


Bard College
Student Handbook
2001–2002

The handbook provides some basic information about academic requirements and regulations, a guide to resources and facilities, and a statement of College policies and regulations and student responsibilities and rights regarding use of facilities and behavior on campus. The handbook should be used in conjunction with the Bard College Catalogue. Read both publications carefully; you are responsible for knowing and understanding their contents.

Be advised that the provisions of this handbook are not to be regarded as an irrevocable contract between the student and Bard College or its officers and faculty. The College reserves the right to make changes affecting admission procedures, tuition, fees, courses of instruction, programs of study, faculty listings, academic grading policies, and general regulations. The information in this handbook is current as of publication (July 2001), but is subject to change without notice.

Bard College does not discriminate in education, employment, admission, or services on the basis of sex, sexual orientation, race, color, age, religion, national origin, or handicapping conditions. This policy is consistent with state mandates and with governmental statutes and regulations, including those pursuant to Title IX of the Federal Educational Amendments of 1972, Section 504 of the Federal Rehabilitation Act of 1973, Title VI of the Civil Rights Act of 1964, and the Americans with Disabilities Act of 1990. Questions regarding compliance with the above requirements and requests for assistance should be directed to the Vice President for Administration, Bard College, PO Box 5000, Annandale-on-Hudson, New York 12504-5000.

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Academic Calendar

2001–2002

Summer 2001

- July 2, Monday –
July 20, Friday** HEOP summer program
- August 4, Saturday** Arrival date and financial clearance for first-year students
- August 5, Sunday** First-Year Student Orientation
First-Year Student Survey
- August 6, Monday –
August 24, Friday** Workshop in Language and Thinking
Orientation activities for first-year students

Fall Semester 2001

- August 23, Thursday** Matriculation Ceremony for first-year students
- August 24, Friday** Arrival date and financial clearance for transfer students
- August 24, Friday –
August 27, Monday** Academic orientation and writing workshop for transfer students
- August 26, Sunday** Arrival date for all returning students
- August 27, Monday** Financial clearance for all returning students
- August 28, Tuesday** Course registration for fall semester
- August 29, Wednesday** First day of classes
- September 12, Wednesday** Drop/add period ends
- October 8, Monday –
October 12, Friday** Reading Week (all students and faculty are expected to remain on campus in accordance with their academic schedule)
- October 13, Saturday --
October 14, Sunday** Parents and Family Weekend
- October 26, Friday** Moderation papers due
- November 2, Friday** Last day to withdraw from a class
- November 21, Wednesday (4:00 p.m.) --
November 25, Sunday** Thanksgiving recess

November 26, Monday Senior Projects due for students graduating in December

December 5, Wednesday Course registration for spring semester

December 14, Friday Last day of classes for fall semester

December 15, Saturday – Students must vacate residence halls.

December 15, Saturday -- Winter Break

January 1, Tuesday

Intersession 2002

January 1, Tuesday – No classes

January 25, Friday

Spring Semester 2002

January 25, Friday New first-year, transfer, and rematriculating students arrive

January 25, Friday – Academic orientation and writing workshop
January 28, Monday for new first-year and transfer students

January 27, Sunday Arrival day for all returning students

January 28, Monday Financial clearance for all returning students

January 29, Tuesday Course registration for spring semester

January 30, Wednesday First day of classes

February 13, Wednesday Drop/add period ends

March 29, Friday Moderation papers due

March 30, Saturday – Spring Recess
April 7, Sunday

April 12, Friday Last day to withdraw from a class

May 1, Wednesday Senior Projects due for students graduating in May

May 15, Wednesday Course registration for Fall 2002 semester
Undergraduate Awards Ceremony and picnic

May 19, Sunday Baccalaureate service and Senior Dinner

May 22, Wednesday Last day of classes for spring semester

May 25, Saturday Commencement

Bard College Student Association

Every member of the student body is a voting member of the Bard College Student Association and is encouraged to suggest legislation, run for office, and vote. The association holds regular and special-purpose meetings; these meetings are called Forums.

The **Central Committee of the Student Association** serves as the executive branch of the student government. Its members are the chairs of the four executive committees (Planning Committee, Student Judiciary Board, Student Life Committee, and Educational Policies Committee), the secretary of the association, and the treasurer of the association. The Central Committee sets the agenda for and presides over Forum meetings. It oversees the evaluation of proposed reforms to the constitution and serves as a liaison between the student body and the administration.

The **Planning Committee** consists of seven students, all of whom are elected at the Forum. It has the important task of allocating funding from the Convocation Fund to student organizations. The organizations present their requests for funds during the first ten days of the semester. The proposed budget for all organizations is brought to the Forum, where it is ratified, amended, or rejected.

The **Student Judiciary Board (SJB)** hears cases regarding student violations of college policies and regulations. Cases may be referred to the SJB by the Dean of Students Office or initiated by a student complaint to the chair of the board. The SJB decides on whether disciplinary action is appropriate and imposes sanctions, including suspension or expulsion, which are then implemented by the Dean of Students.

The **Student Life Committee (SLC)** acts as a liaison between the Dean of Students Office, Safety and Security, Buildings and Grounds, the Food Service, and various other student services on campus. It handles all complaints and suggestions, including those from off-campus students.

The **Educational Policies Committee (EPC)** serves to keep students informed of proposals being considered by the faculty and to assure that students have input regarding changes in the curriculum and other matters. The EPC also appoints students to serve in the process of faculty evaluation and hiring. The EPC chair attends faculty meetings (which are otherwise closed to students) and reports matters of interest to the Forum. The committee consists of a chair and two student

representatives from each of the four academic divisions. The divisional representatives must have moderated and be in good academic standing. Committee members are elected by the Forum.

The **Student Divisional Evaluators Committee** consists of eight students (two moderated students in good standing from each division), who may be selected by the EPC or may be the EPC members. The committee assures student input in the rehiring, promotion, and tenure of faculty members.

The **Bard Committee on AIDS** consists of Bard staff, administrators, students, and faculty members. Committee members are available to any member of the Bard community who has questions about AIDS/HIV infection. To contact the chair or any member of the committee, ask a peer counselor or the Dean of Students Office or send a note directly to the chair of the committee through campus mail.

The **Committee on Vacancies (COV)** is composed of the four members of the Faculty Senate, two students appointed by the EPC, and the Dean of the College (*ex officio*). It receives and acts on recommendations from the divisions and then makes recommendations to the president concerning faculty vacancies at the College.

The **Higher Education Opportunity Program (HEOP) Advisory Committee**, consisting of four faculty divisional representatives, four HEOP student representatives, and the director of HEOP (*ex officio*), provides a forum for discussion of mutual interests. The committee reports to the Dean of Studies.

The **Library and Bookstore Committee** assists the director of the library and the manager of the bookstore in developing policies and long-range plans. It oversees library acquisitions and bookstore ordering. The committee consists of the Dean of the College; four faculty members, one from each division; and three elected student representatives.

The **Computer Resources Committee** allows faculty and students to express their interests and needs with regard to computing capabilities. The committee consists of one faculty member and one student from each division and the director of academic computing (*ex officio*).

For more information about association activities and procedures, see the Constitution of the Student Association in the appendix.

Academic Requirements and Regulations

The pillars of the Bard education are the structure of the first year, including the Workshop in Language and Thinking, the First-Year Seminar, first-year advising, and first-year electives; the program approach to concentration; distribution categories based on modes of thought; Moderation; and the Senior Project. Students move from the Lower College, in which they focus on general education and an introduction to the content and methodology of academic and artistic areas, to the Upper College, in which they engage in more advanced study of particular subjects and more independent work, all the while maintaining equilibrium between breadth and depth.

Choice, flexibility, and rigor are the hallmarks of the Bard education. Students are not expected to accept a rigid structure or prescribed plan of study, but rather are required by the way in which the curriculum is structured to create their education by making a series of choices. Each student shapes the subject matter of his or her education by the exercise of imagination and intellectual engagement. The structure of the curriculum and the concepts behind it are delineated in some detail in the College Catalogue. This handbook outlines some basic information and some of the rules and regulations that students need to be familiar with in order to construct a course of study that, while satisfying intellectual interests, will meet Bard's requirements for good academic standing and graduation.

Especially because education at Bard is so individual, students should seek as much advice as possible from their adviser, other professors, the academic deans, the divisional chairs, program chairs, the registrar, academic services, and other students. Students work closely with all these advisers in selecting courses, developing an individual plan of study, creating a program, fulfilling course sequence and program requirements, preparing for Moderation, planning and executing the Senior Project, and preparing for advanced work and admission to graduate and professional schools.

All academic records are kept in the Office of the Registrar. Students may ask that a transcript be issued by sending in a written request or filling out a transcript request form. Faculty and administrators of the College may review students' academic records when they have a legitimate academic interest in so doing.

Academic Advising

The advising system is designed to assist students in selecting an academic program in which to moderate, in meeting the requirements of that program and the general graduation requirements, in preparing for professional study or other activities outside of or after college, and in satisfying other interests. Students meet with their advisers as the need arises, but should always see them prior to each registration, during the drop/add period (if they change their course selection), and after mid-term grades are released.

First year students are assigned Preliminary Advisers prior to the start of the term. Selection is based on a student's stated academic interests. Preliminary Advisers guide each student through his or her first registration and the drop/add period. At mid-term, each student is required to obtain the consent and signature of a faculty member who will become his or her Lower College Adviser and who will ideally advise him or her through Moderation. The Lower College Adviser may be the Preliminary Adviser, an instructor with whom the student has studied during the first term, or another faculty member, most likely one who teaches in the student's area(s) of interest.

As a student's academic interests evolve, he or she may wish to have a different adviser. Students may change their adviser at any time simply by completing a Change of Adviser form, available in the Office of the Registrar. All that is required is the signature of the new adviser.

The existence of an advising system should not dissuade students from seeking the advice of any faculty or staff member. Bard is a small college and all faculty and staff are available for consultations and have open office hours.

Course Loads and Credits

Full-time students typically take between 12 and 18 credits a semester. (Most courses carry 4 credits; there are some 1-, 2-, 8-, and 12-credit courses.) Full-time students who wish to have a reduced program (less than 12 credits) for a semester must fill out an irregular program form that must be approved by their adviser.

Students who wish to have **part-time status** (fewer than 10 credits) must receive permission from the Faculty Executive Committee. Seniors who can complete the degree requirements with part-time credit need only notify the registrar. Because part-time status can affect financial aid packages, students should check with the Financial Aid Office.

Students who wish to take **more than four courses** (or more than 18 credits) in a semester must have the approval of their adviser (permission forms are available at

registration or at the Office of the Registrar). This includes independent study for credit in addition to four courses. To be eligible for a five-course program, a student must have a B average during the previous semester. First-year students may not register for more than four courses. Students who register for more than 20 credits in one semester are billed the per-credit tuition rate for every credit over 20. No additional financial aid is available for course loads over 20 credits.

Students may **audit** a course in addition to their regular four courses. To receive **R (registration) credit** for auditing a class, students must attend and participate regularly in the class and complete any required reading assignments; they need not write papers or take exams. The R course is entered in students' records, but the R credit does not count toward fulfilling program, distribution, or graduation requirements.

Students may **drop or add a course** during the first two weeks of the semester. Students must get the signatures of the instructor of the course and their adviser on a drop/add slip (available at the Office of the Registrar) and return the slip to the Office of the Registrar during the drop/add period. If they do not take care of this paperwork, they may be surprised to find that they have failed a course they were not attending or have been refused credit for a course they attended.

Students may **withdraw from a course** at any time until one week prior to midterm. Dropping a course within the first two weeks of classes (during the drop/add period) removes the course from the students' records. Students may still withdraw from a course after the second week of the semester (and until one week prior to midterm), but only with the written consent of the instructor (using the proper form from the Office of the Registrar). In cases of withdrawal after the second week of classes, the course will appear on students' criteria sheets and transcripts of grades with the designation **W**. Withdrawals are a factor the Faculty Executive Committee takes into account in evaluating students' records.

Evaluation and Grades

Every student receives a criteria sheet in every course at mid-term and at the end of each semester. The criteria sheets contain midterm and final grades and comments by the instructor about the student's performance.

The divisions of Languages and Literature, Natural Sciences and Mathematics, and Social Studies regularly use a letter grading system. The Division of the Arts sometimes uses honors/pass/fail or pass/fail in addition to letter grades. An honors grade (H) in the Arts Division is the equivalent of an A. Unless the professor of a course specifies otherwise, letter grades (and their grade point equivalents) are defined as follows.

A, A- (4.0, 3.7)	Excellent work
B+, B (3.3, 3.0)	Work that is more than satisfactory
B-, C+, C (2.7, 2.3, 2.0)	Competent Work
C-, D (1.7, 1.0)	Performance that is unsatisfactory, but deserving of credit
F	Failure to reach the standard required in the course for credit

(The grades A+, D+, and D- do not exist.)

At the discretion of the instructor, work in a course may be temporarily classified as **incomplete (I)** at the end of a semester. In that case, the instructor will specify a date by which the requirements for credit are to be fulfilled. The incomplete status is usually not maintained for more than one semester, but the instructor may specify any date. In the absence of specification, the registrar will assume that the deadline is the end of the semester after the one in which the course was taken. After the deadline, the I designation will be changed to a grade of F unless another default grade has been specified. Requests for grade changes at later dates may always be submitted to the Faculty Executive Committee. Incompletes are a factor the committee takes into account when evaluating students' records. Students receiving federal or state loans or grants should complete their course work within 60 days, since incomplete work will result in the disallowment of state aid awards (TAP). Students will then be responsible for paying the amount of the original award.

Graduation Requirements

Candidates for a bachelor of arts degree from Bard must meet the following requirements.

1. First-year students who enter in the fall must complete the fall and the spring semesters of the First-Year Seminar; students who enter in the spring must complete the spring semester. First-year students who enter in the fall are also required to take the Workshop in Language and Thinking. (Note that transfer students may be exempt from the workshop and one or both semesters of the First-Year Seminar, but must consult the registrar about this exemption.)
2. Students must be promoted to the Upper College through Moderation. (See Appendix III for details about the Moderation process.)
3. They must complete the requirements of the program into which they moderate.
4. No more than 32 credits in a single division while in the Lower College will be counted toward the degree. Students must complete at least one course from each distribution area over the four years.

5. They must accumulate 124 semester hours of credit, with 40 credits outside the division (or divisions) into which they moderate. (No more than 84 credits in the division(s) may be counted toward the degree.)
6. They must be enrolled as full-time students at Bard for not less than two years, normally not less than two years in the Upper College. A maximum of 60 credits can be transferred from another institution(s).
7. They must complete an acceptable Senior Project.

A student who fulfills the above Bard College requirements also fulfills the requirements of the Regents of the University of the State of New York and of the New York State Department of Education.

Withdrawal from the College and Rematriculation

Students in good academic standing who wish to take a leave of absence from the College for a stated period of time (one semester or one academic year) may maintain their status as degree candidates by filing in advance a leave of absence form, which must be approved by the Dean of Students. These students may rematriculate simply by sending notification of their intention to return to the Dean of Students by the end of the semester immediately preceding the semester for which they are scheduled to return. (See also the following section on academic credits outside the course structure for more information about academic leaves.)

Students in good standing who find it necessary to withdraw (rather than filing an academic leave of absence) may apply for rematriculation by submitting a rematriculation application to the Dean of Students in which they state their reasons for withdrawal and their activities while away from Bard. Students who leave the College for medical reasons must also submit a physician's statement that they are ready to resume their studies.

Academic Credits Outside the Course Structure

Tutorials are individualized courses of instruction designed to meet special academic interests that fall outside usual course work. They vary as to the credit they carry. Their structure varies according to subject and instructor, but all involve regular faculty supervision and most consist of readings, weekly meetings with the instructor, and a final paper or project. To take a tutorial, students must have the sponsoring faculty member sign the registration card.

Academic credit may be awarded for **independent study projects** outside the usual course structure. Such projects do not require regular faculty supervision, but they must be sponsored by a faculty member who teaches in a relevant field and

they must be approved in advance by the chair of the student's division and the Faculty Executive Committee. The projects must involve what is considered by the committee to be academic work; volunteer work and some types of internships are not usually approved. However, papers or research projects based upon an internship may be approved for academic credit.

To apply for credit for independent study, students must submit to the Faculty Executive Committee a complete application form (available from the Office of the Registrar), a description of the project, and a statement from the faculty sponsor about how the project will be evaluated. The deadline for a project to be completed during a semester is the first committee meeting of that semester; for a project to be done during the January intersession or the summer, it is the last week of the previous semester. Faculty sponsors must submit a completion form by the end of the semester during which the project was undertaken and no later than two weeks into the subsequent semester for those undertaken in January and the summer.

A semester project may be undertaken as part of the normal course load (for up to 4 credits), may appear on a transcript as a regular course, and may be letter graded or graded pass/fail. A January or summer project carries no more than 2 credits, may appear on the transcript, and is usually graded pass/fail. Students can earn up to 12 of the 124 required credits through independent study. First-year students are not eligible for independent study.

The acceptance of **transfer credits** earned either prior to matriculation at Bard or during the January and summer periods is determined by the registrar. Matriculated students who intend to take courses at another institution should, whenever possible, submit applications for approval of transfer credits (available from the Office of the Registrar) prior to enrollment. Upon completion of an approved course, students should have an official transcript sent to the registrar. Credit is recorded only for approved courses graded C or better. Bard will accept a maximum of 60 credits earned at other institutions. Transfer credits may count toward distribution requirements, but students should consult the registrar before enrolling.

Students who intend to **enroll full-time at another institution** of higher education, for one or two semesters, should apply for an **academic leave of absence**. Forms are available in the Office of the Registrar. Students submit a completed application to the registrar, who presents it to the Faculty Executive Committee for approval. The application deadline for the fall semester is May 1, for the spring semester is November 15. Before returning to Bard, students should have an official transcript for completed work sent to the registrar. Credit is awarded only for courses approved by the Faculty Executive Committee and graded C or better.

It is the responsibility of students returning from an academic leave of absence to confirm their return with the appropriate administrative offices, including the Office

of Residence Life, the Student Accounts Office, and the Office of Financial Aid. Students on an academic leave may register during the regular registration periods, providing they have made appropriate deposits and contacted the registrar at least three weeks prior to registration day. They are also eligible for room draw.

Seniors who plan to **complete their degree at another institution** must have the approval of the Dean of College and the Faculty Executive Committee. They must submit a written proposal with a supporting letter from their adviser.

Students may receive credit for participating in **study abroad programs** offered by Bard, by other American institutions, and by foreign institutions. Information about these programs is available from faculty who specialize in the region in which the student wishes to study and from the Career Development Office. Students must apply for approval from the Faculty Executive Committee. The procedures for approval, credit transfer, requirements for return, and room draw eligibility are the same as for an academic leave of absence.

Academic Deficiencies

The Faculty Executive Committee, which consists of the chairs of the four academic divisions, determines the academic status of all undergraduates. Students who perform at or above the expected norms are considered to be in good standing. Students who demonstrate academic deficiencies during one or more semesters may receive a warning letter or a more formal sanction, noted on a student's transcript, including Academic Probation, Mandatory Leave of Absence, and Academic Dismissal.

The decisions of the Faculty Executive Committee take into consideration a student's entire record and any recommendations from the student's instructors, advisers, and relevant members of the administration. All cases are considered individually, but the following guidelines may be helpful.

1. Students who receive at least one grade lower than C- or who do not accumulate full-time credit may be given a **warning letter**.
2. First-semester students who receive an F and a D or worse may be placed on **academic probation**. First-year students are dismissed from the College at the end of the first semester only in exceptional cases.
3. Students other than first-semester students who receive two Ds or worse or who have a semester average below a C (2.0) may be placed on probation.
4. Students who receive three Fs or four unsatisfactory grades (including Is and Ws) may be dismissed from the College.

5. Students who are on probation for two successive semesters may be **dismissed** from the College.
6. Students who have failed to make satisfactory progress toward their degree may be required to take a **mandatory leave of absence**. Factors taken into account include grades, failure to moderate in the second year, and the accumulation of incompletes and withdrawals. Students on a mandatory leave of absence may return to the College only after having complied with conditions stated by the Faculty Executive Committee.
7. To be removed from probation, students must have a full-time course-load and complete all courses with no grade lower than C.
8. Full-time students are expected to earn at least twelve credits per semester. Records of students who fail to maintain this rate of progress are reviewed by the Faculty Executive Committee for possible action.

There are procedures by which students can appeal a grade, Moderation decision, or a Faculty Executive Committee decision. They are described in the sections on the Grievance Committee in Chapter 5.

Academic Grievances

In order to appeal a grade or a moderation decision, students should discuss the issue with the faculty member or Moderation Board. If not satisfied, students should appeal to the divisional chairperson. If no resolution is reached, students may appeal to the Dean of College, who will present the case to the Faculty Executive Committee. A student may appeal the Executive Committee's decision to the Grievance Committee, but it is his or her obligation to present proof of prejudice or capricious academic evaluation by the faculty member or the Moderation Board. Students who have questions about this process may see the Dean of College.

Plagiarism and Academic Dishonesty

To plagiarize is to 'steal and pass off as one's own the ideas, words, or writings of another.'(Webster's Collegiate Dictionary) This dictionary definition of plagiarism is quite straightforward, but it is possible to inadvertently plagiarize if one does not carefully distinguish between his or her ideas or paper topics and those of others. The Bard faculty regards acts of plagiarism very seriously. Listed below are some guidelines to help avoid plagiarism.

1. All work submitted must be the author's. Authors should be able to trace all of their sources and defend the originality of the final argument of the material.

When taking notes, students should record full bibliographical material of the source and record the page reference for all notes, not just quotations.

2. All phrases, sentences, and excerpts that are not the author's must be identified with quotation marks or indentation.
3. Footnotes, endnotes and parenthetical documentation (called in-noting) must identify the source from which the phrases, sentences, and excerpts have been taken.
4. All ideas and data that are not the author's must also be attributed to a particular source, either in a footnote, endnote, or in-note (see 3 above).
5. Bibliographies must list all sources used in a paper. Students who have doubts as to whether they are providing adequate documentation of their sources should discuss this matter with their professor before preparing a final draft of the assignment.

Penalties for Plagiarism

1. Failure in the course in which plagiarism occurs.
2. Denial of the degree, in cases involving a Senior Project.
3. Expulsion from the College for a second offense.

The following penalties may be issued to students who write a paper or part of a paper for another student (even if this is done during a formal tutoring session):

1. Loss of all credit for that semester and suspension for the remainder of that semester.
2. Expulsion for a second offense.

Any student accused of plagiarism or of writing for another's use may request a hearing before the Faculty Executive Committee, supplemented by two representatives of the Student Educational Policies Committee. The student must request this hearing within 24 hours after he or she has been notified in writing of the charge. The findings of this body may be appealed directly to the President.

Students may not submit the same work, in whole or in parts, for more than one course without consulting with each faculty member and receiving each member's consent.

Campus Facilities and Resources

Office of Academic Services

Academic Services Center, 7811

E-mail: academic_services@bard.edu

The Office of Academic Services offers tutoring and supplemental instruction in writing, mathematics, and most subjects taught at Bard. Tutorials and workshops organized by the center are designed to assist students at all academic levels. Programming covers a wide range of subjects and techniques, from the fundamentals of essay writing to the advanced analytical and research methods necessary for a Senior Project. Tutorials, organized for individuals and groups, are most often conducted by peer tutors. **Peer tutors** are Upper-College students who have been recommended by faculty because of their academic abilities and communication skills. All peer tutors have been trained in the principles of tutoring. Students having difficulty with a particular course or subject area may visit the office to meet with available staff, request an appointment with a peer tutor, or use the resource library.

The office offers regular workshops, often in conjunction with academic and administrative departments, covering subjects such as study methods, quantitative skills, and research paper writing. Students are encouraged to recommend workshop topics. Additional workshops are offered through the library and Henderson Computer Resources Center.

The College is committed to giving access to its academic activities to otherwise qualified students who have learning, medical, physical, or psychological disabilities by providing services and reasonable accommodations for such students. Students who require services and accommodations should submit to the Office of Academic Services a **disability registration form** in which they supply documentation by a licensed professional attesting to the nature of their disability. If disputes arise over documentation and determining reasonable accommodations, students may consult the acting equal opportunity officer, James Brudvig.

Athletics and Recreation

Stevenson Gymnasium, Front Desk, 7527; Office, 7531; Pool, 7529

E-mail: athletics_rec@bard.edu

The Department of Athletics and Recreation offers programs to meet a wide range of interests and to encourage lifetime fitness and health; students are encouraged to make suggestions for new programs and activities. The department sponsors

intramural sports, recreation activities, and instructional classes. It sponsors inter-collegiate competition for men and women in basketball, cross-country, fencing, soccer, squash, tennis and volleyball. Teams compete under the auspices of the National Collegiate Athletic Association Division III and the Hudson Valley Women's and Men's Athletic Conferences.

Indoor facilities include a swimming pool, locker rooms, aerobics studio, athletic training room, fitness center, squash courts, and a gymnasium. Outdoor facilities are soccer, softball, and rugby fields, lighted tennis courts and cross-country trails. Information regarding the use of the facilities and student employment is available at the department office.

Bard Emergency Medical Services (BEMS)

c/o Safety and Security, 7460 or 758-7460; 7777(emergency only)

BEMS is a student-run organization of trained and state-certified first-response volunteers. Available 24 hours a day during the academic year, BEMS responds to medical emergencies on campus. Services are confidential and are provided free of charge. Call Security to contact the on-call BEMS members.

Bard Response to Rape and Associated Violence Education (BRAVE)

Albee, 7557; pager: (845) 382-0181

E-mail: brave@bard.edu

BRAVE provides confidential* peer counseling, support, advocacy, and information for survivors of rape, sexual assault, battering, incest, and harassment and for friends and family of survivors. A part-time director and trained student counselors staff the program.

The staff of BRAVE is available to provide nonjudgmental, issue-oriented counseling, support, and information regarding medical concerns, legal issues and procedures (including police involvement), and College procedures. These services are available to anyone, regardless of when or where the incident occurred. The staff organizes educational activities related to the prevention of sexual violence and harassment and runs the BRAVE Hotline. Training programs for volunteer counselors/educators are held annually.

*All information is confidential, except when the counselor judges the student to be substantially at risk of endangering himself/herself or others or is in personal danger. In such a case, the counselor will notify the Dean of Students and inform the student of the decision.

If you are assaulted:

1. Call a friend, the BRAVE hotline or program director, the Dean of Students Office, the Counseling Center, the Health Service, Safety and Security, and/or the police.
2. Seek immediate medical attention to check any injuries and to discuss concerns about pregnancy and sexually transmitted diseases. Go to an emergency room or see a local doctor or the Health Service staff.
3. If the assault occurred within the last 72 hours, collect evidence for possible prosecution. Evidence collection can be done at an area hospital. In New York State, hospitals are required to obtain a consent to collect (or not collect) evidence. In order to allow time to decide whether or not to involve the police, the hospital must hold the collected evidence for 30 days. Police notification is by choice. Do not shower, bathe, or douche prior to going to the emergency room for evidence collection. If you have washed or douched, let the doctor know. Clothing, including shoes, worn at the time of the assault will be kept as part of the evidence collection. These will be returned if no charges are pressed or at the conclusion of any legal proceeding. Bring a change of clothing to the hospital or place each piece of evidence-clothing in a separate paper bag and bring it to the hospital. Specially trained medical personnel are available to conduct examinations 24 hours a day. Once you have arrived at the emergency room, request that a member of the SAFE team be contacted.
4. If you are unable to attend classes due to harassment or assault or if you share a class with the alleged perpetrator, see a member of the Dean of Students staff to make alternate arrangements, such as completing work outside of the classroom.

If a friend is sexually assaulted, listen; be supportive and nonjudgmental; emphasize that the assault was not the survivor's fault, regardless of the circumstance. To help the survivor regain feelings of control, let the survivor decide what actions to take, but offer options such as seeking medical care, calling Security or the police, and contacting BRAVE, the Dean of Students Office, or the Counseling Center. Be aware that sexual assault often has an impact on people close to the survivor. Survivors of rape and other forms of sexual assault experience many different feelings over an extended period of time, including embarrassment, fear, anger, shock, denial, confusion, and self-blame. If you are worried about a friend, confidential support services are available.

Bertelsmann Campus Center

Information Desk, 7095; Office, 7099

The Bertelsmann Campus Center is the central meeting place on campus where Bard community members come together to enjoy a variety of educational and social events, such as art exhibitions, academic presentations, lectures, and special dinners. It also houses a number of facilities and resources. On the first floor are the bookstore, post office, Down the Road Café, the Weis 100-seat movie theater, information desk, seating areas, e-mail terminals, ATM, lounge and gallery areas, and a multipurpose room. On the second floor are student club rooms, computer lab, game room, TV lounge, meeting room, and copy machines. The Office of Student Activities, located on the second floor, oversees the operation of the facility and coordinates programs.

Bookstore

Bertelsmann Campus Center, 758-7005

E-mail: sm568@bncollege.com

Hours

Monday–Thursday	9:00 a.m. – 5:00 p.m.
Friday	9:00 a.m. – 4:00 p.m.
Saturday	12:00 noon – 4:00 p.m.

The bookstore stocks books and supplies required for course work and a wide selection of general books, college supplies, and imprinted merchandise. It will also special order any book that is not in stock but is in print.

Buy your textbooks as soon as your class schedule is final. Most books are in stock by the orientation period and may be purchased once you have registered. On average, books and supplies for undergraduate programs cost from \$200 to \$300 per semester (less if you buy used books). We recommend that you not purchase books for any course you think you might drop, but the bookstore's refund policy will protect you against schedule changes.

Textbooks are ordered from requisitions submitted by the faculty. They are arranged by course number. Shelf cards indicate the course number for each book (and a section number when necessary), how many books are required for the course, and whether a book is optional. Always check the instructor's syllabus as well as the shelf card course and section number to be sure that you purchase the right books.

Note: The instructor, not the bookstore, determines which titles are required for each course. The publisher, not the bookstore, determines the price of a book.

Whenever possible, the bookstore offers used books, selling for 75% of new book prices. The supply of used books is limited; the earlier you buy your books, the better your chances of finding used books.

The bookstore accepts cash; money orders, traveler's checks, and bank checks made out to Bard College; Visa, MasterCard, American Express, and Discover; and a demand card available to registered students.

Personal checks are accepted as payment under the following conditions:

1. It is your personal check or that of a parent or guardian.
2. The check does not exceed the amount of your purchase.
3. You present your valid student identification card.
4. Your local address and phone number are written on the face of the check.
5. There is a \$15 charge for any checks returned by your bank.

The student ID card has a magnetic strip that permits it to function as a **demand or prepaid credit card**. To use the card, you must make an initial minimum payment of \$50 at the Student Accounts Office (at the Physical Plant), with additional deposits as necessary. Deposits are available for use no later than 5:00 p.m. on the business day following the deposit.

The bookstore will cash a check for a maximum of \$50 from 9:00 a.m. to 4:00 p.m., Monday through Friday, and from 12:00 noon to 4:00 p.m., on Saturdays.

A valid register receipt must be presented for all refunds. New books must be in new condition (unopened and unmarked). Books (new and used) for fall and spring semester courses may be returned for a full refund within the first two weeks of the semester; books for summer programs may be returned within the first week of the program. All refunds are subject to the discretion of the manager.

Career Development Office

South Hoffman, 7539 //inside.bard.edu/campus/services/career

E-mail: careerdev@bard.edu

The Career Development Office provides information and advice about work/study jobs, jobs after graduation, summer work, internships, volunteer work, study abroad opportunities, career exploration, resume writing, job search skills, and alumni/ae contacts. Its resource library includes job listings, professional publications, and graduate and professional school information. It also has material on fellowships and nominated scholarships, such as the Fulbright, British Marshall, German Marshall, Rhodes, and Truman scholarships.

Federally funded work/study jobs are available to qualified students as part of their financial aid package. See the Financial Aid Office for more information about work/study. Other jobs—those not connected to financial aid packages—are available at various offices. Students must secure these positions themselves, but the Career Development Office will provide assistance.

Chaplaincy

Chaplain of the College, 7335

E-mail: chaplaincy@bard.edu

The chaplaincy at Bard is committed to helping students, staff, and faculty explore and develop their spiritual identities. Various academic programs permit members of the community to see how the major religious perspectives contribute to their understanding of who they are as human beings; the chaplaincy provides an opportunity to practice and experiment with different traditions of religion. On staff are an Episcopal priest, an Imam, a Rabbi, and a Catholic priest. All of the chaplains are available for pastoral care.

Weekly worship services in the different traditions and services and celebrations for holy days are held throughout the academic year. A schedule of services is distributed at the beginning of the school year and additional events are announced in the campus calendar. Transportation is available to local places of worship.

Counseling Service

Robbins Annex, 7433

Hours: Monday–Friday, 9:00 a.m. – 5:00 p.m.

Clinical social workers, a part-time psychologist, and a consulting psychiatrist staff the Counseling Service. They provide brief problem-focused treatment, crisis intervention, and referral to local physicians, psychiatrists, and psychotherapists.

You need not be in crisis to seek help. The transition from high school to college is exciting, but it may create emotional demands that can compromise your ability to make full use of the opportunities at Bard. Speaking with a counselor about confusion, distress, or new choices can help you move ahead in a healthy and productive way.

All information in counseling sessions remains confidential, except when the counselor judges the student to be substantially at risk of endangering himself/herself or others. In such a case, the counselor will notify the Dean of Students and inform the

student of the decision to do so; the student will be invited to participate fully in the development of a plan that will allow him/her to continue to work safely.

Students taking medications for an emotional condition or learning differences (including attention deficit disorder) should continue to be monitored by the prescribing practitioner at home or should transfer to a local practitioner. Students who have been in psychotherapy and anticipate the need or desire to continue therapy while at Bard should make arrangements with a local therapist. Students who are seeing an off-campus therapist are responsible for all arrangements, including appointments, transportation, and fees. The student accident and health insurance policy (see Health Service) covers some of the costs of off-campus counseling. All services on campus are free of charge.

Dean of Students Office

Ludlow, ground floor, 7454

E-mail: doso@bard.edu

The Dean of Students Office is concerned with most matters affecting the quality of college life. The Dean of Students oversees the development of the college's co-curricular program, in conjunction with faculty, staff, and students.

The assistant dean/director of first-year students (7684, e-mail: firstyear@bard.edu) attends to all matters affecting the campus life of first-year students and situations that may arise in the transition from high school to college.

The associate dean/director of multicultural affairs (7092, e-mail: diversity@bard.edu) is the primary contact for students, staff, and faculty regarding multicultural issues and leadership programming (see Office of Multicultural Affairs in this chapter).

Foot Patrol

Safety and Security Office, 7460

Hours:

Sunday–Thursday 7:00 p.m. – 1:00 a.m.

Friday–Saturday 7:00 p.m. – 2:00 a.m.

The foot patrol is a student-run organization that offers after-dark walking escorts.

Health Service

Robbins House, First Floor, 7433

Hours: Please call 7433 for an appointment.

Appointment Hours:

Monday - Friday	9:00am - 1:00pm 2:00pm - 4:30pm
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Staff:

Marsha Davis, R.N., M.S., F.N.P., Health Services Director, 7485

Barbara-Jean Briskey, F.N.P., Associate Director, 7486

Peggy Mantey, R.N., 7433

Angela Cavanna, D.O., College Physician, 7433

Renee Ingersoll, Administrative Assistant, 7433

Receptionist, 7433

Staffed by two nurse practitioners, a part-time physician, a registered nurse, an administrative assistant and a receptionist, the Health Service provides outpatient care to all registered undergraduates. The Health Service promotes optimum physical, emotional, intellectual, and social well-being through primary and preventive health care.

Medical Emergencies

For emergencies or serious illness after hours, call BEMS at 7777 or Safety and Security at 7460 for transportation to Northern Dutchess Hospital.

Health and Immunization Records

Prior to registration, all students must complete a health form that includes a personal history, results of a physical examination by a physician or nurse practitioner, and an immunization record documented by a health care provider. Particular attention must be paid to the updating of immunizations for measles, mumps and rubella as required by the New York State Department of Health. Students who do not comply with this requirement will not be allowed to register for classes. Students under 18 must supply parental or guardian permission for treatment in the event of an emergency.

Medical Expenses

The College charges all undergraduates a health fee, which provides access to the Student Health Service and a modest supplemental accident and health insurance. The Bard supplemental insurance policy is not meant to take the place of a major medical insurance policy. When students are referred to a medical specialist, the

cost is covered in accordance with the provisions of the Bard insurance plan and/or the students' own plan. Health care costs not covered by the Bard insurance plan are the responsibility of the students or their family. Students are responsible for completing insurance forms. Accident and health insurance brochures are available at the Health Service. Questions concerning insurance claims and payments should be directed to the Health Service Administrative Assistant, Renee Ingersoll at 7077.

Students are charged at cost for most medications dispensed at the Health Service. Contraceptive products must be paid for at the time of purchase. Medications prescribed by the college physician or nurse practitioner are dispensed at the Health Service when in stock. Prescriptions from private physicians must be filled at a local pharmacy; they cannot be charged nor can any other items purchased at the pharmacy.

Allergy Clinic

Simple allergy injections or other prescribed medications can be administered by appointment at the Health Service, providing a written statement and schedule from the prescribing physician are submitted. Injections are given under the supervision of the college physician. Students must supply and pay for their own medication.

Medical Equipment Loans

Students needing crutches, canes, heating pads, and vaporizers may borrow them from the Health Service at no charge. However, students will be billed for any item not returned.

Medical Transportation

Students are responsible for providing their own transportation to any off campus medical appointments. Students are advised to call a local taxi service and be prepared to pay the charges at the time of service.

Notification of Illness

Students are required to notify instructors directly about absence due to illness. Instructors may call the Health Service for verification of student's illness. Verification will be given only with the student's authorization. Notification of illness will be sent to instructors by the Dean of Students Office only when the student is hospitalized or has returned home due to illness.

Special Diets

A student with a medical condition requiring a special diet prescribed by a physician must submit a letter to the Health Service from his/her physician stating the medical diagnosis and the specific foods that may or may not be eaten. The student must then submit the medical diet to the Director of Food Services and the Dean of Students.

Information Services

Henderson Computer Resources Center
Charles P. Stevenson, Jr. Library

Contact: Henderson Computer Center, 7500 or helpdesk@bard.edu
Library Information Desk, 7281

A new and vital partnership between the Stevenson Library and Henderson Computer Resources Center has created an organization dedicated to applying emerging media to teaching, learning and information services at Bard. The computer center and a recently completed Henderson Technology Labs building provides several public computing spaces with more than 200 computers, a multimedia lab with a full range of multimedia applications including: Photoshop; Final Cut Pro; Discrete Combustion, as well as digital imaging and video capture stations. Use of web-based courseware (WebCT) and other digitized, interactive learning materials is an exciting and growing curricular resource.

All students are issued a network user account that provides access to e-mail and file services, and individual student information through the Bard Information Portal. Student web page hosting is also available. Residence halls are served by "fast" ethernet connections to the campus network and to the internet via a T-1 connection.

The resources of the Stevenson Library and the "satellite" libraries in the Jerome Levy Economics Institute, The Center for Curatorial Studies, and the Bard Graduate Center for studies in the Decorative Arts include 280,000 volumes and more than 4,000 journals available in print, and full-text online via the library's website--www.bard.edu/library. In addition, online databases central to all the disciplines in Bard's curriculum provide citations to indexes and abstracts. Users may consult these and any online newspapers, texts, encyclopedias, and dictionaries from more than 50 computer stations in the library, from any public lab, from most-dorm rooms, and from off campus anywhere in the world. A writing and instruction lab funded by the Andrew W. Mellon Foundation makes both PCs and Macs with Microsoft's Office Suite and other applications available. ReserveWeb, a new

online service, makes the full-text of many course reserve readings available to students 24 hours per day, seven days per week from any location. We are a staff committed to helping students become more resourceful, more independent, and more productive scholars.

Students must present their ID card to borrow any materials from the library. Most materials are available for four-week loans, with renewal for an additional four weeks. Semester-long loans may be arranged for most Senior Project materials.

The fine for books not returned or renewed on time is \$.25 per item per day for fourteen days and then \$1 per item per day up to a maximum of \$31.50. The replacement fee for a lost book is \$60 (or more for special types of materials, such as art and science books) plus any accrued fine. The fine for the late return of reserve materials is \$1 per item per hour past time due, even when the library is closed, up to a maximum of \$30.

Stevenson Library Hours: [including library computer lab]

Monday-Thursday	8:30 a.m.- 1:00 a.m.
Friday	8:30 a.m.-10:00 p.m.
Saturday	10:00 a.m.-10:00 p.m.
Sunday	10:00 a.m.- 1:00 a.m.

Henderson Technology Lab Hours: [Coming Soon: 24-Hour Access]

Monday-Thursday	9:00 a.m.-11:45 p.m.
Friday	9:00 a.m.- 9:00 p.m.
Saturday	12:00 p.m.- -9:00 p.m.
Sunday	12:00 p.m.-11:45 p.m.

Henderson Computer Center Classrooms

**Room 101-A[Mon.-Fri. TBA]

Saturday	12:00 p.m.- 6:00 p.m.
Sunday	12:00 p.m.- 9:00 p.m.

The Multi-media Classroom: [Mon.-Fri. TBA]

Saturday	12:00 p.m.- 9:00 p.m.
Sunday	12:00 p.m.-11:45 p.m.

Bertelsmann Campus Center Computer Lab Hours

Monday-Thursday	9:00 a.m.-11:45 p.m.
Friday	9:00-a.m.- 9:00 p.m.
Saturday	12:00 p.m.- 6:00 p.m.
Sunday	12:00-p.m.-11:45 p.m.

International Student Services Office (ISSO)

Albee, 7430

E-mail: jkettler@bard.edu

The purpose of the ISSO is to help international students achieve their educational and personal goals. The office advises international students on all matters pertaining to their legal status in the United States and on cultural, social, educational, and personal concerns. It also serves as an informal adviser to the International Student Organization (ISO).

Keys

Physical Plant, 7465

The Physical Plant Office issues room keys and keys to special areas, such as painting studios, upon presentation of an authorization slip. The student to whom a key is issued must sign for it. A deposit is not required, but a fee of \$10 is charged for a replacement key. Replacements can be obtained until one week before the semester ends. The student who signed for a key will be billed \$50 if it is not returned. Keys may be returned to the Physical Plant Office during business hours (be sure to ask for a receipt). As a last resort, there is an outside key drop at the Physical Plant; keys placed in the drop must be wrapped and labeled with the student's name and residence.

Laundry

There are coin- and card-operated washers and dryers in most residence halls. Laundry cards may be purchased and have value added to them at machines located in the Old Gym, Kline Commons, and the Bertelsmann Campus Center. No linen service is available.

Meal Services

Kline Commons, 7533, 7545

Hours (continuous service):

Monday–Friday 7:30 a.m. – 7:30 p.m.

Saturday–Sunday 10:00 a.m. – 7:30 p.m.

Down the Road Café, Bertelsmann Campus Center, 7370

Hours:

Monday–Friday 8 a.m. – 12:30 a.m.

Saturday–Sunday 10 a.m. – 12:30 a.m.

Meals are served cafeteria-style in Kline Commons. Meals are also available in the Down the Road Café in the Bertelsmann Campus Center.

Resident students must be on the meal plan. First-year students must be on the 19-meal plan. With the meal plan, students receive credit for 50 “Bard bucks” each semester that can be used in the café, except during recesses (that is, when the meal plan is not in effect). Students requesting medical exemption from the meal plan must provide documentation to the Health Service (see Health Service). Students cannot get refunds on their meal plan within the first week of the fall semester

Students with particular dietary needs or preferences should discuss them with the director of Food Services; reasonable requests will be accommodated. Special requests for religious holidays should be discussed in advance.

Students are expected to maintain proper decorum in the dining facilities. Anyone who violates appropriate behavioral guidelines will be subject to disciplinary action.

Office of Multicultural Affairs

Ludlow, ground floor, 7454

E-mail: diversity@bard.edu

The Office of Multicultural Affairs seeks to assist the College community in creating an environment characterized by a commitment to racial, ethnic, and cultural diversity, thereby enriching the academic, social, and personal lives of students, faculty, and staff. The office organizes lectures, workshops, discussion groups, residence hall programs, and outreach programs designed to help the community explore the complexities of and raise awareness of the issues involving race, ethnicity, and culture. The office is committed to raising awareness and addressing issues related to race, ethnicity and culture. Additionally, the office supports students of color through educational, social, and community-building programs and services to meet their unique needs as members of this community. The office also serves as a resource for students involved in racial, ethnic, or cultural conflict in any aspect of their college life.

Physical Plant/Buildings and Grounds (B&G)

Physical Plant Building, 7465

Reports of damages or needed maintenance (including heating, lighting, and plumbing) for residence halls, campus buildings, grounds, or equipment should be made to your peer counselor, who will give you a maintenance request form. Requests for obtaining keys or new building equipment should be made directly to the Physical Plant Office.

Post Office

Bertelsmann Campus Center, 7537

Mail and packages should be addressed to you at **Bard College, PO Box 5000, Annandale-on-Hudson, NY 12504-5000**. For deliveries requiring a street address, use **1 Annandale Road**.

Each student is assigned a mailbox with a combination lock. Mail can be sent anywhere on campus via campus mail, using campus mailboxes or baskets in any office where there is a mail pickup.

To safeguard mail, follow these guidelines. Do not mail cash; when sending money, use a postal money order or check that requires the bearer to present identification before it can be cashed. Use certified mail to send valuables and request a receipt.

Tampering with the mail is a federal offense and is cause for disciplinary action by the College. Direct any complaints of mail tampering to the postal clerk immediately. No one other than employees is allowed behind the counter in the post office.

Large packages are shipped and received at the Physical Plant. Contact the office for shipping specifications, especially for size and weight limitations. All packages being sent through UPS must be prepaid.

UPS deliveries are left at the Physical Plant where they are checked in and then sent to the post office. Very large packages will be kept at the Physical Plant. Notification is sent out by campus mail. To claim a package, you must present the notification slip. The office is open Monday through Friday, 8:30 a.m. – 4:30 p.m.

Office of Residence Life

Brook House, 7455

E-mail: reslife@bard.edu

The assistant dean of students/director of residence life works with the residence directors (RDs) and peer counselors (PCs) to ensure that an environment exists in which students are free to learn, explore, and develop as individuals. The Office of Residence Life, in consultation with other offices, is responsible for maintaining and enforcing the On-Campus Living and Facilities Use Agreement (see Chapter 4) and, if need be, levying appropriate sanctions.

Residence directors live in the residence halls and, with the peer counselors, are responsible for helping students promote a sense of community and citizenship in the residence halls. RDs have an open door policy during reasonable hours.

Peer counselors are undergraduate students in good academic and social standing who are trained as mediators and peer educators. They serve as a liaison between the students, faculty, and administration; are responsible for communicating campus policies; and help organize social, athletic, educational, and cultural events.

Safety and Security

Old Gym, from off campus, 758-7460; from on campus, 7460; emergency, 7777

Safety and Security helps protect the Bard community, maintain public order, and enforce campus rules and regulations, calling on local and state police when needed and appropriate. It arranges after-hours medical emergency transportation and enforces motor vehicle regulations (see below).

It is expected that all community members will cooperate fully with College officials in matters of safety and security. Students must show their Bard ID upon request. Any false representation or false reporting of information will be cause for disciplinary action.

It is important to report immediately any suspicious activity or persons to Safety and Security. All College guests must be registered; unauthorized persons will be asked to leave the campus; trespassers will be prosecuted in accordance with the New York State Criminal Code.

The Safety and Security Office is always open. Community members should feel free to speak with the director at any time to discuss policy, personnel, or personal problems with confidentiality assured.

Should you lock yourself out of your room, call Safety and Security. A **lockout** call is not considered a priority; you will be advised how long it will be before a security officer can respond. Each student will receive one free lockout call per school year; after that there is a \$7 fee.

Annandale Road is a public highway. Local police have jurisdiction to issue tickets as necessary. Safety and Security is responsible for enforcing College regulations for vehicles.

All **vehicles must be registered** with Safety and Security. The owner is described as the Bard community person (student, staff, faculty, or student host of visitor) responsible for the vehicle. A registration sticker must be placed on the driver's side rearmost window. A new permit is required if a student changes residence or moves on or off campus. Failure to register a vehicle with Safety and Security will result in a fine, booting, or towing. To register a vehicle, the owner needs to present a valid operator's license and proof of current registration and insurance in compliance with either the owner's home state or New York State law. Authorization for handicapped parking privileges must be obtained from the Health Service.

The **campus speed limit** is 15 mph. Speeding, reckless driving, or driving while ability impaired will not be tolerated.

There is ample **parking** on the Bard campus, but limited parking in the main campus lots. Everyone is urged to avail themselves of the opportunity to walk, ride bicycles, or ride the campus shuttle. To avoid congestion and allow access, particularly for emergency vehicles and persons with handicaps, there are certain guidelines that must be followed. Failure to comply with these guidelines may result in ticketing, or towing, as determined by the severity of the violation.

1. Monday through Friday, 7 a.m. to 5 p.m., only those students who reside on main campus may park in the main parking lot (located next to Sottery Hall). Certain spaces are reserved for staff only during these times.
2. Emergency access and fire lanes to all buildings must be kept clear at all times.
3. Unauthorized vehicles will be subject to immediate towing at the owner's expense.
4. No parking is allowed on Campus Road, Faculty Circle, near the gate north of the library, or any lawn.
5. Vehicles without handicapped parking privileges that are parked in designated handicap areas will be subject to immediate towing at the owner's expense.
6. Bicycles are not permitted in the public spaces of residence halls or in other campus buildings. They may be stored in a student's room if B&G installs a proper hook. Any bicycle found in a residence hall (except properly in a student's room) or any other building will be removed and placed in storage. The owner accepts full responsibility for an unattended bicycle.
7. Motorcycles must be registered and are subject to the same regulations as cars. It is a violation to drive a motorcycle on walkways or any place from which a car is restricted.

The fine for moving violations is \$100, for parking violation \$25. If a tow truck is called, there is a minimum charge of \$45 for the response, even if the vehicle is not towed. A vehicle may be towed at any time if abandoned, unregistered, or parked in a prohibited location.

Service Master (Custodial Services)

Old Gym, 7471

All janitorial or housekeeping requests should be directed to Service Master. Service Master is responsible for public spaces in all campus facilities. Student rooms and personal items used in public spaces, particularly cooking utensils, are the responsibilities of the students. Students are requested to dress appropriately around housekeeping staff.

Office of Student Activities

Bertelsmann Campus Center, 7099

The Office of Student Activities oversees the operation of the Campus Center and works with student organizations to develop weekly activities and programs. Consult the director on registration procedures for all events. (See Events Registration policy, chapter 5)

Telephone Service

Physical Plant, 7465

The Bard College main telephone number is 845-758-6822. All administrative offices, faculty offices, and common extensions located in the residence halls may be reached through the switchboard by dialing 0 from campus phones. Campus phones are integrated into one system, allowing abbreviated dialing to campus locations and enhanced voice mail capabilities.

Students may bring their own touch-tone telephones or may purchase telephones from the College. If you plan to bring your own phone, be advised that for single-occupancy rooms the voice-mail system is designed to work with a voice message lamp that lights when a message is waiting. Some types of answering machines are not compatible with the high digital-ringing cadence of the telephone system.

Information on the Telephone System (update 4-19-01)

After following these telephone instructions, and you have further questions or concerns, please call x6100 (Automated Instructional Hotline) for Voicemail assistance. Further questions should be directed to x7465. Please be sure to leave all of the information necessary for a Technician to thoroughly troubleshoot and correct the situation. (NAME, BUILDING, ROOM NUMBER, TELEPHONE NUMBER AND NATURE OF PROBLEM)

General Use:

Call x7465 or stop by the Buildings & Grounds office to purchase a telephone. The phones we supply, at \$30.00 each, work best with the Bard College telephone systems.

To use your phone for long distance calls, you must arrange for a PAC number by calling toll-free 9-1-800-445-6063.

To use your PAC number from your phone, dial 8 - phone number - PAC. (Personal Account number)

To dial a Bard College campus extension, dial the **four** digit extension number

To use your phone for local off-campus calls, dial 9 then the phone number

To dial an "800" number from your room phone, dial 9-1-800-XXX-XXXX

Voice Mail Information:

When you access your mailbox for the first time, a user tutorial is automatically activated. This tutorial will guide you through your first mailbox session, explain how to record a greeting and your name, and prompt you to change your temporary password. If, after dialing 7600, there is no tutorial and you are asked for your password and you do not have one, call 7465 and report it.

You will always be prompted for your password before accessing your mailbox. The first time you access your mailbox you will use the temporary password (123456). During the tutorial, you will be prompted to change your password to a number containing 5 to 10 digits. Your name and greeting will record over the previous name and greeting.

If you are a student with a double occupancy room and your phone is set up with two mailboxes, note the following:

Set up your voice mail box by dialing 7600, press either 1 or 2, and enter the temporary password (123456). Follow tutorial.

If you find that your room telephone number has been set up for dual occupancy and your room is a single, or visa versa, please call x7465 to report it.

The procedure for checking your voice mail messages will depend on whether you are calling from your room extension, another campus phone or from off campus:

From your own extension in your room:

Dial the internal Voice Mail access number (7600).

Enter your password when prompted.

From another campus extension or from an off campus line:

Call your own extension number
(on-campus: xxxx; off-campus: 752-xxxx)

When voice mail picks up and you hear your own out-going message,
press *

When prompted, enter your password and follow the tutorial.

To activate or deactivate voice mail:

Press the * key and the number 7-7600 to forward calls to voice mail after 4 rings

Press the # key, then 7 and the forwarding to voice mail will be turned off and the phone will ring, going unanswered

Transportation

Physical Plant, 7007

Whenever school is in session, shuttle service on campus and between the campus, Tivoli, and Red Hook is offered from early morning through late evening. There are also scheduled trips to the Hudson Valley Mall, Poughkeepsie Galleria, Crossgates Mall, and local movie theaters. Transportation to and from the train stations in Rhinecliff and Poughkeepsie is provided on opening and closing days of school and on weekends through the school year. In addition, trips are available to NYC airports for winter intercession, spring break, and school closing.

Schedules are available at the Dean of Students Office, Safety and Security, the Campus Center, the Transportation Office in the Physical Plant, or online at <inside.bard.edu>. Unless otherwise specified, all trips leave from the Kline Commons parking lot. The shuttle picks up and drops off passengers at designated stops along its route.

Transportation off campus for school activities can sometimes be arranged. To reserve a vehicle and driver, fill out a transportation request form at the Transportation Office at least one week in advance of the event.

Amtrak has train service to and from Penn Station (New York City), Albany, and points north. The local station is Rhinecliff, which is 9 miles south of the campus. Metro North offers train service between Poughkeepsie and Grand Central Station (New York City). Trailways has bus service between Kingston and the Port Authority Terminal (New York City). The Loop Bus provides regular service throughout Dutchess County. The new DUCK service (Dutchess Ulster Connection at Kingston) provides service in Dutchess and Ulster County.

Amtrak: 800-USA-RAIL (872-7245)

Trailways: (845) 331-0744

Metro North: (800) METRO-INFO (638-7646)

Loop Bus: (845) 485-4690

DUCK: (800) 631-8405

Residence Life

The College community will flourish if all members act in harmony to protect the rights of others and promote the academic focus of the community. When conflicts arise, it is the right and primary responsibility of the group (such as the residence hall, club, committee) to work out a solution that is fair and beneficial to all.

Some residence hall regulations are laid out in the following section. The Bard College On-Campus Living and Facilities Use Agreement is a much more complete statement of the rights and responsibilities of the College and students.

The College reserves the right to limit the use of college facilities or to terminate residential privileges if a student does not remain in good standing (as defined in the College regulations), acts in a way that clearly jeopardizes the well-being of others, or fails to comply fully with the terms of the On-Campus Living and Facilities Use Agreement. The director of residence life has the right to reassign rooms or cancel housing privileges whenever such action is deemed to be in the best interest of the student or the College.

Residence Hall Regulations

All first-year students are required to live on campus, except if their permanent residence is within 50 miles of Bard or if they are over 21 years of age. New students are assigned rooms. Returning students, provided they are cleared financially (including deposit), choose their rooms through a room draw, which is held late in the spring semester. Class level and randomly assigned lottery numbers determine the order for room selection. Housing for returning or rematriculating students is not guaranteed.

Exterior doors for all residence halls are locked 24 hours a day. Every resident student is issued a key for the front door. Exterior doors are *not* to be propped open at any time. If someone you do not know asks to be admitted, do not do so unless you ask for a Bard ID or contact the visitor's host. Do not admit anyone without an ID unless a host can vouch for him/her. Call Security immediately if someone without a Bard ID or a Bard host persists in trying to gain entrance. You are also encouraged to keep your room door locked at all times

Fire procedures are life-saving matters. Persons found tampering with fire extinguishers or alarms will be charged the replacement or repair costs plus a \$100 fine and may face disciplinary action. Fire control doors, with automatic door closures, prevent the spread of fire and the dispersal of smoke. Never tamper with these

doors, block them, or prop them open. Residents found to be responsible for setting off fire alarms will be fined \$50.00.

Everyone is required to leave the building during a **fire drill or alarm**. Refusal to do so is a serious infraction which may result in a fine of \$50, suspension, or cancellation of the On-Campus Living and Facilities Use Agreement.

Fire drills are held three times each academic year to comply with New York State laws and to familiarize students with protective procedures. When the fire alarm sounds, act immediately:

1. When an alarm sounds, think clearly about all the available exits from the building so that if an exit is blocked, you can alter your route without causing delay or panic.
2. Close the windows.
3. For protection, put on a coat and hard-soled shoes.
4. Before opening a door, feel it for heat to determine if it is safe to enter the corridor.
5. Turn off the lights and close the door behind you.
6. Do not rush. Order and quiet are essential.
7. Knock on other doors as you leave the building.
8. Do not use an elevator.
9. Go to the designated exit area as quickly as possible.
10. If you are in study or social areas, leave by the nearest exit without returning to your room and make sure you are accounted for as soon as possible.
11. Do not leave the designated area until you are accounted for and told you may leave.

Security Officers are required to make a visual check of the entire building, including all student rooms, before students are allowed to return to the building.

Guests are welcome on campus, but they must be registered with Safety and Security. The student host must be present for a guest pass to be issued. A guest pass (and vehicle pass, if appropriate) is valid for three days. Guests must carry the pass at all times and must display the vehicle pass on the dashboard of their vehicle while on campus. Non-Bard community members found on Bard College property without a valid guest pass will be escorted from campus by Safety and Security and are subject to prosecution for trespassing. Guests may eat in the dining facilities; their meals must be paid for in cash. Guests are expected to act in accordance with Bard regulations, and hosts are fully responsible for the behavior of their guests.

Leave of absence or withdrawal from the College after the fall semester and before the spring semester without timely notification may require a spring semester room fee to be levied. Students returning from a leave of absence must notify the Office of Residence Life in writing at least six months prior to their return.

Nonresident status requests must be received prior to room draw in the spring semester. Students receiving financial aid are advised to be aware of the possible effects moving off campus may have on their aid package. Off campus declaration cards are part of the room draw information booklet and are printed on the reverse of the room draw financial clearance card.

Nonresident students are responsible for providing their own housing and food. A \$220 campus facilities fee is required of all nonresident students. Off-campus students must leave their address and phone number with the Office of Residence Life. This information will remain confidential, if the student so desires; it will be used only in case of emergencies.

Quiet hours are required in all residence halls. Quiet hours are set at 12:00 midnight to 9:00 a.m. throughout the week, but some residence halls are designated as quiet residences and individual residence halls may vote in their own quiet hours. Students or guests causing noise disturbances may be asked to move within 48 hours of the violation.

When classes are *not* in session, residence halls are closed, with the exception of those that are set aside for students who are working at the College during a break. The buildings that will remain open are announced before the end of the term; reservations for a room must be made in the Office of Residence Life.

The College reserves the right to assign outside conference groups to all residence halls whenever classes are not in session. The residence halls that will be used are announced before the end of the fall semester. Students living in these buildings will have to make modest adjustments to their rooms before they leave and it is recommended that they not leave any valuables in the room.

Students' possessions are not insured under any of the provisions of the College insurance policy. The College will not accept responsibility for any thefts or losses in student rooms, storage areas, or anywhere else on campus at any time, either during semesters or vacations. This applies to any damage from water, steam, soot, smoke, fire, or any other destruction. For protection, see that property is covered while at school by an existing homeowner or renter policy or purchase an insurance policy written expressly for college students who are living in residence halls. An application for this type of insurance is available at the Student Accounts Office. Keep a record of serial or model numbers of such items as stereo equipment, bicycles, computers, and musical instruments. File a report of stolen property with Security and keep a copy to be submitted to an insurance company with a claim.

Storage space is limited. Storing items in hallways or stairwells constitutes a fire hazard and will result in a fine. Consult the peer counselor for the location of storage space in your area. To safeguard stored items, only Buildings and Grounds,

Service Master, or Security personnel may open storage areas. Store items in trunks and boxes and mark each item clearly with your name. Do not store valuables. Students transferring, withdrawing, or graduating may not leave personal belongings in campus storage. Items may not be stored over the summer months. Anything left in storage will be discarded or donated to charity. Contact the Office of Residence Life for information about storage facilities off campus.

Recycling containers are color coded and located in central locations in each residence hall. Students are responsible for collecting, separating, and placing their own recyclable materials and waste in the proper containers.

Students who wish to request a change in their housing assignment do so by completing a **room change** request form, available in the Office of Residence Life. Room changes will not be considered for the first two weeks of the semester. Room changes are limited by room availability. There is a \$50 per day fee for any unauthorized room changes.

Students requesting a room change because of conflicts with their roommate or other members within the residence hall should first discuss the situation with their peer counselor. PCs can provide mediation or refer the situation to a residence director or the director of residence life.

Room Swap will begin Fall 2001 in place of past room change procedures. A "Room Swap Board" will be available for room swap candidate information in the Office of Residence Life. First-year students can only swap with other first-year students. Students must talk to their PCs before any room swap requests are honored. A maximum of 2 room swaps will be permitted per semester and 3 swaps per year. Students will be responsible for making room swaps official with the Office of Residence Life. In addition, students must go to B&G and report their room swaps and return and/or sign out keys. A charge of \$50 per key will be levied for non-compliance (see "Keys"). Room changes will only occur in emergency situations at the discretion of the Office of Residence Life.

Bard College On-Campus Living and Facilities Use Agreement

The College recognizes the right of each student to:

1. Live and study in his/her room free from undue interference, unreasonable noise, and other distractions
2. Live in a clean and secure environment
3. Be free from fear of intimidation and/or physical or emotional harm
4. Have the designated theme (if any) of the hall in which s/he lives be respected and adhered to

The student must understand and agree to the following terms and conditions to live on campus. All students using campus facilities will be expected to abide by these terms where applicable.

The student must pay for room, board, and tuition charges on or before the payment due date as set forth in the schedule of fees established by the College and made available through the Student Accounts Office and in the current College Catalogue. Payment of room and board fees entitles the student to a space in a residence hall, not a specific room.

The commitment to reside in campus housing will be for the entire academic year. All resident students must participate in an approved board plan.

A student may not allow another individual to live in his/her room without permission from the Office of Residence Life. The College reserves the right to assign roommates without prior notice to the current occupant of the room and to relocate students should the need arise.

At the end of each term the student is expected to vacate his/her room within the designated time established (see Campus Life Calendar). Anyone remaining past the deadline without permission from the Office of Residence Life will be charged \$50 for each additional day. Graduating seniors are to vacate their rooms by 5:00 p.m. on the day following commencement.

Upon official withdrawal from the College, the student must vacate his/her room within 24 hours of notification or within a time arranged with the Office of Residence Life. If the student fails to vacate by the agreed-upon time, the student's belongings will be packed and moved and charges will be levied to cover any costs.

The College reserves the right to inspect the student's room for repair, maintenance, security, safety, and in cases of emergency. Students are not allowed to paint their rooms or to remove the College furniture. The student is responsible for any loss or damage to his/her assigned room and its contents and for any damages caused by him/her or any of his/her guests. Furniture in social rooms and public spaces is for use in those areas; if it is removed to a student room, it will be regarded as stolen.

Destruction of College property is not tolerated. Individuals involved in acts of vandalism will be fined \$100 plus the cost of replacement or repair and will be assigned hours of community service. Serious offenses may result in suspension or expulsion. If it cannot be ascertained who is responsible for the damage or loss in a residence hall, an assessment will be made against all residents equally.

Students interested in obtaining written permission to have a pet on campus must speak with the director of Residence Life. Cats and dogs are expressly prohibited. The fine for having an unauthorized pet on campus is \$50 per day.

Students are prohibited from using ledges and roofs for any purpose, from hanging on balconies, and from scaling exterior walls. Students engaging in such actions may be subject to loss of housing and/or facilities use privileges.

The use or possession of any chemical explosives, firearms, ammunition, fire-crackers, knives, or other weapons, including any BB gun, air rifle, or similar firing device, is prohibited. The possession of weapons will result in serious sanctions. The Penal Law of the State of New York (section 265.01) defines criminal possession of a weapon in the fourth degree as follows: "A person is guilty of criminal possession of a weapon in the fourth degree when he knowingly has in his possession a rifle, shotgun, or firearm in or upon a building or grounds used for educational purposes, of any school, college or university, except the forestry lands, wherever located, owned or maintained by the State University of New York College of Environmental Science and Forestry, without the written authorization of such educational institution. Violation of the above code is classified as a Class A misdemeanor and is punishable by a one-year sentence and/or a \$1,000 fine."

The possession, use, or distribution of drugs or illegal substances is prohibited. The College will not interfere with the legal prosecution of any member of the College community who violates the law. Law enforcement officers, with the proper legal documents, may search any and all buildings on campus without prior notice.

Students may have alcohol in accordance with Bard College regulations and New York State law. Unregistered kegs will be confiscated (see Events Registration).

The following electrical equipment may be used in student rooms: alarm clock, fan, hair dryer, computer, radio, stereo, television, study lamp, typewriter, electric blanket, humidifier. The following may be used in kitchenettes, but not in the student room: coffee maker, iron, popcorn maker, toaster oven, hot plate, hot pot, rice cooker, microwave oven. Only brand name, UL appliances may be used. The following may not be used in any residence hall: any exposed coil heater, heating pads, portable heater, candles, air conditioner. Art installations are not allowed in residence halls without prior approval from the Office of Residence Life. Integrated arts projects, which involve electricity or use of common spaces, will not be permitted due to fire code regulations.

Candles are prohibited on campus. Anyone found having a lit candle will incur a \$500 fine. Any student responsible for a fire started by a burning candle may lose the privilege to live on campus and will be financially responsible for all associated damages. Written permission to use candles for religious observances must be obtained from the Office of Residence Life prior to using them.

Campus Life Calendar 2001–2002

Summer 2001

- August 4, Saturday** Arrival day for first-year students
Health Services opens for first-year students and PCs
- August 24, Friday** Arrival day for transfer students
Pre-season fall athletic teams return
- August 26, Sunday** Arrival day for returning students
- August 27, Monday** Health services opens for all students
- September 10, Monday** Fall room change request period begins
- October 8-12,
Monday-Friday** Reading Week
- November 21,
Wednesday** Fall room change request period ends
Kline Commons dining room closes at 3:00 p.m. and
Health Services closes for Thanksgiving recess
- November 25, Sunday** Kline Commons dining room reopens at 4:30 p.m.
- November 26, Monday** Health Services reopens at 9:00 a.m.
- December 14, Friday** Kline Commons dining room closes at 3:00 p.m. and
Health Services closes at 4:30 p.m. for winter break
- December 15, Saturday** Residence halls close at 5:00 p.m. for winter break.
Students must vacate residence halls.
- December 15, 5:00 pm--January 1, 9:00 am** Winter break.
There is no student housing.
- January 1, Tuesday** Intercession housing begins at 9 a.m.
Selected athletic teams return
- January 25, Friday** Arrival day for new first-year, transfer, and rematriculating
students
- January 27, Sunday** Arrival day for returning students
Kline Commons dining room reopens at 4:30 p.m.
- January 28, Monday** Health Services opens for the spring semester

February 8, Friday	Peer counselor applications available
February 11, Monday	Spring room change request period begins
March 1, Friday	Peer Counselor applications due
March 29, Friday	Kline dining room closes at 3:00 p.m. Health Services closes at 4:30 p.m. for spring recess
April 1-5, Monday-Friday	Spring break
April 7, Sunday	Kline dining room reopens at 4:30 p.m.
April 8, Monday	Health Services reopens Spring room change request period ends
May 2-3, Thursday and Friday	Room squatting for 2002-03
May 6, Monday	Room Draw Day 1
May 7, Tuesday	Room Draw Day 2
May 22, Wednesday	Kline dining room closes at 3:00 p.m. for summer recess; Health Services closes for the summer at 4:30 p.m.
May 23, Thursday	All non-graduating students must vacate their residence halls by 2:00 p.m.
May 25, Saturday	Commencement
May 26, Sunday	All remaining students must vacate residence halls by 5:00 p.m.

College Policies, Regulations, and Procedures

Community Standards of Behavior

Bard College has a long tradition of eclectic assemblage. The College benefited immeasurably from an influx of émigré scholars in the 1940s and 1950s, many of whom were political refugees. To this day it remains a place of refuge. The values we agree to live by reflect our commitment to maintaining standards of behavior that are based on trust, honesty, and the desire to create a community in which different voices are heard with tolerance, understanding, and constructive criticism, both inside and outside the classroom.

Bard College is committed to freedom of thought, discourse, speech, the attainment of the highest quality of educational and academic pursuits, and ensuring that academic freedom and uncensored debate continue in an atmosphere uncorrupted by unlawful discrimination. Bard College is, therefore, fully committed to fostering and maintaining an environment free of all forms of discrimination, harassment, and intimidation.

All who live, work and study at Bard are here by choice and, as part of that choice, should be committed to these standards, which emphasize a degree of caring, civility and a respect for the personal dignity of others. Any behavior that constitutes verbal or written abuse, threats, intimidation, violence or harassment against any member of the Bard community will not be tolerated. It is impermissible to engage in conduct that deliberately causes embarrassment, discomfort, or injury to other individuals or to the community as a whole. Any behavior alleged to violate the principles embodied in this general statement or found elsewhere in the Student Handbook or College Catalog, will be thoroughly investigated in a manner that protects the rights of all parties. Violators of Bard College policies will be subject to disciplinary action.

Anti-Hazing Statement

Any action or situation which recklessly or intentionally endangers mental or physical health or involves forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization at Bard College is expressly prohibited. In the event any organization at Bard College shall authorize such conduct, permission for that organization to operate on campus property shall be rescinded.

Such rescindment shall be in addition to any penalty pursuant to the Criminal Law or any other law of the State of New York.

Adopted by the Board of Trustees of Bard College, March 25, 1981

Alcohol and Drugs Policies

The College will provide educational programs and counseling services to increase awareness of the issues of alcohol and drug use and to assist those in need of help, as in potential instances of addiction, chemical dependency, and other negative consequences resulting from use. Assisting someone to get help for problem or addictive use is an act of legitimate and reasonable concern.

Every member of the community is responsible for abiding by the alcohol and drug policies and for encouraging others to do the same. Violations of the spirit and intent of these policies will be responded to by disciplinary action. Penalties will reflect both the degree and number of offenses and may include warnings, community service, fines, probation, suspension, mandatory leave, and expulsion. Those whose drinking or drug use repeatedly leads to problem behavior will be dealt with more severely because of the predictable relationship between the use and the behavior that follows.

The College expects moderation, restraint, and care in the use of alcohol. It is illegal to serve alcoholic beverages to under-aged individuals; reasonable means should be used to identify under-aged individuals to ensure that alcohol is not served to them.

The intention to serve alcohol at a college event must be stated when the event is registered with the Office of Student Activities. Two hosts who are over the age of 21 must register any event at which alcohol is served. All kegs must be registered; unregistered kegs will be confiscated.

Food and nonalcoholic beverages must be available at any event at which alcohol is served. Alcohol must not be left unattended. Hosts of the event are responsible for all guests, whether invited or not. Alcohol may not be mentioned in the publicity for an event.

All members of the Bard community must take responsibility for their own actions and for compliance with the laws of New York State and the Drug-Free Schools and Communities Act. The major points of the law are as follows:

1. Legal Age/Intoxicated Individuals: No person shall sell, deliver, give away, cause, permit, or procure to be sold, delivered, or given away any alcoholic beverages to (1) any person, actually or apparently, under the legal age (21) or (2) any intoxicated person or any person, under the influence of alcohol.

2. **Dram Shop Liability:** Any person who shall be injured in person, property, means of support, or otherwise by an intoxicated person or by reason of the intoxication of any person, whether resulting in death or not, shall have a right of action against any person who shall, by unlawfully selling to or unlawfully assisting in procuring liquor for the intoxicated person, have caused or contributed to the intoxication. In any such action the injured person will have a right to recover actual and exemplary damages.
3. **Social Host Liability:** Anyone who knowingly furnishes alcoholic beverages to any intoxicated person under the legal age of purchase if the intoxication results in injury or damages to a third party can be held subject to civil liability.
4. **False ID:** Any person under the legal age of purchase who is found to have presented or offered false or fraudulent written identification of age for the purpose of purchasing or attempting to purchase alcoholic beverages may be faced with probation and a fine.

An academic environment is incompatible with the use of illegal drugs, the abuse of any drugs, and the use of drugs not medically prescribed and supervised. If such use should occur, the best efforts of the College notwithstanding, such activity must neither interfere with nor become the focus of the lives of members of the community.

The College prohibits illegal possession or transfer of any controlled substance so defined in the statutes of New York State. The College does not apply sanctions of the law, but it does not ignore the law nor does it stand between the student and the law. Information received on dealers is shared with local police agencies. Selling, making, distributing, or possession of a significant amount of illegal drugs will be met with prompt and forceful College action. The student will be asked to resign from the College. If a student chooses not to resign, s/he will be suspended by the Dean of Students with the right to appeal the suspension through normal procedures.

Discipline or Dismissal of Students

By action of its Board of Trustees, Bard College has endorsed and adopted the Joint Statement on Rights and Freedoms of Students promulgated by the Association of American Colleges (see Appendix I). The College may opt, with sufficient cause, to protect the community rather than find undeniable guilt. In accordance with the Joint Statement, the College's policy with respect to discipline or dismissal of students (on other than academic grounds) will be as follows.

- A. **On-Campus Activities:** A student is subject to discipline or dismissal for his or her activities if the student interferes with the College's academic or adminis-

trative functions or with free speech; uses violence or the threat of violence; disrupts community living on campus; or violates a specific written policy of the College.

- B. **Off-Campus Activities:** A student is not subject to discipline or dismissal for off-campus activities except those directly related to the College's academic or administrative functions and those which demonstrate the probability that the student constitutes a danger to others on campus.
- C. **Limitations:** Whether official non-College action has been taken or is likely to be taken against the student and whether such non-College action is likely to be effective in deterring similar conduct by the student in the future are factors that will be considered in determining if discipline or dismissal should be imposed in a particular case. In all cases it is understood that the College's function is educational and not penal.
- D. **Student Illness:** Nothing in this statement of policy should be construed as limiting the right of the College to exclude from the campus students who by reason of serious physical or mental illness constitute a danger to themselves or others on campus, or are otherwise incapable of continuing to function as responsible members of the College community. When there are reasonable grounds to believe that a student's health is so impaired, the College may insist that the student be examined by a College physician.
- E. **Enforcement:** Campus Safety and Security is authorized to enter a student's room only when there are reasonable grounds to believe that such an entry is essential to the enforcement of this policy.

Adopted by the Board of Trustees of Bard College, August 5, 1969, and filed with the State of New York as required by law

Events Registration

All students interested in hosting a campus event must have attended a workshop on responsible planning and practices during that school year. All campus-wide events (for example, in Kline Commons, Bertelsmann Campus Center, or residence hall social spaces) must be registered at least a week in advance. Registration forms are available in the Office of Student Activities. Students must register guests attending on-campus events with Safety and Security.

All material posted or distributed on campus (such as flyers, posters, and banners) must include the name of at least one person responsible for the material and contact information for that person. Unsigned material will be removed.

If a small, initially private gathering develops into a larger, more public one or one that is having a significant impact on the larger campus environment, a host must

be identified and that host must register the gathering as an event with Safety and Security through the on-call administrator. If this is not done, Safety and Security will treat the event as unregistered and will respond accordingly. Any event may be stopped if Safety and Security judges it to have become too disruptive. Hosts responsible for unregistered events may be subject to disciplinary action. Interfering with Safety and Security's responsibilities in this matter will be considered a breach of the community standards of behavior and will jeopardize a host's ability to sponsor future events.

In planning an event, no student has the right to bind the College to a contract with an outside vendor (for example, a film distributor or a performer). All contract arrangements must be made with the approval and supervision of the director of Student Activities.

Bard College strongly affirms the right of free speech for each member of the Bard community. This right includes the freedom, through College departments and organizations, to invite to the campus speakers and representatives of off-campus organizations as long as the visits do not disrupt the College's regular educational or administrative functions.

As an independent academic institution, Bard College is under no obligation to make its facilities or services available to or act as the agent for off-campus organizations, whether private organizations or agencies of government.

Grievance Committee

The Grievance Committee is the College's board of appeal for disciplinary and academic decisions.

In other than academic situations, the Dean of Students will determine specific disciplinary action, with a right of appeal to the College Grievance Committee in cases in which the penalty imposed is suspension or expulsion. In all cases, disciplinary proceedings will be conducted in accordance with the due process requirements of the Joint Statement on Rights and Freedoms of Students, which has been endorsed by the Board of Trustees.

The Grievance Committee consists of four representatives elected at large by the faculty, one of whom shall be a tenured member of the faculty and one of whom shall be an alternate; three student members, (the secretary of the Student Association and the chairs of the Educational Policies and Student Life Committees; alternate is chair of the Planning Committee); and two administrators appointed by the president of the College. The Central Committee of the Student Association and the president also appoint, respectively, a standing alternate student and alternate administrative member to serve should a regular member need to be excused.

It is the right and responsibility of a committee member to ask the permission of the committee to recuse himself or herself in a particular case if, in the member's judgment, s/he is especially close to the accused or might be so perceived by the community or if s/he has a conflict of interest that might affect judgment in the case. The granting of this request is the decision of the chair of the committee.

In order to convene, the Grievance Committee must have a quorum of members present. A quorum shall consist of at least 50 percent of the members from each constituency, that is, two faculty members, two student members, and one administrator.

Duties of the Grievance Committee

- a. The Committee will hear appeals resulting from suspensions or expulsions imposed by the Executive Vice President, the Dean of the College, the Dean of Students, or the Student Judiciary Board (SJB). Only the individual who has been suspended or expelled may appeal. The Committee will then make a recommendation to the President.
- b.
 - (i) The Committee will hear complaints by students against teachers for failure to meet contractual obligations or violation of the Joint Statement on Rights and Freedoms of Students. It will make appropriate recommendations to the President.
 - (ii) The Committee will hear complaints by students against the College's administrative staff for failure to perform their duties according to recognized professional standards or violation of the Joint Statement on Rights and Freedoms of Students. It will make appropriate recommendations to the President.
 - (iii) The Committee may make policy recommendations to the three constituent elements of the Bard community: students, faculty, and administration. However, to be effective, the Committee's recommendations must be ratified by those elements of the Bard community that would be affected by the proposed policy.

All parties to grievance hearings shall be entitled to the same benefits of due process that the Joint Statement of Rights and Freedoms of Students provides students.

The committee must at all times be sensitive to both the rights of the individual to due process and the right of the Bard community to live in an environment in which the safety of the people and property is protected.

Due process includes the student's right to be given written notice by the Dean or the SJB of the charges, to have no less than three and no more than six days to prepare a defense, and to choose someone within the Bard community to act as adviser. (In no case shall legal counsel be permitted to attend or participate in the hearings of the Grievance Committee.)

Pending action on the charges, the status of a student shall not be altered nor shall his or her right to be present on campus and to attend classes suspended, except for reasons relating to his or her physical or emotional safety and well-being or for reasons relating to the safety and well-being of students, faculty, staff, or college property. This judgment will be made by the appropriate college authorities, that is, by the Executive Vice President, the Dean of the College, or the Dean of Students.

The Grievance Committee will provide, if requested to do so, a tape recording of the procedure from the beginning of the hearing to the time the committee goes into private session to decide the case.

The committee serves for the academic year. Faculty and administrators shall serve a two-year renewable term, students a one-year renewable term. The committee meets only when necessary but at least once during each semester. At the first meeting, it will elect a chair and a secretary for the remainder of that year. The chair must be a tenured faculty member. At the first meeting, the committee will review its procedures and members will give the chair their schedule. The chair may designate an alternate to act in his or her absence. The alternate may be a nontenured faculty member.

Hearing of Appeals (Duty a)

1. In hearing appeals of decisions resulting in disciplinary action in nonacademic matters, the Grievance Committee will act as an appellate board. It reviews the decision being appealed in order to determine whether that decision is arbitrary and capricious, unsupported by substantial evidence in the record, or otherwise affected by an error. In general, the Committee will uphold a decision that is not affected by an error.
2. A student who wishes to appeal a suspension or expulsion must do so in writing to the Dean of Students and to a member of the Grievance Committee stating the grounds for the appeal. This appeal must be made within 48 hours following the ruling. Also, the student will be put in touch with a member of the Central Committee of the Student Association.
3. The Chair sets the time for the hearing (which should be no earlier than three days after the appeal is received and no later than six days). A member of the Dean's office will notify, in writing, all members of the Grievance Committee, the witnesses, the person making the appeal, and parties to the SJB proceeding (if any) of the time and place of the hearing. The Dean's Office will also provide copies of the charges to all the above, except the witnesses.-
4. Members of the community appearing before the Committee should be only those who have information relevant to the case or direct involvement in the events in question. Proceedings are closed to all others.
5. In order for the hearing to proceed in an orderly fashion, it is the responsibility of the student making the appeal to give to the Chair, before the hearing, the names

of any witnesses and the name of the chosen adviser (if any) who will assist in the defense. The adviser (if any) may, with permission from the Chair, present an initial defense and may request the repeating or clarifying of any statement made by those present. Any further comment or question may be made only by first gaining the permission of the Chair.

6. The student making the appeal and the individual who brought the original charges have the right to be present throughout the hearing until the Committee adjourns to discuss the case privately and reach a decision.
7. The appellant should provide the Chair with a list of witnesses when filing the appeal. This facilitates calling witnesses and enables them to prepare and adjust their schedules. The Committee will hear from each person, as objectively as possible, in order to try to ascertain all the facts. No member of the Committee will, at this time, express any personal opinion. All questions will be directed only to the reasons for the disciplinary actions taken. Once all questions of clarification from members of the Committee have been raised, the Dean or SJB chair is excused from the hearing.
8. The Chair then calls in, one at a time, any witnesses whom any of the above or the Committee have requested to appear. Again, the Committee's responsibility is to ascertain facts pertaining to the case, not opinion. The Committee may also call in any member of the Community. The Grievance Committee has the right to suspend the hearing until a further time should written or oral evidence be found to be significantly in error, to call additional witnesses, or clarify evidence.
9. After all the witnesses have been heard, the person making the appeal remains and the individual who brought the original charges (if any) is offered the choice of staying or leaving. The Committee may request that they or any witnesses return individually if it needs further clarification is needed.
10. The appellant makes a closing statement to the Committee and then the Committee goes into private session to discuss the case and make its decision. (A simple majority vote shall uphold the decisions of the Executive Vice President, the Dean of the College, the Dean of Students, or the Student Judiciary Board.)
11. A letter is written addressed to the President informing him/her of the Grievance Committee's decision. The Chair of the Grievance Committee presents this letter to the President and sends a copy of the letter to the student. The Committee is not at liberty to discuss the decision with anyone until after the student has been notified.
12. The decision of the Grievance Committee may be appealed to the President.

13. In the case of such an appeal, or if the President considers the decision of the Committee to be in error, the President shall review the evidence, write a response to the Committee, and meet with them to discuss the matter seeking to reach a consensus.
14. In such cases, the President, as Chief Executive Officer of the College, has the final decision, subject only to appeal to the Board of Trustees, and is the person who formally notifies the student of the outcome.
15. The file of each Grievance Committee hearing, containing any tape recordings of the hearings, any written evidence brought to the Committee, and the written decision of the Committee, is kept in the office of the Dean of Students as a permanent record.

This policy is subject to change and revision during the year upon approval of faculty, students and administration.

Hearings of Complaints (*Duties b.i, b.ii*)

The Grievance Committee is a last resort for complaints by students against teachers or administrators. For that reason, students contemplating such complaints should first exhaust other legitimate avenues of redress and then seek information about procedure and informal advice from members of the committee before filing a formal written complaint with the committee.

The procedures for appealing moderation and grade decisions list the steps that should be taken before bringing complaints to the committee.

The procedure for appealing a Moderation decision is:

1. The student appeals to the Moderation board with the divisional chair present.
2. If not satisfied, the student appeals to the Dean of the College. The dean prepares a case for the student and presents this case at the next Faculty Executive Committee meeting. The Faculty Executive Committee makes a recommendation on the case, which is transmitted in writing to the student by the dean.
3. If not satisfied after steps 1 and 2, the student appeals in writing, outlining the reasons for the appeal, to the Grievance Committee. The student must present proof of prejudicial or capricious academic evaluation by the Moderation board. Otherwise, the committee has no obligation to hear the case.
4. The committee holds a hearing on the case under the guidelines listed above. The student, the Moderation board members, and any other witnesses must be present at the hearing.
5. The committee meets in executive session and reaches its decision. The decision is limited to acceptance of the Moderation board's decision, deferral when possible, or remoderation. This decision is binding and is transmitted in writing to the Dean of the College.

6. The Dean of the College formally notifies the student of the outcome.

The procedure for appealing a grade is:

1. The student appeals the grade to the faculty member.
2. If not satisfied, the student appeals to the divisional chair.
3. If not satisfied, the student appeals to the Faculty Executive Committee.
4. If not satisfied after steps 1–3, the student appeals in writing, outlining the reasons for the appeal, to the Grievance Committee. The student must present proof of prejudice or capricious academic evaluation by the faculty member. Otherwise the committee has no obligation to hear the case.
5. The committee will meet with the student and faculty member concerned and reach its decision. This decision is binding and is transmitted in writing to the Dean of the College.
6. The Dean of the College formally notifies the student of the outcome.

This policy is subject to change and revision during the year upon approval of faculty, students, and administration.

Sexual Harassment Policy

Sexual Harassment Hotline: (888) 323-4198

Bard College is committed to maintaining an academic, work and living environment for all students, faculty, administrators and staff that is free of sexual harassment. Sexual harassment by any faculty, administrator, staff or student is contrary to the standards of Bard College. It diminishes individual dignity and is a barrier to the scholarly purposes of Bard College.

Bard recognizes that charges of sexual harassment can impact the lives of all involved, including the accused, the accuser and witnesses. Thus, a person who intentionally and knowingly files a false complaint under this policy will be subject to disciplinary action.

Definition

What constitutes sexual harassment may vary based on particular facts and circumstances. Generally, unwelcome sexual advances, requests for sexual favors and other verbal, visual or physical conduct of a sexual nature may be considered to constitute unlawful sexual harassment when:

1. Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of instruction or employment decisions or evaluations or participation in Bard activities; or

2. The conduct has the purpose or effect of unreasonably interfering with an individual's performance by creating an intimidating, hostile or offensive environment.

Statement on Nondiscrimination

The Bard College community comes from many different backgrounds and includes different religions, races, ethnic ancestries and sexual orientations. At Bard, we celebrate this diversity and recognize that persons are entitled to be treated with tolerance, respect, dignity and understanding.

Bard College is committed to freedom of thought, speech and discourse in an atmosphere uncorrupted by unlawful discrimination. Bard College, therefore, prohibits discrimination on the basis of race, color, sex, religion, sexual orientation, age, ethnic origin, disability or military veteran status. Any behavior which violates this policy will be thoroughly investigated and the violators of such policy will be subject to disciplinary action.

Sexual Harassment and discrimination will not be tolerated. Those believing that they have been unlawfully harassed or discriminated against on the basis of their race, religion, color, national or ethnic origin, alienage, age, military veteran's status, disability, marital status, sexual orientation, and/or gender or sex (including sexual harassment) can contact the external investigator. For further information, please contact the Dean of Students Office, Security or B.R.A.V.E. You do not need to provide your name.

Smoking Policy

Smoking is prohibited in all campus buildings, with the exception of specially designated areas of Kline Commons and certain residence halls. This prohibition extends to all private offices in the above buildings. The college will enforce New York State law (1989 NY Laws 244) which restricts smoking in private and public spaces.

Nonacademic Leaves of Absence

Students in good academic standing who wish to withdraw from the College for a stated period of no more than one academic year may maintain their status as candidates for the B.A. degree by completing a personal leave of absence form and getting approval from the Dean of Students Office. They may be required to receive approval of the Dean of Students before returning to the College. Students who leave Bard for medical or psychological reasons should complete a medical leave of absence form and receive approval from the Dean of Students Office. They may

return upon agreement of the Dean of Students after the Dean has consulted their treating doctor.

Students who experience social and personal difficulties, which are often connected with academic performance, may be required to take a social leave of absence for a semester or an academic year. A social leave of absence is not a disciplinary sanction but a recognition that students may be at a difficult stage of personal and social development. Social leaves of absence and conditions for return are determined by and at the discretion of the Dean of Students.

Sanctions

After a hearing, either formal or informal, in which accountability is established, an appropriate sanction will be imposed. Notice of such a sanction can be given by the president, the executive vice president, the Dean of the College, the Dean of Students, the Grievance Committee, or the Student Judiciary Board.

Sanctions generally include social probation, suspension, or expulsion. Social probation is an official warning. During the period of time for which it is assigned, usually a year or a semester, any violation of college rules, especially a violation of the rule that led to the probation, will be cause for serious disciplinary action. Social probation can have provisos or conditions attached to it, including but not limited to apologies, community service, counseling (on or off campus), restitution, loss of campus housing, or fines (paid within the time specified in the penalty). Failure to meet the terms of the provisos can result in the withholding of grades or transcripts, suspension, or expulsion.

Suspension is normally for a year or semester. Expulsion is permanent. A suspended or expelled student may not be on college grounds without explicit permission from the Dean of Students or designee.

Student Judiciary Board

The Student Judiciary Board (SJB) hears cases regarding violations of college policies and regulations. The SJB assigns appropriate action, which is then implemented by the Dean of Students. Cases may be referred to the SJB by the Dean of Students or initiated by a student complaint. Students who wish to file charges against another student through the SJB can consult with the Dean of Students for guidance and information. Prior to a hearing, the Dean of Students and the SJB chair are available to assist with issues concerning personal safety or process only. See the procedures outlined for the SJB in the Student Association Constitution (Appendix II).

Joint Statement on Rights and Freedoms of Students

The following resolution endorsing the Joint Statement on Rights and Freedoms of Students was adopted at the 54th Annual Meeting of the Association of American Colleges, January 17, 1968.*

The joint statement was previously endorsed by the United States National Student Association in August 1967 and by the Council of the American Association of University Professors in October 1967. The National Association of Student Personnel Administrators and the National Association of Women Deans and Counselors are expected to consider formal action on the joint statement during the Spring of 1968.

Whereas, representatives of the Association of American Colleges have participated in extended discussions with representatives of the American Association of University Professors, the National Association of Student Personnel Administrators, the National Association of Women Deans and Counselors, and the United States National Student Association concerning the rights and freedoms of students and also, at various stages in the discussion, concerning the responsibilities of students and the participation of students in institutional governance; and

Whereas within that context of discussion and concern representatives of these five associations have together drafted a Joint Statement on Rights and Freedoms of Students which sets forth important principles; and

Whereas the joint statement presents principles on the basis of which institutions of higher education should spell out the means by which appropriate features of the freedom of students to learn may be provided on each campus;

* It is a general policy of the Association of American Colleges that endorsement of any joint statement be limited to a period of five years, with provision for automatic review and possible renewal at the end of each five-year period. Association policy also requires that provision for continuing joint interpretation be made a condition for endorsement of any joint statement. The five associations who negotiated this joint statement have agreed to implement a procedure for continuing joint interpretation of this document.

Be it resolved that the Association of American Colleges endorses the joint statement with the following explicit understanding for clarification:

1. That, as agreed in the drafting process, the several national associations endorsing the joint statement will set up machinery for continuing joint interpretation of the principles and suggested procedures described in the statement, and that the development of any machinery for mediating disputes, investigating complaints, or resolving conflicts of rights in the university community will be the product of joint consultation;
2. That the formulation of detailed procedures for securing the student's freedom to learn is the responsibility of each institution, must be in harmony with the educational purposes of the institution, and may therefore indeed "vary from campus to campus" (Statement Preamble);
3. That inasmuch as "the responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by all members of the academic community," specific provisions of the joint statement, e.g., those for speakers, student organizations, and student publications, should not be interpreted to concede absolute autonomy to the student sector when such provisions pertain to matters of proper concern to the academic community as a whole;
4. That the provision of the statement on Student Records (Section III) that "transcripts of academic records should contain only information about academic status" is to be understood as permitting the recording of any institutional action, such as suspension and expulsion for academic or disciplinary reasons, which affects a student's eligibility to re-register at the institution;
5. That the "regular and essential operation of the institution" which is not to be disrupted by student action (Section IV B 1) and the discussion which is concerned with avoiding "limitations that have no direct relevance" to the student's education (Section VI A) are both to be understood in the context of the whole educational mission of the institution, including as relevant its educational activities and practices that pertain outside as well as within the classroom;
6. That the participation of the student body "in the formulation and application of institutional policy affecting academic and student affairs" (Section IV C) and "significant student participation" in the formulation of "standards of conduct" (Section VI A) may involve a variety of activities under methods appropriate to each campus, ranging from student discussion of proposed policy in committees, in organized agencies of student government or through the student press to the more formal determination of policy by groups that include student

members or, where and if delegated by appropriate authority, by groups that are composed only of students;

7. That restraints on the assertion of “the special authority of the institution” (Section V B) do not exclude institutional action merely because a student has also violated a civil statute;
8. That a committee for joint interpretation should accept as one of its primary responsibilities an exploration for alternative procedures which, while assuring “fair play” and making adequate provision for “procedural due process,” would be more appropriate to an academic community (Dixon vs. Alabama Board of Education) and more adaptable to educational goals by encouraging a relationship of mutual respect and trust especially in cases where “misconduct may result in serious penalties”;
9. That the Association of American Colleges joins with the Council of the American Association of University Professors in “its conviction” that, in the exercise of freedom “to support causes by orderly means” (Statement, Section IV B), “action by individuals or groups to prevent speakers invited to the campus from speaking, to disrupt the operations of the institution in the course of demonstrations, or to obstruct and restrain other members of the academic community and campus visitors by physical force is destructive to the pursuit of learning and of a free society” and in the Council’s further statement that “all components of the academic community are under a strong obligation to protect its processes from these tactics” (Council Resolution, October 29, 1967); and to planning, decision-making and other processes in the governance of colleges and universities for the mutual welfare of individuals, institutions, and a free society.

Preamble

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of the academic community, students should be encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth. Institutional procedures for achieving these purposes may vary from campus to campus, but the minimal standards of academic freedom of students outlined below are essential to any community of scholars.

Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. Students should exercise their freedom with responsibility.

The responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by all members of the academic community. Each college and university has a duty to develop policies and procedures which provide and safeguard this freedom. Such policies and procedures should be developed at each institution within the framework of general standards and with the broadest possible participation of the members of the academic community. The purpose of this statement is to enumerate the essential provisions for student freedom to learn.

I. Freedom of Access to Higher Education

The admissions policies of each college and university are a matter of institutional choice provided that each college and university makes clear the characteristics and expectations of students which it considers relevant to success in the institution's program. While church-related institutions may give admission preference to students of their own persuasion, such preference should be clearly and publicly stated. Under no circumstances should a student be barred from admission to a particular institution on the basis of race. Thus, within the limits of its facilities, each college and university should be open to all students who are qualified according to its admission standards. The facilities, and institutions should use their influence to secure equal access for all students to public facilities in the local community.

II. In the Classroom

The professor in the classroom and in conference should encourage free discussion, inquiry, and expression. Student performances should be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.

A. Protection of Freedom of Expression

Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.

B. Protection Against Improper Academic Evaluation

Students should have protection through orderly procedures against prejudiced or capricious academic evaluation. At the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.

C. Protection Against Improper Disclosure

Information about student views, beliefs, and political associations which professors acquire in the course of their work as instructors, advisers, and counselors should be considered confidential. Protection against improper disclosure is a serious professional obligation. Judgments of ability and character may be provided under appropriate circumstances, normally, with the knowledge or consent of the student.

III. Student Records

Institutions should have a carefully considered policy as to the information which should be part of a student's permanent educational record and as to the conditions of its disclosure. To minimize the risk of improper disclosure, academic and disciplinary records should be separate, and the conditions of access to each should be set forth in an explicit policy statement. Transcripts of academic records should contain only information about academic status. Information from disciplinary or counseling files should not be available to unauthorized persons on campus, or to any person off-campus without the express consent of the student involved except under legal compulsion or in cases where the safety of persons or property is involved. No records should be kept which reflect the political activities or beliefs of students. Provision should also be made for periodic routine destruction of noncurrent disciplinary records. Administrative staff and faculty members should respect confidential information about students which they acquire in the course of their work.

IV. Student Affairs

In student affairs, certain standards must be maintained if the freedom of students is to be preserved.

A. Freedom of Association

Students bring to the campus a variety of interests previously acquired and develop many new interests as members of the academic community. They should be free to organize and join associations to promote their common interests.

1. The membership, policies, and actions of a student organization usually will be determined by vote of only those persons who hold bona fide membership in the college or university community.
2. Affiliation with an extramural organization should not of itself disqualify a student organization from institutional recognition.
3. If campus advisers are required each organization should be free to choose its own adviser, and institutional recognition should not be withheld or withdrawn solely because of the inability of a student organization to secure an adviser.

Campus advisers may advise organizations in the exercise of responsibility, but they should not have the authority to control the policy of such organizations.

4. Student organizations may be required to submit a statement of purpose, criteria for membership, rules of procedures, and a current list of officers. They should not be required to submit a membership list as a condition of institutional recognition.

5. Campus organizations, including those affiliated with an extramural organization, should be open to all students without respect to race, creed, or national origin, except for religious qualifications which may be required by organizations whose aims are primarily sectarian.

B. Freedom of Inquiry and Expression

1. Students and student organizations should be free to examine and to discuss all questions of interest to them, and to express opinions publicly and privately. They should always be free to support causes by orderly means which do not disrupt the regular and essential operation of the institution. At the same time, it should be made clear to the academic and the larger community that in their public expressions or demonstrations students or student organizations speak only for themselves.

2. Students should be allowed to invite and to hear any person of their own choosing. Those routine procedures required by an institution before a guest speaker is invited to appear on campus should be designed only to insure that there is orderly scheduling of facilities and adequate preparation for the event, and that the occasion is conducted in a manner appropriate to an academic community. The institutional control of campus facilities should not be used as a device of censorship. It should be made clear to the academic and larger community that sponsorship of guest speakers does not necessarily imply approval or endorsement of the views expressed either by the sponsoring group or the institution.

C. Student Participation in Institutional Government

As constituents of the academic community, students should be free, individually and collectively, to express their views on issues of institutional policy and on matters of general interest to the student body. The student body should have clearly defined means to participate in the formulation and application of institutional policy affecting academic and student affairs. The role of the student government and both its general and specific responsibilities should be made explicit, and the actions of the student government within the areas of its jurisdiction should be reviewed only through orderly and prescribed procedures.

D. Student Publications

Student publications and the student press are a valuable aid in establishing and maintaining an atmosphere of free and responsible discussion and of intellectual exploration on the campus. They are a means of bringing student concerns to the attention of the faculty and the institutional authorities and of formulating student opinion on various issues on the campus and in the world at large.

Whenever possible the student newspaper should be an independent corporation financially and legally separate from the university. Where financial and legal autonomy is not possible, the institution, as the publisher of student publications, may have to bear the legal responsibility for the contents of the publications. In the delegation of editorial responsibility to students the institution must provide sufficient editorial freedom and financial autonomy for the student publications to maintain their integrity of purpose as vehicles for free inquiry and free expression in an academic community.

Institutional authorities, in consultation with students and faculty, have a responsibility to provide written clarification of the role of the student publications, the standards to be used in their evaluation, and the limitations on external control of their operation. At the same time, the editorial freedom of student editors and managers entails corollary responsibilities to be governed by the canons of responsible journalism such as the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity and the techniques of harassment and innuendo. As safeguards for the editorial freedom of student publications the following provisions are necessary:

1. The student press should be free of censorship and advance approval of copy, and its editors and managers should be free to develop their own editorial policies and news coverage.
2. Editors and managers of student publications should be protected from arbitrary suspension and removal because of student, faculty, administrative, or public disapproval of editorial policy or content. Only for proper and stated causes should editors and managers be subject to removal and then by orderly and prescribed procedures. The agency responsible for the appointment of editors and managers should be the agency responsible for their removal.
3. All university published and financed student publications should explicitly state on the editorial page that the opinions there expressed are not necessarily those of the college, university, or student body.

V. Off-Campus Freedom of Students

A. Exercise of Rights of Citizenship

College and university students are both citizens and members of the academic community. As citizens, students should enjoy the same freedom of speech, peace-

ful assembly, and right of petition that other citizens enjoy and, as members of the academic community they are subject to the obligations which accrue to them by virtue of this membership. Faculty members and administrative officials should insure that institutional powers are not employed to inhibit such intellectual and personal development of students as is often promoted by their exercise on the rights of citizenship both on and off campus.

B. Institutional Authority and Civil Penalties

Activities of students may upon occasion result in violation of law. In such cases, institutional officials should be prepared to apprise students of sources of legal counsel and may offer other assistance. Students who violate the law may incur penalties prescribed by civil authorities, but institutional authority should never be used merely to duplicate the function of general laws. Only where the institution's interests as an academic community are distinct and clearly involved should the special authority of the institution be asserted. The student who incidentally violates institutional regulations in the course of her/his off-campus activity, such as those relating to class attendance, should be subject to no greater penalty than would normally be imposed. Institutional action should be independent of community pressure.

VI. Procedural Standards in Disciplinary Proceedings

In developing responsible student conduct, disciplinary proceedings play a role substantially secondary to example, counseling, guidance, and admonition. At the same time, educational institutions have a duty and the corollary disciplinary powers to protect their educational purpose through the setting of standards of scholarship and conduct for the students who attend them and through the regulation of the use of institutional facilities. In the exceptional circumstances when the preferred means fail to resolve problems of student conduct, proper procedural safeguards should be observed to protect the student from the unfair imposition of serious penalties.

The administration of discipline should guarantee procedural fairness to an accused student. Practices in disciplinary cases may vary in formality with the gravity of the offense and the sanctions which may be applied. They should also take into account the presence or absence of an Honor Code, and the degree to which the institutional officials have direct acquaintance with student life, in general, and with the involved student and the circumstances of the case in particular. The jurisdictions of faculty or student judicial bodies, the disciplinary responsibilities of institutional officials and the regular disciplinary procedures, including the student's right to appeal a decision, should be clearly formulated and communicated in advance. Minor penalties may be assessed informally under prescribed procedures.

In all situations, procedural fair play requires that the student be informed of the nature of the charges against her/him, that s/he be given a fair opportunity to refute them, that the institution not be arbitrary in its actions, and that there be provision for appeal of a decision. The following are recommended as proper safeguards in such proceedings when there are no Honor Codes offering comparable guarantees.

A. Standards of Conduct Expected of Students

The institution has an obligation to clarify those standards of behavior which it considers essential to its educational mission and its community life. These general behavioral expectations and the resultant specific regulations should represent a reasonable regulation of student conduct but the student should be as free as possible from imposed limitations that have no direct relevance to her/his education. Offenses should be as clearly defined as possible and interpreted in a manner consistent with the aforementioned principles of relevancy and reasonableness. Disciplinary proceedings should be instituted only for violations of standards of conduct formulated with significant student participation and published in advance through such means as a student handbook or a generally available body of institutional regulations.

B. Investigation of Student Conduct

1. Except under extreme emergency circumstances, premises occupied by students and the personal possessions of students should not be searched unless appropriate authorization has been obtained. For premises such as residence halls controlled by the institution, an appropriate and responsible authority should be designated to whom application should be made before a search is conducted. The application should specify the reasons for the search and the objects or information sought. The student should be present, if possible, during the search. For premises not controlled by the institution, the ordinary requirements for lawful search should be followed.

2. Students detected or arrested in the course of serious violations of institutional regulations, or infractions of ordinary law, should be informed of their rights. No form of harassment should be used by institutional representatives to coerce admissions of guilt or information about conduct of other suspected persons.

C. Status of Student Pending Final Action

Pending action on the charges, the status of a student should not be altered, or her/his right to be present on the campus and to attend classes suspended, except for reasons relating to her/his physical or emotional safety and well-being, or for reasons relating to the safety and well-being of students, faculty, or university property.

D. Hearing Committee Procedures

When the misconduct may result in serious penalties and if the student questions the fairness of disciplinary action taken against her/him, she/he should be granted, on request, the privilege of a hearing before a regularly constituted hearing committee. The following suggested hearing committee procedures satisfy the requirements or procedural due process in situations requiring a high degree of formality.

1. The hearing committee should include faculty members or students, or, if regularly included or requested by the accused, both faculty and student members. No member of the hearing committee who is otherwise interested in the particular case should sit in judgment during the proceeding.
2. The student should be informed, in writing, of the reasons for the proposed disciplinary action with sufficient particularity, and in sufficient time, to insure opportunity to prepare for the hearing.
3. The student appearing before the hearing committee should have the right to be assisted in her/his defense by an adviser of his choice.
4. The burden of proof should rest upon the officials bringing the charge.
5. The student should be given an opportunity to testify and to present evidence and witnesses. She/he should have an opportunity to hear and question adverse witnesses. In no case should the committee consider statements against her/him unless she/he has been advised of their content and of the names of those who made them, and unless she/he had been given an opportunity to rebut unfavorable inferences which might otherwise be drawn.
6. All matters upon which the decision may be based must be introduced into evidence at the proceeding before the hearing committee. The decision should be based solely upon such matter. Improperly acquired evidence should not be admitted.
7. In the absence of a transcript, there should be both a digest and a verbatim record, such as a tape recording, of the hearing.
8. The decision of the hearing committee should be final, subject only to the student's right of appeal to the President or ultimately to the governing board of the institution.

In a case of any inconsistencies between a College document and the Joint Statement on Rights and Freedom of Students, the College document will take precedence.

Constitution of the Bard College Student Association

I. Preamble

We, the members of the Bard College Student Association (“Student Association” hereafter), declare the following to serve as the Constitution of the Student Association. The primary functions of the Student Association shall be to protect the rights of Bard College students, to insure fair distribution of student funds by means of a budget, and to represent the students of Bard College to other individuals and groups.

Association members shall enjoy the rights and freedoms specified in this Constitution, the Constitution of the United States of America, and those in the “Joint Statement of Rights and Freedoms of Students” of the Association of American Colleges.

Only the Student Association and its various branches, officers, and committees shall be considered by the Student Association to represent the students of Bard College to the faculty, staff, or administration of Bard College or to any other individual or group.

II. Membership

All registered students at Bard College shall be members of the Student Association. All Student Association officers shall be members of the Student Association.

III. Legislative Bodies and Processes

A. Student Forum

1. The Student Forum shall be the Legislative body of the Student Association. It shall be one of two ways in which the Student Association governs itself. The Forum has the power to formulate policy in any matter of concern to the Student Association. All members of the Student Association are members of the Student Forum and are entitled to participate in all discussion and voting that takes place in Forum meetings, subject to this Constitution and Robert’s Rules of Order.
2. Student Forum meetings shall be scheduled once a month, or when circumstances warrant such a meeting, as determined by the Forum, the Central

Committee, or by written request to the Central Committee of no fewer than twenty (20) members of the Student Association.

- a) If a student organization plans an event or activity opposite a regularly scheduled meeting of the Forum, it shall lose its remaining monetary allocation from all funds administered by the Student Association.
 - b) If an event or activity is deemed of vital importance to a vast number of students, as determined by the Central Committee, clause III.A.2.a. shall be waived, and the Forum meeting may be rescheduled.
3. A special budget ratification meeting shall take place during the first two weeks of each semester, after the Planning Committee submits its budget to the Forum. The Forum shall act upon the proposed budget in one of three ways.
 - a) The Forum may accept the proposed budget in total.
 - b) The Forum may reject the proposed budget by majority vote and call upon the Planning Committee to draft a new budget.
 - c) The Forum may amend the budget by a 2/3 vote.
 - d) No friendly amendments may be accepted to the budget.
 4. No member of the Student Association shall be denied entrance to, or ejected from, a meeting of the Student Forum except in cases of unruly or disruptive behavior. In such cases, a vote of 4/5 may remove the member in question from the duration of the meeting.
 - a) Nonmembers may attend meetings of the Student Forum, but may be asked to leave by a vote of 1/3.
 5. Any motion shall be placed on the agenda of a meeting of the Student Forum if it is duly moved and seconded at any previous meeting, or if it is requested in writing by any two members, who must provide two (2) copies of the motion to the Secretary no less than 60 hours prior to a meeting.
 6. Agenda for Forum meeting shall be posted at least 48 hours prior to the meeting.
 - a) No Forum vote or action shall be taken on issues not listed on the agenda, including amendments to the Constitution, unless the agenda has been waived as per III.A.6.b., below.
 - b) A 4/5 majority of the Forum may waive the agenda for discussion or action on a specific issue.
 - c) If interest warrants, an issue not on the agenda may be discussed after other business, but no vote or action may result except as outlined above.
 7. Meetings of the Student Forum must have a quorum of 20 members, including four (4) members of the Central Committee.
 8. All elected officers and committee members are required to attend all meetings of the Forum. Three absences in one term of office shall result in new elections being held for that position.

9. The Student Forum shall be conducted according to Robert's Rules of Order, except as specific in this Constitution.
10. The Student Forum shall be presided over by the members of the Central Committee on a rotating basis.
11. Recesses of not more than one (1) hour may be called by a majority vote of the Forum.
12. Whenever a main motion is put to the floor for debate, no one shall be permitted to move for closure of debate during the first 45 minutes of debate, unless all discussion is exhausted. If debate extends for longer than 45 minutes, a majority vote may close debate.
13. No member may hold the floor for longer than 5 minutes during the discussion of a particular issue or resolution, except by unanimous consent of the Forum if standard debate practices are being observed. The Forum may, by a 2/3 vote, choose to implement an entirely different format of debate to aid discussion on the issue or resolution.
14. After a meeting has been called to order, additional members of the Association may enter and participate; however, if any debate or vote is in progress, a 2/3 vote is required to establish the eligibility of the newcomer to vote.
15. The sponsor of any main motion or amendment may accept a proposed amendment without majority approval from the Forum, except as otherwise stated in this Constitution. Other amendments may be enacted by the Forum as per Robert's Rules of Order.
16. Resolutions and motions passed by the Forum shall be considered policy of the entire Student Association, and shall be duly acted upon by the various officers and committees of the Student Association.
17. The Forum shall be empowered to create such standing committees and ad-hoc committees as becomes necessary for the conduct of the business of the Student Association.
 - a) A standing committee shall be defined as a committee whose work is ongoing in nature, but whose chair shall not sit on the Central Committee, and shall normally not receive a stipend.
 - b) An ad-hoc committee shall be defined as a committee whose work is temporary or probational in nature, and whose term of operation shall be limited to a specific period. The chair shall neither receive a stipend nor sit on the Central Committee.

18. The Student Forum is the only body empowered to create or dissolve Student Association Committees, or to modify their duties.
19. The Student Forum is the only body empowered to send student representatives to other college committees and bodies, and is the only body that may recall these representatives, except as specified elsewhere in this Constitution. The Student Association shall not recognize student representatives to college committees chosen or elected by any body other than the Student Association.
20. A copy of this Constitution shall be present at all meetings of the Student Forum.

B. Referenda

1. Definition: A referendum shall be a campus-wide vote in which an attempt is made to obtain a vote from each member of the Student Association. Referenda constitute the second of two ways in which the Student Association governs itself (see also III.A.1., above).
2. Circumstances Requiring Referenda
 - a) Immediately following a vote on any resolution, a member may call for a referendum on the issue. If that member's request is supported by a 1/3 vote in the same meeting of the Forum, then a referendum shall be conducted.
 - b) If contractual obligations undertaken by the Student Association require a referendum to determine specific policies or expenditures, a referendum shall be conducted.
 - c) If a motion to call a referendum is duly moved and seconded, placed on the agenda at a meeting of the Student Forum, and approved by a majority vote, a referendum shall be conducted.
3. Conducting Referenda
 - a) Each referendum shall be conducted by an ad-hoc committee chaired by the Secretary or the designee and consisting of two members elected at large by the Forum at the same meeting during which the referendum was called. In cases where the referendum in question is regarding a failed resolution, one sponsor of the resolution shall also sit on the committee.
 - b) The committee shall produce and distribute one ballot to each member of the Student Association. Each ballot shall contain the text of the resolution, the name of the sponsor, and space to mark a vote. The ballots shall be clearly marked with a date by which all ballots must be received.
 - c) To insure that no member may cast multiple votes, each member's name shall be recorded as her ballot is received.

- d) The ad-hoc referendum committee shall collect and count the ballots, and announce the results to the Student Association no later than two (2) weeks from the date on which the Forum called for the referendum in question.
4. Overturning a Referendum: The results of a referendum may not be overturned by the Student Association during the academic year in which the referendum passed, except by another referendum.

IV. Permanent Committees

A. Central Committee

1. The Central Committee shall be the executive body of the Student Association.
2. The members of the Central Committee, with the exception of the Secretary, shall preside over meetings of the Student Forum on a rotating basis.
3. The Central Committee shall represent the Student Association in all matters of concern to the Association.
4. The Central Committee shall hold weekly meetings.
5. The Central Committee shall consist of six members, all of which shall be elected through campus-wide elections.
 - a) The Secretary of the Student Association
 - i. It shall be the responsibility of the Secretary to take minutes of all Student Forum and Central Committee meetings.
 - ii. It shall be the responsibility of the Secretary to publicize the complete Agenda of Student Forum meetings forty-eight (48) hours before they take place.
 - iii. It shall be the responsibility of the Secretary to publicize the Student Association Budget, as proposed by the Planning Committee, seventy-two (72) hours before the Budget Ratification meeting.
 - iv. It shall be the responsibility of the Secretary to announce the dates and times of the monthly Student Forum meetings within two (2) weeks of the beginning of each semester.
 - v. It shall be the responsibility of the Secretary to keep track of amendments to this Constitution and of new legislation, and to have all legislation passed by the Forum executed.
 - vi. It shall be the responsibility of the Secretary to provide the Bard College library with a copy of this Constitution, to insure that copy is kept on reserve, and to update that copy as becomes necessary.
 - vii. It shall be the responsibility of the Secretary to keep and archive all agreements and contracts between the Student Association and other organizations and individuals.

- viii. It shall be the responsibility of the Secretary to organize and chair the Election Committee.
 - ix. It shall be the responsibility of the Secretary to organize and chair any ad-hoc committees, or to designate another Student Association member to do so.
 - x. So long as the College Grievance Committee operates, the Secretary shall be a member of that body and enjoy all of the rights and privileges accorded its members.
- b) Treasurer of the Student Association
- i. It shall be the responsibility of the Treasurer to disburse the funds at the disposal of the Student Association, according to the policies established by the Student Forum and the Planning Committee.
 - ii. The Treasurer cannot disburse funds that will be used for the purchase of alcohol.
 - iii. Under no circumstances may the Treasurer categorically deny funds to an organization that was granted funds at the Budget Forum or strictly by the Planning Committee without proper action by the Student Association.
 - iv. It shall be the responsibility of the Treasurer to account for the assets, debts and expenditures of the Student Association.
 - v. It shall be the responsibility of the Treasurer to report fully on the financial situation of the Student Association at each meeting of the Student Forum.
 - vi. The Treasurer shall be a full member of the Planning Committee.
- c) Educational Policies Committee Chairperson
- i. It shall be the responsibility of the Educational Policies Committee Chairperson to schedule and preside over meetings of the Educational Policies Committee.
 - ii. It shall be the responsibility of the Educational Policies Committee Chairperson to publicize the proceedings and results of Educational Policies Committee meetings to the Student Forum Central Committee.
 - iii. It shall be the responsibility of the Educational Policies Committee Chairperson to attend faculty meetings and report the proceedings and results of these meetings to the Student Forum.
 - iv. So long as the College Grievance Committee operates, the Educational Policies Committee Chairperson shall be a member of that body and enjoy all of the rights and privileges accorded its members.
- d) Planning Committee Chairperson
- i. It shall be the responsibility of the Planning Committee Chairperson to schedule and preside over Planning Committee meetings.

- ii. It shall be the responsibility of the Planning Committee Chairperson to notify the Student Forum and the Central Committee of the proceedings and results of all Planning Committee meetings.
- e) Student Judiciary Board Chairperson
 - i. It shall be the responsibility of the Student Judiciary Board Chairperson to schedule and preside over meetings of the Student Judiciary Board.
 - ii. It shall be the responsibility of the Student Judiciary Board Chairperson to announce activities of the Student Judiciary Board to the Forum and the Central Committee.
- f) Student Life Committee Chairperson
 - i. It shall be the responsibility of the Student Life Committee Chairperson to schedule and preside over the Student Life Committee meetings.
 - ii. It shall be the responsibility of the Student Life Committee Chairperson to publicize the proceedings and results of Student Life Committee meetings to the Forum and the Central Committee.
- 6. All members of the Central Committee shall have a working knowledge of the Student Association Constitution, Robert's Rules of Order, and the "Joint Statement of Rights and Privileges of Students."
- 7. No Central Committee member shall preside over discussion or debate concerning their own activities or committees.
- 8. All Central Committee members shall have tenure of one year. All Central Committee members must show the capability to complete their term of office. Should, at any point, any Central Committee member be unable or unwilling to remain in office, new elections shall be held immediately.
- 9. Each member of the Central Committee shall receive a stipend to be determined on a semester-by-semester basis by the Planning Committee.

B. Educational Policies Committee

- 1. Membership
 - a) The Educational Policies Committee shall consist of a chairperson and two representatives from each academic division.
 - b) All members of the Educational Policies Committee shall be moderated students in good academic standing.
 - c) All divisional representatives shall be elected by the Student Forum.
 - d) All members of the Educational Policies Committee shall have tenure of two semesters.
- 2. Duties and Functions
 - a) The Educational Policies Committee shall advise the Student Forum on matters pertaining to the academic affairs of students, specifically in regard

- to educational policies of the College, whether proposed or in effect, and shall propose legislation regarding College educational policy to the Student Forum.
- b) The Educational Policies Committee shall serve as the chief liaison between students and faculty on academic issues and curriculum changes.
 - c) The Educational Policies Committee shall appoint members to the Committee on Vacancies, so long as that committee operates.
 - d) All members of the Educational Policies Committee shall also sit on the College's Divisional Evaluation Committee, so long as that committee functions.
 - e) The Educational Policies Committee shall meet regularly with the Dean of the College and with members of the Faculty to discuss educational policies, practices and proposals of concern to the Student Association.

C. Elections Committee

1. Membership

- a) The Elections Committee shall be chaired by the Secretary of the Student Association, and shall be open to all interested members of the Student Association. If the Secretary is running for office in the coming elections, any member of the Central Committee who is not running shall chair the committee. If all members of the Central Committee are running then one Student Association official shall be appointed by the Central Committee to chair the committee.
- b) The Secretary of the Student Association shall solicit volunteers for the Elections Committee fully two (2) weeks in advance of any election concurrent with announcement of vacant positions. This solicitation is to be prominent, including (but not limited to) posted signs in and outside of Kline, the Post Office, and Olin, and an advertisement in the Observer.
- c) In the absence of a sufficient number of volunteers, it is the responsibility of the Student Association to serve on the Election Committee.

2. Duties and Functions

- a) It shall be the responsibility of the Elections Committee to conduct and supervise all campus-wide elections held to fill Student Association elected positions. The committee shall also announce the results of these elections within 72 hours of the last time the ballot box is closed. The results must be announced in the next Observer published after the end of the election and must also be posted in, in and outside Kline, the Post Office, and other prominent places on Bard campus.
- b) The Elections Committee is responsible for advertising details of the election one full week prior to balloting, including time and location.

3. Election Procedures and Protocol

- a) Residential and non-residential students must all vote at the same location. The location, which may be designated by the Elections Committee, shall be a central location, and equally accessible to all students (for example: outside the Post Office).
- b) At least two members of the Elections Committee shall be present at the polling place. They shall distribute one ballot to each member of the Student Association that comes to vote. Each ballot shall contain the names of the candidates and position, and space to mark a vote. To receive a ballot a student must present a form of picture ID. Upon receiving a ballot the students shall sign their name on a complete list of students.
- c) The polling place shall be separated from the Elections Committee officials and other voters, and provide students a reasonable sense of privacy. This shall be accomplished by placing the ballot box in a separate room or creating a partitioned space with, e.g., a box or hung curtains.
- d) The polling place shall be open for voting a minimum of eight hours spread over two consecutive days.
- e) The ballot box shall be a lockable box that provides adequate space for the placing of the ballots. It shall be the responsibility of the Elections Committee to store the box in a safe and secure place during times when voting is not taking place.
- f) To ensure that no voter feels harassment or pressure, there shall be no campaigning allowed within the building where the elections are being held, with the exception of preposted signs. Any campaigning or harassment will not only be grounds for invalidation of the elections, but may be grounds for further SJB action.
- g) The ballots shall be kept for the entire period of possible contestation of the election whether or not the election is in fact contested. If contestation occurs then the ballots shall be kept throughout any and all investigations and hearings conducted by the Ad-Hoc Committee or the SJB. (See paragraph IV.C.4.f)

4. Contesting Elections

- a) 72 hours of posting of the election results, any member of the Student Association may contest the results of any particular election or of the manner in which the elections were conducted. This contestation must be submitted in writing to the chair of the Elections Committee. Charges may be brought for any violation of paragraphs IV.C.1 through IV.C.3. Included in the submitted statement must be all information and claims that the party believes important to their case. Any information brought after the submission of written complaint will be considered at the discretion of the Chair of the Ad-Hoc Committee.

- b) In the event of contestation of an election or the manner in which elections were conducted, an Ad-Hoc Committee of five members will be organized to review the charges of misconduct, and reach a decision as to the validity of the charges. It will be the committee's responsibility to determine whether or not the elections results will stand, as well as recommending what further action will be taken. The decision of the Ad-Hoc committee shall be final.
- c) The committee shall be made up of one member of the Central Committee who is not involved in the contested election, one member of the SJB (to be appointed upon recommendation of the chair of the SJB), and three Student Association officials.
- d) Ad-Hoc committee will conduct a hearing as to the validity of the charges, allowing enough time for the collection of witnesses and evidence. A ruling must be made by the Ad-Hoc committee within 72 hours of the hearing at which evidence is presented.
- e) Any Student Association official found guilty by the Ad-Hoc committee to be involved in election misconduct may be subject to impeachment as defined in section VI.
- f) If the Ad-Hoc committee finds that any student has violated the College's social policy by engaging in harassing, threatening, or other unacceptable behavior during an election, the SJB will have the option to hear the case as a violation of college social policy. (See SJB guidelines in paragraph IV.E.2.b.)

D. Planning Committee

- 1. Membership
 - a) The Planning Committee shall consist of the Planning Committee Chairperson, the Treasurer of the Student Association, and five (5) members elected by the Student Forum.
 - b) No member of the Planning Committee may be an officer of a Student Organization requesting funds from Student Association funds.
- 2. Student Association Funds
 - a) The funds available to the Student Association shall be constituted by the sum of all Activities Fees paid for a given semester of an academic year plus any amount in the Transfer Fund at the beginning of the semester, and shall be henceforth referred to as the Convocation Fund.
 - b) On the last day of each spring semester, any monies remaining in the emergency fund and the funds allocated to Student Organizations that remain unused until that day shall be placed in the Transfer Fund.
 - c) The amount placed in the Transfer Fund at the end of any spring semester shall become part of the Convocation Fund for the following Fall semester, and be considered of equal status with the activities fees paid for that

semester, to be disbursed by the Planning Committee in the regular budget process.

- d) The Treasurer in office at the end of each spring semester shall oversee the creation of the Transfer Fund, and the Treasurer in office at the beginning of the following fall semester shall be responsible for placing any amount in the Transfer Fund into the Convocation Fund.
- e) No funds shall be allocated to any Student Organization from the Transfer Fund from the last day of the spring semester in which the Transfer Fund is created to the beginning of the following fall semester.
- f) Any requests for funds from the Convocation or Emergency Funds by the senior class of the academic year in which a request is made shall require a two-thirds majority vote to pass at the May Student Forum of the given academic year, which Student Forum shall be the only means by which a senior class is to be allocated funding from the Student Association.
- g) The May Student Forum shall be scheduled to take place before the due date of senior projects in the given academic year.

3. Duties and Functions

- a) It is the responsibility of the Planning Committee to allocate the funds available to the Student Association amongst the Student Organizations requesting such funds.
 - i. Student Organizations shall be considered eligible to receive funds when they submit the signatures and printed names of at least five (5) members, including the elected president, and/or treasurer, and/or designated representative to the Planning Committee, and when they propose a budget to the Planning Committee on or before a date set and announced by the committee.
 - ii. The Planning Committee shall comply with all policies established by the Student Forum.
 - iii. The Planning Committee shall allocate funds considering the level of interest for the activities of each organization, the unique nature of the activities offered by each organization, the nature of the activities offered in the past by each organization, and the nature of past expenditures and revenues of each organization, giving precedence to the organizations which represent a large number of members of the Student Association, and bearing in mind the desirability of a well-balanced program of activities.
- b) The Planning Committee shall allocate other funds as becomes necessary, subject to contractual obligations and Student Forum approval.
- c) It shall be the responsibility of the Planning Committee to develop the monetary resources of the Student Association.

- d) It shall be the responsibility of the Planning Committee to keep track of all Student Association contracts with the Administration and with other individuals and organizations concerning the transfer of funds to and from the Student Association, and the actual transfer of such funds to and from the Student Association.

E. Student Judiciary Board

1. Composition

- a) The Student Judiciary Board (SJB) shall be composed of four (4) student members elected at large in the Student Forum by the Student Association and one student chair elected in a campus-wide election, the Dean of Students, an administrator appointed by the President, and one faculty member appointed by the Faculty Executive Committee. These bodies and the President may reevaluate the standing of the members whom they elected or appointed. Reevaluation includes the right to recall and replace members.
- b) The Forum shall elect two (2) alternate members who will participate in the day-to-day functioning of the Board. The President can appoint the Dean of the College or other administrator to serve temporarily in place of the Dean of Students. Finally, the Faculty Executive Committee shall appoint an alternate member. An alternate will only serve in place of a member appointed by the same person or body. Alternate members will serve in cases of conflict of interest (see 4.c) or other circumstances that prevent participation of a board member.
- c) The Chair shall keep the minutes of meetings, and inform in writing SJB members, complainant, witnesses, and those accused in writing of upcoming meetings. The Chair shall also be responsible for any correspondence and communication related to actions of the SJB.
- d) The term for members other than the Dean of Students shall be one academic year (2 semesters). This term shall be renewable by the appointing body.
- e) Any member of the community may petition the body or person that appointed a member to investigate that member's conduct as an SJB member.

2. Duties and Functions

- a) The SJB shall constitute the judicial branch of the Student Association. It derives its power from the Student Association, the Administration, and the Faculty equally. The purpose of the SJB is to enforce, protect, and preserve, within the limits of its jurisdiction, the rights of all Bard students.
- b) The SJB shall have original jurisdiction in all on-campus cases, involving alleged violations of college social and residential rules, including, but not

limited to, violence, theft, property damage, public disturbance, alcohol and drug offenses, weapon offenses, harassment, and assault (including sexual harassment and sexual assault).

- c) The SJB shall have no jurisdiction over cases involving alleged violations of academic regulations, such as cheating, plagiarism, academic probation, and academic suspension.
 - d) The SJB shall have appellate jurisdiction over cases involving alleged infractions of specific building-related or departmental regulations, pending a request from the student, provided that other, primary channels have been explored. Such cases shall include, but not be limited to, dining hall offenses, library offenses, misuse of equipment or space provided by any academic or non-academic department of the College, motor vehicle regulation violations, residence hall rules violations (e.g., quiet hours, non-smoking areas) and other Administrative housing decisions, and classroom misbehavior.
 - e) The SJB shall have the power to impose sanctions on any person found guilty of a violation. Such sanctions may include, but shall not be limited to, community service, reimbursement, restitution, fines, removal of certain social rights and privileges, social probation, suspension, deferred suspension pending completion of an academic term, and expulsion.
 - f) The SJB shall make publicly available the results of all its adjudications, without details that identify parties and witnesses, to the student body within ten days, except where the SJB unanimously agrees that such communication would be harmful to the parties involved.
 - g) Sanctions shall be enforced by the appropriate authority. The SJB shall ensure that details of the sanctions are communicated to the appropriate bodies, and shall monitor the enforcement of the sanctions.
 - h) Copies of all written documents pertaining to the case shall be distributed to the parties to the case, the members of the SJB, and the Dean of Students office. (see also 4.o,4.q,5.f)
3. Initiation of Proceedings
- a) Any member of the Bard College community may file complaints against students with the SJB. Complaints must be filed in writing with the Chair of the SJB.
 - b) The SJB may decide that a particular case does not substantively involve matters covered in the Student Handbook. On these grounds the SJB may, by two-thirds vote, choose not to hold a hearing on a particular case.
 - c) The Dean of Students [see 3.d] may temporarily suspend a student pending a case hearing by the SJB, if the continued presence of that student on campus is deemed by the Dean to constitute a threat of significant physical damage to person or property within the college community.

- i. The Dean of Students' decision to temporarily suspend a student pending a hearing by the SJB shall only be made with the knowledge of the Chair of the SJB.
 - ii. Students shall have the opportunity, whenever possible, to be heard informally in a meeting with the Dean and SJB Chair before such a suspension.
 - iii. The Dean shall make provisions to the temporary suspension, which are reasonable to the SJB, for the accused to prepare a defense.
 - iv. The suspension shall remain in effect until the SJB renders a final decision regarding the case in question.
- d) In the case of extended absence of the Dean of Students, the Dean of the College shall have the power to temporarily suspend or expel a student. In the case of extended absence of both the Dean of Students and the Dean of the College, the Executive Vice President shall have the power to temporarily suspend or expel a student. In either of these cases, the administrator making the decision to suspend or expel shall act according to the guidelines for the Dean of Students that are specified in paragraph 3.c, and the provisions of paragraph 5.c shall apply.
4. Meetings
- a) Six of the eight members shall constitute a quorum.
 - b) Three absences on the part of an SJB member from meetings of the SJB shall result in a reevaluation of that member's standing by the body that elected the member.
 - c) In cases of conflict of interest, board members shall excuse themselves and an appropriate alternate member will serve. (see 1.b) The board may, by two-thirds vote, determine that a member has a conflict of interest and then move to replace that member with the appropriate alternate.
 - d) The SJB shall establish a weekly meeting time, and shall meet at that time on any week when there is business to conduct.
 - e) An SJB hearing shall be open to the public only with the mutual consent of the parties and two-thirds of the SJB members hearing the case. Further, the SJB may by majority vote closed hearings to the public in full or in part.
 - f) The SJB shall make reasonable provisions for all parties and witnesses to participate in the proceedings.
 - g) With the exception of the plaintiff and the defendant, persons scheduled to testify before the SJB may not attend the hearings.
 - h) The Chair shall maintain decorum during the proceedings. The Chair's decisions pertaining to decorum may be overruled by a majority vote. Actions to maintain decorum may not conflict with specific provisions of this Constitution.

- i) The Chair shall, at the reasonable request of any party to the case or member of the Board, ask a member of the community to appear as a witness in this case.
- j) The plaintiff and defendant may be present during the questioning of witnesses. Following questioning by the SJB, the plaintiff and then the defendant may address questions to the witness. It is the responsibility of the SJB to ensure that questioning remains relevant to first-hand knowledge of the witnesses (4.n).
- k) Either party may request an individual of their choice, except as specified in 4.i, be present during any part of the proceedings to provide emotional support. This person shall remain silent during the proceedings. Furthermore, this person may not have first-hand knowledge of the events in question.
- l) In no case shall legal counsel be allowed to attend a hearing of the SJB.
- m) Any member of the SJB may object to a question. The Chair will hear arguments, and will decide if a question is relevant. The Chair's decision may be overturned by a majority vote.
- n) Character witnesses may not attend or testify at SJB hearings. Any statement concerning matters of character that does not constitute first-hand testimony related to determining responsibility for alleged actions must be submitted in writing to be entered into the record of the case. The SJB may consider such evidence in their determination of an appropriate sanction.
- o) At any SJB meeting where cases are being heard, that meeting shall be tape-recorded. Taped records of hearings, with accompanying written record of the SJB's final judgment, shall be retained in the SJB records in the Dean of Students office until graduation or permanent separation from the College of all students involved, or for a period of seven years, whichever is longer.
- p) Current members, including alternates, of the SJB shall have access to the records of any prior case. Plaintiffs and defendants shall have the right to review the records of their case. The Dean of Students office will maintain a record of who has had access to these files.
- q) SJB members shall not reveal the details of any SJB proceedings, including deliberations, that are not open to the public, unless seeking legal counsel.
- r) The plaintiff and defendant are required to give written statements detailing the incident(s) in question. The SJB shall make reasonable provisions for both parties to simultaneously receive copies of the contending party's statement. In particular, the provisions of paragraph 4.s shall apply.
- s) All statements relevant to the case in question must be submitted at least 24 hours in advance of the hearing. Statements submitted less than 24 hours in advance of the hearing shall not be accepted.

5. Rendering of Decisions

- a) Each member of the SJB shall have one vote. Unless specified in this Constitution, decisions will be made by a majority of voting members. Members of the SJB must be present for an entire hearing in order to vote on that case. The Chair shall only vote to break ties.
- b) A sentence of suspension or expulsion shall require the vote of two-thirds of the members of the board, except in cases where the Dean has acted under the provision of paragraph 3.c (see paragraph 5.c). Following a vote to suspend or expel, the Dean of Students or the Chair may veto the sentence, in which case the board shall resume sentencing deliberations. The use of this veto, including the name of the member who exercised it, will appear in the public record of the case.
- c) In the event that a student is suspended or expelled by the Dean under the provisions of paragraph 3.c and appeals to the SJB, the SJB shall find the accused guilty by unanimous vote or else it must find the student not guilty. If the board finds the defendant guilty, the board is free to deliberate sanctions in accordance with paragraphs 5.a and 5.b. This vote shall appear in the public record of the case.
- d) In the event the SJB is unable to reach a verdict or determine a sentence, the board may, by majority vote, terminate the proceedings. Such a termination shall be treated as the rendering of a decision. In particular, the provisions of paragraphs 2.f,2.h,4.o,4.q,5.e,5.f shall apply.
- e) The Chair of the SJB shall issue a written decision within seventy-two hours of the rendering of a decision. The Chair shall inform the parties of their available appeals within the College, and explain the procedures for initiating these appeals. Suspensions and expulsions must first be appealed to the Grievance Committee. Other decisions may be appealed directly to the President.
- f) Members of the board are free to add personal statements to the permanent record of the case. No member shall interfere with the placement of statements in the record. Copies shall be distributed with the decision of the case.

F. Student Life Committee

1. Membership

- a) The Student Life Committee shall be composed of six (6) student members, including one Peer Counselor, elected at large by the Forum, and a chairperson elected through campus-wide elections.
- b) At no time shall more than two Peer Counselors sit on the Committee.
- c) Tenure of all positions shall be two semesters.

- d) Three absences of a committee member from meetings shall result in the committee's reevaluation of that member's standing on the committee, resulting in a recommendation for action to the Student Forum.
- e) Members of the Student Life Committee shall serve as secretary to the committee on a rotating basis.
 - i. The duties of the Secretary shall be to take minutes, and to distribute them to all committee members within a period of one week.

2. Duties and Functions

- a) The Student Life Committee shall collect student opinion on all issues concerning student services and residential life.
- b) The Student Life Committee shall formulate policy recommendations for the Student Association in all matters concerning student services and residential life.
- c) The Student Life Committee shall meet weekly while the College is in session.
 - i. Quorum for meetings of the Committee shall be four (4) members.
- d) The Student Life Committee, or its designated representatives, shall meet with department heads, college administrators, health service personnel, Peer Counselors, and others to obtain information and represent Student Association policy on all issues which affect student life.
- e) The Student Life Committee or its designated representatives shall meet weekly with the staff of the Dean of Students Office to review the effects of existing and proposed college policy on student life, and to represent Student Association policy.
- f) The Student Life Committee shall meet periodically with the President of the College to represent Student Association policy on administrative policies and practices which affect student life.
- g) The Committee shall meet whenever necessary with the chairpersons of other Student Association committees whose duties and functions are related to those of the Student Life Committee. The Committee may choose, by a 2/3 vote, to allow any such chairpersons to vote on issues germane to the business of their committees.
- h) The meetings of the Student Life Committee shall normally be closed, but may be opened at any time by a majority vote.
- i) At any time the Committee may, by majority vote, invite specific members of the Bard College community to a meeting of the Student Life Committee. Such persons may contribute to discussion, but shall have no voting rights except as stated elsewhere in this Constitution.
- j) Any member of the Student Association may file proposals, suggestions, or complaints in writing to the Student Life Committee.

- i. The Committee may decide, by majority vote, that a particular proposal, suggestion, or complaint does not fall under the jurisdiction of the Student Life Committee, or that the issue in question falls more appropriately under the jurisdiction of another Student Association committee. On these grounds the Student Life Committee may choose not to discuss the proposal.
- k) The Student Life Committee shall conduct all business by majority vote, with the Chairperson voting only in cases of a tie.
- l) The Student Life Committee shall hold office hours or open meetings at least twice a month, in order to hear the views of the Student Association at large.
- m) A summary of the proceedings of all Student Life Committee meetings, including policy recommendations, shall be communicated to the Student Forum in writing.

V. Permanent Representatives to College Committees

The Student Association shall send the following student representatives to College and Faculty Committees, so long as the committees function and so long as student representation is accepted.

A. Representatives to the Board of Trustees

1. Membership
 - a) There shall be two (2) representatives to the Bard College Board of Trustees, who shall be elected through campus-wide elections.
 - b) Tenure of the Representative to the Board of Trustees shall be two (2) semesters.
2. Duties and Functions
 - a) It shall be the responsibility of the Representatives to the Board of Trustees to attend all meetings of the Bard College Board of Trustees, and to represent the Student Association to the Trustees in all matters of concern to the Student Association.
 - b) It shall be the responsibility of the Representatives to the Board of Trustees to interact with the various committees and officers of the Student Association in determining the scope and nature of student needs, in order that these may be accurately and completely represented to the Board of Trustees.
 - c) It shall be the responsibility of the Representatives to the Board of Trustees to relate the proceedings and decisions of the Board of Trustees to the Student Association in a timely and accurate manner.

B. Representatives to the Grievance Committee

1. Membership
 - a) The Chairperson of the Planning Committee, the Chairperson of the Educational Policies Committee, and the Secretary of the Student Association shall serve as full, voting members of the College's Grievance Committee.
2. Duties and Functions
 - a) The Representatives to the Grievance Committee shall represent Student Association Policy to that Committee.
 - b) The Representatives to the Grievance Committee shall report any non-confidential activities of that Committee to the Student Forum, subject to Grievance Committee policy.

C. Representatives to the Committee on Vacancies

1. Membership
 - a) The Educational Policies Committee shall appoint two (2) of its members to serve as full voting members of the Committee on Vacancies.
2. Duties and Functions
 - a) The Representatives to the Committee on Vacancies shall represent Student Association Policy to that Committee.
 - b) The Representatives to the Committee on Vacancies shall report the activities of the Committee to the Educational Policies Committee, and to the Student Forum
 - c) Each faculty search committee must have a minimum of two (2) students who preferably have declared majors in the field in which the prospective candidate is to teach, and always in the ratio of no less than one student for every three faculty members, appointed in consultation with the Committee on Vacancies. Any student may directly petition that committee with complaints about the selection of students.

D. Representatives to the Alumni Association

1. Membership
 - a) There shall be two (2) representatives to the Bard–St. Stephens Alumni/ae Association (henceforth Alumni Association). The representatives will be elected initially through a plurality vote of the Student Forum for Spring 1995, and from Fall 1995 onwards through campus-wide elections.
 - b) The tenure of the Representatives to the Alumni Association shall be two (2) semesters (from Fall 1995).

2. Duties and Functions

- a) It shall be the responsibility of the Representatives to the Alumni Association to attend all meetings of the Alumni Association, and to represent the Student Association in all matters of concern to the Student Association at the meetings.
- b) It shall be the responsibility of the Representatives to the Alumni Association to interact with the various committees and officers of the Student Association in determining the scope and nature of student needs, in order that these may be accurately and completely represented to the Alumni Association.
- c) It shall be the responsibility of the Representatives to the Alumni Association to relate the proceedings and decisions of the Alumni Association in a timely and accurate manner to the Student Association.

E. Other representatives to College Committees

1. The Student Forum shall send representatives to other College committees as it deems appropriate, and when it deems that such representatives shall be welcome as full voting members of these committees.

VI. Impeachment Procedures (Passed at the October 6, 1993, Student Forum)

A. The Bard College Student Association reserves the right to purify its own body and to investigate the ethics and efficiency of any elected member. This includes all members elected to all student committees as well as elected student representatives to other committees.

1. Any member of the Student Association may level a charge at any elected official of the Student Association at a meeting of the Forum. The charge leveled need not be on the agenda of items for that Forum meeting. If an official engages in misconduct worthy of impeachment outside the Forum (i.e, a committee member ignores proper procedures as laid out in this Constitution or in committee precedents during a closed meeting of that committee), that official shall be accused at the next Forum meeting. However, the accuser may petition the Central Committee for an emergency Forum in order to level charges at the official. The move to impeach a member of the Forum must be passed by 1/3 of the body present. The accused official is not allowed a vote in this case.

- a) Once that motion has been seconded and voted upon, the elected official in question is considered accused.
 - i. Central Committee members may remain in their positions with the supervision of the Central Committee until the impeachment hearing is over.
 - ii. Regular committee members may remain in their positions under the supervision of the Committee Chair for the duration of the investigation.
 - iii. In the case of the Chair of the Forum meeting being charged, he or she shall temporarily pass the Chair to another member of the Central Committee upon the charge being duly noted and seconded. If the charge fails to get 1/3 vote, then the Chair shall be reinstated. If the charge passed by a 1/3 vote then the temporary Chair of the Central Committee shall complete the proceedings listed above and continue with the orders of the day.
- 2. Once an elected official has been accused by a 1/3 vote, an election of an Ad-Hoc committee of five members shall be held immediately at that Forum meeting. This Ad-Hoc committee shall be referred to as the Impeachment Committee.
 - a) No member of the accused official's committee shall be eligible for the Impeachment Committee.
 - b) The accused official shall have the right to bar any person from eligibility in the Ad-Hoc committee if it can be demonstrated that that person holds a conflicting interest in the outcome of the impeachment hearing.
 - c) If the above conditions preclude the formation of an objective impeachment committee at that Forum meeting then campus-wide elections shall be held for the purpose of filling the vacant seats. The campus-wide elections shall take place as outlined elsewhere in this Constitution.
- 3. The Impeachment Committee shall conduct hearings and issue a report containing recommendations concerning what action the Student Association should take concerning the accused official within ten working days of the time that the Impeachment Committee has been assembled.
 - a) The accused official shall cooperate with the proceedings of the Impeachment Committee. Failure to do so will result in automatic loss of office and ineligibility for any other office for the duration of the student's tenure at this College.
 - b) If the Impeachment Committee fails to issue a report within the time allotted, the accused official shall be reinstated to his or her former position.
 - i. If the proceedings require more time, the Impeachment Committee shall publicly notify the campus within 24 hours of the deadline. The accused official has the right to deny the extension pending a majority vote at the next scheduled Forum meeting.

- c) The accused official shall be allowed counsel from the Student Association of his or her choosing throughout the proceedings of the Impeachment Committee. This right may be waived by the accused official.
 - i. The report of the Impeachment Committee need not go into details further than are necessary for the members of the Student Association to make an informed decision. Any proceedings of the Committee that are not necessary to make public shall remain confidential.
 - ii. The report shall contain a resolution(s) to be voted on at a meeting of the Student Association.
4. A special Forum meeting to present the Impeachment Committee's report to the Student Association shall be declared in accordance to the rules set forth elsewhere in this Constitution.
- a) The accused official shall be notified in writing at least 48 hours in advance of the Forum meeting so that he or she may be present at this meeting. If the accused official fails to show, that will be due reason for loss of office and ineligibility for any other office.
 - b) The accused official shall be able to read the Impeachment Committee's report at least 48 hours before the Forum meeting in order to prepare a response to the report at the Forum.
 - i. The accused official shall be allotted time at the Forum to present his or her case.
 - ii. The Impeachment Committee Chair shall be allowed to reply to the statement by the accused official.
 - c) The members of the Student Association, upon reading the Impeachment Committee report, and hearing argument from the accused official as well as the Impeachment Committee Chair, shall vote on the resolution(s) presented in the Impeachment Committee's report.
 - i. A 2/3 vote shall be enough to pass the Impeachment Committee's resolution(s).
 - ii. In the case that the Impeachment Committee recommends a permanent expulsion from the Student Association, this shall only pass by a 3/4 vote of the Forum.

VII. Amending this Constitution

A. The Student Forum may amend this Constitution by a vote of 2/3.

B. A Referendum of the Student Association may amend this Constitution by a vote of 2/3.

Originally adopted in February 1992

Moderation

The Moderation is a significant feature of Bard's Education program. It is a crucial point in the individual student's career at Bard at which, with the help of his or her teachers, the student assesses his or her record and plans a future course of study. Success assures promotion to the Upper College.

I. Purpose of Moderation

The purpose of the Moderation is:

- a) to determine whether the student is adequately prepared for the more intensive and independent work of the Upper College and whether he or she is capable of doing a satisfactory Senior Project within the specific program;
- b) to assess a student's intellectual maturity, clarity and seriousness of purpose as well as his or her record in the Lower College;
- c) to make recommendations for the student's program in the Upper College.

II. Time of Moderation

The Moderation will normally be scheduled between the middle and the end of the semester in which the student has accumulated about 6 course credits. In order to be considered for moderation, a student must have achieved eligibility for Quantitative courses.

III. Procedure

1. Each semester the Registrar's Office will furnish the Divisional Chairpersons and Program with lists of students who should moderate in that semester. Chair of Divisions or Programs or advisers will schedule moderations. These schedules should contain the composition of each Moderation Board and indicate whatever special papers or materials the students are expected to furnish for their Moderation.

2. The student must prepare in quadruplicate a written evaluation of his or her previous college work and a projection of plans of study in the Upper College. He or she must not be aided by any member of the Faculty in the composition of these papers, nor may he or she receive any aid from outside sources, but may consult his or her adviser on the content of the papers. The original of these general papers must be submitted to the Registrar's Office one week after the mid-term date. The student's adviser will inform the student of any special papers or other materials he or she must submit.

3. By that same date, after consulting the Moderation schedule, the student must submit to all members of the Board, personally or through campus mail, copies of the two general and any special papers required. A Division or program may set a different date for the submission of the special papers which must not be later than one week before the date of the Moderation. This will enable all members of the Board to read the student's papers before the Moderation conference.

4. The Chairperson of the Moderation Board, usually the student's adviser, will collect the student transcript at the Registrar's Office prior to the Moderation and at the same time consult the complete file of the student in order to supply the Board with all pertinent information.

5. Just before each Moderation, the Board should spend from five to ten minutes deciding on the most important points to be brought up.

6. The chairperson of the Board should direct the Moderation proceedings. Thus, he or she should see to it that the points which have been decided on are covered, that even in the heat of academic disputation the central purpose of the meeting--to expose the candidate's academic promise--is maintained; and that the student is given sufficient time to formulate answers. The Moderation should be conducted so that it will elate the student with a sense of its value in helping plan his or her education, and not with a feeling that the Moderation is a mere formality.

7. At the end of the Moderation, the Board shall review the student's qualifications for promotion on the basis of the criteria under IV.

8. The Moderation report will be promptly transmitted by the member of the moderation board responsible for the letter, usually the student's adviser, to the Registrar who will communicate its contents officially to the student. In addition to its evaluation and decision (IV and V below) the moderation board should indicate who is the student's Upper College adviser.

IV. Criteria for the Moderation Board's Recommendation

In evaluating the student, the Board will consider the student's:

- a) past academic record,
- b) ability to speak and write effectively,
- c) command of facts, methodology and theories in his or her own and related fields,
- d) progress toward degree, including fulfillment of distribution requirements
- e) promise as a member of Upper College seminars, not only in the major but also in other subjects,
- f) ability to complete a satisfactory Senior Project in the major,
- g) performance during the Moderation,
- h) intellectual and social maturity,
- i) clarity and seriousness of purpose.

V. Moderation Board Decisions

1. Promotion admits the student to the Upper College, The Board's report shall include an evaluation of the student's work and of performance during the Moderation, recommendations for the student's future program and the anticipated date of graduation.
2. Deferral of Promjotion detains the student for a further semester inthe Lower College in that, in the Board's opinion, he or she has not yet clearly demonstrated grounds for promotion, but may be able to do so by the end of the next semester. the steps which the student must take to prepare for Re-Moderation must be specified. The Board should also recommend specific courses to be taken during the period of deferral, possibly including summer session courses.
3. Refusal of Promotion denies the student admission to the Upper College. The Board must give reasons for its action, together with suggestions for the futurre. Refusal of promotion means dismissal from the College at the end of the semester unless the student is admitted to another, as provided in Appendix C 2c.

Appendix A. Time of Moderation

1. The Moderation ordinarily takes place in the fourth semester. To ensure sufficient lead time for students and advisers, the Dean of Studies and/or the Registrar will survey students at the beginning of the sophomore year, gathering information on each student's intended concentration or program. The Dean of Studies or Registrar should recommend changes in adviser when appropriate (for example, when the adviser is not a member of the program in which the student intends to major) and, when appropriate, provide students with information about program requirements. A student may postpone moderation one semester if he or she obtains the written approval of his or her adviser. a student may postpone moderation a second semester only with the approval of the Executive Committee; without such approval a student is to be classified as deferred. For Double Majors (students who moderate in two separate disciplines and intend to complete two senior projects), the second moderation may occur in the second semester of the sophomore year or in either semester of the junior year.
2. Transfer students moderate in the semester in which tghey will have accumulated about 60 credits.
3. A student entering with the equivalent of two full years of credit should, if possible, be moderated during the first semester of residence, but in no case later than the second.
4. No student who has not moderated in the appropriate program may register to start a Senior Project.

Appendix B. Constitution of the Moderation Board

1. There should be three faculty members on each Moderation Board, one of whom shall be the student's adviser.
2. When desirable, in terms of the student's course of study a member of another program may be invited to participate in the Moderation conference.

Appendix C. Courses of Action Open to Students After First Moderation

Promoted students may request a second Moderation (2a below); deferred students will automatically be re-moderated (1 below), or may request a second Moderation (2b below).

1. Re-Moderation: A second examination of a deferred student by, as far as possible, the same Board, in the program which deferred him or her, a semester after the first. Only promotion or refusal is possible.
2. Second Moderation: A second Moderation is given only at the discretion of a second program and only promotion or refusal is possible.
 - a) A second Moderation of a promoted student in a program other than the one which promoted him or her. If promotion is refused, the student retains the right to work for the degree under the terms of the original promotion.
 - b) A second Moderation of a deferred student in a program which deferred him or her or in another program. The student should secure the assent of the new program before the end of the semester in which he or she was deferred.
 - c) A second Moderation of a failed student in another program. He or she must be accepted as a candidate for Moderation by his or her new program before the end of the semester in which he or she failed.

Approved by Faculty Action: December 16, 1964

Bard College Administration

Office of the President

Leon Botstein, President
Mark Loftin, Director of Special Projects
Amie McEvoy, Assistant to the President
Patricia Pontecorvo, Executive Assistant
Mattie Gifford, Secretary
Irene Zedlacher, Associate Director, Bard Music Festival; Managing Editor, Musical Quarterly
Colleen Murphy, Administrative Assistant

Office of the Executive Vice President

Dimitri B. Papadimitriou, Executive Vice President
James Brudvig, Vice President for Administration
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Office of the Dean of the College

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Michele Dominy, Dean of the College
Julia Rosenbaum, Associate Dean of the College
Jonathan Becker, Dean of Studies
Susan Gillespie, Director, Institute for International Liberal Education
Bruce Chilton, Director, Institute of Advanced Theology
Thomas Keenan, Director and Fellow of the Institute for Human Rights
Katherine Gould-Martin, Managing Director, Bard in China Program
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Victoria Mayes, Administrative Assistant to the Dean
Eileen Brickner, Administrative Assistant
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Graduate Programs

Center for Curatorial Studies

Norton Batkin, Director
Letitia Smith, Assistant to the Director
Lita Ledesma, Secretary

The Bard Graduate Center for Studies in the Decorative Arts, Design, and Culture

Susan Weber Soros, Director
Derek E. Ostergard, Associate Director and Founding Dean
Kenneth L. Ames, Chair of Academic Programs
Judith Maiorana, Assistant Dean for Student Academic Services

Milton Avery Graduate School of the Arts

Arthur Gibbons, Director
Heidi Simmons, Administrative Coordinator

Center for Environmental Policy and Graduate School of Environmental Studies

Joanne Fox-Przeworski, Director
Kris Feder, Associate Director for GSES
To be announced, Assistant Director of Admission and Student Affairs

Henderson Computer Resources Center

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Michael Nicolas, Coordinator of Operations
Joe DeFranco, Desktop Technology Support
Glen Knoch, Desktop Technology Support
Vince Winig, Desktop Technology Support
Paul Collins, Macintosh Desktop Technology Support
Stewart Dean, UNIX Systems Administrator
Marilyn Cox, Network Administrator
Jeff Gregory, Help Desk Coordinator
Dan Madonia, Help Desk Assistant
Karen Homan, Training and Documentation Coordinator
Sharon Kopyc, Coordinator of Curriculum Support
Juliet Meyers, Web Services Coordinator
Darrian Rodgers, Web Production Specialist
Chris Ekstroem, Multimedia Web Designer
Dina Pearlman, Web Designer
David Cardarelli, Audio/Visual Coordinator
Richard Draves, Systems Administrator, The Jerome Levy Economics Institute

Higher Education Opportunity Program
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To be announced, Associate Director

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Diane M. Smith, Assistant Registrar
Mary Ann Barrows, Assistant
Midge Stott, Secretary

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Jane Dougall, Librarian for Reference and Collection
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Anny N. Wilson, College Historian
Elizabeth Cawley, Electronic Information Resources
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Bonnie Sgarro, Head of Cataloging and Technical
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Chris Baker, Cataloging Assistant
Jenny Bosgang, Periodicals Assistant
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Paral Desai, Interlibrary Loan Assistant
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Karen Hara, Reader Services Assistant
June Martin, Cataloging Assistant
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To be announced, Circulation Assistant
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Steven Foster, Residence Director
Kevin Thayer, Residence Director
Threya Ahmed, Residence Director
Janet Kettler, International Student Adviser
Allen Josey, Director of Student Activities
Peri Rainbow, Director of BRAVE Program
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Scott Swere, Associate Director of
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Jeff Carter, Athletic Trainer and
Wellness Director
Greg Dixon, Intramural Director and Facilities
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Barbara-Jean Briskey, FNP, Associate Director

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Natan Margalit, Assistant Chaplain/Rabbi
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Gilbert Baker, Officer
Max Dube, Officer
Robert Gillon, Officer
Kenneth Kellenbenz, Officer
Matthew Moore, Officer
Eugene Maroney, Officer
Cory Newton, Officer
Olivero Perez, Officer
Bill Powell, Officer
Aleksandar Skular, Officer
Isidora Skular, Officer
Jack Sundheimer, Officer

Switchboard
Leslie Chineli, Operator/Receptionist
Livia Dober, Operator/Receptionist

Bookstore
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Jan Anspach, Textbook Manager
Amy Hilbrandt, Bookkeeper
Eileen Gubler, Cashier

Food Services
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Alan Wolfzahn, Catering Manager
John Overmars, Assistant Director of Dining Services
John Moore, Administrative Assistant

Custodial Services
Ken Kraynak, Manager
Jocelyn Coon, Assistant Manager

*The Abigail Lundquist Botstein
Nursery School*
Jane Tierney Korn, Director
Judy Whalen, Head Teacher
To be announced, Assistant Teacher
Manishkamala Kalutabana, Afternoon Group
Leader

Institute for Writing and Thinking
Joan Retallack, Director
Teresa Vilardi, Associate Director
Judi Smith, Program Assistant

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