

Bates

STUDENT HANDBOOK
2002-2003



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The Bates College Statement of Community Values

"Membership in the Bates community requires that individuals hold themselves and others responsible for honorable conduct at all times. Together we create the educational and social setting that makes Bates College unique, with an atmosphere characterized by trust and mutual concern. Our actions must support our ability to work, study, live and learn together productively and safely. We are dedicated as a community to intellectual honesty and to the protection of academic freedom. These values are fundamental to scholarship, teaching and learning. We expect each other to maintain the highest integrity in all of our academic and social undertakings."



W E L C O M E

If you are just beginning your career at Bates College, then we welcome you to the campus; to the College faculty, administration and staff; and to the student community with whom you will live, study and interact during your college years.

If you are a returning student, then we welcome you back to Bates and hope that this marks the beginning of a year even better and more exciting than the last.

You'll notice that the handbook's organization reflects the various dimensions of your life at Bates. First there is the section Who's Who and What We Do, about the deans and other administrators. Academic Life is followed by Student Life (with subsections of Cocurricular, Residential and Extracurricular). Next comes the Offices, Services and Resources section, arranged alphabetically, providing information and contacts for sites and people across the campus. The section on College Codes and Guidelines contains the Student Code of Conduct, the Sexual Harassment Policy and other documents.

As you use this book, I encourage you to keep track of any additions that you feel would be useful for future editions. Write them down and one day, when you happen to be in Lane Hall, drop by Room 103 and share your ideas with me. The Dean of Students Office wants to make this handbook something that constantly evolves to meet your needs.

Enjoy the handbook, use it well and often, and please accept our best wishes for an exciting and intellectually rich year at Bates.

Holly Gurney
Assistant Dean of Students
Lane Hall 103
Bates College



Who's Who and What We Do

Early in your college career you will meet, get to know and work with faculty members. These relationships will grow and strengthen throughout your time at Bates. But there are many other people who work to make your Bates experience the best that it can be. You will want to get to know many of these deans and other administrators who work closely with students.

College President

Elaine Tuttle Hansen, President
President Hansen is Bates' seventh president and the College's first woman president. Her office is on the second floor of Lane Hall. You will likely see her at lectures, concerts, games, meetings and other events around campus. Take the opportunity to welcome President Hansen and her family to Bates during her first year as the leader of our community.

Office of the Vice President for Academic Affairs and Dean of the Faculty

Vice President for Academic Affairs and Dean of the Faculty

Jill N. Reich, 120 Lane Hall
The vice president for academic affairs and dean of the faculty is the chief academic officer of the College, responsible for policies, procedures and administration of academic programs, the faculty and related academic units.

Associate Vice President for Academic Affairs, Director of Information Services and College Librarian

Eugene Wiemers, Ladd Library

Associate Dean of the Faculty

Pamela J. Baker, 121 Lane Hall
Pamela Baker joins the Dean of Faculty Office this year and assumes primary responsibility in the areas of the humanities and sciences.

Associate Dean of the Faculty

Elizabeth H. Tobin, 120 Lane Hall
Elizabeth Tobin's areas of primary responsibility are in the social sciences and interdisciplinary studies.

Assistant Dean of Faculty

Kerry A. O'Brien, 121 Lane Hall
Kerry O'Brien's areas of primary responsibility are in grant development and student research.

Dean of Students Office

The deans of students are primarily responsible for the welfare of the student body and the provision of a wide range of student services. They are charged with the administration of the faculty advisory system for entering students, academic policies and procedures, health services, security, housing, residential and extracurricular matters, new-student orientation, the Multicultural Center and community service/volunteer activities.

Dean of Students

F. Celeste Branham, 102 Lane Hall
Dean Branham oversees all aspects of the Dean of Students Office and is the principal contact for support of learning-different students and those seeking assistance in meeting academic rules and regulations promulgated by the faculty.

Associate Dean of Students

Director, Off-Campus Study Programs
Stephen W. Sawyer, 110E Lane Hall
Dean Sawyer takes primary responsibility for off-campus study programs including college exchange, national off-campus study and international study programs. (See Off-Campus Study Programs in the Academic Life section for more information.)

Associate Dean of Students

James L. Reese, 101 Lane Hall
In addition to general advising, Dean Reese takes primary responsibility for working with international students.

Associate Dean of Students

Holly L. Gurney, 103 Lane Hall
Dean Gurney takes primary responsibility for working with first-year students, and residence life and education.

Assistant Dean of Students

Roland S. Davis '92, 103 Lane Hall
Dean Davis, who joined the Dean of Students Office in July 2002, takes primary responsibility for judicial affairs and working with sophomores. If you have an opportunity, drop by and meet Dean Davis, welcome him to campus and ask about his years as a Bates student.

Assistant Dean of Students

Keith M. Tannenbaum, Student Activities Office, Chase Hall
Dean Tannenbaum is responsible for student activities and student organizations.

Coordinator of Housing, Assistant Coordinator of Student Activities

Erin Foster Zsiga, Housing Office, Chase Hall
Erin Foster Zsiga is responsible for all housing issues. She also works with Dean Gurney in the areas of residence life and education and serves as the College's Alcohol, Tobacco and Other Drugs (ATOD) Educator.

Director of Multicultural Affairs

Czerny Brasuell, Multicultural Center
Czerny Brasuell is responsible for planning, organizing and implementing programs, receptions, exhibits, lectures and readings for the Multicultural Center. (Please see description in Offices, Services and Resources section.)

Dean of the College

James W. Carignan, 163 Wood Street
James Carignan oversees the Center for Service-Learning, the Leadership Academy, the Faculty Lecture Committee, the Muskie Archive Public Affairs Lecture Series and summer programs.

Administrative Assistant to the Dean of the College

Sylvia Deschaine, 163 Wood Street

Associate Director, Center for Service-Learning

Margaret R. Rotundo, 163 Wood Street
Margaret Rotundo oversees service-learning opportunities and placements.

Assistant Director, Center for Service-Learning

Susan Martin, 163 Wood Street
Susan Martin takes primary responsibility for educational outreach and school placement programs.

Service-Learning Program Coordinator

Holly Lasagna, 163 Wood Street

Director of Summer Programs and Special Projects

Laura J. Biscoe, 163 Wood Street
Laura Biscoe takes primary responsibility for coordination and production of summer programs on campus and other special projects.

Associate Director of Summer Programs and Special Projects

Brenda Pelletier, 163 Wood Street

College Chaplain

Kerry Maloney, 161 Wood Street

Assistant Chaplain

Rachel Herzig, 161 Wood Street

In addition to serving as coordinators for all campus religious organizations, the College chaplain and assistant chaplain are available for personal counseling. Bates students are also served by a

Roman Catholic chaplain and a Jewish chaplain. All of the chaplains maintain regular office hours. Representatives of other religious traditions may be contacted through the Chaplain's Office.

Assistant to Chaplain, Center for Service-Learning, and Volunteer Projects

Martha Deschaines, 163 Wood St.

Environmental Coordinator

Jason Wentworth, 161 Wood Street
Jason Wentworth is responsible for coordinating campus environmental initiatives, including recycling education.

Members of the Dean of Students Office may be consulted about:

- Academic policies, regulations, requirements and petitions for exceptions to them
- General counseling on academic and personal matters
- Multicultural- and international-student advising; immigration and naturalization services and documents
- Changes in courses, majors, advisors or basic educational plans
- Leaves of absence, and withdrawals and transfers
- Transfer credits
- Disciplinary actions
- Off-campus study programs
- Interdisciplinary majors
- Residence life and housing
- Any other question or concern that you have

Other Administrative Offices**Dean of Admissions**

Wylie L. Mitchell, Lindholm House
The Admissions Office is responsible for the counseling and selection of new students.

Vice President for External and Alumni Affairs

William C. Hiss, Alumni House
The vice president supervises and coordinates the offices of Alumni Relations, College Relations and Career Services.

Office of Career Services

Charles Kovacs, Director, 31 Frye Street

The Office of Career Services offers a wide variety of programs for students. These programs address all aspects of the career preparation, procurement and development process. This office also assists students as they seek internships, connections with Bates alumni and other experiences to enhance their college learning and future professional lives. (See description of Office of Career Services in the Offices, Services and Resources section for more information.)

Office of Affirmative Action

Joanna Lee, Director, 201 Lane Hall

Joanna Lee oversees the implementation of the College's affirmative action plan and monitors the College's compliance with that plan, as well as with governmental regulations and requirements. The director also works with departments to develop and implement program goals, timetables and procedures in the recruitment, advancement and encouragement of people of color; and helps to educate the community in the principles of affirmative action.

Vice President for Asset Management and Treasurer

Peter C. Fackler, 2 Lane Hall

The vice president oversees the financial affairs and endowment of the College.

Registrar and Director of Student Financial Services

Meredith Braz, Libbey Forum

The Registrar and Student Financial Services Office is a combined-service unit that provides comprehensive support for the many administrative aspects of college attendance. Some of our services include enrollment verification, financial aid counseling, registration, payment plans and information on account balances. We also have a very informative Web site that is a good place to begin when you have a question.

Office of College Relations

Bryan McNulty, Director, 141 Nichols Street

The Office of College Relations is responsible for publications, the College's Web presence and the distribution of news involving the College, including student accomplishments and awards. News releases to hometown newspapers are coordinated through this office. The office manages the College's publications, including *Bates Magazine* and the monthly events calendar sent to members of the community. Students may contact this office to plan and coordinate off-campus publicity for events.

Student Employment Office

220 College Street

Part of the Human Resources Office and run by students, the Student Employment Office provides listings and descriptions for on- and off-campus openings. We offer help in the student job application process and employer-student grievances, and generally facilitate communication with student employees, their supervisors and the Human Resources and Payroll offices.





Academic Life

Academic and intellectual engagement form the foundation of student life at Bates. You should always remember that the faculty is happy to assist students in their studies — both in and out of class. But wait, there's more ...

Because you are a member of the Bates College community, you also have a number of deans, administrators and staff members to whom you may turn for guidance. We'll help you with answers about the general ins and outs, rules and regulations of the College, as well as any problems you might have. Take advantage of this easy access: the only foolish question is the one not asked, especially when it comes to the College's general requirements, how you declare a major or what you must do to graduate.

Faculty, deans and others are happy to provide information, support and assistance all the way through the process, but you need to initiate that relationship by making an appointment and walking through our doors because:

Students are ultimately responsible for meeting all requirements for the baccalaureate degree at the appropriate time.

Insider's Tip:

The sooner you begin to get to know your advisors, professors and the deans, the better off you will be. These people will be able to help you. Moreover, the better they know you, the easier it will be for them to write complete, detailed and effective letters of recommendation, and to provide support in times of need.

Another issue of great importance to the academic and overall life at Bates has to do with freedom of expression. Here is Bates' statement about freedom of expression and the implications for all community members:

Freedom of expression is one of the fundamental academic freedoms, and Bates College strongly believes that all members of the College should be free to express themselves on all issues. The fundamental right of freedom of speech is one that is guaranteed and cannot be abridged arbitrarily at the whim of either a minority or a majority. Therefore, the College will not condone behavior designed to prevent, obstruct or interfere with the activities and programs of the institution or its members.

All right, now that some of the overarching points have been made, let's turn our attention to the nuts and bolts of academic life at Bates. While you don't need to commit this information to memory, knowing where to find it, and reviewing it often, will help you stay on top and in control of your academic progress throughout your four years on campus.

First of all you'll need an...

Academic Advisor

Academic advisors at Bates are generally members of the College faculty. You will have one advisor assigned to you upon entering the College and then another advisor within your major when you declare it. Here's the general advising "path" for your time at Bates:

First Year: Often, your advisor will also be the professor who teaches the first-year seminar that you take in the Fall or Winter semester. You will stay with this academic advisor until you declare your major. You can also ask your Junior Advisor (J.A.) general academic questions. Also, you can *always* come to the Dean of Students Office and meet with one of the deans.

Second Year: *All students need to declare a major by the end of their sophomore year.* To declare your major, you fill out a "Major Declaration Form." You can get this form in the Registrar and Student Financial Services Office in Libbey Forum. To complete the form you need to meet with the chair of the department in which you wish to major. During that meeting the two of you will discuss who your academic advisor within your major will be. You will continue to work with this advisor through the remainder of your time at Bates.

Insider's Tip:

You may want to get to know different faculty members in your anticipated department. That way you can find the faculty member who would be the best "fit" for you to work with. Then ask that person if she or he would be willing to be your advisor.

A good relationship with your advisor is important. These faculty (and sometimes staff) members are there to help you design an academic program that is balanced and meets your needs. They are also available to you as a resource as you begin to explore new intellectual ideas, cocurricular and extracurricular possibilities. Finally, they are there to listen, to mentor and to help when they can.

Note: *You must have your advisor approve your course selections and release your pre-registration*

hold before you will be able to register — every semester. Your advisor is a very important person in your academic life. Get to know her or him.

Finally, as part of the advising system, students who are not performing well in courses are sent academic-deficiency letters by the deans of students when faculty members notify the deans. This usually happens around mid-term. If you get one of these letters, you should immediately talk to your instructor, your faculty advisor or a dean.

Now, as you get ready to meet with your advisor for the first, second or 34th time, you will undoubtedly find it helpful to know the basics about what it takes to graduate from Bates and what these General Education requirements are all about. And so, without further ado



Requirements for a Bates Degree

In order to walk down that center aisle and graduate from Bates, you need to complete a number of specific requirements. While some of the basics are included in this section of the handbook, you will need to read each section of the *Bates Catalog* for the detailed information. Here are a couple areas of the Bates Catalog that you *should not miss*:

- The General Education and Requirements for the Baccalaureate Degree sections at the beginning of the catalog. This will detail all of the requirements you must meet in order to graduate from Bates.
- The section(s) in the catalog describing your major or program. Requirements for each major are presented in each department and program section.
- The General Education section in each department or program. This section will list the

courses from that department that can be applied toward the College's various General Education requirements.

General Education Requirements

We've added the chart below to provide you with a clear general overview of the General Education requirements that you must complete. Use this as a starting point, then go to the *Bates Catalog* for complete details and explanation.

Courses that meet the various requirements come from different departments and programs. Check in the General Education section of each department or program in your *Bates Catalog* to find the appropriate courses.

Final Warnings and Suggestions

You should read and reread the material above and the sections of the *Bates Catalog* to which we referred you to see how they apply to you. Depending on rumor or a friend's understanding of these requirements can be dangerous. If you have a question, ask your advisor, a member of the Dean of Students Office or the registrar.

The key to the successful (and enjoyable) completion of all this can be summed up in the following checklist of insider advice.

- Work with your advisor. Plan ahead, but don't obsess over the process.
- By the end of the sophomore year you must have declared a major and developed a four-year plan with your major advisor.
- Make every effort to complete your physical education (PE) activity requirements in your first year. PE requirements should be finished by the end of your sophomore year.
- Take a variety of course types (not all large, introductory-level courses).
- Get to know members of the faculty.

Course Registration Procedures

Except for incoming first-year students, course registration for each semester takes place at an announced time during the preceding semester.

Here is a checklist to help you work your way through the registration process.

- Consult with your faculty advisor before registering. (Your advisor must remove the "hold" on your computer access allowing you to register.)

Insiders' Registration Tip #1: Before you go to this meeting, write down a selection of courses that you would like to take. This will provide material for you and your advisor to focus on and talk about. It will also help you do the necessary thinking and planning.

Insiders' Registration Tip #2: Meet with your advisor as quickly as possible after courses appear on the Web site. Many students get into trouble because they wait until the last afternoon before registration begins — and then can't find their faculty advisor. No hold removal = no registration.

Insiders' Registration Tip #3: If your faculty advisor is away from campus for some reason, come to

the Dean of Students Office in Lane Hall. One of the deans will meet with you, advise you in your course selection. If your advisor is away on leave, sabbatical or an extended absence, the dean of students will remove the hold so you can register.

- After you meet with your advisor and finalize your courses for the next semester, watch for the appointed "begin to preregister" time (you will probably receive an e-mail reminder; it will also be listed in *The Bates Daily*, your *Student Handbook* calendar and your catalog).
- When preregistration time starts, go to the Web site and select your preferred courses. The Web address is www.bates.edu/admin/offices/reg

Remember: *Just because you enter your choices DOES NOT mean that you will be enrolled in all of those courses.*

<i>General Education Requirement Area</i>	<i>Number of Courses/Units Required</i>	<i>Additional Requirements</i>	<i>Areas of Study to Choose From</i>
Natural Sciences	Three courses/units	Two courses must complete a set.* One course must be outside your major. Some units may serve as the third required course.	Biology, Chemistry, Geology or Physics and Astronomy
Social Sciences	Three courses/units	Two courses must complete a set.* One course must be outside your major.	Anthropology, Economics, Education, Political Science, Psychology or Sociology.
Quantitative Course	One course		Many areas of study (Refer to General Education requirement descriptions in each major/program)
Humanities	Five courses/units	Five courses must be from at least three different areas. Some units may serve as humanities courses.	Art, Classical and Medieval Studies, English, foreign languages and literatures, Music, Philosophy, Religion, Theater and Rhetoric, History

Every student must complete two 10-week Physical Education activity courses to be eligible to graduate.

*A "set" is a two-course combination defined by each academic department. The best way to be sure is to check each department's material in your *Bates Catalog*. Turn to the department you are interested in. Find the heading "General Education." This will give you each department's rules and policies.



Randomization and Petitioning

If more students register for a particular course than there are allotted spaces, the computer randomly selects students from those who registered to be enrolled in the course. The computer also leaves 10 percent of the available spaces open for petitions.

If you are not selected through randomization, you may petition the instructor for one of the petition spaces. You must fill out a course petition form (available on the Web and in Libbey Forum) and submit it to the faculty member who will teach the course. You can check the status of your registration on line to determine whether your petition has been approved.

*Insiders' Registration Tip #4: If you don't succeed in enrolling in a particular class but still wish to take it, try registering for that same class in the future. If you request the **exact same course** a second time, your second request will rank higher in the randomization process.*

If you do not get into all of the courses you wished to take, all is not lost. You may return to the Web site and select different courses, on a space-available basis, any time between the end of the petitioning process and the last day to add courses (in the next semester). You may go online until around 9 p.m. and on most days. (The add/drop Web site is closed down for about six weeks during July and August so that entering students may be registered).

Insiders' Registration Tip #5: If you did not succeed in gaining entry into a course that you really

wanted, keep checking. There is a great deal of movement and change in course enrollment. You may find that a seat in that course opens up after petitioning ends or even at the beginning of the semester.

Important Registration Reminders

Failure to register during the appointed periods results in a late fee. Exceptions are made for students who are on leave of absence or are enrolled in off-campus study programs.

Registration for a new course will not be accepted any later than the deadlines: **Sept. 17** for the Fall semester, **Jan. 17** for the Winter semester, and **April 24** for the Short Term.

No withdrawals from courses are permitted after the deadlines of Nov. 1 for the Fall semester, Feb. 28 for the Winter semester and April 26 for the Short Term. Exceptions to these deadlines are rarely granted. Students should consult with the offices of the Dean of Students or the Registrar and Student Financial Services if they have questions.

Auditing a course or unit does not require registration, and is not recorded on the academic transcript. You must get the approval of the instructor and consult with the Registrar and Student Financial Services Office. Special students must meet with the Dean of Students prior to arranging and registering for course audits.

Last But Certainly Not Least

Some pieces of academic and course information don't fit neatly into any section. However, don't be deceived, these are very important points of information that you may need to know and use during your four years.

- **Pass/Fail Option:** You may take a maximum of two Bates courses (but not Short Term units) on a pass/fail basis, with a maximum of one in any single semester.
- You can choose this grading option until the last day to register for classes each semester. Your choice cannot change after that deadline.
- The fact that you are taking a course pass/fail will not be identified on the course roster. Unless you choose to tell someone, only the registrar and you will know about the pass/fail status.
- Departments and programs may have certain rules about which courses can be taken pass/fail and still fulfill requirements for majors or secondary concentrations. Be sure to check your *Bates Catalog* for more information.
- Courses taken on a pass/fail basis may not be used to satisfy General Education requirements.
- Short Term unit grades appear on the transcript, but do not contribute to either your GPA or quality points. While many Short Term units are graded, professors may decide to use grades of S (satisfactory) and U (unsatisfactory). How a course will be graded (i.e., letter grade or S/U) is published in the Short Term schedule.

If you are completing a senior thesis program that extends over two semesters, the grade from the first semester's work may be designated as "ongoing" until the completion of the course. At this point the final grade will be computed twice in your GPA.

Class Attendance

Attendance in class is expected. According to the current registration policy, you must attend the first day of class or risk being dropped from the course by the instructor. It is the instructor's responsibility to inform students of the policy on attendance in the class. It is the student's responsibility to meet all course obligations (including course evaluation at the end of the semester).

Dean's Excuses

Absences due to serious illness or official College representation (e.g., athletic contests, debates, class field trips) are excused. All excuses from course obligations, including those for personal emergencies, must be obtained from the Dean of

Students Office. Excuses for illness require substantiation by a physician or the College Health Center. Personal travel arrangements are an insufficient reason for excuses.

Insiders' Tip: It is important to remember that when you have course obligations (attendance, test, paper, etc.), personal travel arrangements will not merit a dean's excuse — not even flight tickets.

Examinations

There are a number of guidelines that the College observes when it comes to exams:

- According to faculty policy, instructors are required to give their students one full week's notice prior to an hour written examination.
- Hour examinations or quizzes should not be given on the day after a vacation period.
- No course quizzes, hour examinations or final examinations should be given during the last five class days of a regular semester or on Rosh Hashana or Yom Kippur. (This provision does not apply to practical examinations given in laboratory work or to Short Term courses.)
- Students who miss hour examinations because of excused illness, personal emergency or official College representation are permitted to make them up at the mutual convenience of the instructor and student.
- Final examinations are given in courses unless otherwise announced by the instructor.
- Students who miss a final examination for any reason must immediately contact the Dean of Students Office.

Off-Campus Study Programs

One of the most exciting things about a Bates education is the opportunity to enrich your experience with study at a different U.S. college, in the center of London, in the Amazon region or in the shadow of the Himalayas.

There are exciting options for students at all stages in their Bates careers.

For a Year, Semester or Short Term

Each year, Bates faculty members sponsor one or more Fall Semester Abroad programs. These programs and the off-campus Short Term units, also led by Bates faculty, are open to students in all classes.

Other programs are aimed at students in their junior year. These include the Colby-Bates-Bowdoin

programs in London, Quito and Cape Town; the junior semester and junior year abroad programs; and other consortium programs such as the ISLE program in Sri Lanka, SITA program in India and the Associated Kyoto program in Japan.

Opportunities exist for study elsewhere in the United States through the Washington Semester program; exchange programs with Morehouse and Spelman colleges in Atlanta; Washington and Lee University in Virginia; and the Research Internship Programs at Jackson Laboratory in Bar Harbor and Memorial Sloan-Kettering Cancer Center in New York City.

Want to Know More?

More detailed information on these opportunities and College requirements for participation is available in the *Bates Catalog*, at the Off-Campus Study Office in Lane Hall and on the Off-Campus Study Web page:

www.bates.edu/acad/offcampusstudy

Transferring Coursework to Bates

Some students choose to expand their Bates experience by attending classes at other institutions in the United States, from which they may receive transfer credit for completed courses. There are a number of guidelines for transferring credit to Bates from other institutions. These are outlined in detail in the catalog and on the Transfer Credit Application available at the Registrar and Student Financial Services Office in Libbey Forum or on the Web. You should speak with your advisor, a dean or the Registrar's office *before* you take a course at another school.

Taking Time Away from Bates College

We want you to enjoy your college life. However, we know that sometimes it becomes necessary, for a variety of reasons, to spend some time away from the Bates campus or even higher education in general. There are several different means of taking time away, or taking a leave of absence, from the College.

Insiders' Tip:

If you ever begin to consider whether or not to take a leave of absence, you should immediately talk to your faculty advisor and one of the deans of students. Both your advisor and the deans will be happy to talk things through with you and help you consider all of your options.

Personal Leave

In some circumstances, students may need to interrupt their study at the College for health or personal reasons. In addition, students may take a personal leave of absence to pursue an internship or another nonacademic experience. Accordingly, the College permits students in good standing to apply to the Dean of Students Office for a personal leave of absence. Here are two important points to be aware of:

- You must complete a leave-of-absence form that then must be approved by a dean and signed by officers from the Registrar and Student Financial Services Office. (Some education loan repayments may begin if the leave is a personal leave.)
- Students on a personal leave may take up to two courses elsewhere for Bates credit, subject to the transfer policies outlined above.



Sometimes, a student takes a leave of absence for medical and/or psychiatric reasons. Students hospitalized or incapacitated for such reasons who wish thereafter to continue in college must demonstrate that their capacities have not been impaired to such an extent that they would be unable to function at Bates. Such decisions are made by the Dean of Students Office and are based on reports from the College physician or, when appropriate, psychiatric affiliates, and on discussions with the student.

Withdrawal, Dismissal and Reinstatement

You may withdraw voluntarily from the College at any time by informing the Dean of Students Office. If possible, you should also meet with someone in the Registrar and Student Financial Services Office. Failure to inform the Dean of Students Office will result in an automatic F in all courses. Since the deans are often responsible for providing letters of recommendation for purposes of transfer and job applications, a conference with them at the time of withdrawal is in your best interest.

Reinstatement after Withdrawal or Dismissal

The rules for reinstatement to the College after withdrawing vary depending upon the circumstances surrounding the withdrawal. Here are basic guidelines that we use for students who wish to rejoin the College.

A student in good academic standing who withdraws from the College may be reinstated at the discretion of the Dean of Students Office, if the reinstatement is within two years of the withdrawal.

A student in good standing withdrawn for more than two years, a student not in good standing or a student who has been dismissed from the College must apply for readmission to the Committee on Academic Standing through the Dean of Students Office.

Students not in good standing or dismissed must be separated from the College for at least one full semester, and must provide evidence of serious purpose and of academic or professional involvement.

Candidates for re-admission for the Fall semester must submit their credentials by May 2. Those seeking re-admission for the Winter semester must submit their credentials by Nov. 15.

Matriculation after re-admission by the Committee on Academic Standing depends on the availability of space in the College. Students who are twice dismissed for academic deficiency normally may not apply for re-admission. *Academic standing will be determined by regulations in effect at the time of withdrawal.*

Refund Policy

Sometimes you, or your parents/guarantors, will be eligible for a refund if you take a leave of absence or withdraw from the College. There are some guidelines that determine whether you can receive a refund and, if so, how much.

Refunds are issued by request to the Registrar and Student Financial Services Office after a leave or withdrawal has been granted.

Students withdrawing on or before the 50th day of a full semester receive a prorated refund of the annual charge as follows:

- 100%: On or before the first day of semester;
- 90%: 2-10 days after the first day of semester;
- 75%: 11-20 days after the first day of semester;
- 50%: 21-30 days after the first day of semester;
- 25%: 31-50 days after the first day of semester.
- No refund after 50 days.



Students who do not attend or who withdraw from Short Term are not entitled to a refund.

All off-campus, extra-cost Short Term units have an additional, nonrefundable \$500 deposit. Additional nonrefundable charges may be applied when a student registers and then drops the unit.

In accordance with federal regulations, the first day of the leave or withdrawal is the date indicated by the student on the leave-of-absence or withdrawal form. If no date is stipulated by the student, the first day of the leave or withdrawal is defined as the last day the student attended any class.

If you receive federal financial aid, you need to consult the financial aid policies in the catalog and meet with a financial aid officer in the Registrar and Student Financial Services Office.

The paperwork and processing for a leave of absence or a withdrawal from the College begins in the Dean of Students Office.

Student Transcripts and Records

During your Bates career you may find that you need a copy of your academic transcript. There are two types of transcripts: official and unofficial. You can access an unofficial transcript by logging onto the student records Web page and downloading a copy. However, you may need an official transcript to submit with an internship application, an off-campus study opportunity, or as part of a job submission/application.

To request an official transcript you go to Libbey Forum and fill out a Transcript Request Form. All requests must be in writing and you must sign and date them. Official transcripts issued to students are stamped "Issued to Student." Every effort will be made to supply transcripts within three days of the request unless the record is in the process of being updated. The College reserves the right to withhold transcripts of students with outstanding financial obligations.

Insiders' Tip: If you receive an official transcript in a sealed envelope (for delivery to a school, place of business, etc.) DO NOT OPEN THE ENVELOPE. Once you open the envelope, the office to which you are submitting the transcript may not accept it as an official document.

Confidentiality of Student Records

During your time at Bates you will develop a growing set of student records. Some of these records will have to do with your academic performance; some will focus upon various athletic activities, financial information or other dimensions of your life at Bates. Likewise, the College has certain records that it maintains (e.g., security policies and statistics, financial assistance information, etc.). Most of the records regarding you and your college life are confidential. Below you will find a statement about why Bates observes confidentiality of these records as well as to whom these records may be released and where you would go to request information from these records.

Two sections of the Family Educational Rights and Privacy Act (FERPA) policy are of direct interest and importance to students: Confidentiality of Educational Records and Institutional Disclosure and Reporting Requirements. Both are explained below. Both you and the College must follow all of the procedures and rules. More information can be found on the College Web site.

As a student you have the right to:

Inspect and review your education records.

Procedure: You must submit a formal request that identifies the records you wish to inspect. This



request should be submitted to the registrar, dean of students, chair of the academic department or program, or other appropriate official. Within 45 days the College will make arrangements for access and let you know the date, time and place where you can see the records. NOTE: If the person to whom you direct your request doesn't have access to those records, he or she should guide you to someone who does.

Request an amendment to portions of your educational record that you believe are inaccurate or misleading.

Procedure: You must write the College official responsible for the record, clearly identify the part of the record that you want changed, and detail why that information is currently inaccurate or misleading.

If the College agrees with you then the changes will be made and your record will be amended. If the College decides not to amend the record as you requested, then an official must tell you of the decision and advise you of your rights to a hearing regarding your request for an amendment. You should also get information on the hearing procedures at this point.

Consent to disclosures of personally identifiable information contained in your education records (unless it is information that FERPA authorizes for disclosure without consent).

If an official of the College, or officials of institutions with which Bates College has consortial agreements, needs information from your records and has legitimate educational interests, then FERPA allows that information to be shared — with that individual. You will find detailed definitions of these “college officials” and “legitimate educational interests” in your College catalog.

Privacy in regard to your educational records (e.g., grades, registration information, etc.).

Procedure: When you enter Bates College you will be given a form to fill out. On that form you will detail to whom the College may release educational information, or you will state that no information should be given out. For example, you might say that information can be released to your parents, or to your mother but not your father, or to your guardian but no one else. The College maintains records of this information and will refer to it whenever someone from outside the College requests information.

If there is no written notation of approval, the College will not release information from your educational records to someone who does not have legitimate educational interests and is not an official of the College, or officials of institutions with



which Bates has consortial agreements — unless we have met the FERPA requirements for disclosure without direct consent. (You can read all of the requirements and details on the College Web site. Type “FERPA” into the site Search function).

File a complaint with the U.S. Department of Education regarding alleged failures by the College to comply with the FERPA requirements.

Procedure: Send your complaint to the following address:

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

Important Note: If you have an unpaid financial obligation to the College or if there is an unresolved disciplinary action against you, Bates College reserves the right to refuse to (1) permit you to inspect those records excluded from the FERPA definition of educational records and (2) deny transcripts or copies of records not required to be made available by FERPA.

Fees will not be assessed for search and retrieval of the records. However, there may be a charge for copying and postage.

Confidentiality and College Directory Information

The law allows institutions to release “directory information” so that they may publish student-faculty directories, rosters with team lineups for sporting contests, news releases for hometown newspapers, etc.

Bates College identifies the following as directory information: name, class, address (campus, home and e-mail), telephone listings, major and secondary concentration fields of study, participation in officially recognized sports and off-campus study programs, dates of attendance, degrees, honors and awards achieved in the curricular life of the College, and individually identifiable photographs

and electronic images of a student solicited by or maintained directly by Bates as part of the educational record.

By law, you may request that directory information be withheld, and at Bates you may write the Registrar and Student Financial Services Office to do so. You should be aware, however, that you will have no listing in the *College Directory* since all information is withheld and you may not elect to withhold partial information.

Institutional Disclosure and Reporting Requirements

Disclosure To Whom When By Whom	668.41 Notice that information is available on:	99.7 Family Educational Rights and Privacy Act:	668.42 Financial assistance information	668.43 Institutional information
	1. Financial assistance programs 2. Institutional programs and policies 3. Graduation rates 4. Security policies and crime statistics 5. Athletic program participation rates and financial data 6. Rights under Family Education Rights and Privacy Act	Information on rights and procedures for inspection, correction and disclosure of information in the student's record.	Description of student aid programs, application procedures and eligibility criteria, and rights and responsibilities of students receiving financial assistance.	Information on cost, academic programs, accreditation, special services, campus contacts, etc. Also includes description of institution's refund policies; return of funds to Title IV; and institution's procedures for officially withdrawing.
	1. Enrolled Students (will receive info. on all segments of 668.41) 2. Parents of Enrolled Students	1. Enrolled Students 2. Parents of Currently Enrolled Students	1. Enrolled Students 2. Prospective Students	1. Enrolled Students 2. Prospective Students
	Distribute Annually (applies for all segments of 668.41)	Upon request	Upon request	Upon request
By Whom	1. Registrar and Student Financial Services 2. Dean of Students 3. Registrar and Student Financial Services 4. Campus Security Office 5. Athletics Department 6. Dean of Students, Registrar and Student Financial Services	1. Registrar and Student Financial Services	1. Registrar and Student Financial Services	1. Registrar and Student Financial Services 2. Dean of Students

College Disclosure and Reporting

The College also commits to disclosing particular types of information to those groups deemed applicable through the FERPA policies. Below you will see a chart that outlines the types of disclosure that the College observes, and the conditions under which that information is disclosed.

Further questions about the law should be addressed to the Registrar's Office or the President's Office at Bates or to the Family Policy Compliance Office, U.S. Department of Education, Washington, D.C. 20202.

And You Are Finally on Your Way

After you've completed all of your college requirements, there is the powerful and exciting day when you walk through the midst of the faculty and have a seat in front of Coram Library for the Commencement ceremony. This is a momentous day in your academic life — and probably the lives of your parents or guardians and your other family members.

All graduating seniors are expected to attend Commencement, unless arrangements to receive the degree in absentia are made in advance with the Dean of Students Office. Degrees are conferred once each year. By faculty rule, students must have completed all graduation requirements to take part in the Commencement procession.

668.45 Information on completion or graduation rates	668.46 Institutional security policies and crime statistics	668.47 Report on athletic program participation rates and financial support data	668.48 Report on completion or graduation rates for student-athletes
1. Enrolled Students 2. Prospective Students	1. Enrolled Students 2. Employees 3. Prospective Students 4. Prospective Employees 5. Dept. of Education	1. Enrolled students 2. Prospective students 3. Public 4. Dept. of Education	1. Potential student-athletes offered athletically-related aid, the student's parents, high school coach or guidance counselor 2. Dept. of Education
Upon request, available by July 1 each year.	Distribute annually by Oct. 1 upon request (1, 2, 3 above) Statistics submitted annually, date TBA (4, 5 above)	Upon request, must be available annually by Oct. 15 (1, 2 above) Within 15 days of when report is available (3, 4 above)	When aid if offered Annually by July 1
1. Registrar and Student Financial Services	1. Campus Security	1. Athletics Department	1. Athletics Department 2. Registrar and Student Financial Services



Student Life

During your years at Bates you will be able to explore student life to the fullest degree. Indeed, most of you will make creative contributions to the development and improvement of our community in some way. This handbook looks at three primary areas of student life: cocurricular, residential and extracurricular. Whether you want to learn more about how the housing lottery works; explore volunteer service or internships options, apply for fellowships; or throw a party for your residence hall, you will find the basic information you need to know in the next three sections of this handbook.

We encourage you to develop a rich, diverse and creative life as a member of the Bates community.

Cocurricular

Bates students have a long tradition of linking their studies and intellectual interests to work, play and exploration in areas on and off campus. During the past several years a group of College administrators, faculty and staff have worked to create a more unified system of cocurricular work called Connected Learning.

Connected Learning challenges students to extend curricular connections to other learning activities. In doing this you are able to take more creative control over developing and shaping your learning experience. You will also meet people, gain opportunities, and generate ideas and actions that will supplement and enrich the learning that you do in the classroom.

There are many different ways to connect your learning from class to class and between the classroom and the "real world." Here are just some of the experiences you could use to extend and connect your learning:

- Internships
- Service-learning
- Off-campus study

- Summer or academic year employment
- Student research
- Independent study
- Special fellowships
- Volunteer work
- Senior thesis/honor thesis

The key idea here is that *you* work with advisors, faculty and administrators to create the learning experience that you want. This enables you to tailor your experiences and learning at Bates from your first year right through to your final semester. The goal of Connected Learning is to create a learning experience of considerable power, one whose entirety is more than the sum of its parts. The ability to make this happen is in your hands.

How to Learn More About Connected Learning

There are faculty, staff and administrators all over the campus who will be eager to talk with you about how you can engage in Connected Learning in your own individual manner. Here are a few of the places where you might find people to discuss this dimension of your college life with:

- Your academic advisor's office
- Off-Campus Study Office
- Dean of Students Office
- Center for Service-Learning
- Volunteer Coordinator Office
- Dean of the College Office
- Summer Research Program in Dean of the Faculty's Office
- Office of Career Services
- Dean of Faculty Office

Residential Life

A fair amount of your life at Bates will be spent in your residence sleeping, studying, talking with friends, watching TV or just hanging around. Residential life is an important component in any student's college experience. In this section we will tell you where to find information on the various residential halls and houses at Bates. We will introduce you to individuals who play extremely important roles in maintaining the quality of residential life, your JAs (Junior Advisors) and RCs (Resident Coordinators). We'll talk about some of the less-appelling dimensions of residential life as we summarize the College's position on, and procedures for handling, dorm damage. And we will talk about a topic near and dear to many hearts — your motor vehicle.



Housing

Bates offers a wide range of housing options. Some residences are known for their social atmosphere; others are regarded as quiet. Some living arrangements promote a sense of community within a room, a quad, a floor or a whole building. Sometimes, a residence or house will gain a reputation and people who want that living style will migrate there. Other times, students will completely challenge the “norm” and create their own unique atmosphere. Either way, on-campus living at Bates is a great social opportunity not to be missed! You can find information on each campus residence —and photos of many of them — at www.bates.edu/housing.

As you get ready to move to campus, it is important to remember that there are certain regulations that you have agreed to live by. Remember the Residence Hall and Dining Services Regulations Contract that you signed? If you don't remember this document, you can go the Policies and Procedures section of this handbook to read it in its entirety. Even if you don't commit this admittedly long document to memory it will be a valuable reference. When you wonder whether you can do or add something to your room, you should first check the regulations. All students are required to abide by the principles and guidelines listed in the regulations.

Housing/Roommate Issues

We hope that each and every one of you are pleased with your residences, and that you and your roommate(s) become best friends, share a

room through your years at Bates and then continue onward with a lifelong friendship . . . and now, back to the real world. Hopefully that happy scenario will come true for some of you. Others may find that the “fit” with your roommate(s) just isn't all you had hoped for. Or you may dislike your room and building intensely. While we can't guarantee that we can fix these situations, there are steps you can take to explore your options, resolve difficult situations and work to make your residential living a happier experience. Here are some beginning suggestions:

- **Stick with the situation for a little while.** Sometimes you will find that you do actually like that roommate. Perhaps you'll find that your room really isn't SO bad. It takes a little time to get used to sharing space with someone new.
- **If you are unhappy with your current situation, talk to your roommate(s).** You owe it to them and to yourself to attempt to resolve difficult situations that arise. Sometimes it is difficult to open these conversations, but almost always both you and your roommate(s) will come away from the conversation with either a resolution to the problem or a clearer understanding of what must be tried next.
- **Talk to your JA and/or RC.** These folks are trained to help in situations just like yours. This is part of their job and one of the dimensions of being residential staff that they like the most.

- **Try mediation.** The JAs and RCs are qualified to serve as mediators. In addition, the housing coordinator, Erin Foster Zsiga, is an excellent mediator and will serve as such for you and your roommate (assuming you've tried the above possibilities).

If None of These Attempts Works

If there are still unsolved problems, go to the Housing Office, in Chase Hall. Just remember that there are only 375 singles on campus. Despite the ever-present challenge of a full campus, we will try hard to find a solution for truly irreconcilable differences and housing distress. The Housing Coordinator is very good at helping people think through all their options.

The Housing Lottery

In March, rooms for the following year are selected by students through a lottery. Each student's name is printed out by class, and each is assigned a random number that determines the order in which students in each class will pick a room. These lists are posted outside the Housing Office the week of your respective lottery night. Rising seniors pick the first night, then so on down to the rising sophomores. Rooming diagrams of each residence are posted in Chase Hall Gallery a week before the lottery.

Usually not all rising sophomores are able to pick rooms for the following year. Don't panic! You can sign up for summer placement and get a room during the summer. The summer placement form gives you the opportunity to list priorities for building and room type. Don't worry if it is the middle of the summer and you still don't know where you are living next year, as placements are done in mid-August. This is when we have the most desirable spaces available.

'Blue-Slipping' Kitchens

(Note: For directions on how to blue-slip a space, see pp. 29-31.)

Many people decide that they want to make a special dinner for themselves and a few friends. You can do that in the Bates residential halls and houses. All kitchens can be blue-slipped for parties and dinners. To get a blue slip, see the assistant at the Student Activities Office. Once you have filled out the blue slip you will need to get a JA or RC from the residence where the kitchen is located to sign the slip. Then return the signed form to the Student Activities Office.

The best kitchens for dinner parties are in Frye Street Union, Rand, Hedge, John Bertram, Smith and the Benjamin Mays Center. You can also contact the Catering Office in Commons to procure basic cooking implements to use in making your dinner.

Residential Coordinators/Junior Advisors

The residential life program at Bates rests upon a close working relationship between the RC or JA and the area dean affiliated with the particular building. These individuals work together to help advisees and residents.

The roles played by RCs and JAs are many and varied. The roles listed below might give you an idea of how your RC and/or JA can work best with you to make the most of your time here at Bates.

Peer Advisor/Mentor

All conversations with your RC or JA are confidential. Many times an RC/JA can help: talking about a personal problem, an academic dilemma or a roommate situation might evoke new ideas for handling a particular issue. Your RC/JA is there for you.

Supplemental Academic Advisor

As part of the training, an RC/JA becomes aware of all different kinds of academic programs and schedules. Often they can share first-hand experience with particular professors, classes or majors; sometimes they can point you to someone who could better help you. Either way, an RC/JA becomes a valuable resource, especially when your faculty advisor is hard to find.

Residential Life Resource and Programmer

The RC in your building is in charge of signing blue slips for events. Additionally, many RC/JAs will provide information about upcoming activities around the College and community, as well as plan dorm activities. If you have any fun ideas, drop by their room and talk to them!

College Liaison

Your RC/JA has weekly meetings with the Dean of Students Office and serves as a residential liaison between the faculty/administration and the students. If you have particular concerns you would like addressed, this is one avenue to try.

Information Central

RC/JAs go through an intensive program at the beginning of the academic year that acquaints them with the many services Bates provides. If your RC/JA does not know the answer to a particular question, more often than not he or she knows someone who could help.

Friend, Advocate and Ally

One of the most important roles of the RC/JA is to represent and support you and your residence-mates in a safe, comfortable and encouraging environment.

Get to know your JA and/or RC. These individuals have been chosen by the Dean of Students Office and the College as resources and a support net-

work for all students living in College residences. Aside from that, they can always be counted on to know about activities, organizations and fun things to do on and off campus. They are here to share their expertise with you.

What's the difference between a JA and a RC?

While there are many overlaps in the roles and responsibilities of JAs (Junior Advisors) and RCs (Resident Coordinators), there are some distinct differences.

JAs are juniors, and sometimes seniors, who serve as guides, resources and role models to first-year students. Each JA is attached to a first-year center (i.e., 6 to 15 first-year students residing in the same floor or section of a residence hall or house).

RCs are juniors or seniors who serve as building coordinators and organizers in residences containing upper-class students or students from all class years. There is one RC per building in the larger residence halls. A single RC may be responsible for several of the smaller residential houses. RCs also play lead roles in working with Physical Plant to accurately attribute dorm damage fees.

Residential Living and Dorm Damage

The vast majority of Bates community members work hard to keep our campus and our residential buildings in top shape. But there are individuals who will, on occasion, intentionally damage the residential buildings. The College absolutely decries this type of intentional destruction for its structural impact, and even more so for the demoralizing effects that it has upon the residential community. During the 2000 academic year the Dean of Students Office and the student Representative Assembly, or RA, served as consultants and resources to Physical Plant as that department of the College redeveloped campus dormitory damage procedures. These procedures are outlined below. A full description of the procedures and the accompanying standardized damage cost and definition sheets can be found in the College Codes and Guidelines section of this handbook.

We challenge all students living in the residence houses and halls to work as communities to end dorm damage. We also encourage all campus residents to think about the impact of such damage — not just upon themselves, but also their peers, the custodial staff and the beauty and reputation of the campus.

Dormitory Damage Procedures Summary

Dormitory damage is defined as damage to a facility that is in excess of a physical condition that would be expected due to normal wear and tear. There are several steps in handling dormitory damage:

- Discovering the damage
- Recording the damage
- Creating a work order
- Creating a bill
- Scheduling corrective work
- Performing corrective work

Below are some examples of typical dorm damage items and the costs they will incur. For a complete copy of the dorm damage procedures and item costs, please refer to the College Codes and Guidelines section of the handbook.

Dormitory Damage: Standard Charges

	Charges	Fine	Total
Baluster	\$77.70		\$77.70
Door-interior	\$470.76		\$470.76
Smoke detector	\$262.21	\$75.00	\$337.21
Wall damage-medium	\$160.83		\$160.83

Cars on Campus

Cars on campus and parking permits are hot topics at Bates College. These topics are in the Residential Life section of this handbook because, for many students, a car is an important part of residential life. We recognize that this is true. However, we also recognize the truth of the following statements: (1) Bates believes that you can obtain a college degree without maintaining a car on or near campus; and (2) parking is limited on campus.

Through either your experiences at Bates already or the first-year student materials sent to you during the summer, you know that parking permits are distributed through a lottery system, followed by an appeal and review process. This entire procedure is run by the student Representative Assembly (RA).

Insider's Tip: If you do not receive a parking permit but still need to have your car at Bates, try contacting the Campus Security Office. Ask if they have information on individuals or businesses near campus willing to rent a parking space to students.

Please don't think that just because you don't have a car, you are tied to campus. The Student Activities Office runs a weekend shuttle that stops

at many spots in town (grocery store, pharmacy, restaurants, cinema complex). This office also offers several trips each month to points of interest in Maine and the surrounding states. Destinations have included the Maine Mall, the Old Port in Portland, downtown Boston, Red Sox games, ski resorts and whitewater rafting.

For students who do receive a parking permit through the lottery, we have provided key information about vehicle registration and parking.

Parking Regulations

In order to make this very important information as clear as possible, we've set up the rest of this section in the form of questions and answers. If you don't see your question, contact Security — they will probably know the answer.

Who needs a parking permit on the Bates campus?
All vehicles parked on campus (including motorcycles, mopeds and vehicles belonging to students who live off campus) must have a valid parking permit. Vehicles must be registered with Security.

If there are limited spaces, who decides which students get permits?

Distribution of permits is determined by means of a student lottery conducted by the RA.

How much do these permits cost? And if I am granted a permit, where can I pick it up?
Parking decals are \$60 and will be billed directly to student accounts. Parking permits are distributed by Security.

Where do I display the parking decal on my car?
The parking decal must be properly affixed to the left rear window. Improper placement constitutes a violation of the parking policy. Should there be a question about the placement of a parking decal, call Security. Any vehicle with an altered parking decal is in violation of the College policy and the owner of the vehicle is subject to being fined and/or having the vehicle towed from campus property.

What happens if I lose my permit or it gets stolen?
Lost or stolen permits must be reported to Security immediately.

What should I do with the permit if I sell my car and get a new one?

If a vehicle is sold or involved in an accident that will prevent its return to campus, the permit must be removed and returned to Security for a replacement.

Who qualifies as a visitor?

A visitor is any person not employed by or enrolled at Bates College who occasionally has business or

another reason to be on campus. Students living off campus are *not* considered visitors and are required to have a valid parking permit. Visitors who receive five parking tickets will lose their parking privileges and may be towed without warning.

If a friend of mine drives to Bates to visit, what do we do about the car?

All visitors desiring to park motor vehicles on Bates College property must register their vehicles with the Security Office upon arrival. A temporary parking permit will be issued to the visitor at no cost. Visitors must comply, however, with the College parking regulations. For this reason it is the responsibility of any member of the Bates community who has invited visitors to the campus to inform them of the parking regulations.

What if I need to bring a different car to campus?

Temporary permits will be issued only to those who already have a parking permit. Temporary permits will be issued in instances where a student is forced to bring another vehicle to campus. The student should go to Security to request a temporary registration. It will be verified that the student has a parking permit and a temporary permit will be issued.

Will the College warn me if my unregistered car is on campus?

No. Any unregistered vehicle found parked on campus is subject to being fined and/or towed and stored at the owner's expense, without warning. If for some reason, you cannot properly register your vehicle or the vehicle of a visitor, contact the Security Office immediately and speak to a security officer.

Can a permit be transferred?

Parking privileges cannot be transferred and may be revoked in the event of any application, permit or vehicle misrepresentation.

Who enforces parking regulations?

The enforcement of these regulations is the responsibility of Bates College Security. Security officers may require identification of any person on campus. Refusal to comply may result in the issuance of a citation as well as notification of the appropriate municipal police department. Parking regulations are in effect 24 hours a day, 365 days a year, and are constantly enforced.

Vehicles that are not parked in designated spaces or their allotted group location (e.g., faculty/staff parking, student parking, etc.) will receive a parking ticket. In addition to this, parking is prohibited (whether it is posted or not) in driveways, walkways, building exits, fire lanes, on the grass or any place that would inhibit the access of emergency vehicles. In such cases, the vehicle will be towed and stored at the owner's expense.

Parking Fines

- The fine for individual parking tickets is \$10.
- Unregistered motor vehicles found on campus will be fined \$20, which includes an additional administrative fee.

How can I find out where to park?

It is the responsibility of each student, faculty and staff member of Bates College who desires to park on campus to obtain a copy of these regulations and a campus parking map. The map clearly designates where faculty, staff, students and visitors may park, and it is each person's responsibility to be familiar with the map and the locations on campus where parking is permitted.

What do I do if I believe I've received a parking violation ticket in error?

An individual who wishes to appeal a parking enforcement action should pick up a Parking Appeals form at the Security Office. The completed form must be submitted within seven calendar days of the enforcement action to the Parking Appeals Board at the Security Office. **(Note: Appeals received after seven calendar days will not be heard).**

The appellant is notified of the board's decision following the next meeting. The decision of the Parking Appeals Board is final. The fact that there was no sign indicating you could not park in a particular location is not a valid excuse and will not be accepted by the Parking Appeals Board.

What happens if my parking permit is revoked?

Upon accrual of five or more parking tickets, parking privileges will be revoked for the remainder of the school year and the vehicle may no longer be parked on campus at any time.

How do I find parking information?

General parking announcements will be sent by e-mail to particular campus groups such as faculty, staff and students. Parking announcements will be titled "Parking Notice" or "Urgent Parking Notice." All persons with vehicles or plans to have a vehicle on campus are responsible for all information in parking e-mails. E-mail should be checked daily.

I need to drop things off at a friend's dorm. Will I be ticketed?

Vehicles may be parked temporarily in driveways close to buildings for up to 15 minutes for the purpose of loading or unloading, provided that the emergency flashers are activated and the driv-

er is available to move the vehicle. Vehicles parked for more than 15 minutes will be ticketed and/or towed.

Keep in mind that the driveways are fire lanes and must be kept open at ALL times for emergency/rescue vehicles.

Can I park my car in faculty/staff areas during non-business hours?

Parking in faculty/staff parking areas is open to students with permits from 5 p.m. to 1 a.m. weekdays and from 5 p.m. Friday to 1 a.m. Monday, weather permitting.

Students may park in the Nichols Street lot from 5 p.m. weekdays and Sundays to 7 o'clock the following morning (weather permitting).

Parking on Bardwell Street is available to students, faculty, staff and visitors, but is prohibited on Bardwell Street and in the Olin Arts Center lot between midnight and 7 a.m., weekends included.

Again, students living off campus are *not* visitors to the College and are required to have a valid parking permit.

May I leave my car on campus during breaks?

Merrill Lot will be used for parking during College breaks.

Students who wish to leave their vehicles on campus over any break must contact Security with information about their vehicles, as well as where they may be contacted in case of an emergency.

Students who stay on campus during break may park in other designated spaces on campus during the day (weather permitting), but must park their vehicles in Merrill Lot at night. Vehicles left in any other lots on campus at night will be ticketed and/or towed.

It snowed last night! Do I have to move my car?!

Any person using campus parking areas must cooperate during periods of snow removal or required maintenance by moving his or her vehicle promptly when required.

Notices will be placed in all dorms and in *The Bates Daily* stating the dates and times of snow removal or required maintenance. Any vehicle impeding these operations will be towed and the owner will be responsible for all related expenses.

When in doubt, call Bates Security at ext. 6254 or use a security phone and check before you park!



Extracurricular Life

Student Activities

All students are encouraged to participate in the many opportunities that extracurricular life at Bates offers. There is such a variety of activities and student organizations on campus that, regardless of your likes and dislikes, you will surely find something in which to get involved. These activities and organizations have many benefits. You have a chance for engagement, social interaction, leadership development, learning new skills and having a good time. All you need to do to find out which opportunities you may wish to explore is . . . keep reading.

But before we go any further, it is important that you clearly understand the expectations the College holds for your role as a participant in campus activities.

General Conduct Guidelines

Traditionally, Bates College has taken pride in the responsible attitude of its students and the social and educational atmosphere of its campus.

Bates students shall be held responsible for their conduct at all times. Any student who becomes disorderly, is involved in a disturbance, interferes with the rights of others, damages property, brings the name of the College into disrepute, or is individually or as a member of a group involved in unacceptable social behavior on or off campus shall be subject to disciplinary action by the Student Conduct Committee (SCC).

Student Activities Office

The Student Activities Office, in Chase Hall, coordinates extracurricular scheduling at Bates. There are many things that you can take care of with a visit to Claire Lavalée at the Student Activities Office. Here are a few:

- Reserve a room on campus or one of the College's vans
- Make photocopies (if you have the organization number of your club or group)
- Sign up for one of the College's free bus trips (there are multiple trips each month)
- Find information you need to start a new club or organization.

The extracurricular calendar of the College is maintained in the Student Activities Office. Be sure to check the calendar before setting up a program or activity. Every event on campus must be blue-slipped (see pp. 25 and 31 for blue-slipping policies) through the Student Activities Office. The blue slip is also the means for arranging appropriate equipment or services that may be needed for an event (such as chairs, tables, beverages, etc.).

Tuesday evenings are reserved for class meetings; therefore, the faculty has ruled that no extracurricular events may be scheduled then.

Current Student Organizations

Listed below are the organizations confirmed as active by the Student Activities Office as of June 6, 2002. To learn about them, check in with the Student Activities Office or look them up in the back of the College Directory.

Campus Organizations 2002-03

Amandla!	Jewish Cultural Community
Amnesty International	Bates College Libertarians
Bates Aviators	Manic Optimists
Badminton Club	Bates Martial Arts Society
Bates Ballroom Society	Merimanders
Bates Book Club	<i>Mirror</i> (Box 719)
Bates Buddies	Mushahada Association (Muslim Students)
Bates College Television Network (BCTV)	New World Coalition (Students For Social Justice)
Biology Council	Northfield
Catholic Student Community	OUTfront
Chase Hall Committee	Bates Outing Club
Bates Christian Fellowship	Paintball Club
Christian Science Organization	Pep Band
Civil Liberties Union	Photography Club
Crosstones	Physics Society
Bates Cycling Team	Bates Psychology Club
Deansmen	Representative Assembly
Brooks Quimby Debate Council	College Republicans
Bates Democrats	Robinson Players
Bates Discordians	Rugby Club (M)
Bates Eating Awareness Association	Rugby Club (W)
Economics Society	Sailing Club
Bates Emergency Medical Services	Sangai Asia
Environmental Coalition	<i>Seed</i>
Equestrian Team	Sexual Assault Response Line (S.A.R.L.)
Fencing Club	Bates Shooting Association
Filmboard	Snowboarding Protectorate
Fishing Club	Society of Women in Math and Sciences (SWIMS)
Flyfishing Club	Solidaridad Latina
Freewill Folk Society	Strange Bedfellows
Bates Ultimate Frisbee Club	<i>Bates Student</i>
<i>Garnet</i>	Students in Admissions Coordinators
Geology Club	Bates Underground College
Bates College Health Sciences Society (Club Med)	Unitarian Universalist Association
Bates Hindu Awareness Group (BHAG)	Bates Water Skiing
Hockey Club (M)	Waterpolo (M)
Hockey Club (W)	Waterpolo (W)
Bates Information Technology Club	Women's Resource Center
International Club	WRBC 91.5 FM
Italian Club	Zenstruck Juggling
Jazz Band	

How to Start a New Student Organization

The Extracurricular Activities and Residential Life (EARL) Committee is a student-faculty committee responsible for basic policies regarding extracurricular life. **This includes the requirement that all student organizations be open to all Bates students. The College does not permit fraternities, sororities or closed societies.**

The EARL Committee is responsible for the approval of constitutions of student organizations. This official recognition allows groups to use the name and facilities of Bates College. A constitution is a prerequisite for funding through the Representative Assembly. Requests or questions regarding constitutions or budget allocations should be directed to the EARL Committee through the Student Activities Office. Please consult the *Bates Catalog* for descriptions of clubs and organizations. Feel free to bring any questions to the Student Activities Office.

The budget committee of the Representative Assembly reviews the financial needs of all campus organizations each year. The College makes an annual allocation for the budget committee to disperse to all student clubs and organizations.

Scheduling Events

There are two types of blue-slipping procedures: one for alcohol-free events and one for events that include alcohol. Each is explained below.

Blue-Slipping Alcohol-Free Events

"Blue-slip" refers to a three-sheet form available in the Student Activities Office. Knowing blue-slip procedures and policies is a key asset.

Individual students may not blue-slip a space; they must be sponsored by or represent a student organization or house council.

Find out if the room or space you wish to use is available. If it is, fill out the blue slip for the event, including as much information as possible on the form.

Spaces that must be blue-slipped include residence hall lounges and other spaces on campus where groups gather. It is possible to blue-slip the central area of the main Quadrangle, bordered by the Chapel, Parker-Hathorn-Dana, Coram-Carnegie, and the walk along Campus Avenue. The hallway outside the Student Activities Office may be blue-slipped for exhibitions. Films may be shown in many blue-slipped locations, but is not permitted in Memorial Commons.

Posters and other notices are limited to bulletin boards and other designated areas inside buildings.

No posting is allowed on the outside of any building or any windows.

Campus Ban on Hard Liquor

In keeping with the recommendation of the 2000-01 Alcohol Task Force, hard liquor is not allowed on campus. Please refer to the College Alcohol and Drug Policy for detailed information. If you have questions about the definition of hard liquor, please contact Dean Keith Tannenbaum or Alcohol, Tobacco and Other Drug (ATOD) Educator, Erin Foster Zsiga, in the Student Activities Office.

Blue-Slipping Events Including Alcohol

The College maintains guidelines that must be observed by those holding events that include alcohol. It is VERY important for you to read this section carefully and often if you want to host private or campus-wide parties that involve alcohol.

There are a few key guidelines that you should know about before reading the particulars.

- Events taking place on campus must be registered in the Student Activities Office.
- Hard liquor is barred (see sidebar above).
- A dean of students or the assistant coordinator of student activities will meet with you prior to hosting an event with alcohol. They will explain your responsibility as it relates to being a social host under Maine law and the Bates College Alcohol Policy.
- Students hosting or attending parties are responsible for their own conduct, including following and understanding these guidelines.

We encourage you to take the time now to go to the College Codes and Guidelines section of this handbook, pp. 52-81, and read the complete Bates College Alcohol and Drug Policy.

Following are the mandatory guidelines for blue-slipped events involving alcohol. They are divided into three sections: private blue-slipped parties, campus-wide blue-slipped parties, and guidelines that apply to all blue-slipped events involving alcohol.



Private Parties With Alcohol

- Parties for more than 10 people are not permitted in individuals' rooms.
- Private parties must be held in blue-slipped spaces.
- Blue-slipped private parties may only be held in designated residential lounges and attendance cannot exceed 50.
- Private parties are limited to a total of four hours.
- Kegs and other common-source containers of alcohol are only allowed in blue-slipped spaces.

Bates Security will confiscate kegs that have not been blue-slipped, and the incident will be referred to the Dean of Students Office for disciplinary action. Taps found on unregistered kegs will also be taken. Neither the keg nor the tap will be returned.

- Unused, untapped kegs from blue-slipped events must be returned by 6 p.m. the day following the event.
- Kegs are not allowed in first-year centers because all residents are under 21 years of age.
- Maine law permits contributions to defray the expense of alcoholic beverages by a limited number of persons 21 years of age or older. The

group must make the contributions prior to the purchase of the alcohol to be served at the party. Money collected after the purchase of the alcohol constitutes the sale of alcohol without a liquor license and is illegal.

- Party sponsors are responsible for distinguishing between those who are 21 years of age or older and those who are not by applying an identifying stamp to the back of the hands of those over 21 upon their arrival. Hand stamps are available from the Student Activities Office.
- Party sponsors must refuse service or delivery of alcoholic beverages to any person without proper identification who verifies they are 21 years of age or older. Party sponsors must also refuse to serve alcohol to anyone who is visibly intoxicated.
- Anyone helping to run a private party with alcohol must remain sober throughout the event.
- The alcohol must be served from behind a table.
- Alternative chilled beverages without alcohol must be available at all events with alcohol. (One keg requires one 24-container case of soda, water, or juice.)
- The maximum number of kegs that you may have is two.

The easy way to host a blue-slipped event with alcohol

- Plan ahead. Allow at least a couple of days to do all of the necessary steps.
- Decide where and when you want to host the event. Find the Resident Coordinator for that building and discuss your intentions for the event. The RC will need to sign your blue slip and may not be available on Friday afternoons.
- Purchase your alternative beverages. You must provide an original receipt for one case (24 containers) of soda, water or juice for each keg you intend to have. The maximum number of kegs is two.
- Come, ahead of time, to the Student Activities Office in Chase Hall to pick up the appropriate forms and to set up a time to meet about your blue slip. Usually meetings occur on Friday afternoons from 2 to 4 p.m.



All-Campus Parties with Alcohol

- All-campus parties are for more than 50 people.
- All campus parties are open to any member of the Bates community and his or her guests.
- All-campus parties may only be sponsored by student organizations or House Councils.
- To sponsor an all-campus party you must contract with a licensed caterer to provide alcohol from a cash bar.

A licensed caterer must be contracted for any event with alcohol in the following spaces: Chase Hall, Benjamin Mays Center, the Gray Athletic Building (Gray Cage), the Den Terrace or the Library Arcade. Please check with the Student Activities Office about how to secure an authorized caterer. Alcohol service by an unauthorized caterer is prohibited.

- If you charge admission to an all-campus party, the money from ticket sales can not be used to defray the cost of alcoholic beverages served at the event and/or does not entitle the ticket holder to consume alcohol at the event.
- The sale of tickets to any campus party where the money is being used to defray the cost of alcohol and/or includes the privilege of drinking at the event constitutes the illegal sale of alcohol without a license and is prohibited.
- The authorized caterer is directed to distinguish between those attendees who are under 21 and those 21 years of age or older by issuing a non-transferable bracelet to those 21 and over.
- The caterer must and will refuse service of alcohol to any persons who lack proper identification verifying that they are 21 or older.
- The caterer is required to refuse service to anyone who is visibly intoxicated.

- The party sponsor and the caterer share the responsibility of ensuring that no alcohol is brought into the party venue by guests.
- Posters and other advertising for parties may not refer to or depict alcohol.
- Campus-wide parties may occur on Friday and Saturday nights only, and only when the College is in session.

All-Campus and Private Parties

- Alcohol may not be served after 1 a.m., and all events must end by 2 a.m.
- All parties must end by 1 a.m. or earlier on weeknights — depending upon the quiet hours determined by that residence.
- Parties at which alcohol is offered must have an abundant supply of quality non-alcoholic beverages conveniently available, prominently displayed and appropriately chilled.
- Proof of purchase of non-alcoholic beverages must be given to the assistant dean of students or the assistant coordinator of student activities prior to their signing your blue slip for an event with alcohol.
- A new proof of purchase must be produced for each event with alcohol that is sponsored.
- Alcohol may not be consumed or carried in open containers, cups or bottles outside of College residences unless within a blue-slipped area.
- Carrying an open container of alcohol in public view is also illegal and may result in a citation or summons from the police or liquor enforcement officers.
- Attendance at parties and other social events is restricted to members of the Bates community and their guests (who must be registered with party organizers).
- Non-members of the Bates community are not permitted at private parties or social events unless they are invited guests of a member of the community.
- Consumption of alcoholic beverages on campus but outside of a residence hall or house is expressly forbidden except by permission of the Dean of Students Office. Such permission will be granted at the time of blue-slipping on condition that all policies of the College are followed.

- All social events taking place outside of student's rooms must be blue-slipped in the Student Activities Office at which time the assistant dean will review College policies as they apply to the particular event.

Violations of these policies will be subject to disciplinary action, including the loss of the privilege of using College facilities for such events and/or referral to the Student Conduct Committee.

Campus Three-Strike Policy

Bates College follows a three-strike policy for students involved in incidents related to the abuse of alcohol.

While a more detailed description of the policy and its stages will follow, the basic information that we want all students to be clear on is this: Student behaviors that violate Bates College policy and/or Maine state liquor laws will result in the student receiving at least one strike.

The first strike involves a meeting with one of the deans of students, who will issue a verbal warning. As a follow-up to that meeting, a written copy of the warning will be sent to the student and a copy will be placed in the individual's student file.

The second strike involves a meeting with one of the deans of students, who will issue a verbal warning. A written copy of this second warning will be sent to the student and a copy will be placed in the individual's student file. An educational sanction or community-service component will be implemented as well. At this time the student will be notified that one more violation of the College's alcohol policies will constitute a third strike (i.e., referral to the Student Conduct Committee).

The third strike means the student will be automatically referred to the Student Conduct Committee for adjudication.

Two more pieces of information are crucial to an accurate understanding of the three-strike policy.



- Strikes are not removed annually. Strikes stay with you throughout your entire tenure at Bates College.
- For particularly egregious offenses, students may be referred to the Student Conduct Committee for their first or second offense.

E-mail Announcement System

In an effort to reduce paper use and improve communication on campus, the Student Activities Office manages "Announce," an e-mail announcement system for blue-slipped events sponsored by student organizations and departments, and for more general departmental announcements to students. The system reaches all students enrolled on campus. Others may subscribe by sending a "subscribe announce" request to majordomo@bates.edu.

Approved messages may be sent to the entire student body or to individual classes using the following addresses:

announce@abacus.bates.edu
senior@abacus.bates.edu
junior@abacus.bates.edu
sophomore@abacus.bates.edu
firstyear@abacus.bates.edu

Any Announce system user must observe a few guidelines:

- To avoid inappropriate or excessive use, the system is moderated, with messages reviewed and transmitted within 24 hours if received Monday through Thursday. (Friday and weekend messages are generally sent on Monday.)
- A maximum of two announcements is allowed per event.
- The announcement should include the date, time and location of the event, and a one-paragraph explanatory statement or biography (similar to entries in *The Bates Daily*).
- The subject line must clearly identify the nature of the event and the sponsoring organization or department.
- Academic and administrative departments may send messages that relate to their functions at Bates.

Chalking Policy

On occasion, certain student organizations create public informational displays or promote public awareness on issues and concerns by "chalking" various areas of the campus grounds. A student self-governance board appointed by the Representative Assembly, including a representative from the Dean of Students Office and a representative from Physical Plant, monitors the chalking policy and adjudicates controversial messages.

Here are guidelines for the chalking process:

- Chalking of the main Quad is permitted only when the space is blue-slipped.
- No libelous statements (those that injure someone's reputation) or threatening messages promoting physical harm to persons or property are permitted.
- No one may write over or deface any existing chalked messages.
- Only chalk may be used — no permanent markers or paint.
- Any organization responsible for chalking must clean up the Quad on Friday of each week and will be provided the necessary cleaning materials by Physical Plant.
- Failure to comply with the cleanup requirements risks future chalking privileges being revoked as determined by the self-governance board, in addition to being charged for cleanup.

The Dean of Students Office reserves the right to rescind the chalking policy at any time if abuses are observed.

Stop by the Student Activities Office and get to know Claire Lavalley, Dean Keith Tannenbaum and whoever else happens to be there. Check to see where the weekend bus is going, pick up a time schedule for the weekend shuttle that takes students around Lewiston and Auburn, or just hang out for a few minutes and chat.



Offices, Services and Resources

There are many different offices, services and resources that you may use during your years at Bates. Some will help you with your academics. Some will help you diversify and expand your learning and social choices. At least one (the Health Center) will welcome you even when you are coughing and sneezing and sick. Take a minute to look through these different services. Most important, make use of these resources — they are all here to help you make your college career more successful and enjoyable.

Affirmative Action Office

201 Lane Hall
786-6031

Bates values a diverse college community. Moreover, Bates College does not discriminate on the basis of race, color, national or ethnic origin, religion, sex, sexual orientation, marital status, age, or handicap, in the recruitment and admission of its students, in the administration of its educational policies and programs, or in the recruitment and employment of its faculty and staff.

Insofar as Bates College adheres to principles of non-discrimination, it provides equal opportunity for admissions, employment and advancement of its students, faculty members, staff and hourly employees.

The Affirmative Action Office assures impartiality in the implementation and oversight of the College's affirmative action policies. Bates recognizes that greater diversity of students, staff and faculty benefits all members of the College community. In conjunction with others, the office works to establish positive steps and procedures in the recruitment and encouragement of women and minority employees and students; and consults with and advises campus groups upon request.

The Affirmative Action Office contributes to developing sensitivity and awareness of cultural and ethnic differences through in-house as well as outside speakers, educators and lecturers. Programs are specifically designed to heighten the awareness of diversity campuswide. The Affirmative Action Office also assists students with issues related to sexual harassment and/or discrimination and holds workshops on affirmative-action issues for student groups.

Office of Alumni Relations

67 Campus Ave.
786-6127
alumni@bates.edu
www.bates.edu/for-alumni.xml

The Alumni Association encourages connections among alumni and promotes mutually helpful relationships between alumni and the College. All Bates graduates are automatically members, as well as those students who attended Bates for at least a semester, honorary degree recipients, and those who held other degrees at Bates.

Two students are selected each year as voting members of the Alumni Council, the governing body of the Alumni Association. Throughout the academic year, the office offers opportunities to learn about our services and to connect with alumni. The Office of Alumni Relations hosts an annual senior dinner and jointly sponsors events with the Office of Career Services, including internship programs, Alumni in Residence and JumpStart. Both provide great opportunities to network with alumni.

After you graduate, the Alumni Office can help you stay in touch with your classmates and the College.

The office can help you connect with the geographic Bates Club closest to your home. These clubs sponsor a wide variety of events, from community service projects to book club meetings, concerts and joint events with Bates athletics. The Office of Alumni Relations also works closely with class officers to plan Reunion and to distribute annual class newsletters. The Alumni Office will also help your class's Social Committee plan events for your reunions, from your 5th to your 60th.

In addition to providing a space for the staff to work, the Alumni House serves as a meeting place for alumni and students. You are always welcome at Alumni House whether you come as a student to inquire about opportunities to meet with alumni or as an alumnus/a to get your alumni ID, which will allow you to use Bates athletic facilities and the Ladd Library.

Athletics



With choices including intercollegiate and intramural teams, athletic clubs and organizations, and specialty leagues (e.g., the First-Year Student League) you should never be at a loss for athletic opportunities at Bates. Whether you are taking your roller blades for a spin on the old track, running or biking on the Montello Street "loop," or hefting weights in the weight room, there are many different ways to stay fit and healthy, participate in athletic competitions and expand your life at Bates.

Varsity, Intramural and Club Sports

Varsity

Bates competes in a variety of sports with both small colleges and larger teams throughout New England. Most varsity teams participate in the CBB Championships, comprising Colby, Bates and Bowdoin. We advise those interested in playing a varsity sport to speak to the individual coach involved. A list of varsity sports for men and women can be found in the college catalog.

Intramural and Club

If an individual feels unable to contribute to a varsity or junior varsity team, Bates also offers an excellent intramural program and club teams. Intramural teams are usually on the dorm or house level to create unity. Club teams are reserved for students enrolled at Bates.

Representatives for each dorm will post sign-up sheets for intramural sports prior to each season. For more information see your RC.

Student officials are also needed for intramural sports and are paid at the campus hourly rate. Sign-up sheets are posted in the gym.

If there is sufficient interest in a sport not offered on the club, varsity or intramural level, it is possible to start a team. Contact the faculty coordinator of intramurals or the coordinator of club sports.

Athletes for Healthy Choices

The Athletics Department and the Dean of Students Office co-sponsor the Athletes for Healthy Choices Program. This group of student athletes provides alcohol-free programming and activities for the Bates student body, such as the First-Year Student League. Student athletes involved in the Choices program also meet with first-year student centers throughout the year to discuss means of achieving a healthy approach to college living, free from any form of substance abuse. For more information, please contact Marcia Graef in the Athletics Department or Dean Taylor in the Dean of Students Office.

Athletic Facilities

We have a variety of athletic facilities on campus. Some, like the new outdoor track and the AstroTurf field, are quite evident. Other athletic opportunities are contained in buildings across campus. Here are the buildings, what's in them and where to call for more information.

Merrill Gymnasium
786-6366

- Pool (25 x 59m)
- Climbing wall
- Two racquetball courts (available by reservation)
Eight squash courts
- Tennis courts



- Badminton and volleyball nets
- Cardiovascular room with stair, cycle and rowing machines
- Multi-purpose room (used for dance, aerobics and PE classes)
- Training room
- Indoor track (seven lanes)
- Equipment room

Alumni Gymnasium
786-6341

- Basketball court (wood floor)
- Two center baskets
- Four side baskets
- Equipment room
- Athletic department offices
- Training room
- Head trainer's office

Gray Athletic Building ("Gray Cage," a recreational gym)

- Two basketball courts
- Two volleyball courts

Underhill Arena
786-8260

- Regulation ice hockey rink — open in winter and spring terms
- Davis Fitness Center — complete Nautilus and free-weight room

Sports Medicine

Sports medicine services are provided by the health care team: three certified athletic trainers, student trainers, the Health Center staff and an orthopedic consultant. All athletes start each year with a pre-season physical. The Athletics Department maintains three training rooms, one each in Merrill and Alumni gymnasiums and one in the Underhill Arena, for the prevention, evaluation, treatment and rehabilitation of athletic injuries.

Religious Life and Chaplaincy

161 Wood Street (behind Admissions)
786-8272
www.bates.edu/admin/offices/chaplain

The Chaplain's Office at Bates offers a variety of opportunities to students, staff and faculty for the support and nurturing of their spiritual lives and

learning. In addition to being available to all in the College for personal counsel and spiritual care, the chaplains sponsor and support a variety of programs and occasions for the development of soul and mind in the context of community.

We seek to encourage a climate of genuine religious pluralism at Bates, in which the spiritual diversity and differences among us are respectfully and fruitfully engaged. People of all religious traditions as well as those who do not identify with any religious tradition are welcome to participate in all of the chaplaincy's programs and to utilize our services.

Insider's Tip: Make it a point during your time at Bates to get to know Kerry Maloney, the College chaplain, and to learn about the many projects she is involved with on and off campus. Or just say "hi" — students consistently report her to be one of the most caring, understanding and receptive persons on campus.

Organizations

In addition to the groups listed below, the Chaplain's Office is eager to support those interested in developing new organizations for Muslims, Buddhists, Hindus and others.

Bates Christian Fellowship
Bates Community Gospel Ensemble
Bates Dharma Association
Bates Hindu Awareness Group
Catholic Student Community
Christian Science Organization
Church of Jesus Christ of Latter Day Saints Student Organization
Multi-Faith Council of the Chaplaincy
Mushahada Association (Muslim students)
Lewiston Society of Friends (Quakers)
Jewish Cultural Community
Unitarian Universalist Association

Staff

College Chaplain:
The Rev. Kerry Ann Maloney
Assistant College Chaplain:
Rachel Herzig
Chaplaincy Secretary:
Martha S. Deschaines

Associated Chaplains:
The Rev. William Cutler (Intervarsity Christian Fellowship staff member; advisor, Bates Christian Fellowship)
The Rev. William Labbe (Catholic Student Community)

A complete list of area houses of worship is available at the Chaplain's Office.

Bates College Student Financial Services

Libbey Forum
44 Mountain Avenue
786-6060
finaid@bates.edu
(see also Registrar and Student Financial Services)



The Financial Aid Office is part of the Registrar and Financial Services Office and is located on the ground floor of Libbey Forum. Financial aid officers are available to answer questions, assist students and parents in completing application forms, discuss financing options and provide loan counseling. You can visit during regular office hours for general assistance or you can schedule appointments with individual aid officers to discuss special circumstances.

The Financial Aid Office administers the College's need-based aid program and coordinates the distribution of financial aid from federal, state and private sources.

If you want to be considered for need-based assistance from the College, there are several things you need to do and remember:

- You must submit an application each year.
- The materials that need to be submitted include the Free Application for Federal Student Aid (FAFSA), the CSS/Financial Aid PROFILE application, and copies of student and parental income tax returns and W-2 forms.
- This information must be filed by April 15. Financial aid decision letters for the following academic year are mailed to students at home during the first week of July.
- Financial aid packets containing the PROFILE and FAFSA forms are mailed to returning student aid recipients in early spring.
- If you are interested in applying for federal student loans, you can visit the office to obtain information and application materials. Information concerning parental loan and educational financing programs is also available.

College Store

Chase Hall
786-6121

The College Store stocks textbooks, paperbacks, sundries, clothing, gifts, greeting cards, office and school supplies as well as many other items of interest. It also develops film and sells bus tickets and International Student Identity Cards.

Monday-Friday: 8:30 a.m.-5 p.m.
Saturday: 10 a.m.-4 p.m.
Short Term and summer hours: Monday through Friday, 8:30 a.m.-4:30 p.m.

Dining Services

Chase Hall
Main Office: 786-6300
Catering: 786-6298



Located in Chase Hall, Dining Services provides daily meals to more than 1,500 students every academic year. Each student on the meal plan accesses all dining facilities by swiping his/her Bates One-Card. Meal plan students also receive three bonus meals per semester on their cards to be used for guests. Those who have misplaced or lost their cards must see Security immediately to have their cards replaced. Those with invalid cards must contact David Perreault at dperreault@bates.edu or ext. 8281. Access will be denied to any student with an invalid meal card.

Where and When Do We Eat?

The primary dining hall, Memorial Commons, is located in Chase Hall.

- Breakfast is served from 7 a.m. to 10 a.m.
- Lunch is served from 10 a.m. to 2:30 p.m. A satellite lunch site is in the Benjamin Mays Center all week when classes are in session.
- Dinner is served from 4:30 to 8 p.m.

Anyone on the meal plan can come in as often as they like within the designated times.

People not on the meal plan can purchase a meal.

Meal times are subject to change throughout school vacations.

For Vegetarians, Vegans and Carbo-Loaders

Dining Services tries to focus on the needs and wants of each and every student. Although there is always an ample supply of meat dishes, vegetarians and vegans are never overlooked. Commons has a salad bar containing more than 30 items and condiments, and there is usually at least one dish that is made using no meat or meat byproducts, as well as a vegan bar and vegan cooler.

For Burgers, Pizza, Caffeine or the 11 p.m. Snack

Located in the basement of Chase Hall, the Bobcat Den is a student lounge well-known for delicious Bates Burgers, pizza and Otis Spunkmeyer cookies. It is a relaxed setting where people from the whole Bates community can just sit, eat and relax. An espresso machine was recently installed to provide

an assortment of specialized coffee beverages such as espresso, latte and cappuccino.

Dorm Barbecues

Each residence hall and house is entitled to one late-night barbecue per semester. In the fall these begin on the first day of classes and continue until Nov. 1. In the spring, the barbecue starting date usually falls late in April or early in May. Contact Commons or the Catering Office for exact dates.

Need Food for Your Next Organization Event?

Bates catering helps dining events run smoothly. A catering guide was created to help answer questions. Ask for the guide in the Catering Office (downstairs across from the bookstore). Groups or individuals can arrange to have barbecues and spaghetti dinners — just be sure to give at least 72 hours' notice.

Job Opportunities

Bates dining and catering services welcome students as employees. For information on job opportunities, please stop by the Dining Services Office or the Student Employment Office.

Nationally Honored for "Greenness"

Bates College Dining recognizes the importance of the environment and has equipped itself with efficient means of recycling. In 1999 and 2000, Dining Services was honored for its environmentally responsible and proactive policies and practices by the National Awards for Environmental Sustainability and the President's Council on Sustainable Development, in Washington, D.C. For more information on environmental policies and goals, talk to Christine Schwartz, Interim Director of Dining Services.

Feedback and Suggestions: The Napkin Board

Bates Dining Services consists of a dedicated group of individuals with the shared goal of making the College dining experience the best that can possibly be. Every effort is made to take suggestions and comments and apply them to Dining Services, keeping sense of humor intact.

Insider's Tip: If you have a suggestion, write it on a napkin and tack it to the napkin-covered suggestion board near the exit of Commons. Then keep looking for the witty comeback posted in response to your suggestion. Note: The responses are for fun, the suggestions are taken seriously whenever possible.

Key Contacts

Christine Schwartz, Interim Director, ext. 8279 or cschwartz@bates.edu

Cheryl Lacey, Assistant Director, ext. 8355 or clacey@bates.edu

Donald Desrosiers, Catering Manager, ext. 6298 or d-desrosi@bates.edu

Bates College Health Center

31 Campus Avenue

786-6199

www.bates.edu/admin/offices/health



The Bates College Health Center welcomes Bates students 24 hours a day when school is in session. The Health Center staff believes that you control your own well-being and emphasizes learning the skills necessary to make informed decisions about your health. The staff is here to help you have a healthy college experience and provide a foundation for a lifetime of wellness. All services are confidential and medical records cannot be released without your written permission. If you have questions, please visit us (next to Admissions) or call ext. 6199.

How We Can Help You

The Health Center provides the following services to Bates students:

- Confidential care
- Counseling services
- 24-hour RN consultation
- Physician and nurse-practitioner consultations by appointment
- Women's health services
- Men's health services
- Inpatient facilities
- Referrals to community resources
- Allergy injections
- Travel medicine
- Support groups
- Health education programs
- Athletic and junior-year-abroad physicals
- Flu shots
- Student health insurance

Medical Emergencies

On campus, call ext. 6111. Off campus, call 911.

Bates Emergency Medical Services will respond immediately to emergencies on campus.

The Bates campus is located between two hospitals:

St. Mary's Regional Medical Center
Campus Avenue
777-8100

Central Maine Medical Center
Main Street
795-0111

What to Do When You Need to Be Seen

Students may visit the Health Center free of charge when school is in session.

- To speak with a registered nurse confidentially, simply sign in as you enter by the front desk.
- After signing in, have a seat in the waiting room until your name is called.
- You needn't disclose the reason for your visit at the reception desk.
- When necessary, you may be referred to our nurse practitioner or physician. These health care providers are seen by appointment.
- When arriving for a medical appointment, please sign in at the reception area.
- All visits are strictly confidential and you will not be charged for the consultation.
- Medications and lab tests may be billed.

Health Insurance and Charges

To supplement the benefits of the Student Health Service and to assure confidential care Bates College provides for its students a basic, academic-year, accident and sickness insurance plan. *The first \$200 dollars of any medical or psychological concern is covered through this plan.* This plan is then meant to coordinate with the student's private insurance, as a secondary provider.

Although there is no charge for medical consultation at the Health Center, certain medications, immunizations and laboratory tests do cost. When these items are not covered by insurance or exceed the maximum allowance, they are billed to your student account. You may also choose confidential billing.

Counseling and Psychological Services

Personal counseling and psychological services are available at the Health Center and by referral elsewhere. Services include consultation, assessment, psychological testing, counseling, psychotherapy, and training in relaxation and other techniques for coping with stress. There is no charge for a limited number of appointments with on-campus counselors and psychologists.

Every effort is made to see students with urgent problems as soon as possible. Students interested in psychological services should come to the Health Center. If you would like to make a counseling appointment, please come to the Health Center and sign in to see a nurse. You do not need to announce the reason for your visit. When meeting with a nurse, a brief intake interview will be conducted and an appointment made.

Psychiatric Services

A local psychiatrist is available to provide psychiatric evaluation and/or therapy. Appointments are made through the Director of Health Services. The College assumes the cost of the first consultation.

Self-Care Clinic

Just follow the signs to the second floor to visit our Self-Care Clinic. The first area contains written instructions and over-the-counter remedies to assess and treat the common cold. In the second area, condoms and other safer-sex products can be purchased anonymously from 8 a.m. to 9 p.m. Check it out!

Health Education

Each semester numerous campus-wide health education programs are offered on contemporary college health issues. Topics include alcohol and other drugs, HIV, men's health, women's health, eating disorders, nutrition, sexual assault and mental health. The Health Center is a resource for information through individual counseling, group discussions, pamphlets and books. The Health Center maintains a library on the second floor where students can confidentially borrow books. A health educator is on staff to provide individual consultations on specific areas of concern. In addition, student peer educators provide programs in residence halls.

Student Groups

Several student groups and organizations are directly linked to the Health Center. Any student is welcome to join these organizations (training may be required for certain of these organizations).

Sexual Assault Response Line (SARL)

Response line number: ext. 7275

The Sexual Assault Response Line is a 24-hour service run by specially trained student volunteers. They are available to listen to and support victims of sexual assault, to answer questions and to provide information. If you or someone you know is confused about a sexual situation, you are not alone — call ext. 7275. If you are interested in volunteering, contact the Health Center at ext. 6199.

Peer Educators

The Peer Educators are a group of students interested in health issues. They participate in a training program through the Health Center on eating disorders, stress, sexuality, sexually transmitted infections, contraception, alcohol and other drugs, and mental-health concerns.

Peer Educators conduct peer-health education programs in residence halls and are available to all students as an additional resource for health information. Peers work with the health educator to help fellow students access the information necessary to make informed choices regarding their health. For more information, contact Cindy Visbaras, health educator, at 786-6199.

Support Groups

My Body My Life

Each semester a group for women is offered around issues of food, weight and body image. Advance registration is required. Please call the Health Center for more information.

Adult Children of Alcoholics

A therapy group for adult children and grandchildren of alcoholics is offered to students each semester. Registration is required. For more information please call ext. 6199.

Grief Support Group

A student-run grief support group will meet for students who have experienced the loss of a parent or sibling. Learn more from Cindy Visbaras at ext. 6199.



Bates College Information and Library Services

The George and Helen Ladd Library

The George and Helen Ladd Library is a vital part of the Bates campus. Whether you have research to do, need a place to study, want to locate some media materials, or just want to plunk down on a couch and read, the Ladd Library can meet your needs.

The Ladd Library houses many different materials and offers you an enormous variety of resources.

Here are just some of the things you can find inside the building:

- Periodicals
- Government publications
- Musical scores
- Maps
- Microfilms
- Audio books
- Recordings
- Video recordings
- Access to on-line databases
- Materials on CD-ROM

Finding Things in the Library

The Online Catalog

The central point of access for information is the online catalog, with terminals located throughout the library; it is also available over the campus network. The system provides information about the library's holdings, which include more than 602,000 print volumes, 290,000 pieces of microfilm, 45,000 audio and video recordings, thousands of periodical subscriptions in print and electronic formats, and access to electronic databases such as Academic Search Premier.

Ladd Library offers an online public access catalog, INNOPAC.

Through the Maine InfoNet Statewide Catalog, users can access and directly request that materials be sent here from Bowdoin and Colby colleges, the University of Maine System, and other academic and public libraries across the state. The combined catalog offers 10 million items in more than 30 libraries.

Students have reciprocal borrowing privileges at both Bowdoin and Colby. The bar-coded Bates ID allows over-the-counter borrowing at the circulation desks of both. No special permission is required.

Policies concerning the use of the collection are available to students at the circulation desk and on the Web.

Other Important Things to Know About the Library and Its Services

Materials put on reserve for classes are accessible on the Main Floor and in the audio facility on the Ground Floor. Photocopy machines are also available on multiple floors.

College librarians are available to apply their knowledge to specific courses in the Bates curriculum, attend one of your class sessions, and help everyone in the class develop added research skills.

By appointment, members of the library staff are willing to provide consultation, on an individual basis, as you plan and implement your research.

Interlibrary loan from resources outside the Maine InfoNet System is available, free, with turnaround of approximately three to seven days.

Special Collections (a part of the Ladd Library) contains rare books, Bates memorabilia and manuscripts and archival materials.

Insider's Tip: Don't waste time wandering around. One of the best ways to get a great start (or return) at Bates is to take a tour of the library at the beginning of the year or ask a reference librarian for help anytime. Even though we all think we know how libraries work, there may be a lot of things you don't know yet about the Ladd Library. Take a tour or just ask a question. Save yourself hours of frustration and wandering during the midterm or end-of-term research crunch times.

"Being" in the Library

Even though you will see lots of friends and people that you know in the library, please remember that you are not in Commons or out on the quad. Everyone is expected to maintain an atmosphere of quiet, appropriate to a place of serious study and research, or be subject to loss of library privileges.

Although this probably goes without saying, or should, please do not remove material from the library unless you've checked it out. A security system monitors the withdrawal of materials. An alarm sounds when books have not been properly checked out from the library before a person exits the building. Patrons are asked to return to the circulation desk when the alarm sounds. Fines and replacement charges for lost materials are added to your College bill.

Did you know ...

There are approximately 600 study spaces, including individual carrels, lounge chairs, seating at tables, work stations, listening stations and viewing stations in the Ladd Library.

Library hours for the academic semesters are as follows:

Monday-Thursday	7:30 a.m.-1 a.m.
Friday	7:30 a.m.-10 p.m.
Saturday	10 a.m.-10 p.m.
Sunday	10 a.m.-1 a.m.

Information Services

110 Russell Street
Computing Help Desk: ext. 8222

Bates College Information and Library Services (ILS) supports the research, information and computing needs of the College community. Computing services are offered to faculty, students and staff free of charge with 24-hour unlimited access to a variety of network services. For the latest information, including hours, locations, and policies, please consult the ILS web site: www.bates.edu/ils

ILS supports common software applications for word processing, spreadsheets, statistics, modeling, graphics, Web authoring, text and image scanning; access to national and international databases; online access to library catalogs at Bates, in Maine and throughout the world; electronic mail; and specialized programs used in classrooms and for research.

Instructional workshops and online resources for supported software are offered throughout each term. Workshops are announced via campus e-mail and the ILS Web site.

Members of the Bates community may purchase software and hardware through either the ILS Sales Service Web site or the ILS Sales Office at 110 Russell St. Fee-based service is available for student hardware issues.

"Respect for intellectual labor and creativity is vital to academic discourse and enterprise. This principle applies to works of all authors and publishers in all media. It encompasses respect for the right to acknowledgment, right to privacy and right to determine the form, manner and terms of publication and distribution.

"Because electronic information is volatile and easily reproduced, respect for the work and personal expression of others is especially critical in computer environments. Violations of authorial integrity, including plagiarism, invasion of privacy, unauthorized access and trade secret and copyright violations, may be grounds for sanctions against members of the academic community."

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Office of Multicultural Affairs/Multicultural Center

63 Campus Avenue
786-8215

Hours

Monday-Friday 8:30 a.m.-midnight
Saturday-Sunday noon-midnight
*Schedule changes during breaks and holidays.
Please call for information.*



The Multicultural Center explores, promotes and celebrates the diverse cultural experiences that each member of Bates College brings to the community. The center acts as a catalyst on campus by initiating discussions about cultural interactions, race, ethnicity, class, gender, nationality and sexual orientation. Lectures, seminars, workshops and exhibits presented by the Multicultural Center and its affiliated student organizations explore and support intellectual, political, cultural, spiritual and social experiences.

Director of Multicultural Affairs

Director of Multicultural Affairs Czerny Brasuell also directs the Multicultural Center. She can be reached at 786-8215. The program coordinator may be contacted at 786-8376 and student employees may be reached in the resource area at 786-8303.

Facilities

The Multicultural Center has a resource room that contains books, magazines, journals and computer

facilities. There are two lounges with television/VCR entertainment systems and cable, as well as study areas and a fully equipped kitchen. The entire building houses a growing collection of art from different cultures. The lounges are comfortable and offer quiet workspaces. The various lounges and the kitchen can be blue-slipped through the director of multicultural affairs for classes, meetings, screenings, dinners and other appropriate programming.

Events and Programs

The director of multicultural affairs, affiliated student organizations, and many other faculty, students and staff organize and sponsor a multitude of programs:

- Seminars
- Speakers
- Workshops
- Film series
- Dinners
- Dessert receptions
- Organizational meetings
- Forums
- Cultural immersions
- Off-campus programs

"Culturaltimes"

An annual journal published by the Multicultural Center, the *Culturaltimes* features articles, poems, art and editorials that address cultural and political issues. The journal serves as a forum for faculty, staff and students of all backgrounds to voice their opinions and concerns on any cultural issues.

Student Organizations

There are 13 student cultural, religious and ethnic organizations and language or cultural tables affiliated with the center that promote and support students along with many other campus organizations, including Amandla!, OUTfront, Bates Hindu Awareness Group, International Club, Jewish Cultural Community, Mushahada Association, Sangai Asia and Solidaridad Latina. See the Student Organizations section for details.

Bates College Museum of Art

Olin Arts Center
75 Russell Street
786-6158



The Museum of Art offers students and the public opportunities to study the visual arts. It houses the College's permanent collection of internationally significant works of art and maintains an active schedule of exhibitions that reflect the diversity and excellence of American, Asian, African and European art forms. Lectures, tours and workshops are offered as a part of the Museum's educational program.

Student Employment and Internship:

The Museum of Art hires limited numbers of students, through the Student Employment Office, to work as museum attendants. The museum also provides student assistantships and an internship for credit in areas such as research and exhibitions, collections management and education.

Museum hours:

Tuesday-Saturday 10 a.m.-5 p.m.
Sunday 1-5 p.m.

The museum is closed Mondays and on major legal holidays.

Muskie Archives and Special Collections Library

70 Campus Avenue
786-6354

Located on the Campus Avenue side of Alumni Gymnasium, the archives holds a large collection of documents on the career of former Maine governor, U.S. senator and U.S. secretary of state Edmund S. Muskie (Bates '36) from 1946 to 1981. The archives is a rich resource on the political history of Maine and the nation in the period since World War II.

The second-floor Muskie Room is a frequent venue for receptions, meetings and an array of lectures, symposia and other programs on public affairs organized by the Office of the Dean of the College.

Muskie Archives hours:

Monday-Friday 9 a.m.-4 p.m.

Additional hours are available through prior arrangement.

Office of Career Services

31 Frye Street
786-6232
www.bates.edu/career



The Office of Career Services is one campus resource that you really should not miss. Its hours make it easy for any student or alumnus/a to make use of the facilities and career counselors:

Monday, Tuesday and Friday 8 a.m.-4:30 p.m.
Wednesday-Thursday 8 a.m.-8 p.m.

OCS divides its services into three interrelated processes.

- Assisting with self-assessment
- Providing resources for information/research
- Building search skills for jobs or graduate schools

Insider's Tip: Take advantage of all three areas.

The people who use OCS the most effectively are those students who begin visiting the office and the Web site during their first year at Bates — and continue to use it throughout their four years.

• Core Service Offerings

OCS offers a great number of programs and resources to assist with your transition from Bates to the professional world. Students unsure of their major and/or career direction can take advantage of OCS as early as their first year at Bates.

• Individual, Confidential Career Counseling

• Career Testing

Standard evaluating instruments can assist in focusing career options, choosing a major, exploring employment possibilities, making employment decisions and helping to understand job satisfaction.

• Internship Programs

In addition to the internships available through outside organizations, OCS administers several major internship programs (Career Development Internship Program, Ladd and Venture) with alumni and friends of the College. In collaboration with 25 other colleges, we also have access to InternCenter, an extensive internship database that lists nearly 25,000 opportunities.

- **Recruiting Programs**

Through on- and off-campus recruiting programs, students have opportunities to meet with representatives from companies and organizations. Yearly, students have access to more than 400 employers through these programs. Students also have access to these employers and events through eRecruiting, our online recruiting database.

Career Directory Assistance

Our Web site, www.bates.edu/career, contains valuable career information and access to our resources. We also have an extensive collection of books and periodicals in the OCS library.

Videotaped Interview Training

Sharpen your presentation and negotiation skills and build your self-confidence through mock employment or graduate school interviews.

Workshops/Training Sessions

Interactive, conveniently scheduled workshops allow you to learn the basics of resume writing and interviewing.

Drop-In Hours

Designed for quick questions, drop-in hours are held daily from 2 to 4 p.m. and Thursdays from 6:30 to 7:30 p.m. A counselor is available at these times for five-to-seven minute conversations.

OCS Staff

- A. Charles Kovacs, Director
- Michael Wisnewski, Assistant Director
- Angela Cole, Assistant Director for Medical Studies and the Sciences
- Eileen Wilkins, Assistant Director, Employer Relations
- Cindy Tripp, Assistant Director for Law, International Students and Work Abroad
- Mariah Bumps, Project Assistant/Recruiting Assistant
- Alice Sanborn, Project Coordinator
- Bonny Trundy, Receptionist/Office Manager

Physical Plant

Cutten Maintenance Center
786-6207
Report a problem: 786-6449



Physical Plant is a wonderful resource for Bates students. The office is located on the second floor of the Cutten Maintenance Center, next to Merrill Gym. Listed below are a few of the

services that Physical Plant offers students. If you have any questions, please don't hesitate to call the office at ext. 6207.

- **Keys:** Each student will be provided with one room key and one residence hall key. No deposit is required; however, a per-key charge is billed to the student's account if keys are lost or not returned prior to leaving campus on the final day of residence, as outlined in the college housing contract.
- **Bed Boards:** Bed boards can be picked up by students on a first-come, first-served basis.
- **Repairs:** By calling Physical Plant's dedicated work-order line, **ext. 6449**, a work order will be generated.
- **Lofts:** Prior to building a loft, a loft permit and specifications must be obtained from Kelsey Lauridsen, Human Resources, ext. 8226. Fines apply should a loft have no legal permit and disposal by the College becomes necessary.
- **Custodial Services:** Housekeeping services include scheduled trash removal and cleaning of bathroom facilities and common areas. Students are generally responsible for their residence hall rooms. Vacuums and assorted cleaning tools are available in residence halls for student use.
- **"Stickies" or Molding Hooks:** Great wall-saving devices for hanging posters, etc., these are handed out for free at Physical Plant.
- **Additional Items for Guests:** Guest mattresses and bed boards may be picked up and dropped off by students.
- **Storage and Storage Tags:** The College cannot assume any responsibility for property left in dormitory storerooms. A "current year" Bates College Storage Tag must be attached to each item placed in campus storage. Refer to the Storage Room Information Sheet, posted at each location, or for more detailed storage information, obtain a copy by contacting Physical Plant. **Storage tags** are a must for all items placed in campus storage. Boxes or bags without securely fastened tags are subject to disposal! Tags may be obtained at the Physical Plant or Security offices.
- **Fire Alarms:** Students should familiarize themselves with the False Alarm Policy.
- **Telephone Problems:** Call ext. 6222 for all phone repair or inquiry calls.
- **Receiving Large Packages:** Large UPS packages (1 cubic foot or greater) are received through Physical Plant. **See Post Office section (next) for information about small packages.**

Large packages should be addressed to:
<Student Name>
c/o Bates College Physical Plant
147 Russell Street
Lewiston, ME 04240

Students with inquiries about large packages should call Ron at ext. 6208.

- **Hand Trucks for Moving Items:** Two-wheeled hand trucks may be available to help students transport their packages. Students must call ahead, pick up and return the hand trucks to Physical Plant.

- **Physical Plant Hours:** Monday through Friday 7 a.m.-4 p.m. during the school year.

For after-hours repair emergencies, students must call Security at ext. 6254 and Security will contact the necessary person(s). For after-hours non-emergencies, a message may be left on the designated work order line, ext. 6449, and a work order will be generated.

Work-order line: ext. 6449

Post Office

Chase Hall
786-6104



Mail is distributed to student post office boxes in Chase Hall Monday through Saturday. Stamps, certified mail and other postal services are available Monday through Friday from 10 a.m. to 3:30 p.m. and Saturday from 10 a.m. to noon (no postage).

Small Packages: Packages smaller than 1 cubic foot should be addressed to:

<Student Name>
Chase Hall — Box <student's box number>
56 Campus Avenue
Lewiston, ME 04240

Print and Mail Services

1 Lane Hall
786-6226

Print and Mail Services offers copying, printing and mailing services, as well as products for the Bates community. This office coordinates the internal distribution of mail and print material arriving at the College.

Large-quantity reproductions of printed materials (50 or more copies) are coordinated through this office. The finishing of printed materials includes:

- Folding
- Collating
- Stapling or binding
- Laminating
- Cutting
- Padding
- Labeling

Print and Mail Services coordinates centralized high-volume network printing for forms, envelopes and stationery.

Print and Mail Services handles mass-mailings to various constituents including prospective and enrolled students, alumni, parents, staff, faculty and friends of the College.

Come by and make use of our extra services, which include postage stamps and other U.S. Postal Service products, as well as Federal Express and UPS shipping. Ask us about posters, T-shirts and other printing work.

Registrar Services

Registrar Services are part of the merged offices making up the Office of Registrar and Student Financial Services, located in Libbey Forum. The service area is open from 9 a.m. - 4 p.m., Monday - Friday.

Services include enrollment, registration and degree certification of current Bates students; the implementation, enforcement, and monitoring of academic and administrative policies related to the academic record; the creation, maintenance, and dissemination of course-related information; classroom management; course and enrollment-related institutional research; monitoring of student progress toward degree completion; preservation of student and alumni academic records; and faculty course evaluation.

Recycling



Recycling is a way of life on the Bates campus. In collaboration with the Office of the Environmental Coordinator and Physical Plant, the College has a comprehensive recycling program in all residence, academic and administrative buildings.

Each dorm room is equipped with two recycling bins. The blue bin is for mixed paper (e.g., copy paper and box-board), the green bin is for all other recyclables (e.g., bottles and cans).

Students use the individual recycling bins to collect recyclable materials conveniently in their rooms. When they are full, students bring them to the dorm recycling collection center and sort them according to material. In the recycling centers there are four color-coded bins.

- Blue, again, is for mixed paper;
- Yellow is for redeemable cans and bottles (all bottled beverages are redeemable for five cents in Maine);
- Gray is for No. 2 plastic (see bottom of container), tin and glass;
- Red is for newspapers and magazines.

Each recycling center has a chart detailing category lists.

The recycling crew, part of Physical Plant, collects the recycled materials from the dorm recycling centers.

Other materials that can be recycled include corrugated cardboard, computer disks, Styrofoam packing peanuts, laser and ink jet cartridges, batteries, Tyvek envelopes and overhead transparencies.

For general recycling information please contact the environmental coordinator at ext. 6468. For collection information contact the grounds supervisor through the Physical Plant office at ext. 6207.

Security and Campus Safety

245 College Street
786-6254
Emergency: ext. 6111



Bates College's full-time trained security officers patrol the campus on foot, on bicycles and in vehicles. Communication officers staff the Security Office at all times. They answer phone calls directed to Security, including calls from the security phones ("blue phones") located throughout the campus, and are in constant contact with security personnel by means of radio. In addition, watch officers on campus monitor buildings, lock and unlock doors and assist campus personnel in a variety of ways.

Personal Safety

The personal safety of each and every student on and off campus is of the greatest importance to the College, as is the safety of faculty, staff and visitors to Bates. To this end, the College has taken a number of steps to help provide a safe environment. These steps include:

- the installation of security phones
- improved lighting
- the SafeWalks student escort program
- the Shuttle system
- the Whistle Alert program
- and many other improvements to Security and Campus Safety.

However, no program can create a perfectly safe environment. It takes the cooperation and participation of each person in looking out for the safety of themselves and others to make our campus as safe as possible.

Crime Prevention Office

This office is a component of the educational process for students, faculty and staff within the community. Relying on a teamwork approach, the responsibility in the reduction of crime lies with Security and Campus Safety, the individual, and the campus community.

A Few Friendly Security and Safety Reminders

- Never carry your ID attached to your keys. Losing them both would pose a serious safety risk.
- Use the SafeWalks program. It only takes a phone call to have two Bates students keep you safe on your walk home!
- Security offers free whistles as part of its Whistle Alert program. Swing by the office and pick one up, attaching it to your key chain. But note that the whistle is for emergencies only. Misuse of whistles will result in a \$75 fine.
- It's tempting to leave your door open, especially if you're leaving just for a quick trip to the bathroom, or down the hall to visit a friend. Lock it! Many things have been stolen from rooms with unlocked doors.
- Locate the fire exits and where the smoke alarms are located. When you hear the fire alarm ring, leave the building! You never know when it's real and when it's just an alarm. Err on the side of safety.
- Call if you see anything suspicious. "Blue" phones go direct to Security.

In an emergency, call ext. 6111 or pick up a "blue phone."

The Center for Service-Learning

163 Wood Street
786-8273

Service-Learning at Bates

The Center for Service-Learning is an umbrella organization committed to facilitating a wide variety of contacts with the larger community to the mutual benefit of all involved. Located behind Lindholm House, it is home to the service-learning, community work-study and volunteer programs.

The center is especially interested in promoting reflection on and discussion about community service. It is this reflective quality, in fact, that distinguishes service-learning from traditional volunteerism.

Service-learning establishes partnerships for students with community agencies and sponsors reflective activities in conjunction with the students' experiences. The center administers community work-study as well as grant programs to support community service-learning.

An important aspect of the Center for Service-Learning is the Volunteer Program. Responsible for placing and tracking Bates volunteer interns in the community, the volunteer program assistant and student volunteer fellows work with numerous Bates student-run programs and with local businesses and social service and government agencies. These programs provide opportunities for invaluable service to the community, career experience and self-exploration.

The Center for Service-Learning is an important component of the curricular/cocurricular Connected Learning Program at Bates.

The center's staff, with assistance from the volunteer fellows, helps individuals and groups of students establish contacts for service of varying lengths of time with more than 60 different groups and agencies in the Lewiston/Auburn area, as well as in national and international venues.

All the contacts and logistical details are arranged for faculty and students who wish to integrate service-learning into a course.



The center develops and assists in the placement of students in internships and on-site research efforts during the academic year as well as in the summer.

The center promotes and provides developmental programs for faculty and other groups interested in initiating service-learning projects.

If you are interested in becoming involved in the community or would like more information on service opportunities, please contact any of the service-learning staff:

- James W. Carignan, Director, Dean of the College, 786-6202
- Peggy Rotundo, Associate Director, 786-8273
- Sue Martin, Assistant Director, 786-8235
- Holly Lasagna, Service-Learning Program Coordinator, 786-8319
- Martha Deschaines, Volunteer Program Assistant, 786-8273

Writing Workshop

53 Campus Avenue
786-6159

Hours: Monday-Thursday 9 a.m.-noon and 1-5 p.m.
Additional evening hours will be posted.



The Writing Workshop provides individualized instruction and assistance in writing. All workshop tutors are professional writers, specifically trained to help college students become better writers. The Writing Workshop serves all Bates students, from new students to senior honor candidates. The Workshop offers a variety of services:

- Individual writing conferences
- Writing assessments
- Resource library
- Handouts
- Orientation sessions
- Small-group workshops

Writing Workshop tutors do not proofread or edit student papers. Rather, the staff is trained to ask questions that encourage students to make decisions as writers. Individual sessions usually last 50 minutes. Tutors will not add extra assignments to students' already busy schedules. Instead, sessions focus on papers already assigned by professors. Students can work with a tutor at any stage in the writing process — even in the early stages of idea generation before starting a draft.

Insiders' Tip: Individual writing conferences are by appointment. As the semester progresses, the Writing Workshop becomes busier and busier. Book appointments early and often!

College Governance

Although the president and the Trustees of Bates College are by charter defined as the legal corporation and therefore ultimately the responsible governing body, Bates' charter specifies that governance of the College, including responsibility for academic, social and residential policy, is vested in the faculty. Therefore, the faculty, which meets on the first Monday of each month, is of central importance to the ongoing life of this community. The establishment of degree requirements, the determination of the curriculum, the calendar, the instigation of special programs (such as junior year abroad), the setting of residential policy, and the establishment of and responsibility for the procedures for student discipline are among the many areas of college life that fall within the purview of the faculty. The agenda and minutes of faculty meetings are posted at the Office of the Dean of the Faculty.

Six students are invited to attend faculty meetings. They may not vote, but they may participate in discussion when requested to do so by the president. Three of the students are chosen annually by the Representative Assembly and three register (on a first-come basis) in the Dean of Faculty's Office. Students must register by the Friday preceding the faculty meeting in order to attend.

Since the faculty must carry on its business in efficient ways, in addition to carefully worked-out procedures, it relies on its committees to do the bulk of research on policy matters and make careful recommendations for action. The work of faculty committees is of central importance in the decision-making life of Bates. Through membership on certain faculty committees, students influence and help to shape the policies that define the quality and style of this institution.

There are a number of committees to which students are appointed by the Representative Assembly's Committee on Committees.

- Admissions and Financial Aid
- Athletics
- College Concerts
- College Lectures
- Curriculum and Calendar
- Educational Policy
- Extracurricular Activities and Residential Life
- First-Year Seminars and the Writing Workshop

- Honors
- Information Services Advisory Committee
- Library
- Off-Campus Study
- Student Conduct
- Department Councils

In addition, a number of other faculty-only committees function on the Bates campus. For a more complete description and discussion of these committees (and those listed above) refer to the Faculty Handbook, which can be found on the Bates Web site under the Dean of Faculty's Office.

Of equal or even greater interest to students is the organization that meets to address issues of governance pertaining to students and student life, and which passes resolutions (or recommendations) on to the College faculty and the College president.

Representative Assembly

The Representative Assembly (RA) is the student government of Bates College. The RA's annual responsibilities include running the parking lottery, allocating more than \$350,000 among campus organizations and appointing students to more than 20 student-faculty and other committees. The RA also oversees organizational office spaces in Chase Hall and at 45 Campus Ave. When not managing these day-to-day affairs, members of the RA engage in advocacy on behalf of the student body. Recent initiatives the RA has championed include a new campus center, the allocation of space for a Women's Resource Center, policies to deal with dorm damage, reforms in the student conduct code and the implementation of a One-Card system.





College Codes and Guidelines

While we do not expect that any student is going to commit the College's policies and procedures to memory, it would be a very good idea to look them over. These are the guidelines and standards by which you agree to live when you enter Bates College.

If, during your time at Bates College, you need to know what the College's policy is on any of the topics listed below, you can turn to this section of your handbook and find the answers you need.

The policies and procedures represented in this section are (in order):

- **The College Alcohol and Drug Policy**
- **The College Computer Use Policy**
- **The College Dorm Damage Procedures**
(includes a standardized-charges listing for many dorm damage items)
- **The College Policies for Activities and Behaviors of Religious Groups and Professionals**
- **The College Code of Student Conduct and Disciplinary Processes**
- **The College Nondiscrimination and Sexual Harassment Policy**
- **The College Residence Hall and Dining Service Regulations**

The College Alcohol and Drug Policy

The Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226; Final Regulations published on Aug. 16, 1990) required the College to certify to the U.S. Department of Education by Oct. 1, 1990, that it had adopted and implemented a program to prevent the illicit use of drugs and the abuse of alcohol by its students and employees. This program must include the annual distribution of the following to each student and employee: standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use or distribution of drugs and alcohol by students and employees on the institution's property or as any part of the institution's activities; a description of the applicable legal sanctions under local, state or federal law for unlawful possession, use or distribution of illicit drugs and alcohol; a description of the health risks associated with the use of illicit drugs and the abuse of alcohol; a description of any drug and alcohol counseling, treat-

ment or rehabilitation programs that are available to students and employees; and a clear statement that the institution will impose sanctions on students and employees (consistent with local, state and federal law) and a description of these sanctions, up to and including expulsion or termination of employment and referral for prosecution for violations of the standards of conduct.

The law further requires that the College conduct a biennial review of its program to (a) determine its effectiveness and implement changes as they are needed; and (b) ensure that the sanctions developed are consistently enforced.

The following document is Bates College's response to Section 22 of the law, titled "Drug-Free Schools and Campuses."

The Bates College Program to Prevent Alcohol and Drug Abuse

Bates College observes all laws governing the use of alcohol and other drugs, and does not condone violation of these laws by any student at any time. Students are held personally responsible for complying with all aspects of Maine law. The prohibitions of Maine law include, but are not limited to the following: the sale of alcoholic beverages by any person who does not have a license to sell such beverages in full force and effect at the time of sale; the sale of alcoholic beverages by any person to a person who has not attained 21 years of age; consumption or purchase of alcoholic beverages by any person who has not attained 21 years of age; transportation by automobile within the state of Maine of alcoholic beverages by any person who has not attained the age of 21 years; the furnishing of, procurement of or delivery of alcoholic beverages to a person who has not attained the age of 21 years or who is intoxicated; allowing of any minor under another person's control, or in any place under that person's control, to possess or consume alcoholic beverages; the presentation of any written or oral evidence of age which is false, fraudulent or not a person's own for the purpose of ordering, purchasing or attempting to purchase or otherwise procuring or attempting to procure intoxicating liquor by a person who has not attained the age of 21 years.

In addition, Bates has initiated a campus-wide ban on hard liquor. No member of the Bates community is allowed to possess or imbibe any beverage containing hard liquor.

Bates does not shield its students from the law or from the consequences of their own behavior. Violations of Maine law, even within regularly scheduled and "blue-slipped" College facilities, occur at the risk of the individuals and are not the responsibility of the College. The College does not, cannot and should not serve as a haven from law enforcement agencies.

Drugs

The College will use all of its counseling resources to help students involved with drugs. The College, however, bears the major responsibility for the welfare of the student body. Therefore, possession, distribution or the use of any illegal drug (including use of prescription

medication prescribed to another), renders a student liable to disciplinary action, including confiscation of materials, dismissal and referral to local police authorities.

Students

Student violations of these policies governing drugs and alcohol are subject to disciplinary action, which may include referral to counseling, revocation of the privilege of using College facilities for such events if student groups or organizations are involved and/or referral of individuals to the Committee on Student Conduct.

Sanctions that may be imposed by the Committee include but are not limited to: verbal warning; letter of censure; exclusion from various College social and/or ceremonial activities; disciplinary probation; mandatory referral to a counseling program; suspension for a designated period of time; suspension with readmission contingent on proof of counseling or successful completion of a rehabilitation program, and/or dismissal from the College.

The College reserves the right to involve law enforcement authorities and/or undertake legal proceedings against a student.

Employees

Employee violations of these policies will be reported to the Vice President for Academic Affairs and Dean of the Faculty, in the case of members of the faculty, or to the Vice President for Financial Affairs, for all other employees, for review and action. Employees are subject to appropriate sanctions that may include referral to standing procedures for termination of employment.

Unlawful possession, use or distribution of illicit drugs or alcohol may involve the following sanctions, according to the severity of the infraction and the kind of involvement of the employee. Employees involved may be required to undergo professional assessment by a substance abuse professional designated by the College to determine whether they are involved in substance abuse or addiction. In the case of dependency, the College may treat the case as a disability.

Sanctions may include but are not limited to:

- Verbal warning;
- Letter of censure;
- Exclusion from various College social and/or ceremonial activities;
- Disciplinary probation;
- Mandatory referral to a counseling program;
- Suspension for a designated period of time;
- Suspension with readmission contingent on proof of counseling or successful completion of a rehabilitation program, and/or dismissal from the College.

The College reserves the right to involve law enforcement authorities and/or undertake legal proceedings against an employee.

Bates College Computer Use Policy

Each user of Bates College Information Services has two basic rights: the right to privacy with respect to the information stored in his or her user account, hard drive or on diskette, as well as his or her computer output; and the right to a fair share of the system resources.

Users who violate the rights of others, either by accessing information to which they have no right or by using an excessive amount of system resources, are acting in an unethical manner. Information Services reserves the right to take whatever actions are necessary to prevent a user from violating the rights of other users.

To assure each user privacy and a fair share of system resources, all users must comply with Information Services' policies. Since Information Services cannot anticipate every possible way in which users might intentionally or unintentionally violate the rights of other users, the guidelines listed below are illustrative, not exhaustive. Any activity that results in loss of privacy or unreasonable reduction in system performance for other users is unethical. Cases involving unethical behavior will be referred to the Office of the Dean of Students, the Dean of the Faculty or the Office of Human Resources, as appropriate.

Computer Use Guidelines

Each user is issued a user account and should always log into the computer under that account. Using any other account is an invasion of the privacy of the individual issued that account. The right to use the Bates College computing facilities is nontransferable: a user should not allow another individual to use his or her account. Each user is held responsible for the computing activities that occur under his or her account, so users should make special efforts to preserve the security of their passwords.

All files and computer output belong to someone and should be assumed to be private and confidential unless the owner has explicitly made them available to others. A user should not alter, manipulate or inspect the contents of another user's file area without the user's knowledge and explicit permission. Similarly, a user should not alter or manipulate the contents of a public library or directory unless the owner has specifically authorized the user to do so. Users should also take steps to protect their data.

"Because electronic information is volatile and easily reproduced, respect for the work and personal expression of others is especially critical in computer environments. Violations of authorial integrity including plagiarism, invasion of privacy, unauthorized access and trade-secret and copyright violations may be grounds for sanctions against members of the academic community." (From *Using Software*, published by EDUCOM. Used with permission.)

For example, a user who presents the work of another user as his or her own by simply submitting a duplicate listing of a homework assignment is committing plagia-

rism. A user who exploits flaws in system or instructor software to obtain answers to an assignment or examination, or who manipulates the contents of a file containing grades or other records of course performance, is being academically dishonest. For more information, see the Bates College Statement on Plagiarism and a Guide to Source Acknowledgments.

Information content supplied by users and visible or sent to others over computer networks is subject to the same rules of conduct that apply to any message in any other medium.

Networks such as the World Wide Web have greatly expanded the capacity of Bates users to view and interact with computers all over the world. A user should not use the Bates College computing facilities to go beyond normal Internet connections to gain unauthorized access to other computers off campus. Users should notify Information Services staff of any off-campus computing arrangements they have that may have an impact on Bates computing resources. Unauthorized access to and use of other computers may result in criminal and/or civil action.

A user should not alter the normal functioning of the computing system. This applies to attempts to reallocate storage space, to change the priority levels at which programs run or to gain unauthorized access to other user accounts, passwords or system directories. It also applies to attempts to degrade system performance, to “crash” the computer, to disconnect other users from the computer or to send unsolicited messages and “junk” mail to other users of the system. These restrictions apply to all Bates computers, including public microcomputers. More generally, all users have a responsibility to avoid running programs that are wasteful of system resources, especially when doing so noticeably reduces the performance of the system for other users.

A user should not attempt to reserve access to the computer for his or her own use, and should log out when the computer is not in use. Generally a user should not use more than one port or microcomputer at a time.

Game and other recreational programs have the lowest priority on the system. Anyone using a computer in a public lab for a game or conference must relinquish it to another user upon request. Modems may not be used for games, which includes MUDS and IRC. Modems are a limited resource and may only be used for educational purposes.

A user should not abuse or mistreat Information Services' equipment. All users should become thoroughly familiar with the proper operating procedure for a given device before attempting to use it. High-speed printers, plotters, multimedia equipment, scanners and similar equipment are delicate and easily damaged through careless or rough use. A user is held responsible for any damage to equipment caused by his or her own carelessness.

Information Services provides documentation online, in Treat Gallery, at remote sites on campus and in the Library. A user should not remove documentation from any of these locations. Documentation may also be purchased from Information Services, the College Store and through other commercial channels.

Bates College computing systems are available to the Bates community to further the educational goals of the College. Bates College does not permit use of its computing resources to support commercial enterprises of account holders. A user in doubt about a particular case should contact the Information Services' Management Team.

System Administration

Information Services staff charged with the responsibility for maintenance of the integrity and security of our computing systems are permitted to copy or move user files for routine backups and preservation. They are authorized to investigate possible abuse of computer systems and to take appropriate action. A user can expect that staff will not inspect the contents of their files without proper justification and authorization.

Bates College IP addresses are issued and authorized by Information Services staff. They are available for use only by the person to whom they have been issued for uses authorized by Information Services.

Most software is protected by copyright law unless it has been placed in the public domain. It is illegal to duplicate or distribute software or its documentation without the permission of the copyright owner. Software acquired by Bates College is licensed to the College. The licenses restrict how and where the software may be used by members of the College community, and Information Services manages the system in order to minimize the number of copies of software needed to support College work. Consult Bates College Information Services for information about the content of particular license agreements.

The guidelines discussed above are intended to insure that each user's rights to privacy and fair share of system resources are protected. Users are requested to inform Information Services staff if they suspect that their rights are being violated.

It is important to realize that plagiarism and academic dishonesty can take place on the computer. A user who presents the work of another user as his or her own by simply submitting a duplicate listing of a homework assignment is committing plagiarism. A user who exploits flaws in system or instructor software to obtain answers to an assignment or examination or who manipulates the contents of a file containing grades or other records of course performance is being academically dishonest. For more information, see the *Bates College Statement on Plagiarism* and *A Guide to Source Acknowledgments*.

College Dormitory Damage Procedures

Dormitory damage is defined as damage to a facility that is in excess of a physical condition that would be expected due to normal wear and tear. There are several functions when discussing dormitory damage. They are: discovering the damage; recording the damage; creating a work order; creating a bill; scheduling corrective work; performing corrective work.

Dormitory damage is time-consuming and requires a high level of overhead. In an effort to streamline this process, standard charges have been developed for the damages that occur most often. Charges were developed using the RS Means method of estimating, a national standard for developing building-related costs. This method includes labor and materials as well as contractor overhead. The materials are of commercial or institutional quality and are more expensive than the local hardware or lumber store products. Additionally we have included overhead for the Physical Plant functions as it relates to these charges. Damage is disruptive and forces the deferral of other work in order to perform these unscheduled repairs. We process on average 2,700 dormitory damage work orders each year.

From this point forward, Physical Plant staff will concentrate on their basic mission so that all dormitory damage repairs will be estimated based upon calling in a general contractor. The intent is to recoup the full cost of the damage so that appropriate repairs can be performed. In addition, we want individuals to know in advance the financial consequences of creating the damage. When individuals cannot be identified as the party responsible for the damage, then either the floor or the dormitory (as determined by the residents of each dorm) shall be charged. Questions about these procedures or individual charges should be referred to Physical Plant.

Below is a list of standard damage categories and a brief description of each. Also attached is a list of furniture and fixture replacement costs.

Dormitory Damage — Standard Charges

	Charge	Fine	Total
Wall damage-small (gouge)	\$80.41		\$80.41
Wall damage-medium	\$160.83		\$160.83
Wall damage-large (greater than 4 ft. by 8 ft..)	\$321.68		\$321.68
Screens	\$67.59		\$67.59
Window (unit)	\$740.61		\$740.61
Window (half unit)	\$370.31		\$370.31
Glass	\$199.10		\$199.10
Ceilings-solid	\$181.39		\$181.39
Ceilings-acoustical tile	\$42.47		\$42.47
Lights	\$193.03		\$193.03
Switch-receptacle	\$45.00		\$45.00
Light-globe-lens	\$88.24		\$88.24
Smoke detector	\$262.21	\$75.00	\$337.21
Thermostat	\$63.74		\$63.74
Emergency light	\$488.00	\$75.00	\$563.00
Exit signs	\$133.88	\$75.00	\$208.88
Door-fire	\$619.35	\$75.00	\$694.35
Door-interior	\$470.76		\$470.76
Door-exterior	\$849.14		\$849.14
Door-hardware (lever and closer)	\$494.15		\$494.15
Door-lockset	\$411.51		\$411.51
Door closer	\$307.71		\$307.71
Door hinges	\$87.34		\$87.34
Door panic device (crash bar)	\$787.53		\$787.53
Sink-lavatory	\$350.73		\$350.73
Toilet-water closet	\$363.82		\$363.82
Flush	\$250.30		\$250.30
Faucet	\$144.87		\$144.87
Baluster	\$77.70		\$77.70
Floor-tile	\$125.03		\$125.03
Floor-carpet	\$218.52		\$218.52

- 1. Any damage that is excessive and results in costs exceeding the Standard Charges will be estimated separately.
- 2. Any repair that requires labor only will be billed on an hourly basis, at \$35.00/hour. This includes labor and administrative costs.

Furniture and Fixtures

Item	Total
Sofa	\$685.36
Loveseat	\$517.92
Upholstered chair	\$352.56
End table	\$179.92
Coffee table	\$212.16
Game table	\$435.76
Oak chair	\$112.32
Television	\$301.60
Television stand	\$79.04
Table lamp	\$62.40
Floor lamp	\$72.80
Bed frame	\$203.84

Mattress	\$85.28
Desk	\$352.56
Desk shelf	\$159.12
Desk chair	\$118.56
Dresser	\$393.12
Mirror	\$84.24
Cushion chair	\$211.12
Metal cabinet	\$252.73
Bookcase	\$226.72
Mirror-rest room or full-length	\$99.84
Window shade	\$60.32
Bulletin board	\$89.44
Recycling barrel	\$90.48
Recycling bin	\$41.60
Recycling/wastebasket	\$30.68
Iron	\$48.88
Ironing board	\$50.96
Pencil sharpener	\$55.12
Soap dispenser	\$37.44
Paper towel dispenser	\$115.44
Toilet paper dispenser	\$74.36
Toilet seat	\$53.04
Towel bar	\$44.51
Shower curtain	\$34.32
Vacuum	\$93.60
Village plaques	\$74.88
Microwave	\$198.64
Shower head	\$64.49
Curtain rod	\$38.77
Pillow	\$32.24
Traverse rod	\$74.89
*Fire extinguisher recharge	\$111.92
*Fire extinguisher replace	\$153.00
False alarm (see campus policy)	
Extra cleaning	
hourly rate + overhead	
Shampoo carpet	
hourly rate + overhead	
Shampoo furniture	
hourly rate + overhead	
Bar code tampering	\$110.00

**Fire extinguisher total includes a \$75.00 fine.*

Dormitory Damage Categories and Descriptions

Wall damage-small: Deep gouges, cracks and small penetrations roughly three inches or less in diameter. The repair may include Sheetrock work, taping, compounding, sanding, priming and painting.

Wall damage-medium: Damage larger than three inches in diameter but less than 4 ft. by 8 ft.. The repair would include Sheetrock work, taping, compounding, sanding, priming and painting.

Wall damage-large: All repairs larger than 4 ft. by 8 ft.. The repair would include Sheetrock work, taping, compounding, sanding, priming and painting.

Screens: Procurement and installation of a replacement screen. This assumes that there is no additional window damage.

Window-unit: If a window unit is damaged sufficiently that it requires the replacement of the sashes and/or frame, then new replacement parts will be ordered and installed. This also includes necessary patching and painting.

Window-half unit: If a window unit is damaged sufficiently that it requires the replacement of one sash and or frame repair then new replacement parts will be ordered and installed. This also includes necessary patching and painting.

Glass: Replacement glass damaged in either a door or window. It includes the removal of the existing glazing and the procurement and installation of new glazing. This also includes all sealing, patching and painting. Oversize windows or specialty windows such as stained glass will be priced separately.

Ceilings-solid: Repair of all solid ceilings as opposed to acoustical tile ceilings. It assumes a repair of 4 ft. by 8 ft.. or less. The repair would include needed staging, Sheetrock work, taping, compounding, sanding, priming and painting.

Ceilings-acoustical: Assumes damaged ceiling tiles that do not exceed 4 ft. by 8 ft. It also assumes that the grid system does not need repair. It includes the procurement and installation of replacement ceiling tiles.

Lights: Replacement of one ceiling or wall-mounted fixture. It includes procurement, electrical work associated with fixture removal and the electrical work needed for replacement.

Switch/receptacle: Replacement of either a light switch or electrical outlet. This charge assumes only one item needs replacement. It includes procurement and all the associated electrical work for installation.

Light globe/lens: Procurement and replacement of either a single globe or lens unit.

Smoke detector: Procurement and replacement of a single smoke or heat detector. It also includes all electrical work and associated testing. These units must be UL-approved and meet the National Life Safety Code.

Thermostat: Procurement and installation of a single replacement unit. It also includes all electrical work.

Emergency light: Procurement and installation of a single replacement unit. It also includes all associated electrical rewiring and testing. These units must be UL-approved and meet the National Life Safety Code.

Exit signs: Procurement and installation of a single replacement unit. It also includes all associated electrical rewiring and testing. These units must be UL-approved and meet the National Life Safety Code.

Door-fire: Typically a fire door cannot be repaired without violating its UL rating. The door must be replaced as an assembly that includes the frame. It is assumed that all hardware has been undamaged and can be reused. This price includes the removal and procurement and replacement of a new assembly. This will also include patching, repair and painting of the wall that must be reworked to accept the new rated assembly. These units must be UL-approved and meet the National Life Safety Code.

Door-interior: Replacement of the door and frame repair. It is assumed that all hardware has been undamaged and can be reused.

Door-exterior: Replacement of an exterior-grade replacement and any associated frame repair. These doors tend to cost more because they must be able to handle weather conditions. Most have glass and are either wood or insulated. It is assumed that all hardware has been undamaged and can be reused.

Door-hardware: Replacement of the lockset (lever/door-knob, latch, lock) and a door closer. All hardware must meet UL and Life Safety requirements. This cost also includes any required door reworking, drilling and patching.

Door-lockset: Replacement of the lockset (lever/door-knob, latch, lock). All hardware must meet UL and Life Safety requirements. This cost also includes any required door reworking, drilling and patching .

Door-closer: Replacement of the door closer (the unit that automatically closes the door, typically done for code reasons). All hardware must meet UL and Life Safety requirements. This cost also includes any required reworking, drilling and patching of the door.

Door-hinges: Replacement of two or three hinges associated with most doors. All hardware must meet UL and Life Safety requirements. This cost also includes any required reworking, drilling and patching of the door.

Door-panic device: Otherwise known as a crash bar and used for egress as required by the Life Safety Code. This cost includes procurement of a unit that meets UL requirements and also includes the reworking of the door to receive the new unit. These units typically have interlocking internal hardware and are very difficult to install and adjust properly.

Sink-lavatory: Removal, procurement and installation of a new sink. It also assumes that the existing faucet can be reused. Also included is all plumbing and any wall patching or repair.

Toilet-water closet: Removal, procurement and installation of a new toilet. It also assumes that the existing hardware can be reused. Also included is all plumbing and any wall/floor patching or repair that may be required.

Flush: Hardware that allows the toilet to function properly. This includes the procurement and replacement of this hardware as well as all associated plumbing.

Faucet: Hardware needed to procure and replace a sink/shower faucet. This also includes all associated plumbing.

Baluster: The vertical spindle associated with a handrail. This price includes repairing three spindles (typically when one is damaged the ones on either side of it are weakened). It also includes all carpentry and painting.

Floor-tile: This includes the replacement of 12 square feet of vinyl tile or four square feet of ceramic tile. This is typically the smallest area that can be replaced and still be able to blend in. This includes the cost of the tile and the associated floor work.

Floor-carpet: This includes the replacement of four square yards of carpet. This is typically the smallest area that can be replaced and still be able to blend in. This includes the cost of the carpet and the associated floor work.

College Policies for Activities and Behaviors of Religious Groups and Professionals

Bates College, from its first charter in 1855, has stood for freedom of inquiry and belief. We have a long and proud tradition of religious tolerance and a commitment to the development of genuine religious pluralism. Nothing in this policy should be construed to mean that anyone has the right to amend, control or coerce the religious beliefs of any member of the College community.

If religious groups engage in practices or behaviors that are detrimental or injurious to students and others in the College or are clearly and demonstrably contrary to the essential purposes for which the College exists, the College has the right and duty to intervene to stop such activity. When a person's or group's actions adversely affect public welfare, health or safety on the campus, such actions or behavior must not be allowed to continue. The following list is intended to supply guidelines for practices and behavior related to religious organizations and their representatives and members on the Bates College campus.

Prohibited activities and behaviors include any action or behavior that is harmful to the health, safety or welfare of members of the Bates College community, including but not limited to:

- Actions that adversely affect the academic or vocational pursuits of students or the professional functioning of employees.
- Engaging in false or deceptive promotions and advertising concerning a group and/or its activities. (Posters and other methods of publicity are subject to the guidelines promulgated by the Office of the Dean of Students, which include indicating the name of the sponsoring group.)

- Failure to honor the freedom of students, staff and faculty to investigate various belief systems and to make their own decisions about those beliefs as well as their freedom to decline invitations to such investigation.
- Intruding, through unwanted visits, phone calls or mailings, into residence halls, where students should properly expect privacy, or into work areas, where employees should properly expect freedom to perform their duties without undue interference.
- Sending mailings to campus mailboxes or e-mail accounts that the recipient has clearly indicated that s/he does not wish to receive; persisting in personal invitations of any kind to a group's meetings or activities or to private meetings with members of a group after the invitee has clearly expressed a desire not to participate in that group's life or activities.
- Soliciting membership for a religious organization by seeking to force or coerce any person, either physically or psychologically, into affiliation with a religious organization or community.
- Failure to identify the group's and/or its representatives' religious affiliation and purposes to College officials and to group members and potential members.
- Actions that by force or coercion (physical or psychological) cause students or employees to be absent from campus.
- Engaging in behaviors that meet the definitions of sexual harassment and assault, as defined by the College's policies and all applicable state and federal laws; failure to abide by the College's regulations and policies as published in official College documents.

College Code of Student Conduct and Disciplinary Processes

Bates takes pride in the responsibility of its students and the social and educational atmosphere of its campus.

Bates College students are held responsible for their conduct at all times. Any student who engages in academic or social misconduct shall be subject to disciplinary action by appropriate officers of the College and/or the Student Conduct Committee.

The College, in accordance with the procedures of the Academic Standing Committee and the Student Conduct Committee, reserves the right to withdraw from any student the privilege of attending college at Bates. Neither the College, nor any of its members, shall be under any liability whatsoever for such exclusion.

The following considerations constitute the foundation of the College's justification for establishing expectations of student conduct, codifying those expectations, and adopting equitable processes for assessing student conduct.

1. The College's mission as a private residential educational institution establishes its identity as an independent community with a distinctive history and culture.
2. The Charter and By-Laws of the College charge the faculty with responsibility for the welfare of students and the conditions under which they are to live and learn.
3. The College's standards of conduct and the procedures for determining responsibility for misconduct reflect its particular mission and history. These standards and procedures do not attempt to duplicate civil and criminal legal processes, nor do they attempt to substitute for them. As an institution structured to accomplish its stated educational mission, the College has an independent interest in upholding standards of academic and social conduct, and these expectations may differ from those found in society at large. The College is committed to fundamental fairness in its student conduct procedures.
4. By the action of matriculation and registration at Bates College, students voluntarily enter an educational and residential community with standards of academic honesty and respect for persons and property. In choosing to enroll in the College, each student becomes responsible in his/her conduct to those standards as stated in the Student Conduct Code.

The College may address student academic and social misconduct through its own processes and apply sanctions governing the terms of membership in the College. The College reserves the right to deal with misconduct, whether or not law enforcement agencies are involved and criminal charges may be pending.

Part I Bates College Code of Student Conduct

The purpose of the code is to express community standards of honesty, respect for persons and property, and responsible use of freedom. The code reflects the College's mission and identity, and it exists to guide conduct, safeguarding and promoting the College's educational activity.

Each student is responsible for reading and reviewing the Code of Student Conduct, and for understanding the responsibilities s/he assumes by enrolling in the College.

It is important that students know where to turn when they have questions, and for the College to be confident that those to whom they turn understand the student conduct system. In addition to the language of the Code itself, the College makes available a variety of "live" resources: The Office of the Dean of Students, members of the faculty, the Judicial Educator, Junior Advisors and Resident Coordinators (JAs and RCs), and mediators. If a student is in trouble, has a complaint and wants to know how to proceed, or simply has a general question about disciplinary policy, JAs and RCs should know enough about the standards of conduct and judicial process at Bates to be able to provide helpful and accurate answers. For more detailed information, students may speak with the Judicial Educator, who has extensive

familiarity with the student conduct process and who is prepared to explain it to students and faculty who become involved in any aspect of a disciplinary matter. The Judicial Educator is not associated with the Dean of Students Office and does not determine any element of a case, but serves as an independent, informed resource for students (see Part III, A. 2 below).

A. Academic Misconduct

Academic dishonesty, in whatever form, diminishes the integrity of education at the College. Such conduct is a serious offense, subject to stern disciplinary action. Academic misconduct falls into three categories: plagiarism, cheating, and falsifying results or data.

1. Plagiarism

The following *Statement of Policy on Plagiarism* was adopted by the faculty in April 1975:

Intellectual honesty is fundamental to scholarship. Accordingly, the College views plagiarism or cheating of any kind in academic work as among the most serious offenses that a student can commit.

Plagiarism occurs when one presents work which is taken from another person who is not given due credit. All students will be held responsible for carefully reading and following *The Statement on Plagiarism and A Guide to Source Acknowledgments*, which defines plagiarism and discusses in detail the proper and improper uses of source material. Students who are uncertain in any specific situation as to whether plagiarism may be involved should discuss the matter with their instructor.

In order to insure equal and fair treatment for all students, instructors are expected to report to the Dean of Students any cases of plagiarism where there appears to be an intent to deceive, as well as cheating of any kind in student work. Absence of any obvious attempt on the student's part to acknowledge the original source will be taken as prima facie evidence of such an intent to deceive. If the evidence warrants, the case will then be brought before the Committee on Student Conduct for a hearing.

In instances involving questionable or faulty use of source material where culpable motives may not be involved, the instructor should warn and advise the student. At the beginning of each semester the instructor should discuss potential problems in the area of the plagiarism as they apply to the particular course involved.

Specific reference to appropriate citations of resources are described in the *Guide to Source Acknowledgments*.

2. Cheating

Cheating includes those forms of academic misconduct that may not meet the definition of plagiarism, but nevertheless violate either recognized norms for academic inquiry or specific norms identified by faculty for particular assignments. Examples of cheating include, but are not limited to, using materials not allowed during an examination (either in class or take-home), receiving assistance beyond what is

allowed, sharing materials on assignments that are not collaborative (e.g., bibliographies, research and laboratory experiments and reports), and copying answers from or providing answers to another student during an examination or in preparing a report or paper.

3. Falsifying Data

The collection and analysis of data are fundamental aspects of many types of research. Data may consist of interview transcripts, narrative accounts, or qualitative and quantitative information collected for purposes of research. It is the researcher's responsibility to insure that data are recorded and analyzed as accurately as possible. Fabrication, misrepresentation or falsification of data, or practices that seriously deviate from those that are commonly accepted in the academic community all may be considered academic misconduct. (This definition is in part borrowed from the *Faculty Handbook*, which cites NIH guidelines.)

B. Social Misconduct

The College reserves the right to process cases of social misconduct deemed to be in violation of the General Guide for Social Responsibility:

Bates College students are held responsible for their conduct at all times. Any student who becomes disorderly, is involved in any disturbance, interferes with the rights of others, damages property, or is individually or as a member of a group involved in unacceptable social behavior on or off campus shall be subject to disciplinary action by the Student Conduct Committee.

For purposes of handling disciplinary matters, a "student" is defined as someone who has matriculated and has not formally severed recognized student status with the College. A student retains this status throughout his/her career at Bates, including academic terms, scheduled vacations, summer months, periods of leave or off-campus study.

The College reserves the right to investigate and discipline alleged misconduct even when it occurs off campus. The College usually will apply the code in instances where the off-campus misconduct:

1. occurs in connection with a College-sponsored event or when students are acting as representatives of the College, or
2. directly affects another member of the Bates community, or
3. suggests a potential danger or threat to others.

General Categories of Social Misconduct

Cases of social misconduct usually fall into one of several general categories. While not exhaustive, the following categories illustrate the expectations of the College expressed in the General Guide for Social Responsibility, and provide examples of misconduct subject to College discipline. Many of these categories, and the accompanying examples, may have a counterpart in the State of Maine Criminal Code. The stipulated definitions of state and local criminal codes and the processes of the criminal judicial system are not part of the Bates Code of

Student Conduct. Addressing a violation of the College's code of conduct does not exempt the individual from prosecution by proper authorities under criminal or civil code.

1. Actions against persons
2. Actions against property
3. Dangerous or disorderly conduct
4. Actions against the institution
5. Obstruction of the College's judicial or disciplinary procedures

1. Actions Against Persons

Conduct which involves force, threat of force, or intimidation directed at an individual or group of individuals may constitute an "action against persons."

Examples of actions against persons include:

- *Assault*
This includes unwanted physical contact, as well as fighting and physical altercations.
- *Sexual Assault* (See p. 74 for description of Bates College Sexual Harassment Policy.) The College provides to each student a brochure describing how the terms "sexual harassment," "sexual assault," "rape," "consent," and "force" are defined and acted upon within the College community. Within that document, the Maine State Statute is presented so that students are aware of the steps they may take outside of the College to prosecute sexual assault.
- *Hazing*
Following Ch. 159 of Maine Public Laws, 1983, Bates prohibits injurious hazing, defined as "any action or situation which recklessly or intentionally endangers the mental or physical health of a student. . . ." For example, hazing may occur when a group of students requires or pressures newcomers to undergo actions that tend to demean, embarrass, humiliate or otherwise compromise the emotional or physical well-being of the persons who perform them. Such behavior includes coerced consumption of alcohol.

2. Actions Against Property

Conduct which results in damage to property of another individual or of the College, or conduct which improperly converts another's property to personal use may constitute an "action against property."

Examples of actions against property include:

- *Theft*
- *Damaging the property of another person or of the College*
Students may be subject to disciplinary action for damage to College property, including their own rooms, in addition to any money damages assessed by the College to repair such damage.
- *Illegally entering College facilities*
Unauthorized possession, use, or duplication of College keys or cards, passwords, or other means of access

3. Dangerous or Disorderly Conduct

Conduct dangerous to self or others, or conduct that creates a disturbance or disrupts the ability of the College to carry on its essential functions may constitute "dangerous or disorderly conduct." In accordance with the Drug-Free Schools and Communities Act, the College's standards of conduct prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees, on the College's property or as part of any of its activities.

Examples of dangerous or disorderly conduct include:

- *Illegally possessing, using, or distributing any scheduled drugs*
Possession, distribution, or the use of illegal drugs and narcotics, including amphetamines, marijuana, cocaine, heroin, and LSD, renders a student liable to disciplinary action, including confiscation of materials, disciplinary action up to and including dismissal, and/or referral to local police authorities.
- *Violating the College's alcohol policy*
Bates College observes all laws governing the use of alcoholic beverages within the State of Maine and does not condone violation of these laws by any student at any time. Students are held personally responsible for complying with all aspects of Maine laws and Bates alcohol policy. The prohibitions of the Bates Student Conduct Code and Maine law include, but are not limited to, the following:
 1. The sale of alcoholic beverages by any person who does not have a license to sell such beverages in full force and effect at the time of the sale;
 2. The sale of alcoholic beverages by any person to a person who has not attained the age of 21 years;
 3. Consumption or purchase of alcoholic beverages by any person who has not attained the age of 21 years;
 4. The furnishing of, procurement of, or delivery of alcoholic beverages to a person who has not attained the age of 21 years;
 5. The furnishing of, procurement of, or delivery of alcoholic beverages to a person who is intoxicated;
 6. The presentation of any written or oral evidence of age which is false, fraudulent, or not a person's own for the purpose of ordering, purchasing, or attempting to purchase or otherwise procuring or attempting to procure intoxicating liquor by a person who has not attained the age of 21 years;
 7. Transportation by automobile within the state of Maine of alcoholic beverages by any person who has not attained the age of 21 years.

Violations of Maine law at reserved ("blue-slipped") College facilities or at scheduled events occur at the risk of the individuals involved and are not the responsibility of the College. A brochure, *Drugs and Alcohol, Your Accountability and Responsibility at Bates*, is distributed to each student. It describes spe-

cific routines to use when “blue-slipping,” as well as reminding students of policies and guidelines for responsible behavior.

Violators of these policies may be subject to disciplinary action, including the revocation of the privilege of using College facilities for such events and/or referral to the Deans of Students or Committee on Student Conduct. The College reserves the right to involve law enforcement authorities and/or undertake legal proceedings against a student for the violation of this policy.

The College will also utilize its counseling resources to help students involved with drugs and alcohol.

- *Possessing a weapon on campus*
Weapons prohibited on campus include but are not limited to firearms, ammunition, BB or pellet guns and slingshots. These items are forbidden except by permission of the Bates College Security Office, which will register and store them.
 - *Conduct which may result in fire or explosion*
Possessing or producing explosives and setting fires are prohibited. Any action that might cause a fire in a College building will be considered a serious offense and may be met with disciplinary action, including suspension or dismissal by the Student Conduct Committee. Firecrackers, flares and explosives are prohibited on campus. Misuse of fire extinguishers will incur a fine plus the cost of replacement and may lead to disciplinary action. Setting off a false fire alarm incurs a fine that increases for repeated incidents.
 - *Disorderly conduct*
Conduct which infringes on the freedom and activities of others, or conduct which is disruptive, harassing or a nuisance may constitute disorderly conduct.
 - *Conduct which disrupts normal operations of the College and/or impedes access to College facilities*
4. **Actions Against the Institution**
Conduct which involves the unauthorized accessing or alteration of documents and records controlled by the College, including class papers and examinations, may constitute an “action against the institution.”

Examples of actions against the institution include:

- *Altering a College ID*
- *Tampering with College documents or records by hand*
- *Information, network, computer and telephone violations*

Violations may include improperly accessing, or changing access to, or improperly changing information on or removing information from another’s computer or telephone. Violations of authorial integrity, including plagiarism, invasion of privacy, unauthorized access, and trade secret and copyright violations, may be grounds for sanctions against members of the academic community. (From *Using Software*, published by EDUCOM. Used with permission.)

Any user who either accesses information to which they have no right or uses an excessive amount of system resources is acting in an unethical manner. Information and Library Services reserves the right to take whatever actions are necessary to prevent a user from violating the rights of other users. Students who violate these standards for use of information, network and computers may also be subject to disciplinary action by the Dean or the Student Conduct Committee. The Student Handbook provides a detailed description of the responsibilities of users of the College’s computing resources.

- *Misrepresentation to gain access or use of a service or facility*

Violations may include lying in order to gain access to a College building, office, lab and so on.

5. **Obstruction of College Disciplinary Procedures**
Conduct which interferes with investigation of alleged offenses, the process by which they are resolved, or their outcomes may constitute an “obstruction of College disciplinary procedures.”

Examples of obstruction of College disciplinary procedures include:

- *Refusing to identify oneself to a College employee in the pursuit of his or her duty or to comply with appropriate instructions (e.g., refusing to provide your name or to disperse when asked to do so by Campus Security.)*
- *Refusing to appear before College administrators or security personnel charged with authority in matters of student conduct.*
- *Refusing to attend or to testify when called as a witness in a Student Conduct Hearing.*
- *Knowingly providing false information during any phase of the student conduct process (including the investigatory stage) or conspiring with others to do so.*
- *Harassing witnesses or others involved in the disciplinary process at any time during the student conduct process, including the time during which any penalty is in effect.*
- *Violating the terms of any sanction imposed by appropriate authority (e.g., the Dean of Students Office or the Student Conduct Committee) in a disciplinary matter.*

Part II Disciplinary Process

A. Investigation of Complaints Alleging Misconduct

All reports of misconduct shall be referred to the Dean of Students, who shall have the authority to investigate such reports and to bring charges against students. (The term “Dean of Students” or “Dean” here and throughout this document include any Associate Deans of Students or any Assistant Dean of Students.) Before bringing a charge against a student, the Dean of Students shall conduct such investigation into the facts and circumstances of the reported misconduct as may be necessary, at a minimum, to establish that there is reasonable

cause to believe that (1) there has been a violation of the Student Code of Conduct and Disciplinary Procedures and (2) a particular student has committed that violation. The Dean of Students may conduct such additional investigation as the Dean may deem necessary to determine the pertinent facts of the matter at hand.

1. The Dean calls students in for questioning at an initial stage of an investigation. Students are expected to cooperate with the Dean and must meet with the Dean when called upon to do so.
2. Any student called upon to provide information in connection with a disciplinary matter may ask a current member of the Bates College community (i.e., students, faculty, staff) to serve as advisor, provided that this individual is willing and available to serve at the appropriate time (i.e., without significantly delaying the investigation). The Dean of Students, annually or more frequently as needed, shall issue a general call to the college community, inviting faculty, staff, and students to serve as advisors, and shall maintain a list of those willing to serve in this capacity. A student may have an advisor present when s/he meets with the Dean. At the point where an investigation of major misconduct focuses on an individual student as a probable violator of the Code, that student should be told by the Dean of his/her right to have an advisor and be encouraged to use the advisor. The student should at the same time be told that there are faculty members, staff members, or students ready to serve as advisors to accused students who wish their service. Any time a student meets with the Dean, and the Dean is investigating that student for potential disciplinary charges, the student should be informed of the nature of the meeting with the Dean.
3. Students likely to serve as evidentiary witnesses are also to be reminded of their right to have an advisor when they meet with the Dean pursuant to an investigation. In cases involving an allegation of misconduct that falls into the category of "Actions Against Persons," the accusing party is likely to be an evidentiary witness and should be encouraged to seek an advisor. Accusing parties should be informed that there are faculty members, staff members, or students ready to serve as advisors to accusing parties who wish their services. The accusing party may be another student or a College employee. In cases of an Action against Persons, when the victim declines to be a witness or an accusing party, the Dean of Students may nevertheless proceed with a charge of misconduct if sufficient evidence, independent of the victim's testimony, exists to support the charge. In such cases there will be no accusing party. Examples of sufficient independent evidence may include circumstances in which (a) there is sufficient testimony from an eyewitness other than the victim or (b) there is authentic videotape evidence which identifies the perpetrator and the victim and depicts the act or acts of misconduct.
4. The Dean should provide the accused student (and the accusing party in cases alleging Actions Against Persons) with another copy of the student conduct procedures.

5. While the Dean is preparing to bring charges against a particular student in a case that will go to the Student Conduct Committee (SCC), the student and his/her advisor should be encouraged to meet with the Judicial Educator, who explains the disciplinary process (see Part III, A, 2). The student bears the responsibility for deciding whether and when to exercise this right to meet with the Judicial Educator.
6. The Dean of Students shall each year, or from time to time as necessary, issue the names of faculty members, staff members, and students who have agreed to serve as advisors to accused students when called upon to do so and the names of faculty members, staff members, and students who have agreed to serve as advisors to accusing students when called upon to do so.

B. Procedures for Resolving Alleged Misconduct

A formal hearing before the Student Conduct Committee is not the only method for resolving disputes between members of the College community. The College provides several methods for addressing alleged violations of the Code of Student Conduct.

1. Dorm or House Councils

Student-run Dorm or House Councils are often appropriate venues for resolving some kinds of student misconduct, especially issues related to daily life in a dormitory. Examples include: minor cases of dorm damage, noise disputes, and misuse of housing facilities.

Dorm or House Councils should function as mediative bodies rather than punitive ones. They may attempt to resolve disputes and, if they are unsuccessful, elect to send a dispute to the Deans. For example, the Dorm Council could determine how to allocate a dorm damage bill among two or more students believed to be responsible for damage. If the students agree to the terms, they pay the bill. If the matter cannot be resolved, then it could be sent to the Deans. In extreme cases, a Dorm Council may recommend to the Deans that a disciplinary hearing be held to determine whether a student has engaged in conduct that warrants removing the student from campus housing.

The operation of Dorm or House Councils is subject to oversight by the Dean of Students Office.

2. Dean's Review

The Dean shall have authority to render decisions in minor cases of misconduct. The Dean may refer any case to the Student Conduct Committee.

A minor case of misconduct is any case wherein, in the judgment of the Dean, appropriate disciplinary action if taken would involve only some form of censure or required action (as explained in Section C below). These penalties may include, but are not limited to, letters to a student's file, loss of various privileges, referral to counseling, community service, or removal of a student from College housing or dining.

The "Dean's Review" method of resolution is not a formal hearing. Rather, it provides an opportunity for a student accused of minor misconduct to meet with

the Dean, discuss the allegations of misconduct, and have the Dean determine the appropriate penalty. Any student called upon to speak to the Deans in connection with a disciplinary matter may ask another member of the current Bates College community to serve as his or her advisor (see Part III, A, 1. below).

The decision in a minor case of misconduct shall not be recorded on the student's permanent record, but will remain in the student's confidential file until graduation. The Dean shall send the student a letter identifying the misconduct, stating the Dean's decision regarding penalties, and notifying the student of the right to appeal to the Student Conduct Committee.

If the Dean makes a decision in a minor case of misconduct that the student accused of misconduct feels is unjustified, that student may appeal the decision to the Student Conduct Committee. The student appealing the decision must submit the appeal in writing to the Co-Chairs of the SCC within two class days from the time at which the original decision was communicated to him or her by the Dean. The Committee will act on this appeal using the full procedures outlined herein. The Committee may affirm, reverse, or otherwise modify the original decision of the Dean. In such cases, the information obtained at the Dean's Review would be admissible at the Student Conduct Committee hearing.

When the Dean makes a decision in a minor case, the Dean shall provide the Co-Chairs of the SCC with a report of the case and its disposition. The Co-Chairs may bring the case to the Committee for discussion.

The accused student retains the right to insist on a hearing before the Student Conduct Committee.

3. Mediation

Some cases now brought before the Student Conduct Committee involving disputes between two individual students could be better-served by a less adversarial approach than a hearing before the SCC.

Mediation may be made available by the Dean when all of the following conditions are met:

- The case involves social misconduct. Mediation is not available in cases involving academic misconduct.
- The investigation of the case has been carried far enough for the Dean to have sufficient information to bring the matter to a Student Conduct Committee hearing or a Dean's Review. This ensures that if the parties are not able to complete mediation successfully, the Dean is prepared to move forward if he or she chooses to do so.
- The Dean, in consultation with the Co-Chairs of the Student Conduct Committee, approves sending the case to mediation.
- Both parties agree to mediate their dispute. Each party has two class days to decide whether s/he is willing to engage in mediation.

- A mediator meets with each party to determine openness to mediation and whether mediation is being entered into voluntarily.

In a case where mediation is offered, the students involved in the case must be made aware of whether the Dean considers the matter to be a violation of College policy, as well as whether the matter would likely be resolved by a Dean's Review or by the Student Conduct Committee. The Dean informs the student against whom the grievance has been brought of the nature of the matter to be addressed during mediation.

If all parties agree to mediation, they are provided with a list of available trained mediators, and they are given an opportunity to cross names off this list. If more than one name remains on both students' lists, the mediator can be chosen by mutual consent of the parties to mediation or by rotating service among the mediators. If the parties to mediation find none of the available mediators acceptable, this is equivalent to refusing mediation. Once the mediator is assigned, the Dean sends a letter of conveyance to the mediator confirming that the parties have agreed to mediation and setting forth briefly the basic issue or situation to be addressed.

The mediation process itself is confidential. During mediation, the mediator may meet privately with either party (and their advisors). Such conversations are strictly confidential. Should mediation fail and an SCC hearing subsequently be held, none of the parties to the mediation (including the mediator) may testify about statements made by another party during mediation.

Terms of the mediation agreement do not include letters of censure, probation, suspension or dismissal.

If mediation is successful, both parties sign the agreement and the matter is considered resolved. The terms of the mediated agreement are kept on file with the Dean in the event a dispute arises in the future over enforcement of its provisions. Either student can bring the other's failure to abide by the agreement's terms to the attention of the Dean. The Dean determines the appropriate method of resolving the alleged abridgment: the Dean may resolve it, bring it back to the mediator for clarification and/or renegotiation, or refer it to the SCC.

If the mediator determines that the process has irremediably broken down and an agreement cannot be reached between the parties, then the case is sent back to the Dean and the Dean determines whether to bring the case to SCC, to resolve it with a Dean's Review or to take no further action at this time.

4. Student Conduct Committee

Cases of misconduct that are not resolved by Dorm Councils or Mediation and are more serious than can be resolved by a Dean's Review are heard by the Student Conduct Committee (SCC). All major cases of misconduct shall be referred by the Dean to the Student Conduct Committee. A major case of misconduct is any case wherein, in the judgment of the Dean, appropriate disciplinary action if taken might involve

probation, suspension or dismissal. The SCC may make use of any of the penalties in Section C below.

The SCC is charged with the authority to hold hearings, to determine whether or not a violation of College policy has occurred, and to mete out appropriate penalties.

Students whose misconduct is addressed through an SCC hearing have an opportunity to offer their account of the events in question and can provide the Committee with relevant information which might explain the conduct. The Committee may also hear from several types of additional witnesses, described below in b.5. Students charged with misconduct have an opportunity to respond to information provided by others at the hearing.

The SCC deliberates in closed session to determine whether a violation of College policy has occurred. The Committee also decides what penalties are to be imposed.

a. Composition and Training of the SCC

1. The SCC is comprised of four voting student members, four voting faculty members, an additional member of the faculty serving as Co-Chair, and an additional student serving as Co-Chair. The Co-Chairs will vote at the hearing only in the case of a tie. The most senior member of the four voting faculty members (as determined by term of service as it appears in the current *Bates College Catalog*) shall serve as Vice-Chair and shall cast a deciding vote on any ruling required by the Co-Chairs before or during a hearing when the Co-Chairs are in disagreement. Faculty Committee members are selected by the Faculty Committee on Committees and Governance and appointed by the President. Student Committee members are elected by the Representative Assembly, following recommendations from the RA Committee on Committees. Every member hears cases brought before the Committee unless a member is excused or recused. A quorum for a hearing is six Committee members. Ordinarily, a member must be in attendance throughout a hearing and may not join a hearing already in progress.

If a student is entitled to another hearing after a successful appeal, the President shall appoint a special, ad hoc panel from the faculty and student body consisting of four voting student members, four voting faculty members, a faculty Co-Chair, and a student Co-Chair, to hear the case. The special ad hoc panel shall hear the case in conformity with the Code of Student Conduct in all applicable respects.

2. The accused student and the accusing party (in cases alleging Actions Against Persons) may petition the Co-Chairs of the SCC at a pre-hearing conference to remove, on the basis of actual bias, any standing SCC member from the upcoming hearing (on the pre-hearing conference, see b.4 below). Opposition to any member's participation must be based on a specific and actual bias related to the individual or to the event in ques-

tion. Challenges must be made at the pre-hearing conference with the Co-Chairs of the SCC. The decision whether to remove a Committee member from a hearing panel is at the sole discretion of the Co-Chairs. A Committee member should be removed from a panel only when, in the judgment of the Co-Chairs, the member's presence would seriously compromise the fairness of a hearing. If bias is alleged against either of the Co-Chairs, then the Dean of the Faculty will rule on removing the Co-Chair(s) from the hearing panel. If a Co-Chair is removed, the Vice-Chair will serve as Co-Chair for the hearing. Members of the SCC shall recuse themselves from a hearing if they have a specific and actual bias related to the individual or event in question. At the hearing, after members of the SCC in attendance have been informed who the parties in the hearing are, who the witnesses in the hearing will be, and what the charge is, the Co-Chairs shall inquire if any member thinks it necessary that he or she recuse himself or herself from the hearing. Individual members may consult with the Committee as they deliberate about whether or not to recuse themselves. Either Co-Chair may recuse himself or herself earlier in the process, when he or she first learns who the parties in the case are and what the charge is, or at any time thereafter. If a Co-Chair recuses himself or herself, the Vice-Chair will serve as Co-Chair for the hearing. Actual bias exists when a member cannot fairly and impartially render a decision or settle upon an appropriate penalty should the accused be found to have engaged in misconduct. Having an accused or accusing student in one's class is not, on its face, reason for recusing oneself. Nor is social acquaintance with the individual. Nor is the mere fact that a member has sat on another hearing panel in which a party to the present case was accused, the accuser, a witness or an advisor, or in another hearing on the same matter as the case at hand. If, for any reason that cannot be resolved by rescheduling the hearing, the SCC lacks a quorum to hear a case, the Co-Chairs shall so advise the President. The President shall thereupon appoint replacements from the faculty and the student body, as needed to maintain the intended composition of the SCC, to hear the case.

3. The College offers a training process and an orientation for the SCC to better prepare its members to hear cases. This process is designed to assure the community that the members of the SCC have a full understanding of the Code of Student Conduct and of the scope of the Committee's authority. This training should also include acquaintance with sentencing precedent. Before deliberating on the penalty for a particular case, the SCC must be aware of the kinds of penalties used in prior cases of a similar nature. The SCC is certainly not bound by such precedent, but this information provides important guidance. SCC training shall also stress the importance of confidentiality by all parties.

4. Each member of the SCC shall also receive training on the topics of i) racial harassment and assault, and ii) sexual harassment and assault. No member of the SCC may hear a case that concerns these matters until they have completed this training.

b. SCC Hearing

All authority for further deliberation and judgment in cases referred by the Dean to the Student Conduct Committee rests with that Committee. The Dean will aid the Committee in further investigations that the Committee might authorize.

The Student Conduct Committee conducts its inquiry and deliberations through a two-step process: (i) a closed hearing, during which all evidence upon which the Committee will base its subsequent decisions shall be introduced; and (ii) a closed Committee session during which the evidence introduced at the hearing shall be considered by the Committee, and during which both a decision regarding student involvement in the alleged misconduct and a decision regarding disciplinary action shall be reached.

Students called to testify as witnesses in Student Conduct hearings are required to testify and to do so truthfully. An accused student, any accusing students, or any prospective witness may ask the Co-Chairs to relieve him or her of the obligation to testify. The Co-Chairs of the Student Conduct Committee may relieve an individual of the obligation to testify if the Co-Chairs judge that the person's reason for being relieved is a reasonable concern about self-incrimination in a pending or potential criminal matter. When an individual is so relieved, the Student Conduct Committee members are to draw no inferences from the individual's choice not to testify or from the Co-Chairs' decision to relieve the individual from testifying.

The Co-Chairs of the Student Conduct Committee may request the Dean of Students to begin disciplinary procedures against any student who refuses when called to testify in a Student Conduct hearing. If a witness declines to testify prior to a hearing, or if a witness, after being called by the Co-Chairs of the Student Conduct Committee, unjustifiably fails to appear for or refuses to testify during a hearing, the Co-Chairs may proceed with the hearing without the witness's testimony, may adjourn the hearing, or may take such other measures which, in the Co-Chairs' discretion, are necessary to serve the interests of justice.

1. In cases referred to the SCC, the Dean informs the student in writing of the charge, with the alleged misconduct stated with sufficient specificity to allow the student to prepare to answer the charge. The statement of the principal charge shall be deemed to include all lesser offenses, if any, which constitute elements of the stated offense. At this time the Dean shall also deliver to the accused student and in cases of Actions Against Persons, to the accusing student, a copy of the investigative file, which may

include a statement of the facts, dates, times, and events relevant to the charge, a list of persons having knowledge of the case, their statements and/or interview notes pertaining to their statements, on hand at that time. Any additional information relevant to the charge which emerges after this initial delivery of the investigative file will be furnished by the Dean to the accused, and in the case of Actions Against Persons, to the accusing student, as soon as reasonably possible after its receipt by the Dean of Students.

2. In cases appealed from a Dean's Review to the SCC, the student is informed in writing of the Co-Chairs' understanding of the Dean's original decision. This notice originates from the Co-Chairs of the Student Conduct Committee. The Committee acts on the appeal using the full procedures outlined below. The SCC may affirm, reverse or otherwise modify the original decision from the Dean's Review.
3. The notice of a Student Conduct Committee hearing also states the time and date of the hearing, which shall be held between 2-5 class days from the time of notification. The Dean of Students, an accused student, or, in the case of Actions Against Persons, the accusing student, may request that an alternative time period be specified by the Co-Chairs of the Student Conduct Committee. The Co-Chairs may then set an alternative time period within which the hearing is to be held. In the case of charges brought very late in a semester, or under other circumstances, the Co-Chairs might even postpone a hearing into a subsequent semester. In deciding whether to honor such a request, the Co-Chairs shall consider (i) the health, safety, and educational progress of all involved, including the College community, (ii) the complexity of the case, (iii) the likelihood that delay or hastening would markedly serve the cause of fairness. The President has the authority to cause a case to be heard earlier or later in exceptional circumstances.
4. Prior to the hearing, the Co-Chairs of the Committee meet with the accused student to assure the student's understanding of his or her rights and of the pending procedures. The Co-Chairs also meet separately with the accusing party in cases involving allegations of Actions Against Persons. These "pre-hearing conferences" have several functions: to hear challenges to SCC hearing panel composition based on actual bias (see sub-section a. 2 above), to answer questions regarding the hearing process, to provide lists of potential witnesses to the Co-Chairs, and to allow the Co-Chairs to preview the scope of witness testimony. Decisions regarding each of these issues are at the sole discretion of the Co-Chairs. In cases of alleged Actions Against Persons, when all pre-hearings have been held, the Co-Chairs of the SCC will share with the accused student and any accusing students, a list of all potential witnesses identified in the pre-hearings.

5. There are two types of witnesses who may be called to testify at an SCC hearing: “evidentiary” and “character.” Evidentiary witnesses have direct, i.e. first-hand, knowledge of events and circumstances relevant to the case. Character witnesses testify regarding the character of the person who has requested their appearance (either the accused student or an accusing party in cases alleging Actions Against Persons). Character witnesses must be members of the Bates community (i.e. current student, faculty or staff). Evidentiary witnesses may be accompanied to the hearing by an advisor from within the Bates community.
6. All witnesses are called by the Co-Chairs of the Student Conduct Committee. All such witnesses are notified by the Dean of the time and place of the hearing. If the Dean of Students learns that a called witness is unlikely to appear at a Student Conduct hearing, the Dean shall notify the accused, and, in the case of alleged Actions Against Persons, the accusing student, that the witness seems unlikely to attend. Any student with knowledge of alleged misconduct may provide the Dean with names of possible evidentiary witnesses. The Dean of Students will provide the Co-Chairs of the SCC with a list of potential evidentiary witnesses whom the Dean has found to have direct knowledge of events and circumstances relevant to the case, be that knowledge favorable or unfavorable as regards the accused. The Dean of Students will also indicate to the Co-Chairs any of those potential witnesses the Dean deems so redundant in the information they have to offer as to be not needed in the hearing. The Co-Chairs of the SCC will call, *inter alia*, each witness whom the Dean names as not excessively redundant, so long as the Dean of Students establishes, to the satisfaction of the Co-Chairs of the SCC, a *prima facie* explanation for how that proposed witness might have direct knowledge of events and circumstances relevant to the case. The Co-Chairs of the SCC should be notified in advance of the hearing, preferably at the pre-hearing conferences, whom parties wish called to give witness. The accused student and any accusing party, in cases alleging Actions Against Persons, may each propose to the Co-Chairs that the Committee call one character witness. The Co-Chairs shall call any proposed character witness, so long as the proposed witness is a member of the Bates community. The Co-Chairs will call specific evidentiary witnesses at the request of the accused and, in cases alleging Actions Against Persons, at the request of accusing students, subject only to the provisos noted below.

Evidentiary witnesses identified at the pre-hearing as potential witnesses by the accused student or any accusing party will be called by the Co-Chairs of the SCC, provided that (i) the party wishing a witness be called establishes, to the satisfaction of the Co-Chairs of the SCC, a *prima facie* explanation for how that proposed witness might have direct knowledge of events

and circumstances relevant to the case, and (ii) if the list of evidentiary witnesses proposed by any party exceeds six, the party wishing a witness to be called establishes, to the satisfaction of the Co-Chairs of the SCC, a *prima facie* explanation for why that specific witness is not redundant, given other witnesses. The Co-Chairs will exercise their judgment about the adequacy of such explanations so as to protect the integrity and effective functioning of the SCC; considerable latitude will be allowed accused students and accusing parties in the identification of evidentiary witnesses.

Evidentiary witnesses identified only after the pre-hearing as potential witnesses by the accused student or any accusing party will be called by the Co-Chairs of the SCC, subject to three provisos: (i) the party wishing the witness be called establishes, to the satisfaction of the Co-Chairs of the SCC, a *prima facie* explanation for how that proposed witness might have direct knowledge of events and circumstances relevant to the case (The Co-Chairs will exercise their judgment about the adequacy of such explanations so as to protect the integrity and effective functioning of the SCC; considerable latitude will be allowed accused students and accusing parties in the identification of evidentiary witnesses.); (ii) the Co-Chairs conclude that the proposed witness’ testimony will be helpful to the SCC; and (iii) the Co-Chairs conclude that adding the witness at that particular juncture in the process would not unfairly burden other parties preparing for the hearing.

7. On the morning of the SCC hearing, the Co-Chairs of the Student Conduct Committee shall issue to the accused student and the accusing student in cases alleging Actions Against Persons, the final list of witnesses who will appear at the hearing. This final witness list shall be made available at the office of the Dean of Students, and it shall be the responsibility of the accused and, if applicable, accusing students to pick up the list at the time. Names may be added to the witness list after this time, if the Co-Chairs judge that their testimony will be helpful to the SCC.
8. A student accused of misconduct who has been properly notified of the Committee hearing and who fails to appear shall be considered to have waived the right to be heard by the Committee, and the hearing may proceed without him or her.
9. The student may be accompanied to the hearing by an advisor from within the Bates community (see Part III, A, 1).
10. The hearing shall be private. Only the members of the Committee, the Dean, the accused student and his/her advisor are present. Witnesses may be present only as they are called to testify. An accusing party in cases alleging Actions Against Persons, and his/her advisor, may be present

during any testimony which relates directly to him/her. Discretion on these matters rests with the Co-Chairs of the Committee.

11. Each member of the Committee and the Dean shall have the opportunity to question all witnesses. The accused student may question all witnesses through the Co-Chairs. In cases alleging Actions Against Persons, the accusing party may also question witnesses through the Co-Chairs when testimony relates to that student. The Co-Chairs may instruct a student or witness not to answer questions which the Co-Chairs deem to be irrelevant or improper.
12. At the conclusion of all testimony and statements, the Committee meets in closed session to determine whether or not the student accused of misconduct has violated the Code as charged or by having committed a lesser offense included within the offense charged. For the Committee to find a violation of the Code, this Committee must determine that the offense charged has been established by a preponderance of the evidence. "To establish by a preponderance of the evidence" means to prove that something is more likely than not. The Dean is not present during the Committee's deliberation and its vote. Individual cases should be heard on their own merits and not be used to set College policy, except as an incidental result of the Committee's decision.
13. If the Committee finds that a violation of the Code has occurred, it continues to meet in closed session to determine the penalty. During penalty deliberation the Dean may be called back to provide non-evidentiary information as requested by the Committee. The Dean will present and the Committee will only consider evidence of charges adjudicated by Dean's Review or Student Conduct Committee decision and the Dean will not participate in or make recommendations concerning penalties discussed and/or voted on by the Committee. The student accused of misconduct and his/her Advisor may be present at the initial stage of the penalty deliberation to respond to non-evidentiary information provided by the Dean to the Committee from the student's file. The Committee may ask questions of the student based on the information conveyed from the file or the student's response to that information.
14. When a student is found to have violated the conduct code, the Co-Chairs of the SCC shall orally convey to the student the Committee's rationale for its decisions with regard both to the violation and to the penalty.
15. Decisions of the Committee on Student Conduct shall be final, subject only to appeal by the accused student.
16. Any action decided upon by the Committee shall take effect two class days after the decision is made unless otherwise stated by the Committee, or unless the Committee decision is appealed.

17. The Co-Chairs of the SCC shall ensure that for every SCC hearing a professional secretary shall take detailed notes and that an audiotape recording is made of all portions of the hearing at which the accused student is entitled to be present. These notes shall be reviewed by the Co-Chairs of the SCC, who shall amend the notes as they deem necessary to ensure an accurate record of the hearing. These notes, once approved by the Co-Chairs of the SCC, together with the audiotape recording shall be the official record of the hearing. The office of the Dean of Students shall have custody of the audiotape recording and official notes of every SCC hearing and shall maintain this material in a secure location for a period of not less than seven (7) years after the last date of the hearing. The official notes and the audiotape of an SCC hearing will be made available to an appealing student and/or to members of the ad hoc Appeal Panel only under controlled circumstances assuring that the official notes and the audiotape cannot be lost or altered. A partial or complete transcript of an audiotape will be prepared under supervision of the Dean of Students either (a) at the expense of an accused student who requires a transcript for appeal under Section II.D. or (b) at the expense of the College if the ad hoc Appeal Panel convened under Section II.D. requests such a transcript. Transcripts shall be confidential, and upon conclusion of any Appeal all transcripts (and any copies made) must be returned to the Dean of Students.

c. Disposition of A Charge Without Hearing

At any time after an accused student has received a written statement of the charge under Section II.B.4.b.1 but before hearing on the charge begins before the Student Conduct Committee, the accused student may elect to seek disposition of the charge without hearing by the Student Conduct Committee. Such a disposition without hearing may be achieved in either of two ways:

1. Disposition by Agreement

The accused student may seek resolution of a pending charge by asking the Dean of Students to recommend a disposition. The Dean of Students, after consulting with the accusing student (if any) and any other affected person(s) and after considering what result would be in the best interest of the College, shall then propose a final disposition of the charge. If the accused student agrees to the disposition proposed by the Dean, the Dean shall give notice of the proposed disposition to the accusing student and other affected persons and shall apply to the Co-Chairs of the Student Conduct Committee for approval of the proposed disposition. The Co-Chairs shall thereupon schedule a disposition review meeting as soon as possible to consider the proposed disposition and shall give notice of the place and time of that meeting to the Dean of Students, the accused student, and the accusing student.

The Dean of Students and the accused student shall attend the disposition review meeting called by the Co-Chairs of the Student Conduct Committee. The accused student's advisor and

support person, if any, the accusing student, and the accusing student's advisor and support person, if any, shall have the right but shall not be obliged to attend. The disposition review meeting shall be private. Only the Co-Chairs, the Dean of Students, the accused student, the accusing student, their advisors, their support persons, and a secretary, may be present. The secretary shall take detailed notes of the meeting.

At the meeting the Co-Chairs will inquire into the proposed disposition and the facts and circumstances supporting the charge. If the Co-Chairs, after inquiry of those attending the meeting, determine that the proposed disposition is fair, appropriate, and in the best interest of the College, the Co-Chairs shall approve the proposed disposition, and shall prepare a written statement of the disposition and its approval. The disposition, once approved by the Co-Chairs, shall have the same force and effect as a decision and penalty imposed by the Student Conduct Committee and shall become effective immediately.

If the Co-Chairs do not approve the disposition, the charge shall be heard by the Student Conduct Committee. Any statement made by an accused student at a disposition review meeting cannot, in itself, be entered as evidence at a subsequent SCC hearing on the charge considered in the disposition review meeting.

Nothing contained in this subsection titled "Disposition of a Charge Without Hearing" is intended to limit the Dean's investigation of the matter at hand. In particular, even though the statements of an accused student made at a disposition review meeting are not themselves admissible in a hearing before the Student Conduct Committee, the Dean may nevertheless use information contained in those statements to guide further investigation of the matter. Evidence gathered in such further investigation will be admissible in the subsequent Student Conduct Committee hearing.

2. Disposition by Withdrawal

An accused student has the right to withdraw from the College at any time, rather than proceed to hearing before and decision by the Student Conduct Committee. The accused student shall notify the Dean of Students of his/her decision to withdraw from the College. The withdrawal must be effective immediately or on a date approved by the Dean of Students. A student who elects to withdraw from the College while charges are pending before the Student Conduct Committee shall have no right to apply for readmission. In exceptional circumstances, however, the Dean of Students may grant permission to apply for readmission to a withdrawing or withdrawn student. If such special permission is granted, readmission will not be automatic and may be denied or offered subject to such terms and conditions as the Dean may deem to be appropriate. The transcript of a student who withdraws under these circumstances shall contain the notation "Voluntary withdrawal

with disciplinary charges pending." An accused student exercising his or her right to withdraw voluntarily under this subsection must, as a requirement of such withdrawal, execute and deliver to the Dean of Students, on a form provided by the Dean, a written statement confirming (a) the student's voluntary withdrawal with disciplinary charges pending, (b) the date on which such withdrawal shall be effective, (c) the student's acknowledgement that his or her official college transcript will thereafter bear the notation "Voluntary withdrawal with disciplinary charges pending," and (d) any terms and conditions of his or her withdrawal.

There shall be no right of appeal from a disposition (a) by agreement or (b) by withdrawal, and all such dispositions shall be final. The Dean of Students shall inform an accused student that these options for disposition of a charge without hearing are available at the time of giving written statement of the charge to the accused student under Section II.B.4.b.1.

- d. "Statement on Confidentiality and Public Reporting
All participants to a disciplinary hearing are reminded of their obligation to maintain confidentiality. The names of individuals involved in a case as well as all pre-hearing proceedings, testimony, evidence, deliberations and discussion shall remain confidential. Similarly, the hearing record and all proceedings on appeal are confidential.

In order to inform the College Community about matters of student discipline, however, the following information, excluding all references personally identifying the individuals involved in a case, will be made available for inspection to the College Community:

1. The formal charge and decision of the Student Conduct Committee;
2. A file of cases heard by the Student Conduct Committee maintained by the Dean, in cooperation with the Co-Chairs of the SCC, which shall include formal charges, decisions of the Committee, and any penalties imposed. In appealed case, actions taken by the ad hoc Appeals Panel shall also be included; and
3. A report by the Co-Chairs of the Student Conduct Committee to the Faculty (which shall be made at the last regular Faculty meeting of each semester) on all action taken by the SCC since the preceding report.

Information contained in items 1, 2, 3, excluding all references personally identifying the individuals involved in a case, may be published in the *Bates Student*.

The Dean shall be exempt from the rule of confidentiality in responding to inquiries meeting any of the exceptions contained in 34 C.F.R. §99.31, issued pursuant to authority of the Family Educational Rights and Privacy Act (20 U.S.C. §1232(g)), as may from time to time be applicable."

e. **The Dean's Role Post-Hearing**

After a disciplinary matter has been resolved by the Student Conduct Committee, the Deans are often called upon to continue their involvement in a case.

A student found by the Committee to have violated the Code must abide by the penalties imposed by the Committee. Failure to abide by the terms of SCC penalties should be brought to the attention of the Dean for investigation and possible further disciplinary action. Any penalty imposed by a Dorm Council or Dean's Review, and any terms/conditions of Mediation, are similarly enforceable. If a student has appealed his/her penalty as imposed by the SCC, any prohibitions against contact between the accused student and any other witnesses remain in place. The student should refrain from contact with any members of the SCC and the Appeals Panel. Any attempt to influence or intimidate should result in investigation and further disciplinary action.

In most cases, the Office of the Dean of Students releases information on the charge and decision of the Committee to the campus community via the *Bates Student*. In some instances, for example where a case involves situations or charges which have not been brought before the SCC in the past, the Committee may choose to issue an explanation of the general policy which was followed in coming to their decision in the case. The Student Conduct Committee is restricted from speaking about the specific details of any case by confidentiality rules which protect the privacy of all students involved in the case. The function of educating the student body regarding the rules and obligations of student life is essentially the responsibility of the Dean of Students Office and takes place outside the context of specific case hearings.

f. **Status of Student During the Disciplinary Process**

Pending a hearing or appeal, the status of a student accused of misconduct shall not be altered, nor shall his/her right to be present on campus or attend classes be suspended, except as deemed necessary by the President (or his/her designee) to insure the physical and/or emotional safety of the members of the College community or to protect College property. However, during this time the Dean may impose on the accused student prohibitions against contact with an accusing party, other witnesses, or certain other members of the Bates community.

C. Disciplinary Actions

The normal actions taken on student misconduct are as follows:

1. **Censure.** Penalties involving censure are available to the Dean at a Dean's Review, as well as to the Student Conduct Committee. The term "censure" applies to a variety of actions resulting in loss of privileges and/or letters to a student's file and may include any one or any combination of the following actions:

- a. Loss of the privilege of participating in any public function (e.g., literary, dramatic, forensic, radio, television, musical, or athletic) wherein the participant will be thought of as a representative of Bates College;

- b. Loss of housing or dining privileges on campus;

- c. Loss of privilege of participating in social or ceremonial events on campus;

- d. Loss of the privilege of maintaining a motor vehicle on campus;

- e. A requirement that a student resign membership in or any or all offices, elected or appointed, held in campus organizations;

- f. A letter from either the Dean or the Co-Chairs of the Student Conduct Committee with a copy to the parents or guardians;

- g. Any other restriction (except probation, suspension or dismissal) that seems appropriate to the offense.

2. **Required Action.** Penalties that require a particular action of a student are available to the Dean at a Dean's Review, as well as to the Student Conduct Committee. This may include requests to attend various forms of counseling or education training sessions. A student may be told by the Committee or the Dean to engage in some form of community service (this service may take place either on or off the Bates campus, or both). The Committee or Dean may either specify the terms of such counseling, education or service, or may designate another individual or body to determine appropriate terms.

3. **Disciplinary Probation.** The term "disciplinary probation" means that a penalty of suspension or dismissal is held in abeyance and will take effect only after the Committee finds that the student has committed a further offense. If a student already on disciplinary probation comes before the Committee for a second case of misconduct and is found to have violated the Code of Student Conduct again, the first penalty held in abeyance now goes into effect. The Committee also may take additional action on the second offense. Disciplinary probation is not recorded on the student's permanent record, but will remain in the student's confidential file until graduation.

4. **Suspension.** The Committee may suspend a student for a specified period of time, or indefinitely. The Committee also may impose conditions to a student's readmission to the College. A student who is suspended must leave the campus and may not return until the suspension is revoked. Unless otherwise specified, the suspension goes into effect immediately (within two class days) and the student is dropped from all courses. In some cases, the Committee may decide to defer the suspension until the end of the semester. Any student who is suspended must return his or her College I.D. to the Dean of Students Office. Suspension will be noted on the student's official transcript, but only during the time that it is in effect.

5. **Dismissal.** The Committee may dismiss (i.e., expel) a student. This severs with finality a student's connection with the College. Dismissal will be noted on the student's permanent record and on the student's official transcript.

In determining appropriate penalties, the Student Conduct Committee may well decide that some combination of these penalties should be imposed. The

Committee's penalty decisions should specify any special conditions. Unless otherwise provided for by the committee, all penalties go into effect two class days after the hearing.

D. Appeals

1. A student found to have violated the Code who wishes to appeal a decision of the Student Conduct Committee must make the appeal in writing to the President within two class days from the time the student is told of the Committee's decision. This letter must state clearly the specific ground(s) on which the appeal is being made.
2. The grounds for appeal include the following:
 - The hearing was not conducted fairly and in accordance with College procedure and policy, as outlined in the Code.
 - Sanctions imposed by the SCC were grossly inappropriate.
 - New evidence has come to light which would have been sufficient to alter the Committee's decision.

At least one of these three grounds for appeal must be cited by the student in his/her letter of appeal.

3. The Co-Chairs of the Student Conduct Committee provide a written statement to the ad hoc Appeals Panel, approved by the Committee, which sets forth the rationale for the Committee's decision in the case now being appealed. This statement should present the rationale both for the finding that the student violated the Code as charged and for the Committee's decision on penalty.
4. Any time the President is absent, the Dean of the Faculty may act in his/her place for purposes of the appeals process. In this case, the Dean of Faculty appoints one member of the faculty to serve on the ad hoc Appeals Panel. When the Dean of Faculty is absent, the President may appoint a member of the Faculty or Administration to act in his/her place.
5. Upon receipt of an appeal the President establishes a seven-member ad hoc Appeals Panel constituted as follows:
 - a. The President
 - b. The Dean of the Faculty
 - c. Three faculty members: one, selected by the Committee on Committees and Governance and approved by the President, who will serve for the year as the standing faculty member on all appeals committees, a second chosen by the appellant student, a third chosen by the other two faculty members in consultation; and two students elected by the Representative Assembly who will serve for the year as the standing student members on all appeals committees. The President shall be the Chair of the ad hoc Appeals Panel. No faculty or student member who has been involved in any way in the original SCC hearing shall be a member of the ad hoc Appeals Panel. If the standing faculty

member cannot be present for the appeal, or has been involved in any way in the original hearing, the standing faculty member will be replaced by a designee of the President. If a standing student member cannot be present for the appeal, or has been involved in any way in the original hearing, the standing student member will be replaced by the Representative Assembly.

6. All authority for further deliberation and judgment of an appeals case rests with the duly constituted ad hoc Appeals Panel. The ad hoc Appeals Panel will decide upon the scope and procedures of its deliberations.
7. The ad hoc Appeals Panel may, in whole or in part, affirm, reverse, vacate, remand for further proceedings, or otherwise modify any prior decision of the Committee on Student Conduct, provided that no punishment shall be increased upon appeal. The ad hoc Appeals Panel may, in unusual circumstances, confirm the judgment of a penalty, but hold its implementation in abeyance for a prescribed time (e.g., until the end of the semester). If a penalty is held in abeyance, the Appeals Panel shall stipulate the specific conditions, the period of abeyance, the restrictions on the individual during the period of abeyance, and the conditions of its implementation upon completion of the period of abeyance.
8. The decision of the ad hoc Appeals Panel is the final decision of the College on the matter.
9. The President, through the Dean of Students, shall notify the student of the outcome of the appeal.
10. The President shall report to the faculty on action taken by the ad hoc Appeals Panel. Ordinarily this is done at the next faculty meeting subsequent to a decision.

E. Time

Any time period, deadline, or date prescribed by this Code may be changed or modified on request of the Dean of Students, an accused student, or, in the case of Actions Against Persons, the accusing student, by the Co-Chairs of the Student Conduct Committee. In deciding whether to honor such a request, the Co-Chairs shall consider (i) the health, safety, and education progress of all involved including the College community, (ii) the complexity of the case, (iii) the likelihood that delay or hastening would markedly serve the cause of fairness. The President shall also have authority to cause a case to be heard earlier or later in exceptional circumstances.

Part III Resources, Rights and Responsibilities

A. Resource Persons

1. Advisor

Any student called upon to provide information in connection with a disciplinary matter may ask a current member of the Bates College community (i.e., students, faculty, staff) to serve as advisor, providing that this individual is willing and available to serve at the appropriate time (i.e., without significantly delaying the investigation and/or hearing). It is up to the student to decide whether and when s/he wants an advisor present; the student may choose not to exer-

cise this option. There are always faculty member, staff members, or students who have agreed to serve as the advisor to any accused student who asks. There are also always faculty members, staff members, or students who have agreed to serve as the advisor to any accusing student who asks. The Dean of Students has the names of these willing advisors. In exceptional cases a particular standing advisor may be unavailable. Standing advisors are not intended to differ from other advisors whom students might select in any regard other than being generally available for service.

The role of the advisor is one of support. The advisor should assure that the student clearly understands all questions asked, and that the student clearly communicates his or her account of events. The advisor may wish to contact the Judicial Educator or the Co-Chairs of the Committee to gain fuller understanding of the disciplinary process. The advisor assists the student prior to the disciplinary hearing, attends the pre-hearing conference with the Co-Chairs, and is present with the student while the student is before the Student Conduct Committee. The advisor also may help the student identify appropriate witnesses. During the hearing, the advisor may pose questions to witnesses through the Co-Chairs and may make a statement to the SCC at the end of the hearing.

An individual who is scheduled to appear before the Student Conduct Committee as an evidentiary or expert witness may not act as an advisor. In the event that the student's advisor has been asked to serve as a character witness, this testimony is presented at the conclusion of the hearing.

2. *Support Person*

In student conduct hearings regarding alleged Actions Against Persons, both the accused and the accusing student may ask a current member of the Bates community to provide personal support to the student during a student conduct hearing, providing the chosen individual is willing and able to serve at the appropriate time. The Health Center shall stand ready to provide a support person for any accused or accusing student who asks. The supporter is separate from the student's chosen hearing advisor, if there is one. The supporter may attend the pre-hearing conference with the student and may speak with the student during the student conduct hearing, but may not ask any questions or give any testimony at the hearing. It is up to the student whether he or she wants a support person present; the student may choose not to exercise this option. Accusing students may ask the College's Sexual Assault Victim's Aid to serve as his or her support person.

3. *Judicial Educator*

The Judicial Educators serve as resource persons, not currently associated with the SCC or the Dean of Students Office, who are available to explain the disciplinary procedures of the College. Ordinarily, the Co-Chairs of the Student Conduct Committee shall recommend and the President appoints two former members of the Committee to serve as Judicial Educators for each academic year.

While the Dean may provide the student with an initial outline of the disciplinary process during the investigation, any student or faculty person involved

in a conduct case (including witnesses and advisors) may make use of a Judicial Educator to answer questions about the College's conduct procedures.

The Judicial Educators are available to students even before an investigation is begun by the Deans. For example, a student who has a grievance against another student may wish to speak with a Judicial Educator to learn what her/his options are for pursuing the matter on campus. When a charge is brought, the accused student (and the accusing party in cases alleging Actions Against Persons) should be encouraged by the Deans to meet with a Judicial Educator, but such a meeting is not mandatory.

4. *Mediators*

The College provides trained mediators. When mediation is presented as an option, a mediator meets separately with each student (and that student's advisor if s/he chooses to have one) to describe the process. As noted above, this meeting plays an important role in determining whether the parties are genuinely interested in mediation and in ensuring that they enter into mediation only after hearing an explanation of the process.

B. Summary of Student Rights and Responsibilities

1. Accused Student's Rights and Responsibilities

Students accused of misconduct have opportunities to make decisions affecting their own welfare throughout the process by which an allegation of misconduct is resolved. This is fundamental to the principles of fairness upon which the Code and its procedures are constructed. A student accused of either academic or social misconduct always has the right to be heard and to present his/her side of the story. Specifically, each student subject to disciplinary action has the following rights and responsibilities:

- a. The right to notification of the charges with sufficient specificity to allow for preparation to defend against those charges.
- b. The right to be accorded the procedures outlined in the Code of Student Conduct, including a pre-hearing conference at which the student may challenge, on the basis of actual bias, the presence of any member of the SCC at the hearing; to meet with a Judicial Educator and to have an advisor, if s/he so chooses; and the right to propose evidentiary witnesses, one character witness, and one expert witness.
- c. The right to adjudication of charges at a hearing.
- d. The right to attend the hearing, to make a statement to the Student Conduct Committee, and to question witnesses through the Co-Chairs.
- e. The right to respond to all statements, testimony or other evidence offered at the hearing. (However, the accused may not make statements while witnesses are testifying and being questioned.)
- f. The right to be free from harassment from the accusing party or other witnesses (or parties acting on their behalf) at any time during or after the investigation and hearing.

- g. The right to appeal a decision of the Student Conduct Committee to the ad hoc Appeals Panel.
- h. The responsibility to refrain from contact (direct or indirect) with accusing party or other witnesses, or with members of the Student Conduct Committee, when so directed by the Dean, the Student Conduct Committee or its Co-Chairs.
- i. The responsibility to make a good-faith effort at mediation when the option of mediation is chosen by all parties as an alternative method of resolution.
- j. The responsibility to abide by the instructions of the Co-Chairs of the Student Conduct Committee, including instructions regarding witness testimony. (The Co-Chairs of the SCC always have the authority to remove from the hearing any individual whose conduct unduly interferes with the proceedings.)
- k. The responsibility to testify truthfully at the hearing.
- l. The responsibility to abide by the terms of a mediation agreement or by any penalties determined by the Student Conduct Committee, a Dean's Review, a Dorm or House Council.

The accused student may consult with an attorney, but that attorney may not be involved in the College's disciplinary processes. In the very specific circumstance where the College has initiated disciplinary proceedings while a serious criminal case (arising out of the same conduct) is pending against the student in court, the student shall be allowed to have an attorney present during the College disciplinary proceeding. Even then, any attorney retained by the student has an extremely limited role as an advisor: the attorney may not make statements or ask questions at the hearing, but is simply available to advise the student during the proceedings.

Note: The Committee Co-Chairs always have the right to remove from the hearing any individual, including an attorney, whose conduct unduly interferes with the proceedings. In the event that an accused student plans to have an attorney attend the Student Conduct Committee hearing, s/he must inform the Co-Chairs in a timely manner so that the College can determine whether it wants its own attorney present.

2. Accusing Party's Rights and Responsibilities
(The rights and responsibilities described in this section are equally applicable, where relevant, to students and to faculty or other College employees who accuse a student of misconduct.)

While all cases which are brought before the Student Conduct Committee are presented by the Dean, in some cases there is a principal witness who alleges to have been injured by the accused student. This second party, the "accusing party," also has much at stake at the disciplinary hearing, and has certain rights that the process must respect. For purposes of a Student Conduct Committee hearing, a student or College employee who accuses a student of misconduct is an

evidentiary witness (as distinguished from a character or expert witness). In cases involving a charge of "Actions Against Persons," the accusing party has a particular set of rights and responsibilities, noted below at c. and d.

- a. The right to bring to the attention of the Dean an incident of misconduct by another student. This does not include the right to insist on a hearing before the Student Conduct Committee, since it is the Dean who has authority to conduct an investigation and to determine whether a case should go forward.
- b. The right to meet with a Judicial Educator and to have an advisor, if s/he so chooses.
- c. In cases of misconduct involving Actions Against Persons: the right to meet with the Co-Chairs of the SCC at a pre-hearing conference at which the accusing party may challenge, on the basis of actual bias, the presence of a member of the SCC at the hearing; to make a statement at the hearing; and to propose evidentiary witnesses, one character witness, and one expert witness; the right to be present during any testimony which relates directly to him/her and the right to pose questions through the Co-Chairs when the testimony relates directly to the accusing party; the right to be informed of the decision of the Student Conduct Committee. (The right to be present at the hearing is not absolute, however; the accusing party may not make statements while witnesses are testifying and being questioned.)
- d. In cases specifically involving allegations of sexual assault, the accusing party has rights comparable to those of the accused student throughout any disciplinary process.
- e. The right to be free from harassment from the accused student or other witnesses (or parties acting on their behalf) at any time during or after investigation and hearing.
- f. The responsibility to testify truthfully at the hearing.
- g. The responsibility to refrain from contact (direct or indirect) with accused student or other witnesses or with members of the Student Conduct Committee, when so directed by the Deans, the Student Conduct Committee, or its Co-Chairs.
- h. The responsibility to make a good-faith effort at mediation when the option of mediation is chosen by all parties as an alternative method of resolution.
- i. The responsibility to abide by the instructions of the Co-Chairs of the Student Conduct Committee, including instructions regarding witness testimony. (The Co-Chairs of the SCC always have the authority to remove from the hearing any individual whose conduct unduly interferes with the proceedings.)

Both the accused and accusing parties are reminded that they have a number of resources available to them when instances of misconduct are being

addressed by the College. As specified in the rights and responsibilities above, both have available to them the Judicial Educator as well as an advisor from within the Bates community. There are also resources outside the College of which they may avail themselves. Any person who feels s/he has been the victim of a crime always has the option of going to local law enforcement officers and pursuing the case through the criminal court system.

The accused or accusing parties may benefit from meeting with a psychological, religious or substance-abuse counselor to discuss difficult issues and problems raised by the alleged incident of misconduct. While counselors are available through the College and confidentiality is maintained, in some instances parties to a conduct case may feel more comfortable seeking the assistance of someone not associated with the College, and they should feel free to do so.

Nondiscrimination and Sexual Harassment

(The following grievance procedures were revised in September 2000.)

General Policies and Procedures

A. Policies

1) Nondiscrimination

Bates values a diverse college community. Moreover, Bates does not discriminate on the basis of race, color, national or ethnic origin, religion, sex, sexual orientation, marital or parental status, age, or disability, in the recruitment and admission of its students, in the administration of its educational policies and programs, or in the recruitment and employment of its faculty and staff.

To aid the Director of Affirmative Action in this charge, an Advisory Committee on Affirmative Action is appointed annually by the President. It is the members' responsibility to assess continually the status of their respective areas in regard to compliance. Members of the Bates community are encouraged to report instances of alleged discrimination to the Director of Affirmative Action.

2) Bates College Sexual Harassment Policy

Within our academic setting, a state of trust and openness among persons is the necessary condition for intellectual inquiry and hence academic excellence. Associations between faculty, students, and staff must reflect the mutual respect for one another which is essential to the free exchange of ideas. Harassment, including sexual harassment, destroys trust and openness. When any member of the Bates community denigrates another member through unwanted sexual advances or sexual allusions, or through unwarranted references to sexuality or sexual activity, these bonds of trust and openness are broken.

Harassment, including sexual harassment, is especially serious when it involves a relationship of authority within which academic or other rewards may be experienced or perceived as related to the harassment. Among such situations are those relationships between faculty and students or between senior and junior faculty. When the imposition of unwanted sexual attention is accompanied by the promise of academic or employment rewards or reprisals, the harm can be very great. If harassment occurs between persons, one of whom has any kind of supervisory, evaluative, or other authoritative responsibility in regard to the other, it is intimidation and coercive abuse of power.

Sexual harassment is one form of illegal sex discrimination, as defined by Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and Section 4572 of the Maine Human Rights Act, and the regulations of both the Equal Employment Opportunity Commission and the Maine Human Rights Commission. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's academic advancement or employment;
- b) submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individuals;
- c) such conduct has the purpose or effect of substantially interfering with an individual's academic or work performance or creating an intimidating, hostile, or offensive working or learning environment.

The state of trust that is so essential to academic work in the College is important to the associations between faculty and students; such trust also is important among non-academic staff and employees. Sexual harassment within these associations prevents or impairs the harassed person's full enjoyment of occupational or educational benefits and opportunities. It interferes with an individual's work performance and creates an offensive working environment. The employment regulations of the Maine Human Rights Commission give support to the College's policy against harassment and provide legal protection for all employees.

Whereas, it has been and is the policy of Bates College that sexual harassment has no place and will not be tolerated in this College; and whereas, the Federal Equal Employment Opportunity Commission has declared that sexual harassment constitutes illegal discrimination under Title VII of the Civil Rights Act of 1964, the President and Trustees of Bates College restates its policy that sexual harassment not be tolerated and hereby directs the President to see that appropriate steps are taken to communicate that Board's intent, as expressed in this policy to the College's faculty, staff, and students. The President shall advise the faculty, staff, and students that there are in effect adequate grievance procedures to facilitate prompt reporting of specific acts of sexual harassment at Bates, and urge the members of the College to report such acts so that appropriate action may be taken.

Bates College denounces the use of violence directed against any individual or group. We, the College community, regard sexual assault as a violent crime, a particularly heinous form of sexual harassment, whether committed by a stranger or an acquaintance on or off campus. We condemn the commission of sexual assaults and believe persons charged with such offenses should be dealt with promptly and fairly through the courts and our own judicial systems. Moreover, we rededicate ourselves to eradicating hostile settings in which our ability to work, study, live, and learn together is inhibited. Finally, we pledge assistance through the various departments of the College in aiding survivors of assault to determine how best they may regain control over their circumstances.

When offensive conduct against persons, including but not limited to assault, may occur, for which the offender may be charged within the criminal justice system for violating the criminal statutes of the State of Maine, or the United States, victims may also elect to seek redress through the College's disciplinary procedures, as well as through civil action. All members of the community are expected to conform their conduct to the requirements of the law and to the standards of the College community.

As a guide to the community, relevant provisions of the criminal law and descriptive definitions of conduct and consent will be provided in published form to all students, faculty, and staff annually. These provisions and definitions will serve to assist the College community in identifying unacceptable behavior and to provide a basis for consistent interpretation and judgment.

B. Procedures

1) Procedures for Charges of Discrimination

The exercise of seeking advice and information is entirely voluntary and is not a prerequisite to making a formal complaint either within the College or with the Maine Human Rights Commission. Grievants who choose to file a complaint directly with the Maine Human Rights Commission must do so within 180 days (6 months) of the alleged incident(s) of discrimination. Grievants who seek informal resolution of cases of discrimination may do so in either of the following ways:

a) Voluntary Informal Consultation

There are many channels within the Bates Community available for the informal resolution of incidents of discrimination. The College recommends contact with any campus support personnel who are knowledgeable about the possible avenues of resolution of discrimination claims; when in doubt, the Affirmative Action Office is a reliable, confidential and supportive source of information. Others who may assist in directing inquiries in the process include the Health Center staff, the chaplains, immediate supervisors, resident coordinators and junior advisors, members of the faculty, the Office of the Director of Human Resources, the Office of the Deans of Student, and the Office of the Dean of Faculty. *Consultations may be brought in full confidentiality; no written record is to be maintained when an informal consultation is made.*

If individual action or discussion through informal resolution does not resolve the problem, grievants may, either in the company of a trusted person or alone, talk privately with the Director of Affirmative Action regarding other steps.

b) Complaints

The Director of Affirmative Action is the primary agency to receive all complaints. If students are involved, the individuals may initially elect to discuss a complaint with one of the Deans of Students; a faculty member may initially discuss a complaint with the Dean of Faculty; or a staff member may initially discuss a complaint with the Director of Human Resources. In each case, however, the subsequent step, if not the initial step, should be with the Director of Affirmative Action.

There are two forms of complaints:

1) *Informal Complaints:* The Director of Affirmative Action may provide suggestions for resolution, help in mediating differences in views, or other channels for resolution involving skills or suggestions of others.

2) *Formal Complaints:* The grievant may institute formal grievance proceedings whether or not the Director of Affirmative Action can effect a resolution. Grievants can elect to pursue any or all options, including: making a written complaint within the College's procedures, initiating a complaint to an agency outside of the College (e.g., to the Maine Human Rights Commission), if appropriate, pursuing criminal charges within the criminal justice system, or pursuing civil action within the court system. The Director of Affirmative Action will explain the elements of each process. Within the College, a written complaint is needed to initiate formal grievance procedures.

c) College Formal Grievance Procedures

These procedures are explained in the following sections.

Section I

(a) Formal grievance procedures shall be available to faculty members, employees, and students of Bates College, except where students are named as accused parties. In such cases, the matter shall be heard by the Committee on Student Conduct. The procedures herein shall not apply to grievances in regard to appointment, reappointment, tenure, or promotion of faculty members as these matters are governed by Article VI of the Personnel Rules and Procedures contained in the *Faculty Handbook* of Bates College. The procedures herein shall be further limited to cases of improper discrimination, sexual harassment, or sexual assault. Improper discrimination shall be defined as acts in violation of applicable nondiscrimination laws or the nondiscrimination policy which appears in the official publications of Bates College.

(b) The sole purpose of a hearing under formal grievance procedures is to determine if improper discrimina-

tion, sexual harassment, or sexual assault has occurred. A hearing board shall have no authority to invoke sanctions for improper behavior. The report of the hearing board shall be given to the President of the College for any further action.

Section II

- (a) Nothing stated herein shall be construed to prevent several complainants, in the appropriate case, from joining in a single complaint. The word "complainant," as used herein, shall refer to any person who files a complaint or to any group of persons who together file a single complaint. The word "respondent," as used herein, shall refer to any party or parties accused in the same complaint and who will be heard in the same hearing.
- (b) The complainant shall file a formal complaint in writing with the Director of Affirmative Action or the Director of Human Resources. Upon receipt of the complaint, the Director of Affirmative Action or the Director of Human Resources shall immediately inform the respondent in writing and provide the respondent with a copy of the complaint.
- (c) In cases of multiple complainants or multiple respondents, where any individual complainant or respondent claims that his or her complaint or defense would otherwise be compromised, that party may submit a request in writing to the Director of Affirmative Action and the Director of Human Resources for a separate hearing. The Director of Affirmative Action and the Director of Human Resources shall make a decision on such a request prior to submitting a request to the President for a hearing board and shall notify all parties in writing of that decision. In appropriate cases, the Director of Affirmative Action and the Director of Human Resources may require multiple complainants to join in a single complaint.
- (d) The Director of Affirmative Action and the Director of Human Resources together shall determine whether the complaint on its face states facts which, if true, allege a claim of improper discrimination, as defined in applicable nondiscrimination laws or the College's nondiscrimination policy, or of sexual harassment or sexual assault. If so, the matter may proceed to a hearing; if not, the complaint shall be returned to the complainant, and no further action shall be taken unless an amended complaint is filed in accordance with Section II (b).
- (e) The Director of Affirmative Action and the Director of Human Resources shall make their decision whether to refer the complaint to the President with a request to form a hearing board within seven (7) days of receipt of the complaint, unless circumstances require a longer time, in which event, they shall inform the President and all parties in writing. Once a decision is made to refer the complaint to a hearing board, all parties shall be informed in writing of the action taken.

Section III

- (a) The Director of Affirmative Action and the Director of Human Resources, having concluded that the complaint states a claim under standards contained in Section II (d), shall provide the President of the College with a copy of the complaint and request that the President form a hearing board. At this point, no further amendments to the complaint shall be permitted.
- (b) The complainant and the respondent may each designate two members of the hearing board. The President shall choose two additional members, and a majority of the six members thus chosen shall choose a seventh member to act as chair of the board. Board members shall be selected from the then-current faculty or staff of Bates College. The word "staff," as used herein, shall not include student employees. If either the complainant or respondent neglects or refuses to designate members of the hearing board, the President shall choose them. Once the hearing board is established, the President shall give a copy of the complaint to the hearing board and shall inform all parties in writing of the composition of the board.
- (c) A hearing board shall be formed within seven (7) days from the date on which the Director of Affirmative Action and the Director of Human Resources inform the President of the need for a hearing. If, in exceptional circumstances, more time is necessary to form the hearing board, the President shall inform all parties in writing.

Section IV

- (a) The complainant shall, within seven (7) days of being notified of the formation of a hearing board, file with that board all documents and other tangible evidence available to the complainant which will be used in the hearing in support of the complaint and a list of all witnesses whom the complainant wishes to testify at the hearing in support of the complaint. Upon receipt, the chair of the hearing board shall make these materials available to the respondent.
- (b) Within 21 days of receipt of such materials, the respondent shall file with the hearing board a written response to the charges made in the complaint, together with all documents and other tangible evidence available to the respondent which will be used in the hearing in support of any defense against the complaint and a list of all witnesses whom the respondent wishes to testify at the hearing in support of any defense against the complaint. Upon receipt, the chair of the hearing board shall make these materials available to the complainant.
- (c) The chair of the hearing board shall notify in writing all witnesses of the need for their testimony at the hearing. It is the responsibility of any member of the Bates College community who has information relevant to an issue before the hearing board to testify at the hearing or to produce documents or other tangible evidence at the request of the chair of the hearing board.

- (d) Failure, without adequate justification, to produce documents or other tangible evidence or to testify at the hearing by anyone requested to do so by the chair of the hearing board shall be reported to the President for any action he or she deems appropriate. In the event that either the complainant or the respondent shall fail, without adequate justification, to produce documents or other tangible evidence or to testify at the hearing when requested to do so by the chair of the hearing board, the hearing board may report to the President that it is unable to make a decision in the matter, and the President may take whatever action he or she deems appropriate.
- (e) After the hearing board has received evidence and witness lists from the parties, it will determine whether any additional documents, other tangible evidence, or testimony may reasonably be necessary to a determination of the facts at issue and may require any such documents or other tangible evidence from the complainant or respondent and may require documents or other tangible evidence or testimony from any third party, within or without Bates College. A determination that further evidence is necessary may be based on a request by the complainant or respondent. Should any additional documents or other tangible evidence be produced, they shall be made available to all parties. All parties shall be informed in writing of any witnesses identified by the hearing board who will testify at the hearing in addition to those already listed in the witness lists of the parties. The chair of the hearing board shall determine the date by which all evidence and all witness lists required by the hearing board shall be presented to the hearing board.
- (f) Once all documents, other tangible evidence, and all witness lists have been made available to all parties, no additions to any witness list, and no additional documents or other tangible evidence shall be considered except by a decision by the chair confirmed by a majority vote of the hearing board.
- (g) A hearing on the complaint shall commence no sooner than seven (7) nor later than 10 days after all documents, other tangible evidence, and all witness lists have been made available to all parties. The chair of the hearing board shall have the authority to alter these time limits if necessary and shall notify all parties in writing of a decision to do so.
- (b) The complainant and respondent may have the assistance of an attorney during the hearing; however, the role of the attorney shall be limited to observing the hearing and offering advice to the party represented. The hearing board may have the assistance of College Counsel.
- (c) The members of the hearing board shall maintain the confidentiality of all aspects of the complaint, response, hearing, evidence, and its deliberations. The hearing shall be private. Only members of the hearing board, parties, attorneys, and witnesses while testifying may be present. The hearing board may exclude all but its members in order to deliberate on its findings and conclusions.
- (d) The board shall allow a reasonable time for opening and closing statements by the complainant and respondent. Each party at the hearing shall have opportunity to pose questions to all witnesses. This shall be done either directly or through the chair, at the discretion of the chair.
- (e) The hearing shall be electronically recorded, except that the private and confidential deliberations of the hearing board shall not be recorded. The President shall have custody of the recording and may, in his or her discretion, have a transcript made of the recording after the completion of the hearing.

Section VI

- (a) The hearing board shall make specific findings of fact. The burden of proof shall be on the complainant, and the board shall make findings and conclusions in regard to the allegations in the complaint only when a majority of the board is convinced that those findings and conclusions are supported by a preponderance of the evidence.
- (b) After reaching its findings and conclusions, the board shall report them in writing, within a reasonable time, to the President of the College, the complainant, and the respondent. The President shall make a brief announcement of the nature of the complaint and the findings of the hearing board to the Bates College Community without mention of the names of parties or other participants. The President shall, within his or her discretion, determine what, if any, further action he or she will take in response to the report of the hearing board. The President shall commence any such action within seven (7) days of delivery of the report unless he or she deems some other period appropriate, in which case, the President shall inform all parties in writing.
- (c) In accordance with Article V, Section 2 of the By-Laws of Bates College, the complainant and respondent may, in appropriate cases, seek indemnification from the College for reasonable attorneys' fees incurred for purposes of the hearing.

Section VII

The existence of these grievance procedures in no way precludes the College from taking immediate action to maintain the safety of the College community or individual members thereof.

Section V

- (a) The chair of the hearing board, subject only to being overruled by a majority of the board, shall rule on all questions of evidence and procedure and may make such other rules and decisions, not provided for in these procedures, as are necessary to conduct the hearing fairly and expeditiously. This includes decisions on requests from complainants and respondents for separate hearings that arise after the hearing board is formed. Only evidence that a reasonable person would rely on to make judgements in serious matters shall be admitted and be considered by the hearing board in making its findings and conclusions.

Residence Hall and Dining Service Regulations 2002-2003

Residence Hall Regulations

Student Rights, Privileges and Responsibilities

Room Assignments: Bates College is a residential college. Campus residence is *required* of all students except for those individuals who have been granted special permission by the Office of the Dean of Students to reside off campus.

Room assignments are made for upper-class students through a room lottery by class and on the basis of room preference forms for new students. Unless a room change is specifically approved by the Office of the Dean of Students, students *must* reside in lottery-chosen rooms. Should a room/suite be picked on an upper-class student's lottery number and that student does not occupy the room, all occupants may be removed from the room and placed on summer placement.

Unless a room change is specifically approved by the Office of the Dean of Students, students must reside in lottery-chosen rooms.

Student residence charges are based on capacity room occupancy. Therefore, *the Deans reserve the right to reassign students for any reason including placing those who are new or without roommates in rooms that are not full.* Whenever possible, such reassignments will be finalized at the start of each term.

Room assignments are for the entire academic year. Two legitimate reasons have been identified for a room change request: (1) serious health problems and (2) irreconcilable differences between roommates. As the College emphasizes the value of mediation and conflict resolution as means for addressing disputes, rooming changes will only be considered after the parties involved have attempted to reconcile differences with the help of a mediator such as a Junior Advisor or Resident Coordinator. Once the mediator judges disputes, the Housing Office will review them. In situations involving first-year students the Housing Office will also attempt to mediate the situation before a change is made. First-year students will not be placed in single rooms, except in extreme cases of need. No one is allowed to change from one room to another without obtaining written permission of the Coordinator of Housing. If a student has changed rooms without obtaining the appropriate permission, a \$200 illegal room change fee will be assessed to their account and the student will be required to return to the original room.

Short Term: Students registered and in residence for Short Term remain in the same rooms they have occupied during the winter semester unless the residence is

closed. Students wishing to change residence for the Short Term must *follow the same procedure as outlined above or receive permission from the Coordinator of Housing.* The College reserves the right to close certain residences for Short Term. Every effort will be made to provide two weeks' notice.

Furnishings: Each resident student is furnished with a bed, desk and chair, bureau, mirror, bookshelf, wastebasket and recycling containers. A cushioned side chair will be available per request, on a first-come, first-served basis. All furniture must remain in the original student's room until it is removed in accordance with the furniture moving policy. (See Furniture Removal paragraph, below.) After students have vacated a room, anything remaining that was not originally allotted to the room will be removed and a disposal fee of \$75 will be assessed. All lounge furniture must remain in the lounge space.

No structure serving as a bar or facilitating the distribution of alcohol is allowed. Questions regarding the purpose of a structure will be referred to the Dean of Students Office for resolution.

Alterations in the structure or painting of rooms, including built-in furniture, are prohibited. Waterbeds are not permitted.

Loft-beds are permitted to be built only under certain circumstances consistent with room safety standards. None may be installed without prior approval/permit from the safety technician, whose office is located in Human Resources, ext. 8226. Students interested in installing a loft in their dormitory room must first obtain a Loft Building Permit. Regulations regarding loft construction are attached to loft permits and should be used as a reference during construction. Within one week of permit issue, lofts will be inspected, and if found acceptable a "legal loft permit" sticker will be attached to the loft. Lofts found not in compliance with safety standards will be required to meet standards within a specified time frame, or will be removed and the appropriate fees assessed. A \$75 deposit will be charged to the student's account when the loft permit is issued and will be refunded when the student has removed the loft from the building. If a legal loft has not been removed prior to the student vacating the room, the deposit will be forfeited. Should there be a loft in a room where no permit was obtained (an illegal loft), it will be removed and a fee of \$150 will be charged to the student account, covering the permit, removal and disposal fees.

Furniture Removal: Physical Plant has procedures for removing unwanted furniture from student rooms during the first and second semesters. A copy of these procedures is provided to each student. Students can remove furniture, at no charge, during designated times and locations early in these semesters. There are restrictions concerning certain furnishings and dormitories. Refer to the policy for specific details and possible charges. The classes of 2004, 2005, and 2006 will not be able to remove any furniture from rooms.

Personal Items: Personal items must remain in student rooms or be in authorized storage areas. No decorations or personal items may be placed in hallways and other common spaces or on the outside of the buildings. Items deemed hazardous to life safety will be removed regard-

less of their locations. If these items are found a second time they will be confiscated and donated to a non-profit organization or otherwise disposed of.

Telephones in Student Rooms: The college-wide telephone system provides a telephone in each student room on campus. There are no installation fees and no fixed monthly charges for local calls. A \$40 charge for a replacement phone may be assessed if the phone is damaged. *Any telephone problems should be reported to the Dean of Student's Office at ext. 6222.*

Telephone problems should be reported to the Dean of Student's Office at ext. 6222.

Internet Connections in Student Rooms: The college-wide computer network provides a port in each room for each student. Use of the network and network services is subject to the terms set forth in the College Computer Use Policy. In case of intentional damage to the network facilities, fees may be assessed for repair.

Custodial Services: Custodial workers are responsible for the normal upkeep of the bathrooms and common areas of the residences. Any excessive mess is the responsibility of the students involved. Students are responsible for the upkeep of their rooms.

Dormitory Lounges: Residence lounges may be reserved through the Student Activities Office for general social and cultural functions. Blue-slip reservations *must* be initiated with the Student Activities Office and the Resident Coordinator. Activities that require additional cleaning in residences on campus will necessitate special charges made to the appropriate group or person. All lounge furniture must remain in the designated lounge space.

Damages: Damages occurring in a residence will be repaired by the Physical Plant Department at an appropriate time and charges will be made in the fairest possible way. Students who wish to hang wall decorations are encouraged to do so from molding hooks or adhesive sponges provided by Physical Plant, free of charge. Nails, tape and paste cause damage and their use may lead to charges. No articles may be draped or hung from sprinkler pipes or allowed to cover smoke detectors or light fixtures.

Rooms are inspected for damage at the end of each semester. Items found in need of repair or replacement (due to other than normal wear) will be charged equally to the last occupants, unless the charges have been previously assumed. If there is a change in occupancy, rooms will be specifically checked for damages, upon request, by a representative of the Physical Plant staff. Students are invited to review the checklist with the Physical Plant Department. Appeals should be made to the Physical Plant Office, in writing. Willful destruction of property may be cause for action by the Student Conduct Committee or the Dean of Students Office.

Sunbathing: It is unsafe for students to be on roofs and therefore prohibited.

Cable Television: Cable access will be provided to lounges in halls and houses, and in common rooms of suites. Any use of cable outside those approved by college policy and the cable company is prohibited.

Pets: Small fish are the only pets allowed in residence halls. Upon receiving notice that animals are present in a dormitory, the Dean of Students will send a letter to the student(s) who have animals residing in his/her dormitory room. This notification will require the immediate removal of the animal(s). A copy of the letter will be sent to the Office of Security and Campus Safety and logged there for follow-up by Security *the next day*. If the animal(s) is found on College property, the following procedures will be implemented immediately:

A security officer will proceed to the room in question, make contact with the resident(s) of the room and remove the animal(s). Animal(s) will be transported to the Security Office. Students may not deny the security officer entrance to the room.

A private contractor retained by the College will then be notified to pick up the animal(s) at the Security Office for transport to the local SPCA. Student(s) will be billed \$15 charge for the SPCA expenses.

The Dean of Student's Office will then be notified that the animal(s) have been removed.

There will be no second notification for repeat offenders, and these may be subject to disciplinary action through the Committee of Student Conduct.

Storage of Student Personal Items

The College has a limited amount of space that can be used for student storage. The College cannot assume any legal or financial responsibility for property left in designated storage areas. The College, however, will attempt to safeguard all property left in these areas if securely packaged in accordance with the storage policy and tagged with Bates College Student Storage Tags. The student's identification (name, class year and address) should also be listed *inside* the package, in the event that the exterior tag is separated from the package.

There will be no storage provided for graduating seniors and there is a *one-year* storage limitation for underclass students. After that time, the items will be considered "abandoned," and will be disposed of unless Physical Plant is notified and special arrangements are made. The Storage Policy is posted at all storage locations or may be obtained by contacting the Physical Plant Office.

Security and Safety

Safety and Privacy: In taking a room in a residence hall, a student assumes responsibility for the use and general care of the room and its furnishings. The College respects the students' right to privacy and their desire to control their own living environment in balance with the College's responsibility to provide quality and safe residential facilities. Therefore, the College retains the right to enter students' rooms, but only in cases of emergency or with cause, and only with permission of the Dean of Students or his/her designate with the reason for the examination and the objects or information sought.

This regulation in no way precludes normal maintenance required in students' rooms, including custodial service and the scheduled review of residences for the assessment of loss and damage. Illegal substances and items in violation of the College's alcohol or fire safety policies that are found in students' rooms in this context may be removed. College personnel will contact Lewiston police if drugs or drug paraphernalia are observed in plain view. Students may be subject to disciplinary action.

Except in cases of imminent danger, the occupant of the premises will be invited to be present during the examination, and will be informed of the reason for the examination and the object or information sought.

In unusual circumstances, if dangerous or unsanitary materials must be removed from the premises, the above procedures may be dispensed with. Whenever possible, the student will be notified in advance, unless imminent danger prohibits such a delay or the student cannot be reached.

Electrical Appliances: Electric line-load limitations prohibit the use of heavy-demand appliances in students' rooms. Small refrigerators are permitted in students' rooms or in common areas, but only when they do not exceed the electric line-load limitations. Due to power limitations, large/full-size refrigerators are not permitted.

Light-demand items such as radios and stereos may be used within limitations of safety standards. The Physical Plant staff should be consulted to ascertain the feasibility of several appliances in the same room. Keg-refrigerators, hot plates (including the George Foreman grill), air conditioners and space heaters are *not* allowed. All appliances using heating elements must be used in a community kitchen area. Alarms set off by cooking in rooms are subject to charges.

Keys: Each student is allowed one set of keys to his/her room and residence hall. Keys are issued at the Physical Plant office Monday-Friday from 7 a.m.-4 p.m. or at other designated times at the start/finish of the academic year. Students must present their Bates ID card and sign for all keys received at the time of issuance.

Key Return/Key Loss: Lost or unreturned keys cause a serious threat to the security of the residents and their property. Students must take responsibility not to lose keys and to return them on time.

All room keys must be returned prior to leaving campus. If keys are not returned to Physical Plant on the final day of authorized residence or Commencement Day, whichever comes first, they will be considered unreturned/lost and a \$50 charge per key will be billed to the student's account. A \$50 charge for the mandatory re-keying of the room will also apply.

The cost to re-key the room for the first loss/offense is \$50, with key replacements of \$50 per key. For the second loss/offense, the charge to re-key the room is \$75.00 with key replacements of \$75.00 per key.

If the Housing Office authorizes a room change during the semester, all exchanges must be conducted at the Physical Plant office to ensure proper documentation. Key swapping among students is not allowed. Students returning keys not issued to them will also be subject to the above key charges.

Students who leave campus early must surrender their keys to Physical Plant, the Dean of Students Office or Security prior to leaving campus, or their accounts will be charged as stated above.

To insure keys are returned on time and to avoid key charges, the Drop Box located by the main entrance doors to Physical Plant is always available for use when the office is closed. Keys in the Drop Box must be identified with the student's name, ID number and residence for proper documentation.

Fire Protection, Firearms and Combustible Materials

A fire in a college residence is a disaster that can be avoided by joint effort. Candles, firecrackers, flares, or explosives as well as the misuse of fire escapes, fire extinguishers, sprinkler systems and fire alarms are not permitted. The burning of candles and other sources of open flame is not permitted and if found the student will be assessed a \$75 fine. A \$75 fine is also assessed, along with the repair/replacement cost, for any life safety item that has been tampered with.

False Fire Alarm Policy: Bates and the city of Lewiston charge fines for false alarms. False alarms, whether produced by human error, faulty equipment or premeditation, waste money and endanger the lives of firefighters and civilians.

A false alarm is defined as "a visual or audible signal transmitted by an alarm system which indicates the existence of an emergency situation, when in fact no such emergency exists." This includes the activation of an alarm system by the following means:

- The intentional or accidental pulling of a fire alarm pull station.
- The intentional or accidental introduction of smoke or other objects into a smoke detector. Too many people smoking in a room with a smoke detector will activate the alarm system.

Halogen lamps are prohibited in all residences. If found the lamp will be confiscated and a \$75 fine will be charged to the student.

Firearms: Firearms (including air guns), ammunition and combustible materials are not permitted anywhere on campus, except in locations provided by the Security Office. Please make arrangements for storage with the Security Office to avoid violation of local ordinances and College regulations. All students should become familiar with policies regarding fire and life safety mandated by the Director of Safety.

Social Responsibility

Any student who becomes disorderly and is involved in a disturbance, interferes with the rights of others, damages property, or is involved in unacceptable social behavior, individually or as a member of a group, *shall be subject to disciplinary action at the discretion of the Dean of Students Office and the Student Conduct Committee.*

Students are reminded that excessive noise, unruly behavior and dorm damage often compromise the quality of residential life and may be subject to disciplinary action, including removal from College housing.

Consistent with the Bates College Code of Conduct and the Student Conduct Committee, the College reserves the right to withdraw the privilege of attending college at Bates from any student. Neither the College nor any of its members shall be under any liability whatsoever for such exclusion.

Visitation in Residential Rooms

Overnight Visitation: Each student is entitled to the full use of his/her room at all times when the College is in session. If a student's comfort or sense of privacy is violated by unwelcome visitation, he or she should discuss the situation with the roommate. If this is not satisfactory, he/she should report immediately to the Resident Coordinator, Junior Advisor or to the Housing Coordinator. Measures may include mediation or other forms of reconciliation.

Guest Policy: Guests who are not residents of the College who use campus facilities for more than three nights in succession may face financial penalties and/or legal action. The host must report the name and car license of a guest to the Bates Security Office. If the situation warrants, an exception to the three-night limit may be obtained from the Office of the Dean of Students. Any resident who provides permanent residence to a non-student or an off-campus student is in violation of College regulations and may be subject to disciplinary action.

Vacations: For the protection of students' safety and property, residences will be closed during some vacations. Students are not permitted access, except in the presence of College personnel. Rooms will be available for occupancy one day prior to the opening of each term and will be closed at the end of the examination period.

The College may provide residential accommodations for certain vacation periods to a limited number of students by prior arrangement. Whenever such an opportunity arises, the Dean of Students Office will notify all students in advance.

Dining Service Regulations

All resident students at Bates are entitled to three meals a day, Monday through Saturday, and to brunch and supper on Sunday, while college is in session. The first meal of each semester is dinner prior to the beginning of classes and the last meal is served following the conclusion of final examinations. Food service is closed during most vacations.

Food service is limited to students with the proper identification card in their possession and to guests who purchase individual meals. Students who give their ID cards to another person, share meals with non-residents, carry food out of the dining hall or otherwise create a disturbance therein may be subject to fines or loss of dining privileges determined at the discretion of the Deans.

All on-campus students are on the meal plan. Off-campus students may purchase meal privileges by the semes-

ter at the Financial Office or by the meal at Commons. Off-campus students can make changes to their meal plan in the Housing Coordinator's office. The decision to change is irreversible after the first week of class. College charges are computed on the average number of meals consumed; therefore no allowance is made for meals missed. Students withdrawing from the College should consult the refund policy as outlined below.

Whenever feasible, arrangements for special menus for groups, organizations or individuals can be made with the Director of Dining Services.

The private dining rooms may be reserved by student groups or organizations in the Student Activities Office. The kitchen and dining facilities at Frye Street Union and at other residences may also be available on a blue-slip basis for dinners and assemblies. Shirt and shoes must be worn in all College dining areas.

Payment and Refund Policy

College charges must be paid before the beginning of each term unless other arrangements are made with the Financial Office.

Withdrawals and Leaves Of Absence From The College: Students who withdraw prior to the beginning of either the first or second semester must notify the College by the deadlines published in the *College Catalog* to avoid being charged a fee of \$150. If a student withdraws prior to the 50th day of a full semester, a percentage of the annual charge (not including residence hall allocations) will be refunded as follows: 0-10 days, 90 percent; 11-20 days, 75 percent; 21-30 days, 50 percent; 31-50 days, 25 percent; more than 50 days, no refund.

Prorated adjustments also will be made in financial aid awards made by the College when a student withdraws prior to the 50th day of a full semester if the student leaves because of extenuating circumstances such as illness or personal emergency. Refunds for students receiving federal aid are outlined in the *Catalog*. Students who do not attend or who withdraw from Short Term are not entitled to a refund.

Short Term: There is no additional charge for degree candidates attending Short Terms up to the limit of three. Therefore, no refund will be made for non-attendance. Off-campus Short Term programs usually involve charges in addition to those covered in this contract. Students are not eligible for a fourth Short Term.

2002

January

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2003

January

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June

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July

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August

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September

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October

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November

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December

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SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 Meal plan begins at dinner	2 Labor Day	3	4 Classes begin Convocation 4 pm Activities fair	5 Welcome back reception for study abroad students at 8 pm Chase lounge	6 Rosh Hashanah begins at sundown	7 Rosh Hashanah
8 Rosh Hashanah	9	10	11	12	13	14
15 Yom Kippur begins at sundown	16 Yom Kippur	17 Last day for withdrawal from fall semester courses	18	19	20	21
22	23	24	25 Off-campus study infor- mation session for sophomores at 7 pm and 9 pm in Olin	26	27	28
29	30					

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4 Parents and Families Weekend	5 Parents and Families Weekend
6 Parents and Families Weekend	7	8	9	10	11	12
13	14 Columbus Day	15	16 Fall recess begins	17	18	19
20 Fall recess ends	21	22	23	24	25 Alumni Homecoming	26 Alumni Homecoming Inauguration 10:30 am
27 Alumni Homecoming	28	29	30	31 Halloween		

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2 Preregistration for winter semester
3	4	5 Election Day	6	7	8 Preregistration ends	9
10	11 Veterans Day	12	13	14	15	16
17	18	19	20	21	22 Meal plan ends at dinner	23 Thanksgiving recess begins
24	25	26	27	28 Thanksgiving	29 Hanukkah begins at sundown	30

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 Meal plan begins at dinner Thanksgiving recess ends	2	3	4	5	6 Fall semester ends	7
8	9	10 Final exams begin	11	12	13	14 Meal plan ends at dinner Final exams end
15	16	17	18	19	20	21
22	23	24	25 Christmas	26 Kwanzaa	27	28
29	30	31				

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 New Years Day	2	3	4
5 Meal plan begins at dinner	6 Classes begin winter semester	7	8	9	10	11
12	13	14	15	16 Winter Carnival begins	17 Last day for late regis- tration	18
19 Winter Carnival ends	20 Martin Luther King Jr. Day NO CLASSES	21	22	23	24	25 Preregistration for Short Term begins
26	27	28	29	30	31 Preregistration ends	

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5	6	7	8
9	10	11	12	13	14 Meal plan ends at dinner Valentine's Day	15 Winter recess begins
16	17	18	19	20	21	22
23 Winter recess ends Meals begin at dinner	24	25	26	27	28 Last day to with- draw from winter semester courses	

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1 Preregistration for fall semester
2	3	4	5	6	7 Last day to request off-campus study	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4 Winter semester classes end	5
6	7	8 Final exams begin	9	10	11	12 Final exams end Meal plan ends at dinner
13	14	15	16	17	18	19
20 Meal plan begins at dinner	21 Short Term classes begin	22	23 Last day for registration	24	25	26 Last day for withdrawal from Short Term
27	28	29	30			

May

2003

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23 Classes end Final Meal plan ends at dinner	24
25	26 Commencement	27	28	29	30	31

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5 Reunion begins	6	7
8 Reunion ends	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

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Bates values a diverse college community. Moreover, Bates does not discriminate on the basis of race, color, national or ethnic origin, religion, sex, sexual orientation, marital or parental status, age, or disability, in the recruitment and admission of its students, in the administration of its educational policies and programs, or in the recruitment and employment of its faculty and staff.