

HAMILTON COLLEGE
Student Handbook
2009-2010

Hamilton College reserves the right to change requirements, policies, rules and regulations without prior notice, in accordance with established procedures.

Table of Contents

Code of Student Conduct	
Guiding Principles.....	8
Prohibited Conduct.....	9
Judicial Procedures.....	9
Point System.....	14
Honor Code/Honor Court Constitution.....	16
Honor Code Statement.....	16
Academic Dishonesty.....	16
Honor Court Constitution.....	17
Appeals Board.....	21
Alcohol and Illegal Drug Policy.....	23
Summary of New York States Laws Governing Alcohol.....	23
General Policies.....	23
Policy for Student-Sponsored Social Events with Alcohol.....	24
Educational Programs.....	25
Illegal Drug Policy.....	25
Harassment and Sexual Misconduct Policy.....	28
Sexual Assault Compliance Statement.....	37
Bias Crimes Compliance Statement.....	40
Hazing.....	41
Private Society Relationship Statement.....	42
Residential Life Staff, Facilities, and Regulations.....	43
Housing Agreement.....	48
Residence Hall Safety Policies.....	49
Smoking Policy.....	50
Weapons and Fireworks Policy.....	50
Identification.....	50
Traffic and Parking Regulations.....	50
Library Regulations.....	51
Use of Information and Technology Resources.....	52
Use of Beinecke Student Activities Village.....	54
Scheduling Co-Curricular and Extracurricular Events.....	54
Advertising Posting Policy.....	55
Sales/Solicitation and Recruiting.....	55
Rules Relating to Undergraduate Organizations.....	55
Class Attendance and Athletic Scheduling.....	56
Religious Observance.....	58

Disability Support Services.....	58
Health Services.....	59
Protection of the Environment.....	59
Dog Policy.....	59
Freedom of Expression and Maintenance of Public Order Policy.....	59
Family Educational Rights and Privacy Act.....	61
Hamilton College Calendar 2008-09.....	63
College Purposes and Goals.....	64
Academic Departments and Programs.....	65
Academic Regulations.....	66
Grades.....	70
Academic Standing.....	72
Transfer of Credit to Hamilton from Study Away.....	74
Leaves of Absence.....	76
Suspension, Withdrawal, Readmission.....	77
Off-Campus Study.....	78
Honors.....	81
Tuition and Fees.....	83
Index.....	86

POLICIES AND PROCEDURES

Each student brings to the Hamilton community unique skills, talents, values and experiences which, when expressed within the community, contribute to the quality of the educational environment. Students share with members of the faculty, administration and staff the responsibility for creating and maintaining an environment conducive to learning and personal development, where actions are guided by mutual respect, integrity and reason.

As a residential college, Hamilton places emphasis on the total development of the student, both as a member of the College community and as a citizen in society. A residential setting creates opportunities for students to encounter and appreciate values and lifestyles different from their own, to clarify their personal values and to learn to express their own beliefs. As residents of the College community, students have the opportunity to make decisions that govern their actions, and they will be challenged to accept the consequences of those decisions, both in and outside of the classroom.

By their attendance at Hamilton College, students are obligated to comply with its regulations and procedures, which they are expected to read and understand.

CODE OF STUDENT CONDUCT

Guiding Principles

Hamilton College regulations and practices are designed to promote the educational mission of the College and to encourage respect for the rights of others. Every student enrolled at Hamilton College has certain obligations and responsibilities as a member of the Hamilton College community. The general principles stated below identify College expectations regarding community living and are the principles that shape the regulations and practices outlined in these Policies and Procedures.

1. **Honesty:** Personal integrity is expected of all community members in all aspects of community life, both in and outside of the classroom. The Honor Code, fully adopted at Hamilton College in 1912, places responsibility for intellectual honesty upon the individual student.
2. **Respect for Others:** Community members are encouraged to treat all people with respect without regard to race, religion, ethnicity, national origin, gender or gender identity, sexual or affectional orientation, political view, physical abilities, age or intelligence. Such respect for one another promotes free and open inquiry, independent thought and mutual understanding.
3. **Respect for Property:** It is in the common interest to protect both College property and the private property of all members of the community. Theft and willful property damage will not be condoned.
4. **Freedom of Expression:** The right to express opinions may not be abridged, provided that public safety and the rights of individuals are not compromised. The College protects and encourages controversy and dissent.
5. **Freedom of Assembly:** Students may freely assemble, and/or form organizations subject to state and federal laws regarding discrimination.

By their voluntary attendance at Hamilton College, students agree to comply with College regulations, stated here and elsewhere, and as enacted by appropriate College officials. As responsible adults and representatives of the College, students are accountable for their actions both on and off campus. Membership in the Hamilton community does not provide immunity from the laws and standards of local, state or national jurisdictions. The College may take disciplinary action, independent of civil authorities, for activities that take place off-campus when the interests of the College are adversely affected. The College may advise appropriate officials of violations of civil or criminal law committed on campus. Disciplinary action at the College will normally proceed during the pendency of criminal proceedings and will not be subject to challenge on the ground that criminal charges involving the same incident have been dismissed or reduced.

PROHIBITED CONDUCT

Behavior that violates College standards of conduct listed here and elsewhere will be subject to disciplinary action through the appropriate judicial process. If it is determined that a group is responsible for a violation, either by direct involvement or by condoning, encouraging or covering up the violation, appropriate action will be taken with respect to the group as well as to the individuals involved.

Prohibited student actions include, but are not limited to:

1. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or other conduct that recklessly or intentionally threatens or endangers the mental or physical health and safety of any person.
2. Harassment or sexual misconduct. The Harassment and Sexual Misconduct Board responds to complaints.
3. Theft of property or services; willful possession of stolen property.
4. Intentionally or recklessly damaging personal or College property.
5. Conduct that is disruptive, lewd or indecent.
6. Violation of College policies on possession or use of alcohol.
7. Violation of College policies on possession or use of illegal drugs, controlled substances, or drug paraphernalia.
8. Tampering with fire safety equipment or intentionally activating a false fire alarm.
9. Illegal or unauthorized possession of firearms, explosives, illegal fireworks or other weapons in violation of the College's policy on weapons and fireworks.
10. Hazing, as defined in the College's hazing policy.
11. Abuse of the Judicial Process, including but not limited to harassment and/or intimidation of a member of a judicial body or any participant prior to, during and/or after a judicial proceeding; perjury or obstruction of an investigation; falsification, misrepresentation or distortion of information before a judicial body; failure to comply with the sanction(s) imposed through the judicial process.
12. Falsification or misuse of any document, record or instrument of identification.
13. Failure to comply with the request of or interfering with College officials acting in performance of their duties; failure to identify oneself to a College official when requested to do so; knowingly furnishing false information to a College official.
14. Unauthorized possession, duplication or use of keys to any College premises or unauthorized entry to or use of College premises.
15. Intentionally interfering with the freedom of expression of others.
16. Obstruction of the free flow of pedestrian or vehicular traffic on the College premises or at College sponsored or supervised functions.
17. Computer abuse as defined in the College's computer abuse policy.
18. Violation of published College policies, rules or regulations.
19. Violation of any federal, state or local law that has a negative impact on the College or members of the College community.

Attempts to commit acts prohibited by this Code of Conduct may be punished to the same extent as completed violations.

Repeated and aggravated violations of any section of this code may also result in the imposition of greater penalties, including suspension or expulsion, as may be appropriate.

Hamilton College reserves the right to suspend for an interim period any student whose presence on the campus is, in the sole judgment of the College, detrimental to the best interests of the College.

Judicial Procedures

Responsibility

As members of a residential academic community, students share responsibility with the faculty and administration of Hamilton College for creating and maintaining an atmosphere that is conducive to learning and personal growth and respectful of the rights of others. By their attendance at Hamilton College, students are obligated to comply with its regulations and procedures, which they are expected to read and understand.

The Board of Trustees assigns responsibility for student discipline to the President and faculty. In practice, the Dean of Students bears administrative responsibility for student discipline. The discretionary authority of the President to decide finally on any student disciplinary matter is not precluded by the provisions outlined below.

The Assistant Dean of Students, as designee of the Dean of Students, is responsible for determining the appropriate mechanism for adjudicating alleged violations of College regulations and generally providing oversight and coordination of the judicial process. Any member of the Hamilton community shall bring complaints against a student or a group of students to the attention of the Dean of Students, Office of Campus Safety, Office of Residential Life, the Assistant Dean of Students, or the Chair of the Judicial Board.

It is the policy of Hamilton College that any time allegations of misconduct are brought against a student, the college will normally pursue to conclusion any necessary investigation and hearing process, notwithstanding the decision by the accused to withdraw, temporarily or permanently, from the College.

Mediation

A student complainant or the Assistant Dean of Students may propose mediation as a means to resolve some disciplinary cases. Mediation is possible, with the approval of the Assistant Dean of Students, when all parties involved (accuser and accused) voluntarily agree to engage in the mediation process and when students involved have not previously engaged in mediation through this process. If mediation fails, the case will be remanded to an administrative or Judicial Board hearing. Information gathered through the mediation process may not be submitted as evidence in an Administrative or Judicial Board Hearing.

The Assistant Dean of Students will keep records of all cases that have been mediated, with names and a summary. Mediation yields neither a disciplinary record nor sanction. A repeat offense of a similar nature will be remanded to an administrative or Judicial Board Hearing.

Hearing Procedures

Violations of standards of conduct and of College regulations are considered to be infractions against Hamilton College. Following receipt of a written complaint, the Assistant Dean of Students or a designee will conduct a preliminary review to determine whether the complaint has merit and whether the alleged misconduct might result in suspension or expulsion from the College. Students not subject to suspension or expulsion may be entitled to an administrative hearing, at the discretion of the Assistant Dean of Students in consultation with the Judicial Board Chair.

Students subject to suspension or expulsion are entitled to a hearing before the Judicial Board. They may waive that right under the conditions described below.

Administrative Hearing

The Assistant Dean of Students may decide to resolve through administrative hearing cases involving students accused of offenses that normally result in penalties less than suspension or expulsion. A designee of the Dean of Students and a student member of the Judicial Board will normally jointly conduct administrative hearings. Administrative hearing decisions are final.

The following procedural protections are provided to accused students in administrative hearings:

1. written notice of the specific charges at least three (3) business days prior to the scheduled hearing;
2. reasonable access to evidence prior to and during the hearing;
3. an opportunity to respond to the evidence and to call relevant and necessary witnesses;
4. a right to be accompanied by an advisor from the Hamilton community. The advisor may not speak for the accused and may not be an attorney.

A brief account of the cases resolved through administrative hearings shall be made public. The names of students involved shall not appear.

A student charged with a violation that would normally result in suspension or expulsion may choose to have the case resolved through an administrative hearing if the following conditions are met:

1. the student accepts responsibility for the charge(s);
2. the student requests an administrative hearing and thereby waives a Judicial Board hearing;

3. the Assistant Dean of Students, in consultation with the Judicial Board Chair, consents to an administrative hearing;
4. the student is willing to accept the administrative hearing decision and sanction (including suspension or expulsion) as final and waives the right to appeal.

Composition of the Judicial Board

The Judicial Board shall be composed of 15 members: 10 students, including a non-voting student Chair; three faculty members; and two administrators or staff members. The students, three seniors, three juniors, and three sophomores shall be elected for a one year term by the student body according to Student Assembly election procedures during the spring semester of the preceding academic year from a slate nominated by the Committee on Student Activities. The Committee on Student Activities will solicit and invite nominees from the student body. At least two candidates will normally be nominated for each vacancy. Student members of the Board may not be on academic or disciplinary probation.

The faculty at its May meeting shall elect faculty members, one each year for staggered three-year terms, from a slate nominated by the Committee on Student Activities. At least two candidates will normally be nominated for each vacancy. In accordance with faculty rules, candidates may be nominated from the floor. Administrative and staff members shall be nominated by the Committee on Student Activities and appointed by the Dean of Students for staggered two year terms.

A non-voting student Chair shall be elected in the spring by the outgoing board from among candidates nominated by the Board. The Chair must have a minimum of one full academic year experience on the Board. If the Chair resigns or cannot serve for any reason, the Board will elect a Chair from among its members. The Board may select a substitute Chair for a given case where there is a conflict of interest with the Chair, or if the Chair is otherwise unable to serve.

If any vacancy on the Board occurs during the academic year, the Board shall publish notice of the vacancy in three all-campus e-mail messages and one issue of the Spectator and shall elect by a majority vote a substitute Board member from among the names of interested and qualified persons responding to the notice. Only members of the group represented by the vacated position shall be eligible for election.

Hearings shall be conducted by a panel of five members of the Board: three students and two non-student members, plus the Chair. The members for a given hearing shall be appointed by the Assistant Dean of Students and/or the Chair based upon a pattern of rotation established by the Board.

If a member of the Board believes that he or she has a conflict of interest in a particular case, that member may seek to disqualify himself or herself after consultation with the Chair. The accused may request that the Chair seek disqualification of any member of the Board if the accused believes that a conflict of interest exists with that member. The accused must present to the Chair written explanation as to the nature of the alleged conflict of interest. If the Chair believes that a conflict exists, the member will be disqualified upon majority vote of the Board.

Members of the Judicial Board who are charged with a violation of this Code or with a criminal offense may be suspended from their positions by the Assistant Dean of Students during the pendency of the charges against them. Members found responsible for any such violation may be disqualified from any further participation on the Judicial Board.

The Dean of Students may establish an ad hoc hearing board whenever the regular Judicial Board is not constituted, is unable to assemble a five person hearing board due to conflict of interest, or is otherwise unable to hear a case. An ad hoc hearing board shall be composed of five members, including at least three students.

Student Rights in Judicial Board Hearings

1. To be informed of the charge and alleged misconduct upon which the charge is based;
2. to be informed of the evidence upon which a charge is based;
3. to obtain an expeditious hearing;

4. to be assisted at a hearing by an advisor who is a member of the Hamilton College community. The advisor may not speak for the accused student at the hearing, is not present for deliberations, and may not be an attorney;
5. to bring relevant witnesses;
6. to confront and question the complainant, all witnesses, and other evidence;
7. to testify orally or in a written document, or both, or not to testify. No inference will be drawn if the accused declines to testify.
8. to be considered innocent of the charges until proven responsible by clear and convincing evidence.

Judicial Board Hearing Procedures

If it is determined that the case warrants a Judicial Board hearing, the Assistant Dean of Students shall prepare a formal statement of the charges and of the evidence against the accused. The Assistant Dean of Students shall inform the accused, in writing and orally, of the charges, evidence and the student's rights provided in the judicial process.

Judicial Board hearings shall be de novo, without regard to any matter previously developed in informal proceedings, and no decision about responsibility in a case shall be made on evidence other than that presented at the hearing.

The Chair shall schedule a hearing to be held as soon as possible, but no sooner than three weekdays following delivery of the written charge to the accused. The accused shall present to the Assistant Dean of Students a written, point-by-point response to the charges at least 24 hours before the hearing. The student's advisor and all witnesses to be brought to testify should be identified in this statement.

Normally, the Director of Campus Safety, or another College employee designated by the Assistant Dean of Students, will act as complainant and bear primary responsibility for presenting the case against the accused. This does not preclude the right of the person lodging the complaint to act as sole complainant or co-complainant with the College.

Hearings are closed to observers. Neither party may have an attorney present at the hearing.

Hearings shall proceed in the following order:

1. The Chair calls the hearing to order.
2. All participants, including witnesses, are present in the hearing room. All participants introduce themselves and are admonished by the Chair that they are expected to be truthful in all their testimony.
3. Witnesses are dismissed until it is time for them to testify. The complainant and the accused are present during the presentation of all testimony. Witnesses are present only during their own testimony, but must remain available for the duration of the hearing unless excused by the Chair.
4. The Chair reads the charges.
5. The accused student is asked to admit or deny the charges.
6. The complainant gives an opening statement, presents evidence, and calls witnesses, one at a time.
7. The complainant and complainant's witnesses may be questioned by the accused student and/or members of the Board.
8. The accused student gives an opening statement, presents evidence, and calls witnesses, one at a time.
9. The accused student and accused student's witnesses may be questioned by the complainant and/or members of the Board.
10. The accused student may make a closing statement.
11. The complainant may make a closing statement.
12. Following presentation of evidence and closing statements, the hearing is adjourned and everyone except members of the hearing panel and the Assistant Dean of Students are dismissed from the hearing room. Participants may be asked by the Chair to remain available while the panel deliberates. The Assistant Dean

of Students may not participate in deliberations unless requested by the Chair to address a procedural question.

13. Deliberations proceed in two stages. First, a determination of responsibility or lack of responsibility is made based upon a majority vote of the hearing panel. Second, if the panel finds the student responsible, evidence of prior disciplinary action is entered into the deliberations by the Chair. Prior actions are considered only in the determination of sanctions, and will normally lead to a more stringent sanction.
14. The hearing panel may conclude its deliberations and arrive at a sanction at the conclusion of the hearing, or it may, in exceptional cases at the discretion of the Chair, postpone that conclusion for not more than 24 hours. Deliberations shall be strictly confidential. Members of the panel may not at any time discuss publicly the particulars of the deliberations or facts of the case. Any member who violates this provision may be dismissed from the Board by the Chair.
15. A tape recording shall be kept of the hearing. This document is an internal record of the College to be made available to the Appeals Board or to the president by the Assistant Dean of Students. A student preparing an appeal will also be allowed to listen to the tapes, under the supervision of the Dean of Student's designee.
16. A statement of the panel's findings shall be prepared by the Chair and sent to the Dean of Students within 24 hours of the conclusion of deliberations. The accused student will receive written notification of the panel's findings by the Assistant Dean of Students within 48 hours of the conclusion of deliberations.
17. A summary record of the proceedings before the panel shall be kept and a copy of the summary supplied to the accused if requested.

Sanctions

The panel may assign any of the following sanctions in addition to points:

1. **Warning:** Notice, orally or in writing, that continuation or repetition of prohibited conduct may be cause for additional disciplinary action.
2. **Restitution:** Charges for damages, including replacement of goods, payment of services and/or assignment of unpaid service to the College community.
3. **Mandatory educational workshop** for alcohol or drug-related misconduct.
4. **Loss of status in housing lottery.**
5. **Residence hall transfer or removal.**
6. **Status of Probation:** To be assigned for a specified period of time. Terms of the probation shall be specified, and may include denial of specified social privileges, exclusion from extracurricular activities and other measures deemed appropriate. Violation of this Code of Conduct during the period of probation will normally result in suspension or expulsion from the College.
7. **Suspension:** Separation from the College, and exclusion from College premises, and from other privileges and activities. Readmission to the College after the term of suspension is not automatic, but requires application to the Dean of Students. A student readmitted from suspension for disciplinary reasons will normally be placed on disciplinary probation for the semester immediately following readmission. Readmission will normally be denied if the conditions specified at the time of suspension have not been met. Hamilton reserves the right to defer admission if space is not available. "Suspension for Disciplinary Reasons" is recorded on the official College transcript. Students who have been suspended are expected to leave the campus within 48 hours unless the Dean of Students grants a special extension.
8. **Expulsion:** Permanent termination of student status, and exclusion from College premises, privileges, and activities. An application for readmission shall not be considered. "Expulsion for Disciplinary Reasons" is recorded on the official College transcript. Students who have been expelled are expected to leave the campus within 48 hours unless the Dean of Students grants a special extension.
9. **Other Actions:** In addition to or in place of the above actions, the hearing panel may assign such other penalties, as it deems appropriate.

Appeal

A student subject to disciplinary action may appeal to the Appeals Board a disciplinary decision within one week of being informed in writing of that decision. See procedures on page 21.

Records

The record of the proceeding shall consist of the written statement of the charge, the written response to the charges by the accused, the summary of the Board's actions, any documentary evidence and the tapes or other record of the hearing. The written record shall be kept in the student's file and in the files of the Dean of Students. The taped record is not a part of the student's file and shall be kept in the office of the Dean of Students, to be destroyed after adjudication or decision in any appeal. In addition, suspension and expulsion are noted on the student's academic transcript.

In pending cases that could result in suspension or expulsion, the Dean of Students will normally place a temporary encumbrance on a student's transcript.

After the week has elapsed during which an appeal may be made, a brief account of the case shall be made public. The name of the student or students shall not appear. If an appeal is made, publication shall be postponed to await the outcome of the appeal.

Instruction of the Community

The Judicial Board shall make provisions for educating students about the judicial process at Hamilton College.

Amendment

The Judicial Board, Assistant Dean of Students, and/or Dean of Students may propose changes in these procedures to the Committee on Student Activities, which will seek final approval from the President.

Notification of Parents

Consistent with the terms of the Family Educational Rights and Privacy Act, the College will normally notify parents or guardians of dependent students about any pending disciplinary charge that may result in suspension or expulsion. In all cases where the penalty is four or more points, the Assistant Dean of Students shall notify the parents or guardian within one week of the decision.

Perjury

All members of the Hamilton community are expected to be truthful in presenting testimony during any disciplinary inquiry and to cooperate fully in the investigation of infractions. The Chair shall remind participants in disciplinary hearings of this expectation, but failure to admonish does not remove the requirement. Perjury or obstruction of any inquiry shall itself be grounds for disciplinary action.

Elements of this code are adapted with permission from the following sources:

- Pavela, G. "A Model Code of Student Conduct: Applying the Power of Association on Campus." *Synthesis: Law & Policy in Higher Education*. V11:#4. (2000)
- Stoner, E. N., & Cerminara, K. L. "Harnessing the Spirit of Insubordination: Model Student Disciplinary Code." *Journal of College & University Law*. V17:#2. 89-121. (1990)
- Weeks, K. *Student Handbook Policies: A Forms Manual for College Decision Makers*. Nashville, TN: College Legal Information, Inc. (1997)

POINT SYSTEM

The point system was developed in order to make the disciplinary sanctioning process clearer, more consistent, and more predictable for students. Under the point system, a student found responsible for violating College policy is assigned points according to the table below.

Points and/or other sanctions are assigned at the conclusion of the administrative or judicial hearing process. Points are cumulative. For example, an underage student found responsible for possessing an open container of alcohol is assigned 2-3 points (1 point for an open container and 1-2 points for underage drinking). Similarly, a student who is assigned 1 point in September for underage drinking and, in October, is found responsible for disabling a smoke detector, is assigned 6 additional points. The student's point total is now 7 points.

If through one incident or a series of incidents, a student accumulates 4 points, the student's parents will be notified of the infraction(s). If a student accumulates 6 points the student will be placed on a status of disciplinary probation. Students on probation are not eligible to study abroad or serve as resident advisors or judicial board or honor court representatives. If a student accumulates 10 or more points, the student will be separated from the College for a period of time to be determined by the judicial board or hearing officer.

The chart below shows examples of violations and the associated point values. Points are assigned within a given range based upon the circumstances of the specific incident. This list is not inclusive of all possible violations.

Violation	Point Range
Open container of alcohol	1
Possession of alcohol under 21	1-2
Excessive noise	1-2
Violation of smoking policy	1-2
False identification	1-2
Possession of drug paraphernalia	1-2
Failure to comply with a college official	1-4
Disruptive or lewd behavior	1-6
Serving alcohol to minors	2-4
Violation of bulk alcohol policy	2-6
Aggressive physical behavior	2-10
Failure to leave building during fire alarm	3
*Possession or use of hard alcohol	3 additional points
Marijuana use and/or possession	3-6
Weapons policy violation	3-10
Theft	4-10
**Intentional or reckless damage to college or private property	4-10
Disabling a smoke detector	6
Discharge of fire extinguisher	6-8
Illegal drug use and/or possession (not marijuana)	6-10
Hazing	6-10
Altering/falsifying college documents	6-10
Physical violence	6-10
Driving under the influence	10
Distribution of illegal/controlled substances	10

*Students under the age of 21 may not possess or use hard alcohol. Students under the age of 21 who are found in violation of the alcohol policy and are using hard alcohol will receive three addition points to their sanction. Students 21 years of age or older may possess and use hard alcohol provided they do not violate the alcohol policy

*Students found responsible for intentional or reckless damage to college or private property are assigned 10 points and suspended from the college. The only exception is for students who turn themselves in to Campus

Safety or Residential Life within 48 hours following the incident. These students will be assigned a minimum of four points and required to pay twice the cost of the repair, up to \$1000, with a \$100 minimum charge.

POINT FORGIVENESS

Two points are forgiven six months from the date of the violation, provided the student commits no subsequent violations. If the student is found responsible for any additional violations during that six month period, no points are forgiven at the six month anniversary of the first violation. Any new points from subsequent violation(s) are added to those from the previous violation. Two points are forgiven, if there are no further violations, on the six-month anniversary of the most recent violation.

Honor Code

I. HONOR CODE STATEMENT

All students will sign the following pledge at the time they formally accept admission to the College. Students who have not signed the pledge will not be allowed to register for classes.

Hamilton College Honor Pledge

By my signature below, I affirm on my honor that I will abstain from dishonesty in all academic work. I have read and understood the Honor Code and the Constitution of the Honor Court, and I will abide by their provisions. I understand that if I suspect or witness violations of the Honor Code, I am obligated to respond by taking appropriate action. For example, I may report the suspected dishonesty to the instructor in the course, to the chair of the Honor Court, or to the dean of students; I may request that an instructor proctor an exam if I believe cheating is occurring; or I may talk to a student who I believe may be violating the Honor Code.

II. ACADEMIC DISHONESTY

Any form of academic dishonesty is a serious offense in an academic community. At Hamilton such dishonesty will often result in removal from the course, assignment of an XF for the course, or separation from the College community, or some combination of these. It is essential, therefore, that every student understands the standards of academic honesty and how to avoid dishonesty by proper acknowledgment of intellectual indebtedness. The Honor Court will not excuse a lack of awareness or understanding of what constitutes academic dishonesty. Any attempt to commit any of the following infractions also constitutes academic dishonesty. Academic dishonesty includes but is not limited to:

1. **Plagiarism:** Failure to acknowledge ideas, phrases, data, music, or images used in any paper, exercise or project submitted in a course but gained from another person. Guidelines for proper documentation are available from many sources, including the Hamilton College Style Sheet, which is provided to all first-year students and may be obtained at the Library or at the Writing Center. Similar guidelines for using sources in oral presentations are available from the Communication Department and the Oral Communication Center.
2. **Misrepresentation or falsification of data** in any coursework.
3. **Self-plagiarism:** the submission of one piece of work in more than one course without the written permission of the instructors involved.
4. **Cooperative or collaborative effort in coursework without acknowledgment.** Assume that acknowledgement is necessary any time you collaborate and/or cooperate, unless you are expressly informed that it is not. This is not meant to inhibit discussion and debate of academic subjects either inside or outside the classroom.
5. **Cooperative or collaborative effort in coursework without the explicit permission of the instructor.** Assume collaboration and/or cooperation are not permitted unless you are expressly informed that they are. This is not meant to inhibit discussion and debate of academic subjects either inside or outside the classroom.

6. **Cheating on examinations or tests:** to give or receive assistance from written material, another person, his or her paper, or any other source, or to attempt to do so, during an examination or test. The only exceptions will be at the explicit instruction of the teacher of the course.
7. **The submission of work as one's own that has been prepared by another person.**
8. **Stealing, altering, redirecting, or otherwise tampering with the form or content of digital media created or presented by another person without explicit permission of that person.**
9. **Forgery or falsification of academic documents.** The chair of the Honor Court, after consultation with the dean of students, may remand such complaints to the Judicial Board.

III. STUDENT OBLIGATION

Aside from refraining from all forms of academic dishonesty, Hamilton students are expected to take proactive steps to support the Honor Code and to respond to incidents of academic dishonesty. Such steps may include:

- signing a pledge on every exam and paper stating that the assignment has been completed in accordance with the Honor Code;
- informally discussing the Honor Code with incoming students;
- reporting suspected dishonesty to the instructor of the course, to the chair of the Honor Court, or to the dean of students;
- asking an instructor to proctor an exam when cheating has been witnessed or is suspected;
- tapping a pencil on a desk when a student witnesses cheating during an unproctored exam;
- confronting a student suspected of violating the Honor Code.

IV. HONOR COURT CONSTITUTION

A. Purpose

The purpose of the Honor Court will be to uphold Hamilton standards of academic honesty and to ensure protection of students' rights in questions of alleged violations of the Hamilton College Honor Code.

B. Composition

The Honor Court will be composed of the non-voting student chair and ten voting members, consisting of seven students and three faculty members. The students, two seniors, two juniors, two sophomores and one first-year student, will be elected according to Student Assembly election procedures during the spring semester of the preceding academic year, except in the case of the first-year student, who will be elected during the fall semester of the current academic year. Student members of the court may not be on academic or disciplinary probation and may not have been found responsible for violating the Honor Code. A sitting member of the Court who is found responsible for violating the Honor Code, will be dismissed from the Court.

The chair will be elected in the spring by the outgoing Court from among candidates nominated by that Court.

Faculty members will be elected by the faculty at its May meeting, one each year for staggered three-year terms, from a slate nominated by the Nomination Committee of the Student Assembly Central Council. The written consent of the nominees must be presented to the Academic Council with the slate at least two weeks in advance of the election. At least two candidates will be nominated for each vacancy. If the Student Assembly is unable to present a slate, the Academic Council will nominate candidates. In accordance with faculty rules, candidates may be nominated from the floor.

If the chair resigns or cannot serve for any reason, the Court will elect a chair from among its members. The Court may select a substitute chair for a given case where there is a conflict of interest with the chair, or if the chair is otherwise unable to serve.

If there is a vacancy on the Court during the academic year the Court will publish notice of the vacancy in three all-campus email messages and one issue of the Spectator and will elect by a majority vote a substitute Court member from among the names of interested and qualified persons

responding to the notice. Only members of the group represented by the vacated position will be eligible for election.

All members of the Court will be invited to every Court hearing. A quorum of the Court will consist of six voting members: five students and one faculty, plus the chair, who will not vote. If a quorum cannot be attained owing to disqualification of members for conflict of interest, the hearing must be scheduled at a time when it can be heard by the maximum number of Court members who are qualified to hear the complaint. In all other instances when a quorum is not attained, the hearing will be rescheduled, unless the parties assent in writing to going forward with the number of members currently present.

If a member of the Board believes that he or she has a conflict of interest in a particular case, that member may seek to disqualify himself or herself after consultation with the chair. The accused may request that the chair seek disqualification of any member of the Court if the accused believes that a conflict of interest exists with that member. The accused must present to the chair written explanation as to the nature of the alleged conflict of interest. If the chair believes that a conflict exists, the member will be disqualified upon majority vote of the Court.

The dean of students may establish an ad hoc hearing board whenever the regular Honor Court is not constituted or is otherwise unable to hear a case. An ad hoc hearing board will be composed of five members, including at least three students.

C. Procedures

Throughout these procedures, the dean of students is understood to mean the dean or his or her designee.

Violations of the Honor Code are considered to be infractions against Hamilton College. Complaints against students for alleged violations of the Honor Code will be presented to the dean of students or to the chair in writing. The dean of students and/or the chair will investigate the complaint and gather any form of evidence that may aid the members of the Court in reaching a decision. The dean of students and the chair will determine if the complaint warrants a hearing

If it is determined that the complaint does not warrant a hearing, the complaint will be dismissed. The complainant and the accused will be informed in writing. A decision not to hear a complaint may be appealed by the complainant or the accused to the Appeals Board, which may direct the Court to hear the complaint.

If it is determined that the complaint warrants a hearing, the dean of students will prepare a formal statement of the complaint and of the evidence against the accused. The dean of students will inform the accused in writing of the complaint, the identity of the complainant, the evidence available, a witness list, the range of sanctions available to the Court, and the following rights:

1. to an expeditious hearing. Should reasonable delays occur, the College will provide an explanation to all parties involved;
2. to be informed in advance in writing of the procedures to be followed in the hearing;
3. to bring to the hearing an advisor, who must be another student, faculty member or administrator not connected to the complaint, and who may not serve as a witness but may only participate in a closing statement;
4. to bring relevant witnesses;
5. to confront and question the complainant, all witnesses, and other evidence;
6. to testify, orally, or in a written document, or both;
7. to make a closing statement in the proceedings;
8. to be considered innocent of the complaint until proven responsible by clear and convincing evidence;
9. to request an administrative hearing, conducted by the dean of students and the Honor Court chair, under the following conditions:
 - a. the accused waives the right to an Honor Court hearing, and
 - b. the accused admits a violation of the Honor Code, and
 - c. the complainant and the accused acknowledge that they have no substantive disagreements about the facts of the complaint, and
 - d. the violation is the student's first.

The dean of students and the Honor Court chair will decide whether to approve a request for an administrative hearing. A decision by the dean of students and Honor Court chair to deny an administrative hearing may not be appealed. Only the accused student, the complainant, the dean of students, and the Honor Court chair may take part in an administrative hearing. The complainant may suggest a sanction. After the hearing, the dean of students and the Honor Court chair will determine a sanction and the dean will inform the student in writing of the decision. The possible sanctions are the same as those outlined in section III.D, except separation from the College. Any complaint that may result in separation from the College will be referred to the Honor Court. The accused may appeal the decision of the dean of students and the Honor Court chair to the Appeals Board within one week of receiving written notification of the decision.

All hearings of the Honor Court will be conducted without regard to any matter previously developed in informal proceedings, and no decision about responsibility in a complaint will be made on evidence other than that presented at the hearing.

The chair will convene the Court for a hearing to be held as soon as possible, but no sooner than three workdays following delivery of the written charge to the accused. The accused will present to the dean of students a written, point-by-point response to the complaint at least 24 hours before the hearing. Failure to answer a complaint may result in a charge of failure to comply being forwarded to the judicial board. Any witness to be brought to testify should be identified in this statement. All points of the complaints that are not specifically denied will be deemed admitted, and evidence, testimony and witnesses regarding these points will be deemed unnecessary in the hearing. If the accused chooses not to attend the hearing, the Court has the authority to hear the complaint without the testimony of the accused.

Normally, the dean of students will select a faculty member not connected with the complaint to act as co-complainant with the faculty member or student who initially brought the complaint forward, and bear primary responsibility for presenting the complaint against the accused. The faculty member or student who initiated the complaint will give testimony in the hearing and may be asked questions by members of the Court or the accused about that testimony. The dean of students will be present at all hearings to oversee the process.

Hearings are closed to observers. Neither party may have an attorney present at the hearing. The hearing will proceed as described below.

1. The chair will call the hearing to order, introduce all participants and admonish all participants that they are expected to be truthful in all their testimony. No one may speak at the hearing unless recognized by the chair, who will have full authority over the proceedings. Witnesses will not be present until they are called, and will be admonished at that time that they are expected to be truthful in all their testimony.
2. The accused and the complainant(s) may be present during the presentation of all testimony.
3. The chair will introduce the formal statement of the complaint and the accused's written response, copies of which will have been provided to the members of the Court. The hearing will consider only those policy violations alleged in the written statement; new allegations may not be introduced during the hearing. No proof will be required for points that are deemed admitted. If the Court believes that a witness or party is lying, they may initiate a complaint so that the allegations of lying can be addressed in a separate hearing.
4. The complainant(s) will provide evidence in support of the disputed allegations, and may ask that witnesses be called. The accused may respond to that evidence, may question witnesses, and may ask that witnesses be called on his or her behalf. The complainant(s) may question the witnesses called by the accused.
5. Witnesses will be present only during their own testimony, but must remain available for the duration of the hearing unless excused by the chair.
6. Members of the Court may question any of the participants at any point during the hearing or may have any participants recalled for questioning at the discretion of the chair. In addition to the witnesses called by the parties, the Court may have identified additional witnesses who it may call.
7. The complainant, and then the accused, will have the opportunity to make closing statements.
8. Following presentation of evidence, the hearing will be closed and everyone except members of the Court and the dean of students will be dismissed from the hearing room. Participants may be

- asked by the chair to remain available while the Court deliberates. The dean of students may not participate in deliberations unless requested by the chair to address a procedural question.
9. Deliberations of the Court will proceed in two stages. First, the Court will determine whether the accused student violated the Honor Code. A student will only be found in violation by a vote of at least two-thirds of the Court members who heard the complaint. If the Court determines that the accused student did not violate the Honor Code, the chair will inform the accused student of the Court's findings. A student may not be tried again for the same violation unless significant new evidence arises. Second, if the Court determines that the accused student violated the Honor Code, then evidence of prior disciplinary action by the Honor Court will be entered into the deliberations by the chair, and the Court will determine a sanction by majority vote. Prior actions will be considered only in the determination of sanctions and will normally lead to a more stringent sanction. Upon conclusion of the hearing, the chair will prepare a written statement of the Court's findings, with rationale, for the dean of students. The chair may discuss the Court's rationale with the dean of students. The dean of students will administer any disciplinary action determined by the Court that modifies a student's status at the College.
 10. The Court may conclude its deliberations and arrive at a sanction at the conclusion of the hearing, or it may, at the discretion of the chair, postpone that conclusion for not more than 48 hours. Participants in the complaint will be informed of the decision of the Court as soon as possible.
 11. Should the accused student provide new evidence not available at the time of the hearing, the Court will reconvene to hear the new evidence. The Court will follow the same procedures outlined above, however, the Court will not be required to re-hear evidence already presented at the earlier hearing.
 12. Deliberations of the Court are strictly confidential. Members of the Court may not at any time discuss the facts of the complaint or particulars of the deliberations with anyone other than the chair, the dean of students, or a member of the Court that heard the complaint. Any member violating this provision will be dismissed from the Court by the chair.
 13. A tape recording will be kept of the hearing. This document is an internal record of the College to be made available to the Appeals Board or to the President by the dean of students. A student preparing an appeal will also be allowed to listen to the tapes, under the supervision of the dean of students.
 14. A summary record of the proceedings before the Honor Court will be kept and a copy of the record supplied to the accused if requested.

D. Sanctions

1. In the case of a first violation of the Honor Code, the Honor Court will assign a sanction commensurate with the nature of the violation. In all cases of a first violation, the student will be required to complete a tutorial on academic integrity. If a student does not complete the tutorial on academic integrity within a thirty day period following notification of the sanction, the student will not be allowed to register for subsequent semesters, or graduate, until he or she has completed the tutorial. In addition, the Court may assign one of the following sanctions:
 - a. In addition to any grade assigned by the faculty member for the particular academic work wherein the violation occurred, a record of the violation and all evidence pertaining to it will be kept in the student's file in the Dean of Students' Office until one year after graduation. A copy of any letter to the student from the dean, and a report of the findings of the Honor Court, will be placed in this file, which will be open to the student's inspection. No record of the offense will appear on the student's transcript unless a second violation occurs.
 - b. The student will be removed from the course, and a record of the violation and all evidence pertaining to it will be kept in the student's file in the Dean of Students' Office until one year after graduation. A copy of any letter to the student from the dean, and a report of the findings of the Honor Court, will be placed in this file, which will be open to the student's inspection. No record of the offense will appear on the student's transcript unless a second violation occurs.
 - c. The student will be removed from the course and the notation "XF" placed on his or her transcript, which will record that XF means "Removed from the course for academic dishonesty." When the cumulative average is calculated, XF will carry the numerical value of FF. After a period of two years, the student may request in writing that the XF be removed from

the student's transcript and be replaced with a grade of FF provided the student has completed all assigned tutorials and has not been found responsible for subsequent violations of the Honor Code. In addition, a record of the violation and all evidence and correspondence pertaining to it will remain a part of the student's permanent record, which will be open to the student's inspection.

d. The student will be suspended from the College for a length of time to be determined by the Honor Court. The notation "Suspension for academic dishonesty" will appear on the transcript. After a period of two years from the end of the term of the suspension, the student may request in writing that the notation be removed from the transcript provided the student has completed all assigned tutorials and has not been found responsible for subsequent violations of the Honor Code. Students will not normally be allowed to transfer credits completed at other institutions while on suspension.

2. In the case of a second violation, after action by the Honor Court, an XF will be recorded permanently on the student's transcript for the course in which the second violation occurred, and the student will be dismissed from the College. The notation "Expulsion for academic dishonesty" will appear on the transcript.
3. Other actions: In addition to or in place of the above actions, the Honor Court may assign such other sanctions, including community service, as it deems appropriate. It is understood, however, that such other actions will not involve the assignment of grades by the Court.

E. Records

The written record of the complaint will consist of the written statement of the charges, the written response to the charges by the accused, any documentary evidence, the summary by the chair of the Court's actions, and the letter from the dean of students informing the accused of the Court's findings. This record will be filed in the Dean of Students' Office and will be open to the student's inspection. The taped record is not part of the student's file and will be kept in the office of the dean of students, to be destroyed after adjudication or decision in any appeal.

After the week has elapsed during which an appeal could be made, if one is not made, a brief account of the complaint will be made public by the chair. The name of the student or students will not appear. If an appeal is made, publication will be postponed to await the outcome of the appeal.

F. Instruction of the Community

The College will make provisions for interpreting this system to new students upon their entrance into the College. These programs will be organized by the dean of students in consultation with the Honor Court chair.

G. Amendment

This constitution may be amended by the procedures set forth in Article XI of the Constitution of the Student Body of Hamilton College. The adopted amendments are contingent upon ratification by the faculty.

DUTY OF HONESTY

All members of the Hamilton community are expected to be truthful in presenting testimony during any disciplinary inquiry and to cooperate fully in the investigation of infractions. Participants in disciplinary hearings will be reminded of this expectation by the chair, but failure to admonish does not remove the requirement. Lying or obstruction of any inquiry will itself be grounds for disciplinary action.

NOTIFICATION OF PARENTS

In serious disciplinary complaints where the penalty may be separation from the College, the dean of students may, at his or her discretion and after informing the student of his or her intention to do so, notify the student's parents or guardian in advance of the hearing. In all cases where the penalty assigned is removal from a course, suspension, or expulsion, the dean of students will notify the parents or guardian within one week of the decision and will send a copy of the notification to the student.

These provisions do not apply if the student is financially independent of his or her parents and has a separate domicile.

Appeals Board

Jurisdiction

The function of the Appeals Board is to ascertain that hearings conducted by the Honor Court and the Judicial Board have been conducted fairly, in accordance with the procedures outlined above, and without undue bias. The Appeals Board will not substitute its own judgment for that of the original hearing body, nor will it concern itself with the possibility that others might have arrived at a different judgment. Its terms of reference extend only to investigation of the procedures by which the original judgment was reached. Decisions of the Appeals Board are final.

Composition

The Appeals Board shall be composed of three faculty members, and two students. Faculty members shall be nominated by the Committee on Student Activities and elected by the faculty at large for a three-year term, one vacancy arising per year. The student members shall be nominated by the Committee on Student Activities and elected by the student body to a one year term according to Student Assembly election procedures. At least two candidates must be nominated for each vacancy. Student members must be in good academic and disciplinary standing. In case of vacancy on the Board during the academic year, the Committee on Student Activities shall appoint a replacement. A quorum shall consist of three members; two faculty and one student. The Dean of Students may attend meetings but shall not have a vote. The Chair shall be one of the faculty members, designated by the Dean of the Faculty.

Procedures

A student subject to disciplinary action following a hearing by the Judicial Board or Honor Court may appeal a disciplinary decision within one week of being informed in writing of that decision. The appeal must be made in writing to the Chair of the Appeals Board, with a copy to the Assistant Dean of Students (Judicial Board) or the Associate Dean of Students, Academics (Honor Court), and must state in detail the reasons for the appeal. The Chair shall inform the respondent (the Chair of the Honor Court or Judicial Board) that an appeal has been made and shall invite the appropriate Dean and the respondent to make written statements to the Appeals Board. Within one week of receipt of the appeal, the Chair shall convene the Appeals Board to determine whether the appeal shall be considered. In making that decision, the Appeals Board shall have access to the written records of the case. Acceptable grounds for an appeal are limited to:

1. Harshness of sanction inconsistent with stated community standards and precedents.
2. Procedural irregularity that affected the outcome of the hearing.
3. Prejudicial bias on the part of the hearing body.

New evidence not available at the time of the original hearing must be brought to the attention of the original hearing body for consideration before the case can be presented on appeal.

If the Appeals Board decides to consider the appeal, the Chair shall schedule another meeting for consideration and disposition of the appeal. The Appeals Board shall have access to the records of the hearing. Normally, the appellant, respondent, and Dean shall not appear before the Appeals Board, though they may be summoned at the discretion of the Chair.

The Appeals Board may decide:

1. To uphold the original decision.
2. To remand the case to the appropriate body for rehearing. This shall normally be done when there is a procedural irregularity that could be corrected in a rehearing.
3. To remand the case to the appropriate body or to the Dean of Students with a recommendation that the penalty be modified, together with an explanation of why the original penalty is deemed inappropriate.
4. To remand the case to an ad hoc hearing board. This will be done only in extraordinary cases when, in the considered opinion of the Appeals Board, prejudicial bias or procedural problems would make it impossible for the appropriate body to reach a fair decision.

The appellant, respondent, and appropriate Dean shall be informed in writing of the decision and of the grounds for the decision.

Records

The record of the appeal shall consist of the letter of appeal, the written statements from the respondent and the appropriate Dean; the written decision whether to hear the appeal and the outcome of the appeal. This record shall be appended to the written record of the original disciplinary action and shall be kept with it.

The Appeals Board shall make a brief account of its decision public. Names shall not appear.

HAMILTON COLLEGE ALCOHOL AND ILLEGAL DRUG POLICY

I. Introduction

The Hamilton College alcohol policy and related educational programs are designed to promote responsible decision-making concerning the use of alcohol in this community. The College expects all members of the community to be respectful of the rights of others in order to contribute to an environment conducive to education and personal growth. Intoxication is never justification for behavior that violates the standards of conduct and expectations of the College.

This policy reflects local and state laws governing the use and distribution of alcohol, recognizing the rights of individuals who are 21 years of age or older to consume alcohol in a legal manner. The College expects community members to abide by the laws of New York State and the policies of the College. Any member of the community, including resident advisors and Campus Safety personnel, may confront and detain students whose behavior is in violation of these policies. Sanctions, ranging from one judicial point to separation from the College, may be imposed upon students who violate this policy, or other policies of the College.

II. Summary of New York State Laws Governing Alcohol

Under New York State law it is illegal:

1. To provide alcohol to persons under the age of 21 or to persons who are visibly intoxicated. Providing alcohol to persons under the age of 21 is a Class A misdemeanor which is punishable by imprisonment for up to one year, a fine of not more than \$1,000 and/or 3 years probation;
2. To misrepresent the age of a person under the age of 21 for the purpose of inducing a sale of alcohol. Those found guilty of violating this law shall be punished by a fine of not more than \$200, or by imprisonment for not more than five days, or by both fine and imprisonment;
3. For a person under the age of 21 to possess alcohol with the intent to consume it. Those found guilty of violating this law shall be punished by a fine of not more than \$50 and/or required to complete an alcohol awareness program and/or required to provide up to 30 hours of community service;
4. For any person under the age of 21 to present or offer any written evidence of age which is false, fraudulent or not actually his own, for the purpose of purchasing or attempting to purchase alcohol. Those found guilty of violating this law shall be punished by a fine of not more than \$100, and/or required to complete an alcohol awareness program and/or required to provide up to 30 hours of community service. Additionally, if it is found that a New York State driver's license was the written evidence of age used for the purpose of the purchase or attempted purchase, the person's license to drive a motor vehicle may be suspended for 90 days. Lastly, alteration of the required forms of identification (driver's license, passport or armed forces ID card) may constitute "possession of a forged instrument... with intent to defraud," which is a Class D felony under New York State penal law.
5. To sell alcohol, including charging admission at the door of an event where alcohol is distributed free of charge, without an Alcoholic Beverage Control license. Under New York State civil law the provider of alcohol may be liable for any damages or injuries caused by an intoxicated person.

III. General Policies

1. Persons 21 years of age and older may possess and consume alcohol in residence hall rooms, suites and apartments.
2. Open containers of alcohol are not permitted in public areas. Public areas include, but are not limited to, academic buildings, residence hall lounges and hallways, and outdoors. For purposes of this policy, suite lounges are not considered public areas.
3. Gatherings with bulk alcohol (defined as any quantity of beer in excess of two cases (48 twelve oz. cans), or the alcohol equivalent of wine or liquor) are not permitted in the residence halls (except where noted below). Kegs, beer balls and/or taps are not permitted in residence halls (except where noted below). Empty kegs may not be stored in residence halls.
4. Gatherings with bulk alcohol are permitted in College designated social spaces (Bristol Center Hub, Bundy Dining Hall, Beinecke Annex A & B, and Emerson Hall [ELS] basement). Social hosts are required to comply with the "Policy for Student-Sponsored Social Events," published here and in A Guide to Social Programming available in the Office of Student Activities.
5. The College reserves the right to notify the parents or guardian of a student who is transported to the hospital for an alcohol or drug-related overdose, and to require that the student participate in an educational program on alcohol and/or other drugs. The College may also choose to notify parents or guardian of any alcohol or drug-related violation.

IV. Hamilton College Policy for Student-Sponsored Social Events With Alcohol

Students over 21 years of age who have attended the Social Host Preparation Workshop and TIPS Training may host social events with alcohol in College designated areas provided the events are conducted in accordance with the following policies:

1. Events must be registered and implemented in accordance with the regulations set forth by the Student Activities Office.
2. Provision and consumption of alcohol must comply with Hamilton College policy and New York State law, which prohibit dispensing alcohol to anyone under the age of 21, or to any visibly intoxicated person. The social host(s) will be held personally and individually accountable for ensuring that the event is conducted in a safe, responsible, and legal manner, in accordance with these regulations. Social hosts who violate these regulations will be subject to disciplinary action through the College judicial process that may include separation from the College. Social hosts may also be subject to criminal sanctions and/or civil liability if a person to whom alcohol is served injures a third party. In addition, organizations may also be held accountable for events that violate these regulations.
3. The hosts of student-sponsored events with alcohol are responsible for the actions of their guests, whether invited or uninvited, and will be held responsible for damages to the area where the event is held, as well as entries and bathrooms used by guests. All events must be conducted in a safe, responsible, and legal manner that is not disruptive to the surrounding area. Campus Safety will close any gathering that fails to meet this requirement and disciplinary action will follow.
4. The yellow copy of the Social Host Responsibility Form (SHRF) must be prominently displayed throughout the duration of the event. Failure to do so may result in termination of the event.
5. The social host(s) must be present at all times while alcohol is available and/or served.
6. The social host(s) will refrain from consuming alcohol and remain sober for the duration of the event.
7. The social host(s) will not exceed the amount of alcohol approved on the Social Host Responsibility Form (SHRF).
8. The social host(s) and sponsoring organization are responsible for enforcing the NO SMOKING policy in College facilities.
9. Members of the sponsoring organization must staff the entrance to the event at all times.
10. Proper identification indicating that a guest is 21 years of age must be presented before alcohol is served. Hamilton College Little Pub Accepted Identification cards are the preferred form of identification.
11. Hosts must identify students of legal drinking age with bracelets provided by the Student Activities Office.

12. Only TIPS-trained servers may dispense alcohol to any person at the event.
13. Non-alcoholic beverages and food must be easily accessible and provided in quantities appropriate for the number in attendance.
14. The sale of alcohol, including charging admission at the door of an event where alcohol is distributed free of charge, IS PROHIBITED. It is illegal to sell alcohol without an Alcoholic Beverage Control License from the New York State Liquor Authority.
15. College funds may not be used to purchase alcohol unless the alcohol is served by a third-party, licensed vendor.
16. Social events with alcohol may not be scheduled during New Student Orientation, reading, or exam periods.
17. Alcohol may not be served after 2AM.
18. Cleanup of the area must be completed by 7AM the morning after the event.
19. Public advertising (including campus email announcements) of events may not mention alcohol.

V. Educational Programs

The Coalition on Alcohol and Other Drugs is appointed by the President, and charged with finding ways to reduce the negative consequences associated with the abuse of alcohol and other drugs at Hamilton. Membership is open to any member of the College community.

AES (Alcohol Education Seminar) is a two-hour class focusing on drinking choices and realities for college students. Any Hamilton student who has been involved in a violation or risky incident related to drinking may be referred to AES.

Additional intervention and support programs are offered through the Office of Counseling and Psychological Services, the Student Health Center and the Dean of Students Office, as well as in the town of Clinton and surrounding communities. For further information, please refer to Section III of the Illegal Drugs Policy or contact the Office of Counseling and Psychological Services.

For additional information about the College alcohol policy, please contact the Dean of Students Office.

Illegal Drug Policy

Students who are involved with drugs are encouraged to seek assistance through the College health services, counseling services or other professional assistance. These services are completely confidential. Hamilton College is committed to the development and maintenance of a drug-free environment and, in accordance with the Drug-Free Workplace Act of 1988, will not tolerate the unlawful possession, use, manufacture, distribution or dispensation of a controlled substance in or on property owned or controlled by Hamilton College. Drug paraphernalia and waterpipes of all kinds are prohibited. The Judicial Board will normally hear cases involving the alleged possession, use, or distribution of illegal drugs. Students found responsible for possession, use, or distribution of drugs will be subject to appropriate disciplinary action, which may include separation from the College. The laws of New York State and the federal government prohibit the possession, use or distribution of illegal drugs. The penalties imposed on violators are severe. The College will offer no protection or immunity from prosecution by police agencies.

I. Legal Sanctions Pertaining to Drug Use

A. Legal Consequences of Operating a Vehicle While Under the Influence of Alcohol or Drugs

1. **Operating a Motor Vehicle After Consuming Alcohol While Under Age 21.** Any person under age 21 who operates a motor vehicle after having consumed alcohol, as determined by a blood-alcohol content of at least .02%, may be referred to the Department of Motor Vehicles for license suspension or revocation, and a \$125 charge to be imposed by a hearing officer, although the violation is not to be considered as "a judgment of conviction for a crime or any other offense." V&T Law § 1192-a, 17.
2. **Driving While Ability Impaired (DWAI) (more than .05% but less than .08% B.A.C.)**
 First violation (Traffic Infraction): Mandatory \$300-\$500 fine; and/or imprisonment up to 15 days; mandatory 90 day license revocation.

Violations within 5 years of any convictions for DWI or DWAI (Traffic Infraction):
Mandatory \$500-\$750 fine, and/or imprisonment up to 30 days. Mandatory 6-month minimum license revocation.

Violations within 10 years of any two or more convictions for DWI or DWAI (Misdemeanor):
Mandatory \$750-\$1500 fine; and/or imprisonment up to 180 days. Mandatory 6-month minimum license revocation.

3. Driving While Intoxicated (DWI) (.08% B.A.C. or higher or while impaired by the use of a drug)

1st Violation (Misdemeanor): Mandatory \$500-\$1,000 fine and/or 1 year imprisonment; Mandatory 6-month minimum license revocation.*

Two or more violations in 10 years (Felony): Mandatory \$1,000-\$5,000 fine and/or imprisonment up to 4 years. Mandatory minimum one-year license revocation.*

Two Convictions within 10 years involving personal injury (Felony): \$500-\$5,000 fine and/or imprisonment up to 4 years; 5 years involving probation is possible. Lifetime license revocation.

If you are under the age of 21 and charged with DWAI or DWI, and you are convicted of such charges, your license will be revoked for a minimum of one year. If you drive while your license is suspended or revoked, or if you refuse a chemical test, you face a mandatory jail term of 7-180 days and a mandatory fine of \$500-\$1,000.

*The Department of Motor Vehicles decides when the license will be returned. It is not automatic. You must reapply and take tests.

B. New York State Sanctions-Possession and Distribution of Controlled Substances

1. Marijuana

Unlawful Possession

Violation. 1st offense: fine less than \$100; 2nd offense: fine less than \$200; 3rd offense: fine less than \$250.

Criminal Possession and Sale (Degree depends upon amount of substance seized)

5th Degree - Class B Misdemeanor; imprisonment up to 3 months

4th Degree - Class A Misdemeanor; imprisonment up to 1 year

3rd Degree - Class E Felony; imprisonment up to 4 years

2nd Degree - Class D Felony; imprisonment up to 7 years

1st Degree - Class C Felony; imprisonment up to 15 years

2. Other Controlled Substances (methamphetamine, heroin, cocaine, cocaine base, PCP, LSD, Fentanyl, Fentanyl analogue)

Possession and Sale (Degree depends upon substance, amount of substance, age of purchaser and prior record)

7th Degree - Class A Misdemeanor; imprisonment up to 1 year

5th Degree - Class D Felony; imprisonment up to 7 years

4th Degree - Class C Felony; imprisonment up to 15 years

3rd Degree - Class B Felony; 6-25 years imprisonment

2nd Degree - Class A-II Felony; 3-8 years to life imprisonment

1st Degree - Class A-I Felony; 15-25 years to life imprisonment

C. Federal Sanctions - Possession of a Controlled Substance

1st Conviction - Up to one year imprisonment and fine of at least \$1,000 but not more than \$100,000, or both.

After one prior drug conviction - At least 15 days in prison, not to exceed 2 years and fine of at least \$2,500 but not more than \$250,000, or both.

After two or more prior drug convictions - At least 90 days in prison, not to exceed 3 years and fine of at least \$5,000 but not more than \$250,000, or both.

Special sentencing provisions for possession of crack cocaine - Mandatory at least 5 years in prison, not to exceed 20 years, and fine of up to \$250,000 or both if:

1. 1st conviction and the amount of crack possessed exceeds 5 grams;
2. 2nd conviction and the amount of crack possessed exceeds 3 grams;
3. 3rd or subsequent conviction and the amount of crack exceeds 1 gram.

21 U.S.C. 853(a)(2) and 881(a)(7): Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than one year imprisonment. (See special sentencing provisions re: crack).

21 U.S.C. 881(a)(4): Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.

21 U.S.C. 844a: Civil fine up to \$10,000 (pending adoption of final regulations).

21 U.S.C. 853a: Denial of Federal benefits, such as student loans, grants, contracts and professional and commercial licenses, up to one year for first offense, up to five years for second and subsequent offenses.

18 U.S.C. 922(g): Ineligible to receive or purchase a firearm.

Miscellaneous: Revocation of certain Federal licenses and benefits, e.g., pilot licenses, public housing tenancy, etc., are vested within the authorities of individual federal agencies.

Federal Sanctions - Sale of Marijuana * A first offense of trafficking in marijuana in amounts of less than 50 kg may result in imprisonment of not more than 5 years and a fine not to exceed \$250,000. Imprisonment and fine minimums are doubled for a second offense. Trafficking in marijuana in quantities greater than 1000 kg may result in not less than 10 years and not more than life imprisonment and/or a fine not to exceed \$4 million (Minimums double for a second offense).

Federal Sanctions - Sale of Controlled Substances * Penalties range from imprisonment for less than one year and/or a fine of less than \$100,000 for a first offense involving a small quantity of a controlled substance. For a large quantity, second offense, the penalty may be as severe as 20 years to life imprisonment and a fine of not more than \$8 million.

** The complete range of Federal sanctions for sale of marijuana and controlled substances is summarized in the Federal Register, Volume 55, Number 159, pages 33588 and 33589*

Note: These are only Federal penalties and sanctions. Additional State penalties and sanctions may apply.

II. Health Risks Associated with Drug Use

Alcohol

Alcohol consumption causes a number of marked changes in behavior, including impaired judgment and coordination, increased incidence of aggressive acts, and impairments in higher mental functions, including the ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described. Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Controlled Substances

The risks associated with the use of other controlled substances are also significant and potentially life threatening. For additional information, please refer to: <http://www.drugabuse.gov/>

III. Alcohol and Other Drug Counseling and Treatment Programs

In addition to services and referrals offered through the Hamilton College Counseling Center (859-4340) and Health Center (859-4111), the following services and sources of information are available in the surrounding community:

- Alcohol Crisis Center, 735-1116
- Alcoholics Anonymous, 732-6880
- Mohawk Valley Council on Alcoholism and Addictions, 733-1709
- Insight House Chemical Dependency Services, 724-5168

Additional Information and Referral Services:

- Drug Abuse Information Line, 1-800-522-5353
- National Institute on Drug Abuse, 1-800-662-HELP
- Partnership for a Drug-Free America - www.drugfree.org/

The above information on alcohol and other drugs is presented in accordance with the Drug-Free Schools and Communities Act. (Adapted with permission from Drug-Free Communities: Turning Awareness into Action, by the Office for Substance Abuse Prevention, U.S. Department of Health and Human Services, 1989; and Complying with the Drug-Free Schools and Campuses Regulations: A Guide for University and College Administrators, by The Higher Education Center for Alcohol and Other Drug Prevention, US Department of Education)

Harassment and Sexual Misconduct Policy

INTRODUCTION

The Harassment and Sexual Misconduct Board exists to ensure that all students, faculty, staff and guests can work, study, and enjoy the society of the College community without being subjected to harassment or sexual misconduct.

Harassment is a type of discrimination prohibited by Hamilton College policy and by federal laws such as Title VII and Title IX. Hamilton College affirms every individual's right to freedom of expression, and fosters the culture of tolerance and civility necessary to fulfill its educational goals. The academic freedom of an educational institution can create a tension with the prohibition of harassing behaviors. Hamilton College is a community that values freedom of speech and expression. Hamilton College does not consider visual and/or aural demonstrations, depictions or conduct to be sexual harassment when there is a legitimate pedagogical context, such as material having an appropriate connection to course subject matter.

Hamilton College believes in a zero tolerance policy for harassment and sexual misconduct. When a respondent is found to have violated this policy, serious sanctions will be imposed. All members of the community are expected to conduct themselves in a manner that does not infringe upon the rights of others. The Hamilton College Harassment and Sexual Misconduct Policy has been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated. This policy serves as a means to determine, after the fact, if behaviors trespass on community values. By educating the Hamilton community about this policy and encouraging a clear understanding of the College's expectations for sexual communication, the Board also hopes to prevent violations.

DEFINITION OF PROHIBITED CONDUCT

A. HARASSMENT

1. Hamilton College defines **harassment** as verbal or physical conduct based on a person's race, color, religion, creed, ethnicity, gender or gender identity, age, sexual and affectional orientation/associations, or mental/physical disabilities that is sufficiently severe, pervasive,

persistent or patently offensive that it has the purpose or effect of unreasonably interfering with that person's work or academic performance, or that creates an intimidating, hostile, or offensive working, educational, or living environment, from both a subjective (the complainant's) *and* an objective (any reasonable person's) viewpoint.

2. Hamilton College defines **sexual harassment** as unwelcome verbal or physical conduct of a sexual nature that has the purpose or effect of unreasonably interfering with an individual's work or academic performance or that creates an intimidating, hostile, or offensive working, educational, or living environment. A form of sexual harassment exists when submission to or rejection of unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature results in adverse educational or employment action, or the threat of such adverse action, or when submission is made a condition of educational or employment advancement.

Zero tolerance extends to those who retaliate for complaints of harassment. Hamilton College views retaliatory harassment to be just as severe as the initial harassment itself.

B. SEXUAL MISCONDUCT

In order for individuals to engage in sexual activity of any type with each other, there must be clear consent. Consent is permission, freely given by word or action, by both participants in a sexual activity. Since two people may experience the same interaction in different ways, it is the responsibility of both parties to make certain that the other has consented before engaging in any sexual activity. Silence cannot be assumed to show consent. Consent to some form of sexual activity cannot be automatically taken as consent to any other sexual activity and consent may be withdrawn at any time. Persons using alcohol or other drugs are considered unable to give consent if they cannot appreciate the nature and implications of a sexual interaction. All individuals who consent to sex must be able to understand what they are doing. In order to give consent, one must be of legal age, which is 17 in New York State.

Consent cannot be procured by use of physical force, compelling threats, intimidating behavior, or coercion. Coercive behavior differs from seductive behavior in the type of pressure someone uses to get consent from another. When someone makes clear that he or she does not want sex, wants it to stop, or does not wish to go past a certain point of sexual interaction, continued pressure beyond that point is coercive.

Persons who have sexual activity with someone whom they know to be - or should know to be - mentally or physically incapacitated (substantially impaired by alcohol or other drug use or unconscious) are in violation of this policy. This policy also covers someone whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the taking of so-called "date rape" drugs. Possession, use and/or distribution of any of these substances (including Rohypnol, Ketomine, GHB, Burundanga and others) is prohibited, and administering any of these drugs to another for the purpose of inducing incapacity is a violation of this policy.

1. **Non-Consensual Sexual Contact** is any intentional sexual touching, however slight, with any body part or object, by a man or a woman upon a man or a woman, without effective consent.
2. **Non-Consensual Sexual Intercourse** is any sexual penetration (anal, oral, or vaginal), however slight, with any body part or object by a man or woman upon a man or woman, without effective consent.
3. **Sexual Exploitation** occurs when a person takes non-consensual or abusive sexual advantage of another to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute another form of sexual misconduct. Examples of sexual exploitation include, but are not limited to, prostitution, non-consensual video or audio-taping of sexual or other private activity, exceeding the boundaries of consent (e.g., permitting others to hide in a closet and observe consensual sexual activity, videotaping of a person using a bathroom), engaging in voyeurism, or engaging in consensual sexual activity with another person while knowingly infected with human immunodeficiency virus (HIV) or other sexually transmitted disease (STD) and without informing the other person of such infection.

Sexual misconduct is an act of violence prohibited, in separate ways, by New York State law and Hamilton College policy. Thus, offenders may be prosecuted under New York State criminal statutes and subject to disciplinary action by the College. The College may choose to pursue disciplinary action while criminal action is pending, or even if criminal justice authorities choose not to pursue action.

Sexual misconduct is an act of violence prohibited, in separate ways, by New York State law and Hamilton College policy. Thus, offenders may be prosecuted under New York State criminal statutes and subject to disciplinary action by the College. The College may choose to pursue disciplinary action while criminal action is pending, or even if criminal justice authorities choose not to prosecute.

CHOICE OF ACTIONS IN RESPONSE TO HARASSMENT AND SEXUAL MISCONDUCT

Individuals or groups who have been harassed, or are victims of sexual misconduct as defined above, have recourse through the grievance procedures of the College established by this Policy. These grievance procedures apply to complaints regarding incidents taking place either on the Hamilton College campus or at College-sponsored events off campus.

The Harassment and Sexual Misconduct Board stands ready to respond to complaints in a variety of ways. Anyone who wishes to discuss a concern may approach any individual member of the Board. The confidentiality of all parties to a complaint of harassment or sexual misconduct must be strictly observed by the Board and by supervisory College officers, unless strict confidentiality interferes with the College's obligation to investigate fully the allegations and to record statistics in keeping with the law. Where extended disclosure is warranted, confidentiality will still be tightly controlled on a need-to-know basis. Dissemination of information and/or written materials to persons not involved in the complaint resolution procedure is not permitted. Campus clergy and professionals in the Counseling and Health Centers, including emergency medical technicians (EMTs), are the only Hamilton College employees who can offer legally protected confidentiality.

The College will not inform students' parents or guardians of their involvement in a complaint of harassment or sexual misconduct unless they are in major medical, disciplinary, or academic jeopardy, but students are strongly encouraged to inform their parents or guardians. College officials will directly inform a student's parents or guardians when requested to do so by the student.

For all complaints of harassment or sexual misconduct, the appropriate College Officer will consult with the Chair of the Harassment and Sexual Misconduct Board. The Harassment and Sexual Misconduct Board lacks jurisdiction when a complaint involves an employee as respondent and that employee faces dismissal.

The complainant has the option of three levels of response by the Harassment and Sexual Misconduct Board, which are briefly described below.

A. Information

A member of the community may talk with any member of the Board about harassment or sexual misconduct. Complainants may, if they wish, have a friend or advisor accompany them when they discuss a problem with a Board member. Information about options available under this policy to address allegations of harassment or sexual misconduct and their possible outcomes will be discussed. No written records will be kept. The Board member will report to the Chair only that someone sought information regarding harassment or sexual misconduct, and identities will remain confidential. However, if a threat or danger to the victim or community is apparent, the College has the obligation to investigate the report of an alleged violation of this policy.

B. Mediation

In the case of harassment, a complainant may request a referral to a campus mediator (e.g., a member of the Counseling Center staff) who will try to facilitate understanding of the nature of the complaint by the respondent, clear up misunderstanding, and resolve the complaint while maintaining confidentiality. Mediation is particularly appropriate when the complainant wants help in addressing the issue without pursuing formal action.

Allegations of non-consensual sexual intercourse will not be addressed through mediation, but may be addressed through a formal complaint.

A person who desires mediation should write a letter to the Chair and/or the appropriate College Officer outlining the complaint and requesting mediation. The Dean of Students will respond, with the Chair, to complaints brought by one student against another. The Dean of the Faculty will respond, with the Chair, to complaints against members of the faculty. The supervising College Officer will respond, with the Chair, to complaints brought against a member of the staff or administration. The Chair and College Officer will meet with the complainant and refer the complaint to a trained campus mediator. A person seeking mediation must

agree to be identified to the respondent. A campus mediator will begin mediation efforts promptly and will report to the Chair that the mediation occurred. Complainants are strongly encouraged not to discuss the complaint with other members of the community, except as required by the need for psychological counseling.

At the conclusion of a successful mediation, both parties will sign a statement agreeing that the mediation was successful and that no further action will be taken under this policy. If the mediation is unsuccessful, the complainant can proceed to a formal complaint and hearing within six months of the mediation. A copy of the signed statement will constitute the record of the mediation.

C. Formal Complaint

An individual may file a formal complaint by submitting to the Chair a signed written statement, including the time, place and nature of the alleged offense and the name of the respondent, at a minimum.

This will activate procedures outlined in the Harassment and Sexual Misconduct Board Procedures and will involve the Chair, the appropriate College Officer, an investigation subcommittee of the Board, and the Hearing Committee of the Board. The Dean of Students will respond, with the Chair, to complaints brought by one student against another. The supervising Officer will respond, with the Chair, to complaints involving members of the faculty, staff, or administration.

Harassment and Sexual Misconduct Policy

A. Membership

The Harassment and Sexual Misconduct Board shall be composed of at least eight and no more than ten members appointed by the President to staggered terms of two years in the case of student members and three years for non-student members. Each year the current Board will solicit applications and nominations and will recommend members who will serve in the following year. All members of the community may nominate individuals for Board membership provided the nominees are willing to serve if appointed. Every effort will be made to maintain a gender balance on the Board, which will include students and members of the faculty, administration, staff, and maintenance and operations. At least one member of the Board will be a tenured faculty member and at least one a student.

The President shall appoint new members to the Board and designate the chair before the final week of classes of the spring term. Normally, the Chair will be a tenured member of the faculty. The Chair shall arrange for the Board members to receive training prior to assuming their responsibilities. The term of appointment for new members shall begin with the first meeting of the Board in the fall semester.

B. Hearing Committee

The Chair will annually appoint a three person hearing committee composed of at least one student and two other Board members to conduct hearings of the Board. The Chair is a non-voting member of the Hearing Committee who presides over the hearing. Normally, to be eligible to serve on the Hearing Committee, each member must have served for at least one year on the Board. The term of appointment to the Hearing Committee will be one year. If any vacancy on the Committee occurs during the academic year, or if the Chair determines that a legitimate conflict of interest exists between a member of the Committee and a party to a complaint, the Chair may request that the Board nominate a replacement from those members of the Board eligible to serve.

If, pursuant to a formal complaint, the respondent accepts responsibility for a violation of this policy, or if the Hearing Committee finds him or her responsible, various sanctions, ranging from a warning to permanent separation from the College, may be imposed. Individuals found responsible for violation of the College policy on Non-consensual Sexual Intercourse should expect to be separated from the College. Individuals are encouraged to bring complaints forward in a timely manner, as it becomes difficult to establish the facts of the complaint as time passes.

C. Investigation of Complaint

Unless the respondent accepts responsibility for the alleged violation or the facts are uncontested, Hamilton College uses an investigation model to resolve complaints of harassment and sexual misconduct. Upon receipt of a formal complaint, the Chair and appropriate College Officer will meet with the complainant and explain the investigation procedures that will be followed. The Chair and Officer will meet with the respondent to

provide notification and a copy of the written complaint. The respondent is required to submit to the Chair a written response to the complaint within 48 hours of receipt of the complaint. The complainant will be provided with a copy of the respondent's written response prior to the investigation subcommittee beginning its work.

All parties and witnesses will be interviewed and evidence collected by a two member subcommittee of the Board. All members of the Board receive special training, and subcommittees of two persons, who are not members of the Hearing Committee, will be appointed by the Chair for each complaint. The investigation subcommittee will usually have a male and female member. A third investigator from Campus Safety or another administrative office may be added at the discretion of the Chair.

In addition to interviewing the complainant and the respondent, the investigation subcommittee will interview and gather written statements from witnesses for the complainant and for the respondent who have information relevant to the investigation. The respondent must participate in all proceedings, and will be required to answer truthfully all of the questions posed during the investigation and any hearings.

It is the responsibility of the investigation subcommittee to take custody of, and arrange safekeeping for, any physical evidence to be used in making a finding, though evidence related to the commission of a crime will be handled by appropriate law enforcement authorities. At the conclusion of the investigation, the investigation subcommittee will issue to the Chair a written report of the evidence gathered and of its findings.

1. If the complainant and the respondent agree to the findings, and the findings indicate a violation by the College's "more likely than not" standard, the College Officer will assign a sanction, determined in consultation with the Chair and/or Hearing Committee.
2. If the investigation subcommittee is unable to reach a finding or finds that the evidence does not meet the College's "more likely than not" standard, or if the investigation subcommittee finding is rejected by the complainant or the respondent, the complainant and/or respondent may request a hearing with the Hearing Committee. The Chair will issue a formal charge to the respondent, detailing each policy alleged to have been violated, the range of sanctions which might be imposed upon a finding of a violation, and the relevant procedures to be followed. The Chair will give formal notice to the complainant, the respondent, and relevant witnesses of the time, place and details of the hearing. The Hearing Committee will receive a copy of the investigation subcommittee report and may call on the investigation subcommittee as necessary during these proceedings. It will be the responsibility of the investigation subcommittee to arrange for and/or provide the Hearing Committee with expert sources of information as necessary.

In resolving all formal complaints of harassment and sexual misconduct, the complainant and the respondent will be notified in writing of the findings (material facts, evidence, credibility determinations and the reasons why the committee determined that the standard of evidence was or was not met) and any sanction(s). In some instances, the College may also choose to make a brief public announcement of the nature of the violation and the action taken, using no names. Certain college administrators (e.g., the College President and Director of Campus Safety) may be informed on a confidential basis. If an act of alleged harassment or sexual misconduct is reported to a College Officer and there is evidence that a felony has occurred, local police will be notified. This does not mean that charges will be automatically filed or that a victim must speak with the police, but the College is legally required to notify law enforcement authorities. The College must also report statistics concerning the occurrence on campus of any of six major violent crimes, including certain sex offenses, in an annual report of campus crime statistics. This statistical report does not include any personally identifiable information.

D. Rights of the Respondent and Complainant at Committee Hearings

1. Common Rights

In all complaints, each party has the right:

- a. to an investigation and appropriate resolution of all complaints of harassment and sexual misconduct deemed credible by the Chair and appropriate officer and made in good faith to College administrators;
- b. to receive the counsel and support of an advisor of his or her choice, who may be a designated member of the Board or another member of the Hamilton community, throughout the hearing

process. Neither hearing Committee members nor attorneys may serve as advisors. The advisor may consult with the advisee but may not speak on behalf of the advisee unless directed to answer questions raised by Committee members or to assist the advisee with questioning, as defined in the Hearing procedures (E.10 and 11);

- c. to the same opportunity to have others present in support or advisory roles during the hearing;
- d. to be notified of the finding and any sanction following any hearing involving harassment or sexual misconduct, usually within 24 hours of the end of the hearing;
- e. to seek the professional counsel of an attorney at his or her own expense and to have access to the attorney at every stage of the hearing process. The attorney will not be permitted to be present at the hearing itself, during conversations between the Officer and Chair, or during interviews between members of the investigation subcommittee and the respondent or the complainant;
- f. to medical and emotional support (in the case of students) from the Student Health Service, the Counseling Center, and/or trained advocates;
- g. to an expeditious review of the complaint and timely hearing conducted in the manner described in the Harassment and Sexual Misconduct Board Procedures;
- h. to identify witnesses who may be called at the hearing;
- i. to have information concerning his or her sexual history, character, or incidents not directly relevant to the complaint, excluded from the hearing;
- j. to testify, orally and/or in a written document;
- k. to make an opening and closing statement in the event of formal proceedings;
- l. to submit a written impact statement and to have that statement considered by the Hearing Committee and/or the Chair and Officer in determining the sanction;
- m. to review all documentary evidence available regarding the complaint, subject to the confidentiality limitations imposed by state and federal law, at least 48 hours prior to the hearing;
- n. to be informed of the names of all witnesses who will be called to give testimony, at least 48 hours prior to the hearing;
- o. to preservation of confidentiality, to the extent possible and allowed by law;
- p. to a hearing closed to the public;
- q. to petition the Chair that any member of the investigation subcommittee or Hearing Committee be removed on the basis of demonstrated bias or conflict of interest;
- r. to appeal the finding and any sanction, in accordance with the standards for appeal established by the Harassment and Sexual Misconduct policy;
- s. to be fully informed of campus judicial rules and procedures as well as the nature and extent of all alleged violations contained within the complaint;
- t. to have the College compel the presence at the hearing of student, faculty and staff witnesses, to ask questions, directly or indirectly, of witnesses (including the respondent or complainant), and to challenge documentary evidence;
- u. to be present for all testimony given and evidence presented before the Hearing Committee;
- v. to have complaints heard by Hearing Committee members who have received annual harassment and sexual misconduct adjudication training;
- w. to have College policies and procedures followed without material deviation;
- x. to be informed in advance of any public release of information regarding the complaint;
- y. to have any personal information about the complainant withheld from the public and not released without the complainant's consent;

2. Additional Rights of the Complainant

- a. To be informed by college officials of options to notify proper law enforcement authorities, including on-campus and local police, and the option to be assisted by campus authorities in notifying such authorities, if the complainant so chooses. This also includes the right not to report, if this is the complainant's desire;
- b. To have limitations placed on the respondent regarding contact with the complainant while the complaint is being reviewed. These limitations may include, but are not limited to, a separation of the working, living, and/or academic arrangements of the complainant and the respondent;
- c. To bring an advocate or advisor to all phases of the investigation and hearing process;
- d. To give testimony in a campus hearing by means other than being in the same room with the respondent;
- e. To be informed of options for, and assistance in, changing academic and living situations after an alleged harassment or sexual misconduct incident, if so requested by the victim and if such changes are reasonably available (no formal complaint, or investigation, campus or criminal, need occur before this option is available). Accommodations may include:
 - o Change of a student's housing to a different on-campus location;
 - o Assistance from College support staff in completing the relocation;
 - o Exam (paper, assignment) rescheduling;
 - o Taking an incomplete in a class;
 - o Transferring class sections;
 - o Temporary withdrawal;
 - o Alternative course completion options.

3. Additional Rights of the Respondent

- a. To waive the hearing process by admitting responsibility. The respondent must submit in writing, to the College Officer and the Chair, 24 hours prior to the scheduled hearing, a decision to waive his/her right to a hearing. In those cases, the College Officer, in consultation with the Chair, may determine an appropriate sanction.
- b. To a hearing on the complaint, including timely notice of the hearing date, and adequate time for preparation;
- c. To a fundamentally fair hearing;
- d. To a hearing committee outcome based solely on evidence presented during the hearing. Such evidence will be credible, relevant, based in fact, and without prejudice.

E. Hearing Procedures

1. The Hearing Committee reviews all materials from the investigation privately prior to the hearing.
 - a. The committee notes any questions they have concerning the investigation subcommittee report.
 - b. The committee reviews written statements of the parties in response to the investigation findings, if available.
2. The Chair designates a committee member to keep minutes of the hearing.
3. The hearing is called to order with the complainant and the respondent present, with their advisors, unless alternative hearing procedures separating the parties are in place.
 - a. Witnesses are not present at this point, and are kept sequestered outside the hearing room.
4. Participants introduce themselves and their role in the hearing.
5. Rules of the hearing and hearing procedures are explained by the Chair.
 - a. Questions on procedural rules are solicited from the parties.

- b. Rights of the parties are explained.
 - c. The Chair confirms that parties received copies of the complaint, response, witness lists and all available written evidence and documentation in advance of the hearing.
6. All participants are admonished that: (i) they are expected to be truthful (and may face consequences if they are not); (ii) no one may speak unless recognized by the Chair who has full authority over the proceedings; (iii) the proceedings are confidential and should not be discussed outside of the hearing room; (iv) information regarding sexual history, character or incidents not directly related to the complaint will be inadmissible.
 - a. Each witness called into the hearing room is instructed on the requirement of truthfulness.
 7. The Chair introduces the formal charge (reads first section of charge) and identifies the policies allegedly violated.
 8. The complainant is asked to make an opening statement. Specific comments should be directed to areas of agreement/disagreement with the investigation report.
 9. The respondent is asked to make an opening statement. Specific comments should be directed to areas of agreement/disagreement with the investigation report.
 10. The committee may ask questions of the complainant; the respondent may ask questions of the complainant. At the request of the respondent, with permission from the Chair, the advisor for the respondent may submit written questions to be asked of the complainant by the Chair.
 11. The committee may ask questions of the respondent; the complainant may ask questions of the respondent. At the request of the complainant, with permission from the Chair, the advisor for the complainant may submit written questions to be asked of the respondent by the Chair.
 12. The complainant may call witnesses.
 13. The complainant's witnesses are questioned by the complainant, the committee, and the respondent.
 14. The respondent may call witnesses.
 15. The respondent's witnesses are questioned by the respondent, the committee, and the complainant.
 16. Any witnesses who need to be recalled and re-questioned are called and then excused.
 17. The complainant is given the opportunity to make a closing statement.
 18. The respondent is given the opportunity to make a closing statement.
 19. The Chair confirms that neither the committee, the complainant, nor the respondent has any further questions.
 20. Any impact statements are submitted in writing at this point.
 21. The hearing is adjourned. Only the committee members and the Chair will remain for deliberations.
 22. The committee determines first, by majority vote, if the respondent is responsible for violation of the policies identified in the charge, by the "more likely than not" standard.
 23. If the committee finds that the evidence supports a finding that the prohibited conduct more likely than not did occur, it will issue a finding that the respondent violated College policy. The "more likely than not" standard is met when evidence in favor of the finding of culpability outweighs the evidence against such a finding even by only a very small amount.
 24. A finding of culpability will trigger the committee's consideration of sanctions. In weighing appropriate sanctions the committee may consider, among other things, the strength of the evidence supporting culpability.
 25. The committee recommends any sanction(s) to the College Officer who makes a final decision. The committee provides a clearly articulated rationale based on findings and the committee's judgment on appropriate action.
 - a. In recommending a sanction, the committee will consider available precedent and similar complaint history.

- b. The rationale will note the specific evidence that was and was not considered and why.
- 26. Within 48 hours after receiving the committee's recommendation, the Chair and the College Officer will convene the parties (without advisors) and orally report the finding and any sanctions, explain appeal options, and explain how sanctions will be implemented. The Chair will deliver to the complainant and the respondent a written summary report of the finding and any sanction.
- 27. A tape recording shall be kept of the hearing. This document is an internal College record to be made available to the Appeals Board or to the President by the College Officer. A student preparing an appeal will also be allowed to listen to the tape, under the supervision of the Dean of Student's designee. This tape is destroyed after adjudication or decision in any appeal.

RECORDS

The Chair shall keep only such records as are needed for the Board's semi-annual report. The College Officer and the President shall keep on file in his or her office for six years from the date of the filing of the formal complaint, copies of the written statement of the complainant, the respondent, and the action taken by the College Officer.

SEMI-ANNUAL REPORT

At the beginning of each semester, the Board shall report on its activities during the past term. Its report shall include the number of individuals who came to Board members for help, the number of requests for mediation, the number of formal complaints that were lodged, and the kinds of behavior that gave rise to the complaints. The Board shall submit its report to the President, who shall make it public. The report shall not mention the name of any individual or identifying details of any case.

POLICY AMENDMENT

The Harassment and Sexual Misconduct Board and/or an Officer of the College may recommend modifications of this policy to the President.

APPEALS PROCEDURES

Appeals of a Harassment and Sexual Misconduct Board decision are heard by a two-member subset of the Appeals Board (Appeals Panel) consisting of the Chair of the Appeals Board and one other faculty member from the Appeals Board, determined by the Appeals Board Chair. Both members of the Appeals Panel will participate in the annual training of the Harassment and Sexual Misconduct Board.

The Appeals Panel will not substitute its own judgment for that of the hearing committee and/or officer, nor will it concern itself with the possibility that others might have arrived at a different judgment. Its terms of reference extend only to investigation of the procedures by which the original judgment was reached. Decisions of the Appeals Panel are final.

Any party to a Harassment and Sexual Misconduct Board decision may appeal a decision within one week of being informed in writing of that decision. Respondents who accept investigation findings may only appeal on the basis of sanction. The appeal must be made in writing to the Chair of the Appeals Board, and must state in detail the reasons for the appeal. The Chair will inform the College Officer and Chair of the Harassment and Sexual Misconduct Board that an appeal has been made and will invite the Officer and Chair to make written statements to the Appeals Panel. Where an appeal is requested by the respondent party, a written statement will also be solicited from the complainant. Where an appeal is requested by the complainant party, a written statement will also be solicited from the respondent.

Within one week of receipt of the appeal, the Chair will convene the Appeals Panel to determine whether the appeal will be considered. In making that decision, the Appeals Panel will have access to the written records of the case. Acceptable grounds for an appeal are limited to:

1. Sanction inconsistent with the severity of the violation or with stated community standards and precedents
2. Procedural irregularity that affected the outcome of the hearing

3. Prejudicial bias on the part of the hearing body

New evidence not available at the time of the original hearing that could be outcome determinative must be brought to the attention of the Harassment and Sexual Misconduct Board for consideration before the complaint can be presented on appeal.

If the Appeals Panel decides to consider the appeal, the Chair will schedule another meeting for consideration and disposition of the appeal. The Appeals Panel will have access to the records of the hearing. Normally, the parties and Officer and Chair will not appear before the Appeals Panel, though they may be summoned at the discretion of the Chair.

The Appeals Panel may decide:

1. To uphold the original decision.
2. To remand the complaint to Harassment and Sexual Misconduct Board for rehearing. This will normally be done when there is a procedural irregularity that could be corrected in a rehearing.
3. To remand the complaint to the appropriate college officer with a recommendation that the penalty be modified, together with an explanation of why the original penalty is deemed inappropriate.
4. To remand the complaint to an ad hoc hearing board. This will be done only in extraordinary cases when, in the considered opinion of the Appeals Panel, prejudicial bias or procedural problems would make it impossible for the appropriate body to reach a fair decision.

The parties and the Officer and Chair will be informed in writing of the decision and of the grounds for the decision.

RECORDS

The record of the appeal will consist of the letter of appeal, the written statements from the parties and Dean/Officer and Chair; the written decision whether to hear the appeal and the outcome of the appeal. This record will be appended to the written record of the original decision and will be kept with it.

Portions of this policy were adapted from policies of NCHERM, SUNY University at Buffalo and Skidmore College.

Sexual Assault Compliance Statement

Sexual Assault

Hamilton College is committed to the personal safety of members and guests of the Hamilton community. Hamilton College informs incoming students about sexual assault prevention measures through campus programs that include workshops, discussion groups, and on-going orientation seminars. The purpose of these programs is to disseminate information about sexual assault, promote discussion, encourage reporting of incidents of sexual assault, and facilitate prevention of such incidents.

Sexual Assaults on College Campuses

College students are more vulnerable to sexual assault than any other age group. Nationally, the majority of reported victims and offenders are of college age, with the rate of victimization highest among 16 to 19 year olds. Women between 20 and 24 years of age experience the second highest victimization rate. Offender populations show a similar age distribution.

Traditionally aged college students are vulnerable to being victims of violence. They are typically in a new setting with a variety of environmental stressors, and away from direct parental supervision and past support systems. They are under peer pressure, their identities are not yet firm, their competence is not yet established, and they often have mistaken beliefs about their invincibility. They live among others who are experimenting with new freedoms. Thus, college students are a population at risk.

The most prevalent form of rape on college campuses is acquaintance rape. The acquaintance may be a date or friend of the victim, or someone the victim knows only casually, from a residence hall, a class, or through mutual friends.

Regardless of the relationship between them, if one person uses force to coerce another into submitting to sexual behaviors, or if the other party does not give consent, the act is unlawful. The same criminal laws and penalties apply in cases of acquaintance rape and stranger rape, and other forms of sexual assaults.

Many acquaintance rapes involving college students follow similar patterns. Acquaintance rapes often occur at parties or in residential settings. Frequently, the students involved in these assaults have been drinking heavily or using drugs. Detailed crime reports and prevention information can be obtained from the Office of Campus Safety.

Prevention

There are things you can do to reduce your chances of being sexually assaulted.

- When you go out, do so with people that you trust to look out for your safety. Be a good friend—keep an eye on your friends to make sure they are safe.
- When you are at a party, make sure that someone knows where you are at all times. Check on your friends to make sure they are safe too.
- Get your own drinks. Only accept beverages from people you trust and never drink out of a cup that has been left unattended.
- Never walk home alone from bars or parties. Have a friend walk with you, call Campus Safety for an escort, or let the Events Staff know that you need an escort. Walking home alone may make it easier for someone to isolate and assault you.
- Always lock your residence hall room door.
- Know your sexual desires and limits. You have a right to say ‘no’ to any unwanted sexual contact.
- Communicate your limits as clearly as possible. If someone starts to offend you, tell him or her early and firmly. Being polite is fine, as long as you are firm and assertive. Say “no” when you mean “no” and be prepared to repeat it.
- Since alcohol and drugs interfere with clear thinking and effective communication, avoid excessive use of these substances. It may not be safe to be intimate with someone if you or they have been drinking or using other substances.
- If you do not feel well and need to lie down, make sure that a friend stays with you to check on you.
- If you want to be intimate with someone, remember that you can still change your mind.

If you find yourself alone or in an unfamiliar place:

- Be aware of your surroundings.
- Walk with confidence. The more confident you look, the stronger you appear.
- Be assertive — don’t let anyone violate your space.
- Trust your instincts. If you feel uncomfortable in your surroundings, leave.
- Don’t prop open self-locking doors.
- Lock your door and your windows, even if you leave for just a few minutes.
- Watch your keys. Don’t lend them. Don’t leave them. Don’t lose them. And don’t put your name and address on the key ring.
- Watch out for unwanted visitors. Know who’s on the other side of the door before you open it.
- Be wary of isolated spots, like underground garages, offices after business hours, and apartment laundry rooms.
- Avoid walking or jogging alone, especially at night. Vary your route. Stay in well-traveled, well-lit areas.
- Have your key ready to use before you reach the door — home, car, or work.
- Park in well-lit areas and lock the car, even if you’ll only be gone a few minutes.
- Never hitchhike or pick up a hitchhiker.

Reporting and Obtaining Assistance

1. Professional help is available 24 hours a day, seven days a week. A member of the Hamilton College Counseling Center is on-call at all times. The Counselor On-Call (COC) can provide immediate crisis support and information about resources for survivors on and off campus. Contact the COC by calling x4340 during normal business hours. (x4000 after hours). This is a completely confidential service. Upon request, the COC will come to campus immediately.

2. Immediate help is also available through YWCA Rape Crisis Services (x5000 from any campus phone or 797-7740). Rape Crisis volunteers are trained and available by phone or to accompany survivors to the hospital or the police. This service is also confidential and is not connected with the College.
3. Medical attention should be sought as soon as possible following a sexual assault or rape. Not all injuries are immediately apparent. Contact the Hamilton Student Health Service (8:30-4:30 M-F), Hamilton's Emergency Medical Technicians (x4000), or go to the hospital Emergency Room for medical services. Transportation to the hospital can be arranged by request through the Office of Campus Safety or Student Health Service.
4. For any major injuries, as well as a rape examination (Physical Evidence Recovery Kit), go to the emergency room of St. Luke's Hospital. The rape examination allows evidence to be collected in case prosecution is desired at a later time. The examination should be conducted within 72 hours of the incident. It includes a pelvic examination and semen analysis; sexually transmitted disease testing; and treatment for possible infection, which may include taking an antibiotic. Do not bathe, shower, change or wash clothes, or douche – important evidence may be lost. You may wish to take a change of clothes with you to the hospital. Upon request, a volunteer from the YWCA Rape Crisis Service (x5000) will accompany you and will assist in managing the process. The evidence kit can be kept secure at the hospital for 30 days while you decide whether or not you wish to prosecute. The police will be called only if you wish to seek prosecution.
5. The hospital will never refuse services, but is required to bill your insurance company. The New York State Crime Victims Board will reimburse medical expenses, counseling services, and damage to personal property if you choose to pursue criminal prosecution.
6. Reporting to police is your choice. While you may not be certain now that you wish to press charges, failure to involve police at an early stage may limit later choices. Contact the Kirkland Police Department by calling (853-3311) or call Campus Safety (x4000) to request that the police come to campus to take a report. You may wish to request that a Rape Crisis advocate be present in order to provide support through the process. You may choose to meet the police in the Counseling Center or Student Health Service to preserve confidentiality.
7. Police will ask questions to establish facts and, if possible, to apprehend the suspect. Police or Rape Crisis Services staff can explain your legal options and provide information about likely consequences of legal actions.
8. If the assailant is a Hamilton College student, you may choose to file a complaint with the Harassment and Sexual Misconduct Board (Prof. Joseph Mwantuali, Chair, x4334) or the Dean of Students (Nancy Thompson, x4020). This can be done in conjunction with criminal prosecution or instead of it. The Chair, Board member, or Dean will explain the various options for on-campus follow-up. If you choose to file a formal complaint, the Dean and the Chair will meet with you to discuss the complaint and explain the process. If the respondent is found responsible for having violated the Harassment and Sexual Misconduct policy, the Committee will recommend a sanction that could range from a warning to permanent separation from the College.
9. Counseling is available on a free and confidential basis through Hamilton's Counseling and Psychological Services (x4340).
10. Incidents of sexual misconduct reported to any College employee, with the exception of Counseling Center and Health Center personnel, will be anonymously reported to the College and included in the College's annual crime statistics.
11. If the incident represents a serious threat to the community at large, the Dean of Students will issue a warning to the campus community, preserving the survivor's anonymity.

New York State Laws Defining the Crimes Related to Sexual Assault

Sexual assault, which falls under the definition of sexual misconduct at Hamilton College, is an act of violence that is prohibited, in separate ways, by New York State law and Hamilton College policy. New York State laws are listed below. The Hamilton College policy follows.

Sexual Misconduct (Section 130.20) includes sexual intercourse without consent and deviate sexual intercourse without consent. The penalty for violation of this section includes imprisonment for a definite period to be fixed by the court up to one year.

Rape (Section 130.25/.30/.35) is an act of sexual intercourse with a person against his/her will and consent, whether his/her will is overcome by force or fear resulting from the threat of force, or by drugs administered without consent, or when, because of mental deficiency, s/he is incapable of consent, or when s/he is below the arbitrary age of consent, or when s/he is unconscious or otherwise physically unable to communicate willingness. Be aware that having sex with someone who is unable to give consent by being mentally incapacitated or unconscious (passed out) is rape. New York State law recognizes that a married woman can be raped by her husband. Marriage does not necessarily imply consent. Note that the threat of force is sufficient; many women report fearing for their lives even when their attacker is not carrying a weapon. The penalties for violations of these sections range from imprisonment for a period not to exceed four years up to imprisonment for a period not to exceed 25 years.

Sodomy (Section 130.40/.45/.50) includes deviate sexual intercourse with a person incapable of consent because of the use of forcible compulsion or because the person is incapable of consent due to a mental defect, mental incapacity, or physical helplessness. This series of offenses further includes deviate sexual intercourse with a person under the age of consent. The penalties for violations of these sections range from imprisonment for a period not to exceed four years up to imprisonment for a period not to exceed 25 years.

Forcible Touching (Section 130.52) involves the forcible touching of the sexual or other intimate parts of another person for the purpose of degrading or abusing such person; or for the purpose of gratifying the actor's sexual desire. Forcible touching includes the squeezing, grabbing, or pinching of such other person's sexual or other intimate parts. The penalty for violation of this section includes imprisonment for a period of up to one year in jail.

Sexual Abuse (Section 130.55/.60/.65) is a series of offenses including sexual contact with a person by forcible compulsion, or with a person who is incapable of consent due to physical helplessness, or due to the person being under the age of consent. The penalties for violation of these sections range from imprisonment for a period not to exceed three months up to imprisonment for a period not to exceed seven years.

Aggravated Sexual Abuse (Section 130.65-a./66/.67/.70) occurs when a person inserts a finger or foreign object in the vagina, urethra, penis, or rectum of another person by forcible compulsion, when the other person is incapable of consent by reason of being physically helpless, or when the person is under the age of consent. The level of this offense is enhanced if the insertion of a finger or foreign object causes injury to the other person. The penalties for violation of these sections range from imprisonment for a period not to exceed seven years up to imprisonment for a period not to exceed 25 years.

Information on Security Procedures

The College conducts educational programs on sexual assault prevention, alcohol and other drugs, and general issues of personal safety during the orientation program for first-year students, and at other times during the academic year. In addition, the Department of Campus Safety will conduct workshops in residence halls and other venues by request. Safety notices and crime prevention information are distributed throughout the campus, and the campus community is notified immediately of any serious incident in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

BIAS INCIDENTS AND HATE CRIMES

Hamilton College seeks to prepare all students to thrive as fully engaged citizens of a diverse and increasingly complex world. In keeping with this goal, Hamilton is duly committed to distinguishing itself as a living and learning community that values and exemplifies the inclusion of diverse persons and perspectives. However, no college or community is immune to problems that arise as a result of various forms of bias. As part of the College's commitment to an inclusive campus community, a Bias Incident Response Team and protocol has been developed to address incidents that occur on-campus or at any Hamilton-sponsored off-campus event. We urge all community members to familiarize themselves with the reporting protocol found in this document and to report promptly any incidents that violate the standards that we as a community seek to uphold.

What is a bias incident?

A bias incident is an action that violates college policy and is motivated by the perpetrator's bias or attitude against an individual or group based on perceived or actual personal characteristics, such as their race, religion, ethnicity, gender, sexual orientation, or disability.

Examples of bias incidents include harassment, intimidating or threatening comments or messages, vandalism of personal or college property, and defacing posters or signs. Bias incidents affect not only the individual victim or target of a specific action, but often make an entire group or community feel vulnerable and unwelcome. This is unacceptable at Hamilton College and will be treated as a serious offense that could include separation from the College.

What is a hate crime?

A hate crime, also called a bias crime or bias-related crime, is criminal activity motivated by the perpetrator's bias or attitude against an individual victim or group based on perceived or actual personal characteristics, such as their race, religion, ethnicity, gender, sexual orientation, or disability. In addition to the victim, members of the victim's group and the community as a whole can feel victimized by a hate crime.

Hate/bias crimes have received renewed attention in recent years, particularly since the passage of the federal Hate/Bias Crime Reporting Act of 1990 and the New York State Hate Crimes Act of 2000 ([Penal Law Article 485](#)).

A person commits a hate crime when he or she commits a specified offense and either:

- *intentionally selects the person against whom the offense is committed or intended to be committed in whole or in substantial part because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation of a person, regardless of whether the belief or perception is correct, or*
- *intentionally commits the act or acts constituting the offense in whole or in substantial part because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation of a person, regardless of whether the belief or perception is correct.*

Specific crimes identifiable as hate crimes include murder, manslaughter, robbery, aggravated assault, burglary, motor vehicle theft, arson, forcible and non-forcible sex offenses, intimidation, destruction, damage or vandalism of property in which the victim is intentionally selected because of the actual or perceived protected category.

What are the penalties for committing hate crimes?

When a person is convicted of a hate crime, the crime is deemed to be one category higher than the specified offense the defendant committed, and the person is sentenced accordingly.

Penalties for hate crimes are very serious and range from fines to imprisonment for lengthy periods, depending on the nature of the underlying criminal offense, the use of violence or previous convictions of the offender. For specific information on sentencing, refer to [Penal Law Article 485](#).

Hate crimes are prohibited, in separate ways, by New York State law and Hamilton College policy. Thus, offenders may be prosecuted under New York State criminal statutes and subject to disciplinary action by the Hamilton College. The College may pursue disciplinary action while criminal action is pending, or even if criminal justice authorities choose not to prosecute. In addition to any criminal penalties, students found responsible for a hate crime would be separated from the College.

Reporting a Bias Incident or Hate Crime

All members of the Hamilton community are urged to report promptly any bias incident directed against a Hamilton community member or group that occurs on-campus or at any Hamilton-sponsored off-campus event.

To report an incident or crime in progress call the Campus Safety emergency line at 315-859-4000 immediately.

If you have observed or experienced a bias incident, please complete the Bias Incident Response Form. A Bias Incident Report may be filed via an on-line form which, upon submission, is automatically directed to the

Office of Campus Safety. Alternatively, the report form may be printed and submitted to the Office of Campus Safety, the Dean of Students, or any member of the Bias Incident Response Team.

Upon receipt of a report, the Director of Campus Safety (or designee) will contact the Dean of Students or appropriate college officer, depending upon the whether the complainant is a student or college employee, and the Bias Incident Response Team will be convened.

The Bias Incident Response Team consists of the:

- Dean of Students– 315-859- 4020
- Associate Dean of Students for Diversity and Accessibility – 315-859-4021
- Assistant Dean of Students – 315-859-4022
- Director of Campus Safety – 315-859-4141 (315-859-4000 in case of emergency)
- Director of the Counseling Center (or designee) – 315-859-4340
- Associate Dean of Faculty for Diversity Initiatives – 315-859-4325
- Chair, Harassment and Sexual Misconduct Board – 315-859-4418

The Bias Response Team will respond in the following ways:

- review the report and ensure that an investigation is initiated in a timely manner
- a member of the team will be designated to ensure that the complainant is provided with appropriate support and referrals to resources on and off-campus and relevant updates concerning the investigation and resolution.
- work with college administrators, to determine how best to mitigate campus tensions arising from a complaint, whether or not that incident rises to the level of a policy violation
- collect and disseminate to the campus community information about reported bias incidents

Resources

Hamilton College

- Counseling and Psychological Services – 315-859-4340
- Dean of Students Office – 315-859-4020
- Student Health Services – 315-859-4111
- Residential Life Office – 315-859-4023
- Harassment and Sexual Misconduct Board – 315-859-4418
- Campus Safety – 315-859-4141 or 315-859-4000 if an emergency

Off-Campus

- Kirkland Police – 911 or 315-853-2924 for general information
- State Police – 315-366-6000
- Oneida County Sherriff 315-768-7804
- Hospitals and Urgent Care facilities
 - St. Luke’s emergency department – 315-624-6112
 - St. Elizabeth’s emergency department – 315-798-8111

Please note: the reporting system does not create a new category of prohibited behavior or a new process for members of the Hamilton community to be disciplined or sanctioned. The BIR Team has no authority to discipline any student or member of the faculty or staff. Reported conduct that may be a violation of college policy will be referred for action through existing disciplinary or judicial procedures.

HAZING

The College prohibits hazing. Hazing is defined as any action or situation that recklessly or intentionally endangers the mental or physical health or safety of another person for the purpose of membership, advancement or continued good standing in any organization recognized by the College. In addition, any

requirement by a member or pledge that compels another member or pledge to participate in any activity that is against College policy or New York State Law is defined as hazing.

Hazing behaviors include but are not limited to the following:

1. forcing or requiring an individual to drink alcohol or use other substances or consume unreasonable amounts of food;
2. engaging in activities that compel an individual or group to remain at a certain place, or transporting anyone anywhere without their knowledge and/or consent (road trips, kidnaps, etc.);
3. creating excessive fatigue or distress through the deprivation of privacy, sufficient sleep or decent and edible meals;
4. participating in morally degrading or humiliating games and activities;
5. participation in or creation of situations that cause physical harm or emotional strain, such as causing a member or non-member to be the object of malicious amusement or ridicule;
6. using brutality or force.

Any of these activities, if a condition, either directly or indirectly, of membership, advancement, or good standing in a College-recognized organization, shall be presumed to be a forced activity, the willingness of an individual to participate in such activity notwithstanding.

Hazing is a violation of the New York State Law when such action by a group or organization recklessly or intentionally endangers mental or physical health or involves the forced consumption of liquor or drugs for the purpose of initiation or affiliation with any organization. Any individual, group or organization found responsible for hazing will be subject to disciplinary action, which may result in probation, suspension or revocation of College recognition.

PRIVATE SOCIETY RELATIONSHIP STATEMENT

Hamilton College continues to recognize the right of private societies to organize and function on its campus provided that they are formally recognized by the College and comply with applicable College rules and regulations. Private societies formally recognized by Hamilton College may receive the privileges accorded to student organizations at Hamilton College. The following policies regarding private societies and their student members apply:

1. Hamilton College will grant recognition to any private society that meets the standards established by the College. All private societies will be required to follow the procedures for obtaining recognition promulgated by the College.
2. The privileges accorded to private societies with College recognition shall include: use of the College's name, use of the College mail system, reservation and use of on-campus social and meeting space, and use of other campus facilities and services as deemed appropriate by the dean of students.
3. If a private society limits its membership to students of a single-sex, then in order to be recognized by the College it must satisfy the requirements for social fraternities and sororities established by Title IX of the federal Education Amendments of 1972. These requirements, as now in effect, exempt the membership practices of single-sex fraternal organizations from Title IX's antidiscrimination requirements provided that they are tax exempt organizations under section 501(a) of the Internal Revenue Code.
4. Private societies and their members must comply with all applicable College rules and regulations and also with all applicable local, state and federal law. The rules and regulations of Hamilton College take primacy over the rules and procedures of fraternity, sorority and other private society chapters, alumni corporations and their national organizations.
5. Hamilton students are prohibited from using houses or property owned or leased by private societies as residences, taking meals at such houses or property and participating in social activities at such houses or property.

6. Private societies that violate College rules and regulations and/or applicable local, state and federal law are subject to disciplinary action, including loss of recognition, by the president and dean of students. Individual student members that violate College rules and regulations and/or applicable local, state and federal law are subject to disciplinary action by the Hamilton College Judicial Board.
7. Each private society must register on a yearly basis with the Assistant Dean of Students for Campus Life in accordance with procedures established by the College. The Assistant Dean of Students for Campus Life will evaluate private societies for continuing compliance with the requirements established by the dean of students for College recognition.
8. Assistant Dean of Students for Campus Life shall authorize use by student organizations of on-campus facilities and services. All student organizations, including recognized private societies, shall be given access to on-campus facilities and services on an equal basis.
9. The Inter Society Council shall be the student governing body for all recognized private societies. All recognized private societies must be active members of the Inter Society Council and comply with its constitution and other duly adopted rules and policies. In addition to the responsibilities granted to it by the dean of students, the Inter Society Council is responsible for coordinating rushing activities by the private societies.

RESIDENTIAL LIFE: STAFF, FACILITIES, AND REGULATIONS

Because this is a residential campus, teaching and learning in all facets of campus life, both in and out of the classroom, are valued. Much of this learning occurs in the residence halls. When you accept admission to Hamilton College, you agree to live in the residence halls all four years and abide by College policies. Included here is information on the residential life staff, housing options, and residence hall policies and procedures.

Residential Life Staff

Director of Residential Life - The director is responsible for developing a comprehensive student development based residential program. The director is also responsible for housing assignments, the administration of student regulations pertaining to the residence halls and the overall management of the residential systems.

Assistant/Area Directors - There are three full-time, professional staff members who live on campus and report to the director of residential life. They are directly responsible for supervising, training and evaluating the resident advisor staff. They also provide direction for resident advisors and other students to develop educational, social, and cultural and community programs in the residence halls. In addition, they carry out administrative functions such as facilitating room changes and assessing residence hall damages.

Resident Advisors - The primary function of the resident advisor (RA) is to promote and maintain a positive residence hall community, which is conducive to academic achievement and personal growth and respectful of the rights of all residents. By serving in the roles of peer counselor, advisor, role model, programmer, administrator and limit setter, the RA facilitates the personal, social and academic development of residents. Under the supervision of an area director or the assistant director, and ultimately the Director of Residential Life, the RA is the primary facilitator of the residence hall community. Resident advisors are important informational resources and can offer students assistance in many areas of their lives, including residence hall concerns, questions about the College and personal problems. They are also responsible for bringing people together in the halls by planning social and educational activities, encouraging interaction among students, and fostering appreciation and respect among members of the campus community.

Housing Options

First-year and transfer students are assigned rooms on the basis of their lifestyle habits. This information is communicated to the Office of Residential Life through a housing questionnaire. First-year students live in doubles, triples and quads clustered in many of the residence halls throughout the campus. Returning students choose their rooms each spring through a housing lottery process.

Specialty Housing - Students may take advantage of a number of unique housing options on campus. Specialty housing has been designed to diversify the living/learning options at Hamilton in ways that encourage positive interaction among students within their unique residential communities.

Woollcott House: This residence hall allows students to participate in a cooperative meal plan in which they plan, prepare, and serve dinner every evening in the house. In addition, each house member agrees to complete a weekly assignment according to an established work schedule.

Quiet Housing: Students living in quiet housing agree to support an atmosphere that is conducive to sleep and study at all times. The third floor of Major Residence Hall has been designated as “quiet” for the academic year.

Rogers Estate: This residence hall gives students the opportunity to participate in a meal plan in which they have all meals except lunch provided to them at the house. The integration of residential life with academic life is an important part of the Rogers Estate that is reflected in special interactions with faculty and other distinguished guests visiting the house.

Substance-Free Housing: Students living in substance-free housing actively participate in a healthy lifestyle and activities that support an alcohol and drug-free philosophy where alcohol (and, of course, other illegal drugs) are not permitted in the residence hall. Root Hall, Kirkland, Dunham Basement, Wertimer and 100 College Hill Road are designated as substance free for the academic year.

Residence Hall Leadership Opportunities

Students have the opportunity to become involved in several leadership opportunities coordinated by the Office of Residential Life in order to provide input into programs and services.

Residential Life Policies and Procedures

As a residential college, Hamilton expects all students to live in College housing and participate in the College Board plan each of their four years. Individuals must be enrolled as full-time students to live in College housing. Students with special circumstances may request to be exempted from this policy. Such requests should be submitted to the director of residential life at least three weeks prior to the beginning of each semester.

Residence Hall and Off-Campus Housing Agreements - All students living in College-owned housing are expected to review and abide by the Hamilton College Housing Agreement. This agreement lists important dates during the academic year, meal plan options and information about billing for damage to College property, key replacement and return, room changes and liability for personal property. A copy of each off-campus housing agreement is kept on file in the Office of Residential Life. All agreements are binding for the academic year.

Room Assignments - Hamilton believes in the educational value of sharing a room or suite with other students. A limited number of single rooms are available to upper class students through the spring lottery process.

A residence hall space is assigned to an enrolled, full-time student for the entire academic year. This assignment is not revocable except in the case of a student leaving the College between semesters.

Several residence halls are wheelchair accessible and provisions are made for students with physical disabilities.

The residence halls officially open for first-year students on the first day of Orientation in the fall. Returning students may move into their rooms the two days prior to the first day of classes for both the fall and spring semesters.

All residence halls remain open during the fall, Thanksgiving, and spring breaks. Residence halls close for the December break. At the end of the fall semester, students must vacate their rooms no later than 24 hours after their last final exam. At the end of the spring semester, first-year students, sophomores and juniors must vacate their rooms no later than 24 hours after their last final exam; seniors must vacate their rooms no later than noon on the day following Commencement.

Check-in/Check-out Procedures – At the beginning of each year, a copy of the room inventory will be placed on the back of each room door. All students are responsible for checking this room inventory form when moving in and notifying their RA of any disputes with the room inventory or changes to the room condition within three days upon moving into the room. Any damaged or missing items from the room will be charged to

the individual responsible.

Room Changes - Any requests for a room change must begin with a discussion with the resident advisor and/or area director. The Office of Residential Life must approve all room changes before the change takes place. A request should normally be made through the resident advisor after a trial period, when a student is unable to resolve a roommate or personal conflict in his or her living area. There is a two-week period at the start of each semester when room changes are not permitted. This is intended to allow time for students to adjust to their living environments. Since it is important that the College have accurate information regarding housing assignments, students who make unapproved room changes will be subject to disciplinary action. The consequences for making an unapproved room change may include, but are not limited to, the requirement to return to the original assigned room and a penalty in the upcoming housing lottery.

Room Vacancies - The College reserves the right to fill any vacancies in student rooms when necessary. Whenever possible, the Residential Life Office will make an effort to consult with current residents in making changes in roommate assignments. In keeping with the principles of fairness and guidelines for equitable community living, students are expected to welcome and accept new roommates. If it is determined that a student has been difficult with a new roommate, or has actively created a hostile environment, the Residential Life Office will take appropriate action that may include a referral for judicial action or reassignment to another residence hall room on campus.

Housing Lottery - In order to continue in college housing, returning students select their rooms for the next academic year through participation in the housing lottery process at the end of the spring semester. In order to be eligible for the process, students must have pre-registered for enough classes to be considered a full-time student for the fall semester. The housing lottery information booklet, published in the middle of the spring semester, contains additional requirements pertaining to the process and student eligibility.

Off-Campus Housing Lottery - Students wishing to live off-campus must participate in a separate process, which is offered only to rising seniors. Any permission to live off campus is granted on a yearly basis only. Students are advised not to sign a lease until the College has granted them permission to move off campus during the spring. (See the College Catalogue for additional information concerning fees, pre-registration and leaves of absence.)

Meal Plans - Each student must participate in a meal plan while classes are in session. All first-year and sophomore students must participate in the 21-meal plan. Most junior and senior students will participate in the 14 or 21-meal plan (depending on where they live). Griffin Road, Farmhouse, Saunders, and McIntosh, Minor and Milbank faculty apartment residents (regardless of class) have the option of participating in the seven (any seven) meal plan. Rogers Estate and Woolcott residents must participate in the 21-meal plan. Certain housing locations permit students to take fewer meals in the dining halls. However, all students (including off-campus residents), at a minimum, must participate in the seven meal plan. Students with medical restrictions need to consult with the director of residential life. For more information on meal plan placement, refer to the [Residential Life web page](#).

Responsibility for Personal Property - The College is not responsible for personal property lost, stolen or damaged. It is advisable to protect belongings with insurance through a homeowner's or renter's insurance policy. Doors and windows should be kept locked to prevent theft. In case of theft, or suspected theft, Campus Safety should be notified immediately.

Room Condition - The condition of student rooms is assessed and an inventory is done by the residence hall staff prior to the beginning of the fall semester and following the close of the academic year. Students are responsible for the condition of their assigned rooms and furnishings, and upon vacating their rooms are required to return them to their original condition. This involves cleaning the room and removing all personal belongings. Vacuum cleaners are available in each residence hall for student use. Students whose rooms do not meet acceptable standards of cleanliness at the end of the academic year will be charged for any necessary extra cleaning and/or removal of personal belongings. The cost of repairing damage to the room will be charged to the occupants.

Students needing to have their rooms painted should submit a work order request through their resident advisor.

Students are not allowed to paint their rooms.

Access to Student Rooms by College Officials - The College reserves the right to enter student rooms to perform routine maintenance, to inspect for fire, health or safety hazards, to investigate misuse or misappropriation of College or other property, and in the event of a missing student or for that student's health and welfare.

Guests - Students are responsible for the conduct of their guests on campus. There are no restrictions on the hours that guests may be entertained in students' rooms, but each student should recognize that this privilege is dependent on his or her assuming the responsibility to respect the dignity and privacy of roommates and others. No guests may stay longer than three days without permission from the Office of Residential Life. Guests with cars should go to the Campus Safety office to obtain a temporary parking permit.

Bathrooms - Students living in co-ed hallways have the opportunity to vote on whether their bathrooms may be open to both men and women. Resident advisors facilitate this discussion and vote at the beginning of each semester.

Furniture - Each student is provided with a desk, chair, dresser, bed frame, mattress and mattress cover in their residence hall room. All College furniture placed in a room is the responsibility of the occupant(s) of that room and must remain in rooms throughout the academic year. Students will be charged the full replacement cost of missing or damaged furniture when they vacate the residence halls. The College reserves the right to prohibit arrangement of furniture that may cause personal injury or damage to the furnishings. Students may be referred to judicial action if furniture is left out in the hallway or outside.

Lounge Furniture - In an effort to make the living environment more comfortable, residence hall lounges and common areas are furnished with couches, chairs and tables. This furniture is for the use of all residents and may not be used in student rooms or placed outdoors. Students found responsible for removing lounge furniture are subject to disciplinary action. An inventory of lounge furniture is completed at the end of the fall and spring semesters. Missing furniture is replaced, and replacement costs are charged equally to all the residents of the building.

Damages - Costs of damage repair in the residence halls are charged directly to the person responsible. Those responsible for intentional damages will be held accountable through the College's judicial system. When damage occurs within individual residence halls and the responsible party is unknown, costs are prorated among building/suite residents.

Repairs - Students who experience difficulty with a residence hall facility (i.e. sink, radiator, etc.) should notify their resident advisor. If there is an emergency, such as a flood or loss of heat, students should call the campus switchboard, and the operator will notify the appropriate personnel for assistance.

Storage – Students can access information about local storage options on the Residential Life web page at any time.

Bicycle Storage - Students may store bicycles in their rooms or they may lock them to the bike racks in their residence halls where available. For fire safety reasons, bicycles may not be stored in hallways or entranceways, or locked to railings on public walkways.

Pets - Cats, dogs, birds or other animals are not allowed in the residence halls. Fish tanks up to 15 gallons are the only exception to this policy. If this policy is violated, disciplinary action may be taken, and the animal will be removed from the residence hall.

Windows and Screens - For health and safety reasons, all screens must remain in windows at all times. Any missing or damaged screens will be charged to the individual responsible.

Game Equipment - There are ping-pong and pool tables in many residence halls. Students may checkout equipment for these games from their resident advisor. Any missing or broken equipment will be charged to the individual responsible for the damage or to the residents of the buildings if those responsible are unknown.

Computer Network Jacks - Each residence hall room is equipped with one multi-purpose jack per student which includes a network, telephone and cable connection. Students may connect to the high-speed campus network with their individual computer. Any student found tampering with or altering the network, cable or telephone wiring will be subject to judicial action by the College and will be responsible for paying any repair costs incurred by these modifications. For more information, contact Information Technology Services (ITS).

Cable Television/Satellite Dishes - Students are not permitted to use satellite dishes for their individual rooms, suites or apartments. Those who violate this policy will be subject to disciplinary action and the unsanctioned hookups or satellite dishes will be dismantled at the student's expense. Many residence hall lounges include a television set with basic cable service and all student rooms have access to cable service.

Room Personalization - Students may personalize their rooms by attaching posters, hanging pictures or other items on the walls and rearranging furniture as they wish. Items must not cover smoke detectors. In order to be in compliance with State Fire Regulations, students may not have flags, tapestries, string lights, drapes or curtain in rooms unless they are tagged as being fire rated. Any damages to the walls, floors or furnishings will be charged to the individual responsible. Students may bring additional furniture for their room or suite. This furniture may not be left outside overnight.

Laundry - All residence halls have washers and dryers. There is also a laundry room available in the basement of the Bristol Center. All College washers and dryers are operated through funds on one's Hill Card, with the exception of Bristol's laundry facilities that are both Hill Card and coin operated. In order to deposit money onto a student's Hill Card, one should go to the [Hill Card](#) page. Dry cleaning service is available in the Village of Clinton.

Telephones - Each student is provided with free on-campus calling and his or her own voicemail box. Roommates share a telephone number and are expected to bring their own telephones. Students may make off-campus calls by using a calling card. The College offers no long distance service.

In order to comply with the National Fire Prevention Association Code, the National Electrical Code and the New York State Building Code, students are not allowed to run phone cords in residence hall corridors. Phone cords found running across hallways will be cut by Physical Plant.

Noise - It is every student's right to live in a residence hall without being subjected to disturbing noise regardless of the time of day. Excessive noise is a serious offense against members of the community. Offenders will be subject to disciplinary action. Students within each residence hall will have the opportunity to vote on residence hall quiet hours at the beginning of the year.

Recycling - Hamilton College complies with county recycling laws and makes provision for easy compliance in the residence halls. There are designated garbage collection areas in each living area. Bins are provided for designated items. Failure to comply with the recycling policy may result in disciplinary action and/or county fines.

Smoking Policy - Smoking is not permitted in residence hall rooms, lounges, public spaces or entranceways.

Salespersons and Canvassers - Solicitation of students is not permitted on the campus or in campus facilities unless prior authorization has been received. Authorization does not constitute endorsement of products or services. All requests to solicit within residential buildings should be directed to the Office of Residential Life. Student rooms may not be used as places of business.

Deliveries - Mail or parcel deliveries can be picked up at the Campus Mail Center in Beinecke Student Activities Village. Flowers can be picked up at Campus Safety. Pizza deliveries can be picked up at residence hall exterior doors.

HOUSING AGREEMENT - 2009-2010

As a full-time enrolled student at Hamilton College, I understand that I am expected to reside in College housing and participate in the meal plan. I understand and agree that I am responsible for all rules and regulations as outlined in the Hamilton Student Handbook and hereby understand and agree to abide by the terms and conditions as set forth in the Residential Life Policies and Procedures section of the handbook.

MEAL PLANS: All first-year and sophomore students participate in the full 21 meal plan. All junior and senior students have the option to participate in the 14 or 21 meal plan. Griffin Road, Farmhouse, Saunders and Keehn, Major, McIntosh, Minor, Milbank faculty apartment residents have the option of participating in the 7 meal plan. Rogers Estate residents must participate in the full 21 meal plan. All students living in College housing and participating in the 7 meal plan will be charged a \$125 facility charge per semester. This charge covers the cost of maintaining the cooking facilities in the residence halls.

DATES OF OCCUPANCY: I agree to adhere to the dates of occupancy indicated on the college calendar in the Hamilton Student Handbook. I understand that my room assignment is binding for the entire academic year, unless I am granted a leave of absence.

RESPONSIBLE FOR COLLEGE PROPERTY & DAMAGES: As a member of the college community, I am responsible for all college-owned items in my assigned space and agree to accept financial responsibility for room condition and damaged or missing items. I agree to follow appropriate check-in procedures when I move into my room and check-out procedures when I vacate my room. When damage occurs within my residence hall and the responsible party is unknown, costs will be prorated among all building, suite or apartment residents.

RESPONSIBLE FOR THE DEVELOPMENT OF COMMUNITY: I agree to encourage and support a positive residential community that is respectful of people and property. Furthermore, if I live in a residence hall with a specialty component such as the Coop, quiet, and/or substance-free, I agree to uphold the guidelines established for that residence. I understand that all Hamilton College residence halls are smoke-free.

KEYS: I agree to return my room key to the Office of Residential Life immediately after vacating my room. If I fail to do so, I realize I am financially responsible for the cost of the new lock and key @ \$25.00 per key.

ROOM CHANGES: I understand that room changes are considered on a case-by-case basis after consulting with both my Resident Advisor and an administrator in the Office of Residential Life. All changes require the approval of Residential Life.

ROOM VACANCIES: I understand that this housing contract is for a space, not a particular room or apartment and that the College reserves the right to fill any vacancies in my room if deemed necessary. In keeping with the principles of fairness and guidelines for equitable community living, I am expected to welcome and accept new roommates. If it is determined that I have been difficult with a new roommate or created a hostile environment for a new roommate, disciplinary action and/or reassignment to another space on campus may occur.

LIABILITY: I realize that Hamilton College is not responsible for personal property lost, stolen or damaged. I will abide by safety regulations in order to ensure a reasonably safe environment for other students within my residence hall.

Residence Hall Safety Policies

Air Conditioners - Air conditioners are not permitted in the residence halls.

Appliances and Electrical Equipment - Appliances and electrical equipment can overload the electrical capacity of residence halls and cause serious electrical fires, wire damage and blackouts. The following guidelines should be followed to ensure safe use of electrical outlets:

- All electrical items must be Underwriters Laboratory-approved and in good operating condition.

- The use of small appliances with exposed heating elements is not permitted in residence hall rooms. Students are encouraged to use common residence cooking areas for the preparation of food.
- Only one appliance per outlet should be used.
- One small refrigerator is allowed per room; it must draw no more than two amps of current and must be plugged directly into a wall socket. Refrigerators must be placed in an area where they are properly ventilated (not in closets).
- Splicing of electrical wires, telephone or computer network wires, or removal of any outlet plates or light switch plates is strictly prohibited.
- Power strips are allowed, provided they contain built-in circuit breakers - The use of multiplug adapters is not permitted.

Bars (with or without alcohol) are prohibited in the residence halls.

Candles and Incense - Sources of open flame such as incense and candles are not permitted in residence hall rooms at any time.

Christmas Trees - Live Christmas trees present a fire hazard and are not allowed in the residence halls. Artificial, flame-retardant trees are acceptable.

Dangerous Play - Sports equipment may not be used in the residence halls because of the potential danger to students and property. Intentional throwing or breaking of bottles or glass is strictly prohibited.

To avoid personal injury and damage to property, golf clubs may be used only on the golf course. Golf practice is not permitted on lawns.

Dart Boards - For safety reasons and due to potential wall damage, dart boards are not permitted in the residence halls at any time.

Fireplaces - For safety reasons, fireplaces located in student rooms and residence hall apartments may not be used. Fireplaces in residence hall lounges may be used with prior permission from the resident advisor.

Fire Safety - An automatic fire safety protection system has been installed in each residence hall and an electric smoke detector in each room. These systems are in place for the protection of life and property. Tampering with them (which includes covering them with tapestries or netting), or any other fire safety equipment, including alarms, smoke detectors, heat detectors, sprinkler systems, fire extinguishers, fire doors or posted fire safety information, may create a severe safety hazard. In addition, intentional setting of a fire, indoors or outdoors on College property is strictly forbidden. Students found responsible for actions listed above, or who fail to evacuate a building in a timely manner during a fire alarm, will be referred for disciplinary action (and/or civil prosecution) that may result in separation from the College.

Fire Drills - Timed fire drills will be conducted each semester in all the residence halls by Campus Safety, with the assistance of resident advisors and area directors. Since these fire drills will be unannounced, it is important for all students to immediately leave their residence hall whenever a fire alarm sounds. Any student who refuses to follow instructions or evacuate the building during a fire drill will be subject to serious disciplinary action.

Halogen Lamps - Halogen Lamps are not permitted in the residence halls.

Health and Safety Inspections - Resident advisors conduct health and safety inspections each semester. Students will be notified in advance of the inspections. Once the inspection is completed, students will be asked to correct health and safety violations immediately. Students who refuse to correct a violation will be subject to disciplinary action.

Holiday/String Lights - Holiday lights or similar decorative lights present a fire hazard and are not permitted in the residence halls at any time.

Hot Tubs - Hot tubs are not permitted inside or outside the residence halls.

Keys and Lockouts - Upon arriving on campus, each student is issued the key to his or her room. For safety and security reasons, residence hall exterior doors are locked 24 hours a day and are only accessible using the *Hill Card*. Students are expected to lock their doors and carry their key and ID (*Hill Card*) at all times. The College is not responsible for theft of personal items from student rooms. Should a student be locked out of his

or her room or the residence hall, assistance is available by calling Campus Safety. Repeated lockouts by a student will result in a \$10.00 fine for each lockout.

For security reasons, the loss of a key should be reported immediately to the Office of Residential Life and Campus Safety. The lock of the appropriate room will be changed to protect the safety of the student(s) living there. Students are charged for the replacement cost of lost keys.

Lofts - A limited number of lofts are made available through the Office of Residential Life working in conjunction with the Physical Plant. Students interested in constructing or using their own loft must notify their resident advisor and complete a loft registration form in order to have the structure inspected by Physical Plant. Loft construction guidelines are available in the Office of Residential Life. There are inherent dangers with lofted and bunked beds due to the potential for falls. The use of guardrails is strongly recommended. Residents who choose to use lofted/bunked beds without the protection of guardrails do so at their own risk and assume all liability for injury. The College assumes no responsibility for damage or injury caused by the construction or use of lofts and bunk beds.

Propped Doors - For safety reasons, all residence hall entry doors must be locked and secure at all times. Propping doors for any reason is not permitted and may result in disciplinary action.

Roofs and Ledges - Students are not allowed to use residence hall roofs or ledges for any purpose. This includes sitting or standing in windowsills.

Waterbeds - Waterbeds are not permitted in the residence halls.

Smoking Policy

Smoking, defined as the burning of a lighted cigar, cigarette or pipe, is not permitted in any campus facility or entranceway. This policy applies to all student residences, including all rooms, lounges, and public spaces.

Weapons and Fireworks Policy

The possession or use of guns or weapons of any description (including, but not limited to, BB guns, pellet guns, air soft guns, paint ball guns, knives, rifles and ammunition) in College buildings or on College property is forbidden. The possession or use of any explosives or fireworks on College property is also forbidden. Any student violating this regulation will be subject to disciplinary action that may include suspension or expulsion from the College.

Other Policies and Procedures

Campus Safety

Violent Felony Offenses/Missing Student

The Hamilton College Department of Campus Safety has a plan for the investigation of any violent felony offense occurring at or on the grounds of Hamilton College. In addition they have a plan for the investigation of a report of a missing student. The investigation of such crimes shall be done in coordination with local law enforcement agencies. Hamilton College has written agreements with appropriate local law enforcement agencies providing for the prompt investigation of such crimes and reports. For more information relating to violent felony offenses or missing students please contact the Department of Campus Safety at 315-859-4141.

Advisory Committee on Campus Security

Hamilton College has instituted a Personal Safety Committee that has student, faculty and staff membership. All meetings are open to the College Community. This committee reviews campus security policies and procedures and issues of related to personal safety and makes recommendations for their improvement. For more information on the Hamilton College Campus Safety Advisory Committee please contact the Director of Campus Safety (315-859-4141) or visit the Campus Safety website at: <http://www.hamilton.edu/college/safety/>.

Crime Statistics

The Advisory Committee on Campus Safety will provide upon request all campus crime statistics as reported to the United States Department of Education. Contact the Department of Campus Safety (315-859-4141) to request a copy of the Hamilton College crime statistics. Hamilton College crime statistics are also available on

the Hamilton College website at: <http://www.hamilton.edu/college/safety/clerystats.pdf>. Information can also be obtained from the U.S. Department of Education website at: <http://ope.ed.gov/security/>.

Portions of this policy were adapted from policies of NCHERM, SUNY University at Buffalo and Skidmore College.

Traffic and Parking Regulations

Hamilton College is a pedestrian campus. To ensure public safety, all members of our community and their guests are expected to familiarize themselves with the policies outlined in Campus Safety's Parking Guide and must comply with them at all times. The Parking Guide explains all parking regulations and the sanctions that result from violations of them. The Parking Guidebook is available by [clicking here](#).

All vehicles parked on the Hamilton College campus must be registered with the Department of Campus Safety on a permanent or temporary basis. Sophomore, junior, and senior students may register one vehicle and will be charged \$100 per academic year, or \$50 per semester. Temporary permits will be issued to all other persons at a per diem rate of \$1. First year students may not have vehicles on campus; violation of this policy may result in loss of parking privileges in the sophomore year.

Temporary and permanent parking permits are available in the Campus Safety office. All members of the community are expected to register their vehicles in a timely manner. Vehicle registration information can be found on the Campus Safety web site by [clicking here](#).

Hamilton College assumes no liability for loss or damage to any vehicles parked on College property, or personal property left within, on, or around such vehicles. The College assumes no liability for vehicles that are towed by local agencies.

The Parking Guide and general information on a wide range of topics are available online from the [Department of Campus Safety](#) or by calling (315) 859-4141.

Identification

All members of the Hamilton community are issued ID cards and are required to identify themselves upon request to any College official or member of Campus Safety. Defiance or misrepresentation will be considered a serious offense, subject to disciplinary action.

LIBRARY REGULATIONS

The Hamilton College libraries comprise the Daniel Burke Library, the Music Library and the Jazz Archive in McEwen Hall, and the Media Library in Christian A. Johnson Hall.

A. The General Collections

Hamilton College students may borrow up to 200 books for the entire semester. During the last two weeks of a semester, books may be renewed, and will then become due on the last day of the following semester. Seniors may not renew books during their last semester. The library may recall books after 14 days if another patron has requested them. Books that have been recalled must be returned and may not be renewed. The College ID card serves as the borrower's card. Graduates may request an Alumni Library card. For more information about borrowing books and reserves from the library, please refer to the Library Web page.

Videos and DVDs are available for three-day loans at the Media Library in Christian A. Johnson Hall. CDs, LPs, scores, and music reserve readings are available at the Music Library in McEwen Hall.

B. Reserve Collections

The reserve collections in the Burke Library consist of course-related readings chosen by faculty members. All members of a class must share in the use of these print materials, and restrictions governing their use are designed to ensure equal access to them. The reserve materials are available at the circulation desks. Students must use their valid College ID card to borrow reserve items. Students may borrow only one reserve item at a time for two hours. Reserve materials may be taken for overnight use two hours before the library closes and must be returned within one hour of opening on the following day. The Media Library and the Music Library also provide reserve collections of course-related materials.

Electronic reserve readings are available on the Library web page through Blackboard and ALEX, the Library catalog.

C. Newspaper and Journals on Reserve

The library maintains a small collection of newspapers and selected journals at the reserve desk for the convenience of its users.

D. Non-Circulating Material

Some library materials may be used only in the library. These materials include reference books, periodicals and newspapers, microfilm and microfiche, and rare books.

The use of CDs, LP records, and most other materials in the Music Library is restricted to the library. A collection of music scores, which does circulate, is also housed in the Music Library.

For more information about library collections and regulations governing their use, please refer to the [Library Web page](#).

E. Interlibrary Loan Services

You can request books, articles, and other materials not available in the Hamilton College Library through our Interlibrary Loan Services. Three weeks is the average amount of time the lending library allows its materials to be borrowed. Books borrowed through Interlibrary Loan should be returned to the Circulation desk at Burke Library by the date indicated on the front of the book. Renewals are granted at the discretion of the lending library.

Special materials such as reference books, entire issues of periodicals, rare books, or recently published books may be difficult or impossible to borrow through Interlibrary Loan. Every effort will be made to obtain a copy of the requested material. Some borrowed materials may be restricted to "In Library Use Only." You can track the status of your request in your account in ALEX, the Library catalog.

Interlibrary Loan materials can be requested for use during the summer research session, if the student is a resident on campus.

F. Fines

Please refer to the Library Web page for our current policies regarding fines for late, damaged, or lost materials.

Students found in violation of these rules will be subject to a fine or will be taken to the Judicial Board, as appropriate.

Use of Information Technology Resources

Hamilton College offers a wide array of computing, networking, audio, video and telecommunications resources and services to members of the college community. Information Technology Services (ITS) is the organization that oversees the use of these resources at Hamilton. Users of these resources agree to abide by and be subject to the terms and conditions contained in this and all other applicable College policies. This section is a brief summary of the most important IT policies that pertain to students. The full description of all policies can be found at the [ITS site](#).

Students are given access to electronic mail, personal calendar, portal, Blackboard course management system, and network storage.

Passwords should be known only to the person responsible for the account and user ID. Access to user IDs may not be loaned or sold and any suspected breach of password security should be immediately reported to the ITS e-mail administrator. Passwords should be changed (at least) every six months.

Access in Residence Halls

Residence hall connections are intended to provide students with access to telephone and cable television services, and the campus data network. Network connections, wiring, equipment, or jacks may not be altered or extended beyond the location of their intended use. Students must provide their own telephones, televisions, computers, and software. Any costs incurred to repair damages to a network, telephone, or cable television jack in a residence hall room will be divided equally, and billed to the students residing in that room.

Management of Internet Bandwidth

The campus network, including our connection to the Internet, is a critical shared resource for supporting the academic program. Low priority uses, including recreational uses, are peripheral to our mission and will

receive lower priority during critical times.

Computers connected to the network may not be used as servers for private enterprises, commercial activity, or personal profit. Computers connected to the network may not be used to provide access to the Internet for anyone not formally affiliated with the College. If personal computers on the Hamilton network are used as servers, the administrator has the additional responsibility to respond to any use of the server that is in violation of these policies and procedures. ITS reserves the right to disconnect any computer whose activity causes an adverse effect on the network or on any other user. Network connections may also be revoked in the case of malicious or inappropriate computing activity on the network.

Virus Protection

All computers connected to the network must have up-to-date virus protection. Sophos anti-virus software is provided free to all students. Other anti-virus products may be substituted for Sophos Anti-Virus as long as they are kept current.

Windows Updates

All computers running the Microsoft Windows operating system and connected to the Hamilton College network must have a firewall turned on and be kept up-to-date with critical service updates from Microsoft.

Appropriate Use of E-mail

Hamilton strongly recommends that e-mail not be used for confidential communication. E-mail is now considered a formal written record that carries the same legal weight as a formal memorandum. When a private message needs to be conveyed between two individuals, a conversation is the best way to accomplish it. College policy prohibits certain types of e-mail. These include mail that may be perceived as harassment, political campaigning, or commercial solicitation. Chain mail is also prohibited.

Confidentiality and Privacy

ITS takes reasonable steps to protect users from unauthorized entry into their accounts or files. A limited number of authorized Hamilton personnel must occasionally monitor information on the network and/or computer systems to maintain the integrity of the systems.

Private communication via computer is treated with the same degree of protection as private communication in other media. However, due to limits of current technologies, which are inadequate to protect against unauthorized access, the confidentiality of e-mail and other system files cannot be assured. All users should be aware of this and use reasonable caution when transmitting confidential materials.

Individual Responsibility

While ITS is responsible for monitoring the use of computer systems, it is also the responsibility of all individuals in the Hamilton community to urge their peers and colleagues to use the network and systems appropriately. Individual responsibility includes respecting the rights of other users. Under no circumstances may anyone use college IT resources for profit-making activities, in ways that are illegal (e.g. copyright violations), that threaten the College's tax-exempt or other status, or interfere with reasonable use by other members of the College community.

Copyright on Digital Information Systems

Individuals using computers and networks ("Digital Information Systems") at Hamilton College (the "College") are responsible for complying with copyright laws and the College's policies and procedures regarding use of the Digital Information Systems. The College reserves the right to deny, limit, revoke or extend computing privileges and access to the Digital Information Systems in its discretion. In addition, alleged violations of this procedure, the College's policies regarding use of the Digital Information Systems, or other policies of the College in the course of using the Digital Information Systems may result in an immediate loss of computing privileges and may also result in the referral of the matter to the College's judicial system or other appropriate authority.

Peer-to-Peer Programs (P2P)

Spurred on by the widespread use of the Internet, P2P programs have been developed to allow people to share information in digital formats. In particular, programs like KaZaA, Gnutella, Morpheus, AudioGalaxy and others are commonly used to share music and movies without regard to the restrictions placed on that material by the copyright owners. Most commercially produced music and movies are copyrighted and cannot be freely shared. This is the law. In addition, file sharing programs are known to be sources of Spyware which can seriously affect the functioning of a computer system. Hamilton does not examine the information content that is being transmitted (e.g. the music itself) but does monitor the type of information (e.g., that is an MP3 file) in order for us to give priority to academic uses of our network.

You may be making audio and video files available on your computer for uploading over the Internet without your knowledge, or permission through functionality built into file-sharing software resident on your computer. The ITS Helpdesk can help you remove such software.

Appropriate Use

Information Technology Services may suspend or terminate all computing privileges of any individuals without notice who engage in improper computing activities. The list of violations includes, but is not limited to:

Malicious misuse - Examples - using IDs or passwords assigned to others, disrupting the network, destroying information, removing software from public computers, spreading viruses, sending e-mail that threatens or harasses other people.

Unacceptable use of software and hardware

Examples - knowingly or carelessly running or installing unlicensed software on any computer system or network; giving another user a program intended to damage the system; running or installing any program that places an excessive load on a computer system or network, or compromises the security of the systems or network; violating terms of applicable software licensing agreements, including copying or reproducing any licensed software; or violating copyright laws and their fair use provisions through inappropriate reproduction or dissemination of copyrighted text, images, or other materials; using imaging equipment to duplicate, alter and subsequently reproduce official documents.

Inappropriate access

Examples - unauthorized use of a computer account; providing misleading information in order to obtain access to computing facilities; using the campus network to gain unauthorized access to any computer system; connecting unauthorized equipment to the campus network; unauthorized attempts to circumvent data protection schemes to uncover security loopholes (including creating and/or running programs that are designed to identify security loopholes and/or decrypt intentionally secure data); knowingly or carelessly performing an act that will interfere with the normal operation of computers, terminals, peripherals, or networks; deliberately wasting or overloading computing resources, such as printing too many copies of a document; or other activities.

Inappropriate use of electronic mail and Internet access

E-mail communications are subject to statements of conduct. In addition, other activities that threaten the integrity of the system or harm individual users are not allowed. These include, but are not limited to initiating or propagating electronic chain letters; inappropriate mass mailing including multiple mailings to newsgroups, mailing lists, or individuals, forging the identity of a user or machine in an electronic communication or sending anonymous e-mail; using another person's e-mail account or identity to send e-mail messages; attempting to monitor or tamper with another user's electronic communications; reading, copying, changing, or deleting another user's files or software without the explicit agreement of the owner; or using e-mail or personal web page advertising to solicit or proselytize others for commercial ventures, religious or political causes, or for personal gain.

Use of the Beinecke Student Activities Village

The Beinecke Student Activities Village is a multifaceted building designed to enhance the quality of social, cultural and educational programming for students, as well as develop a greater sense of community throughout the entire campus. Each room in the village conveys its own unique personality, which offers students a variety of possibilities for study, conversation, active participation and quiet relaxation.

1. The Kirkland (fireplace) Lounge, the Fillius Events Barn and the Tolles Pavilion (the Annex) are the only rooms in Beinecke Village that may be reserved for programming purposes. Individuals, organizations and departments requesting use of the Kirkland (fireplace) Lounge, the Fillius Events Barn, the Tolles Pavilion (the Annex) , and/or Events Barn must contact the Student Activities Office and complete a reservation form at least 72 hours prior to the date of the scheduled event. Attendance at a meeting of the Campus Activities Coordinating Committee (CACC) is required on the Tuesday prior to the event to ensure that all arrangements are in order. The CACC meets every Tuesday at 3 p.m. in the Penney Room, Bristol Center.

2. Large-scale catered functions such as banquets, buffets and dinners are limited to the Tolles Pavilion (the Annex) and are not permitted in the Events Barn. While the Tolles Pavilion (the Annex) may be used for social events with alcohol, the serving, consumption and/or presence of alcohol throughout the remainder of Beinecke Village, including the Events Barn, is strictly prohibited.
3. Information tables and displays may be arranged on Martin's Way and in the areas to the right of the Diner-side entrance. Requests for display space are limited and accommodated on a first-come, first-served basis. A minimum of 72 hours is required to process requests and reserve tables through the Student Activities Office.
4. Banners promoting events and programs may be placed along the Martin's Way bridge and from the loft windows over the Beinecke Village breezeway for no more than 24 hours and must be removed by the sponsor at the conclusion of the advertised event or program.

Policies and Procedures for Scheduling Co-Curricular and Extracurricular Events

1. All public events must be scheduled through the Office of the Assistant to the President, which maintains the College's master calendar. For further information, contact that office.
2. Proposals for events sponsored by student organizations must first be approved in accordance with "Procedures for Scheduling Programs by Student Organizations." For information on those procedures, see The Student Organization Handbook, available from the Assistant Dean of Students for Campus Life/Director of Student Activities, Bristol Center, or by visiting <http://www.hamilton.edu/campus/som/planning.html>

Posting Policies and Locations for Advertising

Posting is considered to be any information tacked, tied, taped or stapled to any surface on campus. The College welcomes and encourages members of the College community, either as individuals or as members of campus organizations, to communicate information about events, concerns or other matters of general interest.

The Office of Student Activities does not require approval of campus postings before they go up. We do, however, request that you respect campus facilities and not remove other organizations' postings when putting up your information. When posting information, please adhere to the following guidelines:

1. Postings may initiated by members of the Hamilton Community (students, faculty, staff and administrators) to advertise campus events and programs. Off-campus groups/events must pass separate approval from the Office of Student Activities.
2. Postings must have contact information clearly stated as to direct individuals who have questions or comments about a particular posting.
3. Postings must be done on bulletin boards, walls and doors (subject to the guidelines for specific buildings). Postings must never be placed on windows. *[Please note that in the Science Center and the Library, posting is only permitted on bulletin boards, NOT on doors and windows.]*
4. Postings using tape must utilize scotch or masking tape (never duct tape).
5. Postings must not mention the sale or distribution of alcohol.
6. Postings must be removed after they no longer apply to the Hamilton College community (the event/date has passed).
7. Postings must be done in a respectful manner. This includes not taking down, covering or interfering with another organization's posting as well as not posting on areas other than bulletin boards, walls and doors.

Sales/Solicitation and Recruiting

1. Requests for commercial vending and sales must be approved by the Director of Auxiliary Services.

2. Employment recruiters must be approved by the Career Center. All employment recruiting will occur at the Career Center and/or Bristol Center. Recruiters are not permitted in Beinecke Student Activities Village.
3. Requests for non-commercial sales, polling, fundraising and information tables sponsored by Hamilton College individuals and/or recognized student organizations must be approved by the Assistant Dean of Students for Campus Life/Director of Student Activities. Non-commercial sales, polling, fundraising and information tables will occur in Beinecke Student Activities Village. Tables and displays may be arranged on Martin's Way and in the area to the right of the Diner-side entrance.
4. The marketing, advertising and merchandising of credit cards on campus is prohibited.

Rules Relating to Undergraduate athletics

1. No group of undergraduates shall take part in athletic sports or give public entertainment without obtaining in advance the consent of the faculty, and application made through the Academic Council; and no undergraduate shall engage in any outside athletic participation which is unauthorized by the Academic Council.
2. Application for absence in representation of any college organization, athletic, dramatic, debating or musical, must be made in advance to the associate dean of the faculty on a printed form properly filled out and bearing the approval of the head of the department associated with the organization. Plans for such representation are subject to consideration and report by the Academic Council and must be duly authorized before definite engagements are made.
3. Without the recommendation of the director of athletics or other proper faculty representative and the written permission of the associate dean secured in advance, no participant in any engagement away from the College may take a longer absence from appointed exercises than that granted to the team or club of which he or she is a member. No participant shall travel other than with the team or club of which he or she is a member, unless he or she secures permission in advance.
4. No undergraduate who receives a gift, remuneration, pay, or any unauthorized award for participation on a College team shall be allowed to take part in intercollegiate athletic competition.
5. No undergraduate who has used, or is using, knowledge of athletics or athletic skill for monetary gain during the College year shall take part in intercollegiate competition.
6. An undergraduate's participation in intercollegiate athletics is restricted to a single sport in any season.
7. All intercollegiate contests must take place on the home grounds of the competing colleges.
8. All intercollegiate athletic schedules are subject to approval by the faculty. For recognized intercollegiate sports, the maximum number of events in which each team may participate is dictated by regulations specified by the New England Small College Athletic Conference (NESCAC). Junior varsity games are limited to a maximum of not more than two-thirds of the regular varsity schedule. In all sports there is to be an even division between home and away games. For informal sports such as fencing, wrestling, sailing and skiing, only contests that do not necessitate absence from class may be scheduled.
9. Student groups must consult the vice president, Communications and Development, before soliciting funds from the alumni body, excepting normal organization dues.

Policies Regarding Class Attendance and Athletic Scheduling

Class Attendance

Hamilton College is an academic institution. Although the College is committed to athletics as part of a liberal education, student-athletes are students first. Student-athletes at Hamilton have the same academic obligations as other students.

All parties—coaches, instructors, and students—have certain responsibilities in assuring that students are able to balance their academic and athletic activities. Coaches, instructors, and students shall communicate with

each other and work together to minimize conflicts. However, in the case of irreconcilable conflict, academic requirements take priority.

Coaches should inform team members at the beginning of the season about obligations arising from team participation that may conflict with academic obligations, including starting times for home contests and practices and departure times for away contests, or that will require students to participate in team activities when classes are not in session. They should also remind students that they must inform their instructors about possible conflicts and make alternative arrangements as early in the term as possible. Students who make such efforts in timely fashion but who cannot be accommodated by the instructor or who choose to honor their academic obligation rather than that to the athletic team should not have their standing with the team jeopardized.

Individual instructors set attendance policies for their courses. Instructors should inform students at the beginning of the first class meeting about course obligations that may conflict with athletic obligations. Instructors are encouraged to accommodate students who wish to make alternative arrangements for completing course obligations because of conflicts arising from athletic team schedules. Athletes may not be held to standards of attendance that are different from those of other students. In courses in which the instructor will not make accommodation, students should be informed during the drop-add week so that they have the option of taking other courses.

Students must inform instructors at the beginning of the term about conflicts with class obligations—including attendance—caused by membership on an athletic team. Should alternative arrangements for completing course obligations not be possible, the student should immediately inform the coach.

Mandatory athletic practices, including suiting up or other preparations for practice, may not require absence from class. Although instructors are expected to end classes by 3:50 p.m., the Athletic Department recognizes that on occasion, especially with labs, a special situation may require a student to stay beyond that time. Under no circumstances will a coach penalize a student for arriving late as a result of participation in a regularly scheduled academic activity.

Athletic Scheduling

In keeping with its commitment to providing an athletic program for student-athletes who value and respect the fundamental educational goals of the College, the College bases its athletic scheduling policy on the need to provide for the integrity of the athletic program while recognizing the priority of academic requirements. The College considers as maximal limits the New England Small College Athletic Conference (NESCAC) regulations on dates for beginning and ending of athletic seasons, numbers of contests allowed for each sport, and post-season tournament competition.

In addition, the following rules govern the scheduling of athletic practices as well as the resolution of conflicts with academic obligations.

1. Contests may not normally be scheduled so as to conflict with a regularly scheduled course more than once a week or more than a total of five times in fall or spring term.
2. Normally, intercollegiate contests will not exceed three per team in any Sunday to Saturday period while classes are in session.
3. Mandatory practices may not require absence from class before 3:50 p.m., and instructors are expected to release students by that time. Instructors who wish to schedule required academic activities outside of class time are reminded that athletic practices begin at 4 p.m., and, just as instructors expect students to attend class sessions, coaches depend on having their full roster of athletes on hand for practice.
4. Responsibility for setting the rules and supervising their implementation lies with the Committee on Athletics, which will revise the regulations as needed, receive a report about athletic scheduling in the spring of each year from the VP/Dean, and circulate in the fall of each school year the athletic schedule for the year.
5. Responsibility for scheduling athletic contests lies with the Chair of the Department of Physical Education, who will send to the Committee on Athletics proposed schedules in time to make any adjustments requested by the Committee. The Chair will consult with the VP/Dean annually at the end of the spring term about the operation of the rules that year. In particular, the Chair will consult

about the number of occasions, if any, on which exceptions were made to allow absence from a regularly scheduled course more than once a week or five times a term; and scheduling more than three contests per team in any Sunday to Saturday period.

Captain's Practices

NESCAC regulations stipulate that captain's practices "are to be conditioning and fitness workouts. Captains may not conduct organized technical and tactical practices out of season. No fall captains' fitness workouts may be conducted before students are required to be on campus by virtue of the academic calendar" (NESCAC Manual, 17). Hamilton College further stipulates that (1) players are under no circumstances required to attend any captain's practice, and (2) captains' practices are not to be held between 8 a.m. and 4 p.m.

General Oversight

General oversight of athletic scheduling will be a responsibility of the VP/Dean, who will address questions and problems of coaches, instructors, and students; and report annually to the Committee on Athletics on the effectiveness of the rules, the exceptions granted that year, and any problems. Responsibility for setting these rules and supervising their implementation lies with the Committee on Athletics, which will revise the regulations as needed.

Coaches, instructors, and students who have questions about the implementation of these regulations or any problems that they are not able to resolve among themselves should meet with the VP/Dean.

RELIGIOUS OBSERVANCE

In order to create an atmosphere that is supportive of religious observance by all members of the Hamilton College community, faculty and administrators shall exercise the fullest measure of good faith to insure that students will be able to fulfill their religious obligations and practices.

Every effort should be made not to schedule College-wide events on major religious holidays; faculty are encouraged to consider conflicts with major religious holidays as they plan their courses and to avoid scheduling mandatory events on these days unless to avoid the conflict would cause undue hardship. In order to assist in realizing this goal, the Office of the VP/Dean shall distribute each year in the Red Book a list of major religious holidays and other pertinent information to the College community.

In compliance with New York Education Law pertaining to institutions of higher education, Hamilton College affirms that "...each student who is absent from school, because of his or her religious beliefs, must be given an equivalent opportunity to register for classes or make up any examination, study or work requirements which he or she may have missed because of such absence on any particular day or days." Further as provided by this law, "no adverse or prejudicial effects shall result to any student because of his or her availing himself or herself of the provisions of this section."

Students have the responsibility of notifying faculty members, at the beginning of each semester, of classes or course requirements that will conflict with religious observances. Students and faculty members are expected to exercise flexibility in negotiating alternative arrangements; students are responsible for making up the work that they miss but will be allowed to do so without penalty, provided that they do so within the terms of their arrangement with the instructor. Faculty members are expected to inform students before the Add deadline if there are requirements for the course, such as field trips or performance dates that are inflexible.

Coaches and athletes are expected to make similar negotiations concerning conflicts between religious observances and practices and contests. Student organizations should inform themselves of potential conflicts with religious holidays in scheduling meetings and requiring attendance at extracurricular events.

For clarification about the application of this policy, students may consult New York State Education Law, section 224-a, their advisors, a chaplain or member of the Chapel Board, or a dean.

DISABILITY SUPPORT SERVICES

Hamilton College is committed to providing equal opportunity and access to qualified students with disabilities. Although the College does not have a specialized program for students with disabilities, the Associate Dean of Students for Diversity and Accessibility coordinates individualized accommodations and support services for

those that have a documented need. Additionally, support services such as the Writing Center, the Language Center, the Quantitative Literacy Center, the Peer Tutoring Program and the English for Speakers of Other Languages (ESOL) program are available to all students.

Students seeking special arrangements due to a disability should provide the associate dean with a recent evaluation conducted by a specialist in the appropriate field. It should include a specific diagnosis, information regarding onset, longevity and severity of symptoms, and information on how the disability and/or related medications and treatments interfere with or limit any major life activity including participation in the courses, programs and activities of the college; and recommended accommodation.

Using this information, in consultation with the student, his or her professors and, if necessary, other qualified experts, the associate dean will help to develop a system of support services that are appropriate to his/her needs. Requests for special arrangements should be made well in advance of the time they will be needed.

To notify the College of a disability and request accommodations, contact the Associate Dean of Students for Diversity and Accessibility, x4021.

HAMILTON COLLEGE GRIEVANCE PROCEDURE UNDER THE AMERICANS WITH DISABILITIES ACT/REHABILITATION ACT

This grievance procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 (ADA) and section 504 of the Rehabilitation Act. It may be used by a student who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by Hamilton College.

More information can be found at <http://www.hamilton.edu/studenthandbook/grievance>.

HEALTH SERVICES

Medical diagnoses and records are treated in a confidential manner, as required by the ethical practice of medicine and by federal and New York State law.

Regarding questions of individual and community health and safety related to specific medical diagnoses or conditions, the College relies on current medical knowledge, professional medical opinion and public health guidelines as set forth by the United States Public Health Service, Centers for Disease Control and the New York State Department of Health. The College considers each case individually.

The College requires, in accordance with New York State law, that all students born on or after January 1, 1957, submit proof of immunity to measles, mumps and rubella. The Student Health Service can provide information on both New York State and College requirements relative to immunizations and where they may be obtained in the Clinton area.

PROTECTION OF THE ENVIRONMENT

Hamilton College seeks to both comply with the many regulatory obligations it has within the environmental arena, and to be responsible stewards with regard to energy conservation and waste minimization/recycling. Students impact these efforts by participating academically in science laboratories and art studios, as well as through their social/lifestyle choices. Students will be asked to partner with the College so as to improve its ability to achieve this mission, and are encouraged to take the lead in facilitating continuous environmental improvement on campus. For further information, contact the Director of Environmental Protection, Safety and Sustainability.

DOG POLICY

Every dog must be leashed at all times and in the company of its owner (it may not be tied to trees or signposts). Dogs are not permitted in College buildings. Owners must attend to their dogs' bodily functions. All dogs must be registered, tagged and vaccinated in accordance with New York State law. Any dog found wandering unleashed should be reported to Campus Safety immediately so that it may be removed from campus.

FREEDOM OF EXPRESSION/MAINTENANCE OF PUBLIC ORDER AT HAMILTON COLLEGE

In compliance with the provision of Article 129a of the Education Law of New York State as added by Chapter 191 of the Laws of 1969, Hamilton College submitted the following statements of procedure to be used for the maintenance of public order on its campus and other college property used for educational purposes.

December of 1967, the faculty of Hamilton College adopted the following statement of freedom of expression:

“Free inquiry and free expression are indispensable to the attainment of those goals to which Hamilton College is dedicated. All members of the college community should be free to examine and discuss all questions of interest to them, to express opinions, and to question but not suppress the opinions of others. Because of its commitment to free discussion, the faculty states that actions by individuals or groups to prevent speakers invited to the campus from speaking, to disrupt the operation of the institution, or to restrain others by physical force cannot be tolerated. In short, the right to protest the expression of opinion and the right to express opinion are mutually dependent.”

Based on the above, the College would stress that it has not only protected, but has encouraged controversy and indulged dissent, whether by students, faculty members or visitors. This has applied to all forms of vocal demonstrations, protests and criticism, whether directed at national or local policy or at Hamilton. The College further stresses that it deprecates the use of violence, and it will make every effort to prevent violence.

Hamilton College has a system of rules, regulations and procedures which have proven effective. These are published annually here and in the Faculty Handbook. It now adds to these rules the following procedures for the maintenance of public order on its campus and other College property used for educational purposes. Such public order shall be that deemed appropriate to a college campus and, more particularly, to the campus of Hamilton College.

We recognize that in matters of this sort in particular, full and prompt communication among all components of our College community is highly desirable, and that to the extent time and circumstances permit, such communication should precede the exercise of the authority, discretion and responsibilities granted and imposed in the following rules, regulations and procedures:

1. These rules, regulations and procedures shall apply as appropriate at all times to all persons (students, faculty, staff, visitors, invitees, licensees and trespassers) on the campus or other College property used for educational purposes, and this includes not only those persons associated with the regular academic sessions of the College, but also those present for special programs, such as are held during the summer. All of the participants in such special programs, other than members of the Hamilton faculty and staff, shall be deemed invitees.
2. All disruptions of public order shall be dealt with by the College authorities according to the established system of rules, regulations, and procedures as supplemented herein.
3. Disruptions of public order include the following without limitation thereto:
 - a. physical possession of a building which denies the right of authorized persons to enter and to work in it;
 - b. violence or threats that unduly restrict the movements or activity of authorized personnel;
 - c. destruction of College property;
 - d. undue noise or other interference which disrupts the carrying out of an academic or noncurricular activity of the College;
 - e. any other gross misconduct which interferes with proper activities of the College.
4. When, in the judgment of the president or her agent, who has been specifically designated by her for the purpose, the normal procedures have failed to maintain proper order, she or her designated agent shall put the following into effect:
 - a. if she deems that extreme circumstances exist, the president or her designated agent shall summon the appropriate law enforcement agency or agencies to quell the disrupters and eject them from the campus. This is an extreme measure to be used only in the event of grave emergency;
 - b. if she deems the disruption not such as to require the intervention of a law enforcement agency, the president or her agent shall offer a specific invitation to meet with the disrupters at some

stated place and time in the immediate future for the purpose of constructive discussion which may continue without limit provided there is no interference with the conduct of any College activity or access to any College-controlled facility;

- c. if this invitation is not accepted, or if after such time as the president or his agent deems reasonable under the circumstances there shall have been no sufficient progress, the following steps shall be taken:
 - i. the College campus shall be declared closed to outsiders without legitimate business on the campus. Violators shall be liable to treatment as trespassers;
 - ii. the president or her designated agent shall declare the disrupted area off-limits to all students, faculty, staff members and other College personnel, except those designated by the president or her agent to enter it, as well as to all visitors, invitees and licensees;
 - iii. the president or her agent shall warn the disrupters that unless the disruption ends by a specified time, a court injunction seeking their immediate ejection from the campus will be sought;
 - iv. if the disruption persists, the president or her agent shall apply forthwith to a court of competent jurisdiction for an injunction and temporary restraining order requiring the disrupters to cease their disruption or be ejected from the campus, subject to whatever penalties the court may impose;
 - v. if the court order must finally be served, those disrupters affected by the order, whether they are students, faculty, staff or other employees of Hamilton, or others, will be subject to applicable judicial procedures.
5. Any action or situation occurring on the Hamilton College campus or on other College property used for educational purposes, which recklessly or intentionally endangers mental or physical health or involves the forced consumption of liquor or drugs for the purpose of initiation into, or affiliation with, any organization, is prohibited. This prohibition (a) shall apply to students, faculty and staff, as well as to visitors and other licensees, invitees and trespassers on the College's property described above, and (b) shall be deemed to be part of the by-laws of all organizations operating on such College property. Each organization operating on such College property must review annually such by-laws with individuals affiliated with it.
6. Notwithstanding the pendency or termination of criminal or civil proceedings with reference to the same conduct, by independent or parallel action the College may bring students, faculty, staff and other members of the community before appropriate collegiate bodies for such actions as individual cases may warrant.
7. Penalties for violations of the provisions of these rules, regulations, and procedures (which penalties shall be in addition to any penalty provided for in the New York State penal law or any other New York or federal law to which a violator may be subject) shall include the following:
 - a. violators who are neither students nor members of the faculty or staff shall be subject to ejection from such College property;
 - b. for students the procedures shall be those set forth under "Student Discipline," and may result in disciplinary action of the most severe kind, including suspension or expulsion;
 - c. for faculty the procedures shall be those set forth in the applicable Faculty Handbook, including the procedures recommended by the Association of American University Professors and agreed to by the College, and may likewise result in suspension or dismissal from the College;
 - d. for staff and other employees of the College, normal procedures appropriate to the determination of their rights and responsibilities shall be followed, and may also result in suspension or dismissal;
 - e. any organization which authorizes conduct prohibited by these rules, regulations and procedures shall be subject to the rescission of its permission to operate on such College property.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the registrar, dean of students, academic department head or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

a. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College throughout in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor or collection agent); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the College discloses education records without consent to officials of another school, upon request, in which a student seeks or intends to enroll.

b. Another exception that permits disclosure without consent is the disclosure of directory information, which the law and the College define to include the following: a student's name, home and campus address, e-mail address, telephone listing, parents' name and address(es), date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, photograph and the most recent previous educational agency or institution attended. This information is generally disclosed only for College purposes, such as news releases and athletic programs, and not to outside vendors.

This exception is subject to the right of the student to object to the designation of any or all of the types of information listed above as directory information in his or her case, by giving notice to the dean of students on or before September 15 of any year. If such an objection is not received, the College will release directory information when appropriate.

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

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

5. Questions regarding FERPA and the procedures followed by the College to comply with the act may be referred to the dean of students or the registrar.

Hamilton College is a coeducational, residential liberal arts community whose members value and seek intellectual and cultural diversity. The College encourages respect for political, religious, ethnic, gender or gender identity, racial, physical, generational, sexual and affectional, and intellectual differences, because such respect promotes free and open inquiry, independent thought and mutual understanding.

The College complies with all relevant State and Federal laws on non-discrimination, and is an affirmative action/equal opportunity employer. The Executive Assistant to the President, Hamilton College, Clinton, NY 13323, (315) 859-4106, is the person responsible for coordinating the College's efforts to comply with Title IX of the Education Amendment of 1972, as well as its procedures for dealing with harassment on the basis of gender, race, sexual/affectional orientation, disability, ethnic origin and religion.

The Compliance Officer for the Americans with Disabilities Act (ADA) and section 504 of the Rehabilitation Act coordinates the College's efforts to comply with those laws.

Hamilton College is fully accredited by the Middle States Association of Colleges and Schools.

Hamilton College Calendar 2008-2009

Aug.	23-27	Saturday-Wednesday	New Student Orientation
	27	Wednesday	Residence halls open for upperclass students, 9 am
	28	Thursday	Fall semester classes begin, 8 am
Sept.	3	Wednesday	Last day to add a course, 3 pm
	5	Friday	Last Day to exercise credit/no credit option, 3 pm
Oct.	3-5	Friday-Sunday	Fallcoming
	10	Friday	Last day to declare leave of absence for Spring semester 2009
	15	Wednesday	Fall Recess Begins, 4:00 pm
			Academic warnings due
	20	Monday	Classes resume, 8:00 am
	22	Wednesday	Last day to drop a course without penalty, 3 pm
	31-Nov 2	Friday-Sunday	Family Weekend
Nov.	3-21		Registration period for Spring 2009 courses (tentative)
	21	Friday	Thanksgiving recess begins, 4 pm
Dec.	1	Monday	Classes resume, 8 am
	12	Friday	Fall semester classes end
	13-15	Saturday-Monday	Reading period
	15-19	Monday-Friday	Final examinations
	20	Saturday	Residence halls close, noon
Jan.	15-17	Thursday-Saturday	New Student Orientation
	17	Saturday	Residence halls open, 9 am
	19	Monday	Spring semester classes begin, 8 am
	23	Friday	Last day to add a course, 3 pm
			Last day for Seniors to declare a minor
	27	Tuesday	Last day to exercise credit/no credit option, 3 pm
Feb.	9-13	Monday-Friday	Sophomores declare concentration
	27	Friday	Last day to declare leave of absence for Fall semester 2009
Mar.	6	Friday	Academic warnings due
	13	Friday	Spring recess begins, 4 pm;
			Last day to drop a course without penalty, 3 pm
	30	Monday	Classes resume, 8 am
Apr.	6-24		Registration period for Fall 2009 Courses (tentative)
May	8	Friday	Class and Charter Day; Spring semester classes end
	9-11	Saturday-Monday	Reading period
	11-15	Monday-Friday	Final examinations*
	24	Sunday	Commencement
	25	Monday	Residence halls close for seniors, noon

*Non-senior students are expected to vacate residence halls 24 hours after their last exam

College Purposes and Goals

Commitment to the intellectual and personal development of students is Hamilton College's most important and enduring tradition. The faculty is dedicated to the promotion of academic achievement, integrity and personal growth. Hamilton students spend much of their time with their teachers and fellow students identifying problems, clarifying questions, thinking creatively, experimenting with solutions and frequently undertaking collaborative work. The College seeks mature and motivated students who desire to join this academic community and who are willing to take the responsibility for shaping their academic careers through sustained consultation with their advisors.

A Hamilton education is characterized by academic rigor and intellectual engagement. Faculty members provide opportunities for students of unusual talents to realize their fullest capacities, for their own benefit and that of the world in which they will live. To that end, professors design programs, courses and assignments that foster self-education and produce the intellectual toughness, creativity and flexibility necessary to excel in a rapidly changing world. Graduates should be poised to investigate new avenues of knowledge, to respond creatively to new and unexpected situations and to address problems and challenges in a morally and intellectually courageous manner.

The College expects its students to develop the ability to read, observe and listen with critical perception, and to think, write and speak with clarity, understanding and precision. Students should develop their appreciation for inquiry, combined with the confidence to evaluate arguments and to defend their own positions. They should learn to question creatively, derive information from and analyze data, and formulate hypotheses. They should recognize the limits of factual information and become attuned to how such information can be used and misused. Above all, students should develop respect for intellectual and cultural diversity because such respect promotes free and open inquiry, independent thought and mutual understanding.

At Hamilton, students are accorded freedom to pursue their own educational interests within the broad goals of a liberal arts education. In consultation with their advisors, Hamilton students regularly plan, assess and re-assess their educational progress and their success in fulfilling the ideals of the liberal arts.

Education in the liberal arts at Hamilton College comprises:

I. Foundations: The faculty expects that students will attain a high level of engagement early in their studies and will develop as creative and critical thinkers, writers and speakers. To achieve these aims, the College encourages all students to participate in at least four proseminars and requires all students to complete the Writing Program and the Quantitative Literacy Requirement.

1. *The Proseminar Program:* Proseminars emphasize active participation and engagement in learning. Proseminars offer intensive interaction among students, and between students and instructors, through emphasis on writing, speaking and discussion, and other approaches to inquiry and expression that demand such intensive interaction. Descriptions of proseminars are available through advisors and the Office of the Registrar.

2. *The Writing Program:* Students must pass at least three writing-intensive courses. For a full description of the Writing Program requirements, see "Standards for Written Work."

3. *The Quantitative Literacy Requirement:* Students must demonstrate basic quantitative literacy by passing a quantitative skills examination given during Orientation, or by passing a designated quantitative course, or by completing a non-credit tutorial. This requirement should be completed by the end of the second year. For a detailed description and list of courses, see "Standards for Quantitative Work."

II. Breadth in the Liberal Arts: As a liberal arts college, Hamilton expects students to undertake coursework in a wide variety of disciplines, to explore areas unfamiliar to them and to make connections across courses and disciplines. A liberally educated person studies in the traditional academic divisions of the arts, foreign languages, the humanities, mathematics, the sciences and the social sciences. Hamilton also emphasizes cultural analysis, including the study of non-western traditions and of diversity in the United States. Students will work with their advisors to determine how best to achieve this intellectual balance.

III. Concentration: Each student must meet the requirements for a concentration. Students make progress toward meeting these goals by studying broadly across diverse areas of inquiry, guided by their advisors, and investigating a particular area of study more thoroughly by completing a concentration of their choosing. A faculty advisor assigned to each student provides information, advice and dialogue about choice of courses as the student strives to meet these goals. For many faculty members and students, this relationship will be as important as any they form. As the primary intellectual guide, the faculty determines the fundamental structure and the basic requirements of the curriculum in light of the liberal arts tradition and its appropriate adaptation to the contemporary world.

In sum, Hamilton's mission is to provide an educational experience that emphasizes academic excellence and the development of students as human beings. This experience centers on ready access to an exceptional faculty and can be shaped to meet each individual student's interests and aspirations. A Hamilton education prepares students to make choices and to accept the responsibilities of citizenship in a democratic world of intellect and diversity. It will be the foundation on which they build a lifetime of personal and professional achievement and satisfaction.

Academic Departments and Programs

The complete *Hamilton College Catalogue* can be found online at www.hamilton.edu/applications/catalogue. Also available is a PDF version of all courses, searchable by department/program and updated each evening.

Concentrations — Among the requirements for graduation is the successful completion of a concentration (major) offered by several departments and programs of instruction. The number of courses comprising a concentration normally ranges from eight to 10. Every student is required to complete a senior program as defined by his or her concentration. For more information, see "Concentration" (under "Academic Regulations") and "Senior Program" below.

The specific disciplines and programs in which a student may concentrate are Africana Studies, American Studies, Anthropology (Cultural Anthropology and Archaeology), Art, Art History, Asian Studies, Biochemistry/Molecular Biology, Biology, Chemical Physics, Chemistry, Chinese, Classics (Classical Languages and Classical Studies), Communication, Comparative Literature, Computer Science, Dance, Economics, English (Literature and Creative Writing), Environmental Studies, Foreign Languages, French, Geoarchaeology, Geosciences, German Studies, Government, Hispanic Studies, History, Mathematics, Music, Neuroscience, Philosophy, Physics, Psychology, Public Policy, Religious Studies, Russian Studies, Sociology, Theatre, Women's Studies and World Politics.

Requirements of each concentration can be found online at www.hamilton.edu/applications/catalogue.

Minors — The specific disciplines and programs in which a student may minor are Africana Studies, Anthropology, Art, Art History, Astronomy, Biology, Chemistry, Chinese, Classics (Classical Languages and Classical Studies), Communication, Comparative Literature, Computer Science, Dance, Digital Arts, Economics, Education Studies, English (Literature and Creative Writing), Environmental Studies, French, Geosciences, German Studies, Government, Hispanic Studies, History, Japanese, Latin American Studies, Mathematics, Medieval and Renaissance Studies, Music, Philosophy, Physics, Psychology, Public Policy, Religious Studies, Russian Studies, Sociology, Theatre and Women's Studies.

Requirements of each minor can be found online at www.hamilton.edu/applications/catalogue.

Senior Program — All students are required to complete the Senior Program in their concentrations. Each department and program of concentration has designed a senior program that serves as an integrating and culminating experience for the concentration. Students use the methodology and knowledge gained in their first three years of study. Building on their courses and showing their increasing ability to work independently in terms of both motivation and subject matter, seniors are required to produce a significant synthesis of knowledge by means of one of the following: a research project leading to a written, oral or visual creation; a seminar for concentrators, including a major presentation and research paper by each student; or comprehensive examinations ideally involving both written and oral components. This requirement allows seniors to demonstrate at an appropriate level their mastery of content and the methods of the discipline.

Senior Fellowship Program — Each spring, the vice president for academic affairs/dean of faculty designates up to seven academically outstanding members of the junior class as Senior Fellows. Students in the junior year may become candidates by submitting a proposal for a senior year of independent study. The proposal usually grows out of previous academic study and is framed in consultation with two faculty advisors of the student's choice. Senior Fellows are exempt from taking a normal course load in the conventional curriculum, and they need not complete concentration requirements; they may take such courses as are appropriate to their fellowship projects and their educational goals. A written thesis is required at the close of the fellowship year, along with a public lecture to the College community. Evaluation is made by the advisors and an examination committee.

Advanced Placement — In order to receive AP credit, a student must take a departmentally approved Hamilton course and pass with the minimum grade stipulated by the department. For complete Advanced Placement policies, see www.hamilton.edu/applications/catalogue/advancedplacement.html.

Academic Regulations

Baccalaureate Requirements

To qualify for the baccalaureate degree, a student must meet the degree requirements established by the faculty for the class in which he or she has matriculated.

Course Units — The number of full-credit courses (or the equivalent) required for graduation is 32. They must be completed with passing grades; a grade of C- or higher must be achieved in at least one-half of the courses taken at Hamilton. No more than 15 course credits in a single department earned after entering the College, including transferred credits, may be counted toward the courses required for graduation. Each unit of credit is equivalent to four semester hours.

Residence — A student must complete at least one-half of the courses required for graduation while in residence at Hamilton and be in residence for the final semester of study. Residence means enrollment in programs conducted by the College, on or off campus.

Time for Completion of the Degree — The normal pattern for earning the baccalaureate degree is four consecutive years of study. The requirements must be completed within seven calendar years from the date of matriculation.

Concentration — A student must complete the requirements for a regular concentration, a double concentration or an interdisciplinary concentration with a cumulative average of at least 72 in all courses taken at Hamilton that are approved for the concentration. Seniors must take at least one course each semester in their concentrations unless granted an exemption by the department or program chair. All students must complete the Senior Program in their concentrations.

Each student elects a concentration in the second semester of the sophomore year. For each student the requirements for the concentration elected are those specified in the edition of the *College Catalogue* published for that student's sophomore year.

Regular Concentration — Students declare their concentrations in the spring of their second year, before preregistration for fall semester courses. By the end of the second year, a student must have completed at least two courses in the department or program of concentration, and must have received a cumulative average of 72 or higher for all work taken in that department or program. The concentration is listed on the official transcript. A student may change from one concentration to another only with the approval of the departments or programs involved and the Committee on Academic Standing.

Double Concentration — While students normally declare a single concentration, it is possible for a student to complete and gain recognition for concentrations in two departments or programs, provided that approval to elect a double concentration is granted by the department or program chairs involved. A student may not count a course as part of the concentration requirements in more than one department or program. When approved, both concentrations are listed on the official transcript. Those who have been granted permission for a double

concentration may drop one of them at any time by informing the appropriate department chair and the registrar.

Interdisciplinary Concentration — A student may design and declare an interdisciplinary concentration involving two or more departments. After consulting with and gaining approval from the appropriate department chairs, the student must submit the proposed interdisciplinary concentration in writing for approval by the Committee on Academic Standing, which will evaluate the proposal according to standards similar to those for a regular concentration. The student must have a cumulative average of at least 72 in all courses approved for the concentration. The student must specify a Senior Program that meets the approval of the committee.

Regular Concentration with Option of One or Two Minors — A student with a concentration in a single department or program may declare minors in one or two other departments or programs that offer a minor, or in an interdisciplinary minor program previously approved by the Committee on Academic Policy. Students declaring a minor must consult with and gain the written approval of the appropriate department or program chair. Declaration of a minor in the same department or program as the student's concentration requires approval of the Committee on Academic Standing. To enter a minor, a student must have completed at least one course in the discipline and must have earned a cumulative average of at least 72 in all courses counting toward the minor. This average must be maintained if the minor is to be listed along with the concentration on the official transcript. A minor consists of five courses as approved by the department, program or committee under which the work is undertaken. A student may not count any course as part of both a concentration and a minor, or as part of two minors.

Senior Program — All students must complete a Senior Program in their concentrations. For additional information, see "Senior Program."

Standards for Written Work — The College requires satisfactory standards of correctness in all written work. Students are encouraged to take writing-intensive courses, which are offered by most departments and programs. Writing-intensive courses include any so designated by the Committee on Academic Policy. The online description of each course indicates whether it is writing-intensive.

The Writing Program requires that every student pass at least three writing-intensive courses, each taken in a different semester. One must be taken during the first year of study and a second completed by the end of the second year. This requirement should be completed by the end of the junior year.

Writing-intensive courses in mathematics or courses in which assignments are written in a language other than English may count for no more than one of the three required courses. In exceptional circumstances, the Committee on Academic Standing will allow a student to earn no more than one writing-intensive credit by completing a suitably constructed independent study. At least one course must be outside the student's area of concentration.

The College offers peer-tutoring in writing at the Nesbitt-Johnston Writing Center. Many courses require first-draft writing conferences, and writing conferences are also available on request. Many students take advantage of peer review of their drafts.

The English for Speakers of Other Languages (ESOL) Center is another option for students who are non-native English speakers or for those seeking to improve their English language skills.

Students who experience difficulties with the writing components of a particular course are encouraged to seek such assistance and to consult with their instructors and advisors. They may also consult the director of the Writing Center or the ESOL center about other services available.

Writing Program — Courses that fulfill the Writing Program requirements are published each semester in the pre-registration booklet available in the Office of the Registrar. They are also listed as writing-intensive in the course descriptions found online at www.hamilton.edu/applications/catalogue.

English for Speakers of Other Languages — Hamilton’s English for Speakers of Other Languages Program (ESOL) offers services to students who are not native speakers of English and those who are interested in English language instruction. Two courses give students the opportunity to become familiar with American academic expectations and to master English language skills. Fundamentals of Composition I is offered in the fall, and Fundamentals of Composition II is offered in the spring. Both focus on individual needs and on the practice of language skills — reading, writing, listening and speaking — through text preparation, discussions and written assignments. Composition 101 is open to first-year students only, while Composition 102 is open to students of all classes.

Students may take advantage of the resources available through the ESOL program and may meet with the coordinator at any time to discuss course work or academic issues related to the program. Information on the TOEFL (Test of English as a Foreign Language) and other language-based tests, intensive English programs, graduate programs in ESOL/applied linguistics and ESOL job opportunities is available in the ESOL office located in Buttrick Hall. Students are welcome to use the program’s library, which covers topics on language skills, ESOL methodology and English language acquisition. Students who are interested in teaching or tutoring ESOL should see the descriptions for the following courses listed under Education Studies: 240 (Methods of Tutoring English for Speakers of Other Languages) and 340 (Teaching English to Speakers of Other Languages).

Standards for Oral Communication — The College requires effective use of public and academic discourse as defined and appraised by the faculty and the College community. Many courses across the curriculum, including proseminars and seminars, require class participation through discussion, performance and debate, as well as through individual or group presentations. Most departments require a public presentation of their concentrators’ Senior Projects. Students may develop their speaking abilities and public presence through courses in Theatre, Communication and Oral Communication. Course descriptions found in the online catalogue include “Oral Presentation” if an instructor has designated a course as such. See the “more information” link in the online course listings or the instructor for more information on the type of oral presentations required for that course. Students who experience difficulty in meeting the College’s expectations for effective oral communication are encouraged to pursue a plan for progress in consultation with their instructors, advisor and/or associate dean of students (academic).

Standards for Quantitative Work — Each student must demonstrate basic quantitative literacy by passing the quantitative skills examination offered during Orientation, passing a course having a significant quantitative/mathematical component or completing a non-credit-bearing tutorial through the Quantitative Literacy Center. The quantitative skills examination tests basic mathematical and quantitative knowledge, including computation, algebra, analysis of graphs and charts, and probability.

During Orientation, the QSkills Exam is offered to first-year and transfer students. Students who do not pass the exam, or who do not take the exam, should meet with their academic advisors during Orientation Week to plan how to fulfill the quantitative literacy requirement. Courses currently designated as containing a significant quantitative/mathematical component are Archaeology 106, Biology 110 and 115, Chemistry 120 and 125, Computer Science 105 and 110, Economics 230, 265, 275 and 285, Geosciences 209, Government 230, Math 100, 113, 114, 115, 123 and 253, Philosophy 240 (Symbolic Logic), Physics 100, 120, 130, 135, 160 and 190, Psychology 101 and 280, and Sociology 302. A listing for each semester can be found online in Web Advisor and in the back of the course schedule booklet. Please check with the registrar for any additions or changes to this list. Tutorial help for students taking quantitative courses is available at the Quantitative Literacy Center.

The non-credit-bearing tutorial offered each semester contains four modules: Basic Computation, Algebraic Expression, Graphs and Charts, and Proportional and Functional Reasoning. Students meet weekly with their tutors to prepare to take a final module exam. Participation in tutorials and the exam score are taken into consideration for the fulfillment of the requirement.

This requirement should be completed by the end of the second year. More information about the quantitative literacy requirement can be found under “Academics” on the Hamilton Web site or by contacting the director of the Quantitative Literacy Center.

Physical Education Requirement — Every student must participate in the program of instruction offered by the Physical Education Department. Each student is required to pass tests in swimming and physical fitness. A complete specification of the requirement is stated in the “Physical Education” section. Instruction is available in badminton, fitness, golf, jogging, lifeguard training, power walking, racquetball, skating, squash, swimming, tennis, toning, volleyball and yoga. Except under unusual circumstances, it is expected that the requirement will be completed in the first year. All students must complete the physical education requirement by the beginning of Spring Break of the sophomore year and before studying away.

Transfer students and January admits should register for a physical education course upon matriculation and consult with the department chair about completion of the requirement. Prior instruction may be applicable to Hamilton requirements.

Conferral of Degrees — All qualified students receive the degree of Bachelor of Arts, which is conferred once a year at the graduation ceremony. The degrees are conferred only upon students who have completed all the baccalaureate requirements described above, who have no outstanding bills at the College and who are present to receive their diplomas (unless they have requested and received authorization from the Committee on Academic Standing for conferral in absentia). Only students who have completed all the requirements for the degree may participate in the graduation ceremony.

Honor Code

Matriculation at Hamilton is contingent upon a student’s written acceptance of the Honor Code regulations. The code covers all coursework and course examinations at Hamilton during a student’s college career. Complaints alleging violations of the Honor Code shall be submitted in writing by instructors or students to the chair of the Honor Court or to the associate dean of students (academic).

Independent Study

After the first semester of study, a student may engage in independent study during the school year in place of a regular course. The student’s independent study proposal must receive the approval of the faculty supervisor, the appropriate department chair, the student’s faculty advisor and the Committee on Academic Standing. Normally, arrangements are completed in the semester preceding that of the independent study; late petitions may be denied. Independent study requires discipline and responsibility, and therefore the faculty takes into account the maturity of the student and the level of his or her knowledge and academic background when it considers proposals for independent study. A student normally will not engage in more than one independent study in any one semester, and may not engage in more than two independent studies in any one academic year.

Independent study may take many forms, but normally it consists of the study of material unavailable in the formal College curriculum, of laboratory or field research, or of the creation of some body of work in the creative arts, such as poetry, fiction, musical composition or visual art.

Internships

The College recognizes that off-campus internship and apprenticeship experiences can be a valuable supplement to a student’s academic program. Students beyond the first year (eight courses) who are in good academic standing are eligible to engage in such internships and apprenticeships. Students may seek to earn academic credit based on an internship or apprenticeship experience in one of two ways. First, students may apply to the Committee on Academic Standing, prior to beginning an internship or apprenticeship, for approval to earn 1/4 credit (using the credit/no credit option only). The committee’s determination to award credit/no credit is based on a letter of evaluation submitted by the project supervisor and, at the discretion of the committee, an interview with the student conducted by the associate dean of students (academic). The Office of the Dean of Students will place the project supervisor’s letter of evaluation in the student’s permanent file. Students may not apply credits earned for internships in this manner toward the requirements for their degree, including the regulation requiring the completion of a minimum of 32 credits. Second, under the direction of a regular member of the faculty, and with the approval of the Committee on Academic Standing, students pursuing approved off-campus internships and apprenticeships may use their off-campus experience as the basis for a 1/2-credit or one-credit independent study conducted during a regular semester once the student returns to the College. Such an independent study will be governed by the same policies that apply to all independent studies.

Independent Coverage of Coursework

Under certain circumstances, a student may cover a course independently and receive credit on the basis of demonstrated proficiency. The course covered in this manner must be one that is normally offered in a regular semester. Such study is ordinarily undertaken during the summer recess and permits the student to move rapidly into advanced courses for which there are prerequisites, or to make up a course failed during a preceding semester.

A student wishing to cover a course independently must obtain the approval of a faculty supervisor, the appropriate department chair, the faculty advisor and the Committee on Academic Standing.

Course Election

Both Hamilton’s commitment to excellence and its need to operate within its resources have implications for course enrollment policy. Except for independent studies and courses with limited enrollments, a student shall be free to elect, during the calendar periods for registration, any course for which the prerequisites have been met. However, a senior who desires to elect a 100-level course must first obtain permission from the instructor.

Full-time students normally elect courses equal to four credits during both the fall and spring semesters. During each of these semesters, students may carry no more than five, and no fewer than three, full-credit courses. Any exception must be approved by the Committee on Academic Standing (see also “Overelection Fee” under “Tuition and Fees”).

Part-time study at Hamilton is available only to special students and to those participating in the Hamilton Horizons Program.

Course Changes for Fall and Spring Semesters

A student may change (add or drop) courses during the first five calendar days of the fall and spring semesters after consultation with the advisor. An add/drop form must be completed and returned to the Registrar’s Office within the five-day period.

Classes may not be added after the first week without permission of the Committee on Academic Standing. After the first five calendar days of either semester, a student who is taking four or more courses may drop a course up to one week after midterm, after consulting with the advisor and the instructor of the course. The dropped course counts as one of the 37 courses that a student can elect without extra charge (see “Overelection Fee” under “Tuition and Fees”).

After the drop deadline, a student may drop a course without the penalty of failure only with approval from the Committee on Academic Standing. Only extraordinary circumstances warrant the committee’s approval of such a request.

Grades

A student’s academic performance is graded by the instructor at the close of the semester with one of 14 grades. Each of these grades is used to determine a student’s average and class standing, according to the table below. The lowest passing mark is D-.

The letter grades with their numerical equivalents are shown below:

Excellent	A+	(98)	A	(95)	A-	(92)
Good	B+	(88)	B	(85)	B-	(82)
Satisfactory	C+	(78)	C	(75)	C-	(72)
Poor	D+	(68)	D	(65)	D-	(62)
Failure	F	(55)				
Serious Failure	FF	(40)				

The foregoing numerical equivalents of the letter grades are established to enable the registrar to construct students’ grade point averages and class ranks, which are necessarily numerical. An instructor assigns a letter grade to indicate his or her qualitative (not numerical) assessment of a student’s work.

Thus, for example, an instructor would assign “C+,” “C” or “C-” to indicate assessments of “satisfactory,” and the instructor may use any information he or she considers appropriate, including, but not limited to, numerical information to decide whether a student’s work is “satisfactory.” The registrar’s conversion of the instructor’s letter grade into an element of a student’s grade point average is a separate matter.

Evaluation of performance in a course is represented by a single grade which combines grades for work in the course and for the final examination in a ratio determined by the instructor. When a student elects to take a course on a credit/no credit basis, standing in the course is represented by the notation of Cr, NC, F or FF (see “Credit/No Credit Option”). When an independent study or an appropriately designated course is carried for two semesters, the grade reported at the end of the first semester is tentative. The grade assigned by the instructor at the end of the second semester becomes the final mark for both semesters.

Failure in a Course — Students who fail a course may repeat that course; if the failed course is repeated, however, both grades will be included both on the permanent transcript and in the cumulative average. A failed course may not be counted toward the course credits required for graduation, but it is counted toward the 37 courses that a student may elect without extra charge.

After the drop period, and following a warning to the student, an instructor may request the Committee on Academic Standing to remove from the course a student who is willfully and consistently neglectful of assigned work or other course obligations. If the committee concurs, a grade of F will be entered on the student’s permanent transcript.

Grades of Incomplete and Grade Changes — Any grade of incomplete reported by an instructor must first be approved by the Committee on Academic Standing. Such approval is given rarely and only in circumstances beyond a student’s control, such as a medical or family emergency. Approval permits the student to complete the required work for the course by a deadline set by the instructor and the chairperson of the Committee on Academic Standing. Normally this deadline will be no later than six weeks from the end of the semester for which the grade of incomplete was assigned. If all remaining work is not submitted by the deadline specified when the incomplete is granted, the grade will automatically be changed to F.

An instructor may not change a grade, other than the removal of an incomplete within the deadline, without the approval of the chair of the Committee on Academic Standing.

Credit/No Credit Option — To encourage greater breadth in course election, the faculty has adopted a rule that allows a student to elect four courses over the four-year period on a credit/no credit option. No more than one such option may be exercised in any given semester. Graduate and professional schools generally look with disfavor on the use of this option in coursework considered crucial to the graduate field. The credit/no credit option is subject to the following rules:

1. No first-year student is permitted to use the credit/no credit option in the first semester.
2. Unless the instructor asks, he or she will not be informed which students are taking a course on the credit/no credit option.
3. The student must inform the registrar of his or her intention to use the credit/no credit option no later than the first seven class days of the fall and spring semesters.
4. No junior or senior may exercise the credit/no credit option in the department of concentration or minor.
5. To qualify for a credit (Cr), a student must earn a C- or better. The grade will not enter into the computation of the overall average.
6. If a student earns a grade of D+, D or D-, the transcript will show the designation NC. The grade will not enter into the computation of the overall average.
7. If a student earns a failing grade, the transcript will show an F or FF, and the grade will enter into the computation of the overall average.

In certain courses, students may be evaluated “satisfactory” or “unsatisfactory.” The online description of the course will include the notation “Evaluated Satisfactory/Unsatisfactory,” which will apply to all students registered for the course. The recorded evaluation (S or U) will under no circumstances be convertible to a conventional grade.

Under this option, full-credit courses that are evaluated satisfactory/unsatisfactory may be counted, but may not be required, for the concentration or minor, and they may not be elected by students in their first semester. The combined number of full-credit satisfactory/unsatisfactory and credit/no credit courses that a student may elect is four.

Academic Average-Based on grades submitted by instructors, a numerical academic average is determined for each student for each semester and cumulatively for all work taken at Hamilton. This information is available to the student and to those parties authorized by the student to receive it. Grades in courses accepted for transferred credit are excluded from the student's average.

Grades earned in courses taken by independent coverage are included in the cumulative average. Grades for the Hamilton Junior Year in France Program, the Academic Year in Spain Program, the Associated Colleges in China Program, the Hamilton Program in New York City, the Hamilton Term in Washington, the New York State Independent College Consortium for Study in India and The New England Center for Children Cooperative Learning Program are included in the cumulative average.

Class Attendance-Every student is expected to attend class regularly. A student who must be absent because of medical or family emergency should notify the Office of the Dean of Students and his or her instructors. Absence for any reason does not remove the student's responsibility for learning the material covered during the absence, for turning in assignments, for obtaining materials distributed in class and for knowledge of the next assignment. Instructors may drop students from a limited-enrollment course if they are absent at any time during the first week of classes.

When an instructor believes that lack of attendance is affecting a student's academic performance, the instructor may warn the student or ask the Committee on Academic Standing to do so. The committee may drop from the course a student who fails to heed such a notice. If the committee drops the student, a grade of F will be recorded.

Excuse of Illness- Students who are indisposed by illness that might inhibit their academic work should contact their instructors before assignments are due. The instructors will determine whatever alternative arrangements, if any, will be available to the student. Except for confinement to bed upon the order of the College physician or nurse, the Health Center will not excuse a student from academic obligations.

Examinations — Hour examinations normally shall not be given during the last two weeks of the semester. In-class final examinations shall not be given before the beginning of the final examination period; out-of-class final examinations shall not be due prior to the beginning of the final examination period.

The final examination period consists of five days, with three scheduled examination sessions per day. If a student is scheduled to take more than one examination in a single session, the student should ask an instructor to reschedule his or her final examination. If the rescheduling presents a problem for the student or the instructor, the student should consult the Office of the Dean of Students. Other reasons for rescheduling will be evaluated by the instructor, who must approve the time change.

Academic Standing

The faculty assumes that every student admitted to Hamilton will be able to qualify for graduation. However, the opportunity to continue at Hamilton is a privilege that a student must earn by academic achievement. A student separated from the College for academic deficiency (see below) is not in good academic standing. A student on academic probation (see below) is not in good academic standing but remains eligible for financial aid.

Hamilton reserves the right, at any time, to suspend for any period or to separate from the College any student whose academic performance or personal conduct on or off campus is, in the sole judgment of the College, unsatisfactory or detrimental to the best interests of the College. Neither the College, nor any of its trustees, officers, faculty or administrative staff shall be subject to any liability whatsoever on account of such suspension or separation. A student who is separated or suspended from the College or who withdraws is required to leave campus within 48 hours, unless permission to remain longer is granted by the dean of students.

Academic Warnings — Instructors may at any time during the term submit written reports for all students whose standing in a course is unsatisfactory (borderline or failing). Students and their advisors receive copies of these warnings. A student who receives two or more such warnings in the same semester must consult with the associate dean of students (academic).

Class Status — The Registrar's Office determines class status by the number of courses a student has completed satisfactorily.

Academic Probation — The Committee on Academic Standing will place on academic probation for the succeeding semester a student whose substandard achievement is reflected in the semester's final grades in any of the following ways:

1. failure in a full-credit course in each of two consecutive semesters;
2. receiving grades below C- in courses totaling two or more units;
3. failure to maintain a cumulative average of 72 or higher in those grades earned since accumulating 16 credits (including AP, transfer and HEOP credits);
4. failure in any course (whether for full or partial credit) by a student on probation;
5. failure in a Sophomore Seminar, except in the case where the student has already successfully completed another Sophomore Seminar in a previous semester or during the current term. (Applies to the Class of 2009 and earlier);
6. failure to complete successfully a Sophomore Seminar by the end of the first semester of the junior year and for every semester thereafter that the requirement is not completed. (Applies to the Class of 2009 and earlier).

A student who is on academic probation is ineligible for study abroad. The Committee on Academic Standing may also prevent or limit participation by students on academic probation in prize competitions, intercollegiate athletics and other extracurricular activities, including the holding of offices in chartered undergraduate organizations.

The Committee on Academic Standing will normally recommend that a student's degree be withheld for one year if a senior's record during the final semester at Hamilton would have resulted in probation.

Suspension from the College for Academic Deficiency — The Committee on Academic Standing will normally suspend from the College for a period of one year a student who has:

1. failed two or more full-credit courses during a semester; or
2. accumulated failures in a total of five courses; or
3. incurred a third academic probation.

A student suspended for academic deficiency will be notified in writing of the committee's decision, the reasons for the suspension, the length of the suspension and the conditions under which he or she will be considered for readmission to the College.

A student readmitted from a suspension for academic deficiency will be placed on academic probation for the semester immediately following readmission.

Expulsion from the College for Academic Deficiency — The Committee on Academic Standing will normally expel from the College any student who is readmitted from an academic suspension and whose record subsequent to readmission makes him or her subject to academic probation or to another suspension.

Expulsion is permanent dismissal from the College. A student who is expelled may not be readmitted and will have no further opportunity to qualify for a degree from Hamilton.

Permanent Record — A student who is suspended or expelled from the College as a consequence of an action taken by the Committee on Academic Standing (academic failure), the Judicial Board (social infractions) or the Honor Court (academic dishonesty) will have recorded on his or her permanent transcript a note explaining the reason or reasons for the suspension or expulsion as follows: "suspended (or expelled) from the College on (date) _____ for the reason of _____."

Transfer of Credit to Hamilton for Study Away

With faculty approval, qualified students may spend one to three semesters of study in an approved program overseas or at another American institution, or may receive credit for part-time study while on personal leave or during summers. The College tries to be responsive to the needs of students seeking diverse educational settings or courses not offered at Hamilton. At the same time, transferred credit can have a significant effect on the meaning and value of the Hamilton degree and thus must represent work that meets Hamilton's standards. *The College considers the opportunity to earn transferred credit a privilege, rather than a right, and evaluates carefully the merits of all transferred credit petitions.*

Every student intending to study away from Hamilton should prepare by taking the appropriate foundation courses. Consultation with the appropriate department chairs and the associate dean of students for study abroad early in the sophomore year is advised.

The conditions for transferred credit are as follows:

1. Students planning to study away from Hamilton must register their intentions with the Dean of Students Office by the published deadlines. They must complete the transferred credit petition and receive the approval of their advisor and/or the appropriate department chairs before they begin the course of study away. Students who change their programs after leaving campus should discuss substitutions with the associate dean of students for off-campus/international study by e-mail or telephone.
2. Courses must be taken at an accredited institution and must be considered by the faculty at Hamilton to be in the liberal arts. Students are encouraged to study at four-year institutions. Students who have earned 14 or more Hamilton units (including units earned by all forms of transferred credit) may present for transferred credit only courses taken at a four-year institution.
3. Each course must be approved by the chair of the Hamilton department or program that would offer the course at the College. To obtain approval, students must provide a copy of the catalogue description of each course. If a course is not clearly within the purview of a Hamilton department or program, the Committee on Academic Standing will determine its acceptability. The appropriate chair should indicate if a course will apply toward a student's concentration or minor.
4. Correspondence courses are not acceptable for transferred credit. Courses in which a substantial portion of the enrollment consists of high school students are not acceptable for transferred credit, even if they are college-level courses taught by a university-approved instructor or visiting professor.
5. Grades must be the equivalent of C or higher.
6. Students who carry out independent studies at another college or university in the United States must submit a separate form indicating that a Hamilton faculty member has evaluated and approved the completed project.
7. Transferred credits may account for no more than one-half of the total graduation credits. No more than two course credits will be granted for study during a summer.
8. Seniors must take their final semester at Hamilton College. Matriculated students may spend no more than three semesters studying away from Hamilton.
9. The quantity of transferred credit that a student may earn toward a Hamilton degree for work done at another school is determined by a proportionality between the 32 Hamilton units required for a Hamilton degree and the number of units required at the other school to earn a degree. For example, if a school requires 120 semester-hours for a degree, a course worth three semester-hours at that school is .025 of the total work required for a degree at that school. By proportionality, that three semester-hour course would generate .8 of a Hamilton unit, because $(.025)(32) = .8$. The registrar will use this rule to evaluate the totality of a student's transferred credit for a given semester or summer.
10. The Committee on Academic Standing grants final approval of all transferred credit petitions. Any requests for exceptions to the above conditions must be submitted to the committee.

Transferred credit, including summer school and advanced placement credit, is counted toward the courses required for a degree. Such credit is entered on the transcript. The grade, however, is not included in the student's average and, therefore, does not affect class rank, which is determined solely on the basis of grades awarded for courses taken in Hamilton programs.

Once transferred credit has been entered on a student's transcript, that credit may not be removed from the transcript without approval of the Committee on Academic Standing.

Foreign students who enter Hamilton as first-year students and desire transferred credit for work done at a foreign college or university should consult the associate dean of students (academic) during their first year.

Study in a Foreign Country

1. Students planning to study in a foreign country must follow and complete the procedures specified above for off-campus study and transferred credit. (These provisions do not apply to the Hamilton programs in China, France, Spain or the Hamilton-affiliated program in India. See the appropriate departments for the relevant information.)
2. All students planning to study away must discuss their plans with the associate dean of students for off-campus/international study (located in the Dean of Students Office) by the published deadlines. Only students in good academic and social standing at the College may receive an approved leave of absence for foreign study.
3. As in the case of other off-campus programs, final approval of foreign study programs and transfer of foreign study credit is granted by the Committee on Academic Standing.

Upon returning to Hamilton, the student must have an official transcript sent to the Office of the Registrar documenting completion of the approved program. No credit will be approved for courses taken credit/no credit. Students must receive letter grades or equivalents from off-campus programs.

To earn credit toward a Hamilton degree for study abroad, a student must:

1. earn a grade point average of 82 or higher during the two consecutive semesters at Hamilton immediately preceding the student's last semester at Hamilton before leaving for the study abroad.
2. receive no final grades of F or FF in the semester immediately preceding the proposed period of study abroad.

Students applying to the Hamilton programs in China, France or Spain, or the Hamilton-affiliated program in India may, with the support of the appropriate program director and the concentration advisor, apply to the Committee on Academic Standing for a waiver of the 82 average rule.

To earn credit toward a Hamilton degree by work transferred from study abroad in a country whose language is not English, a student must meet the following requirements:

1. prior to studying abroad, pass a course (or otherwise demonstrate proficiency) in the language of that country at:
 - a.) the fourth-semester level for French, German, Russian and Spanish;
 - b.) the second-semester level for Italian, Chinese and Japanese;
 - c.) the second-semester level, if the Critical Language Program at Hamilton offers instruction in that language regularly.
2. while studying abroad, undertake for credit work that is either conducted in the language of that country or that increases the student's proficiency in that language. The student must earn a grade of C or higher, and the work must be worth at least one-fifth of the total work presented for transferred credit from that study abroad.

The Committee on Academic Standing may, upon the recommendation of an academic department at Hamilton, modify these requirements for specific students or programs of study abroad.

Evaluation of Credit for Transfer Students

Transcripts of college work to date will be reviewed by the registrar, in consultation with the Committee on Academic Standing, to determine the courses that will be accepted for transfer. (See the preceding section for the criteria used.) Transfer students must complete at least half of their undergraduate program at Hamilton to receive a Hamilton College degree.

When the transcript has been evaluated, the registrar will send the transfer student a statement of accepted courses and an estimate of the Hamilton credit equivalency, and upon matriculation will enter the courses and grades on the student's Hamilton record. The registrar will assign a class year based on the number of credits accepted for transfer. A transfer student is governed by the academic regulations that pertain to the class in which he or she has been placed.

All transfer students must take the quantitative skills proficiency examination. They must consult with the Physical Education Department regarding completion of the physical education requirement. If awarded junior standing, a transfer student must declare a concentration upon matriculation. Courses taken elsewhere may be counted toward the concentration if approved by the appropriate department.

Acceleration

Acceleration permits students to graduate one full year ahead of the normal date of graduation. Students wishing to accelerate must apply to the Committee on Academic Standing for permission to do so no later than the end of the first semester of the sophomore year. The committee will consider both the advisability of acceleration and the means of achieving it. Approval will be granted only to those students whose academic ability and personal maturity are judged adequate.

Leaves of Absence

A student may request from the associate dean of students (academic) an academic or personal leave of absence. A student may request from the dean of students a medical or psychological leave. Students should consult with their academic advisor and the appropriate dean prior to requesting leave. Leaves of absence may be granted for a specified period of time, normally one or two semesters. Students on leave are expected to return to Hamilton at the conclusion of the approved leave.

While on leave, students will be informed of preregistration at the appropriate time in the semester preceding their return, and are responsible for meeting the same deadlines as currently enrolled students. Arrangements for housing must be completed before students leave campus. In order to do this, students must complete a proxy form and register it with the Office of Residential Life. Students who fail to preregister or who leave Hamilton without formally being granted a leave of absence will be withdrawn and must reapply to the dean of students. A request for a change in a student's leave, or cancellation, must be made to the appropriate dean. Should the dean approve the request to cancel a leave, the student must pay the continuation fee and then may exercise his or her own on-campus options, to the extent that the College schedule allows.

All requests for a leave of absence must be received by the published deadlines. Students with an approved leave do not pay the registration fee, preregister or participate in the housing or meal plan lotteries. The registration fee is refundable until May 1; after that date it is forfeited.

Students may occasionally need to arrange a leave of absence after the spring or fall deadlines for reasons beyond their control. These students should apply to the dean of students, who may allow financial and other regulations to be waived. When a leave is granted, the dean of students may also specify special conditions for the student's readmission to Hamilton.

Academic Leave of Absence — Students intending to pursue an academic program at another institution, either at an American college or in a foreign study program, must request in writing an academic leave from the associate dean of students (academic).

Personal Leave of Absence — Students may request in writing a leave for personal or financial reasons from the associate dean of students (academic).

Medical or Psychological Leave of Absence — Students who have a professionally diagnosed medical or psychological condition that interferes with their academic or social life at Hamilton may request from the dean of students a medical or psychological leave of absence. For such a leave to be considered, the student must authorize the director of Student Health Services and/or the director of Counseling and Psychological Services, as appropriate, to provide confirmation of the presence and severity of the condition to the dean of students.

Students whose behavior is either disruptive or presents a danger to themselves or to others may be referred to the Health Center or to the Counseling Center for evaluation and diagnosis if the dean of students suspects that a medical or psychological condition may underlie the behavior. If the consultation confirms the presence of such a condition, the dean of students may decide to place such students on an involuntary medical or psychological leave of absence. Students who refuse to cooperate with such evaluative procedures will be subject to involuntary leave until evaluations are completed. Students who face involuntary leave have the right to request a member of the faculty or administration to act as an advisor or advocate.

Students who take a leave during a semester will normally be on leave for the remainder of that semester plus the subsequent semester. Students who have been on medical or psychological leave of absence must apply to the dean of students to return. Normally this request should be made 30 days in advance of the proposed date of return. Requests will be granted only after the director of Student Health Services and/or the director of Counseling and Psychological Services informs the dean of students that he or she is satisfied that the student is ready to return; this will normally require the student to supply documentation from appropriate professionals confirming that the condition leading to the leave has been resolved.

Suspension, Withdrawal and Readmission

Academic Suspension — A student suspended for academic deficiency will be notified in writing of the decision of the Committee on Academic Standing, the reasons for suspension, the length of the suspension and the conditions under which he or she will be considered for readmission to the College. A student readmitted from a suspension for academic deficiency will be placed on academic probation for the semester immediately following readmission.

Disciplinary Suspension — Students may be suspended from the College for disciplinary reasons. Readmission to the College after the semester of suspension is not automatic, but requires application to the dean of students. A student readmitted from suspension for disciplinary reasons will normally be placed on disciplinary probation for the semester immediately following readmission. Readmission will normally be denied if the conditions specified at the time of suspension have not been met. Hamilton reserves the right to defer readmission if space is not available.

Withdrawal — Students who leave Hamilton while a semester is in progress or at the end of the semester, and who do not wish to return at a future date, are required to formally withdraw from the College by meeting with the associate dean of students (academic) and following the proper exit procedures.

Readmission — Former students or students who have completed withdrawal procedures may apply to the dean of admission for readmission to the College. Applications for readmission are to be submitted at least one month prior to the beginning of the semester in which the student wishes to return.

Continuation at Hamilton

Registration Fee — A registration fee of \$500, deductible from the fall tuition bill, is required of all students who intend to continue at Hamilton. This fee is due by April 1 of each year. It may be refunded up to May 1; after that date it is forfeited.

Preregistration — Preregistration is held in November for the following spring semester and in April for the following fall semester. In order to preregister for the fall semester, students must have paid the registration fee. Students who have not preregistered may be withdrawn from the College.

Housing Lottery — In order to continue in college housing, returning students select their rooms for the next academic year through the housing lottery at the end of the spring semester. In order to be eligible, students must have paid the registration fee, have their accounts clear and have preregistered for classes for the fall semester. The housing lottery information booklet, published in the middle of the spring semester, contains additional requirements pertaining to the process and student eligibility.

Students wishing to live off campus must participate in a separate process which is normally offered only to rising seniors. Any permission to live off campus is granted on a yearly basis only. Students are advised to not sign a lease until they have been granted permission to move off campus by the College during the spring.

Meal Plan Placement — Each student must participate in a meal plan while classes are in session. All first-year and sophomore students must participate in the 21-meal plan. Most junior and senior students will participate in the 7-, 14- or 21-meal plan, depending on where they live. Certain housing locations permit students to take fewer meals in the dining halls. However, all students (including off-campus residents), at a minimum, must participate in the seven-meal plan. Students with medical restrictions need to consult with the Director of Residential Life.

Student Records

College regulations defining access to student records under the provisions of the Family Educational Rights and Privacy Act (“Buckley Law”) can be found online at www.hamilton.edu/applications/catalogue/ferpa.html.

Off-Campus Study

Hamilton-Sponsored Study Abroad Programs

The Academic Year in Spain, the Associated Colleges in China and the Junior Year in France programs are distinguished for their thorough preparation and total immersion of students in the language, history and culture of those countries.

Academic Year in Spain — Hamilton College Academic Year in Spain has enjoyed a long and solid association with Swarthmore and Williams, has recently signed a new affiliation with Princeton, and also benefits from students and visiting faculty members from Amherst, Bates, Bryn Mawr, Brown, Bucknell, Carleton, Claremont McKenna, Colby, Grinnell, Harvard, Scripps, Stanford, Washington & Lee and Yale. The program is open to sophomores, juniors and seniors who wish to pursue studies in Spanish culture, language and literature. Hamilton’s own Centro Universitario de Estudios Hispánicos is located in the heart of the Ciudad Universitaria in Madrid, so that students may enroll in one course per semester in the fine arts, humanities, sciences and social sciences at Hamilton’s Spanish affiliate, the Universidad de San Pablo. To be admitted, students must demonstrate a strong academic record and a solid knowledge of Spanish. Students may be admitted for one term, but they are encouraged to spend one full academic year in Spain. Each term begins with a 10-day orientation trip, including four days of classes at a beachside village.

Associated Colleges in China — The Associated Colleges in China Program is both sponsored and administered by Hamilton College in collaboration with Bowdoin, Oberlin, Swarthmore and Williams colleges and Lawrence University. It offers students the opportunity to pursue the intensive study of Chinese in Beijing, China. The Capital University of Economics and Business in Beijing is the host institution. Open to academically successful students who have completed at least one, but preferably two, years of study in Chinese, the program has a summer, a fall and a spring session. A combination of two semesters is recommended.

Junior Year in France — The Hamilton Junior Year in France celebrated its 50th anniversary in 2007 and is one of the oldest U.S. academic programs in France. It is a year-long program designed for students in good standing at the intermediate or higher level in French, and is coordinated and supervised by a faculty member of the French Department. The HCJYF is open to majors in the humanities, fine arts, social sciences and sciences, not just French concentrators. While on the HCJYF, students choose courses according to their level that support their majors. They make their selection among in-house courses organized by the program and courses at a variety of Paris institutions of higher education such as the Université de Paris III, the Institut Catholique, the Université de Paris VI, the Ecole du Louvre and the Institut d’Etudes Politiques. The program also includes field trips and cultural activities. Home stays and a French-only pledge ensure that students receive the best possible immersion experience. Hamilton students are joined by students from Amherst, Bates, Bowdoin, Colby, Grinnell, Scripps and Williams.

Students who intend to apply to the programs in China, France or Spain should pursue study in the relevant language and consult with a member of the departments of East Asian Languages and Literatures, French or Hispanic Studies. Applications are available through the Programs Abroad Office or the Associated Colleges in China Office.

Hamilton-Affiliated Study Abroad Programs

Classical Studies in Greece and Rome — Hamilton is an institutional member of the Intercollegiate Center for Classical Studies in Rome, Italy (the Centro) through the Empire State Consortium, and of the American School for Classical Studies in Athens, Greece.

The Intercollegiate Center for Classical Studies in Rome is open to students who have been trained in Latin or Greek. The one-semester program is offered during the fall and the spring. The center provides an opportunity to study Greek and Latin literature, ancient history and archaeology, and ancient art in Rome. The Duke

University Foreign Academic Programs administers the center, and the faculty is chosen from among college and university teachers in the United States and Canada. The language of instruction is English.

The American School of Classical Studies in Athens operates summer programs that are open to undergraduates, graduate students, and high school and college teachers. There are two six-week summer sessions that focus on the topography and antiquities of Greece. Scholarships are available. Students interested in the programs in Greece or Rome should contact the chair of the Classics Department.

Institute of Antarctic and Southern Ocean Studies — The Geosciences Department encourages students to consider enrolling at the University of Tasmania (Australia), where Hamilton has a cooperative agreement with the Institute of Antarctic and Southern Ocean Studies. Hamilton is officially a member of the International Antarctic Institute. For additional information, contact Professor Eugene Domack in the Geosciences Department.

New York State Independent College Consortium for Study in India — Hamilton is a member of the New York State Independent College Consortium for Study in India, which offers a rich and rigorous semester-long program each fall designed to introduce students to the geographic and cultural diversity of northern India. Students spend significant time living in Delhi, Mussoorie, Jaipur and Varanasi, in addition to making shorter trips to such cities as Amritsar, Agra and Sarnath. The program offers study of elementary Hindi, historical and contemporary India and an independent field study project that students design themselves. Courses introduce students to a variety of disciplines including anthropology, art history, history, literature, political science, religion and sociology. The program is directed each year by a faculty member from one of the colleges in the consortium. Joining Hamilton are Hartwick College, Hobart and William Smith colleges and St. Lawrence University.

The Swedish Program at Stockholm University — Hamilton is a consortium member of the Swedish program that enables students to enroll at Stockholm University and take courses in English with Swedish and other international students. Course offerings are diverse. Living arrangements are with host families or in the university dormitory. Participation is either for one semester or the full academic year. For information, contact info@swedishprogram.org.

Hamilton-Sponsored Off-Campus Study in the United States

Hamilton Program in New York City — Through internships, independent projects and coursework, this program gives participants an understanding of global politics, economics and culture while living in a global city. Each semester a Hamilton faculty director designates a theme that provides a focus for integrating each student's internship and independent study into classroom learning. The program selects motivated, mature students who are willing to share their internship experiences and independent projects with each other.

The fall semester is open to juniors and seniors; the spring semester to sophomores, juniors and seniors. Criteria for rolling admission include an interview, two references, a transcript and course prerequisites chosen by the faculty director for that semester. Participants receive one to two courses of concentration credit in the director's academic department or program. Special arrangements may be made to receive one course credit in a cooperating department.

A participant is eligible for the Dean's List if she or he earns a grade point average of at least 90 in the three graded courses and completes the required internship with work evaluated by the director as "excellent."

Hamilton College Program in Washington — Hamilton offers a program in Washington, D.C. In the fall, the program is open to qualified juniors and seniors; in the spring, it is open to qualified sophomores, juniors and seniors. The program is directed by a resident member of the Government Department. It consists of internships in the legislative and executive branches of the federal government that are integrated with coursework involving research and writing. The term is designed for students who have demonstrated the ability to work independently and who have interest in the problems of government and public affairs. The program is not restricted to those concentrating in government, and it is open to select students from other colleges.

A Hamilton student who participates in the program will be appointed to the Dean's List if that student earns a grade point average of 90 or higher in the three conventionally graded courses in the program and completes the required internship with work evaluated as "excellent" by the director.

The New England Center for Children Cooperative Learning Program — Hamilton students (usually juniors) who are interested in applied psychology and the education of children with special needs may spend a semester at the New England Center for Children. NECC conducts a nationally recognized program of intensive intervention using the methods of applied behavior analysis. The facility, located near Boston, offers Hamilton students a semester's academic credit for study and practical work with children with autism. Interested students should consult with the chair of the Department of Psychology.

Hamilton Cooperative and Affiliated Programs

Hamilton has established cooperative arrangements with several institutions to expand educational opportunities for students. Several instances are described below. Students enrolled in cooperative programs receive a Hamilton degree only upon demonstrating to the department in which they concentrate that they have fulfilled concentration requirements and have satisfied the goals of the College. If the concentration requirements have not been met by the end of the junior year, they may, with the approval of the department, be completed at the cooperative institution.

American Council of Teachers of Russian Undergraduate Program — Hamilton has been designated as a host institution for students from the Russian Federation and other nations of the former Soviet Union. Each academic year, one or more Russian students will have the opportunity to study at Hamilton. In the past the College has hosted students from Kazan, Voronezh, St. Petersburg, Moscow, Alma-Aty, Everan and numerous other cities in the New Independent States (NIS). The program is funded by the United States Information Agency and the governments of the NIS.

Assurance of Admission: Master of Arts in Teaching — As a result of an agreement with Union College, well qualified Hamilton students can gain assurance of admission to Union College's Master of Arts in Teaching Program. The M.A.T. degree will normally require two summers and one academic year in residence at Union College, and carries with it secondary school teaching certification. Students interested in pursuing this option should contact Susan Mason, chair of the Education Studies Program Committee, preferably no later than the fall semester of their junior year.

Cooperative Engineering Program — Liberal arts-engineering (3-2) plans are in effect with Columbia University, Rensselaer Polytechnic Institute and Washington University in St. Louis, whereby the student spends three years at Hamilton and then two years at the cooperating engineering school. At the end of this period, the student earns an A.B. from Hamilton and a B.S. from the engineering school. Hamilton also offers access to a combined plan at the Thayer School of Engineering at Dartmouth College. This program is on a 2-1-1-1 schedule. The student completes two years at Hamilton, the junior year as a visiting student at Dartmouth and returns to Hamilton to complete the senior year and to earn the A.B. The student then returns to Dartmouth to finish the second year of engineering studies and to receive a degree in engineering. Admission to these programs in the traditional divisions of chemical, civil, electrical and mechanical engineering, and now many others such as biomedical, computer and environmental engineering, is based on obtaining a G.P.A. of 3.0, or a B average, and the positive recommendation of the Department of Physics. Various 4-2 plans lead to different degree options. For details, consult with the engineering advisor, Professor Peter Millet, in the Department of Physics.

Cooperative Law Program — The Hamilton cooperative law program permits highly qualified students to enter the Columbia University School of Law after completion of their junior year. The program in Accelerated Interdisciplinary Legal Education permits these students to earn both the Hamilton baccalaureate degree and the Columbia juris doctor degree after three years of study at each institution. Interested students should consult either Douglas Ambrose in the Department of History or Jeannine Murtaugh in the Career Center no later than the first semester of their junior year.

Direct Admission MBA Program — Under a direct admission agreement with the William E. Simon School of Business Administration at the University of Rochester, Hamilton will recommend students who are especially well prepared to proceed directly to the MBA program upon earning their undergraduate degree.

Drawing on the College's recommendations, the Simon School will select candidates, preferably by the end of their Hamilton junior year, who have demonstrated above average maturity and strong academic preparation, regardless of undergraduate major. The Simon School will evaluate candidates through a priority interview with a Simon School graduate or a member of the admissions committee. The application fee will be waived. Hamilton students admitted to the Simon School by direct admission should complete business-related summer internships or work experience, or both, during their undergraduate years. The Simon School will provide counseling and support to identify pre-MBA internships and offers merit-based support. For more information about direct admission with the Simon School, see James Bradfield in the Economics Department.

Early Assurance Program in Medicine — A handful of medical schools in New York State allow highly qualified students to submit an application after their sophomore year, gaining assurance of a place in a specific medical school after they graduate from Hamilton. In recent years, Hamilton students have submitted early assurance applications to Albany Medical College, University of Buffalo School of Medicine and Upstate Medical University College of Medicine. Students who intend to apply through the early assurance program complete six of the eight semesters of required science courses by the end of the sophomore year and submit a record of strong standardized testing from high school in lieu of the MCAT. The early assurance option is intended for students who have thoroughly explored their career choices and whose undergraduate plans include foreign study or other educational opportunities that will enhance personal development but preclude the more typical premedical calendar. Although the early assurance program may reduce the pressure that premedical students sometimes experience, its primary purpose is to allow students to access the wide-ranging educational opportunities offered by Hamilton. Additional information may be obtained from Leslie North, health professions advisor.

MBL Semester in Environmental Science — Hamilton is an affiliated institution with the Semester in Environmental Science of the Marine Biological Laboratory Ecosystem Center in Woods Hole. Participants engage in a 14-week program of rigorous field and laboratory work, lectures and independent research in environmental and ecosystem science. For additional information, contact Todd Rayne in the Environmental Studies Program.

SEA Education Association — Hamilton is an affiliated institution of the SEA semester program in Woods Hole, Mass. The shore component includes courses in oceanography, nautical science and maritime studies. The sea component includes six weeks aboard ship learning skills and conducting research. A student may receive a maximum of four Hamilton units of transferred credit for participation in the SEA program. Each award is conditional on the student's earning a grade of C or higher. For further information, contact the associate dean of students for off-campus/international study.

Study at Neighboring Institutions

With appropriate approval (see "Transfer of Credit" under "Academic Regulations"), a Hamilton student may take coursework toward the baccalaureate degree at neighboring institutions during the fall and spring semesters. In recent years students have enrolled at Colgate University and Utica College. Usually one course is taken at a neighboring institution while the rest of the work is done at Hamilton.

Honors

The College recognizes academic achievement with a variety of honors. Specific awards, fellowships, scholarships and prizes are described at www.hamilton.edu/applications/catalogue/scholarships.html.

Commencement Honors

Those students who complete the entire College course with a standing in the first five percent of the graduating class will earn general honors and receive the baccalaureate degree summa cum laude; those in the next 10 percent, magna cum laude; and those in the next 10 percent, cum laude.

The two students who attain the first and second highest standings for the College course shall be given, respectively, valedictory and salutatory honors. To be eligible for valedictory or salutatory honor, a student must have earned at least 23 units of credit at Hamilton.

Departmental Honors

Honors in the concentration are awarded by vote of the faculty in the area of concentration to those seniors who have completed courses that satisfy the concentration with an average of not less than 88 and who have also met with distinction the additional criteria established for honors in the concentration. Individual departments and programs may require a higher average. These criteria are listed in the departmental entries online. Matters of character constitute legitimate considerations for a department to deny an award of honors in the concentration.

Dean's List

The College also recognizes academic achievement at the conclusion of each semester. At those times, the dean of faculty makes public the names of students who have carried throughout the semester a course load of four or more graded credits with an average of 90 or above. (A special criterion for the Dean's List applies to the Term in Washington and Hamilton in New York City programs; see "Hamilton-Sponsored Off-Campus Study in the United States.")

Phi Beta Kappa

Founded at The College of William and Mary in 1776 to foster love of learning, Phi Beta Kappa is the oldest academic honorary society in America. The Hamilton chapter, known as the Epsilon Chapter of New York, was established in 1870. Students are elected during their senior year on the basis of academic distinction in the liberal arts and sciences. In examining the academic records of candidates, the chapter considers the breadth of their engagement with the liberal arts and their fulfillment of the academic purposes and goals of the College. Breadth in the liberal arts normally involves one course in at least five of the six following categories — arts, math/computer science, sciences, social sciences, languages and humanities. In at least three of those categories, the student will have taken a course at the 200-level or above. The Hamilton chapter normally selects about 10 percent of the senior class for membership.

Sigma Xi

The Hamilton College chapter of Sigma Xi, the national honor society for scientists, was installed in 1965. The goals of Sigma Xi are to advance scientific research, to encourage companionship and cooperation among scientists in all disciplines and to assist the wider understanding of science. Students who show marked aptitude for research and who are continuing in research at the graduate level are elected to associate membership. Students not continuing on to graduate school are awarded certificates of recognition. Nominations are based on the student's performance in an independent study or a senior research project.

Lambda Pi Eta

The Hamilton College chapter of Lambda Pi Eta, known as Epsilon Kappa, was established in 1996. Membership in Lambda Pi Eta is based on academic excellence in and commitment to communications. The purpose of the society is to recognize, foster and encourage outstanding scholastic achievement in communications.

Omicron Delta Epsilon

The Hamilton College chapter of Omicron Delta Epsilon, the international honor society in economics, was established in 1990. The society recognizes scholastic attainment in economics, encourages the establishment of closer ties between students and faculty members in economics, and emphasizes the professional aspects of economics as a career in the academic world, business, government and international organizations.

Phi Alpha Theta

Alpha Epsilon Upsilon, the Hamilton College chapter of Phi Alpha Theta, was installed in 1991. This international honor society recognizes academic excellence and promotes the study of history through the encouragement of research, good teaching, publication and the exchange of learning and thought among historians.

Phi Sigma Iota

Iota Nu, the Hamilton College chapter of Phi Sigma Iota, was installed in 1977. This national honor society encourages scholarship and recognizes achievement in foreign and classical languages and literatures.

Pi Sigma Alpha

Known as Tau Kappa, the Hamilton College chapter of Pi Sigma Alpha was established in 1993. This national political science honor society recognizes academic achievement in various fields of political science and encourages intellectual discourse on public affairs and international relations among students and faculty members.

Psi Chi

The Hamilton College chapter of Psi Chi, the national honor society in psychology, was established in 1977. The purpose of the society is to advance the science of psychology and to encourage, stimulate and maintain members' scholarship in all fields, particularly psychology.

Scholarships, Fellowships, Prizes and Internship Support

Each year, Hamilton awards thousands of dollars in scholarships, fellowships, prizes and internship support. Scholarships are generally awarded on the basis of financial need, while graduating seniors may apply for fellowships to assist them in furthering their education. Most prize scholarships and prizes recognize achievements students make while at Hamilton. These range from high quality academic work, to an outstanding essay or speech, to stellar character and campus citizenship. Student pursuing internships or research projects during the academic year or the summer may apply for internship support.

For a complete list of Hamilton's scholarships, fellowships, prizes and internship support, see www.hamilton.edu/applications/catalogue/scholarships.html.

Tuition and Fees

A college education of the kind offered at Hamilton is necessarily expensive — so expensive that tuition represents only 65 percent of the actual cost of a student's education. For the remainder, the College relies upon its endowment and the various gifts and grants made by alumni, friends and foundations. Even though the individual expense is thus substantially reduced, approximately half of all students at Hamilton still need some form of financial aid. If deemed eligible, they can benefit from scholarship funds, employment opportunities and loans established to defray further the high cost of education.

Charges for a year at Hamilton, including tuition and fees, room and board, total \$48,410. Beyond this, a student will need an additional \$1,300 to cover the cost of books and supplies, plus approximately \$500 for other expenses. The actual amount required will depend in part upon the distance between home and the College.

College Fees

Application Fee — A non-refundable fee of \$50 must accompany each application for admission. This fee is waived if the application is submitted electronically.

Registration Deposit — A non-refundable deposit of \$500 is required from each candidate offered admission. This sum, due by May 1, will be applied toward the first bill of the academic year.

Registration Fee — A registration fee of \$500, deductible from the fall tuition bill, is required of all students who intend to return to Hamilton for the coming academic year. This fee will be billed to the student's account in March and is due on April 1. Students may not preregister or participate in the housing lottery until the deposit is paid. It is nonrefundable after May 1.

Guarantee Deposit — An initial guarantee deposit of \$100 is required from each regularly enrolled student upon entering the College. This deposit will be held to ensure final payment of minor bills. Any balance will be returned after the student leaves the College.

Transcript Fee — New students to the College are required to pay a non-refundable one-time transcript fee of \$25 as part of their first-term bill. This will entitle the student to an unlimited number of transcripts in the future.

Tuition and Other Charges for 2008-09 —

Tuition and Fees	per year	\$38,600*
Room (in College residence halls)	per year	5,360
Board (in College dining halls)	per year	4,450

* includes \$380 activities fee

The charge for tuition and fees listed above does not apply to the occasional special student permitted by the faculty to carry fewer than the three courses required for a full-time program. Partial tuition for such students is by course load, at a rate of \$4,778 per course.

Overelection Fee — Four years' tuition entitles the student to 37 courses — several more than are required for graduation — taken at any time during the undergraduate program. Students who enroll in more than the allotted 37 courses (exclusive of Music 125, 126, 141, 142, 225, 226, 241, 242 and 326) pay an overelection fee of \$4,778 per additional course.

Room and Board — Hamilton asks that all students live in a College residence hall; exceptions to this policy may be granted by the Office of the Dean of Students. College rooms are furnished with a bed and mattress, desk, chair and dresser for each occupant.

All students, however, will participate in the seven-meal plan as a minimum. All first- and second-year students will participate in the 21-meal plan. Juniors and seniors can choose to participate in either the seven-, 14- or 21-meal plan; and certain housing accommodations will provide for participation in the seven-meal plan only. Those permitted to provide their own board will be assessed a service charge of \$275 per year for this privilege to cover the College's cost of maintaining cooking facilities in the residence halls.

Student Activities Fee — At the request of the Student Assembly, a student activities fee of \$190 per student per semester is charged to support student-sponsored programming.

Medical Services — Professional care and treatments provided by the College Health Center are free. A fee may be incurred for medications and diagnostic tests.

Group Accident Insurance — Accident insurance is extended without separate charge to all regularly enrolled students for the academic year. However, this is excess insurance over any other collectible insurance covering the student as a dependent. This coverage provides a basic accident medical expense benefit with an aggregate maximum of \$1,000 per injury.

Coverage under the plan is available for losses caused by accident only, both on and off campus, but the accident must occur during the academic year. There is no coverage during the summer break. Treatment must commence within 180 days of the accident, and all bills for charges accumulated during a given treatment must be presented within two years of the incident.

Accident insurance is also provided for intercollegiate sports. This is excess coverage only. It applies after any other collectible insurance covering the student. Club and intramural sports are not covered under this plan and fall under the group accident insurance plan.

Health Insurance — Hamilton requires that all students have some form of health insurance coverage. For students who are not covered under a parent's policy, or students who would like additional coverage, Hamilton offers a limited benefits health insurance plan. Coverage under this policy is voluntary. However, if proof of other comparable health insurance coverage has not been provided to the Health Center, students will be automatically enrolled in and billed for this plan. An outline of the plan and premium information may be obtained from the Health Center at 315-859-4112.

Other than the provisions of the Medical Service and Group Accident and Health Insurance programs described above, the College assumes no responsibility for medical or health services to its students.

Music Fees — Private vocal and instrumental instruction is available during the fall and spring semesters. The student may choose between two alternatives: 11 weekly half-hour lessons for \$275, or 11 weekly hour lessons

for \$550. A student receiving a College scholarship as part of his or her financial aid package is eligible for assistance in meeting the cost of private music instruction. Generally one-half the cost will be covered by an increase in the scholarship, with the remainder covered either by the student and his or her family or through a supplemental loan. Eligible students must contact the Office of Financial Aid.

Off-Campus Programs Fee — Students may study for a semester or more through approved non-Hamilton programs at other colleges and universities. A fee of \$1,700 is charged for each semester a student is away. This fee is in addition to the tuition charged by the off-campus program.

Charges for Damage — The College attempts to minimize property damage by prorating among the student body the cost of any such damage for which the responsible party cannot be identified. The cost of individual residence hall damage for which no responsible party can be found is prorated among the residents of each building. A bill for this prorated charge is sent to each student at the end of each semester.

Payment of Bills — One-half the annual charges is billed in July and the other half in December. Both are mailed to the student's home address for payment in August and January, respectively. A late payment fee of \$100 is assessed if payment is not received by the start of classes. An additional late fee of \$200 will be assessed if the amount due for the semester is not paid by October 1 for the fall semester and March 1 for the spring semester. During the academic year, all other bills are also mailed to the student's home address and are due by the last day of the month.

Numerous lending organizations and banks offer plans for financing tuition and fees. Such plans allow for payment periods of up to 120 months. The Office of Financial Aid has a list of such organizations.

Any student whose bill is not paid as provided herein may be prevented from registering or preregistering and excluded from classes. In addition, any student whose bill is unpaid may be denied access to residence and/or dining halls. No student whose College bills are unpaid may receive a degree or honorable dismissal, have grades recorded or obtain a transcript.

All students are held personally responsible for any unpaid balance on the tuition account, regardless of any allowances, awards or financial aid. It is also the student's obligation to pay attorneys' fees or other charges necessary to facilitate the collection of amounts not paid.

All refunds to a student withdrawing from the College are based on the date on which the student, parent or guardian notified the dean of students of withdrawal. The College policy on the refund of payments to students who withdraw voluntarily or due to illness, or who are dismissed during any semester, is stated below. No other refunds are possible.

Tuition, board and fees are refunded as follows:

1) Withdrawal or dismissal during the first week	80%
2) Withdrawal or dismissal during the second week	70%
3) Withdrawal or dismissal during the third week	60%
4) Withdrawal or dismissal during the fourth week	50%
5) Withdrawal or dismissal during the fifth week	40%
6) Withdrawal or dismissal during the sixth week	30%
7) Withdrawal or dismissal during the seventh week	20%
8) Withdrawal or dismissal during the eighth week	10%
9) After eight weeks	no refund

Room charges will not be refunded if a student withdraws after the start of classes.

Students who think that any fee or refund has been incorrectly computed may appeal to the controller.

Academic Average, 73
Academic Departments and Programs, 66
ACADEMIC DISHONESTY, 16
Academic Probation, 74
Academic Regulations, 67
Academic Standing, 73
Academic Warnings, 74
Academic Year in Spain, 79
Acceleration, 77
Access to Student Rooms by College Officials, 46
Administrative Hearing, 10
Advanced Placement, 67
Advisory Committee on Campus Security, 41
ALCOHOL AND ILLEGAL DRUG POLICY, 23
Alcohol and Other Drug Counseling and Treatment Programs, 27
American Council of Teachers of Russian Undergraduate Program, 81
Appeals Board, 21
Appeals Board Procedures, 22
Appropriate Use of E-mail, 53
Associated Colleges in China, 79
Athletic Scheduling, 57
Baccalaureate Requirements, 67
Bias Crimes Compliance Statement, 40
Campus Resources, 5
Class Attendance, 73
Class Status, 74
Code of Student Conduct, 8
College Calendar 2008-2009, 64
College Fees, 84
College Purposes and Goals, 65
Commencement Honors, 83
Composition of the Judicial Board, 11
Concentration Requirement, 67
Concentrations, 66
Conferral of Degrees, 70
Cooperative Engineering Program, 81
Cooperative Law Program, 82
Course Changes for Fall and Spring Semesters, 71
Course Election, 71
Course Units, 67
Credit/No Credit Option, 72
Crime Statistics, 41
Damages, 46
Dean's List, 83
Departmental Honors, 83
Direct Admission MBA Program, 82
DISABILITY SUPPORT SERVICES, 58
DOG POLICY, 59
Double Concentration, 67
Early Assurance Program in Medicine, 82
English for Speakers of Other Languages, 69
Evaluation of Credit for Transfer Students, 77
Examinations, 73
Excuse of Illness, 73
Expulsion from the College for Academic Deficiency, 74
Failure in a Course, 72
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT, 61
FREEDOM OF EXPRESSION, 59
Grades, 71
Grades of Incomplete and Grade Changes, 72
Group Accident Insurance, 85
Guarantee Deposit, 85
HAMILTON COLLEGE GRIEVANCE PROCEDURE, 59
Hamilton College Honor Pledge, 16
Hamilton College Program in Washington, 81
Hamilton Cooperative and Affiliated Programs, 81
Hamilton Program in New York City, 80

Hamilton-Affiliated Study Abroad Programs,
 80
**Hamilton-Sponsored Off-Campus Study in the
 United States,** 80
HAZING, 42
Health Insurance, 86
Health Risks Associated with Drug Use, 27
HEALTH SERVICES, 59
Hearing Procedures, 10
Honor Code, 16
HONOR CODE STATEMENT, 16
HONOR COURT CONSTITUTION, 17
Honor Court Procedure, 18
Honor Court Records, 21
Honor Court Sanctions, 20
Honors, 83
HOUSING AGREEMENT - 2008-2009, 48
Housing Lottery, 45
Housing Options, 43
Illegal Drug Policy, 25
Independent Coverage of Coursework, 71
Independent Study, 70
**Institute of Antarctic and Southern Ocean
 Studies,** 80
Interdisciplinary Concentration, 68
Internships, 70
Judicial Appeal, 13
Judicial Board Hearing Procedures, 12
Judicial Procedures, 9
Judicial Records, 14
Judicial Sanctions, 13
Junior Year in France, 79
Lambda Pi Eta, 83
Laundry, 47
Leaves of Absence, 77
LIBRARY REGULATIONS, 51
MBL Semester in Environmental Science, 82
Meal Plans, 45
Mediation, 10
Medical Services, 85
Minors, list of, 66
Music Fees, 86
**New York State Laws Defining the Crimes
 Related to Sexual Assault,** 39
New York State Laws Governing Alcohol, 23
Notification of Parents, 14
Off-Campus Programs Fee, 86
Off-Campus Study, 79
Omicron Delta Epsilon, 84
Overelection Fee, 85
Payment of Bills, 86
Perjury, 14
Permanent Record, 75
Pets, 47
Phi Alpha Theta, 84
Phi Beta Kappa, 83
Phi Sigma Iota, 84
Physical Education Requirement, 70
Pi Sigma Alpha, 84
POINT FORGIVENESS, 15
POINT SYSTEM, 14
Policies and Procedures, 8
**Policies Regarding Class Attendance and
 Athletic Scheduling,** 56
**Policy for Student-Sponsored Social Events
 With Alcohol,** 24
Posting Policies and Locations for Advertising,
 55
Preregistration, 78
**PRIVATE SOCIETY RELATIONSHIP
 STATEMENT,** 42
PROHIBITED CONDUCT, 9
PROTECTION OF THE ENVIRONMENT, 59
Psi Chi, 84
Registration Deposit, 85
Registration Fee, 78, 85
Religious Holidays 2008-09, 4

RELIGIOUS OBSERVANCE, 58

Reporting Sexual Assault, 38

Residence Hall and Off-Campus Housing Agreements, 44

Residence Hall Safety Policies, 49

Residence Requirement, 67

RESIDENTIAL LIFE: STAFF, FACILITIES, AND REGULATIONS, 43

Room and Board, 85

Room Assignments, 44

Room Changes, 45

Room Personalization, 47

Rules Relating to Undergraduate athletics, 56

Sales/Solicitation and Recruiting, 55

Scholarships, Fellowships, Prizes and Internship Support, 84

SEA Education Association, 82

Senior Fellowship Program, 67

Senior Program, 66

Sexual Assault Compliance Statement, 37

Sexual Assault Prevention, 38

Sigma Xi, 83

Smoking Policy, 48

Standards for Oral Communication, 69

Standards for Quantitative Work, 69

Standards for Written Work, 68

Student Activities Fee, 85

Student Records, 79

Student Rights in Judicial Board Hearings, 11

Study at Neighboring Institutions, 82

Study in a Foreign Country, 76

Suspension from the College for Academic Deficiency, 74

Suspension, Withdrawal and Readmission, 78

The New England Center for Children Cooperative Learning Program, 81

The Swedish Program at Stockholm University, 80

Time for Completion of the Degree, 67

Traffic and Parking Regulations, 51

Transcript Fee, 85

Transfer of Credit to Hamilton for Study Away, 75

Tuition and Fees, 84

Tuition and Other Charges, 85

Use of Information Technology Resources, 52

Use of the Beinecke Student Activities Village, 54

Violent Felony Offenses/Missing Student, 41

Weapons and Fireworks Policy, 50

Writing Program, 68