages/Leaves-of-Absence.aspx).

**Graduate Students:** Complete the form here:

<https://gradadmission.mtholyoke.edu/register/return-from-leave>.

## **Medical Leave**

A medical leave of absence is a leave from the College to attend to the student's own physical or psychological health concerns. Students must consult Health Services or the Counseling Service, as applicable under the circumstances, for all medical concerns resulting in a request for medical leave, including those arising from a chronic health condition or disability. Academic deans must refer all requests for medical leaves to Health Services or the Counseling Service, as appropriate under the circumstances.

Health Services or the Counseling Service will review the request for leave and notify the Office of Academic Deans of approved leaves. The notification to the academic deans will include the basic parameters of the leave, such as the effective date. Health Services and the Counseling Service will keep the details of the student's medical condition confidential to the extent possible in compliance with relevant law. Students may be asked and/or choose to provide a written release of information permitting the disclosure of medical information to other offices at the College so that those offices can provide the student with the appropriate resources.

## **Important Additional Information on Medical Leave**

The length of a medical leave will be determined by the nature or severity of the health concern. A student should allow sufficient time to regain the health and functioning required to manage a full-time academic load in a residential environment. However, a medical leave of absence can be no less than one semester and ordinarily no longer than four consecutive semesters. The College withdraws students after four consecutive semesters away. A student who is withdrawn from the College can apply for readmission.

Note: A request to withdraw from all classes or request for a leave of absence after the 50th day of classes in a given semester results in a leave of absence for the current semester as well as the following semester, absent extraordinary circumstances, as determined by the College at its sole discretion.

- Students should plan to meet with the appropriate academic dean to discuss their progress toward a degree, given their absence. Students can arrange this meeting by calling the Office of Academic Deans at 413-538-3610 and requesting an appointment.
- When a medical leave is authorized by the College on an immediate basis, students are withdrawn from the courses in which they are enrolled and given W's in place of grades.

- International students should consult with the immigration specialist or the director of international student advising in the McCulloch Center for Global Initiatives before going on medical leave to discuss the impact the leave may have on their immigration status.
- During a leave, a student may decide to take courses at an accredited institution. See [mtholyoke.edu/registrar/transferap](http://mtholyoke.edu/registrar/transferap) for information about this option, and consult with the registrar's office.
- When a medical leave is approved, the student will be allowed up to three days to remove belongings and vacate the residence halls. If additional time is needed, the student should speak with the director of Residential Life to request extended time to move out. Extending time in the residence halls may affect the amount of any refund due, if applicable, or result in a late stay charge. The College has a list of vendors, [mtholyoke.edu/directory/departments-offices-centers/residential-life/storage-space-students](http://mtholyoke.edu/directory/departments-offices-centers/residential-life/storage-space-students), who provide storage and shipping services.
- **Graduate Students:** Complete the form here: <https://gradadmission.mtholyoke.edu/register/LeaveOfAbsence>.

## Returning from a Medical Leave of Absence

Students who seek to return from a medical leave of absence must receive a written assessment of medical readiness from Health Services or the Counseling Service. Health Services or the Counseling Service, as applicable, will then notify the Office of Academic Deans of the student's request to return. Students must complete the following steps for clearance and approval before they will be able to register for Mount Holyoke classes, request housing, complete an application for financial aid or return to the College:

1. The treating physician or clinician must complete a Readiness to Return from Medical Leave of Absence form, located on the Counseling Service website, [www.mtholyoke.edu/directory/departments-offices-centers/counseling-service/counseling-resources](http://www.mtholyoke.edu/directory/departments-offices-centers/counseling-service/counseling-resources), for leaves initiated through the Counseling Service or the Health Services. This form must be submitted before the student makes an appointment to discuss clearance to return from leave.
2. The student should set up an appointment over the phone or in person to speak with the director or designee of either the Counseling Service or Health Services, as applicable, to discuss the student's return.
3. If notified by the director of the Counseling Service or of Health Services that the student is medically ready to return to campus, the student will be referred to the Office of Academic Deans to complete the process to return to campus.
4. **Graduate Students:** Complete the form here: <https://gradadmission.mtholyoke.edu/register/return-from-leave>.

Students are encouraged to complete the steps listed above by October 30 to return the following spring semester and March 30 to return the following fall semester, in order to register for classes and housing during the regular cycle. Completing these steps beyond these dates may limit options for course registration, on-campus housing and/or financial assistance.

**The deadlines to receive medical clearance to return are:**

- **July 1 for a fall semester return, and**
- **December 1 for a spring semester return.**

Once cleared to return to campus, students will receive an email notification and helpful reminders of “To Do” items via Pathways.

Additional holds or flags on a student’s record, whether disciplinary, academic or financial may also prohibit a return to campus. Students must clear those holds with the appropriate offices before returning to campus.

Students must be in good financial standing in order to return from a leave of absence. All past-due balances must be paid and student loans must be in good standing. Contact Student Financial Services with any questions.

### **Appealing Return from Medical Leave Decisions**

Students may appeal a denial of a return from a medical leave of absence to the dean of students. The dean of students may opt to convene an evaluation committee to review a student’s appeal request. The team may include any combination of the dean of students, dean of studies and representatives from Health Services, the Counseling Service and Disability Services, among others. If called to participate in a review, the directors or designees of Health Services and the Counseling Service will comply with applicable law governing the confidentiality of student medical information. The student may be requested to complete a written release of information permitting the disclosure of confidential records, including medical records, in order to evaluate the appeal. Upon completing the appeal’s review, the student will receive written notification from the Division of Student Life regarding its outcome.

### **Mandated Leave**

The College may require a student to take a leave of absence in response to significant concerns about academic progress or behavior.

### **Important Additional Information on Mandated Leave**

Students should note the following additional information relating to mandated leave:

- Students on a mandated leave must request advance permission from the dean of students to visit campus or participate in any College-related or College-sponsored activity off campus.
- Students on a mandated leave for academic or behavioral reasons will, upon return, lose eligibility for merit or other non-need-based scholarships awarded by the College.

### **Mandated Leave during the Semester**

The dean of students, dean of studies, director of the Counseling Service and/or the director of Health Services may convene a confidential evaluation committee as part of the process to require a student to withdraw during the semester when the student:

- Presents a substantial risk of harm to self or others.
- Fails to carry out substantial self-care obligations.
- Significantly disrupts the educational or other activities of the College community.
- Is unable to participate meaningfully in educational activities.

- Requires a level of care from the College community that exceeds the resources and staffing that the College can reasonably be expected to provide for the student's well-being.

The evaluation committee may request that a representative from the Office of Academic Deans, Division of Student Life or other areas of the College presents information about the student's experience. Other administrators may be added to the evaluation committee if expertise is needed, that is, not already represented, including, but not limited to, legal counsel for the College, a faculty advisor, etc.

The evaluation committee may ask the student, and their family, if appropriate, to participate in the review by inviting them to make a brief written or oral statement.

The evaluation committee may access the student's educational records and may request that the student release their medical record as required for an appropriate review. If involved in a review, the directors of Health Services and the Counseling Service will comply with applicable law governing the confidentiality of student medical information.

The evaluation committee is responsible for informing a student and their parents or guardians of the result of the committee's deliberation.

The evaluation committee's decision following consideration of all relevant information will be the final decision of the College. The evaluation committee will communicate its decision to the student and the appropriate administrative offices.

### **Behavioral Suspension**

Students may be suspended if they do not adhere to the College's standards of social conduct or if the College otherwise determines, at its sole discretion, that a behavioral suspension is in the best interest of the College and/or the community. The length of a behavioral suspension will be determined on a case-by-case basis. The College may utilize a temporary and/or emergency removal process, pending completion of a threat assessment or disciplinary proceeding.

A student who has been suspended will generally be placed on disciplinary probation upon their return, if appropriate, and this is at the College's sole discretion. The dean of students, in consultation with other College administrators, is typically responsible for reviewing whether violations of policy or a single behavioral issue is sufficiently serious to warrant a suspension. Additionally, the Honor Code Council may recommend suspension as an outcome of a hearing, and the College may issue a suspension as an outcome of a grievance.

Students must comply with any restrictions and fulfill any conditions required by the College during the period of suspension in order to demonstrate readiness to return.

When a student is suspended for behavior with a disciplinary charge pending, the College may complete the disciplinary process while the student is on leave or after the student returns from leave.

### **Behavioral Withdrawal**

Students may be withdrawn from the College if they do not adhere to the College's standards of conduct or if they are determined to represent a significant threat of substantial harm to anyone in the Mount Holyoke community, including the student themselves. The dean of students, in consultation with

other College administrators, is typically responsible for reviewing whether violations of policy or other conduct are sufficiently serious to warrant a withdrawal. The College may also withdraw a student as an outcome of a grievance. The Honor Code Council can recommend that a student be withdrawn for behavioral reasons.

Generally, a student who has been required to withdraw may apply for readmission to the dean of students after one semester has passed, depending on the circumstances. A student who returns to the College after a behavioral withdrawal will be placed on disciplinary probation upon their return.

Students must comply with any restrictions and fulfill any conditions required by the College during the period of withdrawal to demonstrate readiness to return.

When a student is suspended for behavior with a disciplinary charge pending, the College may complete the disciplinary process while the student is on leave or after the student returns from leave.

### **Appeals to Mandated Behavioral Leaves**

Students may appeal a mandatory behavioral leave to the dean of students. An appeal must be in written form and submitted within three business days from the date of notice of suspension or withdrawal, unless the student can establish good cause for the appeal period to be extended. The dean of students will evaluate the appeal and provide the student with written notification concerning the appeal's outcome. In cases of mandatory suspension or withdrawal involving a disciplinary process, students should consult the appeal process outlined under Appeals in the College Disciplinary Process section of the Student Handbook.

### **Requesting a Return from a Mandatory Behavioral Leave**

Students should request a return from leave before the following dates:

- October 30 to return to the College the following spring semester.
- March 30 to return to the College the following fall semester.

Requests to return from a behavioral leave of absence should be sent to the dean of students. Using these dates as a guide will assist with providing sufficient time to obtain approval and review possible changes to financial aid, academic progress, housing, etc. Please note that requests made after these dates may not be approved for a return in the following semester. Requests made after these dates will also limit options for courses and may limit the opportunity to live in on-campus housing. The College encourages students to follow the steps outlined in the checklist that accompanies the Return from Leave form:

[docs.google.com/forms/d/18P7eYG2cUXJbhOyN4u9V7nDul\\_4ytfemARhyBLdee2g/edit](https://docs.google.com/forms/d/18P7eYG2cUXJbhOyN4u9V7nDul_4ytfemARhyBLdee2g/edit).

The dean of students (or designee) will review the Return from Leave form and determine whether the return is approved. Students may be required to submit additional information to assist with the evaluation of the request to return and may be requested to complete a written release of information permitting the disclosure of confidential records, including medical records.

Please note that additional holds or flags on a student's record, such as a disciplinary or financial hold, may prohibit a return to campus. Students must clear those holds with the appropriate offices before returning to campus.

## **Mandatory Academic Leave**

### **Academic Suspension or Required Withdrawal**

Students may be suspended or required to withdraw from the College in accordance with Academic Administrative Board (AAB) criteria for these actions, per its academic regulations, [catalog.mtholyoke.edu/academic-regulations/#text](http://catalog.mtholyoke.edu/academic-regulations/#text). The AAB comprises the dean of studies, the registrar, each academic dean and three faculty members, one from each academic division: humanities, science and mathematics and social sciences. The board meets at the end of each semester to review all student records and determine the appropriate course of action to support each student's progress toward completing a Mount Holyoke degree.

The AAB may suspend a student for one or two semesters or require a student to withdraw based on the academic record in the semester under review or the student's cumulative academic performance. Students who are suspended or withdrawn by the AAB must follow AAB guidelines to return to the College. These guidelines may include required coursework away from the College to demonstrate readiness to return to the academic rigor of Mount Holyoke.

### **Academic Suspension**

Students suspended by the AAB may be eligible for reinstatement after the mandated period of leave. A student who has been suspended for a semester or a year will be on academic probation for one semester after their return. During the suspension, the transcript will have the notation "Suspended for (period) for academic deficiencies." This notation will be removed from the student's official transcript when the student returns to the College or one year from the date the leave begins, whichever is sooner. However, the College will maintain an internal record with the notation of the suspension period.

### **Academic Required Withdrawal**

A student who has been required to withdraw may apply to the AAB for readmission, but the student may not return to the College before one academic year has passed. The student's official transcript will have the notation "Required to withdraw for academic deficiencies on (date). Eligible for readmission to apply after one academic year." This notation will be removed if the student returns to the College. However, the College will maintain an internal record with the notation of the withdrawal period. Students who are required to withdraw and seek to re-enroll in the College must complete the steps to apply for readmission. See [https://my.mtholyoke.edu/ossa/academic\\_deans/Pages/Withdrawals-and-Readmission](https://my.mtholyoke.edu/ossa/academic_deans/Pages/Withdrawals-and-Readmission). Questions about the readmission process should be directed to the dean of studies.

### **Appealing Academic Leaves**

Students may appeal AAB decisions of suspension or required withdrawal to the dean of studies. It is recommended that students work with their academic dean in drafting a statement that describes new and compelling information that would affect the decision. Appeals must be in writing.

### **Access to Campus Resources While on Leave**

When a student goes on leave, the College will alert the appropriate offices across campus. This notification will prompt a change to certain College privileges, which may include, without limitation, campus employment, borrowing from the library, access to Kendall, health and counseling services and campus dining. The approval of a leave will also prompt Student Financial Services to perform

required calculations according to the College's refund policy. Students should contact Student Financial Services directly regarding refund requests.

## **How a Leave May Impact You**

### Academics and Accommodations

#### *Academic Dean and Academic Advising*

If you're considering a leave of absence, talk with your academic dean about how this will affect your studies and path to graduation. If you have questions about returning to campus and courses, you may reach out to your academic dean or faculty advisor while you are on leave.

#### *Academic Transcript*

When your leave of absence is approved, if the semester(s) you will not be on campus have not started yet, the semester(s) will not be noted on your transcript and that term will not be listed. If your leave includes a semester already underway (i.e., your leave takes effect on or after the first day of classes), then that term will appear on your transcript with "W" grades for the courses which will not be completed. If your leave is mandated for academic deficiency, a transcript notation will appear as outlined in the catalog. If you are suspended for disciplinary action, the notation on your transcript will be determined at the time of the sanction and outlined for you in an outcome letter.

#### *Disability Services*

Please contact Disability Services to discuss the accommodations process and review any paperwork needed to process an accommodation request prior to your return from leave. Disability Services offers support and guidance to students with accommodations who are intending to study abroad.

#### *Class Registration*

When your leave of absence is approved, your course registrations for future terms will be canceled for the semester(s) of leave and your name removed from class lists. If your leave is effective on or after the start of a semester, your registrations for that semester will remain but with withdrawn status ("W" notations on the transcript). Students on an academic or personal leave who are scheduled to return to campus, have participated in any required readiness to return or clearance processes, may register for courses during the standard registration period. Students on approved medical leave or mandatory leave must be cleared to return before they can register for courses during the next standard registration period.

#### *Registrar*

The registrar's office is available to help you with official transcript requests, to vet courses you may take at other institutions to ensure the credits will transfer to Mount Holyoke and to manage potential reclassification or adjustment of your target graduation year.

### Student Financial Services

You are encouraged to work directly with Student Financial Services for any questions regarding refunds, your account balance, transcript holds or financial aid eligibility. Students who take a leave are not considered enrolled students, and your loan may go into repayment. Student Financial

Services can provide counseling and assistance in these areas. You can learn more about the refund policy here: [https://www.mtholyoke.edu/sfs/cost/refund\\_policy](https://www.mtholyoke.edu/sfs/cost/refund_policy).

## Residential Life

### *Campus Housing*

If you take your leave before the semester begins, your campus housing assignment will be canceled and the space reassigned. If you take a leave after the start of the semester, you will have 72 hours from the date of your leave to move out of your current room. Your assignment will be canceled and your space reassigned. The Office of Residential Life will be in touch with students planning to return from leave to either complete a housing request form or participate in our housing lottery. If you are on approved medical leave or mandatory leave, you will need to be cleared before you can complete your housing request form or participate in the housing lottery. You can contact the Office of Residential Life at [res-life@mtholyoke.edu](mailto:res-life@mtholyoke.edu) or 413-538-2088 if you have any questions.

### *Community Standards*

While a student is on leave, they are still considered matriculated and can be held accountable for campus policy violations that happen before or during their leave. These violations may be addressed while the student is on leave or when a student returns to campus. Any student conduct that occurred before a student took a leave of absence will be managed when the student returns from leave, or the student may ask to have the case adjudicated while they are on leave. It is at the discretion of the College to determine whether a case can be heard while a student is on leave.

## Health and Counseling

### *Counseling Service*

While you are on leave, you can have access to the Counseling Service student care coordinator, who is available for consultation and to assist in locating therapists, psychiatric prescribers, specialized treatment and other sources of support while you are on leave from the College. The student care coordinator will also work with you to help establish a leave of absence or return from a medical leave of absence. Unfortunately, you are not able to engage in group or individual therapy with Counseling Service clinicians while on leave, but you can access the Counseling Service webpage for more information.

### *Health Services*

You can work with Health Services to take a medical leave and connect with them again to be cleared to return to campus. While you are away, Health Services is available for phone consultations to coordinate care and to help locate treatment providers and programs to ensure services are in place. They can also help transition any prescriptions so you have continuity of care.

### *Health Insurance*

Students on academic leave are eligible to be enrolled in the student health insurance plan. If you are on a nonacademic leave, the student medical health insurance plan will remain in effect for the full plan year for students who have had the plan for more than 31 days prior to going on leave. Students enrolled in the plan who go on leave after the fall semester but prior to the beginning of the spring semester may waive the insurance coverage for the spring semester and receive a refund on the



insurance premium by requesting in writing that the coverage be terminated. (This does not apply to students who received grant funding for the insurance.) The refund request must be made within 30 days of the end of the fall semester. Students who wish to continue their plan coverage may do so. If the leave of absence extends beyond the coverage period of the current plan year, the student is ineligible to renew the plan.

Students on an approved medical leave of absence, who have been previously insured under this plan for at least one year prior to the approved medical leave, are eligible to enroll in this insurance plan for a maximum of two consecutive semesters.

## Cocurricular Engagement

### *Athletics*

Student-athletes should notify their coach(s) that they are taking a leave of absence and should work with the coach to determine what support may be available while they are on leave and what, if any, steps need to be taken to return to their team when preparing to return to campus.

### *Career Development Center*

While you are on leave, you can seek virtual advising from the CDC, and you will have access to their e-resources, such as Handshake and Big Interview. If you do not have any campus visitation restrictions, you can attend graduate school and employer information sessions, but you may not participate in the 3-College On-campus Interview program.

### *Lynk Funding*

Students on medical or mandated leave do not have access to Lynk funding. Students on academic or other voluntary leave may apply for Lynk funding.

### *Student Employment*

You should alert your employer that you are taking a leave of absence and will not be able to continue working in your current position. Students on a leave of absence may not be hired as a student employee in any area on campus.

### *Student Involvement and Campus Activities*

While you are on leave, you may not participate in student activities, extracurricular activities or campus events unless the event is open to the public and the terms of your leave do not include any campus visitation restriction. Students on leave may not hold leadership positions in student organizations or other areas of campus. If you hold any student organization or group leadership positions, you should notify the group you are leaving and work to transition your role to another person based on your group constitution.

### *Library and Information Technology Services (LITS)*

While you are on leave, you retain access to your Mount Holyoke email and are allowed access to the Technology Help Desk.

## Access and Information

### *Campus Communication*

Students on leave will still receive general emails from the College and remain on College listservs. Students remain on these lists so they are aware of information that they may need when making plans to return to campus, such as course registration and housing lottery. Students on leave may also receive information about events happening on campus. Please remember that while you are on leave, you may not participate in student activities, extracurricular activities or campus events unless the event is open to the public and the terms of your leave do not include any campus visitation restriction.

### *OneCard and Facilities Access*

Your OneCard will turn off on the first day of your leave, and this will limit your access to campus buildings, dining and other college services. If you are living on campus and need continued access for the 72 hours before you move out, please contact the Office of Residential Life to pick up a temporary OneCard that will give you access to your residence hall and dining.

Unless the terms of the leave include any campus visitation restriction, students on leave may access campus facilities open to the general public and, if they have been invited as a guest by a current student, may also access facilities under the limited terms available to students' guests within the guest policy.

### *Mount Holyoke Email and my.mtholyoke.edu*

Your Mount Holyoke email account remains active for each semester you are officially registered for classes or are on an approved leave of absence. If you do not register and do not obtain approval for a leave of absence for a semester, your email account may be deactivated.

Your access to my.mtholyoke is retained while you are on leave. It is your responsibility to remember your login and password information to access your account.

## **Additional Policies**

### **Chosen Name Policy**

Mount Holyoke College is a women's college that is gender diverse. We seek to support individuals across the gender-diversity spectrum by providing options to indicate a chosen name to be used on campus. We affirm every individual's right to be represented by the name they choose for themselves.

### **Name Policy**

Mount Holyoke College supports the need for individuals to choose a name that accurately reflects their identity. This policy provides specific support for transgender and nonbinary individuals, any individuals who choose to regularly use a name that is different from their legal name and those whose professional name is different from their legal name. The chosen name will be used for College purposes as broadly as possible on campus whenever a legal name is not required.

To read the full policy, visit <https://www.mtholyoke.edu/policies/chosen-name-policy>.

## **Pronoun Sharing and Disclosure Policy**

Mount Holyoke College (MHC) is committed to affirming the self-determination and expression of all members of the campus community across College communications, documents and systems. Inviting the sharing of personal pronouns is a practice grounded in the College's commitment to the equitable inclusion of transgender and gender-nonconforming (TGNC) people. TGNC people have existed and persisted at MHC throughout history, and this policy serves as a key step toward addressing MHC systems that have excluded and marginalized students, faculty, staff and alumni on the basis of gender identity and/or expression.

### **Scope and Responsibilities**

All employees, students and volunteers of the College are encouraged to integrate pronoun sharing/disclosure opportunities in the communications, documents and systems that they navigate. Additionally, all College-affiliated individuals and representatives should identify opportunities to invite sharing of personal pronouns in interpersonal interactions. Concerns about compliance with this policy should be brought to the Office of Diversity, Equity and Inclusion.

### **Policy Statement**

This policy provides specific support to Mount Holyoke College employees, students and volunteers in their ongoing development of documents, communications and systems. In any context wherein an individual's name is collected or shared, an opportunity should be made available for that person to share their personal pronouns. While the opportunity to share personal pronouns must be made available, individuals are not required to disclose that information, and shall not be compelled to. Additionally, every effort should be made to communicate the purpose for which that information is being collected and the ways in which it will be stored or shared. When individuals are asked and choose to share their personal pronouns, it is expected that all members of our community will address individuals using their chosen pronouns.

To read the full policy, use this link: <https://www.mtholyoke.edu/policies/pronoun-policy>.

## **Student Evaluation of Faculty Teaching**

As the semester draws to a close, students are required to submit an online course evaluation for each of their courses. This requirement is a reflection of the importance the College places on students and faculty supplying each other with timely, thoughtful feedback. Students who do not submit their evaluations on time will be blocked from access to their degree audit, unofficial transcript and grades until they have submitted the overdue evaluations or, at minimum, until they record a "decline to evaluate" response.

## **Confidentiality of Student Records**

Mount Holyoke College Policy, with respect to confidentiality of student records, complies with the Family Educational Rights and Privacy Act of 1974 as amended (PL 93-380, Section 438, the General Education Provisions Act), which gives students certain rights, consistent with the privacy of others, to review their own official records, files and data and to challenge the accuracy of the contents of such records. The act also generally prohibits the release of personally identifiable information (other than "directory information" defined below) about students without their written consent other than to teachers and officials within the College who have legitimate educational interests; to officials of other institutions in which the student intends to enroll; to certain authorized

state and federal officials, in connection with a student applying for or receiving financial aid or in connection with the student applying for government employment; and in the case of students who are tax dependents of their parents, to a student's parents. Except in the case of Frances Perkins scholars, the College will assume that a student is a tax dependent of their parents unless they document that they are not. Forms for such documentation can be obtained at the registrar's office.

### **Notification of Rights Under FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

- The right to inspect and review their educational records within 45 days of the day the College receives a request for access.
- The right to request an amendment of their educational record that they believe is inaccurate.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

These exceptions include the disclosure of directory information as detailed below and disclosure of any information to teachers and other College officials who have legitimate educational interests, to officials of other institutions in which the student intends to enroll, to certain authorized state and federal officials, to appropriate parties in connection with financial aid to the student, to organizations conducting certain studies for or on behalf of the College, to accrediting organizations, to comply with a judicial order or lawfully ordered subpoena, and to appropriate officials in the case of health and safety emergency.

### **Parent/Guardian Notification and FERPA**

Mount Holyoke College reserves the right to notify parents/guardians of dependent students regarding any health or safety risk or change in student status or student conduct situation, particularly in relation to alcohol and other drug violations. Mount Holyoke College may also notify parents/guardians of nondependent students who are under age 21 of alcohol and/or drug policy violations.

When a student is nondependent, Mount Holyoke College may contact parents/guardians to inform them of situations in which there is a significant and articulable health and/or safety risk. The College also reserves the right to designate which College officials have a need to know about incidents that fall within this policy, pursuant to the Family Educational Rights and Privacy Act (FERPA).

### **Directory Information**

As indicated above, FERPA requires the College, with certain exceptions, to obtain written consent of a student prior to the disclosure of personally identifiable information from their education records. However, the College may disclose appropriately designated "directory information" without students' written consent, unless they have advised the College to the contrary in accordance with the following procedures. Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can be disclosed to campus and outside persons or organizations without prior written consent. The College has designated the following information for directory information:

- Student's name.

- Participation in officially recognized activities and sports.
- Address (both local and permanent).
- Telephone listing (both local and permanent).
- Weight and height of members of athletic teams.
- Email address.
- Photograph.
- Degrees, honors and awards received.
- Date and place of birth.
- Major field of study.
- Dates of attendance.
- Class year.
- School or division of enrollment.
- Enrollment status (e.g., undergraduate or graduate, full time or part time).

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

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

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

Refer to the Rights and Privacy page on the registrar's page for more detail on the College's FERPA Policy: [mtholyoke.edu/registrar/rights](http://mtholyoke.edu/registrar/rights).

### **Parental Notification**

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

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

The vice president for student life/dean of students (or designee) and/or dean of studies (or designee) may notify a student's parent/guardian:

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

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

## **Image Release Policy**

Mount Holyoke College may, on occasion, authorize its employees or agents to make still or moving images and/or audio recordings of students in a variety of College-related activities. These activities include, but are not limited to, participation in campus life, the classroom or College events. This material may be displayed or published by the College in locations including on the College website, in printed publications, on social media or in broadcasts. Students are responsible for notifying the Mount Holyoke's Office of Communications and Marketing in writing if they do not wish their images or recordings used by the College in any capacity.

## **Jury Duty**

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

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

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

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

For questions about jury duty, including confirming, postponing, rescheduling or limiting service, students can contact the Office of Jury Commissioner (1-800-THE JURY / 1-800843-5879).

## **Commencement Adornment Policy**

Adornments may be worn during commencement and are limited to stoles, cords, medallions, pins and tassels from organizations/groups officially recognized by Mount Holyoke College.

A Supplementary Commencement Adornment Request Form must be submitted to the Adornment Policy Committee **60 days** prior to the ceremony date via written request. The link to download the request form is below. Approval may be granted after review and recommendations by the Adornment Policy Committee are given to the APC (Academic Priorities Committee). This committee comprises the following: the associate dean of students and executive director of community and belonging, one member from the junior or senior class board, the senior academic dean, an associate dean of faculty or designee, two students appointed by the SGA Executive Board (this should be someone from one of the SGA committees and/or senator) and a representative of the Office of Student Involvement. Here is the link for the Supplementary Commencement Adornment Request form:  
[https://docs.google.com/forms/d/1qwzhW5qQCc5nFQguQqAojhFwMYr\\_nebe60iY7oggOOU/edit](https://docs.google.com/forms/d/1qwzhW5qQCc5nFQguQqAojhFwMYr_nebe60iY7oggOOU/edit)

## **Commencement Regalia Specification**

### **Students**

The following is required for all bachelor's degree-seeking recipients:

- Black Gown
  - Zipped
  - Straight, open sleeves
- Black four-point mortarboard cap; decorations permitted
  - Tassel
- Blue and white hood

The following is required for all master's degree-seeking recipients:

- Black gown
  - Zipped
  - Closed sleeves
- Black four-point mortarboard cap; decorations permitted
  - Tassel
- Blue and white hood.

### **What Is Not Allowed?**

Personal decor is not allowed on the gowns.

Commencement is Mount Holyoke's parting tradition to graduating seniors. During this tradition, we expect that students refrain from including the following as part of their academic dress: profanity, offensive symbols, hate speech, nudity. Those who do not adhere to this request may be asked to remove the items for the duration of the Commencement ceremony and/or change their attire to be consistent with the approved regalia.

### **Who Is Responsible for the Policy?**

**For following the policy:** All students participating in the Commencement ceremony and all student groups, departments, administrators, faculty and staff who issue or sponsor student regalia and/or adornments.

**For implementation of the policy:** Commencement volunteers, selected by the Adornment Policy Committee in collaboration with the Office of the President, will ensure that students uphold the policy during Commencement, as previously defined.

**For oversight of the policy:** The Adornment Policy Committee

## **Political Activity**

All Mount Holyoke community members — students, faculty and staff — must comply with the policy on activities related to political campaigns. For the full policy, violations, guidelines and FAQ, use this link: <https://www.mtholyoke.edu/policies/political-activities>.

# Important Campus Resources and Associated Policies

## **The Student Employment Office**

The Student Employment Office (SEO) of the Career Development Center coordinates the student employment program and administers JobX, the online student employment database. The Financial Aid Office, the Payroll Office, Dining Services, and the Office of Human Resources administer different aspects of student employment.

### **Types of Employment**

There are six types of employment for Mount Holyoke undergraduates:

1. On-campus employment.
2. Community service positions (off campus).
3. Spot jobs (one-time or temporary jobs).
4. Mount Holyoke Commencement/Reunion jobs. On-campus housing is available at no cost to the student.
5. On-campus summer positions at Mount Holyoke. On-campus housing is available at no cost to the student.
6. Local part-time opportunities (employment by businesses and individuals in the area and not connected with financial aid).

International students may not work off campus.

### **Work-Study**

If a student's financial aid package includes a campus job, they will be assigned to either Federal College Work-Study or Mount Holyoke Work. Federal Work-Study is funded by both the federal government and Mount Holyoke College, based on federal guidelines of financial need and federal eligibility. Mount Holyoke Work is funded entirely by the College. The source of funding has no effect on student employment, except that Federal Work-Study students may be eligible for certain federally funded community service jobs off campus.

A campus job is offered, but not guaranteed, as a part of the financial aid package.

### **Locating a Job**

It is each student's responsibility to locate a job using the resources described in the Mount Holyoke College Student Employment Manual for Student Workers. The manual can be found on the JobX homepage at [mtholyoke.edu/go/jobx](https://www.mtholyoke.edu/go/jobx).



The College attempts to provide employment for all students who wish to work. However, a student who has a campus job as part of their financial aid package is given priority in hiring. Supervisors may hire only work-study students into level 1 jobs. All students are eligible for level 2–5 positions.

### **Required Documents**

Prior to starting work, a student must have completed three documents to comply with federal and state law: federal and state tax withholding forms (W-4 and M-4) and the employment eligibility verification form (I-9). A student needs to complete these documents only once at Mount Holyoke. A check will be held in the Payroll Office if these forms have not been completed. Original documents of identification are required. Students should read Required Identification Documents carefully.

Also, the Payroll Office highly recommends that students sign up for direct deposit. This helps students get their pay during school breaks or if a student is not on campus on a payday. A check would automatically be deposited to the designated bank account on the scheduled pay date. The instructions and form to sign up for direct deposit are available on [my.mtholyoke](http://my.mtholyoke) under the Human Resources site, found in the expandable menu on the left.

First-year students can complete their required documents at the welcome tent at Orientation. Others should go to the human resources office in Skinner Hall.

### **First-year Orientation**

First-year students will be invited to a meeting to sign up for Dining Services jobs at the start of the semester. For all other jobs, use JobX at [mtholyoke.edu/go/jobx](http://mtholyoke.edu/go/jobx).

### **JobX**

Mount Holyoke uses a student employment database called JobX. This system is web-based and can be accessed either from [mtholyoke.edu/login](http://mtholyoke.edu/login) or from [mtholyoke.edu/go/jobx](http://mtholyoke.edu/go/jobx). Jobs are posted when they are available and taken down when they are filled. Students should apply online through JobX for any available job for which they are qualified.

### **JobMail**

Students should use the JobMail feature in JobX to set up automated notifications when jobs of interest are posted.

### **Career Development Center**

Tips for a successful application process are on the Mount Holyoke Career Development Center's website at [mtholyoke.edu/cdc](http://mtholyoke.edu/cdc). Students can check out information about:

- Telephone and in-person interviews — strategies for a favorable impression.
- Cover letters and resumes — how to present oneself on paper.
- Application forms — how to make an application stand out.
- References (recommendations) — how to request the most substantial letters.

### **Accepting a Job — Student Responsibilities**

If a student is hired by Mount Holyoke, it is their responsibility to follow the College's employment policies, found in the Mount Holyoke College Student Employment Manual for Student Workers. It is

Mount Holyoke's strong recommendation that no student work more than 10 hours per week on or off campus during the academic terms, unless they have met with the dean of students. In addition to this guidance, there is an official maximum hours policy: Domestic students may work no more than 40 hours per week, and international students may work no more than 20 (due to immigration regulations).

If a student's employment is a local, part-time job, it is the student's responsibility to follow the College's guidelines for assessing the integrity of the position and accepting employment. Mount Holyoke is not responsible for the safety, wage or other aspects of local, part-time jobs.

### **For More Information**

Please read the Mount Holyoke College Student Employment Manual for Student Workers. The manual can be found on the JobX homepage ([mtholyoke.edu/go/jobx](http://mtholyoke.edu/go/jobx)).

For questions about College policies for student employment or questions about the College's guidelines for off-campus employment, students should contact the student employment office at [student-employment@mtholyoke.edu](mailto:student-employment@mtholyoke.edu).

For disability-related concerns about student employment on-campus, please contact Disability Services at [accessability-services@mtholyoke.edu](mailto:accessability-services@mtholyoke.edu).

## **Student Financial Responsibilities and Financial Aid**

### **Payment of Bill**

Undergraduate student tuition billing statements are issued in July for the fall semester and December for the spring semester. Payment is due on July 31 and January 5, respectively. Billing schedules and deadlines for graduate students are determined annually. Statements are available online through the TouchNet system. Emails are sent to Mount Holyoke email addresses announcing the new statement. Monthly statements are published in TouchNet for any student who has had any account activity in the past month or has a balance due. Students are required to monitor their Mount Holyoke College email account for notices and to view their account on TouchNet.

Students are encouraged to select an authorized user to view their account monthly and arrange required payments. To do this, the student needs to set the individual up through an online process using a valid email address. Instructions are available at: [mtholyoke.edu/directory/departments-offices-centers/student-financial-services/billing-and-payments](http://mtholyoke.edu/directory/departments-offices-centers/student-financial-services/billing-and-payments).

There is an opportunity to enroll in a monthly payment at the beginning of each semester. The plan is available online. There is a fee to enroll in the plan, and a late fee is charged if an installment is paid late. If two months' payments are missed, the plan will be canceled and the balance will be due in full. More information about the monthly payment plan is available at: [mtholyoke.edu/directory/departments-offices-centers/student-financial-services/payment-plans](http://mtholyoke.edu/directory/departments-offices-centers/student-financial-services/payment-plans).

The balance on a student's account must be paid in full by the due date unless the student is enrolled in the monthly payment plan. A late fee of 1% of the outstanding balance is automatically applied monthly to any past due balance.

Students with a significant past-due balance may be withdrawn from the College for financial reasons. An email warning will be sent to the student prior to a financial withdrawal.

Financial aid in the form of grants, scholarships and loans will reduce the amount due. Financial aid is reflected as pending until all application requirements have been met. Once all requirements have been met and the term has begun, financial aid can be disbursed to the student account according to the Student Financial Services' disbursement schedule. If required documents are not received by September 30 for the fall semester or February 28 for the spring semester, financial aid will no longer be reflected on the account as pending aid. The balance will be due in full, and a financial hold may be placed on the student account.

A financial hold placed on a student account prevents the student from registering for classes or receiving official transcripts. Additionally, they will not be able to participate in the housing selection process in the spring.

## **Important Financial Aid Policies for Undergraduate Students**

### **Financial Aid Application**

Domestic students — U.S. citizens, permanent residents, undocumented, Deferred Action for Childhood Arrivals (DACA) students and other eligible noncitizens — must apply each year to be considered for need-based financial aid. Information about financial aid application deadlines and requirements is available at [mtholyoke.edu/sfs](http://mtholyoke.edu/sfs). Student-specific application requirements are made available via the student's Financial Aid Online account.

Domestic students who did not indicate an intent to apply for financial aid as incoming students must be enrolled at Mount Holyoke for two semesters before being eligible to apply for institutional need-based financial aid. Federal aid may be available during the first two semesters.

International students seeking financial aid must apply at the time of admission. The family contribution is determined when the student is admitted and remains the same while the student is enrolled.

International students who do not indicate an intention to apply for financial aid prior to admission will not be eligible to apply for need-based aid from the College at any time during their enrollment.

### **Requests for Reconsideration**

Student Financial Services accepts requests for reconsideration of the family contribution under certain circumstances. Please refer to the Request for Reconsideration form for additional information about this process:

[mtholyoke.edu/directory/departments-offices-centers/student-financial-services/financial-aid-forms](http://mtholyoke.edu/directory/departments-offices-centers/student-financial-services/financial-aid-forms).

### **Dependency Status**

In determining eligibility for need-based financial aid from Mount Holyoke, the College typically follows the federal definition for independent status, with the following important exception: If a student enrolls at Mount Holyoke as a dependent student, they will always be considered a dependent student, regardless of changes in family situation, marital status, time away from the College due to nonacademic leave or withdrawal status. A summary of the federal dependency criteria is available at

[mtholyoke.edu/admission/apply-undergraduate-first-year/affording-mount-holyoke/financial-aid/how-aid-works/eligibility-need-based-financial-aid](http://mtholyoke.edu/admission/apply-undergraduate-first-year/affording-mount-holyoke/financial-aid/how-aid-works/eligibility-need-based-financial-aid).

### **Funding Limitations**

Residential students who enter Mount Holyoke as first-time, first-year students are eligible to receive a maximum of eight semesters of institutional financial aid. College funding for transfer students, including Frances Perkins scholars who live on campus, is limited based on the total number of credits accepted for transfer at any point. Off-campus (commuting) Frances Perkins scholars may receive funding for up to 128 attempted credits, including any credits transferred to Mount Holyoke. Students should plan their course of study with these maximums in mind. More information about this policy, including information about exceptions, is available at [mtholyoke.edu/admission/apply-undergraduate-first-year/affording-mount-holyoke/financial-aid/how-aid-works/funding-maximums](http://mtholyoke.edu/admission/apply-undergraduate-first-year/affording-mount-holyoke/financial-aid/how-aid-works/funding-maximums).

### **Satisfactory Academic Progress**

Eligibility for financial aid for undergraduate students is contingent on maintaining a satisfactory academic record, according to the standards described in the Mount Holyoke College Bulletin and Course Catalog under the academic regulations section: [catalog.mtholyoke.edu/tuition-fees-financial-aid-fellowships/financial-aid/#policiestext](http://catalog.mtholyoke.edu/tuition-fees-financial-aid-fellowships/financial-aid/#policiestext). Students who lose federal or institutional funding due to not making satisfactory academic progress may appeal to have their aid reinstated by following the instructions available at [mtholyoke.edu/admission/apply-undergraduate-first-year/affording-mount-holyoke/financial-aid/how-aid-works/eligibility-need-based-financial-aid](http://mtholyoke.edu/admission/apply-undergraduate-first-year/affording-mount-holyoke/financial-aid/how-aid-works/eligibility-need-based-financial-aid).

### **Merit Scholarships and Non-Need-Based Aid**

Non-need-based scholarships and grants are awarded at the time of admission to first-year students for a maximum of eight semesters and are available only for full-time, on-campus study at Mount Holyoke. These awards are renewed automatically in subsequent semesters, provided the student maintains satisfactory academic progress. Additional policies pertaining to merit scholarships and other non-need-based grants are available at <https://www.mtholyoke.edu/admission/apply-undergraduate-first-year/affording-mount-holyoke/financial-aid/how-aid-works/scholarship-policies>.

### **Outside Scholarships**

Any outside scholarships received, per College, federal and institutional policy, are considered part of your financial aid package. If you receive outside scholarships, awards or other resources, please complete our [outside scholarship/outside resources form](#) as soon as possible. Outside scholarships will be included in your aid offer and may be used to reduce the amount you need to pay for your tuition and fees. [mtholyoke.edu/admission/apply-undergraduate-first-year/affording-mount-holyoke/financial-aid/types-financial-aid/outside-scholarships](http://mtholyoke.edu/admission/apply-undergraduate-first-year/affording-mount-holyoke/financial-aid/types-financial-aid/outside-scholarships).

### **Financial Aid and Living Off Campus**

Mount Holyoke College is a residential college, and students are required to live on campus. This does not apply to Frances Perkins scholars. If a student is approved to live off campus, room and board charges will be removed. The room and board component of the student's financial aid budget will also be removed, thereby reducing the eligibility for need-based financial aid. If a student has an accommodation approved by Disability Services to live off campus, the financial aid budget will be

revised to include an off-campus living allowance and the financial aid will be adjusted accordingly. Please contact Student Financial Services with questions about how living off campus might affect financial aid eligibility.

### **Financial Aid and Off-Campus Study**

Financial aid received from Mount Holyoke, including any merit assistance, does not travel to other institutions. To support study abroad, Mount Holyoke offers the Laurel Fellowship ([mtholyoke.edu/admission/apply-undergraduate-first-year/affording-mount-holyoke/financial-aid/types-financial-aid/laurel-fellowships-study-abroad](http://mtholyoke.edu/admission/apply-undergraduate-first-year/affording-mount-holyoke/financial-aid/types-financial-aid/laurel-fellowships-study-abroad)), a need-based award. Federal student aid for study abroad is also available to eligible U.S. citizens and permanent residents. Institutional and federal student aid are also available for students participating in Mount Holyoke's MHC Semester in D.C., [mtholyoke.edu/academics/find-your-program/mhc-semester-dc](http://mtholyoke.edu/academics/find-your-program/mhc-semester-dc).

Only federal student aid is available for all other academic-leave programs.

### **Withdrawals and Leaves of Absence**

If a student withdraws or takes a leave of absence, the official withdrawal or leave date will be determined by the Office of Academic Deans. Students will be refunded 100% of their previously paid tuition, room (less room reservation deposit for new students) and board if the official leave/withdrawal date is before the first day of classes. The student retains that semester of financial aid eligibility to use upon their return to the College.

When a student withdraws or takes a leave of absence after the semester has started, Student Financial Services (SFS) is notified by the Office of Academic Deans of the official withdrawal or leave date. For students receiving federal student aid, SFS then completes a federal return to Title IV computation and state aid adjustment, if required. If a student is a recipient of financial aid from the College, SFS also completes an institutional financial aid withdrawal worksheet taking into account 1) any Title IV funds that will be returned as unearned and 2) the College's refund schedule for adjusting billed charges. Financial aid is adjusted and the remaining credit, or balance due, is determined accordingly. In this case, the semester counts as a semester of financial aid used. More information about these calculations may be found at [mtholyoke.edu/directory/departments-offices-centers/student-financial-services/refund-policy-and-schedule](http://mtholyoke.edu/directory/departments-offices-centers/student-financial-services/refund-policy-and-schedule).

### **Financial Aid Policies for Graduate Students**

Graduate students must complete a valid FAFSA for a specific academic year to be eligible for federal aid in that academic year. The unsubsidized Federal Direct Student Loan (FDSL) may be available to help cover billed costs and some living expenses for any term that the student will be enrolled at least half-time, which is four credits.

Information about financial aid and financing for graduate students may be found at: [mtholyoke.edu/admission/graduate](http://mtholyoke.edu/admission/graduate).

Scholarship and fellowship funding for graduate students are awarded by Mount Holyoke Professional and Graduate Education (PaGE). More information about these opportunities may be found at: [mtholyoke.edu/admission/graduate/tuition-fees-aid](http://mtholyoke.edu/admission/graduate/tuition-fees-aid).

# Insurance

The following information is provided to inform students about the insurance coverage that the College may purchase and how the coverage may apply to students. The descriptions of coverage are not intended to, nor do they, supplement, amend or modify any insurance policy terms and conditions. The College reserves the right at all times to modify its insurance coverage, terms, conditions and limits without notice to any person or entity, including students, faculty or staff. Students may wish to make adjustments in their own coverage if they feel that it would be appropriate to their interests.

## Medical

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

- Most services at Mount Holyoke College Health Services [mtholyoke.edu/health](http://mtholyoke.edu/health).
- Mount Holyoke College Counseling Service [mtholyoke.edu/counseling](http://mtholyoke.edu/counseling).

Because a student may need more extensive medical treatment, medical insurance is required of all students by the commonwealth of Massachusetts, the federal Affordable Care Act (ACA) and Mount Holyoke College: [offices.mtholyoke.edu/health/student-illness-injury-plan](http://offices.mtholyoke.edu/health/student-illness-injury-plan).

A fee for Mount Holyoke College's Student Health Insurance Program appears on the student's bill annually as the Mount Holyoke College Student Injury and Sickness Plan. If a family or student has other equivalent coverage that meets the requirements of comparable coverage set by the commonwealth of Massachusetts for the student, the student may submit information confirming the coverage via the Gallagher Student Health & Special Risk online waiver form, and if the coverage is acceptable, the insurance charge will be waived. This must be evaluated and action taken annually. Paper waivers are not accepted. More detail is available at Gallagher Student Health Insurance: [gallagherstudent.com/](http://gallagherstudent.com/).

Payment for the Student Injury and Sickness Plan is administered by Student Financial Services: [mtholyoke.edu/directory/departments-offices-centers/student-financial-services/health-insurance-requirement-and-billing-information/waiving-student-health-insurance](http://mtholyoke.edu/directory/departments-offices-centers/student-financial-services/health-insurance-requirement-and-billing-information/waiving-student-health-insurance).

College Health Services may assist with questions regarding claims at 413-538-2089. Benefits include emergency services, ambulance, in-patient and outpatient medical, surgical and mental health care, diagnostic testing, specialty consultation and pharmacy. There are copayments, deductibles and exclusions within the plan that will be the responsibility of the insured student. Students will be billed directly for services that are not covered by the Student Health Insurance Plan (SHIP) or for the fees that are patient responsibility. During the academic year, students must obtain a referral from Health Services or Counseling Service for coverage of nonemergency services outside of the Health Center.

Intercollegiate and club sports athletes have additional benefits available under certain policies that are purchased on their behalf by the College. Coverage applies to athletes who are injured while in organized competition or practice, which is constructively supervised, or traveling to or from one of

these events. The NCAA policy insures varsity athletes for an unlimited amount (subject to policy terms) over the Sports Accident Policy, and benefits range from medical and rehabilitation to lifetime disability income and home health care. These policies do not extend to participants in intramural or any other recreational sports. They cover intercollegiate and College-recognized club sports only.

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

## **Travel Accident**

The College provides limited travel accident insurance, including medical evacuation and repatriation to students traveling worldwide on official College or academic business. Worldwide travel assistance services are also available.

## **Auto**

Mount Holyoke College purchases auto liability insurance that protects both the College and the driver from third-party liability and third-party property damage arising from the use of College-owned, -hired/-rented and non-owned vehicles. All persons driving on College business must be credentialed. Information is available at [fivecolleges.edu/riskmgmt/driver\\_credentiaing](http://fivecolleges.edu/riskmgmt/driver_credentiaing).

The College auto insurance policy may not cover unauthorized drivers. Unauthorized drivers may be personally liable for claims brought against them. The College may also have a right to claim against unauthorized drivers. Note that there is no insurance coverage for students who drive personal vehicles.

## **Personal Vehicles on Campus**

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

## **Property**

The College does not have property insurance for student possessions, and it accepts no responsibility for any personal possessions or property of students. Any possessions in student rooms or left in storage areas are left at the owner's own risk. Students are responsible for insuring their own property against loss and may be able to do so using a parent's or guardian's policies or by obtaining a tenant's policy through a local insurance agent. Alternatively, students could consider purchasing student property insurance directly through [URMIA](#) (University Risk Management and Insurance Association). It is recommended that students keep their doors locked and not leave valuable items in storage areas.

## **Liability**

The College is not liable for the actions of its students nor is it possible for the College to obtain liability insurance on behalf of its students. Student-athletes especially should be aware that if they are sued for injuries or damages caused to others in the course of an athletic event, Mount Holyoke's insurance does not provide coverage. The liability section of a parent's or guardian's homeowner's

policy or renter's policy may provide for the defense of the student and damages awarded, if any, in a suit alleging negligence. Students are responsible for avoiding intentional acts or negligent behavior that could harm others or give rise to adverse legal action. Although Mount Holyoke College will not provide liability protection, it may assist in obtaining a defense if it is not provided for by parental/guardian insurance coverage. If a student is sued for an act or omission and believes that they were acting in the capacity of an employee or agent of the College at the time of such act or omission, they should contact the dean of students immediately. The College will not provide any legal defense for any student accused or arrested for any criminal act, whether on or off campus, even if the student is on a field trip or other College function or program.

### **Workers' Compensation**

Students who are employed by the College and who are injured in the course of their work may be eligible for Workers' Compensation. If a student is injured on the job, the student should contact their supervisor IMMEDIATELY to report the injury and complete an Accident Investigation form. Questions should be directed to the student's supervisor and the Office of Human Resources.

For further assistance, students may contact the College's risk management office. For more information on other student risk management issues, students may contact the Five College Risk Management website: [fivecolleges.edu/riskmgmt](http://fivecolleges.edu/riskmgmt).

Director of Risk Management  
Five Colleges Incorporated  
50 College Street  
South Hadley, MA 01075-6404  
Phone: 413-538-3092  
Fax: 413-538-3031

## **Library, Information, and Technology Services (LITS)**

Mount Holyoke's Library, Information, and Technology Services (LITS) provides library and information technology support for the College. There are three library locations: Williston Memorial Library, Pratt Music Library, Language & Culture Commons. The general library collections support the curriculum, with strengths in gender and sexuality studies, interdisciplinary studies and environmental and sustainability studies. The library spaces include group study rooms and a beautiful, welcoming reading room (a favorite with students) in an English Gothic architectural style.

LITS also boasts a robust archival collection located on the ground floor of Dwight Hall. Archives and Special Collections documents the history of Mount Holyoke College through letters, photographs, scrapbooks, departmental records and artifacts. Students are welcome to visit and use the primary research materials and Rare Books Collection.

### **Information and Technology Policies**

#### **Use of the College's Electronic and Computing Resources**

As a part of the institution's physical facilities and academic and social infrastructure, Mount Holyoke College acquires, develops and maintains computers, computer systems and networks. These



resources are owned by the College and are intended for College-related purposes, including direct and indirect support of the College's teaching and research, administrative functions, student and campus life activities, and the free exchange of ideas among members of the College community and between the College community and the wider local, national and world communities.

The rights of academic freedom and freedom of expression apply to the use of College computing resources, as do the responsibilities and limitations associated with those rights. The use of College computing resources, as with the use of any other College-provided resource or College-related activity, is subject to the normal requirements of legal and ethical behavior within the College community.

Legitimate use of a computer, computer system or network does not extend to whatever is technically possible. Users must abide by all applicable restrictions, whether or not they are built into the operating system or network and whether or not they can be circumvented by technical means.

All users of College computing resources must:

- Comply with all federal, state and other applicable law, all applicable College rules and policies and all applicable contracts and licenses.
- Use only those computing resources that they are authorized to use and use them only in the manner and to the extent authorized.
- Respect the privacy of other users and their accounts, regardless of whether those accounts are securely protected.
- Respect the finite capacity of the College's resources and limit use so as not to consume an unreasonable amount of those resources or to interfere unreasonably with the activity of other users.
- Refrain from using those resources for personal commercial purposes or personal financial or other gain not related to the mission of the College.
- Refrain from stating or implying that they speak on behalf of the College and from using College trademarks and logos without authorization to do so.
- Be attentive to computer problems that may be the result of malware, viruses, spyware, keystroke loggers or other invasive software.

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

### **Security and Privacy of the Computing Resources**

The College employs various measures to protect the security of its computing resources and of users' accounts. Users should be aware, however, that the College cannot guarantee such security. Users should engage in safe computing practices by establishing appropriate access restrictions for their accounts, including appropriate selection and safekeeping of passwords. Users should also be aware that their uses of College computing resources are not completely private. The normal operation and maintenance of the College's computing resources require the backup and caching of

data and communications, the logging of activity, the monitoring of general usage patterns and other such activities that are necessary for the provision of service. Such audits may review the sizes, kinds and names of software and files but do not review the contents of documents. While in general content is not reviewed, it is important to understand that all information related to the business of the College is owned by the College. For more information or advice, students can read the acceptable use policies at

[lits.mtholyoke.edu/tech-support/access-and-internet-connectivity/acceptable-use-policy](https://lits.mtholyoke.edu/tech-support/access-and-internet-connectivity/acceptable-use-policy).

### **Policy on Audiovisual Recordings in the Classroom**

To encourage active engagement and academic inquiry in the classroom, as well as to safeguard the privacy of students and faculty, no form of audio or visual recording in the classroom is permitted without explicit permission from the professor/instructor or without a letter from Disability Services and signed by the faculty member, authorizing the recording as an accommodation.

Authorized recordings may only be used by a student who has obtained permission and may not be shared or distributed for any reason. Violation of this policy is an infraction of the Mount Holyoke College Honor Code and academic regulations that will result in disciplinary action.