Southern Vermont College Mission:

Southern Vermont College affirms a deep belief in the potential of every individual. We embrace diversity in all its forms, fostering excellence and personal responsibility in each member of our community. Grounded in the liberal arts, our programs prepare students to look beyond boundaries, to engage their communities, and to excel in their professional endeavors.
# Table of Contents

- Letter from the Dean of Students ................................................................. 3
- Statement of Non-Discrimination .............................................................. 4
- Mission Statement of Student Conduct .................................................. 4
- Core Values .................................................................................................. 5
- Student Conduct Philosophy Statement .................................................. 5
- Student Rights and Responsibilities ......................................................... 7
- Community Standards of Conduct ......................................................... 8
- Respect & Civility Core Value Policies ..................................................... 8
- Responsibility Core Value Policies .......................................................... 10
- Ethics & Accountability Core Value Policies ........................................... 16
- Community Core Value Policies ............................................................... 17
- Integrity Core Value Policies ..................................................................... 26
- Social Inclusion Core Value Policies ....................................................... 27
- Conduct Review Process .......................................................................... 30
- Addendum #1: Additional Alcohol and Drug Resources ....................... 36
- Addendum #2: Motor Vehicle Policy ......................................................... 38
- Addendum #3: Technology Policy ............................................................. 39
- Addendum #4: Prohibited Items list ......................................................... 40
- Addendum #5: Service Animal & Emotional Support Animal Policy ...... 40
- Addendum #6: Student Conduct Review Process .................................... 41
- Addendum #7: Title IX information, Title IX process, & Resources ......... 42
- Addendum #8: Additional Student Experience Resources ..................... 49

## Southern Vermont College Policies

Southern Vermont College policies, as stated in this Community Standards of Conduct, are subject to change. The College may amend policies and procedures at any time, giving the community reasonable notice of the changes via the SVC official email address. For the most recent and accurate Community Standards of Conduct, please refer to the SVC website is where any changes will be updated.

The Community Standards of Conduct is published annually by the Dean of Students at Southern Vermont College.
Letter from the Dean of Students

Dear Southern Vermont College Community,

Welcome to the 2018-2019 Academic Year!

College is a fulfilling and rewarding time to learn and experience all sorts of new things. Learning occurs in the classroom as you prepare yourself to become an accomplished professional in your field of study. In addition, personal learning and growth occurs as a direct result of your active engagement and experiences in the College community.

Last year, I created this Community Standard of Conduct that focuses on the Southern Vermont College Community and building community through 6 Core Values. All policies will fall within one of the 6 Core Values:

- Respect and Civility
- Responsibility
- Ethics and Accountability
- Community
- Integrity
- Social Inclusion

Each member of the Southern Vermont College Community has the responsibility for their own choices and behaviors along with assuming reasonable responsibility for the behavior of others. This is what being a part of a community is about. As part of the Southern Vermont College Community it is important that you take ownership and have pride in being a Mountaineer.

Student Affairs is focused on building a safe, healthy and inclusive living-learning environment throughout our campus. As a member of the SVC Community, you are responsible for reading, understanding, and abiding by the Community Standards of Conduct. It is important for all students to read this document in full.

The Community Standards of Conduct exists to promote an atmosphere in which each individual makes their own decisions, develops a respectful regard for the community, and achieves a sense of integrity in all aspects of one's life. In many respects, the Community Standards of Conduct will help set a precedent for you to build your character beyond these few short years attending Southern Vermont College.

As you navigate your own journey to success which may include playing a sport, joining a student organization, participating in a numerous events, and/or doing research with a professor, please know you have a committed group of faculty and staff behind you, ready and willing to support you this academic year.

I wish you great personal and academic success!

Kindly,

Heather Quire M.S. Ed.
Dean of Students
Statement of Non-Discrimination
Southern Vermont College is committed to a policy of equal opportunity in all aspects of its employment practices and educational programs, in compliance with applicable provisions of state and federal law that prohibit discrimination in employment and/or education on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, ancestry, place of birth, age, veteran or military service status, marital status of students, HIV-positive test result status, genetic information, disability, or any other legally protected characteristic, as such characteristics and prohibitions are defined by applicable law. The College will not rely inappropriately on such characteristics, or upon related stereotypes or biases, in making employment-related or education-related decisions. Title IX of the Education Amendments of 1972 as amended ("Title IX") prohibits discrimination in educational programs, admissions, and employment on the basis of sex, and requires the College not to discriminate on that basis. Inquiries concerning the application of Title IX may be referred to the College’s Title IX Coordinator (contact information below) or to the assistant secretary for civil rights at the United States Department of Education Office for Civil Rights. Also, in accordance with applicable law, the College will make reasonable accommodations for qualified individuals with known disabilities, unless doing so would result in an undue hardship, would fundamentally alter academic standards or essential job functions, or otherwise would not be required by applicable law. While the College complies with provisions of applicable law, no portion of this handbook should be interpreted or relied upon as creating any rights broader than those recognized by applicable law.

Employees and students should feel free to raise concerns or complaints relating to discrimination or perceived discrimination without fear of reprisal or retaliation from (as applicable) the College, supervisors, co-workers, faculty members, or other students. Violations of the College’s nondiscrimination policy will likely result in disciplinary action or dismissal. Students should contact the College’s Office of the Dean of Students regarding questions or concerns related to decisions or conduct that they believe are in violation of this policy, and employees should contact the College’s Office of Human Resources regarding such questions or concerns.

- If students have questions about issues related to perceived discrimination on the basis of sex, they may also contact the College’s Title IX Coordinator; Kimberly Gould, Dean of Academic Operations, 802-447-6333, kgould@svc.edu.
- If staff or faculty have questions about issues related to perceived discrimination on the basis of sex, they may contact the Deputy Title IX Coordinator/Director of Human Resources, Carole Sheringham, 802-447-6358, csheringham@svc.edu.
- If one has questions about reasonable accommodations or perceived discrimination on the basis of disability, one should contact the College’s 504 Coordinator, Darcy Oakes, 802-447-6372 or at LDSP@svc.edu.

Mission Statement of Student Conduct
The Dean of Students promotes student development and enhances the Southern Vermont College student experience through partnerships, connections, direct support, policy development and educational initiatives that promote an inclusive campus climate and facilitate students’ successful navigation of campus life.

The Dean of Students supports this mission by providing programs and services that:
- develop, disseminate, interpret, and enforce College policies and procedures involving students and student organizations;
- protect the rights of the students who have been affected by misconduct, as well as those accused of misconduct;
- ensure all involved with the administration of the conduct system are well-trained and sufficiently prepared;
- respond to student behavioral concerns in an unbiased, fair, and reasonable manner;
- encourage students and student organizations to take responsibility for their choices;
- provide learning experiences for students whose conduct may not be consistent with institutional expectations;
- initiate and encourage outreach activities that serve to educate the community about the student conduct program;
- balance the needs and interests of individuals with the needs and interests of Southern Vermont College and the communities within the College, and others who may have an interest in the matter or outcome;
- are regularly reviewed and updated in an effort to reflect promising and best practices in the field of student conduct, as well as to meet student and College needs.
Core Values of Student Conduct

- **Respect and Civility**: SVC students show positive regard for each other, for property and for the community. Students will conduct themselves and treat others in a polite, reasonable and respectful manner.
- **Responsibility**: SVC students are given and accept a high level of responsibility to self, to others and to the community.
- **Ethics and Accountability**: SVC students will individually hold themselves accountable for their actions, both positive and negative, and inspire others to abide by the college Community Standards of Conduct.
- **Community**: SVC students build and enhance their community through positive interaction.
- **Integrity**: SVC students exemplify honesty, honor and a respect for the truth in all of their dealings.
- **Social Inclusion**: SVC students are just and equitable in their treatment of all members of the community and act to discourage and/or intervene to prevent unjust and inequitable behaviors.

Southern Vermont College reserves the right to make changes to the Community Standards of Conduct as necessary, and once those changes are posted online, they are in effect. Southern Vermont students, groups and organizations are responsible for knowing the information, policies and procedures outlined in this document.

**Student Conduct Philosophy Statement**

The Southern Vermont College community is committed to fostering a campus environment that is conducive to academic inquiry, a productive campus life and thoughtful study and discourse. The student conduct program within the Office of the Dean of Students is committed to an educational and developmental process that balances the interests of individual students with the interests of the Southern Vermont College community.

A community exists on the basis of shared values and principles. At Southern Vermont College, student members of the community are expected to uphold and abide by certain standards of conduct that form the basis of the Community Standards of Conduct. These standards are embodied within a set of core values that include respect and civility, responsibility, ethics and accountability, community, integrity, and social inclusion.

Each member of the Southern Vermont College community bears responsibility for their conduct and assumes reasonable responsibility for the behavior of others. When members of the community fail to exemplify these 6 core values by violating the community standards below, campus conduct proceedings are used to assert and uphold the Community Standards of Conduct.

The learning outcomes of the Community Standards of Conduct are that the student, through their experience in our process, will be able to:

- Identify the section of the Community Standards of Conduct they allegedly violated;
- Describe the impact that their behavior has on themselves and others;
- Explain their responsibility as a student to uphold the established standards of conduct; and
- Summarize the potential impact of their behavior on their future career, or course of study.

The student conduct review process at Southern Vermont College is not intended to punish students; rather, it exists to protect the interests of the community and to challenge those whose behavior is not in accordance with our policies to align actions as a positive member of the community. Sanctions and outcomes are intended to challenge students’ moral and ethical decision-making and to help them bring their behavior into accord with our community expectations. When a student is unable to conform their behavior to community expectations, the student conduct review process may assist us in determining if the student should continue to share in the privilege(s) afforded to those participating in this community.

Students should be aware that the student conduct review process is quite different from criminal and civil court proceedings. Procedures and rights in student conduct procedures are conducted with fairness to all, do not include the same protections of due process afforded by the courts. Fundamental fairness, as defined within these procedures, assures written notice and a hearing/meeting before an objective decision-maker. The decision of responsibility is based on the “preponderance of information,” which means **it is more likely than not** that a policy violation occurred and any sanctions/outcomes will be proportionate to the **severity of the violation** and to the **cumulative conduct history** of the student.

**SVC’s Principles of Community**

Southern Vermont College’s Principles of Community require that students be guided by a sense of personal honor based on integrity, common sense, and respect for the rights of others. As part of the SVC Community, members are to be respectful, responsible individuals who are held accountable for their choices and actions. All members of the faculty and staff strive to create and support an educational environment that promotes student growth and development.

In the Southern Vermont College community, self-discipline is the cornerstone of personal freedom. Further, Southern Vermont College firmly believes in the concept of individuality, which includes responsibility for one’s own behavior. The College recognizes the rights of all individuals to express themselves in words and actions so long as they do so without infringing upon the rights of others or violating the standards of good conduct. There must be a willingness and commitment among those within the College to associate in a way that allows individual freedom, rights, and privileges to coexist with reasonable order. Members of the College
community assume a respect for these basic principles that enables the College to accomplish its mission.

The policies and procedures set forth in the Community Standards of Conduct and other published documents like the Course Catalog are an important part of the educational mission of the College and apply to all Southern Vermont College students. They are designed to foster an effective learning environment and support the values of our educational community. They are not based on, nor are they intended to mirror, the rights or procedures in civil or criminal court proceedings.

SVC’s email system is the primary means of communication with students. Students are responsible for all communication delivered to their Southern Vermont College email address.

Separate documents outline the community responsibilities related to faculty, staff, and administrators. The Dean of Students, or designee, generally establishes, reviews, and administers the student conduct policies and procedures. The College reserves the right to amend the policies and procedures at any time, giving the community reasonable notice. The version of the Community Standards of Conduct Student Handbook on the College’s website is considered the most up to date.

Jurisdiction
Students at Southern Vermont are provided a copy of the Community Standards of Conduct Student Handbook annually in the form of a link on Southern Vermont’s website. Students are responsible for reading and abiding by the provisions within the Community Standards of Conduct.

The Community Standards of Conduct and the student conduct review process apply to the conduct of all students and all Southern Vermont-affiliated student groups or organizations. For the purposes of student conduct, Southern Vermont College considers an individual to be a student when an offer of admission has been extended and thereafter as long as the student has a continuing educational interest in Southern Vermont College.

Southern Vermont 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. If sanctions and outcomes are identified, a hold may be placed on the student’s ability to re-enroll and/or obtain official transcripts and/or graduate and all educational outcomes must be satisfied prior to re-enrollment eligibility. A responding student facing an alleged violation of the Community Standards of Conduct is not permitted to officially take a leave, or withdraw or graduate from Southern Vermont until all allegations are resolved. In the event of serious misconduct committed while still enrolled but reported after the accused student has graduated, Southern Vermont College may invoke these procedures and should the former student be found responsible, Southern Vermont College may revoke that student’s degree.

The Community Standards of Conduct applies to behaviors that take place on campus, at Southern Vermont College -sponsored events, and may also apply to off-campus behavior when the Dean of Students or designee determines that the off-campus conduct affects a substantial Southern Vermont College interest. A substantial Southern Vermont College interest may include, but is not limited to:

- Any situation where it appears that the student’s conduct may present a danger or threat to the health or safety of the student or others; or
- Any situation that significantly impinges upon the rights, property or achievements of self or others or significantly breaches the peace and/or causes social disorder; or
- Any situation that Bennington Police or Law Enforcement needs assistance of Southern Vermont College in investigating; or
- Any situation in which the conduct of a student(s) is damaging to the reputation of Southern Vermont College; or
- Any situation that is detrimental to the educational mission and/or interests of Southern Vermont College.

The Community Standards of Conduct may be applied to behavior conducted online, via email, or any other electronic medium. Students should also be aware that online postings such as blogs, web postings, chats, and social networking sites are in the public sphere and are not private. Social media posts can be processed through the conduct review process if there is evidence of policy violations posted online. Southern Vermont College does not regularly search for this information, but may take action if and when such information is brought to the attention of Southern Vermont College officials.

The Community Standards of Conduct also apply to guests of community members whose hosts may be held accountable for the misconduct of their guests. The Community Standards of Conduct may also be applied to resident non-students, campers, and high school bridge/extension/partner/dual-credit and continuing education programs by contractual agreements. Visitors to and guests of Southern Vermont may seek resolution of violations of the Community Standards of Conduct committed against them through the processes outlined herein.

There is no time limit on reporting violations of the Community Standards of Conduct; however, the longer someone waits to report an offense, the harder it becomes for Southern Vermont College officials to obtain information and witness statements and to make determinations regarding alleged violations. Though anonymous complaints are permitted, doing so may limit Southern Vermont’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 Campus Safety or the Dean of Students. You can send an email to concerned@svc.edu.
Off-campus Conduct
The College cannot, as a practical matter, monitor or control the off-campus conduct of Southern Vermont College students, nor does it attempt to assume any duty to do so. This is particularly true of off-campus conduct that does not involve a College-affiliated excursion, event, or program. However, if College officials receive notice of non-College-related, off-campus conduct that is inconsistent with the Community Standards of Conduct, the College may take action against the student(s) involved under the College’s conduct policies. College disciplinary action is particularly likely if such conduct or a student involved appears to present a danger to students or others, reflects negatively on the student’s ability to participate in the College’s programs, or otherwise negatively affects the interests of the College. With respect to off-campus, College-affiliated excursions, events, or programs, such as sports-related travel, study abroad, field trips, etc., the College will hold students responsible for compliance with College policies. Depending upon the circumstances, interim sanctions may be imposed until the conclusion of the conduct process.

Student Rights and Responsibilities
The following student rights and responsibilities are granted to all students who have been charged with an alleged violation of the Community Standards of Conduct in the student conduct review process:

1. The right to be treated with respect, dignity and compassion by College officials and by all persons involved in disciplinary procedures;
2. The right to be informed by written notice, delivered electronically, of the alleged violation(s) and also the date, time, and place of the student conduct review meeting/hearing;
3. The right to a conduct review meeting/hearing;
4. The right to be informed orally and/or in writing/electronically of the student conduct procedures. See Conduct Review Process herein;
5. The right to review the documentation and respond to all information in documentation presented at the time of the conduct review meeting/hearing;
6. The right to present witness statement(s) in higher level conduct hearings by giving prior notice to the Dean of Students and such statements one (1) business day in advance of the hearing for approval to be added to case information. Character witness statements will not be accepted;
7. The right to be assisted in a student conduct hearing by a Procedural Advocate. A Procedural Advocate, typically a member of the SVC Faculty or Staff, can be requested by respondent or appointed by the Dean of Students. This individual may not address the hearing officer, but may consult freely with the student. If at any time the advocate’s participation interferes with the stated conduct procedures, they will be dismissed from the hearing. [See Addendum #6 for additional information on Procedural Advocate role]
8. The right to participate in the conduct hearing or remain silent. If the student chooses to remain silent, the conduct process will move forward;
9. The right to have their level of responsibility determined based on a “preponderance of information” standard, which means it is “more likely than not” the violation occurred;
10. The right to request an appeal on the finding(s) and/or outcomes(s) issued based on the appeal criteria. [See appeals step #7 the Conduct Review Process herein.]

Students have additional and/or different rights in cases that allegedly involve discrimination, harassment, sexual assault, domestic violence, dating violence and stalking. Procedures applicable to such cases are outlined in Appendix 7. In the case of conflict between the procedures outlined here and the procedures outlined in Appendix 7, the procedures outlined in Appendix 7 will control in such cases.

Grievance Policy
Complaints, grievances, or disagreements arising from or among students at Southern Vermont College should be handled, as far as possible, directly by the students involved and peacefully. Students are urged to resolve personal disagreements before they cause major problems. If a student needs assistance working out a problem of this sort, the student should speak with the Dean of Students. Having a third party can often prove very helpful when serving as a sounding board or mediator.

- Complaints concerning alleged violations of equal opportunity policies/laws (i.e., discrimination, sexual harassment, ADA, Title IX, etc.) should be directed to the Title IX Coordinator, Kimberly Gould.
- Academic related complaints or grievances should follow the process listed in the Southern Vermont College Catalog.
- Complaints or grievances directed at a faculty or staff member of the College should be taken up with that individual or their supervisor. If you are unsure who directly supervises the individual, you should speak with the Dean of Students who will direct you correctly.

Achievement Support Council Notifications
The purpose of the Achievement Support Council is to identify as early as possible students who are in need of support to achieve success academically and/or socially as members of the SVC campus community. The purpose of the council includes coordinating the provision of various levels of intervention ranging from informal reminders to individual case management based upon evaluation of risk factors. The information that this council discusses is confidential. A faculty or staff member can submit an achievement support notification which is confidential, the student may or may not be notified of the notification.
COMMUNITY STANDARDS OF CONDUCT

Core Values and Behavioral Expectations
Southern Vermont considers the behavior described in the following sub-sections as inappropriate for the Southern Vermont community and in opposition to the core values set forth at the beginning of this document. These expectations and rules apply to all students, groups, and organizations. Southern Vermont College encourages community members to report to Southern Vermont officials all incidents that involve the following actions. Any student, group, or organization found to have committed or to have attempted to commit the following misconduct is subject to the Conduct Review Process outlined herein.

Students have additional and/or different rights in cases that allegedly involve discrimination, harassment, sexual assault, domestic violence, dating violence and stalking. Procedures applicable to such cases are outlined in Appendix 7. In the case of conflict between the procedures outlined here and the procedures outlined in Appendix 7, the procedures outlined in Appendix 7 will control in such cases.

Respect & Civility: SVC students show positive regard for each other, for property and for the community. Students will conduct themselves and treat others in a polite, reasonable and respectful manner.

Class Decorum - It is important that Southern Vermont College classroom environments have an appropriate academic atmosphere that promotes learning and makes it possible for professors to be effective teachers. Respect among, for, and to each other is of utmost importance. If the behavior of an individual student is disruptive to the academic environment, the professor may resolve situations caused by that behavior as the professor deems appropriate, including a request that the student leave the classroom. The professor may also consult with the Division Chair and/or the Dean of Students to determine an appropriate course of action. Students can appeal academic decisions about such actions through the applicable Student Academic Appeals Policy. If the Community Standards of Conduct has been violated, the student may be subject to disciplinary action as outlined herein under the Conduct Review Process section.

[See Course Catalog for additional information related to Academic Dishonesty/Academic Policies.]

Arson - Intentionally, maliciously, recklessly, and/or knowingly setting fire to or burning any property while on College-owned or College-leased property is prohibited. This includes setting fire to or burning one’s own property, the property of another, or College property.

Civility &/or Disrespect - The College prohibits any verbal, written, or physical conduct that has the intent or effect of unreasonably interfering with the activities or performance of the duties of any member of the College community, or of creating an intimidating or hostile environment. This includes all electronic communication such as, but not limited to, email, texting, Facebook, Twitter, blog posts, etc.

Dangerous Practices - Participating in any behavior that is deemed by a College official to be disruptive to community living or personal safety is prohibited. This may include a variety of “acting out” behaviors and includes assault or physical harm.

Physical Assault - Unwanted forcible physical contact with another person that either intentionally, recklessly, or negligently causes injury is prohibited. For purposes of this section, injury is sustained when a person suffers pain, no matter how slight.

Theft - The wrongful taking of or possession of the property or services of another, or of property that the thief reasonably should have known was stolen, or preventing the recovering by the owner is prohibited.

Unauthorized Use or Possession - Unauthorized use or possession of College property or property of another student or community member is prohibited.

Weapons or Explosives - Possessing/using firearms, explosives, or other weapons on College property is strictly prohibited. Below is a list of examples that would classify as a weapon or explosive.

- **Weapon** - Firearm, pellet or bb gun, soft air-gun, paintball gun, ammunition, bow or crossbow, knife (any knife that is not a cooking utensil), dagger, sword, metal or plastic knuckles, machete, nun chucks, etc. Any instrument, article, or substance, including a vehicle, which under the circumstances in which it is used, attempted to be used, or threatened to be used, is readily capable of causing injury. Ammunition for such weapons is strictly prohibited.

- **Explosives** – Any device that explodes with sudden violence from internal energy, including fireworks and improvised devices.
Disorderly Conduct/Disruption –

1. Disruption or obstruction of teaching, research, administration, student conduct proceedings, or other College activities, or disruption or interference with the exercise by members of the College community of their rights under the policy of Free Speech and Assembly is prohibited.

2. Infringing on the rights to individual privacy, including a failure to maintain a reasonable level of peace and quiet, is prohibited.

3. Lewd, indecent, or obscene conduct or expression thereof on College-owned property or at College-sponsored events is prohibited.

4. Engaging in fighting or in violent, tumultuous, or threatening behavior is prohibited.

5. Use of abusive or obscene language, or making an obscene gesture is prohibited.

6. Obstructing vehicular or pedestrian traffic is prohibited.

7. Congregating with other persons in a public place and refusal to comply with a legitimate request from a Southern Vermont College official or law enforcement to disperse is prohibited.

8. Creating a hazardous or physically offensive condition by any act which serves no legitimate purpose is prohibited.
Responsibility: SVC students are given and accept a high level of responsibility to self, to others and to the community.

Self-care Responsibility – Sanitation and Personal Hygiene - Behaviors deemed to be unsanitary and/or unhealthy are strictly prohibited. Residents found to be participating in these behaviors will face disciplinary action, be required to pay restitution, and may be required to attend counseling on-campus for an initial assessment.

Financial Responsibilities – Failure to pay a student account in a timely manner may result in a hold on the student account that will not permit the student to register for classes or select housing during housing selection until the bill has been paid. [Contact Student Financial Services for information related to billing. See Course Catalog for additional Financial Information.]

Guest Policy – Students are responsible for their guests’ choices and behaviors.
All guests must be registered through the guest pass registration process if a guest is on campus past 8:00PM. (See below for step-by-step procedure for how to register a guest.)

Host: All students living in campus housing shall be held responsible for violations committed by their guest(s), regardless of whether the guest is a student or non-student. The ultimate responsibility for such registration and compliance with all College policies lies with the host. Host must escort their guest at all times.
Guest: A guest is defined as any non-residential student, any residential student present in a suite not specifically assigned to them, or any non-student. A foundation of this guest policy is that it is the responsibility of hosts and guests to be respectful of the SVC Community. If applicable, Guests are only permitted with the consent of the roommate(s). Any off-campus guest or SVC commuter students must obtain a guest pass by filling out the electronic form (you must be signed into your SVC email account)
USE QR CODE FOR ONLINE REGISTRATION FORM or copy/paste this link: https://goo.gl/forms/Endi42Q7gGF0bExr1 (must be logged into SVC email)

The responsibilities of hosts are as follows:
- Remain with your guest(s) at all times.
- Inform guests of College rules, regulations, and policies, and inform them that they must abide by these at all times.
- Assume responsibility for the actions of their guest(s). Should a guest violate any of the College’s policies, the host will assume responsibility for the violation and will be subject to disciplinary action and pay any and all restitution for damages.

The responsibilities of guests are as follows:
- Remain with their host at all times.
- Become informed of College rules, regulations and policies, and abide by the same.
- Register vehicle at the Campus Safety office, obtain a temporary parking pass and must park in the MAC Parking Lot.

Additional Guest Policies:
- All guests are expected to produce identification and yellow guest pass at the request of a College official. Unescorted guests may be required to leave the campus.
- Students are only allowed one overnight guest at a time – guest must be 18 years or older.
- Overnight guests who are 16 and 17 years old may be approved by a Residence Director or Dean of Students with adequate notice (a minimum of 5 days in advance of date of arrival) and written permission from the minor’s parent or guardian. Contact Residence Life for the form.
- Limited daytime visits by minors/children under the age of 16 in the company of their parents or guardians are allowed with permission of the Residence Director. To be clear, no one under 16 years of age is allowed to stay overnight and can only be here for short period of time during the day. Babysitting services or any other form of business involving children may not be conducted in the residence areas.
- Residents may only have an overnight guest for three nights in any given 10-day period. After 3 nights, the guest may not stay overnight again for at least 7 days.
- If a guest violates College policy or local, state, or federal laws, the guest may be required to leave the campus immediately. If guest fails to comply with request to leave campus, a No Trespass Order will be given and Bennington Police will be called if need be.
- Failing to register a guest may subject the host student to the Conduct Review Process.
- Students are reminded that they share space with others and all residents have the same rights to privacy and safety in their living space.
- Students should not give their keys/ID cards to anyone else, including friends or family members or other students for their use.
- Students should respect their roommate/suitemates when hosting visitors and guests.
- No guests are permitted during final exam periods, the week preceding an exam period, or during any College recess.
- Sleeping in student lounges and other public/common spaces is prohibited.
- Any SVC College Student on leave may not visit unless special permission is granted by the Dean of Students.
- Any violation of the guest policy may result in Student Conduct action.
• The Dean of Students reserves the right to limit the total number of overnight guests approved for any given night.

Register a Guest Procedure: The SVC Student Guest Pass Process – As easy as 1-2-3.

1. Step #1 - Agree to the Guest Policy and fill out the following Guest Pass Registration. In order to complete the registration, as the SVC community member host you need to first read and agree to comply with the guest policy. Once you confirm their understanding, by selecting ‘I Agree,’ you will be allowed to submit your request for a guest pass.

USE OR CODE FOR ONLINE REGISTRATION FORM or copy/paste this link:

https://goo.gl/forms/Endi42Q7gF0bExr1 (must be logged into SVC email)

2. Step #2 – Approval of the Guest Pass. Once you have submitted the guest pass form, you will receive an email informing you if your request has been approved or not approved. If registration is submitted before 5:00pm on a business day, a member of the Student Affairs staff will pre-fill out the guest pass with information you submitted on registration form and it will be at Campus Safety for when your guest arrives. If registration is submitted after 5:00pm on non-business day or weekend, then guest pass will be completed at time of guest arrival.

3. Step #3 - Guest Check In - When your guest arrives, you and the guest go to Campus Safety Office with your SVC ID to receive the guest pass. The guest must have a valid photo ID in order to receive the Yellow guest pass that will need to be in hand while on campus. (If guest has a car, then car model, make, color, and license plate information will be gathered.)

[White Copy to Campus Safety, Yellow Copy to Guest, Pink Copy to Residence Life.]

Alcohol & Drug Policies: The Drug-Free Schools and Communities Act Amendments of 1989 require each educational institution, as a condition of receiving funds or any form of financial assistance under any federal program, to certify that it has adopted and implemented a program to prevent the unlawful possession, use, and distribution of alcohol or illicit drugs by students and employees.

Alcohol Policy - The College encourages students to make informed decisions regarding alcohol consumption and recognizes that there are times when alcohol will be used by students of legal drinking age in permitted spaces. The College does not permit the possession or consumption of alcoholic beverages by students under 21 years of age, and the possession or consumption of alcohol is not permitted in first-year student housing. The College adheres to Vermont State alcohol laws. A student who decides to consume alcohol assumes full responsibility for the consequences of its use or abuse, both on and off campus.

Providing alcohol to minors is strictly prohibited, and may result in more serious outcomes through the student conduct process.

Guests, including commuter students, are prohibited from transporting alcohol anywhere on campus, and are strictly prohibited from bringing alcohol into the residence areas. Only students living in the residence halls at the College who are over the age of 21 may transport alcohol on campus to designated 21+ suites only.

College officials are permitted to open any beverage container if it is believed that it is being used to carry alcohol. Beverage containers include, but are not limited to, reusable water bottles, travel mugs, disposable water or soda bottles, and plastic cups.

Alcohol Policy for under 21: Students under the age of 21 are prohibited from being in the presence of, possession of, and consumption of alcohol.

• Students under the age of 21 are prohibited from being present in an area where alcohol is being served, consumed, or possessed.

• Individuals under the age of 21 may not transport alcohol anywhere on campus.

Location designation

Alcohol is prohibited: Aldis Hall, Bowen Hall, and Cady Hall are considered "dry-housing" regardless of the age of the student. This includes any room or common area of a student living in these buildings. Students may not possess, consume, or be in the presence of alcohol in these buildings, regardless of the students' age. Resident Advisors of legal drinking age assigned to dry housing may not have alcohol in their rooms.

• Darby Hall, Ellinwood Hall, and Hunter Hall Suites are considered "dry-housing" in suite common areas if any resident of the suite is under the age of 21. [If a resident is over 21 can have alcohol in room for personal consumption.] See below for designation of 21+ Suites.

Alcohol is permitted: 21+ Suites in Darby Hall, Ellinwood Hall, and Hunter Hall

Definition of Designated 21+ Suites: Every student living in the suite is 21 years of age and 21 + Suite status has been approved by the Dean of Students. Once every student in the suite has turned 21, the suite can apply to be designated as a 21+ Suite. 21+ Suite Application can be obtained in the Dean of Students Office. Suite common areas are considered "dry-housing" if anyone is under 21. For those individuals who are 21 but their suite is not 21+ Designation, students may have alcohol in their private room only, not in the rest of the suite. If students are in a double room then both individuals need to be 21.

• 21 + Suites are permitted to drink in the suite common areas and in bedrooms and can have other students drink who are of legal drinking age. (Guest and Visitation policies must still be followed)
- The consumption of alcohol is not permitted if anyone under the age of 21 enters the suite common area. All students present in a room or area where a student is under the legal drinking age are in violation of the Alcohol Policy if alcohol is visible or consumption is happening. Alcohol should be stored out of sight if anyone under the age of 21 enters the suite.
- Alcohol can only be brought into the 21+ Suite by residents assigned to that suite. When transporting alcohol on campus, all containers must be unopened and may not be opened until the individual of legal drinking age reaches their 21+ Suite.
- Guests, visitors, and other students of legal drinking age may not bring alcohol into 21+ Suites. Under no circumstances may any alcohol in the possession of residents of 21 + Suites be shared with anyone under 21.
- **Excessive Amounts of Alcohol or Common Source** - “excessive” is defined as a concern for a lack of control that results from consuming large quantities of alcohol. Both excessive amounts of alcohol and common sources are prohibited. The quantity of alcohol allowed in the 21+ Suite is limited to amounts deemed appropriate for personal consumption, defined as: no more than 1 case of beer (case = 30 cans/bottles), no more than 2 bottles (bottle = 750 ml) of wine or hard liquor in a bedroom or no more than 2 cases of beer in a common area, no more than 4 wine bottles or hard liquor in a common area. Kegs, funnels, punch bowls and other “common source” containers are prohibited. Large quantities of alcohol are not permitted on campus.
- The 21+ Suite designation is a privilege and may be taken away if suite is in violation of policies and students will face disciplinary action. An up-to-date list of 21+ designated suites will be kept for reference by Campus Safety and Residence Life.

**Alcohol Policies regardless of age:**
No person shall sell, deliver, give away, or cause, permit, or procure to be sold any alcoholic beverage to any person, actually or apparently, under the age of 21 years.

- **Empty Containers:** Alcohol empty containers (cans, bottles, box, cups, flasks, etc) need to be discarded directly in the recycling dumpster outside the same night drinking occurs. Residents in the 21+ Suite are responsible for taking out the alcohol trash to dumpster and recycling containers on campus. If a College official (Residence Life, Facilities, Campus Safety, etc.) finds empty containers in common areas unattended during business hours, the suite will be documented and processed through the conduct system.

- **Public intoxication** anywhere on campus or at a College event is prohibited and considered unacceptable behavior in our community. Public intoxication is defined as alcohol/drug influenced behavior which causes a disturbance and/or is harmful to self, others and/or property.
  - Intoxication, defined as being under the influence of alcohol at any level. Intoxication which involves College staff, causes a disturbance, or is a danger to persons or property is prohibited.
  - Intoxication will not be accepted as an excuse or mitigating circumstances for any Community Standards of Conduct violation.
  - Any student who arrives to class and is perceived by a College official to be under the influence of alcohol or other drugs may be asked to leave and the situation will be documented. **Faculty and Staff can email the Dean of Students in order to document. If the student is causing a disturbance, Campus Safety can be called to escort the student out of class.**

- **Open containers of alcohol** are not permitted in public areas. Public areas include, but are not limited to, academic buildings, the MAC, residence hall hallways and stairwells, and outdoors.

- **Drinking games and associated paraphernalia** are prohibited whether alcohol is present or not. The College does not promote rapid drinking or unsafe consumption.
  - Paraphernalia is defined as full, partially full or empty alcoholic beverage containers, shot glasses, champagne or wine glasses, flask, mass-quantity drinking apparatuses, items utilized as part of drinking games or other items that are known to be used for consumption purposes.
  - Paraphernalia list includes but is not limited to: beer pong tables/tables with drinking game paraphernalia, which includes water pong, drinking card games, funnels, cups when associated with drinking games, ping pong balls.
  - Students may not display empty containers of alcohol in their rooms, suites or common areas. Empty beer containers, hard liquor or wine containers, packaging, bottle caps, and similar items may not be used for decorative or keepsake purposes. Such containers or associated prohibited items signify possession and/or consumption of alcohol and will be considered a violation.

- **Bulk Alcohol/ Bulk containers** are prohibited on College property. Bulk Alcohol is defined as two cases of beer (case = 30 cans/bottles) or more (or equivalent for other types of alcohol) or more than 4 wine bottles/hard liquor bottles (bottle = 750 ml), etc. A bulk container is defined as, but not limited to: kegs of any size, beer balls, handles (1.75 Liters), alcoholic punch and any other “common source” type containers. All students present in a room or area where a bulk alcohol/container is present are in violation of the Alcohol Policy.

- **Privately-obtained alcoholic beverages** may not be brought into a College sponsored event.
**Community Standards of Conduct**

**Manufacture and/or sale of alcoholic beverages** by students is prohibited on College-owned property.

**Driving under the influence** is strictly prohibited.

**Alcohol/paraphernalia Confiscation** – in the event of an alcohol violation(s): all alcohol, paraphernalia, etc. will be confiscated and disposed of. Pictures may be taken as proof of violation and documented. The College is not responsible for the cost to replace confiscated alcohol and items.

**College Sponsored Events** - Alcohol is permitted at on-campus events when provided through Catering Services or another third-party vendor where a liquor license is obtained and where the event is considered private, by invite only, and a majority of those in attendance will be of legal drinking age in Vermont State. Examples include faculty/staff social events, Board of Trustee events, College Advancement events and designated senior class events. Determination of other events will be made by the Dean of Students at their sole discretion. Only those individuals who are of legal drinking age are allowed to drink at these events.

**Prospective Student visits/overnights** – Alcohol is not permitted to be part of the prospective student experience on a visit or overnight. A host is prohibited from being in the presence of, possession &/or consuming alcohol &/or drugs while hosting a prospective student (this is regardless of age of host and prospective student).

**Good Samaritan/ Medical Amnesty Policy** - Southern Vermont College considers the safety and wellbeing of all members of the SVC community a priority. In the case of a medical emergency resulting from alcohol or other drug use, students are encouraged to seek help from Residence Life or Campus Safety staff. Any student who seeks medical assistance for themselves or on behalf of another student may not be subject to disciplinary action at the discretion of the Dean of Students. Students seeking assistance for another student must remain with that person until staff arrives in order to be considered under this policy. This policy does not apply to students who are found or confronted by SVC staff. Any student who is assessed/transferred under this policy will be required to meet with the Dean of Students/designee and required to complete certain educational interventions, including, but not limited to, meeting with SVC Counseling Services staff. Failure to complete this requirement may result in disciplinary action. Additionally, students who seek assistance under this policy may still be subject to disciplinary action for policy violations that occur in addition to the alcohol/drug violation. Some examples are disorderly conduct, civility/disrespect, and vandalism.

The Dean of Students reserves the right to deny amnesty to any student who seeks help for alcohol or drug related emergencies more than once during their enrollment at Southern Vermont College. Subsequent alcohol or drug related emergencies will be processed through the Conduct Review Process.

**Medical Transport Policy**: Intoxication- Any person deemed intoxicated by any College official shall be subject to intervention including medical transport, arrest, or other appropriate action. If a College official determines that a student is intoxicated and in need of medical attention, the student, regardless of age, does not have the right under College policy to refuse to be transported to a local hospital. The Residence Director on Duty or Administrator on Call has the final decision making authority in this situation. Failure to comply with the directive of a College official may result in additional police intervention. The student is responsible for any and all costs associated with the transport and ensuing medical treatment. The College, any person employed by the College, any student enrolled at the College, or any guest of the College will not supervise or care for an intoxicated student.

**See Addendum #1 for additional Alcohol & Drug Related Information**

**Drug Policy** - The presence, possession, sale, distribution, manufacturing, or use of any drug(s) currently classified by the State of Vermont or the Federal Government as a narcotic drug including, but not limited to, marijuana, LSD, K2/Spice (synthetic marijuana), cocaine, MDMA (ecstasy), heroin, and other illicit drugs is prohibited anywhere on campus including campus-sponsored events and personal automobiles parked on campus property. This includes the unlawful or unauthorized use of prescription and over-the-counter drugs.

The College is subject to federal laws, including the Drug Free Schools and Communities Act and the Drug Free Workplace Act, that require recipients of federal funds to prohibit the use, possession and cultivation of marijuana at educational institutions, regardless of state law. The Federal Government regulates drugs through the Controlled Substances Act (CSA), which does not recognize the difference between medical and recreational use of marijuana. Thus, to comply with the Federal Drug Free School and Communities Act and avoid losing federal funding, Southern Vermont College prohibits all marijuana use and students in violation may be processed through to Conduct Review Process. Regardless of Vermont State Law, the College will abide by the Federal Government guidelines which prohibit the use, possession, presence of, sale, distribution, and/or manufacturing of marijuana.

- **Marijuana odor**: marijuana odor on a person or in a room is a violation of the drug policy. Odor suggests being in the presence of marijuana and is probable cause to address the student or for the location to be searched.
• **Possession of drug-related paraphernalia**: defined as any equipment, product, or material that is utilized for making, using, modifying, or concealing drugs, including but not limited to, roach clips, pipes, bongs, dabs/oils, water-pipes, cocaine spoons, hypodermic needles, rolling papers, scales, grinders, hookahs, or any item containing drug residue is prohibited. These items will be confiscated by Campus Safety. Lighters used for drug consumption will be confiscated as drug paraphernalia. Candles, wax, and fragrance air fresheners that are marijuana scented are prohibited and will be considered drug paraphernalia.

• **Controlled Substance**: unauthorized possession, improper use, sale, distribution, and/or manufacturing of medication or prescription drugs are prohibited. Possession and use of prescription medication is only permitted with a valid prescription belonging to that individual. Improper use of over-the-counter medicine is prohibited.
  - Having a pill bottle with another individual’s name is a violation of the controlled substance policy.
  - Having loose pills in a room, drawer, desk, etc. is a violation of the controlled substance policy.
  - Misusing over-the-counter medicine is a violation of the controlled substance policy.

• **Intoxicants, natural, or synthetic products** are prohibited if used to produce an altered mental state.

**Tobacco and Smoking Policy** is prohibited in all buildings on campus. Smoking will be limited to designated areas on the lower campus and must be at least 25 feet from any building. Designated smoking shelters are identified and clearly marked in various locations. On the upper campus, smoking is prohibited everywhere except in personal vehicles.

- Electronic cigarettes (e-cigs), personal vaporizers (PVs), electronic nicotine delivery systems (ENDS), or flameless cigarettes that are battery-powered vaporizers that simulate tobacco smoking may not be used or stored indoors and must follow the same protocol as smoking traditional cigarettes/smoking policies.
- Tobacco chew, snuff, and similar tobacco products are **strictly prohibited** on campus.

**Failure to Comply** - Failure to comply with the authorized directives of Southern Vermont College officials or law enforcement officers during the performance of their duties, and/or failure to accurately identify oneself to these same persons when requested to do so, is prohibited.

- Students are required to comply with the reasonable directives from members of the Southern Vermont College staff and faculty in performance of their duties; such members include, but are not limited to, College Faculty, College Staff, Campus Safety Officers, Residence Directors, and Resident Advisors.
- Students must show/hand over their College ID or state ID upon request from any College official and/or law enforcement officer.
- In situations when a staff or faculty member is not immediately available and a policy violation is occurring students and their guests are expected to follow any reasonable request by another student.
- Letters of Reprimand, Notices of Billing, and other similar actions through the student conduct system should be considered directives to discontinue a particular behavior. Repeated failure to comply with these directives may result in further action through the student conduct process including, but not limited to, a registration hold on the student account.

Repeated violations of College policies, including, but not limited to, the fire safety policy, guest policy, and tobacco and smoking policy, are prohibited. Students are expected to comply with all outcomes assigned through the student conduct system and to refrain from repeating a violation. Continued violations of policy may result in more serious outcomes through the student conduct system.

**Gambling** - Any member of the College community found to be participating in any form of gambling outside of a College-sponsored event for monetary gain or loss on College property will be subject to disciplinary action.

**Motor Vehicle Policies** – The registered owner of the vehicle is responsible for all citations issued to the vehicle, regardless of whether or not the owner was operating the vehicle at time of citation. The Director of Campus Safety is responsible for the Motor Vehicle Policy and can enforce policies related to Motor Vehicles as necessary. The Director of Campus Safety can notify the Dean of Students when students fail to comply with Motor Vehicle Regulations. The Dean of Students may, in turn, process the violation through the Conduct Review Process.

**Parking Regulations**:

- All vehicles parked in the College parking lots must be registered with the Campus Safety Office and parked in the appropriate parking lots.
- All first-year students are prohibited from parking on campus. Exception requests can be made to the Director of Campus Safety and must be accompanied by appropriate documentation.
- New transfer students and returning second-year and upper-class resident students must park in the Residence Hall and/or Mountaineer Athletic Center parking lots only.
- Commuter students are limited to parking in the Main Building and Mountaineer Athletic Center parking lots.
- Resident students are not permitted to park at the Main Building Monday through Friday, from 8:00 a.m. to 5:00 p.m.
• Assigned spaces (those marked by a sign) are to be utilized only by authorized individuals. This policy is in effect 24 hours a day, seven days a week.
• Motor vehicles are not permitted in the Main Building Courtyard or its roadway except for authorized deliveries. Individuals requiring wheelchair access may be allowed to park in the Main Building courtyard with permission from the Director of Campus Safety.
• Overnight guests' vehicles must be registered with the Campus Safety Office. Parking overnight at the Main Building is not permitted. Guest parking will only be permitted at the Mountaineer Athletic Center parking lot in an area specified by Campus Safety.
• Nonfunctional, abandoned, or unregistered vehicles left on campus for more than 48 hours may be towed at the owners' expense. Exceptions to this time constraint may be made upon appeal to the Director of Campus Safety.
• A fee of $25 will be assessed for additional, lost, or replacement parking permits.
• Parking around the Hunter Hall Circle is prohibited other than in designated parking spots.
• Parking decals must be displayed on the registered vehicle at all times.

Driving Regulations:

• Students must be licensed in their state of residence and aware of all traffic policies on campus, and adhere to all Vermont traffic and vehicle laws, including but not limited to speed limits, negligent, reckless, or dangerous driving, and appropriate parking areas.
• Everyone must obey the posted speed limit on campus roads and in all parking areas.
• Use of the farm road leading from the Main Building parking lot to the athletic field is limited to College personnel in the course of their duties. This pertains to all off-road activities. All motorized vehicle traffic is limited to the main College road and paved parking lots.
• Use of recreational vehicles on campus is prohibited.
• In cases of negligent, reckless, or dangerous driving, the owner/operator may be subject to fines. Additionally, the student may be referred to the Conduct Review System for further disciplinary action.
• Per Vermont Vehicle and Traffic Law and College policy, vehicles are required to stop for pedestrians at the marked crosswalks. Failure to do so will result in a fine and possible revocation of vehicle privileges.
• Students must operate vehicles in a safe and responsible manner. Driving on sidewalks or walkways or driving off designated paved roadways is prohibited. Students may not ride in trunks of vehicles or truck beds or hang from vehicle windows, trunks, roofs, hoods, or doors.

Bicycles/Hoverboards/Drones:

• Students are permitted to bring one bicycle to campus.
• Bicycles must be stored in an individual’s bedroom or on the designated bicycle racks.
• Students may not store bikes against trees, buildings, or other locations.
• Bicycles may not be stored or kept in the living room areas, bathrooms, or hallways/stairwells.
• Only one bicycle per resident may be stored in a student's bedroom.
• Campus bike travel is only permitted on paved roadways and designated trails. A helmet should be worn at all times.
• The use, possession, or storage of hoverboards and similar devices are prohibited on the SVC campus.
• Possession or use of a drone on campus is prohibited. An exception may be granted by the President of the College or the Dean of Students for an academic reason.

Snow Removal Policy: Snow is cleared from roadways and walkways at various times of the day and night. Snow removal plans may, at times, require that vehicles are removed from parking lot areas to facilitate the snow removal process. Students will be notified by Campus Safety and/or Residence Life of such snow removal plans. Notices indicating the snow removal plan requirements will be posted in all Residence Halls and shall be in place as soon as possible prior to snow removal. Students who are unable to remove their vehicles at the designated time must make arrangements to have their vehicles removed. All vehicles interfering with snow removal may be ticketed and/or towed at the owners’ expense. There is no parking on the College road at any time, unless designated by Campus Safety. Vehicles parked on the road and interfering with snow removal will be towed at the owners’ expense.

[See Addendum #2 for additional Motor Vehicle Policies]
Ethics & Accountability: **SVC students will individually hold themselves accountable for their actions, both positive and negative, and that they inspire others to abide by the college Community Standards of Conduct.**

**Collusion** - Action or inaction in concert with another or others to violate the Community Standards of Conduct, knowing about violations and not reporting to proper College officials (Residence Life, Campus Safety, etc.).

**Bystander Conduct** - Students are expected to refrain from being in the presence of others who are violating College policies and rules. Students may be held accountable for their actions even if they are not participating in prohibited conduct. Students are expected to promptly report conduct or activity that poses a danger to the community or its members. In certain circumstances when a report is made of behavioral or conduct violations in an attempt to help students in need of medical attention or assistance, individuals may be given amnesty from conduct sanctions.

**Off-campus Conduct** - The College cannot, as a practical matter, monitor or control the off-campus conduct of Southern Vermont College students, nor does it attempt to assume any duty to do so. This is particularly true of off-campus conduct that does not involve a College-affiliated excursion, event, or program. However, if College officials receive notice of non-College-related, off-campus conduct that is inconsistent with the *Community Standards of Conduct*, the College may take action against the student(s) involved under the College’s conduct policies. College disciplinary action is particularly likely if such conduct or a student involved appears to present a danger to students or others, reflects negatively on the student’s ability to participate in the College’s programs, or otherwise negatively affects the interests of the College. With respect to off-campus, College-affiliated excursions, events, or programs, such as sports-related travel, study abroad, field trips, etc., the College will hold students responsible for compliance with College policies. Depending upon the circumstances, interim sanctions may be imposed until the conclusion of conduct process.

**Violations of the Law** - Alleged violations of federal, state and local laws may be investigated and addressed under the Community Standards of Conduct. When an offense occurs over which Southern Vermont College has jurisdiction, the Southern Vermont College conduct process will usually go forward notwithstanding any criminal complaint that may arise from the same incident. The College reserves the right to exercise its authority of interim suspension upon notification that a student is facing criminal investigation and/or complaint. 

*Note: The conduct review process is not dependent on any criminal/civil court proceedings meaning the conduct review process can happen whether or not there is any criminal/civil court proceedings.*

**Retaliation** - Retaliation is defined as any adverse action taken against a person or group participating in the conduct review process, because of their participation in the process. Retaliatory acts include any acts against an individual for:

- Alleging violation(s) of College policy;
- Supporting a party alleging a violation of College policy;
- Documenting a violation of College policy;
- Participating in an investigation of an allegation; or
- Assisting in providing information relevant to an allegation.

All forms of retaliation are serious violations and any individual or group found retaliating against another individual or group will face stringent disciplinary action.

**Solicitation or Sales/Fundraising** – No vendor, company, student or student organization shall engage in advertising or selling any goods, services, or tickets; solicit for any purpose; or survey students on College property or at College-sponsored events without written permission from the Dean of Students or designee.

- Non-student and non-student-related organizations may not sell or solicit on the campus for any purpose without prior written permission from the Dean of Students.
- No student should solicit materials off campus in the College's name without proper authorization from the Dean of Students or Vice President for College Advancement.
- Any fundraising events on campus needs to be ethical in method and responsibility, mishandling of fundraising efforts is prohibited.
- No crowdsourcing fundraising online sites may be used for any fundraising efforts. Only approved ways of collecting funds may be used.
- All fundraising activities must be approved by the Vice President for College Advancement.
Community: *SVC students build and enhance their community through positive interaction.*

**Fire Safety** – Tampering with, covering, vandalizing, misusing, damaging, or removing fire safety equipment is a serious violation of policy and is prohibited. Students violating this policy may be subject to a $500 fine in addition to any repair or replacement costs. Such actions may result in a local fine determined by the Fire Department Chief in addition to any educational outcomes through the conduct review process.

The following actions are prohibited under this policy:

- Intentionally or recklessly causing a fire that damages Southern Vermont College or personal property, or that causes injury;
- Intentionally or recklessly causing a fire alarm that results in a response from the local fire department and/or College personnel. If a student is found responsible for causing an alarm that requires a fire department response, they may be billed for that response;
- Improper use of Southern Vermont College fire safety equipment;
- Tampering with or improperly engaging a fire alarm or fire detection/control equipment while on Southern Vermont College property. Tampering includes, but is not limited to, removing the battery from a smoke detector, covering a smoke detector or fire alarm, or disarming a smoke detector.

**Fire Safety Regulations:**

- Initiating or causing a false alarm, warning, or threat of fire, explosion, or other emergency is prohibited.
- Any electrical appliance used in the residence halls must be U/L approved. Prohibited appliances will be confiscated by a Residence Director and returned to the student at the end of a semester for removal from campus.
- Students may not hang banners/signs or other items on the exterior of buildings, or on or from windows without written permission from the Dean of Students. Product advertisements and other such items placed in residence hall windows must face into the suite.
- Road signs, highway cones, barriers, and hazard lights are not permitted in the residence halls.
- Nothing can be hung from the ceiling, outsides of windows, or near fire detectors, sprinklers, or pipes.
- Wooden constructions or other furnishings (lofts, overstuffed chairs, upholstered furniture, etc.) that change the combustible mass of the bedroom or suite are prohibited.
- Room contents may never obstruct doors, windows, passageways, heat vents, or living rooms.
- Hanging or affixing items from the ceilings, near beds, draping them over lamps, placing them on ceiling light fixtures, from any visible pipes, or from fire safety equipment is prohibited.
- Only 20 percent of each wall and door surface may be covered.
- Possessing or using candles, incense, camp stoves, hurricane lamps, or other items that may cause an ignition are prohibited in College buildings without prior written authorization by the Dean of Students. In addition, plug-in wax, air freshener plugins, and candle warmers are also prohibited.
- Possession or use of hookahs, fireworks, explosives, volatile liquids, car batteries, ski-waxing materials, fuel, ammunition/gun powder, blow torch, propane tank, or other flammable materials is prohibited on campus. In addition, flammable materials such as fuel cans, lighter fluid, and gas tanks are prohibited.
- Open fires are only permitted on campus as part of a College-sanctioned event. The College sanctioned group is required to obtain a fire permit through the Director of Facilities and notify the Director of Campus Safety of the event. A professional staff member of SVC must be present for the entire event.
- Barbeques and hibachis are not permitted and cannot be stored in the residence areas.
- Smoke machines and black lights may not be used in the residence buildings.
- Holiday trees are prohibited.
- String Lights are prohibited.
- Students may not tamper with or force open any internal or external door. Use of credit cards or other devices to try and open a door, even if it is to the student’s room, is strictly prohibited.
- Students are prohibited from propping open suite doors or external doors. Room doors and Hunter hallway doors can be propped. *Note: To prevent theft or other concerns, students should lock doors when not in rooms/hallway.*
**Fire Evacuation** - All fire alarms must be treated as actual emergencies. When an alarm sounds:

- Students are required to vacate campus buildings and follow all directions from the College staff, Campus Safety, Law Enforcement, and/or the Fire Department.
- If you reside in Hunter Hall: leave the building at the nearest exit and make your way to the designated gathering area at the southeast end (towards the orchard) of the Hunter Hall access road, approximately 75 feet away from the lower level atrium entrance of the hall.
- If you reside in Aldis, Bowen, Cady, Darby, or Ellinwood Hall OR are in the Interdisciplinary Building, or Dining Hall at the time of the alarm: go to the Mountaineer Athletic Center parking lot. Aldis, Bowen, and Cady Hall students should exit to the parking lot the building if possible. Darby and Ellinwood Hall students should exit to mountain side of the building if possible.
- Once outside, residents may not reenter the building until directed to do so by Campus Safety or other authorized personnel.

**Fire Safety - Prohibited Items List** - [See Addendum #4 for a prohibited items list.]

**Fire Safety - Occupancy Limits** - Fire regulations have informed occupancy limits in both the residential common areas and bedrooms. Please refer to the chart below for the occupancy limit in each area. In addition, only two people per resident present in any given bedroom or common area are allowed to gather at the same time – see chart below.

<table>
<thead>
<tr>
<th>Location</th>
<th>Total Max Occupancy</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Gathering in a Bedroom</td>
</tr>
<tr>
<td>Hunter Single</td>
<td>3 people</td>
</tr>
<tr>
<td>A-E Single</td>
<td>3 people</td>
</tr>
<tr>
<td>A-E Double</td>
<td>6 people</td>
</tr>
<tr>
<td>Hunter Premium Single</td>
<td>3 people</td>
</tr>
<tr>
<td>E Suite</td>
<td>2 per resident present, not to exceed 22 people in suite.</td>
</tr>
<tr>
<td>A-E Suite</td>
<td>2 per resident present, not to exceed 15 people in suite.</td>
</tr>
</tbody>
</table>

**Littering** - All waste material must be properly disposed of in an appropriate waste receptacle. Waste includes cigarette butts and any other smoking products.

**Recycling and Trash** - Students are responsible for taking all garbage and recycling out of their room and suite to the appropriate dumpsters located outside. Under no circumstances should any personal garbage or recyclable materials be discarded in common areas like lounges, kitchens, or bathrooms in the residence buildings. Students must take out the dumpsters their trash and recycling. A set of dumpsters are located in the A-E Building area and also at Hunter Hall.

If at any time a College Official/RA sees overfilled trashcans in a suite common area, each member of the suite will be sent a Notice of Billing that will charge $25 per person who lives in the suite. There is no appeal process. Suite includes all common rooms/hallways/bathroom. If at any time a College Official/RA sees an overfilled trashcan in a bedroom then each member of the room will be sent a Notice of Billing that will charge $25 per person. There is no appeal process. Students are responsible for making sure all trash/recyclables are taken out to respective dumpsters on a daily basis in order to maintain a clean, safe community space in each suite. There will be no warnings given.

**Items to be recycled include:**
- Cardboard – broken down/collapsed
- Cereal boxes, juice boxes, shoe boxes, tissue boxes
- Paper egg cartons, dry food cartons
- Paper, newspapers
- Junk mail, envelopes
- Magazines and inserts
- Plastic containers - numbers 1-7
- Glass, bottles, and containers (any color)
- Metal, aluminum cans, foil, food and beverage cans

**Cleanliness of Residential Areas** - Residents are responsible for keeping their rooms clean and free from clutter. It is the shared responsibility of all the residents of a floor or suite to keep their common areas clean. A staff of Facilities employees works within the residence areas. The Facilities staff members are responsible for cleaning on a regular basis certain portions of each residence area, which include the bathrooms, hallways, stairwells, and the main floors of Hunter Hall. Residents are expected to keep their own lounges clean. Students are expected to clean up after themselves and assist in maintaining a healthy environment. Vacuums are available for student use from the Residence Life and Facilities staff. Facilities is not responsible for taking out the trash from individual rooms or suites. If there is overflowing trash/recycling that residents have not taken out to the respective dumpsters, students will be billed. [See Recycling and Trash Policy above.]

Facilities staff is responsible for routine cleaning. If any indoor area is found to require extra cleaning due to student actions, the Residence Director will be informed and the suite/building will (in most cases) have until the end of working day to rectify the

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**Community Standards of Conduct**
situation. If, at the end of the working day, the problem still remains, a Facilities staff member will do the cleaning and the cost will be billed to the residents deemed to be responsible. Outdoor areas, found to require extra cleaning or trash removal will be cleaned immediately by the Facilities staff. The Facilities staff will identify which area is responsible for the cleanliness issue and the individuals involved will be billed.

The College is not responsible for damaged items due to student actions, including cleaning up after students. If Facilities needs to clean up after a student(s) then the responsible student, suite, or building will be billed.

Repeated violations of the excessive trash and/or excessive cleaning policies may result in action through the Conduct Review Process, and in the loss of Housekeeping privileges for the remainder of the semester. Students who have lost Housekeeping privileges will be responsible for cleaning their suite/bathroom/lounge area, and will be closely monitored by Residence Life staff, and will be billed for any additional policy violations.

Trespassing - Unauthorized presence on College property, which includes entering another individual’s room/office, without consent. This also includes entering a residence area during break when residence halls are closed.

Residency Requirement & Housing Policies

Residency Requirement - All full-time students are required to live in college housing through their junior year, meaning a student can live off-campus once the student is recognized as having senior status (90+ credits). Housing contracts are in effect for the entire academic year. Students who break their contract without express permission from the Dean of Students will be held financially responsible for all room and board charges.

Transfer students are required to live in College housing until they have 90+ credits earned or meet one of the exemption reasons for the residency requirement.

Years of residency requirement is determined by College Level equivalency credits. College Level is determined by the number of credits earned towards graduation, not by the number of semesters in attendance. The credits required for each college level are listed in the SVC Catalog.

For a student to be exempt from the residency requirement, the student must meet at least one of the following criteria:
- Have senior status which is having earned 90+ credits
- Be 23 years of age or older
- Be a veteran of the U.S. Armed Forces
- Be married and/or have children
- Be considered a local resident by living within a 30-mile commuting radius of the College and have established that residency one-year prior to enrollment

Housing Eligibility - Housing is available to full-time students (minimum of twelve credits) on a space-available basis. Students enrolled in fewer than twelve credit hours and wanting on-campus housing may appeal to the Dean of Students. All new students are typically placed in double-occupancy rooms, with the exception of a small number of single occupancy rooms. There may be times when new students are assigned to triple occupancy or alternative housing on a temporary basis until space becomes available. Any student placed in this temporary housing assignment may be given priority for placement before all other requests.

Room Deposits - All residential students must have a nonrefundable room reservation on account with the College.

Room & Board Charges & Refunds - The room and board commitment is made for the entire academic year (fall and spring semesters), and the residential student is responsible for the yearly charges established by the College.
- Board Plans: A board (meal) plan is required for all students residing in College housing.
- Refund of Room and Board: Please refer to the SVC College Catalog for details regarding the refund policy.

Roommates - Having a roommate can be a great experience and roommates frequently become lifelong friends. Sometimes, however, problems result when two or three people share a room. At the beginning of each semester, first-year residents are required to complete a Roommate Contract. This agreement sets boundaries for both/all individuals and is enforced by the Residence Hall staff.

Room Changes - While every effort is made to place students in compatible situations, roommate conflicts may arise. There is a two-week freeze on room-change requests at the beginning of each semester. This waiting period allows for an appropriate adjustment time for both parties. If housing concerns arise, residents must notify their Resident Advisor or Residence Director. A staff member will meet with the parties and attempt to mediate possible solutions or compromises and generally work toward an end to the conflict. Room changes can happen if space is available.

Students are not permitted to transfer, lend, or sell assigned space to any other individual. Students may not change assignments without written authorization from the Residence Director or Dean of Students. Violation of this policy may result in a referral to the conduct review process.
Room Consolidation - If a vacancy occurs in a double-occupancy room within the first eight weeks of a semester, the remaining students may be required to relocate to another assignment/ receive a new roommate. When consolidating space, every effort will be made to move the smallest number of students.

Room Condition and Damage Assessment - Everyone has a responsibility to protect individuals and property on the campus and in the residence halls. Southern Vermont College is not responsible for the loss or damage of personal property of its students or employees. The College strongly recommends that students have an additional personal property or renter’s insurance policy while in residence. In some cases, a parent’s homeowner’s insurance policy will cover a student’s belongings while in college. Students should check with their parents or their insurance agent to determine whether they have such coverage.

Check-in - When a student moves into the residence halls, the student is required to sign a Room Condition Report (RCR) at the time of occupancy. The RCR will document the current condition of the suite, including the bedroom, living room, and bathroom. Students must carefully review this form and then sign it. This form is the basis of assessing the suite condition upon checkout.

Checkout - At the end of each semester, or when a student vacates a room, a Residence Director or designated staff member will inspect the room/suite. Any damage, missing furniture, or room cleanliness conditions will be compared to the RCR and noted. Students will be held accountable for the condition of their furniture and fixtures that have been altered due to intentional, reckless, or malicious behavior. Throughout the year as furniture and fixtures malfunction due to normal “wear and tear,” the Residence Life staff will assist in the issuing of maintenance requests to insure that the students’ living area remains safe and conducive for sleep and study. Any changes to the condition of the suite will be noted on the RCR. Students will be notified of the checkout procedures prior to the end of each semester. Students failing to properly check out will incur a fine and be held financially responsible for any damage or cleaning charges. If a student fails to sign the RCR upon occupancy, the student shall forfeit all rights to appeal damage assessments.

Amenities -

Cable Service: The College provides basic cable service to the living room of each suite. Students may choose to purchase cable service in their bedroom from the local cable company. Students may not splice into the living room cable service or run a single cable from the living room into a bedroom.

Laundry: The College provides access to laundry facilities in each of its residence areas. Laundry facilities are only available to resident students. Students must purchase a laundry card to utilize the facilities. Laundry cards have an initial cost of $5. A portion of this charge will be credited on your laundry card, which can be used to do laundry. Laundry costs $1.25 per wash and $1 per dry.

Opening & Closing Information - Students are responsible for moving their possessions into their rooms at the beginning of a term and out of the residence halls at the end of the academic year or when they leave College housing. Students are required to vacate their rooms and remove their belongings within 24 hours after their last exam; students who have exams on the last day of finals are required to vacate their rooms by designated posted time of closing. Failure to check out of a room by the specified time may result in a $250 Administrative charge for failing to comply with closing procedures.

Residence Area Open/Closed Calendar:

<table>
<thead>
<tr>
<th>Period</th>
<th>Dates/Events</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2018 Residence Areas open</td>
<td>Sunday, August 20th (9:00am-2:00pm - contact RD for late arrival)</td>
</tr>
<tr>
<td>Residence Areas open - Labor Day</td>
<td>Monday, September 3rd (no classes)</td>
</tr>
<tr>
<td>Residence Areas open - Columbus Day</td>
<td>Monday, October 8th (no classes)</td>
</tr>
<tr>
<td>Residence Areas open - Thanksgiving Break</td>
<td>Wednesday, Nov. 21st - Sunday, Nov. 25th (no classes)</td>
</tr>
<tr>
<td>Residence Areas close - Winter Break</td>
<td>Friday, December 14th (6:00pm) hard close - everyone out/keys turned in</td>
</tr>
<tr>
<td>Pre Spring 2019 Residence Areas open - In-season Athletes &amp; Clinical students only</td>
<td>Wednesday, January 2nd (Noon)</td>
</tr>
<tr>
<td>Spring 2019 Residence Areas open - All students</td>
<td>Monday, January 21st (9:00am)</td>
</tr>
<tr>
<td>Residence Areas open - Presidents’ Day</td>
<td>Monday, February 18th (no classes)</td>
</tr>
<tr>
<td>Residence Areas close - Spring Break starts</td>
<td>Friday, March 15th (5:00pm) everyone must leave except in-season athletes &amp; Clinical students</td>
</tr>
<tr>
<td>Residence Areas open - Spring Break ends</td>
<td>Sunday, March 24th (8:00am)</td>
</tr>
<tr>
<td>Residence Areas close - End of year: All students except Seniors</td>
<td>Thursday, May 16th (6:00pm) everyone out/keys turned in except Seniors &amp; approved Summer students</td>
</tr>
<tr>
<td>Residence Areas close - Graduation Day</td>
<td>Saturday, May 18th (6:00pm) Seniors out/keys turned in</td>
</tr>
</tbody>
</table>

Summer students approved for Summer Housing move to Summer Assignment (Allowed to stay until Summer Session 1 & 3 start) Saturday, May 31st (9am-11:59 am)

Please plan accordingly and in advance for all moving plans, travel plans, etc. Students should share with their families this calendar in order to plan appropriately for openings and closings of the residence areas. If an exception is requested it is the Dean of Students’ discretion on a decision. The Dean of Students has the right to deny any and all requests for exceptions. This calendar is posted early in the academic year and students should plan accordingly.
Communication via email will go out to students on closing information and summer housing information as the academic year progresses. Students are responsible for reading all communication about residence area closings, summer housing etc.

**Housing Selection** - The Southern Vermont College Housing Selection process is a credit-based housing system. The more credits a student has completed, the higher ranked they will be for housing selection. For housing points, the cutoff for credits earned is the preceding fall semester. The current term does not count, as credits have not been earned yet.

All students who are eligible to live off campus must submit the Off Campus Living Application by March 29, 2019. Students approved for off-campus living will not be considered for on campus housing. All students who will reside in College housing must submit the Housing Agreement to be eligible for housing selection. Housing Agreements are due by March 29, 2019.

Additional information will be sent to students via email about the housing selection process for the 2019-2020 academic year.

**Housing Points** - Housing points are calculated using the student’s credits earned plug GPA, minus points for responsible conduct violations (one point for each violation), minus one point for incomplete compliance requirements.

\[
\text{Housing Points} = \frac{\text{Credits Earned} + \text{GPA} - \text{responsible violations} - \text{compliance requirements}}{\text{housing points}}
\]

Example: student has 82 credits earned, 3.32 GPA, three responsible violations, and all compliance completed: 
\[
\frac{82 + 3.32}{3} = 82.32 \text{ housing points}
\]

Example: student has 16 credits earned, a 2.21 GPA, zero responsible violations, and one compliance requirement incomplete: 
\[
\frac{16 + 2.21}{0} = 17.21 \text{ housing points}
\]

**Housing Points for Groups** - The housing points for each group will be the average of each individual group member’s points. This total will be used for the group for the housing selection process.

**Housing Selection Instructions** - You can form groups that fit into rooms in D, E Suites, and Hallways in Hunter Suites. If you are not a part of a group, there will be 2 E Suites open (male=EN1, female=ES2) and 1 Hunter Hall (HN2) Suite open for selection. Additional Hallways/Suites will be opened as needed for individual sign-ups. Groups will submit Suite/Hallway Application. [RA placement will occur prior to Housing Selection.]

Prior to selection day, groups will be notified of whether or not they are approved. If there are more group submissions than number of available suites then group may be contacted to change in size/create new grouping. As Selection continues, groups may need to change in size or disband if size of group does not match a suite size available.

**For Quiet Living** - Selection will be April 9, 2019. Quiet Living applications are due March 29, 2019. If a student is approved for quiet living, they must select a room in the Quiet Living area on April 8. If a student decides they do not want to live in quiet living, they will be recycled back into the housing selection process and will receive a new appointment card.

**Housing Selection Timeline:**
- Housing selection paperwork will be distributed via email in early March. More information will be sent to students at that time.
- Housing Agreements, Quiet Living applications, Group/Roommate Applications and Off Campus Living Forms are due to Residence Life by 5:00pm on March 29, 2019.
- Group spokespersons will be notified of group approval by the end of business on April 1. Groups who are not approved will have until noon on April 3 to reform their group and submit a new application.
- Appointment cards will be sent via email no later than noon on April 4. If a student is a member of a group, only the group spokesperson will be sent an appointment card.
- Students unable to attend their selection time must submit a Proxy Form to Residence Life by 5:00pm on April 5. Students who are members of a group and cannot attend their group selection time must also submit a proxy form.
- Housing selection will be held April 9 and 10 from 5-8pm in the Moose Lounge.
- If a student does not attend their selection appointment, they will be placed in an assignment by Residence Life staff at the conclusion of the process, and will be notified of that placement via email. Appointments cannot be rescheduled. Room change requests will not be accepted until the third week of classes during the fall semester.

**Room Selection Proxy** - If a student cannot make their appointment time, then the student must submit a proxy form (even if the student is in a group). The Residence Life Staff will select based on preferences on submitted proxy forms. If the individual is in a group, then proxy will be verified by Residence Life Staff when the group selects.

**Special Housing Accommodations** - If you have a medical or psychological condition, or other type of disability that requires special housing accommodations, we require you to participate in a three-step request process. The Special Housing Accommodations form can be requested from the Dean of Students. The steps outlined on the form are as follows:
- Step #1 of the process requires you to write a brief letter describing the type of accommodation you are requesting and the rationale for why you are making a request. (Note: this letter must be written by the student, not a member of the student’s family, and be included when submitting this request.)
• Step #2 of the process requires verification of your condition by your physician and/or mental health provider. Please have your physician and/or mental health provider complete page 3 of this form. (Note: the student must complete page 2 before giving it to your physician and/or mental health provider.)
• Step #3 of the process requires you to send your letter and your completed physician/mental health provider form to the Dean of Students.

When the Dean of Students receive your materials, your request will be evaluated by the Special Accommodations Committee. You will be notified via email of the Committee’s decision. Each academic year the process will need to be completed (Academic Year is defined as August–May (Summer = May–July included in previous academic year)

Access to Student Suites/Rooms by College Officials - The College reserves the right to enter student suites/rooms to perform routine walkthroughs, maintenance, inspect for fire, health, or safety hazards, to investigate misuse or misappropriation of College or other property, and in the event of a missing student or for that student’s health and welfare. A room/suite search can also take place by College officials if there is suspicion or probable cause of a violation. Probable cause is defined as reasonable grounds or preponderance of information leading to belief that there is a College policy violation.

Room Entry: Staff of the College, including but not limited to Residence Life, Campus Safety, Facilities, and Housekeeping are authorized to enter a student lounge, hallway, or room under the following circumstances:
• To conduct routine or emergency inspections and facilitate repairs, cleaning, and maintenance;
• To address probable or suspected violations of College policy or state laws;
• To address a concern related to a student’s health and/or safety.

Staff may enter individual rooms if a policy violation is being documented in a lounge, bathroom, or hallway, and staff believe that the violation may also be occurring in the room, or if students involved have left the area and gone into the room(s).

Residents are not required to be present during room entry. Whenever possible, residents will be notified in advance of routine inspections and maintenance; however, notification is not required for entry.

Typically, the College employee(s) will knock and announce the department they are representing. Should there be no response; the College employee will enter the room. Should the situation be perceived as being an emergency with the need to immediately enter the room, the staff member may do so for the safety of the student or security of the room.

Room Search: In the event of a situation or report that warrants room entry, particularly with respect to alleged violations of College policy or of local/state/federal law, a College official may authorize a specific room search. If prohibited items or other violations or evidence of other policy violations are found during the search, the staff is authorized to confiscate the items.

Item Confiscation - Items that may be confiscated include, but are not limited to, items prohibited by College fire safety rules, weapons, alcohol, drugs or drug paraphernalia, stolen property, or other items that violate College policy or state law. College officials are authorized to take photographs of any potential policy violation during a room search. College officials may also grant access to any student room to a law enforcement officer who has demonstrated probable cause for needing to enter the space.

Alcohol will be disposed of immediately. Drugs, drug paraphernalia, items related to drinking games, and weapons may be disposed of or turned over to local law enforcement agencies. Under no circumstances will these items be returned to any student. Prohibited items will be stored by Residence Life temporarily, and can be picked up by the student to remove from campus. If deemed appropriate by Residence Life Staff, some prohibited items may be stored by Residence Life temporarily, and can be picked up by the student to remove them from campus. Students will be informed of the last day they are able to pick up an item before it is disposed of by Residence Life staff. Items will not be held indefinitely. Candles, lighters, plug-in air fresheners, and similar items will be disposed of once documentation is completed. Note that all confiscated items, (alcohol will be discarded immediately) may be held for evidentiary purposes until the completion of the conduct review process.

If a prohibited item is confiscated and then returned to a student, it is expected that the item will be removed from campus. In the event that an item is returned and is found in the residence halls again, it will be confiscated by Residence Life staff and will not be returned to the student. This includes items purchased to replace previously confiscated items. Continued violations of this policy will result in action through the conduct review process.

Health and Safety Inspections: Residence Life Staff will conduct inspections of suites as often as once per month, including the bedrooms, bathrooms, closets, and lounge areas. Staff will note any maintenance issues, fire/safety concerns, policy violations, and/or room cleanliness issues. If that suite/room does not pass that inspection, the residents may be subject to disciplinary action.

RAs will also be confronting issues of cleanliness/overfilled trash in the common spaces during their duty and rounds. At the end of each semester and during breaks, the Staff will inspect each suite, including common areas and bedrooms. Students will be notified of any damage or corrective action noted during these inspections. In addition to regular College inspections, state inspectors have statutory authority to inspect, without notice, any College facilities including residence halls and suites with at least one College official present.
Free Speech and Assembly - SVC embraces students’ rights to free speech and assembly and recognizes that an exercise of their freedom of expression can contribute to individual and community learning.

Accordingly:
- All students have a right to demonstrate on College premises provided no such demonstration shall materially disrupt class, work, or other College business, nor involve substantial disorder or invasion of the rights of others.
- Students are prohibited from blocking free entry to, or free exit from, buildings, interfering with free movement, or presenting obstacles to regular College activities. Interfering with free movement is defined as any physical denial or restriction of a person’s ability to freely reach or leave a given area. Obstacles are defined as physical devices, bodies, or signs causing interference with free movement or sounds preventing normal oral communication.
- Any demonstration within a Campus building may take place only during normal operating hours of the building, and any demonstration in a building or area is limited to the number of persons the area can reasonably accommodate on grounds of public safety, as determined by a College official.
- There shall be no interference with a demonstration on the grounds of content of speech, except for any speech or demonstration that incites immediate violent actions, represents a clear and present danger to the campus community, is motivated by hate or bias, or may constitute a violation of state law.
- No student shall intentionally and substantially interfere with the freedom of expression of another person on College premises or at College-sponsored activities.
- Violation of this policy constitutes a violation of Community Standards of Conduct and may subject a student to sanctions deemed appropriate by the College.
- Voter registration materials can be obtained from the Coordinator of Student Engagement in Hunter Hall.

Property Damage/Vandalism - Damaging, destroying, or misusing College buildings, grounds, equipment, educational materials, or the personal belongings of others is prohibited.
- Students shall be held liable via the conduct review process, billing, or both for intentionally or recklessly destroying or damaging College property or the property of others on College premises or at College-sponsored events. This includes all forms of vandalism and graffiti.
- No object may be thrown or dropped from a window, thrown up to a window, or thrown through a window. Screens must be kept securely in a window at all times. Students may not climb through windows, either to enter or exit any building, unless emergency conditions warrant such action for personal safety.
- Students will be held responsible for all damage, missing furniture or equipment, or vandalism. If the individual(s) responsible for the damage are not identified, an equal share of the repair/replacement costs will be assessed to the residents using the following criteria:
  1. Damage to a bedroom: damage assessments will be made to those assigned to that bedroom.
  2. Damage to living rooms, bathrooms, or common area closets: damage assessments will be made to all residents assigned to that suite.
  3. Damage to stairways, hallways, common areas, etc.: damage assessments will be made to all residential students assigned to that building, regardless of their assignment. Students will be afforded the opportunity to accept responsibility for any damage by reporting to a Resident Advisor, a Residence Director, or to the Dean of Students in order to charge only the person(s) who is responsible for the damage that occurred. If responsibility for damage cannot be determined, all the residents living in the room, suite, or building (depending on the location of the damage) will share in the fine. Damage assessments may include fines and/or administrative costs in addition to the actual repair or replacement costs. Residents who are found responsible for damages on campus and who are being assessed fines shall be notified of such fines in their end-of-semester bill. Appeals must be in writing to the Damage Appeals Committee.
- Students are prohibited from accessing, tampering with, adjusting, or otherwise manipulating thermostats and other heating or cooling equipment. A Notice of Billing for $25 may be sent.
- Residents may go through the conduct review process for all reckless, intentional, or continuous behavior that causes damage.

Room and Common Area Damage Assessment - The Residence Life staff will inspect suites and common areas at the end of each semester and when a student vacates a room. The student will be responsible for any damage or vandalism that is not documented on the Room Condition Report (RCR). If damage occurs to common areas within a suite and the student(s) responsible is not identified, all residents of the suite will be financially responsible for an equal portion of the repair, replacement, and/or cleaning. Unidentified damage to the Dining Hall, Laundry Rooms, common areas (e.g., the Greenberg Atrium), the residence hall courtyards, and/or the residence hall buildings, hallways, or equipment will be totaled each semester and divided equally among all residential students. Students must remit this amount to the College before the start of the next semester. Students may choose to appeal damage charges by submitting an appeal as outlined in the letter/email notification. The appeal will be reviewed by the Damage Appeals Committee, which will determine if the student is responsible for the cost of the damage.

Repairs and Maintenance - The College employs Facilities staff to respond to repairs in and around the residence buildings. If a student’s room, suite, or an area of the residence buildings requires maintenance or repair, the student should report it immediately. This can be done through a Resident Advisor, Residence Director, or via facilities@svc.edu. If an emergency repair is
Community Standards of Conduct

required, the student should contact the Campus Safety Office immediately.

**Animals** - Personal pets are not allowed in any campus building at any time, with the exception of service animals and emotional support animals as defined by law and the College’s Service Animals and Emotional Support Animal policy. [See Addendum #5 for additional information on Service and ESAs.] Due to health hazards, no animals are permitted in residence buildings, with the exception of bowls/ tank less than 10 gallons containing fish. Fish are the only permissible pets. Individuals in violation of this policy will have their animals confiscated and will be subject to disciplinary action. Family pets are not permitted in any buildings on campus when families are visiting. The College is not responsible for animals that are confiscated and may be turned over to the SPCA, an animal shelter, an animal hospital, or law enforcement depending on the animal.

**Audio-electronic Devices** - Students are not allowed to misuse mechanical, electronic, or other audio devices that disturb the peace on campus including, but not limited to, classroom areas, the residence halls, and administrative offices. Sound systems (subwoofers, bass) that disturb the peace are not permitted. Speakers and other audio devices may not be directed out of residence hall windows or placed outside of residence hall suites without prior written authorization from the Dean of Students. Amplified musical instruments and drums may not be played in the residence halls without prior written permission from the Dean of Students. Non-College-owned TV and/or radio antennas or satellite dishes may not be placed outside of windows or on the roof of the residence halls or other buildings on campus.

**Building Sports/Sports Activities** - Sports activities - including, but not limited to, ball playing, lacrosse, cradling, skate boarding, in-line skating, wrestling, water balloons, water guns, and use of scooters - are not permitted in hallways, rooms, buildings, or on the sidewalks surrounding the residence halls.

If a student violates this policy and sets off the fire sprinkler system (errant ball, stick, etc.), the student(s) will be held responsible for all damage caused by this action including but not limited to damage to the building, property damage of the College and property damage of students affected, and cost of replacement of damage items.

**Noise/Quiet Hours** - Residents are expected to respect the rights of others with regard to noise levels. During final exams, starting as early as the Thursday before the first exam is scheduled and continuing through the end of the last exam, 24-hour Quiet Hours will be enforced in the residence halls and surrounding grounds. Courtesy Hours are in effect at all times in the residence halls, surrounding grounds, and College property. Courtesy Hours means to keep noise down and if someone requests you to lower noise level, you should comply with request.

Quiet hours in the residence halls and surrounding grounds are as follows:

- **Sunday – Thursday**
  - 8:00 p.m. - 8:00 a.m. – in Quiet Housing (Darby Hall)
  - 11:00 p.m. - 8:00 a.m. – in Aldis, Bowen, Cady, Ellinwood, and Hunter Halls

- **Friday – Saturday**
  - 11:00 p.m. - 8:00 a.m. – in Quiet Housing (Darby Hall)
  - 1:00 a.m. - 8:00 a.m. – in Aldis, Bowen, Cady, Ellinwood, and Hunter Halls

**Bedrooms and Bed Furniture** - The College provides a bed, desk, chair, dresser, and clothing rack in each bedroom in the traditional residence halls. Due to varying room sizes and building structures, some furniture may not be provided for each student. In some cases, students will be asked to share some items. Bed lofts and cement blocks are not permitted. Students may use plastic bed raisers. Waterbeds are not permitted. Furniture designated for bedrooms must remain in the bedroom; furniture designated for living rooms must remain in the living room. No mattresses or beds are permitted in the common areas of floors or suites. No furniture will be removed or stored by Facilities. Screens and blinds in living room and bedroom windows may not be removed by a student(s) at any time and for any reason. Students must have all furniture in its original configuration at the time of checkout to avoid replacement charges including re-bunking beds. Personal furniture is not allowed in the lounge areas. Personal items left behind by students after the checkout period will be disposed of by the College at the student’s expense. Students are not permitted to paint or write on the walls of their bedrooms or common areas.

Only blue painters tape may be used to hang decorations – no duct tape or tacks.

**Postings/Bulletin Boards** - The College bulletin board policy refers to all written and visual materials to be posted on the Southern Vermont College campus, its buildings, and grounds. This policy applies to all individuals or groups, including SVC affiliates, and non-College organizations/individuals. Posters, flyers, announcements, etc., can only be posted with permission from College officials. This includes any postings from clubs and organizations, class projects, and external vendors/ organizations. All materials to be posted are to be approved by one of the listed offices prior to posting. Clubs and organizations, individuals, external groups, etc., are responsible for bringing copies of their materials to the appropriate office two weeks prior to the start of an event to guarantee posting in a timely manner.

For permission to post, please contact the following offices:

- **Coordinator of Student Engagement:** 1st floor Hunter Hall; Everett Mansion stairwells, 2nd and 3rd floor bulletin boards; Hunter Hall Moose Lounge; Dining Hall, 2nd floor Birchwood; Everett Mansion 2nd and 3rd floor bulletin boards.
- **Residence Directors:** Hunter South 1st floor, residence areas
- **Director of Information Technology:** Everett Mansion lower level; Moosevision monitors
- **Director of Athletics:** The Mountaineer Athletic Center (MAC)
The only exception to these criteria is for emergency or immediate communication purposes: e.g., messages from Campus Safety or campus officials, snow removal times for residence hall parking lots to be cleared.
The name of the sponsoring and/or posting organization/individual must be included on all materials. This material must be in accordance with College policies and local, state and federal laws. Individuals are encouraged to produce only the amount of materials necessary to announce the event and to use recycled paper.

External organizations may be approved to use campus bulletin board space with the appropriate permission from the Coordinator of Student Engagement or the Dean of Students. Please refer to the College's solicitation policy.

Any materials deemed by the College to be contrary to the College's Anti-Discrimination/Anti-Harassment and/or Sexual Harassment Policy in reference to individuals, or demeaning or offensive on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, disability, or other characteristics protected by law, or that promote the use of alcohol and/or drugs or credit cards will not be permitted. The College reserves the right to remove materials considered inappropriate.
Integrity: SVC students exemplify honesty, honor and a respect for the truth in all of their dealings.

Academic Integrity - Academic integrity is the hallmark of Southern Vermont College. Academic honesty is expected of all students: students must do their own work and submit or present their own original work unless specifically permitted by the instructor. Academic dishonesty includes, but is not limited to, the following in relation to academic pursuits:

- **Collaboration** – assisting another to commit academic dishonesty;
- **Copying** – obtaining answers by looking at or duplicating another's work;
- **Cribbing** – using prohibited materials;
- **Fabricating** – falsifying or inventing information;
- **Plagiarism** – representing the work or words of another as one’s own without appropriate citation or reference;
- **Sabotage** – destroying another’s work; and
- **Substitution** – handing in a paper a second time without the instructor’s permission.

[See Current Course Catalog for more information on Academic Integrity]

Copyright Infringement - Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense. For most up to date information, please visit: [https://www.copyright.gov/title17/](https://www.copyright.gov/title17/)

False Representation / Fraud - The following actions are prohibited under College policy:

- Knowingly furnishing or possessing false, falsified, or forged materials, documents, accounts, records, identification, or financial instruments;
- Knowingly providing false information or filing a false report with a member of the College faculty or staff, including, but not limited to, Residence Life staff and Campus Safety officers.

Unauthorized Access - Unauthorized access to any Southern Vermont College building (including but not limited to access through unauthorized use of keys, cards, etc.), unauthorized possession, duplication or use of means of access to any Southern Vermont College building, or failing to timely report (within 48 hours) a lost Southern Vermont College identification card or means of access (e.g., a key or card).

Technology Policy - Faculty, staff, administrators, and all registered students may use the College’s computing facilities, including the campus network and internet access. Use of these facilities requires a user ID and password account that are created as a matter of course for registered students, faculty, staff, and administrators. Users of the campus network acknowledge that such access requires responsible behavior on the part of all members of the College community.

Students are prohibited from installing and/or using a private wireless internet router in the residence halls. Such items will be confiscated by Residence Life staff in accordance with regular room search and confiscation procedures.

[See Addendum #3 for additional information on the Technology Policy]
Social Inclusion: SVC students are just and equitable in their treatment of all members of the community and act to discourage and/or intervene to prevent unjust and inequitable behaviors.

The following behaviors are prohibited as a matter of Southern Vermont College policy.

**Harm to Persons** - Intentionally or recklessly causing physical or emotional harm or endangering the physical or emotional health or safety of any person.

**Bullying and Cyberbullying** - Bullying and cyberbullying are repeated and/or severe aggressive behaviors that intimidate or intentionally harm or control another person physically or emotionally.

**Disruptive Behavior** - Substantial disruption of SVC operations including obstruction of teaching, research, administration, other SVC activities, and/or other authorized non-SVC activities which occur on campus.

**Hazing** - Any act that endangers the mental or physical health or safety of a person, humiliates, harasses, or that destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. Participation or cooperation by the person(s) being hazed does not excuse the violation. Failing to intervene to prevent and/or failing to discourage and/or failing to report those acts may also violate this policy and subject the student to disciplinary action. Consent of an individual to participate in any form of hazing will not prevent a finding that this policy has been violated, and all individuals involved in those actions will be held responsible for a violation. Students required, expected, or asked to participate in hazing activities should refuse to participate and immediately contact a College official. Failing to report known acts of hazing is considered a violation of this policy. Also, individuals involved in the planning, preparation, and implementation of hazing will be in violation of this policy. Actions and activities that are explicitly prohibited as hazing include, but are not limited to, the following:

- Requiring or expecting participation in an activity in which the full membership is not willing to participate;
- Requiring or expecting a student to drink alcohol or ingest any other substance;
- Requiring or expecting the eating of anything a student would refuse to eat otherwise;
- Requiring or expecting any form of physical activity (except in connection with customary College sanctioned activities inherent in the nature of the program or organization, such as athletic training and competition);
- Awakening or disturbing students during normal sleeping hours;
- Engaging in an activity that compels an individual or group to remain at a certain place or transporting anyone anywhere without the knowledgeable consent of the individual or group;
- Requiring or expecting a student to alter his or her physical appearance;
- Any activity involving physical and/or psychological abuse;
- Causing excessive fatigue through any physical and/or psychological activity;
- Interrogations conducted in a psychologically damaging manner;
- Requiring or expecting a student to wear apparel that is conspicuous and not within the norm of what is considered to be in good taste;
- Not permitting a person to talk for an extended period of time;
- Requiring or expecting a student to engage in public stunts; and
- Requiring or expecting nudity or review of pornographic material.

**Intimidation** - to frighten or threaten someone, usually in order to persuade the person to do something they do not wish to do.

a) **Threat** - Written or verbal conduct that causes a reasonable fear of injury to the physical or emotional health or safety of any person.

b) **Intimidation** - Express or implied acts that cause a reasonable fear of injury to the physical or emotional health or safety of any person or damage to any property.

c) **Vandalism** - Intentional or reckless damage to any property of another person, organization, or of Southern Vermont College.

**Rioting** - Causing, inciting, or participating in any disturbance that presents a clear and present danger, causes or creates a significant risk of physical or emotional harm to self or others, and/or causes damage and/or destruction of property.

**Discrimination, Sex Discrimination, Sexual Harassment, Sexual Misconduct, Dating/Domestic Violence, and Stalking** - [Discrimination/Title IX/VAWA Policy] Any act or failure to act that is based upon an individual or group’s actual or perceived status (sex, gender, gender identity, gender expression, sexual orientation, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, or other protected status) that is sufficiently severe that it interferes with, limits or denies the ability to participate in or benefit from Southern Vermont’s programs or activities. Southern Vermont reserves the right to sanction discrimination even if the behavior in question does not rise to the level of legally recognized or actionable discrimination. Violations of this policy may fall under Title IX.

[See Addendum #7 for Additional Title IX information]
Harassment - With intent to harass, annoy, alarm another person, the student strikes, shoves, kicks or otherwise subjects such other person(s) to physical contact or attempts to threaten to do the same; or the student engages in a course of behavior or repeatedly commits acts which alarm or seriously annoy such other person(s) and which serve no legitimate purpose.

Stalking - Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

a. Fear for the person’s safety or the safety of others; or
b. Suffer substantial emotional distress.

For the purposes of this definition:

1) Reasonable person means a reasonable person under similar circumstances and with similar identities to the person subjected to the stalking.
2) Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling. Examples of stalking behaviors or activities include, but are not limited to:
   - non-consensual communication, including face-to-face communication, telephone calls, voice messages, email messages, text messages, written letters, gifts, or any other communications that are unwelcome;
   - use of online, electronic, or digital technologies in connection with such communication;
   - posting of pictures or text in chat rooms or on websites, - sending unwanted/unsolicited email or talk requests;
   - posting private or public messages on Internet sites, social networks, and/or school bulletin boards;
   - installing spyware on a person’s computer, using Global Positioning Systems (GPS) or similar technology to monitor a person;
   - pursuing, following, waiting for, or showing up uninvited at or near a residence, workplace, classroom, or other places frequented by the person; surveillance or other types of observation including staring or voyeurism;
   - trespassing; vandalism; non-consensual touching; direct verbal or physical threats; gathering information about an individual from friends, family, or co-workers;
   - accessing private information through unauthorized means;
   - threats to harm self or others; defamation and/or lying to others about the person; or
   - using a third party or parties to accomplish any of the above.

Dating violence - Dating violence is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the person subjected to the violence. The existence of such a relationship shall be determined based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse, if involving individuals who are or have been dating as defined here. For the purposes of this definition, “violence” means conduct that involves the use or threatened use of physical force against a person, or creates a reasonable belief that physical force may be used against a person in the course of the conduct.

Domestic Violence - Domestic violence is violence committed by:

- current or former spouse or intimate partner of the person subjected to the violence;
- a person with whom the person subjected to the violence shares a child in common; and/or
- a person who is cohabitating with, or has cohabitated with, the person subjected to the violence as a spouse or intimate partner;
- a person similarly situated to a spouse of the person subjected to the violence under the domestic or family violence laws of the jurisdiction in which the violence occurred;
- any other person against an adult or youth who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the violence occurred. For the purposes of this definition, domestic violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse, if involving individuals who are or have been in a domestic relationship as defined here. For the purposes of this definition, “violence” means conduct that involves the use or threatened use of physical force against a person, or creates a reasonable belief that physical force may be used against a person in the course of the conduct.

Retaliation - Any intimidation, harassment, discrimination, retaliation or other adverse action against an individual as a result of that individual participating in, or cooperating with, Southern Vermont College processes (including but not limited to Conduct Review Process).
**Bystanding** – (a) Complicity with or failure of any student to appropriately address, either by safe intervention which is lawful and consistent with Southern Vermont College policy, or by reporting to appropriate Southern Vermont College authorities, any known, suspected or obvious violations of the Community Standards of Conduct or applicable law; (b) Complicity with or failure of any organized group to appropriately address, by safe intervention which is lawful and consistent with Southern Vermont College policy, or otherwise by reporting to appropriate Southern Vermont authorities, known, suspected or obvious violations of the Community Standards of Conduct or applicable law by its members.

**Public Exposure** - Deliberately and publicly exposing one’s intimate body parts, public urination, defecation, and public sex acts.

**Abuse of Conduct Process** - Abuse or interference with, or failure to comply in, Southern Vermont College processes including student disciplinary processes including, but not limited to:

- Falsification, distortion, or misrepresentation of information;
- Failure to provide, destroying, or concealing information during an investigation of an alleged policy violation;
- Attempting to discourage an individual(s) proper participation in, or use of, the campus conduct system;
- Failure to comply with the educational outcomes and sanctions imposed by the campus conduct review system;
- Influencing, or attempting to influence, another person, group or organization to commit an abuse of the campus conduct system.
**Conduct Review Process**

**Southern Vermont College Authority of Student Conduct**

The Dean of Students is vested with the authority over student conduct by the President of the College. The Dean of Students, or designee, is responsible to oversee and manage the student conduct review process. The Dean of Students, or designee, may appoint members of the SVC Community to a hearing board, as deemed necessary, in order to efficiently and effectively assist in the administration of the student conduct review process.

[For additional information on Hearing Bodies see below and also addendum #6]

Students should be aware that the student conduct review process is different from criminal and civil court proceedings. The Conduct Review Process is not based on, nor are they intended to mirror, the rights or procedures in civil or criminal court proceedings. Student conduct review process procedures are intended to be fair, but they do not include the same due process protections afforded by the courts. The decision of responsibility is based on the “preponderance of information,” which means it is more likely than not that a policy violation occurred and any sanctions/outcomes will be proportionate to the severity of the violation and to the cumulative conduct history of the student.

The Dean of Students, or designee, will determine the path that a case will follow. Conduct review process meetings and hearings will be closed to the public. Information related to student conduct is confidential. In cases that involved alleged violations of the College’s Discrimination/Title IX/VAWA Policy, the procedures in Appendix 7 will apply. In cases that involve alleged violations of the conduct ordinarily covered by the Conduct Review Process and the College’s Discrimination/Title IX/VAWA Policy, the College may decide to investigate and adjudicate all such conduct under the Discrimination/Title IX/VAWA procedures, instead of using the Conduct Review Process.

**Conduct Verification Request:** Faculty and Staff members can request a Conduct Verification of a student. A conduct verification request needs to be in writing to the Dean of Students. Information shared is at the discretion of the Dean of Students. Verification may include date of incident, violation charges/ nature of incident, and outcome(s). The details of the case/incident may not be shared in full, limited information may be given.

Examples of Conduct Verification Requests may be but not limited to:
- Athletic coach request for an athlete
- Director of Mountaineer Scholars request for a Mountaineer Scholar
- Department hiring a student worker
- Organization/Club Advisor to request to know for a field trip
- Coordinator of Career/Internships to place in the community

**Interim Measures:** The Dean of Students, or designee, may impose an interim measure before the completion of the conduct review process if there is a reasonable belief that:

1. A student’s own safety and/or well-being is at risk;
2. A student poses a threat to the health and/or safety of any member of the College community;
3. A student poses a threat of disruption or interference with the normal operations of the College.

Interim measures may include, but are not limited to:
- **Suspension from the College** - While interim suspension status is in effect, a student is denied access to classes, activities, and facilities pending resolution of the judicial case or completion of the adjudication process.
- **Campus Restriction** - While campus restriction is in effect, a student is allowed access to classes; however, access to other activities, campus facilities, and campus property is denied.
- **No Contact Order** - While a no-contact order is in effect, a student is instructed not to engage in either direct or indirect contact with the Complainant(s) and witnesses. Methods of contact include, but are not limited to, verbal exchange, telephone, email, text message, letter, and communication via another party on the student’s behalf.

No Contact Orders are ordinarily put in place for all students involved and written notice will be given to all parties. If a student fails to comply with interim measures, the student forfeits their right to a hearing and the Dean of Students will determine an outcome to the case without processing through the Conduct Review Process.

**Lower Level Conduct Review:**

**Notice of Billing:** A notice of billing may be sent to a student as a notice that an Administrative charge has been added to the student’s account. Examples of this may include, but are not limited to, excessive cleaning, excessive trash, damage of property, which may not be associated with conduct behavior. No further action will occur and charges are not appealable.

**Letter of Reprimand:** A letter of reprimand may be sent to a student as a notice of a violation that has been documented. The letter of reprimand will instruct the student to refrain from repeating a behavior and will be placed in the student’s file. No further action will occur. This is a matter of record keeping and notice of a student’s decision-making pattern for a certain violation(s). Students receiving multiple Letters of Reprimand in an academic year may be subject to further disciplinary action.

**Conduct Review Meeting:** The Dean of Students, or designee, will conduct the Conduct Review Meeting. This meeting is to be educational in nature. The Student may take responsibility for the alleged violations or not. The goal of the meeting is to make a decision of responsibility and discuss the impact of the behavior(s) on the student and the Southern Vermont College community.
The standard for determining responsibility is preponderance of information. This means it is more likely than not the violation occurred.

Failure to show for a meeting will result in the case being heard in absentia and will not have the right to appeal the decision or outcomes of the case.

**Steps for Conduct Review Meeting**

1. The student will be notified that documentation has been received and notification of charges will be sent to the student via email with a date and time of meeting.
2. Student attends the meeting and reviews the documentation for the incident(s) and the alleged violation(s) are explained in more detail.
3. The student will have the option to accept responsibility for any or all or none of the alleged violation(s).
4. The student will have the opportunity to give an account of what happened in the incident(s).
5. The student may be asked questions related to the incident.
6. After the meeting concludes, the student will be notified of the decision. Educational outcomes will be determined and listed in the decision letter. Any deadlines listed in the decision letter need to be met or further disciplinary action may be taken for failure to comply, which may include an administrative fee.
7. The Student has the right to appeal within three days of the decision letter. [See Step 7 in Higher Level Conduct Review Process for Appeal Process]

**Higher Level Conduct Review: Hearing Bodies** [See Addendum #6 for additional information on Hearing Bodies]

**Administrative Hearing** The Dean of Students, or designee, will be the Administrative Hearing Officer. The standard for determining responsibility is preponderance of information. This means it is more likely than not the violation occurred.

**College Hearing Board** The Dean of Students will appoint three (3) SVC Faculty/Staff members who have been trained in the conduct review process to comprise the College Hearing Board. One of the College Hearing Board members will be designated as the chairperson. The standard for determining responsibility is preponderance of information. This means it is more likely than not the violation occurred. After a decision has been made by the College Hearing Board, the chairperson will fill out documentation needed and turn all case materials back to the Dean of Students. The decision letter will be written from the Dean of Students to the student.

**Steps in Higher Level Conduct Review Process: Administrative Hearing & College Hearing Board**

1. Hearing notification letter sent to student with alleged violation(s) with definition, instructions about the next steps in the conduct review process, and procedural advocate response request along with any specific instructions related to the meeting/hearing. Depending on the severity of the incident/ alleged violations, possible outcome(s) can be stated in hearing notification letter, for example residential suspension, suspension from the College, or expulsion from the College. Failure to show for a Hearing will result in the case being heard in absentia and will not have the right to appeal the decision or outcomes of the case.

2A. Confirm the procedural advocate role to support student. The procedural advocate should connect with student prior to the next step in order to help explain the conduct process and help the student create an impact statement to be spoken/read/submitted during the hearing. [See Addendum #6 for additional information on the procedural advocate role]

2B. Student conduct hearings are closed to the public. No parents, family members, or lawyers can be a part of the conduct review process. This means they are not allowed to attend any conduct review meetings/hearings. If the case has a criminal/ felony violation of the law - the student can request their lawyer be present; at that point, the lawyer is permitted to be the procedural advocate and must follow the guidelines/ expectations of the procedural advocate role.
   A. If the lawyer does not follow guidelines of the procedural advocate role then the hearing officer will stop the hearing and instruct the lawyer to leave the hearing. The hearing will continue without a procedural advocate.
   B. In the event that a lawyer instructs a student to not attend the hearing, the student chooses not to attend, or the student leaves the hearing mid-way through, the conduct review process will continue without the student and the case will be heard in absentia. The student forfeits their right to appeal.

2C. In some cases the hearing body may want to hear from a witness directly to be able to ask clarifying questions. This step is not a requirement of the conduct process. Most of the time, a witness’ information has been documented in the documentation which is sufficient information in the case. At no time are "character witnesses" allowed as part of the conduct review process.

3. The Dean of Students or Hearing officer will meet with student before the Hearing to review all documentation, explain next steps in process, and answer any questions. (This meeting may happen directly before the hearing/same day.) The procedural advocate can advise and discuss documentation with student prior to Hearing; however, no physical copies of the documentation can be given, Xeroxed copied, photographed, or taken out of designated location of office/meeting/hearing. Student can hand write on paper any notes they wish.
4. Conduct the hearing, which is audio recorded as the official College record. Deliberations will not be recorded. The record will be the property of Southern Vermont College and maintained according to Southern Vermont College’s record retention policy.

A. The student will be asked to introduce themselves, as will the Procedural Advocate. Also, the student will be asked to confirm that they are the correct student sitting in the hearing by signing the confirmation of hearing attendance document.
B. The student will be asked if they take responsibility for any or all or none of the alleged violations.
C. The student will be asked to give detailed account of the incident(s). If student takes full responsibility, they will still be asked to give an account of the incident(s).
D. Hearing officer may ask questions about the incident(s).
E. The student will be asked to make an impact statement. This can be written ahead of time. If written in advance, the impact statement can be submitted to hearing officer after being read during the hearing. The impact statement should address how this incident impacted them and how the possible outcome may impact them.
F. The student will be asked if there is there any other pertinent information that will help the hearing officer make an informed decision. This will give the student one last time to state any additional information.

5. After hearing has concluded, if applicable, a reminder is given that any interim sanctions are in place until decision has been determined.

6. The hearing body will determine a decision of responsibility or not and if any outcome(s) is warranted from the decision.

A. A decision letter will be sent to student in a timely manner, usually no more than 48 hours after hearing. Note: if multiple students are involved and several hearings need to occur, then hearing officer will give an approximate timeframe to expect a decision letter, which may be longer than 48 hours from date of hearing.
B. The Dean of Students, or designee, will review the recommendations of the hearing body to ensure that the outcomes are proportionate to the offense and are consistent with practice. The Dean of Students may make appropriate modifications to the hearing body decision if/when it is determined that the outcomes are disproportionate and/or not consistent with previously established precedent/in practice. In such a case, the Dean of Students will provide a written report detailing the justification for the modification and it will be placed in the student’s file. This report is only for matter of record and not for review by others.

7. The Student has the right to appeal within 72 hours [three (3) days] of the decision letter. The written appeal submitted to Dean of Students via email must be based in one or more of the appeal criteria:
   (1) procedural error;
   (2) grossly inappropriate sanctioning; and/or
   (3) new information that was not readily available at the time of the hearing.
   Note: Not liking/agreeing with the decision is not a reason to appeal. It is to be noted that decision letter outcomes are effective immediately and do not get placed "on hold" during the appeal process.
   A. An appeal officer will be appointed. The appeal officer’s role is not to re-hear the case. They will review the information related to the case to determine if one or more of the appeal criteria has been met and if so, decide to amend/uphold decision/outcome(s) made by the hearing officer.
   B. The appeal officer will report the decision in writing in a timely manner. The case is officially closed.

**Conduct Option for an Egregious Act:**

On the rare occasion that the campus community’s safety is at risk due to an egregious act, the Dean of Students, or designee, can bypass the conduct review process as stated above and do the following to determine an outcome. The Executive Vice President of Administration and Finance, or designee will review all information related to the incident. The preponderance of information standard must be met based on the information known at the time in the case. A responsible decision can be determined with the outcome including but not limited to an Administrative Expulsion. A Threat Assessment Committee may or may not be convened to determine threat level. The case is officially closed upon sending the Decision Letter; there is no right to appeal.

Examples of this conduct process option include, but are not limited to:

- Campus Endangerment: firearm(s)/weapon(s) not in use
- Campus Endangerment: firearm(s)/weapon(s) in use
- Campus Endangerment: drug dealing/distribution - significant amount of drugs/ associated paraphernalia
- Campus Endangerment: intentional/negligent arson
- Campus Endangerment: bomb/ bomb threat
- Endangerment of an individual(s): vehicular malice
- Endangerment if an individual(s): murder/ attempted murder
- Violation of the law: in jail/correctional facility (held without bail)
Outcomes/Educational Outcomes

There are a variety of possible outcomes you may receive if you are found responsible for violating a College policy. These outcomes range from disciplinary sanctions to educational outcomes to interventions. When a student is found responsible for a violation of the Community Standards of Conduct, any of the following types of sanctions/outcomes may be assigned. Sanctions/Outcomes should be appropriate to the policy violation(s) for which they are assigned. When considering the sanctions to be imposed, a range of factors may be considered, including the:

- nature, context, and severity of an incident,
- developmental needs of the student,
- level of accountability and responsibility taken by the student,
- level of cooperation from the student,
- need to stop the misconduct and prevent its recurrence,
- need to remedy and address the impact or effects of the conduct on others,
- conduct history of the student,
- best interests of the College community, and
- any other aggravating, mitigating, or relevant factors.

There are some outcomes under which legal guardians, Academic Advisors, Coaches, and/or the Director of Mountaineer Scholars will be notified of the decision.

Disclosure of Outcomes

Graduate schools, professional schools, and College programs (such as, for example, Study Abroad and Internships) may request information about a student’s Disciplinary Standing/Conduct History. They will be informed that a student is not in good Disciplinary Standing if the student’s judicial status was ever Conduct Probation or any form of Suspension or Expulsion. It will be assumed that a request for a Dean’s recommendation provides implied permission for release of this information. If a student is suspended from the College or expelled from the College, this is noted on the official transcript.

Types of Outcomes:

Letter of Reprimand - A letter that makes a matter of record any incident that reflects unfavorably on the student behavior and is in violation of the Community Standards of Conduct. Please note that further violations of College policy may result in further disciplinary action.

College Warning - Formal notice and censure that a student’s actions violated a College policy, that such actions are not acceptable in our community, and that further misconduct, or any other violation of a College policy, may result in more serious disciplinary action. Students are expected to reflect upon their decisions and to be mindful of how their future choices and actions may impact themselves, others, and the College community. This warning is in effect for 6 months (from incident date-not including summer months), if no other violation occurs in that 6-month time period, the warning is no longer counted in student conduct history.

Residence Hall Probation - A status imposed on a student for a specific period of time to allow students to reflect upon their choices and behavior and to demonstrate the ability to abide by College policies and expectations. Any additional College policy or policy violation in the residence areas committed during the probation period may result in additional or more serious outcomes, including residential suspension or expulsion, College suspension, or College expulsion.

College Probation - A status imposed on a student for a specific period of time to allow students to reflect upon their choices and behavior and to demonstrate the ability to abide by College policies and expectations. Any policy violations committed during the probation period may result in additional or more serious outcomes, including residential suspension or expulsion, College suspension, or College expulsion.

Campus Restriction - Restrictions or prohibitions on a student's entry or access to particular locations, premises, or events, or on a students' contact with another member of the College community. While campus restriction is in effect, a student is allowed access to classes; however, access to any activities, campus facilities, and campus property is denied.

Housing Relocation – At times it is best to relocate a student to another part of the residential area. This change in housing assignment will be done in consultation with Residence Life.

Educational Outcome - Students are expected to reflect upon their decisions and to be mindful of how their future choices and actions may impact themselves, others, and the College community.

Educational outcomes may include the following:

- Educational information provided to the student to review.
- Judicial Educator module – online module that relates to the violation of the incident.
• Participation or completion of a project, class, or other activity to build awareness or knowledge relevant to the nature of the offense or oneself, including research papers, personal reflections, workshops, organizing events, designing community education, or preparing an action plan.
• Mentorship with a specific person on campus.
• Requirement to attend, present and/or participate in a program related to the violation. It may also be a requirement to sponsor or assist with a program for others on campus to aid them in learning about a specific topic or issue related to the violation for which the student was found responsible. Audience may be restricted.
• Restorative actions - Requiring a student to engage in actions to investigate the impact of a violation and repair the harms resulting from misconduct on other members of the community. These actions may include letters of apology, drafting and implementing a plan of resolution, engaging in community events that build positive community.
• Mental Health/Medical Assessment and/or Treatment - Requirement that a student seeks a mental health, medical, substance use, or threat assessment from Counseling Services or Health Services, or other appropriate professional and follow through with the recommendations of the professional.
• Additional or alternate Educational Outcomes maybe created and designed as deemed appropriate to the offense.

Financial Restitution - Restitution is monetary compensation required of students who have taken, misused, damaged, or destroyed College, public, or private property or services. Amounts charged to students may include cost to repair, replace, recover, clean, or otherwise account for the property or services affected.

Student Account/Disciplinary Hold – A hold may be placed on the student account. Students with a hold may not be able to receive grades, transcripts, diplomas, or be allowed to enroll in future classes at Southern Vermont College. Holds will remain in place until the outcome is completed or course of action is resolved. Students may also have a hold placed for missing official paperwork such as immunization document or not completing compliance modules.

Community Service Hours – Community service hours may be assigned. The following may be assigned:

• Complete a specific amount of hours with a specific department/office or campus under the direct supervision of the department/office head.
• Complete a specific amount of hours in the town of Bennington under the direct supervision of the Coordinator of Student Engagement.

Loss or Restriction of Privileges or Activities: The withdrawal of the use of services or privileges as a student or member of the community, or the loss of the privilege to participate in an activity or event.

Alcohol and Other Drug (AOD) Level System: Southern Vermont College is committed to taking specific action in cases involving alcohol or drug violations. This Alcohol and Other Drug Level system is progressive however there are instances where lower levels may be bypassed due to the nature of the incident.

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<tr>
<th>Level Status</th>
<th>Outcomes</th>
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<tbody>
<tr>
<td>Level 1</td>
<td>Educational Information Provided</td>
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<tr>
<td></td>
<td>$50 Administrative Fine</td>
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<tr>
<td></td>
<td>College Warning (status 6 months)</td>
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<td>Parental Notification may occur</td>
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<td>Level 1 status remains for 6 months (no additional violations = status removed)</td>
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<td>Level 2*</td>
<td>Educational Information Provided</td>
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<td>Educational Outcome: Judicial Educator #8 or #9 or related topic</td>
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<td>$75 Administrative Fine</td>
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<td>Residence Hall Probation or College Probation (1 year)</td>
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<td>Additional Educational Outcome(s) may be assigned</td>
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<td></td>
<td>Parental Notification may occur</td>
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<td>Level 2 status remains for 1 year (no additional violation = status removed)</td>
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<tr>
<td>Level 3**</td>
<td>Educational Information Provided</td>
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<td>Educational Outcome: Judicial Educator #15 or related topic</td>
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<td>$100 Administrative Fine</td>
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<td>College Probation (1 year)</td>
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<td></td>
<td>On-campus Alcohol and Other Drug (AOD) Counseling through Counseling Services</td>
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<td>Additional Educational Outcome(s) may be assigned</td>
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<td>Parental Notification may occur</td>
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<td></td>
<td>Level 3 status remains for 2 years (after 1 year of no additional violation status decrease to Level 2, if no additional violations happen after 2 years = status removed)</td>
</tr>
<tr>
<td>Level 4**</td>
<td>$200 Administrative Fine</td>
</tr>
<tr>
<td></td>
<td>Residential Suspension or Expulsion, College Suspension, or College Expulsion</td>
</tr>
<tr>
<td></td>
<td>Parental Notification may occur</td>
</tr>
</tbody>
</table>

* A first incident in which medical treatment/transport may result in automatic placement on Level 2. Any additional incident in which medical treatment/transport may result in level increase of 2 levels if already on a level.
* A first time drug-incident may result in automatic placement on Level 2. Each additional drug incident will increase 1 level unless drug sale or distribution is involved in the incident, in which a higher level will be a result.
* Off-Campus Police/Authorities are involved may result in automatic placement on Level 2.
** Drug Sale &/or Distribution may result in automatic Level 3 or Level 4.
Administrative Fine - Fines are punitive monetary costs intended to dissuade students from violating the Community Standards of Conduct. Failure to pay a fine will result in a registration/graduation hold on the student’s account.

Residential Suspension - Temporary dismissal from College-owned housing for a specified period of time and without financial reimbursement. After this period is concluded, the student may regain their ability to live in a residence hall following an interview with the Dean of Students or designee. A residentially suspended student may not enter any College owned housing during this time. The Dean of Students may need to work with the academic advisor on a student’s class schedule if a class is located in Hunter Hall. Return to housing will be on a space-available basis.

Residential Expulsion – Permanent expulsion from College-owned housing without financial reimbursement. A residentially expelled student may not enter any College owned housing for the remainder of their College career. The Dean of Students may need to work with the academic advisor on a student’s class schedule if a class is located in Hunter Hall.

Suspension from the College – Temporary dismissal from the College for a specified period of time. After this period is concluded, the student may resume his or her studies following a satisfactory interview with the Dean of Students or designee. A suspended student may not engage in College activities, use any College facilities, or be on College property without express permission from the Dean of Students or designee. During the period in effect, suspension is recorded on the student’s academic record. Upon the student’s reinstatement, this notation is removed from the academic record, and the student will be considered eligible for registration in compliance with academic policy. Any further incidents of misconduct after the student is readmitted may result in disciplinary dismissal. Return to housing will be on a space available basis.

Expulsion from the College – Permanent dismissal from the College without the right to return. An expelled student no longer has the privileges of matriculated students and may not engage in College activities, use any College facilities, or be on College property. Expulsion is recorded on the student’s transcript.
Addendum #1: Additional Alcohol and Drug Resources

Southern Vermont College supports programs aimed at the prevention of substance abuse by students. The College will provide preventative educational programs for students and may refer students experiencing substance dependency related problems for counseling and assistance.

The College’s Alcohol and other Drug Policies describe general expectations for behavior and cannot guarantee that substance-related regulations will be honored by everyone. The College must therefore rely on the judgment of students, faculty, and staff to observe and abide by all regulations.

Counseling Services provides counseling, education, consultation, and referrals for students with substance-related problems including concern about another person’s use and/or abuse. A counselor is available to meet with any Southern Vermont College student. Use of Counseling Services for substance related issues is confidential. Individual privacy will be respected unless otherwise required by law.

Please see government resources for most up to date information related to local, state & federal laws and penalties. The information enclosed in this section is subject to change depending on local, state, and federal policies are updated. This section is for guidance only and is not to be taken as legal advice. Here are some online resources.

- https://www.usa.gov/laws-and-regulations
- https://legislature.vermont.gov/statutes
- http://benningtonvt.org/bylaws-ordinances/

State Laws and Local Ordinances: Alcohol

1. Vermont law provides that no person shall sell or furnish any alcoholic beverages to any person who is under the age of 21. Violators generally may face a fine not less than $500 and up to $2,000 and/or imprisonment up to two years, and/or civil actions for damages. Where the underage person is involved in a related motor vehicle accident as an operator and death or serious bodily injury results, violators may be imprisoned for up to five years and fined up to $10,000.
2. No person shall knowingly enable the consumption of alcoholic beverages by a person under the age of 21; “enable” under this Vermont law means to create a direct and immediate opportunity for a person to consume alcoholic beverages, including where there is no charge for such beverages. The potential penalties for violation of this provision are as those detailed in the section above.
3. Individuals knowingly aiding any person under the age of 21 in procuring alcoholic beverages, or who falsely represent their age for the purpose of procuring/consuming alcoholic beverages, may face a fine of not more than $500 and/or imprisonment of not more than 30 days.
4. Anyone who sells alcoholic beverages without a license may be punished by fine and/or imprisonment. If admission is charged at an event where alcohol is served, sponsors must have obtained a license.
5. State law prohibits Southern Vermont College from providing alcohol at College events unless a licensed caterer (approved by the Office of the Dean of Students) has been contracted for the event. Students/guests are required by law to present, when asked, proof of age in the form of a current valid driver’s license, passport, or state-issued identification card.
6. Town of Bennington open container ordinances prohibit consumption of alcoholic beverages in public areas and in or on motor vehicles, either moving or stationary. Violators are punishable by a fine not exceeding $100 or imprisonment not exceeding 30 days or both.

State and Federal Drug Regulations: Drugs

1. State and federal laws provide for potentially severe and, in some cases, mandatory penalties in the forms of fines, imprisonment and seizure of property for persons who knowingly and unlawfully possess illegal drugs for use or sale.
2. Federal regulations permit revocation of federal student aid to anyone prosecuted and convicted of a drug offense.
Legal Sanctions for Violations of Controlled Substances/Alcohol Laws and Policies

The following list of legal sanctions related to Vermont state and local laws is not intended to be exhaustive or authoritative. For additional information regarding the laws discussed below, please consult local law enforcement and federal and state statute resources.

Driving Under the Influence (blood alcohol level of 0.08 or higher):

- First offense – up to a $750 fine and/or up to two years in prison.
- Second offense – up to a $1,500 fine and/or up to two years in prison.
- Third offense – up to a $2,500 fine and/or up to five years in prison.

If a DUI causes injury or death:

- First offense – up to a $10,000 fine and/or up to 15 years in prison. In addition to the above penalties, the following may also be imposed for DUI violations:
  - Probation
  - Public service or community work project
  - Suspension of driver’s license
  - Vehicle immobilization or vehicle forfeiture
  - Attendance at a licensed substance abuse program

Alcohol violations for those under 21 years of age:

- Purchase or possession – up to $400 in fines and attendance in an educational program and/or license suspension for up to 120 days.
- Providing alcohol to a minor – up to a $2,000 fine and/or 2 years in prison.

Possession of a Controlled Substance:

- Marijuana – fines up to $500,000 and/or up to 15 years in prison.
- Other Drugs – fines up to $500,000 and/or up to 20 years in prison.
- Sale, Manufacture, or Delivery with Intent to Traffic Controlled Substances;
- Drug paraphernalia – up to a $1,000 fine and/or 12 months in prison.
- Marijuana – up to $500,000 in fines and/or up to 15 years in prison.
- Other Controlled Substances – up to $1,000,000 in fines and/or up to 20 years in prison.
- Delivery or sale of any drug to a minor – up to a $25,000 fine and/or up to five years in prison. Second Offense – recommended sentences double from first conviction.

Drug convictions (felony or misdemeanor) can result in revocation or denial of Federal Student Financial Aid.

On-Campus Resources Counseling Services:
Counseling is generally available Monday through Friday from 9:00 a.m. to 5:00 p.m. To schedule an appointment, call the Director of Counseling Services at 802-447-6343.
In case of an emergency, contact the Southern Vermont College Campus Safety Office, or contact emergency medical services by calling 911. Campus Safety Office: 802-447-4001 Campus Safety Cell Phone: 802-384-1648

Off-Campus Community Resources Alcoholsics

- Anonymous: 802-295-7611
- Narcotics Anonymous: 802-773-5575
- United Counseling Services: 802-442-5491

Substance Abuse Self-Test
The following questions can help you explore whether you or a friend might have a drinking or drug problem. Ask yourself the following questions:

1. Have you ever missed class because of partying the night before?
2. Have you ever used alcohol or drugs before going to class?
3. Have your friends or family suggested you cut down on your drinking?
4. Have you changed friends since you started drinking or using drugs?
5. Have you ever passed out from drinking or drug use?
6. Does it irritate you if someone says you drink or use drugs too much?
7. Do you drink more than most of your friends?
8. Has anyone in your family had a problem with drugs or alcohol?
9. Do you often get “high” several days in a row?
10. Do you sometimes drink or use drugs even though you planned not to?
11. Have you ever “hooked up” while drunk or high and regretted it?
12. Do you stop all drinking and drug use and go “on the wagon” periodically?
13. Have you experienced memory lapses (blackouts) from drinking?
14. Have you ever been arrested or received medical attention due to drinking?

If you answered yes to three or more of these questions, you may find talking to a counselor helpful.

Health Risks

Alcohol – Alcohol consumption causes a number of changes in behavior and physiology. Even low doses of alcohol significantly impair judgment, coordination, and abstract mental functioning. Statistics show that alcohol use is involved in a majority of violent behaviors on college campuses, including non-stranger sexual assault, vandalism, fights, and incidents of drinking and driving. Continued use may lead to dependency, which often causes permanent damage to vital organs and deterioration of a healthy lifestyle.

While legal use of alcohol may be accepted socially, abstinence is a preferred choice for many people in the College community. A larger percentage of college-aged students do not drink or drink infrequently as compared to those who drink often or to excess. Each individual must make a responsible decision about alcohol use. For some individuals, the use of alcohol can lead to academic problems, personal problems, and/or legal problems. Alcohol may interfere or interrupt the education process.

Marijuana/Cannabis/Hashish – The use of marijuana may impair or reduce short-term memory and comprehension, alter sense of time, and reduce coordination and energy level. Users often have a lowered immune system and an increased risk of lung cancer.

K2/Spice (synthetic marijuana) - is a mixture of herbs, spices or shredded plant material that is typically sprayed with synthetic compounds known as cannabinoids that are chemically similar to THC, the psychoactive ingredient in marijuana. Although these products are often marketed as “safe” alternatives to marijuana, they may affect the brain much more powerfully than marijuana. Their effects can be unpredictable and severe. Short-term effects include increased agitation, pale skin, seizures, vomiting, profuse sweating, uncontrolled/spastic body movements, elevated blood pressure, heart rate and palpitations. Synthetic cannabinoids begin having an effect within three to five minutes, and the duration of the high is one to eight hours. Synthetic cannabinoids can also cause difficulty speaking, severe paranoia, delusions and hallucinations. The long-term effects are unknown.

Hallucinogens – Lysergic acid (LSD), mescaline, and psilocybin cause delusions and hallucinations. The user may experience panic, confusion, suspicion, anxiety, and loss of control. Delayed effects or flashbacks can occur even when use has ceased. Phencyclidine (PCP) affects the section of the brain that controls the intellect and keeps instincts in check. Because the drug blocks pain receptors, violent PCP episodes may result in self-inflicted injuries.

Cocaine/Crack – Cocaine users often have a stuffy, runny nose and may have a perforated nasal septum. The immediate effects of cocaine use include dilated pupils and elevated blood pressure, heart rate, respiratory rate, and body temperature, followed by depression. Crack, freebase rock cocaine, is extremely addictive and can cause delirium, hallucinations, blurred vision, severe chest pain, muscle spasms, convulsions, and death.

Methamphetamines – Methamphetamine use causes increased heart rate and blood pressure and can cause irreversible damage to blood vessels in the brain, producing strokes. Other effects include respiratory problems, irregular heartbeat, dental deterioration, and extreme anorexia. Its use can result in cardiovascular collapse and death.

Heroin – Heroin is an opiate drug that causes the body to have diminished pain reactions. The use of heroin can result in addiction, coma, or death due to a reduction in heart rate.

Ecstasy – Ecstasy is related to mescaline and methamphetamine. Its use permanently depletes the body's serotonin reserves, affects memory, heightens anxiety, and has led to death in some users.

Addendum #2: Motor Vehicle Policy

The Director of Campus Safety is responsible for the Motor Vehicle Policy and can enforce policies related to Motor Vehicles as necessary. The Director of Campus Safety can notify the Dean of Students, or designee when students fail to comply with Motor Vehicle Regulations. The Dean of Students, or designee may, in turn, process the violation through the Student Conduct Review Process.

Vehicle Violations and Penalties - The following is a list of the vehicle violations and penalties and the associated fines. Please note that repeated violations may be subject to increased fines and/or referred to the conduct review process for further disciplinary action.

- General parking violations: $25 fine.
- Failure to display parking decal: $25 fine.
- Speeding: minimum of a $25 fine, with the maximum not exceeding $100.
- Negligent, reckless, or dangerous driving: $100 fine and possible revocation of on-campus driving privileges.
- Illegal parking such as parking in an emergency access zone, fire lane, the traffic circle outside Hunter Hall or a handicap restricted space: $50 fine. Note that the striped zones in front of Aldis Hall, Bowen Hall and Cady Hall are emergency access zones. Walkways surrounding the Residence Halls are considered fire lanes.
- Illegal parking in reserved areas (President's space, faculty/staff spaces, visitor spaces, etc.): $40 fine.
- Driving through a crosswalk illegally: $40 fine.
- Failure to register a vehicle: $25 fine.
- Failure to comply with snow removal: $50 fine.
Students having accrued three (3) tickets during an academic year will be contacted by the Director of Campus Safety or designee via email and advised that any future parking violations will result in the application of a Vehicle Immobilization Device (tire boot). A $75 fine for boot removal will be levied in addition to a ticket for the current infraction, and the student will be referred to the Student Accounts Office for resolution, and all previous outstanding infractions.

Ticket Appeals - All ticket appeals must be made no later than 10 business days after the date of the violation. Ticket appeals must be made in writing by submitting a ticket appeal form to the Director of Campus Safety.

College Vehicle Use Policy - The College currently owns three 15-passenger vans, and 2 buses, which are available to departments and student organizations for limited use. Any organization that wishes to use a College vehicle must make a reservation at least three days in advance.

College Vans: Reservations must be sent to transportation@svc.edu at least three business days in advance. Athletic teams and academic programs have priority use of the vans. Van mileage is billed to the department or student organization in the amount of $0.75 per mile. If a driver is needed, an additional $15 per hour of work time will be billed. Only faculty, staff and those students designated by one or more Department Heads in writing may be proposed to operate a College van. Proposed van drivers must have a good driving history and be at least 21 years of age. Once a driver is proposed, that person shall contact the Director of Campus Safety to obtain a Van Certification Packet. This packet must be completed and brought to the Campus Safety Office prior to any trip, along with a photocopy of his or her valid driver’s license. Once the packet is completed, the proposed driver will be required to successfully complete a written test on van safety, and a van driving test. The proposed driver’s information will then be submitted to the College’s insurance carrier for approval. The Director of Campus Safety, with input from the College’s insurance carrier, will make the final decision as to whether such person is eligible to drive a College van. The College may revoke van-driving privileges at any time. Operating College vehicles without prior certification from Campus Safety and/or authorization from a College department is prohibited.

Addendum #3: Technology Policies

Using the College’s computing facilities in an irresponsible manner can result in sanctions ranging from loss of privileges, to disciplinary action through established College procedures as outlined in the Student Handbook, to possible state and federal criminal penalties.

All users should realize that access to the College’s computing facilities is a privilege, not a right. In order to manage effectively the campus networks and internet access for the entire campus community, it may be necessary for the network administrator(s) to monitor activity on the network and internet to determine the source of objectionable activity and examine areas of the network equipment that have been designated for personal use. The College reserves the right to delete files and restrict access without warning or advance notice if it is deemed warranted. In addition, SVC’s internet provider(s) will be monitoring the institution’s internet access and reserves the right to suspend service if necessary to maintain network integrity and compliance with all applicable laws. Therefore, students should not have an expectation of absolute privacy with respect to the College’s computer facilities and system. If the College receives complaints from other members of the internet community regarding a student’s behavior, the student may lose access.

The following activities are not permitted:

1. Allowing others to use the account that was created for the student or using another person’s account;
2. Installing software of any type on the College’s computers without prior approval of the Director of Information Technology;
3. Copying software from the College’s computers that violates software publishers’ copyrights or violates state or federal law;
4. Downloading or uploading copyright-protected intellectual property for which the student does not have ownership or express use permission from the owners—this includes file-sharing and streaming of movies, music, text, images, or any other type(s) of electronic content that is not in the public domain or for which permission by the owners has not been expressly granted;
5. Sending threatening or obscene email, email chain-letters, or broadcasting email to the entire College community (if someone indicates to a student that they do not wish to receive email messages from that student, and the student continues to send that person messages, it constitutes harassment);
6. Using someone else’s account to send email or sending email that claims to be from another person.
7. Using College computers for commercial purposes.
8. Attempting to gain access to another person’s account by guessing his or her password with, or without, his or her knowledge. Do not “challenge” a student’s friends to attempt to guess the student’s password because this invites them to engage in disapproved activity.
9. Disconnecting, moving, or modifying any College equipment, including monitors, keyboards and mice, unless a student has specific permission from the Computer Operations staff to do so.
10. Knowingly introducing viruses, malware, or other programs that are intended to disrupt computer operations, interrupt or disturb users, or damage or destroy information or programs on computer systems.
Account Owner Responsibility - Each user is responsible for any activity that occurs on his or her account. Students have permission to use ONLY the account that was created for them. A student does not have the right to allow others to use his or her account. Responsible use requires that a student never reveal his or her password to anyone for any reason. There is never a valid reason to use an account other than a person's own, unless permission was specifically granted by a College official. If someone is having difficulty accessing his or her account, the proper course of action is to ask the Computer Service Center for assistance at extension 6344 or by visiting http://it.svc.edu.

Acceptance of Policy - Using a student’s computer account is considered acceptance of this Computer Use Policy. By accepting the Computer Use Policy, the student acknowledges his or her responsibility to behave as a good citizen of the electronic community and accept responsibility for activity on the account created for the student on the Southern Vermont College computer network facilities. In addition, the student agrees to indemnify, defend, and hold harmless Southern Vermont College, its agents, and employees, from any and all liabilities, damage, expense, causes of action, suits, claims, or judgments arising out of any activity on his or her account, including any act or omission of his or her own, regarding the student’s use of Southern Vermont College computing resources related to the subject of this policy.

Addendum #4: Prohibited Items List

<table>
<thead>
<tr>
<th>Cooking appliances</th>
<th>Incense/incense burners</th>
<th>Road signs, highway cones, barriers, and hazard lights</th>
</tr>
</thead>
<tbody>
<tr>
<td>Including, but not limited to, hot plates, toaster ovens, toasters, George Foreman grills, coffee pots without an automatic shutoff, electric sandwich makers, camp stoves, rice cookers, electric frying pans, crock pots, deep fryers, and coil hot water heaters</td>
<td>False/Real Holiday trees</td>
<td>Irons without automatic shutoff</td>
</tr>
<tr>
<td>Dart boards</td>
<td>Fire pits</td>
<td>Lava lamps</td>
</tr>
<tr>
<td>Electric blankets</td>
<td>Fog machines</td>
<td>Multiple-outlet electric plugs (not including surge protector)</td>
</tr>
<tr>
<td>Electric wax melts</td>
<td>Gasoline cans/containers</td>
<td>Natural trees, wreaths, or garland</td>
</tr>
<tr>
<td>Electronic cigarettes, personal vaporizers, electric nicotine delivery systems, and flameless cigarettes</td>
<td>Grills</td>
<td>Neon signs</td>
</tr>
<tr>
<td>Extension cords</td>
<td>Halogen lamps</td>
<td>Potpourri burners</td>
</tr>
<tr>
<td>Electric wax melts</td>
<td>Hazardous liquids, including, but not limited to, turpentine, paint, gasoline, propane, kerosene, butane, lighter fluid, ski waxing materials, and ether</td>
<td>Power tools</td>
</tr>
<tr>
<td>Hookahs</td>
<td>Hover boards</td>
<td>Pyrotechnics and fireworks</td>
</tr>
<tr>
<td>Hurricane lamps</td>
<td>Lava lamps</td>
<td>Refrigerators larger than 3.5 cubic feet</td>
</tr>
<tr>
<td>Artificial trees, wreaths, or garland</td>
<td>Multiple-outlet electric plugs (not including surge protector)</td>
<td>Space heaters</td>
</tr>
<tr>
<td>Electronic cigarettes, personal vaporizers, electric nicotine delivery systems, and flameless cigarettes</td>
<td>Natural trees, wreaths, or garland</td>
<td>Subwoofers</td>
</tr>
<tr>
<td>Extension cords</td>
<td>Neon signs</td>
<td>Sun lamps</td>
</tr>
<tr>
<td>Incense/incense burners</td>
<td>Potpourri burners</td>
<td>Tables not provided by the College, including, but not limited to, folding tables</td>
</tr>
<tr>
<td>Fake/Real Holiday trees</td>
<td>Power tools</td>
<td>Tiki torches</td>
</tr>
<tr>
<td>Fire pits</td>
<td>Pyrotechnics and fireworks</td>
<td>Upholstered furniture not provided by the College, including, but not limited to, couches, futons, arm chairs, and bean bag chairs</td>
</tr>
<tr>
<td>Fog machines</td>
<td>Space heaters</td>
<td>Vehicle which use combustible fuel</td>
</tr>
<tr>
<td>Gasoline cans/containers</td>
<td>Subwoofers</td>
<td>Weapons, explosives, ammunition</td>
</tr>
<tr>
<td>Grills</td>
<td>Space heaters</td>
<td>Water beds</td>
</tr>
<tr>
<td>Halogen lamps</td>
<td>Subwoofers</td>
<td>Wooden furniture not provided by the College, including, but not limited to, wooden futons, wicker furniture, wicker waste baskets, and bamboo furniture</td>
</tr>
<tr>
<td>Hazardous liquids, including, but not limited to, turpentine, paint, gasoline, propane, kerosene, butane, lighter fluid, ski waxing materials, and ether</td>
<td>Power tools</td>
<td>Pyrotechnics and fireworks</td>
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<tr>
<td>Natural trees, wreaths, or garland</td>
<td>Potpourri burners</td>
<td>Refrigerators larger than 3.5 cubic feet</td>
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Addendum #5: Service Animal & Emotional Support Animal Policy

Service Animal Definition: The United States Department of Justice defines service animals as dogs that are individually trained to do work or perform tasks for people with disabilities. The Service Animal must be harnessed, leashed, or tethered, unless these devices interfere with the service animal’s work or the individual’s disability prevents using these devices. In that case, the individual must maintain control of the animal through voice, signal, or other effective controls.

Emotional Support Animal Definition: The United States Department of Housing and Urban Development Regulations define emotional support animals as “animals that alleviate one or more identified symptoms or effects of a person’s disability. They provide comfort to a person with a psychiatric disability, but are not trained to perform specific tasks to assist them.”

Emotional Support Animals must follow the following guidelines:

- does not pose a direct threat to the health and safety of others;
- would not cause substantial physical damage to the property of others; and
- would not fundamentally alter the nature of the provider’s operations.

Requests for particular animals will be evaluated, and the appropriateness of a particular animal, will be monitored, on a case-by-case basis.

Application for approval process: Students requesting to live with and use an emotional support animal must follow an application procedure. Students must disclose and submit appropriate documentation to Dean of Students for a committee to review. Once documentation is reviewed, the student must meet with the Dean of Students.

If approved, the student will be required to sign the Emotional Support Animal Handler Agreement.

Please note the following regarding ESAs on campus:

- The animal must be contained within the individual’s room assignment except to the extent the animal needs to go outdoors for natural relief;
- The College can capture and immediately remove an animal that is running at-large on campus; and
- The College can immediately remove an animal based on evidence of mistreatment or abuse.

Documentation Required: Documentation is required from a treating mental health provider, setting forth the following:

- The nature of the student’s diagnosis;
- That the animal is necessary to afford the student an equal opportunity to participate in campus housing; and
- That there is a relationship between the student’s diagnosis and the support the animal provides.
Consideration of Requests: The College considers the following factors when determining an ESA Request:

- Size of the animal must be appropriate for available housing;
- Animal's presence cannot force another individual from housing;
- Animal cannot violate an individual's right to peace and quiet enjoyment;
- Animal must be house-trained and able to reasonably live with and among others;
- Vaccinations must be up-to-date during the animal’s entire stay on campus;
- Animal poses, or has posed, a direct threat to others (e.g. aggressive behavior or injury); or
- Animal causes, or has caused, excessive damage beyond reasonable wear and tear.

Removal of ESA: Removal of an animal is allowable if one of the following conditions apply:

- The Handler Agreement has been violated;
- The College can demonstrate that allowing the assistance animal would impose an undue financial or administrative burden;
- Allowing the assistance animal would fundamentally alter the nature of the service or program being offered;
- The specific animal in question poses a direct threat to the health and safety of others;
- When the specific animal in question would cause substantial physical damage to the property of others that cannot be reduced or eliminated by a reasonable adjustment and/or modification.

Addendum #6: Student Conduct Review Process – additional information

Hearing Bodies: To serve as an administrative hearing officer or on the college hearing board, the faculty and/or staff member must:

- Participate in the mandatory training conducted by the Dean of Students or designee.
- Develop a clear understanding of the Community Standards of Conduct.
- Become familiar with the procedure for handling a case.
- Make a collective, informed, unbiased decision for each hearing.

The Dean of Students, or designee, will have final authority to approve all those serving on any of the hearing bodies. The Dean of Students, or designee, is responsible for training. In the event someone resigns from a hearing body, the Dean of Students, or designee, will solicit a replacement in a timely manner.

The college hearing board members will consist of 3 members to review case information prior to the Hearing. The Chairperson is a non-voting member of this board unless a majority vote is necessary to determine an outcome of the hearing. College hearing board members must keep confidentiality as it relates to a case. If at any time the college hearing board is unsure or has questions, they may contact the Dean of Students, or designee. The Dean of Students or designee will attend the hearing but only in the role to make sure procedure is followed and to answer questions about definitions of violations, procedural questions, etc. The Dean of Students, or designee, is not a decision making authority in this situation.

Procedural advocate role description: For administrative hearings and college hearing board hearings, the student has the right to have a procedural advocate. The Dean of Students, or designee, can appoint a procedural advocate or the student can request someone specific. This is typically a Southern Vermont College Faculty or Staff member who understands the conduct review process. The Dean of Students may meet with the named procedural advocate in advance to make sure the role is understood, go over the conduct review process, and related information to the case. The procedural advocate can then work with the student to support the student through the process.

The procedural advocate can assist the student by providing support during the review reports, assisting with the student’s preparation for the next stages of the hearing process, assist them to better understand the student conduct procedures, and provide procedural advisement. The procedural advocate should connect with student prior to the hearing in order to help explain the conduct process and help the student create an impact statement to be spoken/read/submitted during the hearing.

The procedural advocate may not make a presentation or represent the student during the hearing. They may confer quietly with their advisee, exchange notes, clarify procedural questions and suggest questions to their advisee. The procedural advocate cannot address the hearing officer during the administrative hearing/college hearing board hearing unless directed by the hearing officer to do so. Please note that the procedural advocate may not be affiliated or otherwise involved with the case under review.

As part of the hearing the student will be asked to make an impact statement. This statement can be written prior to the hearing. The procedural advocate can support and help the student in writing the impact statement. The procedural advocate is not allowed to write the impact statement for the student.

The procedural advocate must keep confidentiality as it relates to the case. If at any time the procedural advocate is unsure or has questions, they may contact the Dean of Students.
Addendum #7: Discrimination/Title IX/VAWA Process and Resources

- Title IX Coordinator: Kimberly Gould, Dean of Academic Operations, Everett Mansion, Room 205, 802-447-6333, lgoould@svc.edu
- Deputy Title IX Coordinator: Allison Davis, Asst. Dir. of Student Affairs for Res. Life & Student Conduct, Hunter Hall, 802-681-2845, allison@svc.edu
- For faculty, staff, and visitors: Carole Sheringham, Deputy Title IX Coordinator, Director of Human Resources, Mansion, Room 200, 802-447-6358, csheringham@svc.edu

Discrimination, Harassment, Sexual Harassment, Sexual Misconduct, Dating/Domestic Violence and Stalking Policy ("Discrimination/Title IX/VAWA Policy")

Various federal laws prohibit discrimination on the basis of protected characteristics. Title IX prohibits discrimination on the basis of sex, sexual harassment, and sexual misconduct, and the Violence Against Women Act ("VAWA") Amendments to the Clery Act address dating/domestic violence and stalking. The College's policy and procedures for handling these issues is described in this Appendix.

- **Dating violence** - Dating violence is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the person subjected to the violence. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition, "dating violence" includes, but is not limited to, sexual or physical abuse or the threat of such abuse, if involving individuals who are or have been dating as defined here. For the purposes of this definition, "violence" means conduct that involves the use or threatened use of physical force against a person, or creates a reasonable belief that physical force may be used against a person in the course of the conduct. Dating violence does not include acts covered under the definition of domestic violence stated below.

- **Domestic Violence** - Domestic violence is violence committed by:
  - a current or former spouse or intimate partner of the person subjected to the violence;
  - a person with whom the person subjected to the violence shares a child in common;
  - a person who is cohabiting with, or has cohabited with, the person subjected to the violence as a spouse or intimate partner;
  - a person similarly situated to a spouse of the person subjected to the violence under the domestic or family violence laws of the jurisdiction in which the violence occurred; and/or
  - any other person against an adult or youth who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the violence occurred. For the purposes of this definition, "domestic violence" includes, but is not limited to, sexual or physical abuse or the threat of such abuse, if involving individuals who are or have been in a domestic relationship as defined here. For the purposes of this definition, "violence" means conduct that involves the use or threatened use of physical force against a person, or creates a reasonable belief that physical force may be used against a person in the course of the conduct.

- **Harassment** - Harassment is defined as verbal, written, visual, or physical conduct based on or motivated by an individual's actual or perceived race, color, religion, national origin, sex, sexual orientation, gender identity, ancestry, place of birth, age, veteran or military service status, marital status, HIV-positive test result status, genetic information, disability, or any other legally protected characteristic, as defined in the College's non-discrimination policy. Examples of harassment are:
  - Insulting comments, epithets, slurs, or negative stereotyping, regarding a person's actual or perceived race, color, religion, national origin, sex, sexual orientation, gender identity, ancestry, place of birth, age, veteran or military service status, marital status, HIV-positive test result status, genetic information, disability, or any other legally protected characteristic, as defined in the College's non-discrimination policy.
Non-verbal: Distribution or display of any written or graphic material that ridicules, denigrates, insults, belittles, or shows hostility toward an individual or group because of actual or perceived race, color, religion, national origin, sex, sexual orientation, gender identity, ancestry, place of birth, age, veteran or military service status, marital status, HIV-positive test result status, genetic information, disability, or any other legally protected characteristic, as defined in the College’s non-discrimination policy.

- **Hostile Environment** - Sexual harassment, including sexual violence, or other harassment on the basis of a characteristic covered by the College’s non-discrimination policy, creates a hostile environment for a student when the conduct is sufficiently serious to limit or deny a student’s ability to participate in or benefit from the school’s educational program.

- **Sexual Harassment** - Unwelcome conduct of a sexual nature, including sexual violence. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature, when it is sufficiently serious that it creates a hostile educational environment.

- **Sexual Misconduct** - Sexual misconduct may be in the form of sexual violence, sexual assault, or sexual exploitation.

- **Sexual violence** is defined as physical sexual acts perpetrated against a person’s will or when a person is incapable of giving consent (for example, due to the student’s age, the use of drugs or alcohol, incapacitation, or because an intellectual or other disability prevents the student from having the capacity to give consent). A number of different acts fall into the category of sexual violence, including but not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion. Sexual violence includes those acts carried out by school employees, fellow students, students from other schools, or third parties. Sexual violence is a form of sexual harassment.

- **Sexual assault** may be either rape, fondling without consent, or statutory rape, as defined below.
  - **Rape** is the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
  - **Fondling** is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent (as defined below) of the victim, including instances where the victim is incapable of giving consent because of their temporary or permanent mental incapacity.
  - **Statutory rape** is sexual intercourse with a person who is under the statutory age of consent in the applicable jurisdiction. Sexual assault can be committed by any person against any other person, regardless of age, gender, gender identity, sexual orientation, or past or current relationship status. Sexual assault may occur with or without physical resistance or violence.

- **Sexual exploitation** occurs when a person takes sexual advantage of another person for the benefit of anyone other than that other person without that other person’s consent. Examples of behavior that could constitute sexual exploitation include, but are not limited to, the following:
  - Intentional non-consensual contact with the private body parts of another person that does not meet the definition of behaviors prohibited under the definition of sexual violence or sexual assault stated above;
  - Prostitution another person;
  - Recording or capturing through any means images (video, photograph, etc.) or audio of another person’s sexual activity, intimate body parts, or nudity without that person’s consent;
  - Distributing images (video, photograph, etc.) or audio of another person’s sexual activity, intimate body parts, or nudity, if the individual distributing the images or audio knows or should have known that the person(s) depicted in the images or audio did not consent to such disclosure and object(s) or would object to such disclosure; and
  - Viewing or listening to another person’s sexual activity, intimate body parts, or nudity in a place where that person would have a reasonable expectation of privacy, without that person’s consent, if the individual viewing or listening to the other person’s or persons’ sexual activity, intimate body parts, or nudity in such a place knows or should have known that the person(s) being viewed would object to that viewing or hearing.

**Exception:** The College’s prohibition of sexual exploitation is not intended to prohibit the use of sexually explicit materials that are reasonably related to the College’s academic mission. Specifically, this section is not intended to proscribe or inhibit the use of sexually explicit materials, in or out of the classroom, when in the judgment of a reasonable person they arise appropriately to promote genuine discourse, free inquiry, and learning.

- **Consent** - Consent means words or actions, freely and actively given by each party, that a reasonable person would interpret as a willingness to participate in agreed-upon sexual conduct. Consent is not present or valid when a person is incapable of giving consent because they are incapacitated by drugs or alcohol; when intimidation, threats, physical force, or other actions that a reasonable person would consider coercive are applied; when that person is placed in fear...
that any person will suffer imminent bodily injury; when a physical or mental condition is present such that the person cannot knowingly or voluntarily give consent; or when a person is under the age of 16. Silence, non-communication, or a lack of resistance does not necessarily imply consent. Previous relationships or prior consent do not imply consent to future sexual conduct. Consent to one form of sexual activity does not imply consent to other forms of sexual activity. Consent can be rescinded at any time. The use of alcohol or drugs does not minimize or excuse a person’s responsibility for committing sexual assault, or that person’s responsibility for determining whether another is capable of giving consent.

**Capability to Give Consent:** An objective standard will be used in determining whether a person is incapable of giving consent due to the person’s incapacitation by the use or consumption of drugs or alcohol, or if a physical or mental condition as described above is present. That is, consent is not present or valid when:

1. From the standpoint of a reasonable person, the respondent knew, or reasonably should have known, that the person was incapable of giving consent because the person was incapacitated by the use or consumption of drugs or alcohol, or that the person’s physical or mental condition would prevent knowing and voluntary consent; and
2. The person was, in fact, incapable of giving consent because the person was incapacitated by the use or consumption of drugs or alcohol, or the person was incapable of providing knowing or voluntary consent due to a physical or mental condition.

**Coercion:** Coercion is defined as compelling someone to act by applying pressure, harassment, threats, physical acts, intimidation, or other actions a reasonable person would consider to be coercive. Coercion includes pressuring someone to consume more alcohol or drugs, or drugging another person, if that results in incapacitation as defined above.

- **Stalking** - Stalking is a course of conduct directed at a specific person that would cause a reasonable person under similar circumstances and with similar identities to the victim to (a) fear for their safety or the safety of others; or (b) suffer significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling. For the purposes of this definition—
  1. “Course of conduct” means two or more acts, including but not limited to, acts in which the alleged stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property.
  2. “Reasonable person” means a reasonable person under similar circumstances and with similar identities to the person subjected to the stalking.
  3. “Substantial emotional distress” means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Examples of stalking behaviors or activities include, but are not limited to, the following, if they occur in the context of stalking as defined above: non-consensual communication, including face-to-face communication, telephone calls, voice messages, email messages, text messages, electronic communication, written letters, gifts, or any other communications that are unwelcome; use of online, electronic, or digital technologies in connection with such communication, including but not limited to:

- posting of pictures or text in chat rooms or on websites;
- sending unwanted/unsolicited email or talk requests;
- posting private or public messages on internet sites, social networks, and/or school bulletin boards;
- installing spyware on a person’s computer;
- using Global Positioning Systems (GPS) or similar technology to monitor a person;
- pursuing, following, waiting for, or showing up uninvited at or near a residence, workplace, classroom, or other places frequented by the person;
- surveillance or other types of observation including staring or “voyeurism”;
- trespassing;
- vandalism;
- non-consensual touching;
- direct verbal or physical threats;
- gathering information about an individual from friends, family, or co-workers;
- accessing private information through unauthorized means;
- threats to harm self or others;
- defamation and/or lying to others about the person; or
- using a third party or parties to accomplish any of the above.
Community Standards of Conduct

Discrimination/Title IX/VAWA Conduct Review Process:

1. A confidential report is sent to the Title IX Coordinator.
2. Title IX Coordinator reviews confidential report.
3. Title IX Coordinator will reach out to Complainant and Respondent to give Title IX information and resources.
4. Title IX Coordinator will request an investigation pertaining to the report.
5. Title IX Coordinator may impose immediate and temporary measures, including but not limited to, a No Contact Order, a No Trespass Order, requests for housing changes or reasonable academic accommodations, in order to ensure the safety of the complainant or other involved parties and/or the College community.
6. Upon conclusion of investigation and review of investigation, Title IX Coordinator will decide if the incident/situation meets the definition of a discrimination/Title IX/VAWA case.
   a. If it is not considered a discrimination/Title IX/VAWA case, the Title IX Coordinator will contact the Complainant(s) and Respondent(s) and the case will be processed as a discrimination/Title IX/VAWA case.
   b. If it is considered a discrimination/Title IX/VAWA case, the Title IX Coordinator will contact the Complainant(s) and Respondent(s) and the case will be processed as a discrimination/Title IX/VAWA case.
   i. Informal Resolution In some cases, an informal resolution may be appropriate. An informal resolution is not the same as mediation and does not require the parties to meet together. An informal resolution may involve a third-party facilitator to explore whether the parties can agree on a result. Informal resolution must be agreed upon by both parties, and the Title IX Coordinator must agree that it is appropriate. While mediation may be appropriate in some cases, it is not appropriate in cases of sexual assault or violence of any kind. It may be necessary to conduct an investigation before informal resolution can be arranged. The parties will not be required to meet together as part of the informal resolution process. At any time during the process the Complainant or the Respondent has the right to resume the formal processing of the complaint (i.e., investigation, disciplinary procedure, appeal). An informal resolution may include sanctions. If informal resolution results in an agreement, and if this agreement is acceptable to the College, then the informal resolution is considered successful. Both parties will sign a statement agreeing that the informal resolution was successful, and the matter will be considered resolved. If attempts at informal resolution are unsuccessful, then the formal process will resume. If a party with obligations pursuant to an informal resolution fails in their obligations, then the other party may ask the College to enforce the terms of the resolution or may proceed with a formal complaint process.
   ii. Disciplinary Hearing At the conclusion of the investigation, the investigator will prepare preliminary findings of fact that will, together with any notes or other information gathered by the investigator, be made available to the parties on a timely, equal basis for their review. The parties will have a period of five (5) calendar days to review such information and, if they choose, to, they may:
      a. suggest additional investigation by the investigator, including but not limited to interviews of additional witnesses; and/or
      b. suggest questions to be posed by the investigator of the other party or witnesses. The investigator will determine in their discretion whether and to what extent to pursue some or all of the additional investigation and questioning requested by the parties, and will frame any resulting investigation and questioning at their discretion.

Once any additional investigation is completed, the investigator will create a final investigatory report that will contain any updated findings of fact, and any additional evidence gathered, and the investigator’s analysis, rationale and recommendation regarding whether a preponderance of the evidence establishes a violation of any of the College’s policies under investigation. The parties will then have three (3) days to provide a written response to the final investigation report. Each party will be allowed to review the other party’s written response. The final investigation report, its attachments, and the parties’ written responses will be provided to a hearing officer for the hearing officer’s consideration as provided below. The Title IX Coordinator or designee, will appoint a hearing officer from specially trained College personnel taking into account the circumstances of the case, including the status of the respondent as a student, faculty member, employee, or non-community member. Where circumstances warrant, the Title IX Coordinator or designee may determine that a hearing officer external to the College will be assigned.

Discrimination/Title IX/VAWA Conduct Review Process

- Retaliation - No hardship, no loss of benefit, and no penalty may be imposed on a student as punishment for:
  a. filing or responding to a good faith complaint of discrimination or harassment;
  b. appearing as a witness in the investigation of a complaint; or
  c. serving as, or assisting, an investigator or otherwise acting to enforce the policy.

Retaliation or attempted retaliation is a violation of this Policy and anyone who does so will be subject to severe disciplinary action.
The hearing officer will review the investigatory report and may, if deemed necessary, communicate with the investigator(s) and/or any party or witness directly as part of the hearing process. The hearing officer is not bound by the investigator's report; rather, it is advisory. The hearing officer may request additional investigation by the investigator(s). If the hearing officer requests additional investigation, both the complainant and respondent will be provided with the same opportunity to share information with the hearing officer, including the right to submit a written statement to the hearing officer for consideration and/or request to meet individually with the hearing officer to provide any other relevant evidence. If the hearing officer concludes that the respondent is responsible for violation of this policy, then the hearing officer shall receive the record of any previous disciplinary action or other violation of College policy, including this policy, to consider, as appropriate, in determining sanctions. In addition, both the complainant and the respondent will be permitted to submit a written impact statement to the hearing officer for purposes of the determination of appropriate sanctions. The hearing officer may consult with other appropriate College officials in determining any appropriate sanctions. Upon conclusion of the hearing process, the hearing officer will issue a written decision to the Title IX Coordinator outlining relevant factual findings and whether a violation of this policy has occurred and, if relevant, the appropriate outcomes. The complainant and respondent will have an equal opportunity to present relevant information and evidence throughout the hearing process. Both parties will be provided with a copy of this policy at the beginning of the hearing process. The College may proceed with a complaint, including an investigation and through to a disciplinary outcome, even if the complainant and/or respondent elect not to participate. The College will attempt to complete the hearing process and issue the hearing officer's decision within 60 days, but this time frame may need to be extended under certain circumstances, such as where there are multiple complaints and/or respondents and/or where delays are necessitated by involvement of law enforcement, College breaks, or other reasons of unavailability. All parties to the process will be notified in writing if, during the process, it becomes necessary to extend the time frame to allow for a fair and complete examination and resolution of the complaint.

The standard for decisions in Title IX hearing proceedings is a preponderance of the evidence, meaning that it is more likely than not a violation of this policy occurred. Both parties will receive simultaneous written notice of outcomes of all hearing proceedings, to the extent permitted by law. The final outcome letter shall include factual findings supporting the determination, the decision, and the sanction, if any, as well as the rationale for the decision and any sanction. The decision of the hearing officer is effective immediately. Upon the conclusion of the hearing process, both the complainant and respondent shall have access to a full and fair record of the hearing. A final determination is made under this policy when no appeal of the decision of the hearing officer is sought, or in the event of an appeal, when the decision of the appeal officer is communicated to the complainant and respondent.

### iii. Procedural Advocate of Choice

The complainant and respondent may be accompanied during any investigatory meetings and/or hearing proceedings by a procedural advocate of their choice. The procedural advocate may talk quietly with the party, but may not participate in the interview or be disruptive to the meeting/hearing and the complainant/respondent is required to speak on their own behalf. If a procedural advocate is not adhering to these or other ground rules of any meeting, then the Procedural advocate may be removed from the meeting/hearing and the meeting/hearing will continue without opportunity for the complainant/respondent to secure a new advisor. Investigations and hearings will not be delayed based on the unavailability of a complainant/respondent's desired procedural advocate.

*See Addendum #6 for additional information on Procedural Advocate*

### iv. Appeal

The complainant and/or respondent may submit in writing to the Title IX Coordinator an appeal. The appeal must be based in the appeal criteria:

1. procedural error,
2. grossly inappropriate sanctioning, and/or
3. new information that was not readily available at the time of the hearing.

Note: Not liking/agreeing with the decision is not a reason to appeal. It is to be noted that Decision Letter outcomes are effective immediately and do not get placed “on hold” during the Appeal Process.

- **A.** An Appeal Officer will be appointed by the Title IX Coordinator. The Appeal Officer’s role is not to re-hear the case. They will review the information related to the case to determine if one or more of the appeal criteria has been met and if so, decide to amend/uphold the decision/outcome(s) made by the hearing officer.

- **B.** The Appeal Officer will submit the decision in writing to the Title IX Coordinator in a timely manner. The Title IX Coordinator will forward the Appeal Decision letter to complainant and respondent. The case is officially closed with the decision of the Appeal Officer.
Title IX Information and Resources:
Southern Vermont College strives to create and maintain a working and learning environment in which people are treated with dignity, decency, and respect. The environment of the College is characterized by mutual trust and the absence of intimidation, oppression, and exploitation. Faculty, staff, and students are able to work and learn in a safe, yet stimulating atmosphere. For these reasons, SVC does not tolerate unlawful discrimination or harassment of any kind. Through enforcement of this policy and through education of faculty, staff, and students, SVC seeks to prevent, correct, and, when necessary, sanction behavior that violates this policy.

All faculty, staff, and students, regardless of their position, are covered by, and are expected to comply with, this policy and to take appropriate measures to ensure that prohibited conduct does not occur. Appropriate disciplinary action will be taken against any employee or student who violates this policy.

Any SVC faculty or staff member who is found to have engaged in conduct prohibited under the policy is subject to disciplinary action according to procedures in the Human Resources Policies, Procedures and Benefits Manual, and/or the Faculty Handbook, as applicable. Any SVC student who is found to have engaged in conduct prohibited under the policy is subject to disciplinary action according to the procedures in this Community Standards of Conduct Student Handbook.

Reporting and Confidentially Disclosing Sexual Violence: Know the Options
The College encourages survivors of sexual violence to talk to somebody about what happened so they can get the support they need and so the College can respond appropriately. In accordance with federal and state law and regulations, different employees on campus have different abilities to maintain a survivor’s confidentiality.

1. Some employees are required to maintain near complete confidentiality; talking to them is sometimes called a “privileged communication.”
2. Other employees may talk to a survivor in confidence, and generally only report to the College that an incident occurred without revealing any personally identifying information. Disclosures to these employees will not trigger a College investigation into an incident against the survivor’s wishes.
3. Thirdly, some employees are required to report all the details of an incident (including the identities of both the survivor and alleged perpetrator, if known) to the Title IX Coordinator. A report to these employees (called “responsible employees”) constitutes a report to the College and generally obligates the College to investigate the incident and take the appropriate steps to address the situation. This policy is intended to make students aware of the various reporting and confidential disclosure options available to them so they can make informed choices about where to turn should they become a survivor of sexual violence. The College encourages survivors to talk to someone identified in one or more of these groups.

Reporting Options
1. Privileged & Confidential Communications
   a. Professional and Pastoral Counselors - Professional, licensed counselors and pastoral counselors who provide mental health counseling to members of the school community (including those who act in that role under the supervision of a licensed counselor) are not required to report any information about an alleged incident to the Title IX Coordinator or Campus Safety without a survivor’s permission.
      Following is contact information for these individuals:
      Louise Binette - Director of Student Counseling Services, Aldis 802-447-6343
      Leanne Yinger – Counselor, Hunter Hall 802-447-6363
   b. Non-Professional Counselor - This individual, who works in the on-campus Health Center, can generally talk to survivors without revealing any personally identifying information about an incident to the College. A survivor can seek assistance and support from this individual without triggering a College investigation that could reveal the survivor’s identity or that the survivor has disclosed the incident.

While maintaining a survivor’s confidentiality, this individual should report the nature, date, time, and general location of an incident to the Title IX Coordinator. This limited report, which includes no information that would directly or indirectly identify the survivor, helps keep the Title IX Coordinator informed of the general extent and nature of sexual violence on and off campus so the Coordinator can track patterns, evaluate the scope of the problem, and formulate appropriate campus-wide responses. Before reporting any information to the Title IX Coordinator, this individual will consult with the survivor to ensure that no personally identifying details are shared with the Title IX Coordinator. This individual will also report non-identifying information to Campus Safety so that the report can be included in the College’s campus crime statistics and so that Campus Safety can determine whether a timely warning should be issued under guidelines established by the Clery Act.
      Following is contact information for this non-professional counselor:
      Deborah Berg, College Nurse, Hunter Hall 802-447-4355

A survivor who speaks to a professional or non-professional counselor or advocate must understand that, if the survivor wants to maintain confidentiality, the College will be unable to conduct an investigation into the particular incident or pursue disciplinary action against the alleged perpetrator.
Even so, these counselors and advocates will still assist the survivor in receiving other necessary protection and support, such as survivor advocacy, academic support or accommodations, disability, health or mental health services, and changes to living, working, or course schedules, as described in the Services and Accommodations section above. A survivor who first requests confidentiality may later decide to file a complaint with the College or report the incident to local law enforcement, and thus have the incident fully investigated. These counselors and advocates will provide the survivor with assistance if the survivor wishes to do so.

Note: While these professional counselors may maintain a survivor’s confidentiality vis-à-vis the College, they may have reporting or other obligations under federal or state law.

Also Note: If the College (i.e., the Dean of Students, Director of Campus Safety, or their designees) determines that the alleged respondent(s) pose(s) a serious and immediate threat to the College community, the College may issue a timely warning to the community. Any such warning will not include any information that identifies the survivor.

2. Reporting to Responsible Employees. All SVC faculty, staff, and Resident Advisors are considered responsible employees, excluding the professional and non-professional counselors identified above. A responsible employee is a College employee who has the authority to redress sexual violence, who has the duty to report incidents of sexual violence or other student misconduct, a person who a student could reasonably believe has this authority or duty, and/or an employee identified in this policy.

When a survivor tells a responsible employee about an incident of sexual violence, the survivor has the right to expect the College to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably.

A responsible employee must report to the Title IX Coordinator all relevant details about the alleged sexual violence or incident shared by the survivor and that the College will need to determine what happened—including the names of the survivor and alleged perpetrator(s), any witnesses and any other relevant facts, including the date, time, and specific location of the alleged incident.

To the extent possible, information reported to a responsible employee will be shared only with people responsible for handling the College’s response to the report.

Before a survivor reveals any information to a responsible employee, the employee should ensure that the survivor understands the employee’s reporting obligations—and, if the survivor wants to maintain confidentiality, direct the survivor to confidential resources.

If the survivor wants to tell the responsible employee what happened but also wishes to maintain confidentiality, the employee should tell the survivor that the College will consider the requests, but cannot guarantee that the College will be able to honor it. In reporting the details of the incident to the Title IX Coordinator, the responsible employee will inform the Coordinator of the survivor’s request for confidentiality.

Responsible employees will not pressure a survivor to request confidentiality but will honor and support the survivor’s wishes, including requesting that the College fully investigate an incident. By the same token, responsible employees will not pressure a survivor to make a full report if the survivor is not ready to do so.

Requesting Confidentiality From the College: How the College Will Weigh the Request and Respond.

If a survivor discloses an incident to a responsible employee but wishes to maintain confidentiality, the College must weigh that request against the College’s obligation to provide a safe, non-discriminatory environment for all students, including the survivor.

If the College honors the request for confidentiality, a survivor must understand that the College’s ability to investigate the incident in a meaningful way and pursue disciplinary action against the alleged perpetrator(s) may be limited. Although rare, there are times when the College may not be able to honor a survivor’s request in order to provide a safe, non-discriminatory environment for all students.

The College has designated the following individuals to evaluate requests for confidentiality once a responsible employee is on notice of alleged sexual violence:

- Kimberly Gould - Title IX Coordinator
- Allison Davis – Deputy Title IX Coordinator

When weighing a survivor’s request for confidentiality or that no investigation or discipline be pursued, the Title IX Coordinator or Deputy Title IX Coordinator will consider a range of factors, including but not limited to, the following:

1) The increased risk that the alleged perpetrator will commit additional acts of sexual or other violence, such as:
   - whether there have been other sexual violence complaints about the same alleged perpetrator;
   - whether the alleged perpetrator has a history of arrests or records from a prior school indicating a history of violence;
   - whether the alleged perpetrator threatened further sexual violence or other violence against the survivor or others;
   - whether the sexual violence was committed by multiple perpetrators;
   - whether the sexual violence was perpetrated with a weapon;
   - whether the survivor is a minor;
   - whether the College possesses other means to obtain relevant evidence of the sexual violence (examples include security cameras, personnel, and/or physical evidence); and
• whether the survivor’s report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group.

The presence of one or more of these factors could lead the College to investigate and, if appropriate, pursue disciplinary action. If none of these factors is present, the College will likely respect the survivor’s request for confidentiality.

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

The College will remain ever mindful of the survivor’s well-being and will take ongoing steps to protect the survivor from retaliation or harm and work with the survivor to create a safety plan. Retaliation against the survivor, whether by students or College employees, will not be tolerated. The College will also:

1. assist the survivor in accessing other available survivor advocacy, academic support, counseling, disability, health or mental health services, and legal assistance both on and off campus (see portion of policy identifying these);
2. provide other security and support, which could include issuing a no-contact order, helping arrange a change of academic, residential, transportation, or working arrangements or course schedules (including for the alleged perpetrator pending the outcome of an investigation) or adjustments for assignments or tests; and
3. inform the survivor of the right to report a crime to local enforcement and provide the survivor with assistance if the survivor wishes to do so.

The College will not require a survivor to participate in any investigation or disciplinary proceeding. Because the College is under a continuing obligation to address the issue of sexual violence campus-wide, reports of sexual violence (including non-identifying reports) will also prompt the College to consider broader remedial action—such as increased monitoring, supervision, or security at locations where the reported sexual violence occurred; increasing education and prevention efforts, including to targeted population groups; conducting climate assessments/victimization surveys; and/or revisiting its policies and practices.

If the College determines that it can respect a survivor’s request for confidentiality, the College will also take immediate action to the extent practical to protect and assist the survivor.

Off-campus Counselors: Off-campus counselors, advocates, and healthcare providers will also generally maintain confidentiality and not share information with the College unless the survivor requests the disclosure and signs a consent or waiver form.

Following is contact information for these off-campus resources:

**Project Against Violent Encounters (PAVE)**
24-hr Hotline: 802-442-2111
Phone: 802-442-2370
701 Main Street,
Bennington, VT 05201
Office Hours: Monday–Friday, 8:00 a.m. – 4:30 p.m.
E-contact: pave@pavebennington.com

**United Counseling Services**
Phone Number: 802-442-5491
100 Ledge Hill Drive, Bennington, VT 05201
Office Hours: Monday–Friday, 8:00 a.m. – 5:00 p.m.

**Rape Crisis Emergency Line**
800-342-7273

**Bennington Police Department**
802-442-1030

**State’s Attorney’s Office.** Bennington County 802-442-8116

**Southwestern Vermont Medical Center (SVMC)**
802-442-6361

Note: While these off-campus counselors and advocates may maintain a survivor’s confidentiality vis-à-vis the College, they may have reporting or other obligations under law.

## Addendum #8: Additional Student Experience Resources

**Student Affairs - Who Are We:** Student Affairs comprises several offices on campus:

- Office of the Dean of Students
- Health Services
- Counseling Services
- Office of Residence Life
- Office of Student Engagement

**Dean of Students – Hunter Hall 1st Floor South: Dean Heather Quire, M.S.Ed.**

The Dean of Students is responsible for the leadership and management of the Student Affairs Division. Student Affairs’ focus is on inspiring the development of students and creating an atmosphere conducive to the educational process. Education is active and continuous, encompassing all aspects of the college experience, through partnerships, connections, direct support, policy development, and educational initiatives, plus work to promote an inclusive campus climate that facilitates students’ successful navigation of campus life.
Community Standards of Conduct

The on-campus health facility is available 20 hours per week during the academic year to all degree seeking students. The Health Services Office is staffed by a Registered Nurse who can consult with a physician on an as-needed basis. The office hours are sent via campus-wide email every two weeks and are also posted in the Wellness Center. There are no additional charges for visits to the Southern Vermont College Health Services Office. However, diagnostic studies sent to Southwestern Vermont Medical Center, prescription drugs, and consultation or treatment outside Southern Vermont College Health Services are the responsibility of the student.

**Director of Counseling Services – Aldis Hall.** Louise Binette, LCMHC

Counselor – Hunter Hall 1st Floor North (Wellness Center): Leanne Yinger, M.Ed, HNC

Students in a college environment may encounter a variety of personal difficulties. In such occasions, students may benefit from speaking with a professional counselor. The Southern Vermont College Counseling Services Office provides a variety of services to the campus community. The Counseling Services Office can assist degree-seeking students with coping skills, stress management, interpersonal, or family concerns by developing new ways of meeting goals and resolving problems. The Office is also able to provide couples counseling as well as alcohol and drug assessments to students. In some instances, the Office may provide referrals to off-campus mental health services. The College has a relationship with a local psychiatrist who is available to consult and meet with students by appointment. Counseling services are confidential and free of charge to all SVC students.

In addition to individual and group counseling, the Counseling Services Office offers workshops and presentations on a variety of issues and has self-help brochures. The Counseling Services Office is open Monday through Friday, 9:00 a.m. to 5:00 p.m., with selected days of additional evening hours, until 7:00 p.m. during the academic year. Appointments can be made by calling the Counseling Services Office at 802-447-6343 or by email at lbinette@svc.edu. For emergencies, contact Campus Safety at 802-447-4001 or 802-384-1657.

**Coordinator of Student Engagement – Hunter Hall 1st Floor South:** Audrey Ames, M.Ed

The Coordinator of Student Engagement is responsible for leadership of the Student Government Association, Mountaineer Events Board, civic engagement, student clubs and organizations on campus. The Coordinator of Student Engagement also assists with leadership development programs, Family Weekend, and Fall Fest and commuter student outreach and programming.

The Student Engagement office takes an active role in cultivating student development by providing and assisting students with leadership development opportunities and the development of student-run clubs and organizations. The programs that are orchestrated through the Student Engagement Office include campus forums and educational, cultural, social, and entertainment events. The Office strives to engage students through service and leadership while providing the tools and resources needed to become successful leaders and socially responsible citizens, both on and off campus. The Office is committed to developing a sense of community and respect for diversity in an environment conducive to personal growth and higher learning. Students are encouraged to participate in activities, clubs and organizations, and leadership positions.

College is an experience you'll remember forever, and so many memories are made beyond the books. A diverse roster of clubs, organizations, and events means Southern Vermont’s campus is full of energy. Whatever you choose, getting involved at Southern Vermont is easy. You’ll go from curious student to confident leader in no time.

**A-F Residence Director – Hunter South 1st Floor:** Allison Davis, M.Ed.

**Hunter Hall Residence Director – Hunter South 1st Floor:** Liz Doughty, B.S.

The Residence Directors are full-time, live-in professional staff members with administrative responsibilities for a designated area of the residential campus. They assist with the selection and training and provide direct supervision to the Resident Advisors. They participate in the student conduct system, serve on campus-wide committees, and have responsibilities in civic engagement and housing operations.

Southern Vermont College’s Residence Life Office encourages all students to develop independence, responsibility, accountability, and leadership experiences in conjunction with their classroom experiences. Living in the residence areas can be a very important part of a student’s educational experience. Many lifelong friendships have developed from college roommate relationships.

Resident Advisors - are upper-class students who are there to assist other residential students in making the most of their living environment. They are carefully selected and trained to provide community members with support, assistance, and referrals to other campus departments. Through the development of positive relationships, social and educational programming, and policy enforcement they seek to build strong, respectful, cooperative communities - to make students’ residence halls feel like home away from home.
Community Standards of Conduct

Campus Safety - Southern Vermont College is committed to providing its students, faculty and staff with a safe campus on which to study, work and live by making each student and employee aware of how to reduce the possibilities of incidents and create a better campus environment.

If you see something, say something: Call Campus Safety Office to report suspicious activity, emergencies, etc.

A Campus Safety Officer can be reached 24 hours a day, seven days a week by dialing:
- Campus Safety Office: 802-447-4001
- Campus Safety Cell Phone: 802-384-1648
- Non-emergencies can be reported via email concerned@svc.edu or security@svc.edu

The following services are offered by the Campus Safety Office:

Campus Notification System (e2campus) - The College utilizes a College-wide notification system (e2campus) to send instant notifications to the College community via email and text message capable devices. The system is used only in cases of campus-wide closings or delays, emergency situations, and major facility or technological failures. This system is an “opt-in” system, which means that you are required to create your own account. You can create an account by clicking on e2campus notification system in the left margin of either the SVC main web page, or SVC Connections web page. Once there, you can select your preferred mode(s) of notification.

Identification Cards (Mountaineer Card) - All Southern Vermont College students are required to carry a Student Identification Card (or Mountaineer Card) at all times, and present it at the request of any College official. Mountaineer Cards can be obtained from the Campus Safety Office at designated times throughout the week. Your Mountaineer Card is required to enable access to Hunter Hall and the Healthcare Education Center (HEC), your College meal plan and Mountain Money, for College library services, for printing and copying, and for use of the Mountaineer Athletic Center (MAC). Your first Mountaineer Card is free; replacement cards cost $25 each.

Vehicle Registration - Any student who owns or operates a vehicle on College property must register it with the Campus Safety Office. All vehicles operated on Southern Vermont College property must be insured, display current license plates, and be in safe operating condition as defined by Vermont Motor Vehicle Safety Regulations. The driver/operator of any vehicle must have a valid driver's license at all times. Parking permits issued by the Campus Safety Office must be displayed and clearly visible at all times. Faculty, staff and administration are issued hang-tag permits to be displayed on the vehicle’s rear-view mirror. Students are issued parking permit stickers, which allow parking in designated areas and in accordance with the regulations listed under College Policies in this handbook. Failing to register a vehicle with Southern Vermont College Campus Safety will result in a fine as set forth in the Vehicle Violations and Penalties section of College Policies, and failing to display a valid parking sticker may result in a vehicle being towed at owner’s expense.

SVC Mountaineer Shuttle Service - During the fall and spring semesters, the Mountaineer Shuttle Service runs seven days a week offering on-and-off Campus service. HEC shuttles provide daily service between Hunter Hall, lower campus, upper campus, and the HEC. Off-campus service provides shuttles to businesses and other locations in the Bennington community, beginning at 5:00 p.m. daily and at 12:00 p.m. weekends. HEC shuttle schedules, as well as Green Mountain Express local bus services schedules, are available at the Campus Safety Office and other locations on campus, as well as on the College website.

Green Mountain Express (GMX) - Mondays through Fridays during the fall, spring, and summer semesters Green Mountain Express provides on- and off-campus shuttle service. The GMX shuttle is the primary shuttle for on-Campus service and provides transportation between Hunter Hall, lower campus, and upper campus. GMX also provides regular routes to various other localities including Manchester and Rutland, VT, to the north, as well as Williamstown, MA, to the south and with connections at the Peter Pan bus terminal to New England and beyond.

Transportation Hubs - Shuttle services to and from the Albany/Rensselaer Train Station, Albany Bus Depot, and the Albany International Airport are available at the beginning and end of each semester, Winter and Spring Break, Holidays, and weekends for Southern Vermont College Students (only). Reservations are required for travel in both directions. All reservations must be requested no later than 4:00 p.m. on the Monday before travel for Thursday and Friday departures. Pick-ups are available on Sundays and Mondays only. The service will not operate if there are no pre-registered passengers. Contact transportation@svc.edu to reserve a space; payment will be billed to an SVC student account. Cost: $30 one-way; $60 round trip. For questions, contact the Campus Safety Office.

Campus Safety Escorts - An evening walking escort service is provided by Campus Safety staff upon request. Request the on-campus walking safety escort service by contacting the Campus Safety Office at 802-447-4001 or the Campus Safety cell phone, 802-384-1648. A uniformed Campus Safety officer will provide a walking escort to your desired location on campus.

Campus Resources:

Athletics - Southern Vermont College Athletics provides an opportunity for intercollegiate competition as a Division III member of the National Collegiate Athletic Association. The college experience is a time of learning and growth – a chance to follow passions and develop potential. For NCAA student-athletes in Division III, this happens most importantly in the classroom and through earning an academic degree. The Division III experience provides for passionate participation in a competitive athletic environment, where student-athletes push themselves to excellence and build upon their academic success with new challenges and life skills. [See SVC Athletics Website for more information.]

Vermont College students are required to carry a Student Identification Card (or Mountaineer Card) at all times, and present it at the request of any College official. Mountaineer Cards can be obtained from the Campus Safety Office at designated times throughout the week. Your Mountaineer Card is free; replacement cards cost $25 each.

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Vehicle Registration - Any student who owns or operates a vehicle on College property must register it with the Campus Safety Office. All vehicles operated on Southern Vermont College property must be insured, display current license plates, and be in safe operating condition as defined by Vermont Motor Vehicle Safety Regulations. The driver/operator of any vehicle must have a valid driver's license at all times. Parking permits issued by the Campus Safety Office must be displayed and clearly visible at all times. Faculty, staff and administration are issued hang-tag permits to be displayed on the vehicle’s rear-view mirror. Students are issued parking permit stickers, which allow parking in designated areas and in accordance with the regulations listed under College Policies in this handbook. Failing to register a vehicle with Southern Vermont College Campus Safety will result in a fine as set forth in the Vehicle Violations and Penalties section of College Policies, and failing to display a valid parking sticker may result in a vehicle being towed at owner’s expense.

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Residence Hall Room Lockouts - The Campus Safety Office is available to provide assistance with residence hall room lockouts. To request assistance, contact the Campus Safety Office at 802-447-4001 or the Campus Safety cell phone, 802-384-1648. When requesting assistance, a student will be asked to provide name, assigned residence hall, and room number. Upon arrival, the Campus Safety officer will confirm the student's identity by requesting to see the student's ID. Additionally, the officer will inquire as to the location of the student's residence hall keys. If the officer is unable to confirm the location of the residence hall keys, the Office of the Dean of Students will be notified for follow-up according to the Office's lost keys procedures. Students are permitted two (2) free lockouts and are charged $15 for each lockout thereafter.

[See SVC Website for additional information about Campus Safety]

Dining Services - Your dining experience is more than great food. It is a community experience centered on culinary expertise, fresh ingredients, healthy options, and a shared sense of environmental and social responsibility. Our dining team is committed to creating the best possible dining experience. Join us to experience the comfort, convenience, outstanding food, and inviting atmosphere designed especially for Southern Vermont College students.

[See SVC Website for additional information about meal plans and campus dining]

Health Services – Additional information

Sick Call All residential and commuting students can be evaluated by the on-site Registered Nurse. The RN will evaluate, and when necessary, refer to Occupational Health at Southwestern Vermont Medical Center or other local healthcare providers. Students are also encouraged to consult with the RN for any health or wellness issue. Transportation may be provided by College shuttle vans to appointments or for the Southwestern Vermont Medical Center (SVMC). Contact the Office of Campus Safety for assistance.

Preventative Care/Wellness - General health education and preventative information are available on a variety of health topics. Various workshops and seminars are provided to individuals and groups in collaboration with Southern Vermont College Counseling Service and community resources.

Serious Illness/Injury - There are two options for Emergency Care when Health Services is closed or an urgent health need is required:

1) Emergency Room at Southwestern Vermont Medical Center (SVMC). This is for very urgent issues such as trouble breathing, chest pain, allergic reaction, uncontrolled bleeding, and severe injury. Please call 911 and Campus Safety for these issues as Campus Safety is First Aid- and CPR-trained and can assist with first aid care until the ambulance arrives; and

2) Express Care at SVMC is open 8:00 a.m. to 6:00 p.m. seven days a week and is located in the Medical Office Building at SVMC on the 1st floor. No appointment is required. Most health insurance plans are accepted. This is for health needs such as colds, sore throat, aches and pains, and small cuts. Please contact Campus Safety as they can provide transport to Express Care.

Because Southern Vermont College does not provide 24-hour health care, students whose illnesses or injuries require 24-hour care and/or observation may be requested to return home. In instances where this is not feasible, other plans will need to be made for care after consulting family and insurance.

Confidentiality - All student health records are confidential and remain in SVC’s Health Services. Records will be kept for seven years after graduation or seven years from the time when the student leaves the College. Release of medical information will be done with written permission by the student on a medical release form obtained through Health Services or the Office of the Dean of Students.

Immunization Requirements - Southern Vermont College complies with the Vermont Law requiring all new or transfer college students to present evidence of five immunizations before they may enroll or attend classes. The required immunizations are:

1) Current tetanus – preferably the tetanus vaccine with pertussis (“current” is considered within 10 years prior to admission to college);

2) Measles, Mumps, and Rubella (two-shot series);

3) Meningococcal (after 16th birthday);

4) Varicella (Chicken pox) – history of disease or vaccine (two-shot series); and

5) Hepatitis B vaccines (three-shot series).

A seasonal flu vaccine is available for those students wishing to receive it on site for a minimal charge. Note: A flu vaccine is required for those students who will be entering clinical in the Nursing and Radiologic Sciences programs.

A medical history form must be submitted to Health Services along with current immunization status. All paperwork can be mailed to the Office of the Dean of Students, and this will be sent directly to Health Services. Under the direction of the Dean of Students, those not complying will need to have a plan for obtaining these immunizations. Failure to comply will result in holds being placed on account and processing through the conduct review process.

Physical Examinations - All students participating in clubs or intercollegiate athletics and/or any Nursing or Radiologic Sciences program are required to have an initial physical examination to clear them for these activities. A follow-up physical exam with clearance to return to College is required after a serious health condition. All other students are encouraged to have an examination when entering Southern Vermont College.
Insurance/Payment - Medical care is the responsibility of the student. All students should be aware of their health insurance coverage, participating providers, deductibles, etc. Students should also have their own insurance card to present to providers if they need care.

Information Technology Resources

Email - Southern Vermont College’s email system is based on Google Apps. Anyone with a personal Gmail account will be familiar with the look and feel of the Google Apps interface. Incoming students are assigned an email account in the svc.edu domain prior to arriving at school: with that, students can log in at gmail.svc.edu. In addition to the Webmail interface, one can use an email client such as Outlook or Thunderbird. Email can also be accessed through most smart phones. Instructions for configuring email clients are located on the Google Apps site. Students have the privilege of retaining their svc.edu email for life upon graduation from SVC. *SVC email is the official method of communication among administrators, staff, faculty, and students. All employees and students are expected to check their SVC email regularly. For those who prefer to receive email in their own personal email accounts, it is possible to have your SVC email forwarded elsewhere.*

Contact the Computer Service Center at extension 6344 or visit http://its.svc.edu for more information.

Internet Access - All Southern Vermont College buildings are equipped with WiFi access points. One’s computer or WiFi device should automatically discover networks labeled “WiFiPublic” or “SVC-Internet.” Residence halls are also equipped with ethernet jacks (either orange or blue). Residents are strongly urged to connect computers via hard wire to an ethernet jack whenever possible to obtain maximum bandwidth.

Computer Facilities - Southern Vermont College has 50 PCs available throughout the campus for student use. Each of these computers runs updated operating systems and has both the Microsoft Office suite as well as Open Office. One may use the campus computers by logging in with one’s SVC username and password (the same as used for campus email). Computers are arranged at these locations:

- Interdisciplinary Computer Lab (444 Mansion Drive, near the Dining Hall)
- Interdisciplinary Class Room (444 Mansion Drive, Near the Dining Hall)
- Health Education Center 4th Floor (160 Benmont Ave.)
- Hunter Computer Lab (456 Mansion Drive)
- Library (982 Mansion Drive/1st Floor)

Each lab has at least one printer, and color-printing is available at locations across campus.

Printers & Copiers - Each student is provided with a credit of $15 per semester in their printer/copier account. Here is guidance for use: When you log into a campus computer in the Library or one of the campus computer labs, you will find that the default printer is called “SVC Student Cloud Printer.” When you print something, it will be held on a “cloud” server until you release that job at one of the Student Print Stations. To release a print job, wave your Southern Vermont College student ID card over the card reader at the Student Print Station. When you print to any Student Print Station, your print account will be debited $0.03 for each black and white print and $0.10 for each color print. Legal and ledger sizes cost slightly more. There is a discount of $0.01 for every piece of paper saved by printing on both sides (duplexing). The printer drivers are set to duplex and print in black and white by default; if you wish to print single-sided or in color, you must change those “Properties” prior to submitting your print job. Color printing is available in the Library, the HEC, the Office of Campus Safety, and the Computer Service Center locations at this time. Duplex printing is not available in the Hunter Computer Lab at this time; you will be charged for single-sided printing in Hunter. Your print account balance is currently shown on the Library printer screen and will soon be shown as a popup window on all campus computers. Jobs sent to the Cloud Printer and not released within 24 hours will be deleted and you will not be charged. Money can be added to your print account at the Business Office. The Library and HEC printers are multifunction machines that can scan, print, and copy. Scanning to email is free. You will need to swipe your Student ID card at Student Print Stations to make copies or release your print jobs. At these locations, you can also print PDF files from a USB Stick (thumb drive) or directly access documents in your Google Docs (Google Drive) account. Unused funds at the end of each semester will carry over to the next semester.

A note about printer in your residence room: If you wish to install a personal printer in your residence hall room, you are advised that you will not be able to use the “Wireless Printing” feature found on many new personal printers. For security Reasons, our WiFi network isolates all devices so that they cannot see each other. Because of this, you are going to want to use a USB cable to connect your computer to your printer. USB cables can be purchased at most electronics retailers.

Student Portal - Southern Vermont College students are now able to register for classes, partake in course evaluations, check class schedules, and obtain grades through the Student Portal website. The username and password for Canvas is always the same as your email user name and password. The address for the Student Portal is https://studentportal.svc.edu. There is also a mobile version of this site customized for smart phones at https://studentportalsvc.edu/mobile.

Canvas - is a web-based course resource center now being utilized throughout the Southern Vermont College curriculum. All students are set up with a Canvas account at the same time as their email. The username and password for Canvas is always the same as your email username and password. Canvas can be found at http://canvas.svc.edu. Your instructors will give you detailed instructions on the use of Canvas.

Cable TV - The College provides free cable television service in the lounge area of each residence hall suite. The service is provided...
via a digital cable box that can connect to any television set. The College does not provide a television set although some suites have sets abandoned by former residents. The College does not provide free cable TV in any individual bedroom. However, there are cable drops to each bedroom, and residents are invited to establish a personal account with Comcast, the local cable provider.

**Telephone Service** - Upon request, resident students will be issued a free telephone for use in their residence hall room. This phone will have a regular 10-digit phone number with free unlimited inbound service from anywhere. The phone can also make unlimited outbound on-campus and off-campus calls to local Bennington area phones and toll-free numbers. By setting up a free account on Google Voice, students can leverage this free in-room phone to make free unlimited outbound long-distance calls as well. Residents who fail to return a loaned telephone in good condition at the end of the school year may be charged a replacement fee.

**Mail Services Information**

**Receiving mail or packages: Letters and magazines** - All residential students are assigned keys and locked mailboxes, which are located next to the kitchenette by the Atrium in Hunter Hall. Student mail is delivered to the mailboxes Monday through Friday at 5:00 p.m. It is the student’s responsibility to check mailboxes on a daily basis. Mail from certain offices in the Mansion is also sent directly to the student mailboxes, including billing and important offers and announcements. All students must return their mailbox key at the end of the academic year or if they leave the College at any time during a semester. The cost for replacing either a lost key or a key that has not been returned is $25. If mail arrives without a name, it will be opened by the Mailroom Manager and forwarded to the appropriate person or office. It is the student’s responsibility to advise the Registrar of a change of address or forwarding address (if leaving the College). The College forwards only first-class mail. The mailing address for residential students:

[Name of Student]
Southern Vermont College
982 Mansion Drive
Bennington, VT 05201

**Packages** - Large envelopes, padded envelopes, and boxes will be held at the Campus Store for pickup. Each student who receives a package will be sent an email message when it arrives. The messages are sent by different people but will always have the subject line: PACKAGE FOR YOU AT CAMPUS STORE. Students must bring a valid student ID to claim their packages. If someone other than the student is requested to pick up a package, the student must send an email message to the Campus Store giving permission for the package to be released.

**Sending mail or packages** - Students who need to mail or ship items should bring cash and the items to the Campus Store for pricing. The attendant will affix the proper amount on the mail/package and take it to the Bennington U.S. Post Office. Students should plan to pay cash (or use a debit card) for the cost of mailing/shipping. Prepaid packages of any size or “flat rate” boxes can be sent from the campus mailroom; however, larger packages that are not prepaid may need to be taken by the student to the Post Office or to Staples. Contact the attendant in the Campus Store to learn more.
Index

A
Abuse of Conduct Process 29
Academic Integrity 26
Acceptance of Policy 40
Access to Student Suites/Rooms by College Officials 22
Account Owner Responsibility 40
Addendum #1: Additional Alcohol and Drug Resources 36
Addendum #2: Motor Vehicle Policy 38
Addendum #3: Technology Policies 39
Addendum #4: Prohibited Items List 40
Addendum #5: Service Animal & Emotional Support Animal Policy 40
Addendum #6: Student Conduct Review Process 41
Addendum #7: Title IX information, Title IX process, & Resources 42
Addendum #8: Additional Student Experience Resources 49
Administrative Fine 35
Administrative Hearing 31
Alcohol Health Risks 38
Alcohol and Other Drug (AOD) Level System 34
Alcohol Policy 11
Alcohol/paraphernalia Confiscation 13
Amenities 20
Animals 24
Apartment 7, 8, 15, 18, 19, 20, 23, 31, 32, 39, 45, 46
Arson 8
Athletics 51
Audio-electronic Devices 24

B
Bedrooms and Bedroom Furniture 24
Bicycles/Hoverboards/Drones 15
Building Sports/Sports Activities 24
Bulk Alcohol/ Bulk containers 12
Bullying and Cyberbullying 27
Bystander Conduct 16
Bystanding 29

C
Campus Resources 51
Campus Restriction 30, 33
Campus Safety 51
 Civility &/or Disrespect 8
Class Decorum 8
Cleanliness of Residential Areas 18
Collaboration 26
College Hearing Board 31
College Probation 33
College Sponsored Events 13
College Warning 33
Collusion 16
Community Standards of Conduct 17
COMMUNITY STANDARDS OF CONDUCT 8
Conduct Option for an Egregious Act 32
Conduct Review for Title IX Case 33
Conduct Review Meeting 30
Conduct Review Process 30
Conduct Verification Request 30
Consent 43
Controlled Substance 14
Copying 26
Core Values of Student Conduct 5
Counseling Services 50
Cribbing 26

D
Dangerous Practices 8
Dating violence 28, 42
Definition of Designated 21+ Suites 11
Discrimination 25, 42
Disorderly Conduct Disruption 9
Disruptive Behavior 27
Drinking games and associated paraphernalia 12
Driving Regulations 15
Domestic Violence 42
Drug Policy 13

E
Ecstasy 8
Health Risks 38
Educational Outcome 33
Ethics & Accountability 16
Explosives 8
Expulsion from the College 35

F
Fabricating 26
Failure to Comply 14
Falsification 26
Financial Responsibilities 10
Financial Restitution 34
Fire Evacuation 18
Fire Safety 17
Fire Safety - Occupancy Limits 18
Fire Safety - Prohibited items list 18
Fire Safety Regulations 17
Free Speech and Assembly 23

G
Gambling 14

H
Hallucinogens 38
Harassment 25, 28, 42, 43
Harm to Persons 27
Haz ing 27
Health and Safety Inspections 22
Health Risks 38
Hearing Bodies 50, 52
Hostile Environment 43
Housing Eligibility 19
Housing Points 21
Housing Relocation 33
Housing Selection 21
Housing Selection Instructions 21
Housing Selection Timeline 21

I
Information Technology Resources 53
Integrity 26
Intimadation 27

J
Jurisdiction 6

K
K2/Spice (synthetic marijuana) 38

L
Letter of Reprimand 33
Littering 18
Lower Level Conduct Review 30

M
Mail Services Information 54
Manufacture and/or sale of alcoholic beverages 13
Marijuana/Cannabis/Hashish 38
Methamphetamines
<table>
<thead>
<tr>
<th>R</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Recycling and Trash</td>
<td>18</td>
</tr>
<tr>
<td>Repairs and Maintenance</td>
<td>18</td>
</tr>
<tr>
<td>Residence Area Open/Close Calendar</td>
<td>23</td>
</tr>
<tr>
<td>Residence Hall Probation</td>
<td>30</td>
</tr>
<tr>
<td>Residency Requirement &amp; Housing Policies</td>
<td>33</td>
</tr>
<tr>
<td>Residential Expulsion</td>
<td>35</td>
</tr>
<tr>
<td>Residential Suspension</td>
<td>35</td>
</tr>
<tr>
<td>Respect &amp; Civility</td>
<td>36</td>
</tr>
<tr>
<td>Responsibility:</td>
<td>36</td>
</tr>
<tr>
<td>Retaliation</td>
<td>36</td>
</tr>
<tr>
<td>Riots</td>
<td>36</td>
</tr>
<tr>
<td>Room &amp; Board Charges &amp; Refunds</td>
<td>37</td>
</tr>
<tr>
<td>Room and Common Area Damage Assessment</td>
<td>37</td>
</tr>
<tr>
<td>Room Changes</td>
<td>37</td>
</tr>
<tr>
<td>Room Condition and Damage Assessment</td>
<td>37</td>
</tr>
<tr>
<td>Room Consolidation</td>
<td>37</td>
</tr>
<tr>
<td>Room Deposits</td>
<td>37</td>
</tr>
<tr>
<td>Room Entry</td>
<td>37</td>
</tr>
<tr>
<td>Room Search</td>
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