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The Student Handbook is an annual publication of the Amherst College Office of Public Affairs and was designed by Ania Wieckowski '03. The 2007-08 edition of the Handbook was edited by Emanuel Costache '09 with assistance from Samuel Masinter '04 and Katherine Duke '05.
Preface

The Student Handbook provides brief, useful introductions to many of the most important aspects of student life at the college. Its topics range from rules and regulations to the constitution of the student government. First-year students should read it thoroughly in the fall semester, so that they can become familiar with the services and resources the college provides for all students and the requirements and expectations they will have to meet. Upperclass students should keep it on hand to refer to when necessary.

The Handbook is, of course, only one of many good sources of information about the college. Students should consult the College Catalog, their faculty advisors and members of the Dean's Office staff if they have further questions about any of the topics addressed here. Other members of the college community—faculty, administration and staff—stand ready to help all students when questions or problems arise. I urge you to make use of these resources no matter how trivial any question you have may seem to be. Doing so will help make your four years at the college as productive and enjoyable as possible.

Ben Lieber
Dean of Students

Academic Calendar

2007

<table>
<thead>
<tr>
<th>Month</th>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August</td>
<td>26</td>
<td>Su</td>
<td>New Student Orientation begins; first-year residences open</td>
</tr>
<tr>
<td></td>
<td>30</td>
<td>Th</td>
<td>Residences open for sophomores, juniors and seniors</td>
</tr>
<tr>
<td>September</td>
<td>4</td>
<td>Tu</td>
<td>First-semester classes begin</td>
</tr>
<tr>
<td></td>
<td>5</td>
<td>W</td>
<td>Monday classes held</td>
</tr>
<tr>
<td></td>
<td>14</td>
<td>F</td>
<td>Last day for first-semester course changes</td>
</tr>
<tr>
<td>October</td>
<td>6–9</td>
<td>Sa–Tu</td>
<td>Mid-semester break</td>
</tr>
<tr>
<td></td>
<td>19–21</td>
<td>F–Su</td>
<td>Homecoming Weekend</td>
</tr>
<tr>
<td></td>
<td>26</td>
<td>F</td>
<td>Last day for first-year students and first-semester transfer students to obtain permission to withdraw from a course without penalty</td>
</tr>
<tr>
<td>November</td>
<td>1</td>
<td>Th</td>
<td>Deadline for students to submit spring 2008 voluntary withdrawal requests, readmission applications and off-campus housing applications</td>
</tr>
<tr>
<td></td>
<td>2–4</td>
<td>F–Su</td>
<td>Family Weekend</td>
</tr>
<tr>
<td></td>
<td>8–14</td>
<td>Th–W</td>
<td>Preregistration for second semester</td>
</tr>
<tr>
<td></td>
<td>17–25</td>
<td>Sa–Su</td>
<td>Thanksgiving vacation</td>
</tr>
<tr>
<td>December</td>
<td>1</td>
<td>F</td>
<td>Deadline for students to request housing extensions after Dec. 22</td>
</tr>
<tr>
<td></td>
<td>13</td>
<td>W</td>
<td>Last day of first-semester classes</td>
</tr>
<tr>
<td></td>
<td>17–21</td>
<td>M–F</td>
<td>First-semester examination period</td>
</tr>
<tr>
<td></td>
<td>22</td>
<td>Sa</td>
<td>Winter recess begins, residences close at 5 p.m.; deadline for '08Es to vacate rooms</td>
</tr>
</tbody>
</table>

2008

<table>
<thead>
<tr>
<th>Month</th>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>2</td>
<td>W</td>
<td>First-semester grades due</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>F</td>
<td>Deadline for students leaving campus for spring semester to vacate rooms</td>
</tr>
<tr>
<td></td>
<td>6</td>
<td>Su</td>
<td>Residences reopen at 9 a.m.</td>
</tr>
<tr>
<td></td>
<td>7</td>
<td>M</td>
<td>Dining Services resume with breakfast</td>
</tr>
<tr>
<td></td>
<td>7–25</td>
<td>M–F</td>
<td>Interterm</td>
</tr>
<tr>
<td></td>
<td>11</td>
<td>F</td>
<td>Students returning to campus after being away for fall semester may access housing beginning at 9 a.m.</td>
</tr>
<tr>
<td></td>
<td>28</td>
<td>M</td>
<td>Second-semester classes begin</td>
</tr>
<tr>
<td>February</td>
<td>8</td>
<td>F</td>
<td>Last day for second-semester course changes</td>
</tr>
<tr>
<td>March</td>
<td>15</td>
<td>S</td>
<td>Deadline for students to submit fall 2008 special program proposals, readmission applications, room draw applications, off-campus housing applications and fall- and full-year study abroad and other leave requests for fall semester</td>
</tr>
<tr>
<td></td>
<td>15–23</td>
<td>Sa–Su</td>
<td>Spring Recess</td>
</tr>
<tr>
<td>April</td>
<td>7–11 M–F</td>
<td>Preregistration for fall semester 2008</td>
<td></td>
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<td>--------------------------------------</td>
<td></td>
</tr>
<tr>
<td></td>
<td>15 Tu</td>
<td>Deadline for all Spring 2009 educational leave requests</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30 W</td>
<td>Deadline for students to submit study abroad and other leave requests</td>
<td></td>
</tr>
<tr>
<td>May</td>
<td>1 Th</td>
<td>Deadline for students to request housing extensions after May 19</td>
<td></td>
</tr>
<tr>
<td></td>
<td>9 F</td>
<td>Last day of second-semester classes</td>
<td></td>
</tr>
<tr>
<td></td>
<td>12–16 M–F</td>
<td>Second-semester examination period</td>
<td></td>
</tr>
<tr>
<td></td>
<td>17 Sa</td>
<td>Dormitories close at 5 p.m. for non-graduating students</td>
<td></td>
</tr>
<tr>
<td></td>
<td>19 M</td>
<td>Senior grades due</td>
<td></td>
</tr>
<tr>
<td></td>
<td>21 W</td>
<td>Underclass grades due</td>
<td></td>
</tr>
<tr>
<td></td>
<td>25 Su</td>
<td>Commencement</td>
<td></td>
</tr>
</tbody>
</table>

This calendar is available online at: www.amherst.edu/calendar/academic.html

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### Academic Facilities & Services

#### Services for Academic Support

Amherst College offers a variety of services to support the academic work of students. In addition to the advising and teaching support provided by the faculty, assistance is also made available through these services: Quantitative Skills and Peer Tutoring, Academic and English-as-Second Language (ESL) Writing Services, Academic Services for Students with Disabilities, Reading and Study Skills Seminar (fall semester) and Math Review. During Winter Recess, students who have used these support services have consistently recommended them highly.

#### Tutorial Services

The **Moss Quantitative Center** provides walk-in tutorial services. Faculty-approved tutors are available to work with students who want to improve their conceptual understanding in math, science and economics courses. Jennifer Innes, the director of the Moss Quantitative Center, works with students who want to fortify study habits and improve problem-solving skills. The Moss Quantitative Center is located in Room 202 of Merrill Science Center and may be reached at ext. 8331 or by e-mail at qcenter@amherst.edu. Their Website is www.amherst.edu/~qcenter.

Peer Tutoring is available to students who are enrolled in Amherst courses and for a variety of reasons find themselves in need of tutorial assistance. Peer Tutors are approved by faculty in the following disciplines: astronomy, biology, chemistry, Chinese, computer science, economics, French, geology, German, Greek, Japanese, Latin, mathematics, music, philosophy, physics, psychology, Russian and Spanish. As is customary, students who are concerned about their academic performance are advised to discuss their concerns with the professor in the course. Those who are interested in working with Peer Tutors must first receive the approval of their professors. Peer Tutor assignments are made in consultation with Dean Boykin-East, director of tutorial services, 105 Converse Hall. She is available for short-term counseling sessions that help students address problems that impede academic progress, i.e., procrastination, time management, competing priorities (academic and social) and related issues. For an appointment, e-mail Alice Simmoneau, asimmoneau@amherst.edu, or call ext. 2529.

#### Academic Writing Services

At the **Writing Center**, Dean Susan Snively, Coordinator, Writing Fellows Patrick McGrath '07 and Alexander Campbell '07 and Peer Writing Tutors are available at various times to help students with academic writing. Students may consult the writing staff about any problem: getting a paper started, editing it, writing with more energy and confidence, managing time and organization or dealing with anxiety. Students who want to find new ways of writing better may schedule appointments via e-mail (writing@amherst.edu), by putting their names on sign-up sheets in Charles Pratt Dormitory or by setting up individual appointments (ext. 2139). To learn more about the Writing Center, students may visit the Website at www.amherst.edu/~writing.
The Writing English-as-Second-Language (ESL) counselor, Lisa Moore, administers an English language proficiency test during the first week of classes of the fall semester. Throughout the semester, the ESL counselor provides long- and short-term consultations for students who need help with written assignments. For additional information about this service, contact Dean Boykin-East (cjboykineast@amherst.edu).

Academic Services for Students with Disabilities

Students with documented disabilities may be provided with a variety of academic support services, depending on the specific nature and extent of the limitations imposed by the disability. Available academic support services for students with documented disabilities include in-class notetakers, scribes, typists, readers, research/lab assistants and taped books. The provision of disability-related support services and accommodations is coordinated by Dean Charri Boykin-East, 105 Converse Hall, cjboykineast@amherst.edu, ext. 2529.

Reading and Study Skills Seminar

Learning Skills, Inc., provides instruction on transforming reading and study skills into more effective academic tools for college. Students are required to pay a modest fee for this course, which convenes at the beginning of the fall and spring semesters. It covers a broad range of techniques designed to help students increase their reading comprehension, speed, concentration and recall. For additional information, students may visit the Website at www.learningskillsinc.com, e-mail info@learningskillsinc.com or write Learning Skills, Inc., 36 Service Center, P.O. Box 1147, Northampton, MA 01060, Levis Fleischner, director; Tricia Kingston, program administrator (413/584-9500).

Math Review During Winter Break

Amherst students have the opportunity to work on specific math skills in a non-credit pre-calculus course taught by faculty-approved mathematics majors who work closely with Professor David Cox of the Mathematics Department. A description of this course appears in the Interterm catalog issued during the fall semester; to enroll, students should contact the course instructors. (See course description for contact information.)

Student Records

Access

The college maintains for each student educational records that are open to inspection by that student in accordance with the Family Educational Rights and Privacy Act (FERPA), Section 438 of Public Laws 90-247, Title IV, amended 88 Stat. 571-574, and with federal and state regulations. College policy permits the student to have specified information released to other people, but it otherwise restricts disclosure to include only college personnel who have a legitimate educational interest in the contents of the record, to officers of the Federal Department of Education and to their state counterparts who supervise enforcement, and to authorized educational research agencies who monitor institutional educational enterprise. Such recipients are bound not to disclose any personally identifiable information from the records to unauthorized third parties.

Availability

Generally, all educational records are available for inspection by students. Excepted are confidential recommendations filed before January 1975 or written after the student has waived his or her right to see the recommendation, medical and psychological counseling records, parents' financial statements (when submitted in confidence), personal faculty and staff files (available only to the authors), certain law enforcement records and current (postgraduate) employment records of former students. Where a record contains information concerning more than one student, the student wishing to see the file may see only that section relating to him- or herself.

Location

Offices maintaining portions of the student's educational record are: Dean of Students, Financial Aid, Registrar, Comptroller, Counseling, Student Health Services, Physical Education, Computer Center, Public Affairs, Campus Police and (for non-current records) Archives. The Computer Center and Archives do not release information of record directly but only through the office responsible for transmitting data to them. Students having questions about information in any of these files should see the director of the office involved.

Copies

A student may obtain copies of his or her record in any of the appropriate offices as listed above. Request forms for release of transcripts are available in the Registrar's Office or on the Web. For the latter, the visit www.amherst.edu/~registrar/transcript and follow the instructions on that screen. Every request form must bear the student's signature and class year.

Inspection and Challenge of Records

To examine his or her record, a student should make an appointment with the appropriate officer. Official academic records are available for inspection in the Registrar's Office. The general file, in the Dean's Office, may be examined in the presence of a Dean. Any student who, upon reviewing any file, believes a portion of it to be inaccurate or inappropriate may either enter a statement of correction or seek to have the file emended. Should no informal agreement be reached by the student and the Dean (or other officer) on the emendation, the student may submit a written request for a hearing in accordance with the procedures described in the Student Conduct and the Resolution of Grievances section.

A student may, of course, add to his or her general file at any time, and students are encouraged to do so, because comprehensive information can assist the dean in their capacity as advisors and in preparing recommendations for students when required.

Hearing Procedure

Any student who believes that his or her right to privacy or access to personal records has been in some way infringed upon may seek to have the situation redressed through the Dean's Office and through the Grievance Procedure, but also may seek redress through the office of the U.S. Department of Education designated to review such cases. The Department has the authority to conduct a hearing where appropriate. Information on the Act and these procedures is available in the Office of the Dean of Students and from FERPA, Department of Education, 330 Independence Avenue, S.W., Washington, D.C. 20201.

Disclosure of Information

A record is kept of material requested or disclosed from the file other than that requested by the student or authorized college personnel. As in the past, officers, faculty, and staff of the college shall have access to those portions of a student's record that are necessary for them to perform their advisory, administrative or instructional functions. (This does not include access to medical or counseling records.) Information for other
individuals or organizations will not be released without the express written permission of the student, except as allowed by the Act. Although the Act does provide that parents of dependent students may be permitted to inspect student files, Amherst College does not normally report academic information and grades to parents, and students are given copies of such material to forward.

Students are welcome to seek further information about their records from the dean. The college looks upon effective communication on these matters as an integral part of the educational process, and past conferences to review individual student records have proven to be worthwhile.

Directory Information

Certain information, classified as “directory information,” is available for public consumption unless the student specifically directs that it be withheld. (The student should direct the dean of students not to disclose such information prior to the 14th calendar day of each semester. Former students should contact the Office of Public Affairs.) Public directory information as defined by the Act includes: student’s name, address, telephone number, e-mail address, 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, degree and awards received and the most recent previous educational institution attended.

The Amherst College Library

The Robert Frost Library, the main library at the college, stands in the center of campus, and sooner or later the library should stand near the center of a student’s Amherst education. The library develops an excellent collection of books, journals, databases, films, sound recordings and other materials. It builds bridges to resources beyond its own collection over the Internet. The library has expert staff to offer assistance in using all collections and research tools. Also, the Robert Frost Library and other, specialized libraries maintain many spaces that foster study and independent research.

The library’s Website provides a way to find out what the library offers. Students may find information at www.amherst.edu/library. The library has a wide choice of online services, including research databases, complete electronic articles from newspapers, popular and scholarly journals, court decisions, Websites selected by librarians and more. These resources can be accessed through links on the library’s Website and are available to students via any computer with an Internet connection.

Library Collection

The Amherst College Library is an important physical and virtual presence in the academic life of the college. The main Robert Frost Library, the Keefe Science Library, the Vincent Morgan Music Library and the George D. Olds Mathematics Library together have a collection of more than a million volumes and subscriptions to thousands of journals in print and online. The library adds about 20,000 volumes, DVDs, CDs, databases and other resources to its collection every year. Many of the key resources for learning and research are now on the Web; all computerized texts, music, video, etc., are available from all Amherst College computers. The library supports its own computers and also offers wireless access to students who prefer their own laptops.

Beyond the Amherst campus, the books in the other Five College libraries (Smith, Mount Holyoke, Hampshire and the University of Massachusetts Amherst) are available to Amherst students in person or by request through the Five College library catalog. Students may order articles from other Five College libraries and articles and books from beyond the local libraries through the library’s interlibrary loan service. Just click on “Requests” on the library’s homepage and ask for them.

Library Services

When the college is in session, the Robert Frost Library is open from 8:30 a.m. to 1 a.m. Monday through Friday, from 9:30 a.m. to 11 p.m. Saturday and from 10 a.m. to 1 a.m. Sunday. All libraries’ hours are posted on the library’s Website (www.amherst.edu/library/hours).

To borrow library materials, a student must present a student ID at the circulation desk; books usually circulate for one month. Amherst College seniors may have extended loans for Amherst College books for their honors theses. Any book may be recalled for another reader after it has been checked out for two weeks. Fines are charged for recalled books not returned promptly. Journals do not normally go out on loan.

Faculty members may place books, films, articles and other materials on reserve for courses at Frost, Music and Science or on electronic reserve. Materials on reserve circulate for three hours during the day. They may be taken out overnight after 10 p.m. on most evenings and returned by 9 a.m. The special schedule of fines for late return of reserve reading is posted at the reserve desk.

If students have any questions about the library, they are urged to ask at the reference desk on the main level of the Robert Frost Library, in Keefe Science Library or in the Vincent Morgan Music Library. Librarians on duty can advise students about research, library collections and good sites on the Web. Librarians will make individual appointments with students who are beginning research projects to talk about library resources in their fields.

Robert Frost Library

The Robert Frost Library building was designed to provide a comfortable environment in which to research and study. Computers located primarily on the first floor and on Level A give access to the online library catalog and other networked resources. Floor plans posted throughout the library and maps available at the public service desks guide students. With few exceptions, the books are accessible in open stacks.

Individual study carrels are scattered throughout the library. There are also tables and study rooms where groups of students can work together. The library’s small storage lockers for books and personal items can be reserved for a semester. Ask about the lockers at the circulation desk on the main floor.

Archives and Special Collections, located on Level A of the Robert Frost Library, houses rare books and journals, literary and historical manuscripts and primary sources documenting the history of Amherst College. All student honors theses are also kept there. Materials in the department must be used in its reading room, open Monday through Friday from 9 a.m. to noon, 1 to 4 p.m.

Other Libraries

The Amherst College library also includes the following special subject-oriented branch libraries:

The Vincent Morgan Music Library is located on the top level of the Arms Music Center. The library contains an extensive collection of recordings, scores and books on music and includes a number of listening stations.

The Keefe Science Library is located on the third floor of Merrill Science Center. It houses a core collection of books, periodicals and indexes in astronomy, physics, chemistry, psychology, geology, neuroscience and biology.

The George D. Olds Mathematics Library, which houses journals in mathematics and computer science, is on the top floor of the Seeley Mudd Building.
The Arms Music Center

Students can gain access to practice rooms in the Arms Music Center by signing up with the music department coordinator during posted hours in the first and second weeks of the fall and spring semester. A $25 refundable key deposit is required. Students may reserve specific hours. For a nominal fee, students may reserve at their own risk a locker adjacent to the practice facilities for the storage of instruments and music.

For a description of the Vincent Morgan Music Library, please see the preceding section under Other Libraries.

Mead Art Museum

The Mead Art Museum houses the art collection of Amherst College, more than 16,000 works, beginning with the Assyrian relics that were acquired by the college in 1855. Established by funds bequeathed by William Rutherford Mead (Class of 1867), the museum occupies the original building opened in 1949 and renovated in 1999-2001.

The Mead’s superb collection of American art is considered one of the finest and most varied in an academic institution, ranging from portraits by Copley, to Hudson River School landscapes, to modern works by Robert Henri, George Bellows and Frank Stella. European art includes major paintings by Peter Paul Reubens, Frans Snyders, Joshua Reynolds, Adolphe Beuguereau and Claude Monet. More than 5,000 European and American prints, drawings and photographs are featured in temporary exhibitions. The art collection has grown and diversified in recent years, shaped by a global outlook and the generousity of alumni donors. New, internationally renowned collections provide distinction in Russian modernist art and West African sculpture, featured in permanent installations. With the recent addition of more than 2,500 Japanese woodblock prints, the Mead ranks as one of the major collections of ukiyo-e in the country.

The Mead Art Museum exhibits highlights from the permanent collection in six galleries and presents temporary shows on contemporary art, photography and interdisciplinary subjects highlighted by loans from public and private collections.

Students are encouraged to use the museum’s academic resources and to become involved in museum activities as interns, docents or museum attendants. Hours during the academic year are Tuesday-Sunday 10 a.m. to 4:30 p.m.; Thursday evenings until 9 p.m.; closed Mondays. Admission is free. The museum is closed on regular and college holidays and during Interterm. For further information about collections, exhibitions and events, visit the Mead Website at www.amherst.edu/mead.

The Museum of Natural History

The museum houses 12 research collections, including vertebrate and invertebrate paleontology, minerals, anthropology and osteology. With more than 70,000 objects, this is the third-largest natural history museum in New England (after those at Harvard and Yale). In addition, numerous exhibits illustrate the evolution and ecology of major groups of animals, while others describe the geologic processes that have formed the earth and local geology. Particularly noteworthy is the world-famous dinosaur track collection taken from the sedimentary rocks of the Connecticut Valley. This is open during the summer and the academic year and features study tables for student use. The study area is open during the academic year Sunday to Wednesday from 7 p.m. to 10 p.m. Students are encouraged to utilize all museum resources during their education at the college, and objects may be available for student research. The museum also hires students to be security monitors and docents during the academic year and the summer months. To learn more, visit www.amherst.edu/museumofnaturalhistory.

Administrative Services

Dean of Students Office

Ben Lieber, Dean of Students
105A Converse Hall, 413/542-2337

Allen Hart, Professor of Psychology and Dean of New Students
105 Converse Hall, 413/542-2336

Rosalind A. Hoffa, Associate Dean of Students and Director of the Career Center
Career Center, College Hall, 413/542-2265

Charri Boykin-East, Senior Associate Dean of Students and Coordinator of Academic Support
105B Converse Hall, 413/542-2529

Torin Moore, Assistant Dean of Students and Director of Residential Life
105 Converse Hall, 413/542-2161

Frances Tuleja, Associate Dean of Students
105 Converse Hall, 413/542-2529

Carolyn Bassett, Associate Dean of Students and Associate Director of the Career Center
Career Center, College Hall, 413/542-2265

Rebecca Lee, Associate Dean of Students and Career Counselor
Career Center, College Hall, 413/542-2336

Samuel Haynes, Associate Dean of Students and Director of Student Activities and of the Campus Center
Keefe Campus Center, 413/542-5773

The Rev. Paul Sorrentino, Director of Religious Life
Cadigan Center for Religious Life, 413/542-8149

Denise McGoldrick, Director of Health Education
201 Health Center, 413/542-2760

Gretchen Krull, Assistant Director of Health Education and Sexual Harassment Specialist
201 Health Center, 413/542-8180

Andy Tew '07, Area Coordinator and Assistant Health Educator
201 Health Center, 413/542-7916

The Office of the Dean of Students is concerned with the personal, ethical and intellectual growth of students and their general welfare. The office's responsibilities include providing academic, career, personal and social life counseling; developing and implementing support programs; administering the college's student residential and extracurricular
resources; participating in the faculty and administrative formulation and evaluation of policies; and assuring that students’ needs are considered in college decisions.

The deans, assistants and secretaries of the office are valuable sources of information on a wide range of topics. The office serves as a place for students to begin seeking assistance and answers to their questions related to college life. Most students would benefit from getting to know well at least one member of the Office of the Dean of Students.

In making arrangements to talk with the deans, students may call or visit their offices and set up an appointment with the staff member of their choice or with the first available member of the office. Those students who need to see a dean on fairly short notice and students who are unable, for one reason or another, to make appointments in advance should call or drop by the office. In most cases, students will be able to see a dean on short notice.

Throughout the academic year, a dean is on call 24 hours a day to handle urgent matters and emergencies. The dean on duty can be reached through the college switchboard (ext. 2250) or through Amherst College Campus Police (ext. 2111).

When considering which person in the Office of the Dean of Students to see, students should bear in mind the special responsibilities of each staff member.

Ben Lieber, dean of students, has responsibility for the overall programs and policies of the office, as well as for the personal and academic counseling of the Class of 2010. He should be consulted on all matters of general college policy involving students. He is also available to provide general and academic counseling for all students. In addition, he is a member of several college committees, including the College Council, and is the chair of the Committee on Academic Standing.

Professor Allen Hart, dean of new students, has special responsibilities for first-year and other new students. He may be consulted on matters relating to the general and academic counseling of freshman students, college regulations and requirements, the Orientation Program and the First-Year Seminar courses. Professor Hart is a member of the Committee on Academic Standing and the Prize Committee, and is chairperson of the Orientation Committee.

Rosalind A. Hoffa, associate dean of students and director of the Career Center, is responsible for the overall operation of the office and its services and programs. She develops and maintains employer contacts and is available to counsel and advise students and alumni.

Charri Boykin-East, senior associate dean of students, has responsibility for the personal and academic counseling of the Class of 2009. She is the coordinator of services for academic support, with special responsibilities for the Peer Tutoring Program (see page 3) and students with disabilities. Dean Boykin-East is a member of the Committee on Academic Standing, the Orientation Committee and the Prize Committee. She is also available for general academic and developmental counseling for all students.

Carolyn Bassett, associate dean of students and associate director of the Career Center, serves as the college’s health professions advisor. She also offers general career counseling and coordinates student fellowship programs.

Rebecca Lee, associate dean of students and career counselor, serves as the college’s pre-law advisor and organizes the office’s internship programs.

Paul Sorrentino, director of religious life, serves as advisor to Amherst Christian Fellowship and coordinates the work of the other religious advisors.

Frances Tuleja, associate dean of students, provides academic and general counseling to the members of the Class of 2008. In addition, she serves as the dean who administers the Code of Conduct and advises international students.

Torin Moore, assistant dean of students and director of residential life, is responsible for all aspects of the college’s student housing program, including area coordinators, reside counselors, residential programming, housing assignments and room draw. Dean Moore also serves as a liaison for minority students and coordinates many of the college’s cultural service and assistance projects for minority students and for the college community. She assists married, single-parent and transfer students in their adjustment to the college.

Samuel Haynes, associate dean of students and director of student activities and the Campus Center, is responsible for the operation of the Keefe Campus Center. His other duties include advising student activities and organizing interterm. He also serves as advisor to the Association of Amherst Students, WAMH and the Amherst College Program Board and the various committees that constitute the student government.

Denise McGoldrick, director of health education, supervises the college’s health education program. She is responsible for organizing and presenting programs on issues such as alcohol and other substance abuse, contraception, AIDS and other sexually transmitted diseases and eating disorders. She trains and supervises the student health educators, who present programs in the residences throughout the academic year.

Gretchen Krull, assistant director of health education and sexual harassment specialist, provides training and programming in the areas of sexual harassment and assault and substance abuse. She supervises the Peer Advocates of Sexual Respect and campus victims/survivors. She also coordinates the mandatory alcohol and drug referral program.

Andy Tew, assistant health educator, implements and conducts programs to educate students on issues of sexual harassment and sexual assault. He serves as a referral source for students who wish to seek counseling on or off campus. He is available to consult with students who are considering pressing a complaint within the college’s disciplinary or in the criminal justice system. He is also available to answer questions about the issues sexual harassment and sexual assault from any member of the college community.

Emily Cachiguango is the administrative assistant for residential life and secretary to Dean Moore. She can provide general information about housing, room draw, keys, telephones, room changes and the selection process for resident counselors.

Holly Kosisky is the administrative assistant for orientation programs and secretary to Dean Hart. She can answer general questions for first-year students about academic procedures and policies and orientation.

Heather Mainville, secretary to Dean Lieber, handles the dean’s appointments, provides information about college resources and student options and can refer one to an appropriate dean or college officer. She can also answer questions for juniors and seniors on academic policy and for students on leave about re-admissions procedures.

Alice Simmoneau is assistant to Deans Boykin-East and Tuleja. She can answer general questions about Services for Academic Support; the Peer Tutoring Program; Writing Services, Academic Services for Disabled Students, English-as-Second-Language Counseling, Reading and Study Skills and a non-credit math review course offered during Interterm. She can also answer general questions pertaining to the International Student ID cards.
The Career Center

The Career Center (CC), located in College Hall, first floor, is open from 8:30 a.m. to 5 p.m. weekdays and some evenings. Rosalind Hoffa is the director of the CC and provides career and graduate/professional school advising to students and alumni. Carolyn Bassett serves as the health professions advisor and works with students interested in careers in science. Janna Behrens is the director of international experience overseeing the study abroad program and advising students on a variety of international opportunities. Debra Krumholz is the coordinator of the internship program and general career counselor. Bekki Lee is the pre-law advisor and counselor for public service and teaching opportunities. Patricia Brown, recruiting coordinator and events manager, coordinates all on- and off-campus recruiting programs, and Peter Powers serves as the information technology specialist, maintaining Web pages and coordinating all systems used by the CC and offered to students. Linda Serrell, administrative assistant, provides support for CC programs and events, study abroad and pre-law. Carol Sharlick is the receptionist and publicity coordinator. National Fellowship Coordinator Denise Gagnon works collaboratively with the CC throughout the year. Select seniors, designated Peer Career Advisors, assist students with résumé and cover-letter writing and use of career library resources; they also offer CC information sessions in the dormitories.

CC services include general career counseling, self-assessment and career exploration; graduate and professional school advising; job and internship information; study abroad advising; on-campus recruiting and company information sessions; workshops and seminars on career-related topics; and the Amherst Career Network, a database of alumni available for consultation. The CC also works in conjunction with the Five Colleges and other consortia to coordinate events such as law panels, international affairs events, career days in major U.S. cities and not-for-profit and study abroad fairs. Information on upcoming events is posted in Career Columns and on the CC Web page (www.amherst.edu/careers).

Health Professions Advising

Dean Carolyn Bassett in the Career Center is Amherst's health professions advisor. She works with a faculty Health Professions Committee chaired by the Manwell Family Professor in Life Sciences Stephen George (McGuire Life Sciences Building 228). The CC houses extensive resources on all of the health professions and also has information about health-related jobs and internships, registration materials for the Medical College Admission Test, information on other health professions tests and a bulletin board listing health-related events and information. Early in their Amherst careers, students interested in entering medical school immediately after graduation should read the Amherst College Guide for Premedical Students, available in the CC or via the CC Web page. Prof. George and Dean Bassett can also answer questions about Amherst courses that fulfill requirements for admission to medical school.

Interterm Advising

During Intermem, many underclass students take part in the internship programs offered by the Career Center. The CC encourages all students to participate in at least two internships during their Amherst years in order to explore a variety of career options and to gain significant work experience. The CC maintains an extensive listing of internship opportunities that are available throughout the country in January and during the summer. Opportunities to participate in social service projects are available as well.

The Center for Community Engagement

The Center for Community Engagement (CCE) brings together students, faculty and alumni, working with community partners to address important public problems. The center helps create opportunities that are linked to classes, as well as curricular opportunities where students learn the skills and knowledge to be effective public problem solvers. The CCE seeks to promote a culture of service across campus and foster it. Amherst graduates a lifelong commitment to community engagement.

The CCE, located on the main level of the Keefe Campus Center, is open from 8:30 a.m. to 5 p.m. on weekdays and many evenings when student groups are meeting in the Center. Molly Mead is the director of the CCE; she works with faculty and students to help them make connections between their academic work and their participation in community engagement projects. Scott Laidlaw is the director of community partnerships; his role is to ensure that students and faculty form mutually beneficial partnerships with public schools and community-based organizations. Scott also oversees a range of college access programs that help high school students access the full range of post-secondary school options. Amherst College students form the volunteer staff for these programs. Karen Lee is the director of student leadership and engagement. She runs several student development programs, including a community engagement leadership program, that ensure that students have the range of skills they need to engage effectively in communities in and around Amherst. Danielle Husey is an administrative assistant to Molly Mead and also coordinates the communication and marketing activities of the center. The center will be hiring several new staff, including a public service internship coordinator. Thanks to a generous grant from the Argosy Foundation, the center is able to provide a funded summer public service internship to every student who qualifies for this opportunity. The internship coordinator will work with alumni and others to identify an extensive range of internship opportunities during Intermem and over the summer.

Interterm Colloquia

The new Interterm Colloquia provide students with an opportunity to engage more deeply in interdisciplinary work while connecting intellectual theories and ideas to complex, real-world problems. The program brings pairs of prominent speakers to campus for as long as a week, to discuss pressing societal concerns. Each colloquium features two prominent speakers selected for their expertise, renown and divergent approaches on a common topic. Each colloquium is made up of both a lecture/discussion portion and a debate that is free and open to the public. The Interterm Colloquia give students, faculty and staff an opportunity to engage with the brightest scholars and thinkers today. For more information visit www.amherst.edu/-interterm/colloquia.

Office of Financial Aid

Joe Paul Case, Dean/Director of Financial Aid
Kathleen A. Gentile, Senior Associate Dean of Financial Aid
Michael P. Ellison, Associate Dean of Admission and Financial Aid
B-5 Converse Hall, ext. 2781 (from on campus), 413/542-2296 (from off campus)

The Financial Aid Office should be consulted by students on matters relating to:
- scholarships, loans and student employment
- federal and state financial programs
- veterans' affairs
receive a memorandum by the second week in September giving the appropriate dates and procedures to follow. They are urged to prepare their applications carefully before submitting them to the Faculty Committee on Student Fellowships. This committee has been constituted to make selections where Amherst College is permitted to nominate only a selected number of fellowship applicants and to make recommendations in other cases.

Application deadlines established by the various scholarship-granting agencies are during the following months:
- Fulbright, Marshall, Rhodes: October
- Watson: November
- Churchill, Luce: December

Note: Amherst nominees for these scholarships will have college deadlines earlier than the above dates at the discretion of the Faculty Committee on Student Fellowships.

Truman and Goldwater Scholarships
The Truman Scholarships are open to juniors who have a dedication to public service. Recipients are awarded a small stipend for the senior year at Amherst with a sizeable increase for two years of graduate study. The committee deadline for applications is early in November.

The Goldwater Scholarships are for sophomores and juniors who plan to major in mathematics or the natural sciences and who intend to pursue a career in that chosen field. A stipend toward expenses for tuition, room and board is awarded for the junior and senior years at Amherst. The committee deadline for application is early in November.

Office of the Registrar
Gerald M. Mager, Registrar
Harrison L. Gregg, Associate Registrar
101 Converse Hall, 413/542-2226

This office maintains the academic records of the college. It should be consulted on matters relating to:
- course registration, course schedules, changes in courses
- online catalogs, course and examination schedules
- Five College Interchange courses
- transcripts
- transfer credits
- degree requirements
- verification of attendance
- student home address information
- choosing a major.

Office of the Comptroller
Stephen M. Nigro, Comptroller
203 College Hall, 413/542-2101

The Comptroller's Office (on the second floor of College Hall) is responsible for the accounting of the income and expenditures of the college and thus issues student bills and handles the student payroll. Because of the range of accounts managed by the Comptroller's Office, students with questions are urged to address their inquiries to the Student Accounts and Loan staff members above.
Tuition and Fees for 2007-08

The officer having general supervision of the collection of tuition fees and refund policy is the Comptroller.

Comprehensive Fee (Tuition, Room, Board) $45,000.00
Student Activities Fee 458.00
Residential Life 114.00
Campus Center Programs 80.00
Student Health Insurance (optional) 950.00

$46,602.00

The Student Activities Fee supports various activities of the student body for 2007-08 and is determined by the Student Government. The $458 fee (half of which is included in each bill) is turned over to the Student Finance Committee for disbursement to the various student organizations. The fee contributes to the support of the Entertainment Committee, the yearbook, the radio station and the dozens of organizations that make up student activities. In addition to the Student Activities Fee, there is a $114 Residential Life Fee, which is used to promote cultural and social activities in the residential units and all-campus entertainment. The $80 Campus Center Program Fee supports extracurricular activities in the Keefe Campus Center.

Each new student or former student re-entering is charged a $175 guarantee deposit. Included in the $175 deposit is a $25 transcript fee. This portion of the fee is a non-refundable charge. The $150 is refundable after graduation or withdrawal from the college, less any unpaid charges against the student’s account. Refunds of this deposit and/or credit balances will be issued in August following graduation after all year-end charges have been processed.

Additional bills to cover library fines, residence hall damage, special fees, returned check charges and similar charges are mailed periodically. Questions about the details of a particular charge should be directed to the office generating the charge.

All students are urged to ensure that another person is alerted to act on their behalf if they are likely to be absent when billing is due, especially during Interterm and the summer months.

Textbooks

The cost of books will vary from course to course, but students should have at least $400-500 reserved for books at the start of each semester. Students who receive financial aid have had, included in the budget upon which the aid is based, an allowance of $1,000 per year for books and supplies. However, students should not expect to receive money from the college for books unless their total financial aid (including outside scholarships and loans) exceeds the fixed charge of the college. Short-term loans are available to enable financial aid recipients to purchase books. Students should not expect to receive additional scholarship assistance for books unless it can be demonstrated that books and supplies exceed the $1,000 allowance.

Refund Policy

Refunds of payment or credit on student accounts in the event of withdrawal are noted in the table below. Period of attendance is calculated from the first day of scheduled classes.

Please note that students not intending to return to the campus should inform the Dean of Students Office before April 1 for the fall semester and before November 1 for the spring semester. Students who fail to inform the college before those dates that they will be on educational leave or voluntary withdrawal will not be guaranteed housing when they seek to return and will be charged a $200 late fee. Their names will be placed on a waiting list, and they will be provided campus rooms only as places become available.

Tuition for Academic Year 2007-08

Period of attendance calculated from day of first scheduled classes:

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<tr>
<th></th>
<th>Fall Semester</th>
<th>Spring Semester</th>
<th>Refund</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>prior to 9/3/07</td>
<td>prior to 1/27/08</td>
<td></td>
</tr>
<tr>
<td>9/4 to 9/14</td>
<td>90%</td>
<td>1/28 to 2/8</td>
<td>90% $17,790.00</td>
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<tr>
<td>9/15 to 9/20</td>
<td>50%</td>
<td>2/9 to 2/17</td>
<td>50% $6,011.00</td>
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<tr>
<td>10/1 to 10/27</td>
<td>25%</td>
<td>2/18 to 3/15</td>
<td>25% $4,448.00</td>
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<tr>
<td>10/28 or later</td>
<td></td>
<td>3/16 or later</td>
<td>no refund</td>
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Room and Board

Refund shall be made on a per-item basis for any student who withdraws voluntarily or who is dismissed from the college during a semester.

Scholarship Grants

Scholarship grants are cancelled in full when determining cash refunds.

Office of Public Affairs

Stacey Schmiedel, Director of Public Affairs
306 Converse Hall, 413/542-2321

The Office of Public Affairs presents Amherst to prospective students, alumni and other groups through publications, media relations and electronic communications programs. The Office of Public Affairs publishes all official college literature, including the College Catalog, recruiting publications used by the Admission Office and the college magazine. The Office of Public Affairs also prepares news for release to newspapers and other media, oversees the college’s sports information program and organizes college-wide events, including each year’s Commencement Weekend.

Activities of the Office of Public Affairs of particular interest to the student body include the following: publishing the weekly e-Digest and Calendar & News and coordinating content and design for the College’s Website.

The Amherst College Sports Information Office collects and disseminates information about intercollegiate athletics at Amherst. Paid student reporters are employed to cover athletic events, keep necessary statistics and write hometown stories and other articles.

Students interested in such work should contact the Sports Information Director at ext. 2390.

Amherst College sponsors a wide variety of films, lectures, plays, concerts and exhibitions that often are open to the public free of charge. Posters announcing the dates of these events are displayed on bulletin boards throughout campus. Events also are listed in the Amherst College Calendar & News, on the college’s Website and in the Five College Online Calendar (calendar.fivecolleges.edu). For further information, contact Maryann Wood in the Office of Public Affairs at ext. 2322.
Office of Development
Bill Barlow, Director of Development
7 North Pleasant Street, 413/542-5900

The Office of Development is part of the Advancement Office of the college. Office of Development programs enable alumni, parents, friends and members of the campus community to better understand, appreciate and support philanthropically the educational mission of Amherst College; the office accomplishes this by nurturing long-term and mutually enriching relationships with and among our constituents.

The Annual Fund is the means by which the greatest number of people support Amherst. Composed of the Alumni Fund and the Parents’ Fund, the Annual Fund provides 6-7% of Amherst’s operating budget each year. The money raised is used to support annual expenses such as faculty salaries, financial aid, residential life and the maintenance of the Physical Plant. Last year the Annual Fund raised over $8.8 million, with 61% of all alumni and 31.7% of parents contributing. The success of the Annual Fund would not be possible without the dedicated efforts of class agents and associate agents who write, phone and e-mail their classmates each year soliciting gifts for the fund. The Parents’ Fund also relies on the work of parent volunteers who contact fellow parents to ask for contributions.

In addition, the Office of Development seeks to raise outright and estate gifts from individuals and grants from foundations and corporations that help fund special campus-wide initiatives; create endowed funds for financial aid, student internships and faculty support; and support other capital projects of the college. All of these gifts are ultimately used to strengthen the long-term financial health of the institution.

Office of Alumni and Parent Programs
Betsy Cannon Smith ’84
Alumni Secretary, Executive Director of Alumni and Parent Programs
Smith House, 22 Hitchcock Road, 413/542-2313

As part of the Advancement Office, the Office of Alumni and Parent Programs (OAPP) serves several constituencies, primarily the college’s alumni and parents. The office supports alumni and parent programming and annual fundraising for the college.

Amherst Associations

More than 50 regional Amherst Associations are located in cities throughout the U.S., Europe and Asia. Annual activities include a wide range of cultural, educational and social events organized by the associations in coordination with the OAPP. The primary function of the associations is to provide alumni, families, students and friends with the opportunity to keep informed about the college and to meet other members of the Amherst community.

Alumni Holidays and Reunions

Alumni return to the college for Alumni Holiday and class reunions on the weekend following Commencement. Each class elects a reunion chair who plans the activities with support from the OAPP, the class officers and classmates. Planning begins two years prior to Reunion and focuses on class gatherings, programs and panels organized and presented by classmates on a wide range of topics, as well as many other activities. Alumni Holiday programs are sponsored by the college and feature talks by faculty and alumni.

On-Campus Weekends

The OAPP sponsors a number of weekend programs for alumni and parents. Reunion, Homecoming, Family Weekend, Amherst Today and various affinity/interest weekends are just a few of the events that give families and alumni an opportunity to visit campus and attend special programs and events.

Student Programs

From class mugs to social functions for informal interaction, the OAPP sponsors many events that provide students the opportunity to learn more about the college and about becoming alumni.

Amherst Magazine

In conjunction with the Office of Public Affairs, the OAPP sponsors publication of the college magazine four times a year. A major part of this magazine is devoted to Class Notes written by each class secretary about the activities of his or her classmates. Class secretaries strive to report on each member of the class at least once before every Reunion and encourage classmates to write with their latest news. Regional secretaries also report on the activities of each Amherst Association.

Senior Class Elections

Prior to Commencement the senior class holds elections via the OAPP for the officers who will serve the class until its fifth reunion. The class officers include president, vice-president, secretary, treasurer, Reunion chair and Web editor.

Students who are interested in the activities listed above are encouraged to visit the Office of Alumni and Parent Programs.

Dean of the Faculty

Gregory S. Call, Dean of the Faculty
103A Converse Hall, 542-2334

The Dean of the Faculty, who serves also as Secretary to the Committee of Six and Secretary to the Faculty, has primary responsibility for matters of academic policy that affect the faculty and for the educational consequences of the academic budget. The dean of the faculty also oversees the library, information technology, athletics and registrar as well as the college’s museums and also serves as the college’s Five College Deputy.

Communications Services

Post Office

The Amherst College Post Office is located in the Keefe Campus Center, under the direction of Supervisor Donald Kells. The Post Office is a full service office for stamps, parcel post, express mail and other mail services. Federal Express, Airborne, DHL, United Parcel Service and other express packages are all accepted at this office. The campus delivery service serves the faculty, administration and department offices with two daily services. All students have “AC Boxes” in the Campus Center Post Office.

During the academic year, the stamp window is open weekdays from 8:30 a.m. to 4 p.m. The package window is open weekdays from 8:30 a.m. to 3:45 p.m. In addition, the package window is open on Saturdays only from 9 a.m. to noon.
Telephone

Cellular Telephones. A majority of Amherst students use cellular telephones, and it is presumed that most of these phones are brought to campus from home. If students do not presently own a cellular phone, they may order cellular service from any company that has coverage in the Amherst, Mass., area.

There are a few things that cellular-only students should know. Cellular service may be purchased from a variety of companies located around the country, some of which may have spotty coverage in the Amherst, Mass., area. Some locations within some campus buildings may have a weak signal or no cellular service at all, regardless of the cellular company a student has chosen. Emergency calls from cell phones require an adequate signal, a working battery and knowing where the phone is located.

Wired Telephones. So few students lease wired telephone service for their dormitory room that Verizon has stopped offering its once popular Centrex service, with dedicated customer service representatives, discount rates and dial tone activated before student arrival. To order residential phone service for dormitory rooms, students can call Verizon at 800/870-9999 or visit their Website at www.verizon.com no sooner than two weeks before service is needed. Verizon will ask students to provide the dormitory name and room number where students will be residing. Please be advised that installation and repair delays are possible. The college will facilitate Verizon’s access to campus telephone wiring after a student has ordered residential phone service. Students must supply their own analog telephone.

Cordless Telephones. If students subscribe to residential phone service from Verizon and choose a cordless phone, they may use 900 MHz and 5.8 GHz models; 2.4GHz cordless phones are prohibited because of their potential to disrupt communications between wireless laptops and the college’s data network.

For more information about cellular reception and ordering wired telephone service from Verizon, visit cms.amherst.edu/people/offices/it and click on "Telephone and Cable."

Cable Television

Cable television is provided in all dormitory rooms. Two systems are in use: one on the main campus and another in the 10 remote dormitories, which are defined as Chapman, Leland, Humphries, Marsh, Tyler, Plimpton, Mayo-Smith, Seeley, Hitchcock and Seigman.

On the main campus. Video programming on cable channels 7 through 13 is acquired with satellite dishes that are owned and operated by the College. Video programming on cable channels 21 through 57 is provided under contract by Comcast. For all service related issues, contact the Telecommunications and Networking Group at 413/542-2410 or visit cms.amherst.edu/people/offices/it and click on "Telephone and Cable."

In the remote dorms. Cable television in the remote dorms is provided under contract by Comcast. Unlike the main campus, remote dorms are part of Comcast’s Amherst and Pelham residential cable system. Remote dorms therefore cannot receive College channels 7 through 13. The complete standard cable line-up for Amherst can be found by probing “Channel Lineup” on Comcast’s Website at www.comcast.com. For all service related issues contact the Telecommunications and Networking Group at 413/542-2410 or visit cms.amherst.edu/people/offices/it and click on “Telephone and Cable.”

Computing at Amherst College
Information Technology (IT) Department
mts.amherst.edu/people/offices/it
Student IT Help Line 413/542-7921

Amherst Electronic Account and E-mail

Amherst electronic student accounts provide access to e-mail, network drives, the College Web site, and other resources available over the Amherst network. The username is first initial and last name followed by class year. An account is provided for use by a specific individual, and may not be shared with or lent to others. Individuals are expected to take reasonable precautions to prevent others from using their accounts. An account password may be changed using the link on the home page of the IT Web site. Forgotten passwords can be reset at the IT Help Desk in the Seeley Mudd Computer Center during college business hours by presenting a college ID.

Amherst e-mail is available from any computer with a Web browser and access to the Internet. The address is exchange.amherst.edu. Other programs such as Microsoft Outlook, Entourage, Mac Mail or Mozilla Thunderbird can be used to manage e-mail on a personal computer. Directions for setting up these programs, as well as more information on e-mail, are available on the IT Web site.

The Amherst Network and the Internet

All student residences have both wired Ethernet and wireless network (802.11b/g) connections for accessing the Amherst network and the Internet. The Student’s Guide to Computing, which includes directions for setting up a computer to use the network, is available in the Seeley Mudd Computer Center. Students utilizing their own router or wireless access point—they can interfere with the Amherst network and even prevent other computers from getting to the Internet. Small network switches are available from the Computer Center for students who need more than one Ethernet connection in their dorm rooms.

Wireless networking is available in most areas of all campus buildings and should also be available in major outdoor areas (Freshman Quad, Valentine Quad and Social Dorm Quad) by fall 2007. IT provides many services over the network, including a personal network drive (the “U: drive”) where files are backed up every night. Students can access their U: drives from any computer or wireless access point on campus. Students will also have space to create their own personal Websites. More information can be found on the IT Website.

Student Personal Computers

IT provides lists of features for minimum and recommended configurations for personal computers. Students buying a new computer may purchase one of the IT-recommended models and receive the college’s vendor discounts. First-year students may also take advantage of an interest-free installment payment plan through the college if they buy a college-recommended system before September 30. Details of IT’s recommended configurations and the payment plan are on the new-student Website at cms.amherst.edu/people/offices/it/help/new.

The IT Service Level Agreement for students is available at cms.amherst.edu/people/offices/it/about/policies/sla/student. While IT staff will do their best to help students fix an operating system, virus or networking problem, they are not authorized to repair hardware. Therefore, IT strongly urges students to purchase an vendor extended hardware warranty for their computer.

Students having problems with their computer operating system, viruses or spyware, or the Amherst network may call the Student Help Line at 413/542-7921 to get help over the phone or to arrange for a personal appointment to have their computer examined.
Computer Software
IT provides free antivirus software for all students. Students with Windows computers should download and install McAfee VirusScan from the IT Web site (cms.amherst.edu/people/offices/it/help/security/antivirus) or from a free AntiVirus CD, available in the Seeley Mudd Computer Center.

The current version of Microsoft Office for Windows or Mac (Word, Excel, PowerPoint and more) is available in the Seeley Mudd Computer Center for $10, and the current version of Windows is available for $15.

Software programs including EndNote, Photoshop, Illustrator, InDesign and others can be installed from the campus software drives (Winsoft and Macsoft) and used while on campus. Other programs may be available in public computer facilities and specialized classrooms and labs. For more information, see cms.amherst.edu/people/offices/it/help/software.

Computer Labs and Public Printing
Public computers for the college community's use are located in the Seeley Mudd Computer Center and the Robert Frost Library's A Level (formally the Media Center). Both facilities have Windows and Macintosh systems running Microsoft Office and many other applications such as EndNote, Photoshop, Illustrator, InDesign, etc. Animation, video and GIS software is available in specialized computer labs. For classes that include video projects, production equipment such as cameras and editing facilities may be available. Some academic departments have their own computer labs for classes or for student use. In many cases these computers run software that is required for a course or special study and that is not available for students to install on their own computers.

Public printers are available for use in several campus locations, including the Seeley Mudd computer center, the Frost A level and the Science Library in Merrill Science Center. They include high-speed black-and-white and color laser printers, as well as a large-format color printer in the Seeley Mudd Computer Center. Laser printing costs range from five cents to thirty-five cents per page, and large format charges depend on the output size. Individual printing charges are automatically added to student bills each semester.

Student ID and AC Dollar$?
AC OneCard Services, 413/542-5191

The Amherst College ID is used in all campus dining facilities and for access to residence halls, athletic facilities, select classrooms and special functions. The ID also allows students to check out books at the Amherst College Library and the libraries at all the other members of the Five Colleges. Off-campus, the ID card entitles students to discounts at the theater and with many local merchants.

Students may use their ID card as a debit card on campus by depositing funds to create an AC Dollar$ account. The account operates on a declining balance system and may be used any time. An ID card with AC Dollar$ may be used to purchase food and services from select locations. All campus dining facilities accept AC Dollar$ for food purchases outside of the normal board plan. More than half of all campus vending machines now accept AC Dollar$, all dorm laundry machines have ID card readers, and the photocopiers in the Library now have ID card readers. Deposits to the AC Dollar$ account can be made at several convenient locations and by phone—more information is available at cms.amherst.edu/people/offices/it/onecard/ac_dollars/check.

College ID cards are produced in the Dining Services offices, located in the basement of Valentine Hall.

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Student Rights & Policies

Amherst College Honor Code

Preamble
Amherst College, as a place of teaching and learning dedicated to promoting intellectual and social growth in its students, depends for its effective operation on the personal concern of its members for each other and on the concern of all to maintain the community standards of conduct set forth in this statement. It is each student’s responsibility to contribute to an environment of trust that protects the freedom of all to exchange ideas and to grow. Only in such trust and freedom will it be possible for students to live together and learn from one another.

Every student enjoys the right to full participation in the academic and social life of the College regardless of race, color, religion, national origin, ethnic identification, age, political affiliation and/or belief, sexual orientation, gender, economic status or physical or mental disability. Any instance of failure to realize this expectation undermines the ability of the College to achieve its purposes and diminishes the educational experience of each of its members.

The Amherst College Honor Code consists of the Statement of Intellectual Responsibility, the Statement of Respect for Persons, the Statement of Freedom of Expression and Dissent and the Statement of Student Rights, given below. It is collectively shaped and upheld by students, faculty and staff. At least every fourth academic year, the College Council will review the current Honor Code and will propose a new Honor Code to the campus community. (A new Honor Code might contain no revisions of the current Honor Code.) The proposed new Honor Code will be voted on by students and, if it passes, by faculty. If it is not favored by the majority of both, then the current Honor Code will stay in effect while the College Council reviews it again the following year, and will remain in effect until an alternative version is passed by majorities of both the students and the faculty.

Upon entering the college, each student will sign a pledge to abide by the Honor Code. The signing will be administered by the Dean of Students Office. In signing this pledge, students acknowledge that they have read the Honor Code and understand their obligations to subscribe to its principles, to respect the rights of other members of the college community and to avoid behavior which violates the community standards embodied in it.

Any student’s behavior alleged to violate the principles of the Honor Code, or rules of behavior elsewhere in the Student Handbook or in other documents of the college, will be thoroughly investigated in a manner that protects the rights of all parties to the issue. If, as a result of such an investigation, a student is charged with violation of the Honor Code or other documents referred to above, the student is entitled to have a charge resolved through the adjudicatory process described below. When charges are upheld at the conclusion of this process, appropriate sanctions will be imposed.

Statement of Intellectual Responsibility

Every person’s education is the product of his or her intellectual effort and participation in a process of critical exchange. Amherst College cannot educate those who are unwilling to submit their own work and ideas to critical assessment. Nor can it tolerate those who interfere with the participation of others in the critical process. Therefore, the College considers it a violation of the requirements of intellectual responsibility to submit work...
that is not one's own or otherwise to subvert the conditions under which academic work is performed by oneself or by others.

Article 1. Student Responsibility
Section 1. In undertaking studies at Amherst College, every student agrees to abide by the above statement.
Section 2. Students shall receive a copy of the Statement of Intellectual Responsibility with their initial course schedule at the beginning of each semester. It is the responsibility of each student to read and understand this statement and to inquire as to its implications in his or her specific course.
Section 3. Orderly and honorable conduct of examinations is the individual and collective responsibility of the students concerned in accordance with the above statement and Article 2, Section 3, below.

Article 2. Faculty Responsibility
Section 1. Promotion of the aims of the Statement of Intellectual Responsibility is a general responsibility of the faculty.
Section 2. Every member of the faculty has a specific responsibility to explain the implications of the statement for each of his or her courses, including a specification of the conditions under which academic work in those courses is to be performed. At the beginning of each semester, members of the faculty will receive their initial class lists a copy of the Statement of Intellectual Responsibility and a reminder of the duty to explain its implications in each course.
Section 3. Examinations shall not be proctored unless an instructor judges that the integrity of the assessment process is clearly threatened. An instructor may be present at examinations at appropriate times to answer questions.

Statement of Rights
Subject to respect for the rights of others, every student enjoys the assurance of the full exercise of those rights expressed in the Honor Code and the preceding three Statements, including but not limited to the following specific rights:
- The right to engage in the free exchange of ideas
- The right to protest and to dissent in a peaceful manner and to join with others in other non-violent forms of common action
- The right to complain of injustices and to bring grievances to the appropriate offices of the College without fear of retaliation
- The right to attend functions and to utilize College facilities subject to prescribed rules
- The right to reasonable peace and quiet in residential and academic facilities and to an atmosphere conducive to work and study
- The right to privacy in one's assigned room, subject to compliance with the College regulations, and to the security of one's own property and property furnishing the common and public spaces at the College.
- The right, when participating in any aspect of life of the College or traveling among the Five Colleges, to be free from harassment for reasons of one's race, religion, national origin, ethnic identification, age, political affiliation and/or belief, sexual orientation, sex or physical disability.

The Discipline System
Teachers, students, administrators and staff will exercise their best will and seek to resolve disagreements as amicably or informally as possible. The Dean of Students' Office is available to help reach such informal resolutions. A disciplinary system exists for those situations and acts which will not, or cannot, be resolved through amicable discussion.
Each constituency in the College has access to a particular procedure for resolving violations of the Honor Code or other forms of grievance. All alleged violations of the Honor Code fall within the jurisdiction of the Dean for Student Conduct, who is appointed by the Dean of Students, and of the Committee on Discipline. If students believe their rights under the Honor Code have been violated by a faculty member, they should consult the Dean of Students or the Dean of the Faculty about the procedures for resolving their grievances. If they have complaints against members of the staff, they should consult the Dean of Students or the Director of Human Resources. (See the section of the Student Handbook titled The Resolution of Student Grievances With Members of the Faculty for additional details. The sections of this Code dealing with sexual harassment also provide guidance for a student who believes she or he has been harassed by a member of the faculty or the administration.)
In all instances when students are charged with violating community standards set forth in this Code or infringing on the rights of individual students, or other members of Amherst College, or members of the Five Colleges, the procedures set forth in this section of the Code will be used to investigate and resolve grievances.
All proceedings under the Code will be confidential to the extent practicable. Students should be aware that a federal statute requires the disclosure of serious crimes on campus. While the College will not disclose the name of a victim of a crime, the College may be required to reveal other information about the crime.
Jurisdiction

Amherst students have a responsibility to adhere to local, state and federal laws while on the campus. The College cannot protect Amherst students from the consequences of violations of local, state and federal law.

Amherst students are expected to adhere to the Honor Code whether they are on the campus, in the town of Amherst, attending classes or functions at Smith College, Mount Holyoke College and Hampshire College and the University of Massachusetts, traveling on a Five College bus or participating in College activities wherever these are held.

Amherst College has joined with Smith College, Mount Holyoke College, Hampshire College and the University of Massachusetts to form the Five Colleges. Amherst College students, when studying or visiting on the campus of one of the Five Colleges, will be subject, in addition to the standards set forth in this Code, to the regulations and procedures of that institution. (See the Regulations and Procedures section in the Five College Cooperation chapter in this Handbook.)

If a student is charged with a violation of the Honor Code in locations or situations specified in the foregoing paragraphs, College disciplinary proceedings may be initiated by a member of one of the constituent Five Colleges, by a member of Amherst College or by the Dean for Student Conduct.

If conduct which is or would be a violation of the Honor Code occurs in situations or locations other than those specifically named in this section or to persons other than those covered in this section, the Dean for Student Conduct may petition the Committee on Discipline to accept a complaint. In determining to do so, the Committee will follow the general guideline that jurisdiction will only be extended where the alleged violation appears to be of sufficient gravity to pose a threat to the College community or its members.

The College reserves the right to initiate or carry out its own disciplinary proceedings, regardless of the prospect or the pendency of civil or criminal proceedings, against a student accused of violating the Honor Code, even if legal sanctions have already been incurred, and whether or not the accused student participates in the College proceedings. An accused student who is also facing a criminal charge or the possibility of a criminal charge is advised to seek legal counsel before participating in any College proceedings.

A student who withdraws from the College in order to defend himself or herself in off-campus civil or criminal proceedings arising from events which are also the subject of a complaint being heard by the Committee on Discipline will not be allowed to re-enroll pending the outcome of College disciplinary proceedings.

Resources

A student charged with a violation of the Honor Code or a student considering the initiation of charges against another student under the Honor Code may turn for consultation or advice to one or more of the following individuals and College support systems: Dean of Students, Dean for Student Conduct, Class Deans, staff of the College Health Service or Counseling Service, Campus Police, Affirmative Action Officer, faculty, Area Coordinators, Resident Counselors, Disciplinary Advocates and Peer Advocates.

Students considering the initiation of a complaint against a member of the faculty or the administration or a member of the College staff may consult with, in addition to those enumerated above, the Dean of the Faculty and the Director of Human Resources respectively. Students considering the initiation of criminal charges against another student may consult with the Campus Police, the Town of Amherst Police or the office of the Hampshire County District Attorney, in addition to those potential advisors listed above.

Initiating a Complaint

Any member of Amherst College, including students, faculty, administrators, staff members and Campus Police Officers, or members of one of the constituent institutions of the Five Colleges may bring a complaint against a student of the College through the Dean for Student Conduct.

Members of the College community who consider filing a complaint within the College’s disciplinary system for a violation that could also be considered a felony under the law are urged to discuss the possibility for filing criminal charges through the Campus Police, the Town of Amherst Police or the Hampshire County District Attorney’s Office.

It is in the interest of the College community that violations of the Code of Conduct be handled expeditiously. Any complaint should be initiated within ninety days after the alleged violation of the Honor Code occurs. However, in recognition that students or other members of the community may have valid motives that would inhibit the initiation of a complaint, the Dean for Student Conduct may extend the period for bringing a charge well beyond the normative 90-day framework. Examples of valid motives range from difficulties related to the calendar and absence from campus to the possible consequences of cases of sexual assault or harassment.

Examples of what constitute violations of the Honor Code will be found in Appendix B to the Code, in the statement on Housing Regulations and in the statement on Fire Policy.

The Dean for Student Conduct will assist the complainant to prepare a brief statement of the complaint, which must be signed by the complainant. The accused student will be given a copy of the complaint and may submit a response or answer to the complaint. The Dean for Student Conduct will investigate all complaints. In the course of an investigation the Dean for Student Conduct will ordinarily interview the complainant, the accused student and any other person whose testimony may be useful to the process of determining the merit of the charge.

The Dean for Student Conduct will not accept a formal complaint on the basis of anonymous charges or anonymous evidence of alleged wrongdoing. Within 10 working days of the receipt of a complaint, the Dean for Student Conduct will make one of the following determinations:

1. There is no substance to the charge, in which case it will be dismissed, and the accused student is entitled to have any reference to the charges removed from the records of the College.

2. There is no dispute about the material facts of the case, but the act or acts committed by the accused student do not represent a violation of the Honor Code. No formal action is warranted by the Dean for Student Conduct.

3. The complaint has merit, and all parties to the dispute agree about the material facts of the case. Therefore, a finding is warranted that the accused has violated the Honor Code. Guided by the statement on Penalties, the Dean for Student Conduct, within 10 working days, will assess appropriate penalties, which may include Warnings, Fines, Limitations on Participation in College Life, Community Service, Probation, Denial of Campus Residence and Suspension from the College for no more than one semester. Any penalties resulting from this determination may be appealed to the President of the College, within 10 working days of receipt of the Dean’s determination.

4. The complaint appears to have merit, but material facts of the case are disputed. Therefore, the case will be referred by the Dean for Student Conduct to the Committee on Discipline for adjudication.

5. The complaint has merit, and, whether or not there is a dispute about the material facts of the case, a finding that the accused student has violated the Honor Code as charged could result in a penalty greater than one semester suspension.
from the College. Therefore the case will be referred by the Dean for Student Conduct to the Committee on Discipline for adjudication.

6. The complaint, which the Dean for Student Conduct considers to involve exceptional circumstances, will be referred to the Committee on Discipline for adjudication.

7. The complaint alleges a violation of the Statement on Intellectual Responsibility, and it will be processed in accordance with the procedures set forth in the Academic Honesty section of this Code.

Complaints on Behalf of the College

As set out in the Jurisdiction section of this Code, or otherwise in the interests of the College, the Dean for Student Conduct may initiate a complaint and refer it to the Committee on Discipline for adjudication.

Mediation

In cases where parties to a dispute wish to settle their differences through mediation as an alternative to initiating formal proceeding with the Dean for Student Conduct, and when the Dean for Student Conduct consents to this course of action, mediation negotiation may be attempted to resolve disputes. The agreed-upon terms of a mediated resolution will be incorporated in a statement which must be signed by the complainant, the responding student and the mediator. Mediation will be discontinued after 10 working days unless the parties and the Dean for Student Conduct agree in writing to continue. Failure of mediation will result in the matter reverting to the Dean for Student Conduct, who will then be guided by the options specified in Initiating a Complaint, above. The rules of confidentiality that apply to all proceedings under the Code apply equally to mediated negotiations and settlements. Students electing to resolve grievances through mediated dispute resolution should seek guidance from the Dean for Student Conduct, the College Affirmative Action Officer and/or other appropriate officers of the College and parties listed in Resources, above.

Adjudication Before the Committee on Discipline

Membership on the Committee

The Committee will consist of two male and two female students and four members of the faculty. The Dean of Students will ordinarily serve as non-voting Chair and as record-keeper. The Dean of Students may delegate this responsibility to a faculty member who has previously served on the Committee on Discipline when the Dean has supervised or been involved in an investigation of the complaint at issue.

The Committee will elect one of these faculty members to serve as Committee Coordinator, who will establish the rotation of Committee members to hearing panels. Each case will normally be heard by a panel of two faculty members and three student members. A panel may consist of one faculty member and two student members when a normal quorum is unavailable. In cases of alleged academic dishonesty, a student selected at random from the sophomore, junior or senior classes will replace one of the elected student members on the hearing panel.

The faculty members of the Committee on Discipline will be elected during a meeting of the faculty after nomination by the Committee of Six or after nomination from the floor. They will normally serve three-year terms and their terms, when possible, will be staggered so as to maintain continuity from year to year. When any faculty member of the Committee disqualifies him or herself from hearing a case, or is disqualified for a conflict of interest, he or she will be replaced by a substitute appointed by the Committee of Six, if a substitution is required to maintain the quorum.

Student members of the Committee on Discipline will be chosen in an election conducted by the middle of the second semester of each academic year. The Committee on Discipline will oversee the following procedures:

1. An informational meeting or meetings will be held, to be attended by all potential candidates.
2. Each candidate will submit a nomination petition signed by no fewer than 10 students and a statement specifying his or her interest and qualifications for the position. These statements should be distributed to all students prior to the election.
3. The election will be conducted according to the procedures outlined in the Code of Elections. The two men and the two women candidates who receive the highest number of votes will be elected. If this procedure cannot be followed because of an insufficient number of candidates, then the College Council will appoint a student to any position unfilled by election.
4. If one of the elected students resigns, the College Council will appoint an alternate of the same gender. If a student substitute is required to maintain the quorum for a case, a substitute of the same gender will normally be appointed by the College Council, or, if necessary, by the Chair of the College Council.

Student members will begin their one-year term on July 1 of the year of their election.

At the beginning of each academic year, the Dean of Students, with the assistance of the Affirmative Action Officer, will schedule training for all members of the Committee on Discipline in the special complexities of cases involving a violation of respect for persons, particularly of sexual or racial harassment. In consultation with the Committee, the Dean of Students may, from time to time, schedule other such training to assist the Committee in considering issues raised by other categories of cases which have, or may, come before it.

Preparation for a Hearing

When a complaint against a student is referred to the Committee on Discipline, the Dean for Student Conduct will transmit to the Chair of the Committee all materials related to the charge.

Prior to a hearing before the Committee on Discipline the Dean for Student Conduct will acquaint the accused student and complainant with the procedures followed by the Committee on Discipline and will also inform them of their rights under these procedures. These rights are:

1. To a fair and unbiased hearing.
2. To receive a written statement of the complaint, any response or answer submitted by the accused student, a copy of the procedures of the Committee on Discipline, notice of the time and location of the hearing, a list of the members of the Committee who will hear the case and the name of the Chair. This information should normally be received at least seven calendar days in advance of any hearing so that the accused student may prepare adequately for the hearing. The accused student may petition the Chair of the Committee for more time to prepare the student’s case.
3. To select an advisor from the College community and to have that advisor present during the hearing. The advisors to the accused student and the complainant may assist them in preparing the case and provide support during the hearing. The advisors are present not to act as legal counsel, but to assist and support the students and to give advice to the students on procedural matters.

A student who is or may be the subject of criminal proceedings arising from the events which are the subject of a complaint being heard by the Committee
on Discipline may have present at the hearing legal counsel retained at the student's own expense. A student intending to be accompanied by an attorney must notify the Chair of the Committee on Discipline of that fact at least two working days prior to the hearing. The attorney will not be permitted to speak or participate directly in the hearing. If the accused is accompanied by an attorney, the complainant may also have legal counsel present at his or her own expense. The complainant's attorney also will not be permitted to speak or participate directly in the hearing. An attorney may be present to provide legal counsel for the Committee on Discipline at the discretion of the Chair. The Committee's attorney will not be permitted to speak or participate directly in the hearing.

While the College will not provide legal representation for students, it routinely refers students who cannot afford to hire an attorney to local attorneys who may offer to represent those students on a pro bono or reduced-fee basis.

4. To have a hearing before the Committee as soon as practicable, consistent with the right to seven calendar days' advance notice.

5. To challenge any member of the Committee on Discipline on the basis of an actual or perceived interest in the outcome of the case. Prior acquaintance does not, in itself, constitute such "actual or perceived interest." The challenge must be submitted in writing within two working days after receiving the list of Committee members. The Dean of Students will rule on the challenge, and if the challenge is accepted, take appropriate steps to secure a replacement. If the Dean of Students serving as Chair is challenged, then the matter will be referred to the President of the College to appoint a Chair for the hearing.

6. To be present at the hearing.

7. To call witnesses and present evidence; to hear and to question witnesses; and to respond to all written testimony submitted. The Committee shall not consider evidence against a student unless the student has been advised of its content and source and given the opportunity to respond.

8. To be judged solely upon the evidence submitted during the formal hearing of the Committee on Discipline.

9. To submit an appeal for cause to the President of the College at the conclusion of the hearing before the Committee on Discipline.

The Hearing

The Chair will transmit a copy of the complete materials of the case to each member of the Committee on Discipline selected to participate in a hearing.

The Dean of Students or her or his designee or replacement, serving as non-voting Chair of the Committee on Discipline, will preside in all hearings. The Chair will maintain decorum during hearings and will be the final arbiter in questions of procedure. Hearings shall be tape-recorded. The recording shall be the official record of the hearing.

The complainant and the accused student, should either wish to file an appeal, will have access to the recording or a transcript of the recording, if one exists, which remains the property of the College.

All proceedings under the Code will be confidential to the extent practicable. Participation of hearings before the Committee on Discipline by other members of the Academic community will occur only when the accused student and the complainant agree to open the hearing and when the Dean of Students concurs. The Chair of the Committee on Discipline shall close an open hearing when he or she determines that the integrity of the hearing might be compromised by continued public participation.

The hearing will begin with a reading of the statement of the charges by the Chair of the Committee on Discipline. The Chair will then ask the complainant to present her or his case; the Chair will then ask the accused to respond to the charges.

The complainant and the accused student are responsible for presenting their own cases before the Committee on Discipline. The complainant and the accused student may consult with their advisors at any stage of the hearing, but those advisors cannot address the Committee or otherwise participate directly in the hearing.

Where a charge is brought on behalf of the College, a Campus Police officer, a member of the administration, a member of the College staff or in some instances a member of the faculty, or by a representative of one of the Five Colleges, the Disciplinary Hearing Officer, who is appointed by the Dean of Students, will serve as the complainant. In exceptional circumstances the Dean of Student Conduct will direct the Disciplinary Hearing Officer to appear as the complainant with respect to the complaint of an individual student. In such cases, the student complainant must appear as a witness at the hearing.

The complainant and the accused student have the right to present witnesses, to question opposing witnesses, to present documentary and physical materials as evidence and to respond to such materials. The members of the Committee on Discipline may question witnesses and may request the presence of any member of the College community as a Committee witness. If witnesses are called by the Committee, the complainant and the accused student will be afforded the opportunity to question them. Students called to give testimony before the Committee on Discipline are obliged to appear. A student called as a witness who fails to appear at the hearing may be charged with a violation of the Honor Code.

The burden of proof rests on the complainant or on the Disciplinary Hearing Officer if the Disciplinary Hearing Officer presents the case on behalf of the College. The Committee on Discipline may consider any testimony or evidence it has reason to believe is trustworthy and pertinent. The admission or exclusion of evidence is within the discretion of the Chair of the Committee on Discipline.

When the hearing has concluded the Committee on Discipline will withdraw and will determine by majority vote whether there has been a violation of the Honor Code or other offense as charged. The Committee's determination will be made on the basis of the preponderance of evidence, that is, whether the complainant demonstrated that it was more likely than not that the violation or offense occurred.

If the Committee determines that the accused student has not violated the Honor Code the charge will be dismissed and the accused student is entitled to have any reference to the charges removed from the records of the College.

If the Committee determines that the accused student has violated the Honor Code it will then determine what sanction to impose. The Committee will be guided by the statement of Penalties in the imposition of sanctions. At this stage in the proceeding, the Dean of Students will inform the Committee of the accused student's disciplinary record, if any. The Dean of Students will provide information about penalties imposed for similar violations arising in the past. This information will be used at the discretion of the Committee. A statement of the Committee's findings and sanctions will be prepared by the Chair of the Committee. After it has been approved by the Committee on Discipline, copies will be delivered to the accused student and to the complainant.

A copy of the finding will also be kept in a confidential file on the Honor Code in the Dean of Student's Office. This file will be accessible exclusively to the Dean of Students and, through him or her, to the members of the Committee on Discipline at such time as the Committee has determined that a student has committed another violation. The tape-recording of the hearing will be deposited in the same confidential file in which the other records of the case are kept. Unless the student accused of an offense requests otherwise, the records of the hearing will be kept. Upon the student's graduation. After the elimination of personally identifiable information, the file will be available to the chair of any future committee charged with reviewing and making possible revisions of the Code. In addition, a permanent record of all cases with names of the parties removed will be maintained by the Dean of Students.
Academic Dishonesty
Since grading is the province of the instructor of any course, the possibility of imposing a course penalty necessarily involves the instructor in the process of deciding punishments in cases of demonstrated academic dishonesty. The Honor Code allows for two methods of handling a case of academic dishonesty, depending on the circumstances of the case:

1. In cases in which there is a clearly demonstrated infraction—that is, in which there is unambiguous and conclusive evidence of plagiarism or cheating and no disagreement on the facts of the case—the instructor will normally speak to the student and ascertain the circumstances of the incident. The instructor will then consult the Dean for Student Conduct, who will inform the instructor whether the student has been found guilty of previous acts of academic dishonesty. In the case of a first offense, the instructor and the Dean for Student Conduct will confer about the appropriate penalty, and the Dean for Student Conduct will keep a record of the infraction and its resolution in a confidential judicial file that will be destroyed upon the student's graduation. If the student has committed a previous infraction, the Disciplinary Hearing Officer will present the new case to the Committee on Discipline for resolution, since the offense may warrant a penalty greater than one term's suspension.

2. In cases in which the instructor suspects that a student may have committed an act of academic dishonesty and, after speaking to the student, feels that adjudication is necessary to determine the student’s guilt or innocence, the instructor will refer the case to the Dean for Student Conduct. In such instances, since the instructor and the student disagree on the facts of the case—that is, on whether an act of academic dishonesty occurred—the Dean for Student Conduct will send the case to the Committee on Discipline. In all cases in which the Committee on Discipline finds a student guilty of an act of academic dishonesty, the Committee will determine all penalties except for course penalties, which are imposed at the discretion of the instructor. The recommended penalty for an act of academic dishonesty, whether or not it is adjudicated by the Committee on Discipline, is failure in the course.

All faculty members are strongly encouraged to discuss suspected instances of academic dishonesty with the Dean for Student Conduct in order to help ensure that a student who commits an act of academic dishonesty is effectively deterred from doing so again. Faculty members are also encouraged to discuss these procedures with the Dean for Student Conduct if they have any questions about them. In cases adjudicated before the Committee on Discipline, a faculty member may request the Dean of Students to appoint a Disciplinary Hearing Officer to serve as the complainant on the faculty member's behalf. In such instances, the faculty member must appear as a witness at the hearing.

Penalties
The Dean for Student Conduct or the Committee on Discipline hears all cases involving violations or alleged violations of the Honor Code, and only they are empowered to impose penalties upon persons found to have violated provisions of the Code. The only exceptions shall be: (1) in cases of academic dishonesty in which the instructor is responsible for imposing a course penalty, and (2) in cases in which the Dean of Students is convinced that a student might pose a physical danger to a member of the College community. In the latter case, the Dean of Students may either have a student removed from, or prevent his or her access to, a College building or residence or the Campus itself. The President shall appoint a substitute Chair for the Committee on Discipline, and the Dean of Students, who will act as the complainant, must bring the case against the student before the Committee within one week of denial of access to, or removal from, any of the College premises.

A student found to have violated the Honor Code is subject to one or more of the following penalties, depending on the nature of the violation and of his or her prior disciplinary record:

Warning: A written admonition which will be considered in determining penalties if future violations occur.
Fines: These may be assessed for minor infractions of the Honor Code when appropriate. They may also be used in cases of damage to College or personal property, but in cases of serious and/or repeated acts of destruction or vandalism, the imposition of fines must be combined with other disciplinary penalties.
Limitations on Participation: A student may be penalized by being barred from participating in intramural or intercollegiate athletics, room draw, eating at Valentine and/or other College activities.
Community Service and Other Alternatives: The Dean for Student Conduct or the Committee on Discipline can impose particular forms of community work, on or off campus and a number of hours to be worked. The Dean for Student Conduct will be responsible for supervising the student's implementation of the community service. The Dean for Student Conduct, or the Committee on Discipline, may also require attendance, when appropriate, at drug or alcohol workshops or other similar programs suitable to the nature of the infraction.
Disciplinary Probation: A warning in writing which specifies that further infractions of the Honor Code during a student's time at Amherst will, in most instances, lead to suspension, dismissal or, in very serious cases, expulsion from the College. A student on disciplinary probation may be barred from some or all extracurricular activities for a defined period. This penalty may be strengthened, at the discretion of the Committee on Discipline, by recording it on the student's transcript, but normally it will only be part of a student's disciplinary record and can be disclosed in response to requests for information only with the student's consent.
Course Penalties: Acts of cheating, plagiarism or other forms of academic dishonesty should result in a student's receiving a failing grade. The recommended penalty for an act of academic dishonesty is failure for the course, though grade penalties are always imposed solely at the discretion of the instructor. All such acts will be part of the student’s disciplinary record in the Dean of Students Office official record and may, at the judgment of the Committee on Discipline, be recorded on the student's transcript. The Committee on Discipline or the Dean for Student Conduct may impose other penalties as well—from disciplinary probation to expulsion, depending on the seriousness of the offense and the student's previous record.
Denial of Residence on Campus: A student who violates standards of conduct associated especially with residential and/or social life at the College or involving respect for persons, or who is found to have engaged in sexual harassment, may be required to vacate his or her residence and be denied permission to live on campus, either for a specified time or permanently. Other penalties may be imposed as well, but if residential denial is the only penalty, the student will continue to be enrolled as a degree candidate and will be allowed to attend all academic exercises.
Suspension: The rights and privileges of being a student at Amherst College may be suspended for a specific period of time, the minimum of which will be to the end of the current semester. The student must leave the campus and may return at the end of the period of suspension without petitioning for readmission.
Withholding of Degree: In disciplinary cases involving second semester seniors when probation or suspension might otherwise be imposed, the College may withhold the student's Amherst College degree for a specified period of time. When this occurs, the student is permitted to remain on campus to complete the requirements for
the degree, although its award will be delayed. At the discretion of the Committee on Discipline, this penalty may be recorded on the student's transcript.

**Dismissal:** A student may be required to leave the campus for at least one semester and must petition for readmission at the end of that time. The student may be required to fulfill particular obligations while away from the College and to provide evidence of having done so, along with evidence of his/her readiness to return to Amherst and to meet its standards of conduct.

**Expulsion:** This means the permanent termination of student and degree-candidate status at Amherst College. It may be imposed only in the most serious of cases, or when a student has been dismissed previously and commits another offense judged to be worthy of a second dismissal.

Any student found under the provisions of this Code to have committed violence against another person will normally be dismissed from the College for a period no shorter than one semester and will have recorded on his or her transcript the fact and the length of the dismissal. Those who threaten violence, or otherwise seek to intimidate others, depending upon the circumstances of the individual case, may have equally severe or more severe penalties imposed upon them.

Repeated minor violations may require penalties of probation or higher.

**Appeal**

Either the accused student or the complainant may appeal a decision of the Committee on Discipline to the President of the College on the following grounds: bias on the part of Committee members, procedural error, the inappropriateness of the sanction or the discovery of substantive new evidence which was not available at the time of the hearing. The accused or the complainant must submit a written statement of appeal to the President, which must state the grounds and reason for the appeal, within 10 working days of his or her receipt of the finding of the Committee on Discipline if the appeal is based on bias, procedural error or severity of penalty, or as soon as practicable if the appeal is based on new evidence.

Upon receipt of the statement of appeal the President will review the official record of the Committee's proceeding and other materials bearing on the case. The President may interview the parties to the dispute. The President may refer the case back to the original panel with instructions or she or he may direct that the case should be reviewed or reheard by a different panel of the Committee on Discipline, consisting of two faculty members, one of whom will act as Chair, and one student. In either case, the panel of the Committee on Discipline will report its finding and recommendations to the President who will resolve the appeal. There will be no appeal beyond the President of the College.

**Interpretation**

Any question of interpretation regarding the **Honor Code** will be referred to the Dean of Students or his or her designee for final determination.

**Records**

Normally only suspension, dismissal and expulsion are recorded on a student's transcript. However, as an additional form of penalty the Committee on Discipline may record on the transcript a penalty other than suspension, dismissal or expulsion. Otherwise a student's disciplinary record is confidential, and, except as otherwise provided by the Family Educational Rights and Privacy Act, no information from this record will be released without a student's consent, and the College will respond to requests for information about a student's disciplinary record by explaining its policy of treating as confidential the existence of such information as well as the specific information itself.

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**Reports**

The Dean for Student Conduct or the Dean of Students shall make annual reports to the Committee on Discipline and to the faculty summarizing the nature and number of complaints, whether these were settled with or without hearing, and the disposition of cases arranged in some form of useful categories—either by penalties assigned, by the nature of the infraction, or under some other heading.

*Adopted by Faculty vote, March 3, 1998*

**Appendices**

**Appendix A: College Council Statement on Sexual Harassment**

**Sexual Harassment**

Amherst College is committed to establishing and maintaining an environment free of all forms of harassment. Sexual harassment breaches the trust that is expected and required in order for members of an educational community to be free to learn and work. It is a form of discrimination because it unjustly deprives a person of equal treatment. Sexual harassment can injure anyone who is subjected to it, regardless of gender or sexual orientation.

The College's policy on sexual harassment is directed toward behavior, and does not purport to regulate beliefs, attitudes or feelings. It is based on federal and state law, which prohibit certain specific forms of sexual harassment; on the College's Statement on Respect for Persons, which requires that a person's sex and sexual orientation be treated with respect; and on the following statement on sexual harassment passed by the Faculty on May 23, 1985:

Unwelcome sexual advances, requests for sexual favors and other unwelcome verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, academic work or participation in social or extracurricular activities;
2. submission to or rejection of such conduct by an individual is used as the basis for decisions affecting the individual; or
3. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance, or creating an intimidating, hostile or demeaning working, academic or social environment.

The College believes that sexual harassment, besides being intrinsically harmful and illegal, also corrupts the integrity of the educational process.

Because it is possible for one person to act unintentionally in a manner that sexually harasses another, it is imperative that all members of the College community understand what kinds of behavior constitute sexual harassment. Hence, we provide here a general description of sexual harassment.

**Sexual harassment** occurs when one person attempts to coerce another into a sexual relationship, or to punish a refusal to respond or comply with sexual advances. Attempts to subject a person to unwanted attention of a sexual character, sexual slurs or derogatory language directed at another person's sexuality or gender also can be forms of sexual harassment. Thus, sexual harassment can include a wide range of behavior, from the actual coercion of sexual relations to the forcing of sexual attentions, verbal or physical, on a non-consenting individual. It is also possible that sexual harassment can occur unintentionally when behavior of a sexual nature has the effect of creating a hostile environment.

In some cases, sexual harassment is obvious and may involve an overt action, a threat or reprisal. In other instances, sexual harassment is subtle and indirect, with a coercive aspect that is unstated.
Sexual harassment also occurs when a position of authority is used to threaten the imposition of penalty or the withholding of benefit unless sexual favors are granted, whether or not the threat is carried out. Sexual harassment, when it exploits the authority the institution gives its employees, or otherwise compromises the boundary between personal and professional roles, is an abuse of the power the College entrusts to them. The potential for sexual harassment exists in any sexual relationship between a student and a member of the faculty, administration or staff. Anyone in a position of authority should thoroughly understand the potential for coercion in sexual relationships between persons who are professionally affiliated. These relationships may involve persons in a position of authority over their colleagues (e.g., tenured faculty and non-tenured faculty; administrators and staff); or they may involve those who teach, advise or supervise students.

Sexual harassment also takes on the form of unwanted attention among peers. Sexual harassment by peers may have the purpose or effect of creating an intimidating, hostile or demeaning environment. Sexual harassment by peers can occur between strangers, casual acquaintances, hall-mates and even friends.

Because sexual harassment is a direct violation of the College’s “Statement on Respect for Persons,” Amherst College will seriously and thoroughly investigate any complaints of sexual harassment and will discipline those found guilty. Any student who believes she or he may be the victim of sexual harassment by a member of the faculty should consult for further information about grievance procedures The Resolution of Student Grievances with Members of the Faculty, which appears in the Student Handbook as the section following the Honor Code. Any student who believes she or he may be the victim of sexual harassment by a peer should consult the section of the Honor Code titled Initiating a Complaint.

Consensual Sexual Relationships Between Faculty Members and Students

Experience has shown that consensual sexual relationships between faculty members and students can lead to harassment. Faculty members should understand the potential for coercion in sexual relationships with students with whom the faculty members also have instructional, advisory or supervisory relationships.

Even when such relationships do not lead to harassment, they can compromise the integrity of the educational process. The objectivity of evaluations which occur in making recommendations or assigning grades, honors and fellowships may be called into question when a faculty member involved in those functions has or has had a sexual relationship with a student.

For those reasons, the College does not condone, and in fact strongly discourages consensual sexual relationships between faculty members and students. The College requires a faculty member to remove himself or herself from any supervisory, evaluative, advisory or other pedagogical role involving a student with whom he or she has had or currently has a sexual relationship. Since the absence of this person may deprive the student of educational, advising or career opportunities, both parties should be mindful of the potential costs to the student before entering into a sexual relationship.

In cases in which it proves necessary, the Dean of Faculty, in consultation with the Dean of Students and the Chair (or Head) of the relevant department, will evaluate the student’s situation and take measures to prevent deprivation of educational and advisory opportunities. The appropriate officers of the College will have the authority to make exceptions to normal academic rules and policies that are warranted by the circumstances.

Approved by the Faculty December 1, 1992

Seeking Redress in Cases of Sexual Harassment

A student who believes he or she has been harassed may choose to consult a trusted resident counselor, a dean or other member of the administration, a member of the faculty, one of the religious advisors at the College or a staff member of the Counseling Center.

Informal consultation is entirely optional; it has as its goal to consider what constitutes sexual harassment and to review the individual’s experience. It also includes exploration of the alternatives, both formal and informal, available to the student and offers support in implementing his or her decisions.

A student who does not wish or require the assistance of informal consultation may proceed directly with filing a complaint. The student may do so by notifying the Dean for Student Conduct if a student is alleged to be the harasser, or the Dean of Faculty if the allegation is against a faculty member, or the Affirmative Action Officer if the allegation is against a member of the staff. Once the complaint is formally made, subsequent steps are governed by the usual procedures of the grievance or disciplinary systems involved. These procedures are listed in the Student Handbook, the Faculty Handbook or the Trustee-Appointed Administrative and Professional Handbook.

Sexual Assault

The College has established a prescribed procedure to assist and support victims of rape or sexual assaults. Campus Police will assist students in obtaining medical counseling and police services.

Students are encouraged to report immediately any incidents of this nature via the Campus Emergency line (542-2111), even if they do not wish to pursue the matter further. Students are urged to keep in mind that an assailant who is allowed to go unpursued is a potential future danger, not only to the initial victim but also to other members of the community. Under certain circumstances, the College may be legally obligated to pursue these situations, if the names of the parties involved are disclosed to staff members who are not legally granted the privilege of confidentiality. Students should consult the Sexual Assault Resource Book for a complete list of both confidential and non-confidential reporting contacts.

If students are victims of rape or sexual assault by a stranger or an acquaintance, they will be encouraged to use all available support services:

- Dean on Duty (members of the Dean of Students Office, available 24 hours a day, including a trained sexual harassment educator/resource person)
- Everywoman’s Center, 413/545-0800, which provides confidential crisis counseling 24 hours a day relating to rape or sexual assault
- Amherst College Health Services ext. 2266
- Counseling Center ext. 2354, (available during regular office hours and on an emergency basis through the Dean on Duty)
- Victim’s Witness Program, 413/586-9225, accessible (through the District Attorney’s Office, Northampton) to victims of rape or sexual assault who are going through the court process
- Sexual Assault Counselor, Gretchen Krull can be reached through the Dean on Duty or Campus Police, or at ext. 8180 during business hours
- Peer Advocates of Sexual Respect, ext. 7618, students trained in crisis inter-vention and referral to medical and legal resources.

The College offers educational programs on rape, sexual assault and sexual harassment through Gretchen Krull, health education specialist, and her assistant. They are located in the Keefe Health Center, and their phone numbers are ext. 8180 and ext. 7916, respectively. They are both available to students for individual consultation and referral.

The College may impose the full range of disciplinary sanctions, up to and including expulsion, on students who are found guilty of having committed infractions involving sexual harassment, sexual assault, rape or other sex offenses. Students who are considering bringing such charges should speak with Dean Frances Tuleja, the Dean for Student Conduct. Her office is 105 Converse Hall, and her phone number is ext. 2337. As specified in the Honor Code, in cases involving charges of sexual assault, as in all cases
brought to a hearing before the Committee on Discipline, both the accuser and the accused are entitled to bring with them one member of the College community as an advisor, and both the accuser and the accused will be notified of the outcome of the campus disciplinary proceeding. Students who request assistance in changing their academic or living situations after an incident of sexual assault will receive such assistance if these changes are reasonably available. Students seeking academic assistance should speak with their class dean; students seeking changes in their housing should speak with Dean Torin Moore, the Director of Residential Life.

Appendix B: Examples of Violations to the Honor Code
The following sections were voted by the College Council. The material in them is intended to be illustrative and advisory, and does not have the status of legislation passed by the faculty.

Any of the following acts can constitute a violation of the Honor Code and of the standards designed to assure individuals at the College the full enjoyment of their rights.

The violations listed here are intended to be illustrative rather than exhaustive.

1. Disruption or obstruction of teaching, research, administration, disciplinary proceedings or other College activities or disruption or interference with the exercise by members of the College community of their rights under the Statement of Freedom of Expression and Dissent.

2. Physical or verbal threats which intimidate any person or which result in limiting his/her full access to all aspects of life of the College.

3. Activity which constitutes sexual harassment of another person (see above); or involves harassment of a person for reasons of his/her gender, sexual orientation, race, religion, national origin or physical disability.

4. Academic dishonesty such as cheating, plagiarism or any misrepresentation of classroom, laboratory or other course-related work.

5. Refusing to appear or giving false testimony when one is asked to present evidence in any case involving the Honor Code.

6. Abuse of equipment, or disregard for the rules governing the use of or access to the Library, the Computer Center, the Dining Services or other facilities and services for which specific restrictions have been established and made public.

7. Theft or other abuse of computer time, including but not limited to:
   a. Unauthorized entry into a file, to use, read or change the contents, or for any other purpose.
   b. Unauthorized transfer of a file.
   c. Unauthorized use of another individual's identification and password.
   d. Use of computer facilities to interfere with the work of another student, faculty member or College official.
   e. Use of computing facilities to send obscene or abusive messages.
   f. Use of computing facilities to interfere with normal operation of the College computing system.

8. Causing physical damage to the buildings or furnishings of the College.

9. Theft or attempted theft of personal or College property.

10. Possession or distribution of firearms, ammunition or explosives, or of other harmful weapons.

11. The possession, distribution or sale of illegal drugs.

12. Altering, forging or contributing to fraudulent use of College transcripts, identification (IDs) or other official records; forging the signature of an advisor on a program or change of program form.

13. Knowingly giving false information, or refusing to identify oneself or to present College identification to campus security personnel or to other authorized College personnel.

14. Driving a car on campus while intoxicated.

15. Fire policy violations, including but not limited to: discharge of fire extinguishers, possession or discharge of fireworks, false fire alarm or tampering with a smoke detector.

16. Violation of the Commonwealth of Massachusetts law prohibiting the practice of hazing (see section on hazing).

17. Violation of the Trustees' Resolution on Fraternities (see section on fraternities).

18. Violation of any regulations governing the use of College housing, as specified in the section on "Housing Regulations." Potential violations include, but are not limited to, damage to individual rooms or common area; violation of prohibition on pets in residence halls; violation of prohibition on dropping or throwing objects from windows.

Alcohol and Drugs
Students are reminded that Massachusetts law prohibits the purchase or consumption of alcoholic beverages by those under the age of 21. They should also understand that the courts of the Commonwealth have recently treated public drunkenness, especially when driving a motor vehicle, as a crime potentially subject to heavy fine and to jail or prison sentence. The purchase, sale or consumption of many drugs is also prohibited by law, and violation can result in prison sentence.

While the college need not act as an agent for the civil authorities, it will regard any student under the influence of intoxicants or drugs as fully responsible for his/her acts. All provisions of the Code of Conduct, including the full range of possible penalties, will be applicable in these cases. A plea of mitigating circumstances due to the consumption of alcohol or drugs will not be accepted in disciplinary hearings.

The college will impose the full range of disciplinary sanctions, from warning to expulsion, on students who violate standards of conduct associated with the unlawful possession, use or distribution of drugs and alcohol.

The Resolution of Student Grievances With Members of the Faculty

I. Informal Resolution
Student grievances against members of the faculty can be resolved through informal or formal procedures. Students are encouraged to seek informal means of resolving grievances and are urged to consult with other persons who would be able to provide competent advice or referral concerning the issues involved. Such persons might include one of the Deans of Students, the Affirmative Action Officer, a member of the faculty (sometimes, especially, the student's Faculty Advisor or the Chairperson of the student's major department) or a resident counselor.

If a student decides that there are no grounds for submitting formal charges, or if s/he believes that such grounds exist but nonetheless does not wish to submit formal charges, s/he is encouraged to resolve the matter through informal means, with the consultation and assistance of such persons as those listed above. The pursuit of such informal resolution does not prevent the aggrieved student from submitting formal charges at a later date if informal resolution fails.

II. Submitting Formal Charges
If informal procedures fail to resolve the grievance and if, after consultation with the Dean of the Faculty, the student wants to proceed with the grievance, s/he may submit formal charges against a member of the faculty. The complaint should be directed to
the Dean of the Faculty and should contain a full written description of the nature and grounds of the grievance.

Throughout the informal procedures for the resolution of grievances, both the student and the faculty member may each be accompanied and represented by an advisor of his/her choosing from among the Amherst College faculty, administration, staff or student body, and the student may be accompanied and represented by such an advisor in the presentation of formal charges to the Dean.

Upon receipt of such charges, the Dean of the Faculty will provide written copies to all of the parties against whom the complaint is directed. Within one week of receiving a formal charge, the Dean of the Faculty will proceed as follows:

If the Dean deems the charges insufficiently serious or insufficiently supported by evidence to warrant a formal hearing, s/he decides the matter him or herself. This decision can be appealed to the President.

If the Dean determines that the charges, if proven, are sufficiently serious that, for cause, the imposition of either dismissal, suspension from service for a stated period, demotion in rank or deprivation of pay would be warranted, s/he shall immediately initiate the procedure for the imposition of such sanctions as provided in Section III, 1.2. (pp. 40-42) of the Faculty Handbook.

If the Dean deems the charges insufficiently serious to raise the possibility of such severe sanctions, but sufficiently supported by evidence to warrant a formal hearing, s/he shall notify the aggrieved student and the accused member of the faculty the possibility of resolving their dispute through an alternative dispute resolution procedure, including arbitration by the Dean, which procedure however, must include an explicit time schedule; may not result in the dismissal, suspension from service, demotion in rank or deprivation of pay of the faculty member charged; and may not provide for further review thereafter. The parties shall have one week in which to agree on such a procedure. If they do, the grievance will not come before a Hearing Board. If they do not, the Dean will notify the Chairs of the Committee on Adjudication and the Committee on Discipline of the necessity of forming a Hearing Board within five days thereafter. Immediately upon the formation of the Hearing Board, the Dean will forward the grievance to it.

In order to protect the integrity of a potential appeal, once formal charges are submitted to the Dean of the Faculty, s/he must not discuss the case with the President.

In the case of a complaint against the Dean of the Faculty, his or her role in all phases of the grievance procedure will be assumed by the President. Similarly, the President’s role as the officer to whom appeals are directed will be assumed by the Board of Trustees.

III. The Hearing Board and Hearing

The Hearing Board shall be composed of three faculty members chosen by the Chair of the Committee on Adjudication from among its members and two students selected by the Committee on Discipline from among its members. The Chair of the Committee on Adjudication will normally not sit on a Hearing Board in order to be available to serve on appeals should they arise.

Each hearing Board will elect its own chair. The Chair of the Hearing Board will preside over the hearing, maintaining good order and recognizing who is to speak. S/he will be responsible for keeping a summary record of the proceeding. A verbatim transcript may be taken at the discretion of the Chair, and will be taken if requested by a member of the Hearing Board or by either party to the dispute.

A faculty or student member of the Hearing Board may be disqualified for bias or a conflict of interest in response to a challenge brought by one of the parties (or may deem herself or himself disqualified for either of the same reasons). The Chair of the Committee on Adjudication shall decide any such challenge to a faculty member and shall appoint a replacement from among the members of that Committee or, in exceptional cases where no alternative member of the Committee is available, the Committee of Six will appoint a substitute from the Faculty at large; the Chair of the Committee on Discipline shall decide any such challenge to a student member and shall appoint a replacement from among the student members of that Committee, or, in exceptional circumstances where no alternative member of the Committee is available, the College Council will appoint a substitute from the student body at large.

The Hearing Board shall have the right to request information concerning allegations, to question witnesses and to ask for written accounts of alleged violations. It is expected that both the complainant and the accused will be present at the hearing, but if the accused chooses not to attend, the hearing may continue in his or her absence. The Board may consider any testimony or other evidence it believes has a probative value not outweighed by unfair prejudice, except 1) any written or oral statement made by any member of the college community in confidence to an official of the college, with the mutual understanding that it was made in confidence, shall remain confidential if the original maker of the statement so chooses, and the Board shall not consider it, and 2) the Board shall not have access to the confidential personnel file of the faculty member against whom charges have been made. The Board has the right to call witnesses and to oblige any member of the college community to appear. The burden of proof rests with the complainant and will be satisfied only by clear and convincing evidence in the record as a whole.

The Dean of the Faculty will present the formal charges to the Hearing Board, thereby initiating formal proceedings which will normally begin within three weeks of the formation of the Hearing Board.

All hearings of the Board will be confidential except when both parties to the dispute request open hearings and the Chair of the Hearing Board concurs. All members of the College community are reminded that, except in the case of an open hearing, any breach of confidentiality may threaten the fairness of the process. All parties are expected to refrain from any action, intentional or inadvertent, which might threaten the confidentiality of the proceedings. The Chair may close an open hearing at any time if s/he determines that the presence of spectators interferes with the conduct of the hearing or might undermine the integrity of the process.

Prior to the hearing, the Chair will inform both parties of the following rights:

1. To receive a copy of the formal charges, a copy of the Hearing Board’s procedures and notice of the time and location of the hearing. This information must be delivered at least 15 days prior to the date of the hearing.

2. To present their case to the Hearing Board at the earliest possible date consonant with the right to advance notice. Although the Chair will insure expeditious progress of the proceedings, either party may petition the Chair for more time to prepare his or her case.

3. To select a member of the Amherst College faculty, administration, staff or student body as an advisor and to have that advisor present during the hearing. Advisors may assist the parties in preparing the case. Advisors are present at the hearing only to serve as legal counsel, but to support and advise the parties. Advisors have the right, however, to address the Hearing Board and to address questions to witnesses.

4. To challenge any member of the Hearing Board with bias or a conflict of interest in the case. (Prior acquaintance or knowledge of the facts of the matter, does not, necessarily, constitute conflict of interest absent a showing of an actual conflict of interest.) The Chair of the Committee on Adjudication will rule on the challenge of any faculty member of the Hearing Board, and the Chair of the Committee on Discipline will rule on the challenge of any student member.
5. To have any decision based solely upon evidence introduced at the formal hearing.
6. To present evidence; to call, hear and question witnesses; and to review and question all written testimony or documents. The Board will not consider anonymous statements made on either side of the case. All parties must be aware of the specific source and content of all testimony.
7. To appeal the decision of the Hearing Board under procedures described in Section VI below.

Normally, hearings will be concluded within two weeks.

IV. The Finding
The Hearing Board will reach a determination as to guilt or innocence, and, if the former, a recommendation for an appropriate course of action to remedy the harm done to the complainant and to protect other members of the College community, including a recommendation, if necessary, of any disciplinary action to be taken against the faculty member, within one week of the close of the formal hearing. The Hearing Board may not itself, however, recommend the imposition of dismissal, suspension from service, demotion in rank or deprivation of pay, but may recommend that the Dean of the Faculty initiate the procedure established for that purpose. A determination of guilt requires a majority vote of the Hearing Board. The Hearing Board will prepare a written report summarizing the evidence, its determination of guilt or innocence and its recommendation for a disposition. Any member of the Hearing Board who disagrees with the majority opinion must file an accompanying written minority report. The report and minority report(s) must be signed.

The report(s) will be directed to the Dean of the Faculty who will forward copies directly to the parties.

The finding may be appealed by either party in accordance with procedures specified below (Section VI. Appeals).

V. The Disposition
If the Hearing Board recommends that the Dean of the Faculty initiate the procedure for dismissal, suspension from service, demotion in rank or deprivation of pay for cause provided in Section III.1.2 (pp. 40-42) of the Faculty Handbook, the Dean of the Faculty shall do so as soon as practicable, and there shall be no other review of this disposition other than the initiation of such proceedings and the review provided therefrom. Such subsequent proceedings shall be conducted de novo without regard to the procedure of the Hearing Board described above.

In all other cases, the Dean shall review the Hearing Board’s finding(s), report and recommendations (if any), and whatever relevant information may be contained in the faculty member’s confidential personnel file, normally within one week of receipt of such finding(s), report and recommendations. The Dean may implement a disposition of the case different from that recommended by the Hearing Board (but not dismissal, suspension, demotion in rank or deprivation of salary) only after notifying it of her/his intention to do so, providing written reasons for the same, and providing the Hearing Board an opportunity to reply. Both parties will be informed in writing of the Dean’s determination.

VI. Appeals
Either party to the original grievance can appeal the determination of the Hearing Board or of the Dean to an Appeal Board. Such an appeal may be made only on the grounds that one or more of the findings are not supported by the evidence, that substan-
tial new evidence has been uncovered subsequent to the hearing, or that the Hearing Board or the Dean has committed specified procedural errors.

The Notice of Appeal must specify in writing the grounds on which the appeal is being made and must be presented within 15 days of receipt of the Dean’s determination.

Notice of Appeal will be directed to the chair of the Committee on Adjudication who will convene and chair the Appeal Board. The remainder of the Board will be composed of one faculty member selected by the Chair of the Committee on Adjudication from among its members, and one student member chosen by the Chair of the Committee on Discipline from among its members. None of the members of the Appeal Board shall have served on the Hearing Board for the case under consideration. Any member (including the Chair) of the Appeal Board may disqualify him or herself, or be disqualified upon a challenge by any party for any of the reasons for which a member of the Hearing Board may be disqualified. Such a challenge to a member of the Appeal Board shall be decided and s/he will be replaced by the procedures outlined above for Hearing Board members, except that, if the Chair of the Appeal Board is challenged, the Committee of Six will rule on the challenge and appoint a substitute if necessary.

All three members of the Appeal Board vote, and a majority decides all questions. If a member of the Appeal Board disagrees with the majority choice of one of the four actions listed below, s/he must file an accompanying written minority recommendation. All reports must be signed. These reports will be directed to the Dean of the Faculty.

The Appeal Board considers an appeal on the basis of the notice of Appeal and the summary record or verbatim transcript of the hearing. After reviewing these materials, it may determine that it needs to hold additional hearings, question and otherwise take testimony from the parties and the Dean, and solicit such additional information as it deems necessary for a thorough review. After such review, the Appeal Board will take one of the following actions:

A. Inform the Dean that the Appeal Board upholds the decisions of the Hearing Board and the Dean.
B. Inform the Dean that one or more of the findings are not supported by the evidence and the Dean and/or the Hearing Board is to reconsider the recommended disposition, or the charge is to be dropped.
C. Inform the Dean that the Hearing Board has made one or more specified procedural errors or that new evidence has been uncovered, which requires that the Hearing Board undertake a new hearing.
D. Inform the Dean that s/he has made one or more specified procedural errors, which require(s) reconsideration by the Dean.

Whatever its action, the Appeal Board shall prepare a written report which will be sent to the parties.

VII. Records
When the final disposition of a case results in a finding that a member of the faculty is guilty of a violation, that finding together with the determination of penalty shall be placed in the member’s employment file.

When the final disposition of the case results in a finding that the accused is not guilty of a violation, all references to the case will be removed from the accused’s employment file.

A permanent file, with the names of all parties and witnesses removed, will be maintained for each case with reaches the formal stage, regardless of its outcome. This file will be kept in the office of the Dean of the Faculty and will include all summary records, Board findings and penalties imposed. This file will be available to any future Hearing Board for the purpose of researching precedents and to any committee of the college charged with reviewing the policies concerning the resolution of student grievances with members of the faculty.
VIII. Miscellaneous

None of the foregoing in any way limits rights, responsibilities and procedures described in other College documents, nor does it in any way alter the power and responsibilities of the Dean of the Faculty and the President to enforce the extant rules and regulations of the College.

Rules Governing Student Profit-Making Enterprises

- Amherst College students who wish to operate a profit-making enterprise on campus must register the enterprise with the Dean of Students Office (DSO) before the start of each academic year. Although there is no registration fee, any student failing to register such an enterprise will be fined $100.
- Amherst College students may not engage in the sale or distribution of goods or services to others where such enterprise uses or involves any College facility or equipment, including residential buildings, Valentine Dining Hall, the post office, and the campus telephone system, without advance written approval of the DSO.
- The words “Amherst College” may not appear as part of distributed materials or as part of the return or business address on any correspondence without written permission from the DSO.
- Students wishing to operate a profit-making business are required to submit a business plan to the DSO.
- Students requesting permits for sale or solicitation must show ability to cover complaints, refunds, uncollectible receivables and injury. All enterprises must comply with federal, state and local laws and ordinances.
- Copyrighted material is not allowed unless a written release form is obtained from the holder of the copyright.
- Enterprises must renew their permits at the beginning of each academic year.
- The DSO may review the operation of any campus profit-making enterprise and may revoke permission to operate at Amherst College.
- Recognized nonprofit Amherst College student organizations must work out the conditions of any proposed profit-making endeavors with the DSO.
- On-campus commercial vending by non-Amherst College students is prohibited. Solicitation of funds or support by off-campus non-profit organizations must be approved by the DSO.
- Failure to comply with the above regulations will result in disciplinary action.

Students are reminded not to hesitate to stop by or call Dean Haynes' office in the Keefe Campus Center if they have any questions.

Hazing

A law enacted in 1985 by the Massachusetts state legislature makes hazing a criminal activity punishable by a fine and imprisonment, and requires all public and private colleges in the Commonwealth to distribute copies of the law to all their students.
Each institution of secondary education and each public or private institution of post-secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full-time student in such institution a copy of this section and Sections Seventeen and Eighteen.

Each institution of secondary education and each public or private institution of post-secondary education shall, at least annually, report to the regents for higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams, or organizations and to notify each full-time student enrolled by it of the provisions of this section and Sections Seventeen and Eighteen and certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of regents and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report.

**Trustees' Resolution on Fraternities**

On and after February 25, 1984, no resource of the College (physical, staff or monetary) shall be used or employed directly or indirectly, in any procedure relating to rushing, pledging, initiating or otherwise admitting to, or maintaining, membership by any student of the College in any fraternity, sorority or other social club, society or organization (however denominated).

On and after July 1, 1984, every building owned or leased by the College and used by the College to house one or more students then attending the College shall be subject to rules and regulations of the College of general applicability from time to time in effect allocating residential space, and no fraternity, sorority or other social club, society or organization (however denominated) shall be permitted to participate, directly or indirectly, in the allocation process.

Nothing in these resolutions shall be deemed to prohibit the use of any building owned or leased by the College for meetings (including social functions, subject to rules and regulations of the College of general applicability) held by honorary clubs, societies, and organizations such as Phi Beta Kappa and Sigma Xi.

Nothing in these resolutions shall be deemed to prohibit the use of any building owned or leased by the College for a residential use directly related to the educational program of the College (such as a "language house") solely by reason of the fact that social functions, subject to rules and regulations of the College of general applicability, may occur there from time to time.

*Adopted by vote of the Board of Trustees, February 24, 1984*

**Appendix: College Council Statement on the Fraternity Policy**

(The following statement was voted by the College Council as a supplement to an explanation of the Trustees' resolution on fraternities. It does not have the status of legislation passed by either the Board of Trustees or by the full faculty of Amherst College.)

The Board of Trustees voted to abolish fraternities at Amherst College in 1984. In so doing, the Board took the position that it would not attempt to limit students' ability to associate freely with whomever they wish off campus, but would ensure that no college facilities could ever be used by fraternities or sororities. As a result, Amherst students are not prohibited from joining fraternal organizations whose activities take place entirely off the Amherst College campus. Such organizations which do conduct activities on campus however, are in violation of the Trustees' resolution, and any student who participates in those activities is subject to disciplinary action. Examples of such activities include, but are not limited to:

1. Any activity that is required as part of the process of pledging or initiating new members.
2. Meetings whose purpose is to recruit new members.
3. Meetings of members to conduct fraternity business or to socialize with each other.
4. Social events such as parties organized and/or funded by the membership of the organization, whether those events are restricted to the members themselves or are open to the entire campus.
5. Use of College facilities such as bulletin boards or the internal campus mail system to promote or advertise events sponsored by the organization.

Students who violate any of these restrictions imposed by the Trustees' resolution will be subject to the full range of disciplinary sanctions available to the college. The restrictions apply to the public and private areas of dormitories of Amherst College, as well as to all other buildings and facilities, including the grounds, athletic fields and other property of the college.

**Student Government**

**The Association of Amherst Students (AAS)**

The AAS operates under a constitution created during the 2001-02 academic year. Under the new regulations, there will be eight senators from each class elected to AAS; each senator will then run and be elected to specific committees. So the AAS will consist of the eight senators from each class (32), three Judicial Council Chair members and five e-board members: the President, the Vice President, the Treasurer, the Secretary and the Judicial Council Chair.

The Assembly acts as a liaison between the student body and the faculty and administration, presenting proposals and resolutions which reflect the tenor of student opinion.

For a description of the composition of the Association please see the Constitution of the Association of Amherst Students at the end of this chapter.

**The Budgetary Committee**

Acting under the recommendation of the Budgetary Committee, the Senate serves to allocate funds to Amherst's many clubs, organizations and special-interest groups.

**Student Members on Other College Committees**

Since 1970 students have served as members on many of the college's standing committees. The methods of election are determined by the Association of Amherst Students, following each committee's specific limitations on membership and representation. A description of each committee's charge and constituent members may be found in the *Faculty Handbook*. The Committees of the College on which students serve are as follows:

- Committee on Educational Policy
- The College Council
- Committee on Priorities and Resources
- Committee on Admission and Financial Aid
- The Library Committee
- Space Allocation Committee
- Interdepartmental Student Fund
The Constitution of the Association of Amherst Students

Preamble
We, the students of Amherst College, acknowledge our responsibilities to ourselves, to our community and to each other, and shall pursue the ideals of all without denying the ideals of one. We shall establish a community in which each individual is accepted and in which each individual participates. Promoting the free interaction and exchange of ideas, we declare our commitment to articulating student voices for advancing action and change. We shall use our collective voice to take an active role in affecting the College’s policies and priorities. In affirmation of these principles and to ensure fair representation for all students, we hereby establish the Association of Amherst Students.

Composition of the Association of Amherst Students
All students shall be members of the Association of Amherst Students (AAS) and shall have voting powers in campus elections, by virtue of paying the student activity fee. The AAS shall function by means of three separate branches: the Executive Branch, Judiciary Council and the Senate. All seats shall be filled by members of the AAS. Each of these branches shall serve a unique role as outlined in the Constitution and Bylaws. The Executive Branch shall be comprised of officers elected by the student body. The Judiciary Council shall be comprised of both Senators and members of the AAS. The Senate shall be comprised of Senators elected by each class to represent their views and ultimately those of the entire AAS. While each of these branches is unique in function, they shall also serve to keep a check on one another, to maintain balance of power and collective student voice and to ensure a fair and efficient AAS.

I. The Senate
   A. Purpose
The Senate shall represent the Student Body, serve as an advocate for student interest and present a forum for opinions and issues to be raised. Senators shall be charged with representing the issues of their respective constituencies by informing the Senate of how different policies and issues shall affect their communities and declaring their stance through their vote. The Senate shall represent the Student Body to the Faculty, the Administration and the community at large.

   B. Composition
The Senate shall consist of the following elected representatives:
1. Eight (8) Senators elected from each class.

C. Powers and Duties of Senators
Senators shall:
1. Actively seek and voice the opinions and ideas of their respective constituencies.
2. Report activities of the Senate to their respective communities, and make themselves known and available to their constituents.
3. Sophomore, Junior and Senior Class senators must serve on at least one, and may serve on no more than four, standing student, faculty, administrative or trustee committees, in addition to their respective class councils. First-Year senators shall be exempted from the requirement to serve on any standing or faculty committees, assuming all available positions are occupied.
4. Form ad hoc committees to address specific issues.
5. Attend weekly Senate meetings.
6. Collaborate with students and student organizations.
7. Participate in a retreat to be scheduled and organized by the Executive Branch.

D. Ad Hoc Committees
1. The Senate shall create ad hoc committees at its discretion. All ad hoc committees shall be under the jurisdiction of the Senate.
2. If the committee desires a chair, the chair shall be selected from within the committee.
3. A quorum of 2/3 of the committee shall be required to conduct business.
4. Any actions of the committee shall be submitted to the full Senate for approval.
5. Provide a monthly written report to the Vice-President for inclusion with the agenda of the first meeting of each month.

E. Class Senators
The role of the Class Council and the Class Council Chair:
1. Each class shall elect eight (8) Senators. Each senator is responsible for serving on the behalf of his or her class constituency, and that senator’s vote shall reflect the opinions of his or her constituency.
2. The eight (8) Class Senators shall constitute a Class Council. They shall appoint from amongst themselves a Class Council chair to act on behalf of the class in communicating with the class. This chair must be announced by the first scheduled meeting of the fall semester, except in the case of First-Year Senators, who shall appoint their Class Council chair by their third scheduled Senate meeting.
3. Each senator will be required to perform one project per year that benefits the student body. Students may form groups composed of not more than four (4) senators to work together on large projects. Each project must be approved by the Senate. Funding from these projects will be derived from the “Senate Fund” portion of the Master General Fund. In the event the “Senate Fund” is depleted, requests may go through the discretionary processes as though it were a normal discretionary request from a club or other non-AAS associated entity. On the last Monday of March, Senators shall submit their progress, including purpose, procedures, and outcomes for their project to the Judiciary Council. Only JC members elected from the student body at large will review and make recommendations regarding which Senators have successfully completed the requirement. The JC may recommend that a Senator has “completed” his or her project if and only if they are absolutely certain that the project will be completed by the end of that academic year, even if it has not been completed when the report is filed (i.e. an event has been completely scheduled and booked when the report is filed, but the actual event will not take place until after the last Monday of March). Senators who fail to complete their project as determined by the JC
II. Meetings of the Student Senate

A. Meetings

Members of the Senate and Executive Branch are expected, barring emergencies, to attend Senate meetings. Meetings shall be held each full week the College is in session. Any Senator or member of the Executive Branch unable to attend a Senate meeting should inform the Vice-President of the reason for the absence. Any Senator or member of the Executive Branch who fails to attend three (3) meetings per semester shall forfeit his or her seat on the Executive Branch or the Senate and its associated committees.

B. Voting and Procedure

All elected Senators shall have the right and responsibility to attend Senate meetings with voice and vote.

1. The presence of two-thirds of those Senators eligible to vote shall constitute quorum for the transaction of business at any meeting of the Senate.
2. Senate meetings shall follow Robert's Rules of Order.
3. In a vote outside of a meeting of the Senate, quorum shall consist of two-thirds (2/3) of Senators responding in the affirmative, the negative or with an abstention.

C. Attendance Without Vote

Any member of the AAS may attend and participate in meetings of the Senate. Guests may be placed on agendas or invited to speak at specific meetings of the Senate by the President or Vice President.

D. Special Senate Meetings

Special meetings of the Senate may be called by the President or by petition of one-third (1/3) of the Senate.

E. Minutes and Agendas

Minutes of past meetings and agendas for upcoming meetings shall be distributed no later than 48 hours before meetings.

F. Binding Nature of Decisions

All decisions arrived at by vote of the Senate shall be binding, and all members are expected to adhere to the spirit and letter of such decisions.

G. Parliamentarian

The President shall appoint a Parliamentarian from within the Senate, who shall be familiar with Robert's Rules of Order and Parliamentary Procedure. Their term shall last from the time of appointment until the Spring Election cycle.

III. Senate Committees

A. Purpose

The Senate shall address the concerns of the Student Body in part through the work of all committees.

B. Senate Committees

1. All Senate committees shall be under the jurisdiction of the Senate.
2. The Senate shall have two (2) standing student committees, the Budgetary Committee and the Elections Committee, as well as the four (4) Class Councils.
3. Members of the Senate shall fill the seats of all standing Senate committees, all ad hoc committees, and all Faculty, Administrative and Trustee committees. This excludes any seats in the Constitution explicitly designated for non-Senators.
4. All Senators are expected to attend their respective committee meetings with the same diligence with which they attend full Senate meetings. However, committees shall set their own meeting schedules and guidelines unless otherwise mandated by the Senate.

C. Class Councils

All Senate members elected from their class shall sit on the Class Council for their graduating class, the class they are elected to represent.

D. Committees and Senate Elections

1. All committee seats shall be filled by Senators elected by the Senate. Each Senator shall fill at least one and no more than four (4) committee seats in addition to their Class Council.
2. In the case of a student Senator who is elected by the Senate to serve on a Faculty, Administrative or Trustee committee that has a two-year term, that student shall automatically remain on that committee during the second year even if that Senator is not reelected. In this case, committee obligations will remain unchanged.
3. In the case that a standing Senate committee or student-faculty committee seat is vacant, the Senate shall have another round of elections within the Senate. If the seat remains vacant, the Senate may appoint a student to fill this position. The appointed student shall be subject to the same attendance requirements as Senators.
4. Faculty, Administrative and Trustee committee members shall not be allowed to resign from their committee seats unless they are also resigning from the Senate, except in instances accepted by the Vice President.
5. All Faculty, Administrative and Trustee committee elections shall take place before the Senate recesses for the summer. The Faculty Handbook will be the authority on the composition of Faculty, Administrative and Trustee committees.

6. Appointments Board

a. Composition and Qualifications: The Appointments Board shall be composed of:
   i. The AAS President. The President shall serve as chair and an ex-officio member. In the case of ties the President will cast the deciding vote.
   ii. The AAS Secretary. The Secretary shall serve as an ex-officio member.
   iii. Six members. They shall be selected by the Senate. Members of the appointments board must have previously served on a faculty committee. No person shall be member of the Appointments Board for the same session as he or she holds any other office of the AAS.

b. Duties and Powers: The Appointments Board shall:
   i. Recommend student members to the Senate for all at-large positions for relevant committees. Recommendations shall be non-binding.
ii. Assign each member of the Board to serve as a direct liaison to several committees and report to the Senate on committee activity. The Board shall be responsible for keeping the record of attendance and reporting violations of the attendance requirement.

c. Selection of Appointments Board Members

Board members of the Appointments Board will be chosen by the following process:

i. The Secretary will contact all students who have formerly sat on faculty committees to determine who would be interested in serving on the Board.

ii. Interested students will submit a statement of no more than 250 words to the Secretary explaining their interest in sitting on the Appointments Board as well as their experience.

iii. The Senate will review these statements and then vote to select candidates to sit on the Board. Each Senator will receive six votes, and six candidates receiving the most votes will be elected to the Appointments Board. The AAS Vice-President shall break any ties.

iv. The Appointments Board's term will begin on the third Monday of April and continue until the following April.

v. In the event that not enough candidates express interest in being on the Board, the seats will be opened up to (in order) Senators, then JCl members, then students-at-large. These students must submit written statements of length no more than 250 words. The Senate will appoint members to unfilled Board positions from this pool.

d. Committee Seats

i. The following seats are allocated to members of the student body at large:
   a. Dining Services: two (2) at-large members
   b. Committee on Priorities and Resources: one (1) at-large member
   c. Committee on Educational Policy: one (1) at-large member
   d. Admissions and Financial Aid: one (1) at-large member
   e. Library Committee: one (1) at-large member
   f. Physical Education and Athletics: one (1) at-large member
   g. IT Policy: one (1) at-large member
   h. Residential Life: one (1) at-large member

ii. If any of these seats cannot be filled by students-at-large, or if the Senate rejects all applications by students-at-large, the Senate is authorized to elect a Senator to fill the seat.

IV. Budgetary Committee

A. Purpose

The Budgetary Committee shall be charged with allocating the student activities fund. Funds shall be distributed to students and AAS-recognized student organizations in order to facilitate programming of events and functions that serve the campus community. This committee shall also be charged with recommending changes in the comprehensive student activities fee to the Senate.

B. Composition

The ten (10) members of the Budgetary Committee shall be:

1. The Treasurer (Chair)
2. Eight (8) members elected from the Senate
3. The President (ex-officio)

All decisions shall be made by a simple majority, but a quorum of 2/3 is required to vote.

C. Treasurer Powers and Duties

The Treasurer (Chair) shall:

1. Chair the committee and vote only in the case of a tie.
2. Set the agenda for Budgetary Committee meetings.
3. Pay all Five-College community, administrative, daily maintenance and other necessary costs and fees required each year.
4. Create and present a balanced operating budget for the AAS for the following academic year to be approved by majority vote of the Senate. The budget should allocate amounts of money for:
   a. Master General Fund
   b. Recognized Club Budget Allocation
   c. Discretionary Funds
5. Present the fall budget to the Senate for approval no later than the last regularly scheduled Senate meeting prior to the swearing in of the new Senate; in addition, present the spring budget to the Senate for approval by the last regularly scheduled Senate meeting of the semester.
6. All uses of AAS funds that have not been budgeted must be approved by majority vote of the Senate.
7. Divide AAS recognized clubs among committee members in a way that ensures that committee members are in charge of organizations that vary in nature or purpose. This distribution should ensure no Budgetary Committee member is in charge of any organization in which he or she is involved.
8. Maintain and keep records of the AAS budget to be archived by the secretary, written and electronically, at the end of each semester.
9. Ensure minutes are taken at all meetings.
10. Pay all AAS employees as stated in the Bylaws.
11. Ensure the maintenance of the Budgetary Committee Website by the AAS Webmaster.
12. Hold a meeting of all AAS recognized clubs and treasurers by the second week of the semester with the sole purpose of orientation to policies and procedures relating to the use of AAS funds.
13. By the fourth meeting of each semester present the Senate with a timeline for approving group budgets.

D. Committee Member Powers and Duties

The members of the Budgetary Committee shall:

1. Work with organizations to facilitate procedures for submitting budgets.
2. Distribute and make available the Constitution and bylaws regarding funding to students and student organizations requesting funding.
3. Collectively allocate the student activity funds to AAS-recognized organizations.
4. In the event of the absence and/or resignation of the Treasurer, appoint an interim chair with approval of the Executive Branch. The interim Treasurer (chair) shall relinquish all other Senate positions while serving as interim Treasurer.

E. Non-Discrimination Policy

1. All students and organizations receiving full or partial funding from the AAS may not discriminate in any manner based on arbitrary criteria, including, but not limited to, age, sex, sexual orientation, religion, handicap, economic status, nationality or ethnic origin. Special exceptions may be made by a majority vote of the Senate.
2. Funds allocated by the AAS shall be collected from every Amherst College student (via the Student Activities Fee). Thus, all organizations and events funded by
the AAS shall have unrestricted membership and/or participation with the exception of special cases approved by majority vote of the Senate.

3. All AAS-funded events shall be advertised to all students. All AAS-recognized organizations shall make every reasonable attempt to ensure that Amherst College students are aware of their events and activities.

4. Admission shall not be charged to any AAS-funded events unless approved by the Senate.

F. Allocation Process

All organizations shall file with the AAS current financial disclosure and organization leadership information forms. One person from any recognized student organization shall serve as the liaison between the AAS-recognized organization and the AAS. This liaison shall collaborate with the Budgetary Committee to ensure forms are updated whenever necessary and that information is accurate. The procedures for club allocation shall be:

1. Each semester, Budgetary Committee members shall meet with their respective AAS-recognized student organizations to review their budgets.

2. Student organizations requesting funding shall submit their proposed budget for the following academic semester. The AAS Treasurer shall announce the date for all recognized club budget submissions.

3. The Committee shall give all student organizations a copy of the proposed budget, including requested amounts and the proposed allocations for following academic year semester. The proposed budget shall be voted on by the Senate at the meeting following the Budgetary Committee's recommendations. Students not satisfied with the proposed budget may appeal to the Senate for changes at that meeting.

G. Survey of Student Interests in Funding

In order for the Senate to get a better idea of what kinds of programming and events students would like to see on campus, the Senate shall conduct an annual non-binding survey of student interest.

1. Once annually, on the last Tuesday of February, the Senate shall submit for placement on the ballot a survey of interest in organizations and activities.

2. The survey should be composed in such a way that allows individuals to rank interest areas from most to least important to them.

3. The Treasurer of the AAS shall compose the survey, and a majority of the Budgetary Committee Senate must approve the survey before it goes to the ballot.

4. The Budgetary Committee shall use the results of the survey to better allocate student funds. In no way should the results of this survey ever be seen as binding. Rather, the Budgetary Committee should use the results as helpful guidance in distributing the scarce resources of the student body.

5. The survey shall be conducted twice during the 2003-2004 school year. The survey shall be conducted during the first elections in the fall as well as on the last Tuesday in February.

V. Elections Committee

A. Purpose

The Elections Committee shall be charged with running AAS elections and voting.

B. Composition

The five (5) members of the Elections Committee shall be nominated by the Senate. Appointments to the committee shall be one year in length. These shall be Senators who are no: seeking candidacy in the upcoming elections. The Senate shall ratify these nominations with a majority vote. In the case that an elections committee member decides to seek office before the term on the committee is up, that member shall step down and nominations by the Senate shall be taken to fill this seat. The Elections Committee shall appoint its own chair from within the committee.

C. Powers and Duties of the Elections Committee Chair

The Elections Committee Chair shall:

1. Serve as the official representative and spokesperson of the Elections Committee.

2. Make agendas for Elections Committee Meetings.

3. Facilitate the submission of all petitions for referenda as specified in Article IX.

4. Announce to the Senate the schedule, candidates and referenda for upcoming voting.

5. Communicate with student standing, faculty, trustee and administrative committee chairs, and the AAS Vice-President, regarding vacancies on committees.

6. Count all absentee ballots submitted by e-mail to the AAS e-mail account.

D. Elections Schedule

1. Elections must take place during the academic semester between the first day of classes and the last regularly scheduled Senate meeting.

2. Spring Elections: the Executive Branch and the Chair of the Judiciary Council shall be elected separately from all other positions on the first Tuesday of April. All campaigning and elections guidelines shall apply to all candidates, but all Senate and Judicial Council positions shall be elected the Tuesday of April.

3. First-year Senate elections shall be announced on the Monday following add-drop period and must take place within three weeks of the day of announcement.

4. February elections shall take place on the third Tuesday of February if there are vacant positions within the Senate, Executive Branch or Judiciary Council.

5. Mid-term elections shall take place when more than 20% of Senate and Judiciary Council seats have been vacated, if any Executive Branch seats have been vacated or if the Senate authorizes such an election by a two-thirds (2/3) vote.

E. Voting/Candidacy Rules and Eligibility

1. All students, whether on campus, on leave and returning in the next semester, or abroad for a semester/year, shall be eligible to vote in any all-campus election, and to seek any all-campus position. These students may also vote and seek candidacy (provided they shall be on campus for the term in which they are running or voting) for class positions.

2. Persons off campus for the semester seeking candidacy shall appoint a proxy who shall serve in the stead of the candidate, and shall be considered the candidate's representative. Candidates must notify the Secretary of their proxy, who shall be considered official upon confirmation of notification by the Secretary (Secretary shall notify the candidate within 24 hours of receiving notification). Proxies must abide by all rules for candidates.

3. Students who are between class years, designated by the letter "E" following their class year, shall vote with their current class standing.

4. Spring Executive Branch, Judiciary Council and Judiciary Council Chair elections are all-campus elections in which seniors may not vote. In Class Senator elections, candidates must be members of the class he/she is representing, and only members of that class are eligible to vote.

5. Candidates may stand for only one position in any individual election.

6. No co-positions shall be allowed.

7. Voters may vote only once for one candidate, but may vote as many times as there are seats available.
F. Elections Procedures

1. The Elections Committee shall publicly announce an election at least two weeks before the day of the election and shall concurrently publish comprehensive job descriptions for all contestable offices, a statement encouraging student candidacy and voter participation and a statement of candidate's responsibilities.

2. Each candidate for office shall file a petition bearing his/her signature, the office being pursued and signatures of no less than twenty-five students from his/her constituency to the Elections Committee. The petitions of candidacy shall be filed at a time prior to the date of election as determined by the Elections Committee. The name of the candidate as given on his or her petition is the name that shall appear on the ballot. Candidates shall also submit a statement of no more than 100 words to be circulated to the Student Body. These statements must be submitted to the Elections Committee by the same date set above for the petition of candidacy. The Elections Committee is responsible for submitting the 100-word statements to The Amherst Student. The Elections Committee is responsible for cutting statements off at the 10th word.

3. At a time determined by the Elections Committee after the statements and petitions are submitted, the Elections Committee shall hold a meeting to discuss and circulate the code of elections with all candidates. Failure to attend this mandatory meeting shall result in termination of candidacy unless prior arrangements have been made for another meeting.

4. The Elections Committee shall sponsor a Speech Night, an evening preceding the elections by at least one day, the object being to allow the candidates to make a public statement and answer any questions posed by members of the audience. The Elections Committee is responsible for notifying the Student Body of Speech Night. Failure by a candidate or their proxy to attend the Speech Night shall result in termination of candidacy.

5. The Elections Committee shall send an all-school e-mail to announce the elections on the day of the elections. No other AAS e-mail list or account maintained and used for AAS purposes (including but not limited to class e-mail accounts) may be used in any way to announce the elections or promote any of the candidates.

6. The Elections Committee shall place the order of candidates on the ballot sheet alphabetically. Incumbents shall be denoted by asterisks appearing after their names. The name of the candidate as given on his or her petition is the name that shall appear on the ballot.

7. The Elections Committee shall post the ballot online at least three (3) days before the election.

8. If feasible, an online voting station shall be made available to the Student Body from 11 a.m. to 2 p.m. and from 5 p.m. to 7 p.m. on the election day in the Weiler Wing of Valentine. Poll officers in Valentine shall be Election Committee members and are not allowed to influence votes. This includes reminding voters of write-in candidates.

9. The Elections Committee shall keep the polls open for twenty-four (24) hours.

10. After the polls close, the Elections Committee may not release election results for 24 hours, and, in the case of a complaint, shall hold the results. When releasing results, the Elections Committee shall post the results on the AAS Website and send an all-school e-mail to inform the Student Body that the results have been released.

11. In the case of a run-off election, all rules regarding election campaigns shall be recognized. The Elections Committee shall schedule the run-off election not more than seven (7) days after the date of the initial election.

G. Election Outcome Rules and Procedures

1. Executive Branch and Judiciary Council Chair Elections
   a. Candidates must win over 50% of the vote to win.
   b. If this goal is not achieved in the first election, there shall be a run-off election of the two candidates receiving the most votes in the first round. No write-ins shall be accepted following the first round of elections.
   c. In the event that no candidate wins over 50% of the vote, and 1% or less of votes separates one or more other candidates from second place, these candidates along with the first place candidate shall be included in the run-off election. The candidate receiving the most votes shall win the run-off election, regardless of whether or not he/she wins over 50% of the vote.
   d. If a 50%-50% tie occurs, another election shall be held within a week.
   e. Write-in candidates must garner support from at least 5% of the voters in order to be elected. If an insufficient number of write-in candidates receive this minimum threshold, the positions will remain unfilled until the next scheduled election.
   f. In case of a potential runoff between write-in candidates, the elections chair must solicit and receive confirmation of each candidate's desire to remain in the race before a run-off is held.
   g. Candidates who wish to run for Executive Branch or Judiciary Council Chair positions, and if unsuccessful also run for the Senate or Judiciary Council, shall adhere to all candidate regulations and deadlines. Thus, they may submit more than one statement of candidacy concurrently. If such a student is elected to an Executive Branch or Judiciary Council Chair position, their name shall be removed from all other ballots.

2. Senate and Judiciary Council Elections
   a. The eight candidates in each class receiving the most votes shall fill the eight Class Senator seats.
   b. The three candidates receiving the most votes shall fill the three Judiciary Council seats.
   c. If ties among candidates prevent seats from being filled in order, a second election shall be held to determine those seats.

H. Campaign Rules

1. These rules shall be the ultimate responsibility of the individual candidates, including write-in candidates, who risk disqualification by non-compliance.

2. Total campaign expenditures shall be limited to $30 for all campus positions and $15 for class positions. An additional $15 shall be allowed for each candidate in a run-off election. Contributions shall be included in this sum. Any campaign item promoting a candidate counts toward this sum. Requests for reimbursement may be made up to 72 hours after the close of the elections to the Treasurer of the AAS. No reimbursement shall be granted without official receipts.

3. Candidates or their representatives shall not litter in any public area where voting can take place on the day of the election, including campus computers.

4. No signs, posters or printed material promoting a candidate shall be allowed within 25 feet of any public polling area on the day of the election, as specified in the by-laws or elsewhere in the Constitution.

5. Candidates or their representatives (any persons acting in the stead of a candidate with the authorization of the candidate) shall not deface any other candidate's posters, nor shall they cover any portion of another candidate's poster with their own.
I. Filing a Complaint
1. Any registered student of Amherst College who wishes to do so should dispute an election between when the polls open and within twenty-four (24) hours of the polls closing. An election may be disputed if any of the clauses of the Constitution was breached in letter or spirit. The disputers must submit a signed written statement to the Chair of the Judiciary Council for the dispute to be considered official.
2. Upon submission of a formal dispute of the election, the Chair of the Judiciary Council shall assemble the Judiciary Council as quickly as possible. The Judiciary Council shall evaluate the dispute and decide whether it is a valid complaint within 24 hours. A valid elections complaint must have the potential to affect the outcome of the election and must fall within the prescribed powers of the Judiciary Council. If the complaint is valid, the disputers shall be called before the Judiciary Council in a public place at a designated time. The Judiciary Council shall hear arguments from the disputers as well as any persons deemed relevant by the Judiciary Council.
3. After hearing all arguments, the Judiciary Council shall reconvene and decide whether to call for a new election, call for a new election for a particular office or sanction the election or parts thereof, or to render any other decision appropriate to the dispute. The Judiciary Council must publish written justification, including names and votes, for their decisions and make this available to all the Student Body upon release of the decision.
4. In the case of an election dispute, the Judiciary Council shall be required to hear valid complaints within 48 hours of receipt of complaint and shall rule on election complaints no later than 72 hours after formal hearing.

VI. Executive Branch
A. Composition
The four officers of the AAS, with the Chair of the Judiciary Council, shall form the Executive Branch. Four-fifths (4/5) of Executive Officers must be present to have quorum during Executive Board meetings. No member of the branch shall be a voting member of the Senate. No individual shall hold more than one of these offices or seats on the Executive Branch position and a position in the Senate concurrently. The term of the office of the Executive Branch shall be one academic year. All members of the Executive Branch shall attend all Senate meetings and be subject to the attendance policies of the Senate.

B. President
The President of the AAS shall:
1. Serve as the official representative and spokesperson of the AAS and the Student Body.
2. Chair, and be a voting member of, the Executive Branch.
3. Set the agenda for all Executive Branch meetings.
4. Serve ex-officio on the College Council, the Trustee Advisory Committee on Student Life and the Budgetary Committee.
5. Have veto power over any action of the Senate, which may be overturned by two-thirds (2/3) vote of the Senate. Presidential veto power may only be used within one week (1) after the action of the Senate.
6. Call an all-campus meeting sponsored by the President of the College and the AAS at least once a year, assisted by the other members of the Executive Branch.
7. Present a speech at the first Senate meeting of each semester.

C. Vice-President
The Vice-President of the AAS shall:
1. Serve as President of the Senate.
2. Set the agenda for Senate meetings according to concerns and issues of the Student Body.
3. Call meetings of the AAS.
4. Preside over all Senate meetings and vote in the case of a tie.
5. Call in Deans, Faculty and other members of the College community to Senate meetings when appropriate or necessary.
6. Present candidates for committee vacancies in the Senate.
7. Conduct committee elections within the Senate.
9. Appoint a Parliamentarian from within the Senate.
10. Assume the duties of the President when the President is absent.
11. Maintain an attendance and voting record for all members of the AAS available to the public.

D. Treasurer
The Treasurer of the AAS shall:
1. Maintain and keep a record of the budget of the AAS.
2. Serve as the Chair of the AAS Budgetary Committee and set the agenda for its meetings.
3. Report on the AAS budget and the proceedings of the AAS Budgetary Committee to the Senate and the Executive Branch.
4. Submit, for approval by the Senate, all preliminary club budgets.
5. Submit an annotated monthly bank statement and annotated list of petty cash expenditures for approval by the Senate.
6. Oversee any Budgetary-related staff.

E. Secretary
The Secretary of the AAS shall:
1. Maintain correspondence between the Senate and the Executive Branch.
2. Distribute to all elected officials and make available to the Student Body records of the proceedings of all Senate meetings.
3. Ensure that all AAS-recognized organizations submit reports for archiving twice each semester.
4. Present candidates for staff positions for approval by the Senate. Oversee any Senatorial or Executive Branch Staff.
5. Receive notification of proxies by candidates off campus, and shall confirm notification within 24 hours.
6. Take and archive, in written and electronic form, minutes at Executive Branch meetings and special meetings.
7. Take minutes at Senate meetings when the staff recording secretary is absent.
8. Maintain the official list of Senate representation on student standing, faculty, trustee, and administrative committees.
9. Oversee the maintenance of the master schedule of van usage.
10. Oversee the maintenance of outside mailings.
11. Archive, in written and electronic form, a copy of each semester's budget and club allocations.
12. Archive, in written and electronic form, Senate meeting minutes.
F. Judiciary Council Chair
See Article VII, Section C.

G. Absences/Resignations/Removals
In the case of the resignation or removal of an Executive Officer, the Election Committee shall conduct an election for the open position(s). In the case that the President is absent, the Vice-President shall assume all duties of the President in addition to his/her duties as Vice-President. In the case that the Vice-President is absent, the Chair of the Judiciary Council shall run the Senate meetings, while the remaining Executive Officers shall set the agenda of the Senate. In the case that the Treasurer is absent, the Budgetary Committee, with the approval of the Executive Branch, shall choose a chairperson to act as interim Treasurer. This interim Treasurer shall, for the period, forfeit all other AAS positions held. In the case that the Secretary is absent, the remaining members of the Executive Branch shall take over those duties.

VII. The Judiciary Council
A. Purpose
The Judiciary Council shall provide a check on the Senate and the Executive Branch as necessary to ensure the integrity of the Constitution.

B. Composition
The Judiciary Council shall consist of six members:
1. The Judiciary Council Chair.
2. Five (5) Judiciary Council Members:
   a. Two (2) Student Senators nominated from the Senate and elected by the Senate at the first meeting of the newly-elected Senate after spring elections. These Senators may not serve concurrently on any other committee of the Senate, except their class council and ad hoc committees.
   b. Three (3) members elected from the Student Body at-large who do not hold any other AAS office, to be elected in the main spring election.

C. Judiciary Chair Powers and Duties
The Judiciary Council Chair shall:
1. Serve as the official representative and spokesperson of Judiciary Council.
2. Act as a non-voting member of the Judiciary Council (except in the case of a tie).
4. Ensure that all decisions of the Judiciary Council are published in proper form.
5. Make and publish agendas for the Judiciary Council meetings.
6. Attend Senate meetings as a non-voting member and be subject to the same attendance policy as Student Senators.
7. Preside over Senate meetings in the absence of the Vice-President.
8. Preside over Senate proceedings for the removal of elected officers.
9. In the absence of the Judiciary Council Chair, the Judiciary Council may appoint from its members an acting chair. This acting chair shall refer to the official duties of the Judiciary Council Chair.

D. Judiciary Council Powers and Duties
The Judiciary Council shall:
1. Conduct continuous Review and Recognition of all student groups.
2. In the case of a formal complaint, the Judiciary Council shall have jurisdiction over any controversy arising under this Constitution or the general bylaws of the AAS (including elections).

3. Attain a thorough understanding of the Constitution, Bylaws and procedures observed by bodies of the AAS.
4. Conduct continuous Constitutional review, and submit any proposed changes to the Senate.

E. Complaints
In the case of a formal complaint, the Judiciary Council may declare any act of the Executive Branch or Senate, or of any candidate for AAS office, to be unconstitutional, or in violation of any bylaw of this AAS, and therefore invalid.

1. Filing a Complaint:
   a. Any person(s) or organizations, with the exception of members of the Judiciary Council, may file a written petition with the Judiciary Council for a ruling on the constitutionality and/or validity of any act by any agent of the Executive Branch or Senate, or of any organization directly associated with the AAS, or of any candidate for AAS office.
   b. Such a petition must be filed before the end of the semester in which the incident occurred, unless the Judiciary Council finds that information regarding the alleged incident could not have reasonably been known within the semester, and the Judiciary Council shall issue a ruling on the petition. All complaints filed after the last official Senate meeting of the semester will be held over until the first full week of the next semester.
   c. The petition shall be considered filed when it is both submitted in writing to the Judiciary Council Chair and deposited in the Judiciary Council box on the AAS office door.

2. Hearing a Complaint:
   a. After a complaint is raised, the Judiciary Council will determine the validity of the complaint and respond to all parties within 48 hours. The JC must hear valid complaints as soon as possible, but no longer than seven (7) days after the filing of the complaint.
   b. All relevant parties to the complaint must be present at hearing, and those directly involved may present witnesses for testimony.
   c. The Judiciary Council Chair shall preside over hearings, allowing equal time for both sides to present arguments. The Council members may direct questions to all parties involved.
   d. The Judiciary Council shall have the duty of informing the student body about the time, location and nature of the complaint hearing seventy-two (72) hours beforehand.

3. Ruling on a Complaint:
   a. The council shall rule impartially on the issue as soon as possible, but no later than ten (10) days after the first hearing. Upon ruling, a written justification including names and votes shall be made public.
   b. In the case of the contestation of an election, the Judiciary Council shall follow the complaint procedure as outlined in Article IX, Section A, Part F.
   c. After ruling, the Judiciary Council shall administer disciplinary action or recommend removal. In the case of funding issues, the Judiciary Council shall collaborate with the Budgetary Committee to remedy the situation.
   d. Members of the Judiciary Council shall be expected to rule impartially. In the event of a conflict of interest, any member of the Judiciary Council must be excused from a particular contestation. A replacement shall be appointed by the Judiciary Council Chair. In the event of a conflict of interest with the Judiciary Council Chair, the Judiciary Council shall...
appoint an impartial party to the committee and shall select a chair from the temporary body. A conflict of interest shall be determined by:

i. Self-identification

ii. Majority vote of the Judiciary Council

e. The Senate may overturn any ruling by the Judiciary Council with a 3/4 vote taken no later than two (2) Senate meetings after Judiciary Council ruling, except in the case that the Senate itself is one of the parties involved.

F. Review and Recognition Board

1. The Judiciary Council shall serve as the Review and Recognition Board.

2. Recognition shall be granted to a student organization subsequent to the organization’s compliance with and fulfillment of the following terms and conditions:

a. Requirements for Organizations

i. A statement of purpose (a formal letter of intent or a constitution) shall be presented to the Judiciary Council. This statement shall include an explanation of the group or organization (i.e., list of officers and official contacts).

ii. An organization seeking recognition shall be asked for confirmation that the activities to be pursued are student or campus community directed. Students shall be in full control of defining an organization’s goals.

iii. An organization shall be requested to submit a statement of non-discrimination for membership on the basis of age, race, sex, sexual orientation, religion, handicap, economic status and national or ethnic origin. Special exceptions may be made by a majority vote of the AAS Senate.

b. Process:

i. In Review and Recognition some consideration shall be given to the contribution of an applicant to the campus and campus community’s social, political, cultural and educational life.

ii. Recognition by the Judiciary Council is a necessary requirement for non-discretionary funding by the Budgetary Committee, but is no way a guarantee of such funding.

iii. The recognition of student organizations is subject to evaluation by the Judiciary Council at least once a year as decided by the Judiciary Council. The Judiciary Council shall give the organization at least two weeks’ notice prior to evaluation.

iv. The Judiciary Council recognizes the right of student organizations to appeal any criterion and/or request exemption due to special circumstances. The specific grounds for an exemption shall be considered grounds for a charge of misconduct.

v. The organization shall be denied recognition if it, or any activity it sponsors, incites violence or harasses any individual or group.

G. Review of Bylaws

The Judiciary Council is charged with reviewing the bylaws once each semester and recommending changes to the Senate changes which best reflect the letter and spirit of this Constitution and the needs and interests of the student body.

VIII. Resignations and/or Removals

A. Purpose

When any member(s) of the Student Body feel that any official of the Association of Amherst Students is not satisfactorily performing his/her duties with integrity, professionalism and in accordance with the Amherst College Constitution, they may petition to have that AAS official removed from office.

B. Judiciary Proceedings

1. Any signed petition brought by any student to remove from office any member of the AAS shall be presented to the Judiciary Council for consideration. The petition will be considered valid if it is based on grounds of accusations of gross negligence, malfeasance, fraud and/or serious violation of Constitutional duties as laid out in the bylaws.

2. The Judiciary Council shall meet and rule on the validity of the petition before the next Student Senate meeting.

3. A majority vote of the committee is required to approve the petition.

4. If a member of the Judiciary Council is under question in any petition, he/she shall recuse him/herself from the committee hearing except to defend him/herself. If the member in question is the Judiciary Council Chair, the President shall sit on the committee and vote only in the case of a tie.

5. If the Judiciary Council finds the petition valid, it shall send the petition to remove to the Student Senate for formal impeachment proceedings.

C. Student Proceedings

1. The Student Body may petition to remove from office any representative of the AAS with a minimum of twenty percent (20%) of the accused official’s constituency signing the petition. Any petition with sufficient support shall be sent to the Senate for formal removal proceedings during the next Senate meeting.

D. Senate Hearings

1. Only the Senate may remove an AAS member from office.

2. In all matters of removal, both before the Judiciary Council and before the Student Senate in formal proceedings, the petition to remove shall be presented and argued before the Senate by a representative of the petitioning party. The official in question shall have the opportunity to present his/her defense in person or through a representative.

3. The Judiciary Council Chair shall preside over any Senate hearing to remove an officer. He/she shall not present the petition.

4. If the Judiciary Council Chair is the official in question, he/she shall recuse himself/herself, and the Vice-President shall preside.

5. A two-thirds (2/3) majority vote of the Senate is required for removal. The Senate may vote to remove the AAS official in question if it is found that he/she engaged in acts of gross negligence, malfeasance, fraud or serious violation of Constitutional duties.

E. Replacement

1. In case of a resignation or removal, the Elections Committee shall meet as soon as possible and hold another election as defined under Elections Procedures. All current eligible students shall be allowed to vote.

2. In case of a resignation or removal of an Executive Branch member or the Judiciary Council Chair, the remaining members of the Executive Branch shall fulfill the duties of the resigned/removed persons as outlined in the charge of the Executive Branch.
F. Abroad/Time Off
When an elected representative goes abroad or takes time off, he or she shall forfeit an AAS seat held prior to leaving.

IX. Surveys
A. Surveys held by the Association of Amherst Students will be non-binding polls of student interests.

B. Surveys initiated by an individual Senator/Executive Board member or group of Senators/Executive Board members, outside the functions of a committee, will require approval of both the poll and the polling date by majority vote of the Senate.
   1. Class Council will be able to initiate surveys by majority vote of the committee and shall not be restrained by the need for Senate approval.
   2. For surveys initiated by class councils, the polling date shall be determined by the elections committee chair.

C. Survey Timeline
   1. Once a survey has been approved by the Senate it will be the job of the Election Committee Chair to create a polling booth for the survey to take place.
   2. Polling will last for twenty-four (24) hours. Results must be released.

X. Referenda
Any member of the Student Body may propose referenda for a question or amendment. Only two methods exist for bringing referenda before the Student Body.

A. Petition by the Student Body
   1. Procedure:
      a. Any member of the student body in good standing shall be allowed to bring any question or amendment to referendum once it is signed by at least 10% of each class of the Student Body. Before obtaining any signatures from the student body, they shall bring their referendum to the Judicial Council which will review its wording and make non-binding suggestions within one week.
      b. The petitioning body shall present the signed petition to the Chair of the Elections Committee.
      c. The Elections Committee shall publicize the referendum to the entire Student Body no less than five (5) days before the election date.
      d. The Elections Committee shall conduct voting on the referendum. Voting shall take place on the date of the next election unless two-thirds (2/3) of the Senate approves a special vote.
      e. A referendum shall be considered passed if it receives a majority of "yes" votes among all the votes cast.
      f. After the polls close, the Elections Committee may not release referendum results for 24 hours, and, in the case of a complaint, shall hold the results. When releasing results, the Elections Committee shall post the results on the AAS Website and send an all-school e-mail to inform the Student Body that the results have been released.
      g. A referendum must be submitted to the Election Committee Chairperson no less than one (1) week prior to the next scheduled election date. Referenda submitted less than one (1) week prior to the next scheduled election shall be put on the ballot of the election that follows the next scheduled election.

2. Voting rules:
   a. All students, whether on campus, on leave and returning in the next semester, or abroad for a semester/year, shall be eligible to vote in any AAS referendum.
   b. No signs, posters or printed material regarding a referendum shall be allowed within 25 feet of Valentine on the day of voting, and wherever else as specified in the by-laws or elsewhere in the Constitution.
   c. No AAS e-mail list or account maintained and used for AAS purposes (including but not limited to class e-mail accounts and club e-mail accounts) may be used in any way to announce the elections or promote any of the candidates, except in cases specifically outlined in this constitution.
   d. All sections of Article V that pertain to election complaints apply to cases of formal complaints regarding referenda.

B. Vote by the Senate
   1. Procedure:
      a. The Senate shall also bring to referendum any question or amendment that the Senate decides, by a 2/3 vote, to bring to referendum.
      b. The Elections Committee shall publicize the referendum to the entire Student Body no less than five (5) days before the election date.
      c. The Elections Committee shall conduct voting on the referendum. Voting shall take place on the date of the next election unless 2/3 of the Senate approves a special vote.
      d. A referendum shall be considered passed if it receives a majority of "yes" votes among all the votes cast.
      e. After the polls close, the Elections Committee may not release referendum results for 24 hours, and, in the case of a complaint, shall hold the results. When releasing results, the Elections Committee shall post the results on the AAS Website and send an all-school e-mail to inform the Student Body that the results have been released.
      f. A referendum must be submitted to the Election Committee Chairperson no less than one (1) week prior to the next scheduled election date. Referenda submitted less than one (1) week prior to the next scheduled election shall be put on the ballot of the election that follows the next scheduled election.

2. Voting rules:
   a. All students, whether on campus, on leave and returning in the next semester, or abroad for a semester/year, shall be eligible to vote in any all-campus referendum.
   b. No signs, posters or printed material regarding a referendum shall be allowed within 25 feet of Valentine on the day of voting. No such materials shall be allowed within 25 feet of the Computer Center and computers located in Frost Library and Merrill Science Library and the public computer in the Keefe Campus Center on the day of the election.
   c. No AAS e-mail list or account maintained and used for AAS purposes (including, but not limited to, class e-mail accounts and club e-mail accounts) may be used in any way to announce the elections or promote any of the candidates, except in cases specifically outlined in this constitution.
   d. All sections of Article VIII that pertain to election complaints apply to cases of formal complaints regarding referenda.
XI. Adoption
Upon ratification, this Constitution shall take effect immediately and shall replace all other existing Constitutions, with the following exceptions:

A. Interim Elections Committee
During the Spring Elections of 2002 the senior members of the former Executive Board shall serve as the interim Elections Committee. They shall choose one of their members to act as interim Elections Chair. The interim Elections Committee shall also act as the Judiciary Committee with respect to ruling on election disputes. Any student who has a conflict of interest in adjudicating an elections complaint may ask or be asked to recuse him or herself. In the case of a recusal the Elections Committee shall appoint a senior from the general student body to act as Elections Committee members.

B. Elections
The interim Elections Committee Chair shall announce abbreviated interpretations of the Constitution's spring election schedule, which shall be approved by the Senate.

C. Senate Changeover
The first Senate meeting after the Spring General Elections, after all positions have been filled, shall serve as the first meeting of the new Senate and Executive Branch. Committee elections shall be held at this time.

D. Extended Terms
Persons elected to extended terms prior to adoption of this Constitution shall serve on their specific committee(s) until Spring 2003. They shall not, however, serve in the Senate, unless re-elected to that body.

E. Budgetary Transition Process
Be it resolved that upon adoption of this constitution, the last SFC sub-committee chairs (elected to office in the spring of 2001) shall remain active in their positions until the end of the academic year 2001-2002 (as stipulated in the old constitution).

Be it further resolved that during the last five weeks of that time period, the sub-committee chairs will prepare AAS recognized student organizations budgets for fall 2002 under the direction of the new AAS Treasurer.

The process will follow the format and instructions outlined in the new constitution where the sub-chairs will review and evaluate all budgets together as a single group submitting one large recommendation to the senate for final approval. Once the budget recommendation has been sent to the senate, the sub-committee chairs are released from their duties. The budget recommendations must be approved before the last senate meeting of the academic year.

Under this new budgetary transition process, the newly elected Budget Committee will begin their service to the AAS starting in the fall of 2002. They are charged with the additional responsibility of preparing the semester budgets for AAS recognized groups for the spring semester. They must do so under the direction of the AAS Treasurer and his abbreviated interpretations of the new constitution, abbreviations that must be approved by the senate before the process begins. The budgets must be completed and sent to the senate for approval before Thanksgiving recess in November 2002.

In spring of 2003, the Budget Committee must prepare and send forward the first annual budget for all AAS-recognized organizations for Senate approval as stipulated in this constitution. They must do so under the direction of the AAS Treasurer and his abbreviated interpretations of the new constitution.

Bylaws of the Association of Amherst Students

I. Executive Branch
A. The Executive Branch shall organize a retreat early in the year including orientation for using Parliamentary Procedure.
B. The President shall submit addresses for publication at least twice a semester.
C. The Vice-President shall oversee the hiring of a recording assistant and substitutes. The assistant's responsibilities include but are not limited to recording all business of the Senate meetings and distribute to all elected officials and make available to the student body records of the proceedings of all Senate meetings.
D. The Vice-President shall also have the duty of defining and announcing the absence policy in any way he or she sees fit (possibly including "half absences") This policy may be altered at any point during the year but also may be overturned by a two-thirds (2/3) vote of the Senate. If the Senate so rejects the absence policy, the Vice-President is to redefine it addressing the grievances of the Senate.
E. The Treasurer shall oversee the hiring of all staff positions including an accountant and/or treasurer assistant(s).
F. The Secretary of the AAS shall also:
   1. Have exclusive use of all-student correspondence lists.
   2. The Webmaster's responsibilities include, but are not limited to, updating the AAS Webpage and making all public AAS documents available online.

II. AAS Budget Percentages
These budgets shall include a breakdown in amount and percentages of the funds to be used for master general, recognized club budget allocation and discretionary funding. These percentages shall vary by no more than three percentage points from the numbers set in the Constitution. The percentages shall be set as follows:
A. Master General Fund (42%)
B. Recognized Club Budget Allocation (43%)
C. Discretionary Funds (15%)

III. Master General Fund
A. The Master General fund shall include the following:
   1. Five College Fine Arts Fee
   2. Pioneer Valley Transport Authority (PVIDA)
   3. Fill College Student Coordinating Board Dues
   4. Master General Fund Clubs
      a. Mapsp
      b. Ohio
      c. Amherst College Emergency Medical Service (ACEMS)
      d. Program Board (ACP)
      e. Social Council (SoCo)
      f. The Association of Amherst Students Operating Budget
         i. Operating Budget
         ii. Senate Fund
      g. Floss
B. Rules Governing Master General Fund Club Allocations:
   1. Any recommended changes must be brought before the Senate for approval by majority vote.
   2. Master General Fund clubs may be subject to special requirements decided on by the Senate.

IV. Recognized Club Budget Allocation
   A. AAS-recognized organizations shall submit budgets that cover their spending for the following semester. The following guidelines shall be followed when submitting budgets.

   Form of Budgets:
   1. Budgets shall be as specific as possible.
   2. All budgets shall be itemized by line and include a description of each line item and the expected cost of each item.
   3. All budgets shall contain the official name of the requesting organization and the names and contact information of the organization liaison.
   4. The budgets shall rank line items in descending order of importance.

   B. Organizations shall provide the AAS with current information on any organization bank accounts that an organization uses. A comprehensive listing of all organization holdings shall be reported at the beginning of every budget cycle.
   1. To have a bank account, an organization must have a source of revenue (dues, advertising, etc.) to justify the maintenance of the account.
   2. No checks may be made out to "Cash" or to any member of the student organization.
   3. No checks over $500 may be written without the approval of the AAS Treasurer.

   C. No spring semester funds may be spent in the fall. Furthermore, funds allocated for the fall semester that are not used shall be returned to the discretionary fund. Student organizations that know they will not be using any given portion of allocated funds should return them to the discretionary fund.

   D. Organizations newly recognized during a semester shall not apply for a budget until the next budget cycle.

   E. Under no circumstances may any funds be reallocated to food. Requests for additional food must come from the discretionary fund.

   F. Private functions (for instance, a meal with a speaker) involving one or more members of an organization shall not be funded except when they are meeting scheduled for the entire organization.

   G. Only AAS-recognized organizations shall be eligible for initial club budget allocations.

V. Discretionary Funding
   A. Discretionary funding is available to any student or student organization. It may be used to supplant an organization's budget in order to bring speakers, or any other events that shall serve the Amherst College community.

   B. The process for applying for funding is outlined below:
   1. Each student or organization shall submit a detailed event proposal as a budget, including any proposed contracts, to the Budgetary Committee in advance of the proposed event.
   2. The Budgetary Committee shall review the event proposal and decide how much funding the proposed event shall receive.
   3. At the following Senate meeting, the Treasurer shall present the recommended allocation of discretionary monies.

   4. The Treasurer shall contact student or student organizations within twenty-four (24) hours of the discretionary funding decision.
   5. Groups may re-apply for discretionary monies.

C. In evaluating these discretionary requests, the Senate shall consider the following criteria:
   1. Benefit to campus
   2. Number of students affected
   3. Student interest.

D. In the case that discretionary funding is needed before the next Senate meeting, student or student organizations may apply for up to $200 of discretionary funding. This request shall be made in writing to the Treasurer at least forty-eight (48) hours before the next regularly scheduled Budgetary Committee meeting, and will be decided upon at the next regularly scheduled Budgetary Committee meeting. The Treasurer will be required to report any requests to the Senate.

E. All carry-over from the previous semester shall be redistributed in the following semester’s Discretionary Fund.
   1. The carry-over shall be calculated and announced to the Senate by the first regularly scheduled Senate meeting of each semester.

F. Any discretionary request for a single event of $10,000 or more that has been previously approved by the Senate shall go to a school wide referendum within seven (7) days of Senate approval. An affirmative vote by a simple majority of voters is required to finalize the allocation. If no such majority is garnered, no funding shall be allocated.

VI. Check Requests and Purchase Orders
   A. Students and student organizations may pay for items from discretionary funding or their allocated budgets in the following ways:
   1. Direct check requests
   2. Reimbursement checks
   3. Purchase orders
   4. Petty cash
   5. Debit card usage

   B. Direct check requests can be used if students or student organizations know the exact amount of a purchase. Upon presentation of an invoice, they may request to have a check cut in the vendor’s name for that amount.
   1. Requests should be made so that the Treasurer shall have at least three to seven days to cut the check and distribute it to the student or student organization.

   2. Students or student organizations must return receipts to the Treasurer within three (3) days of receiving the check.

   C. Students who use their own money to fund events for student organizations may request reimbursement checks. These students shall be reimbursed for those purchases with detailed receipts of purchases. The Treasurer shall have seven (7) days from time of student submission to cut the check and distribute it.

   D. Purchase orders can be used for on-campus vendors if students or student organizations know the exact amount of a purchase. They may request to have a purchase order in the vendor’s name for that amount.
   1. Requests should be made so that the Treasurer shall have at least seven (7) days to make the purchase order available and distribute it to the students or student organizations.

   2. Students or student organizations must return receipts to Treasurer within three (3) days of receiving the purchase order.
E. Any AAS-recognized student organizations needing cash to make purchases for events can request the use of petty cash. No more than $50 may be requested at one time. The Treasurer shall make petty cash available within seven (7) days of the request, and students must return detailed receipts and unused funds to the Treasurer within three (3) days of the issuing.

F. Any student can use the AAS debit card to make purchases for their organization. Requests to use the debit card shall be submitted to the Treasurer. The Treasurer shall have seven (7) days from the time of a request to set an appointment with the student in the AAS office to make an online or telephone purchase with the debit card. The debit card may not be used for direct purchases outside the AAS office.

VII. Guidelines for Evaluation During Review and Recognition

A. These criteria shall be used to ascertain status of organizations and shall affect Review and Recognition. The organization shall:

1. Submit:
   a. A mission statement outlining its unique role and purpose on campus
   b. A leadership/organization chart (positions only, no names are necessary)
   c. A statement of non-discrimination consistent with the AAS Constitution.
2. Participate in the club fair held during Orientation.
3. Be registered with the school via the Campus Center.
4. Hold at least one (1) regularly scheduled meeting per semester.
5. Submit to the Judiciary Council a list of events from the previous semester. New clubs shall submit a list of proposed events for the upcoming semester.
6. Not charge entrance fees for Amherst College students to attend events unless specifically approved by the AAS Senate.
7. Provide the Judiciary Council with the name and contact information of the top contact (President/Leader/Captain) of the club along with the name and contact information of a club member who is a non-senior.
8. Solicit student opinions.
9. Be visible, open and inviting and provide quality programming for the campus.

VIII. Committee Elections

A. Committees shall be filled by election from the Senate in the following order and with any accompanying guidelines:

1. Student Standing Committees
   a. Judiciary Council (two (2) members: may not sit on any other committee)
   b. Budgetary Committee (eight (8) members)
   c. Elections Committee (five (5) members)
   d. Dining Services Committee (five (5) members)
2. Faculty Committees
   a. College Council (one (1) member from each class)
   b. Committee on Priorities and Resources (three (3) members)
   c. Committee on Educational Policy (three (3) members)
   d. Committee on Admission and Financial Aid (two (2) members)
   e. Library Committee (two (2) members)
   f. Committee on Discipline (two (2) male and two (2) female)

3. Trustee Committees
   a. Advisory Committee on Trusteeship (two (2) members)
   b. Committee on Honorary Degrees (two (2) Juniors, one (1) Senior)
   c. Advisory Committee on Student Life (two (2) from each class)

4. Administrative Committees
   a. Space Allocation Committee (one (1) from each class, one (1) Executive Branch member)
   b. Interdepartmental Student Fund Committee (one (1) member)
   c. Residential Life Committee (one (1) Senior, one (1) Junior, one (1) other member)
   d. Martin Luther King, Jr. Committee (one (1) member)

5. Five College Committees
   a. Five College Student Coordinating Board (one (1) member)

B. Any Senator wishing to run for a committee position shall submit their name to the Vice-President of the AAS, who shall conduct these committee elections. Those receiving the greatest number of votes shall be on the committees. In the case of a tie vote relevant to the outcome of the committee position elections, another vote shall be taken between those parties receiving the tie votes. Every Senator shall have as many votes as there are positions on any specific committee.

C. The Dean of Students will hold a mandatory meeting for any Senators interested in joining the Disciplinary Committee prior to the meeting when committee elections will take place.

IX. Oath of Office

A. For the purposes of clarity and ethics, every elected member of the Association of Amherst Students shall recite an oath of office. Any member-elect unable to attend his/her swearing-in ceremony shall e-mail an affirmation before the ceremony. The e-mailed affirmation shall be publicly announced by the person administering the oath. All members-elect must recite their oath before they may exercise their constitutional powers.

B. Executive Branch oath. The President-elect, Vice-President-elect, Treasurer-elect and Secretary-elect shall publicly recite their oath at the last official meeting of the sitting Senate. The oath shall be administered by the Chair-elect of the Senior Class Council, and in his/her absence another member-elect of the Senior Class Council:

1. I do solemnly swear (or affirm) that I will faithfully execute the Office of [President, Vice-President, Treasurer or Secretary] of the Association of Amherst Students, and will to the best of my ability represent the students of Amherst College by fulfilling my responsibilities as specified in the Constitution. I take this obligation freely, without any mental reservation or purpose of evasion, and understand that I shall be held accountable by my peers.

C. Judiciary Branch oath. The Chair-elect of the Judiciary Council and the three members-elect shall recite their oath at the last official meeting of the sitting Senate. The oath shall be administered by the President-elect of the AAS, and in his/her absence the Vice-President-elect of the AAS.
1. I do solemnly swear (or affirm) that I will faithfully execute the Office of Judiciary Council member of the Association of Amherst Students, and will to the best of my ability preserve, protect and defend the Constitution of the Association of Amherst Students. I take this obligation freely, without any mental reservation or purpose of evasion, and understand that I shall be held accountable by my peers.

D. Senate oath. The Senators elected by their classes in the Spring shall recite their oath at the last official meeting of the sitting Senate. The oath shall be administered by the Chair-elect of the Judiciary Council, and in his/her absence another member-elect of the Judiciary Council.

1. I do solemnly swear (or affirm) that I will faithfully execute the Office of Senator of the Association of Amherst Students, and will to the best of my ability represent the students of my class by fulfilling my responsibilities as specified in the Constitution. I take this obligation freely, without any mental reservation or purpose of evasion, and understand that I shall be held accountable by my peers.

E. Mid-year elections. All Executive Branch members, Judiciary Council members, and Senators elected or appointed mid-year shall recite their oaths within two weeks of their elections at an official meeting of the Senate. The Senior Class Council Chair shall administer the oath to all Executive Branch members-elect, and the President of the AAS shall administer the oath to all Judiciary Council members-elect, and the Judiciary Council Chair shall administer the oath to all Senators-elect. If not possible, the Senior Class Council Chair, President, or Judiciary Council Chair shall administer the oaths via e-mail and publicly announce them during an official meeting of the Senate.

X. Awards

A. Instituted in 2000, the AAS Distinguished Teaching Award is an annual celebration of teaching excellence at the college. Through this award the AAS hopes to recognize the profound importance that involved, engaging and dedicated professors have upon our college experience.

1. The AAS Distinguished Teaching Award shall be administered by the members of the executive board.

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**Campus Life & General Welfare**

**Housing**

Students at Amherst College live in residence halls, houses, theme houses or off-campus.

A listing of housing regulations appears at the end of this section. These regulations should be read with great care, as they are the rules to which the Dean of Students Office and Physical Plant will hold students responsible.

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**Room Draw**

Rooms in the residence halls and houses are assigned on the basis of seniority, by means of a college lottery. Each student is assigned a point value based upon his or her class year. Groups of students may enter room draw as a unit by averaging their point values. Students having the same point value are randomly assigned priority by the college computer. Suites, contiguous rooms and singles are selected in order of overall priority. A special lottery is completed prior to room draw for students interested in living in the Jenkins 10-person suites. Information is available when Room Draw begins. Students may petition to form theme houses, and if approved are granted by the College Council, a designated house or floor within an existing dorm will be assigned prior to Room Draw.

Because the specific ground rules for the room selection process are complicated and subject to revision, they are not outlined here fully but are distributed before the draw. Room Draw occurs each spring in the final weeks of April.

Only those students who have paid the $400 advance tuition deposit may participate in the selection process.

**Theme Houses**

As part of the system of social and residential life, students have been encouraged to form theme houses under the sponsorship of faculty advisors. Students submit proposals for theme living to the College Council, which accepts the proposals and allocates space for the programs when there is a clear linkage between student efforts to pursue or realize the college's central educational and cultural ideals and residential life. All theme houses are expected to enrich the life of the campus by undertaking outreach programs that educate students about the particular theme which is used to organize the residence. For 2007-08, the themes, locations and faculty sponsors are as follows:

<table>
<thead>
<tr>
<th>Theme</th>
<th>Location</th>
<th>Faculty Sponsor</th>
</tr>
</thead>
<tbody>
<tr>
<td>French House</td>
<td>Newport</td>
<td>Jay Caplan (French)</td>
</tr>
<tr>
<td>German House</td>
<td>Porter</td>
<td>Sigrit Schutz (German)</td>
</tr>
<tr>
<td>Russian House</td>
<td>Newport</td>
<td>Jane Taubman (Russian)</td>
</tr>
<tr>
<td>Spanish House</td>
<td>Garman</td>
<td>James Maraniss (Spanish)</td>
</tr>
<tr>
<td>Black Cultural House</td>
<td></td>
<td>Jeffrey Ferguson (Black Studies &amp; American Studies)</td>
</tr>
<tr>
<td>Arts House</td>
<td>Marsh</td>
<td>Peter Lobdell (Theater and Dance &amp; Fine Arts)</td>
</tr>
<tr>
<td>Asian Culture House</td>
<td>4th Floor Moore</td>
<td>Paola Zamperini (Asian Languages and Civilization)</td>
</tr>
<tr>
<td>Wellness Quarter</td>
<td>Seligman</td>
<td>Denise McGoldrick (Health Services)</td>
</tr>
<tr>
<td>La Casa</td>
<td>3rd Floor Moore</td>
<td>Carleen Basler (American Studies)</td>
</tr>
</tbody>
</table>

Each member of the theme house is expected to adhere to all responsibilities that are required of house members. The effectiveness of the house rests firmly on an accepted code of behavior in which cooperative living and consideration for others are the keystones. Individual theme houses are responsible for developing workable ways of alleviating individual differences and resolving conflicts so that the rights of each student and the rights of the community are protected. Residents who do not adhere to the expectations of the theme house they are living in may be removed to other campus housing on the recommendation of the advisor of the house, the director of residential life or the dean of students.

Theme houses are reviewed each year by the College Council, which solicits a description from each house of its activities for the year, and judges its success in meeting the
goals of theme housing. New theme houses are reviewed with special care for their first three years, and then are considered presumptively ongoing. Presumptively ongoing houses will continue to be reviewed, but will be moved by the College Council from their current location or denied renewal only if they clearly and consistently fail to meet the goals of theme housing for a sustained period of time. In general, no student may live in a particular theme house for more than two years.

Humphries Co-op
Humphries House on Snell Street will again be a cooperative house for the 2007-08 year. The 22 members of the house will purchase supplies and cook for themselves cooperatively. Extensive kitchen facilities, including two refrigerators and two stoves, have been installed in the house and are cleaned and maintained by the residents. All of the residents have been exempted from the board plan. Placement in Humphries is done by lottery.

Rest and Relaxation Center
Mismatched roommate or loud neighbors? Quiet bedrooms with desks away from the distractions of the campus are located in Moore Dorm. The kitchen is available for student use but must be reserved in advance. It is crucial for students using this facility to keep it clean and remove all garbage. Students should contact the Dean of Students Office weekdays or the dean on duty nights and weekends if they would like to use this space.

Area Coordinators
Four area coordinators have been hired by the Dean of Students Office to work with the various types of campus residences. They supervise the resident counselors, help with the organization of social, educational and cultural activities; and serve as a liaison with the Physical Plant. In addition they are available as a resource and support for students. All four reside in campus housing.

For 2007-08, the Area Coordinators and their residences are as follows:

<table>
<thead>
<tr>
<th>Area Coordinator</th>
<th>Residence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chris McMillan</td>
<td>Wieland</td>
</tr>
<tr>
<td>Craig Cullinane</td>
<td>Morris Pratt</td>
</tr>
<tr>
<td>Jessica Duplessis</td>
<td>Stearns</td>
</tr>
<tr>
<td>Andy Tew</td>
<td>Charles Pratt</td>
</tr>
</tbody>
</table>

Resident Counselors
In February and March of each year, 56 resident counselors are selected from the current first-year, sophomore and junior classes. These students serve during the academic year, advising all students. RCs live in the residences and are expected to have an openness toward and concern for others, as well as a wide knowledge of the various aspects of the college. The job requires a general readiness to aid students in their transition to college and the continuing choices and dilemmas they may face during their four years at Amherst.

To apply, a student should request a job description and application from the Dean of Students Office (105 Converse) in early February or obtain them online at www.amherst.edu/~dos/reslife. It is also suggested that applicants speak to as many resident counselors as possible to obtain a sense of the position and its responsibilities. Any students wishing to apply for a position and who will be studying abroad during the interviewing process should contact Dean Moore during the prior spring semester.

Partial-Year Housing
Students Away During Fall Semester
Housing assignments for students who have been away from Amherst College during the fall semester are usually completed by the second Friday in January. Students are asked to call 413/542-2161 after that time for their specific room. Students can submit their housing preferences online at www.amherst.edu/~dos/reslife.

Students can move into their spring housing after the midpoint of Interterm (this date varies each year). Since currently housed students have until early January to be in their rooms, requests for early returns cannot be accommodated. Students are requested to make their own arrangements until their room is ready. Only those students who were in campus housing at the end of the fall semester are eligible to return to their rooms at the beginning of Interterm.

The meal plan for students who have been away begins the same time as their housing, after the midpoint date of Interterm.

Students Away During Spring Semester
Students who are away during the spring semester must complete a Housing Intention Form online at www.amherst.edu/~dos/reslife. This form is to be completed and returned by the deadline indicated. The information is used for Room Draw in April. Students are reminded to choose their proxy carefully. Students will be held accountable for decisions made by a proxy on their behalf, and Residential Life will be unable to make room changes based upon misunderstandings between students and proxies.

Off-Campus Housing
First-year students are not allowed to live off campus. Because the college does not have housing facilities for them, all married students and students with children live off campus. However, spouses and children are encouraged to participate fully in campus life. All students requesting permission for off-campus housing must submit their request in writing no later than November 1 for the spring semester and March 15 for the next academic year. Applications are available from the Residential Life Office, located within the Dean of Students Office. The college allows a maximum of 50 students to live off campus each semester. Each request must be submitted in writing prior to the semester it will affect. Requests need to be re-submitted each year. Failure to meet deadlines may result in the denial of off-campus status. Note: Having signed a lease before being granted off-campus status does not constitute automatic eligibility.

Students who live off campus have the option of retaining the full meal plan or using the AC Dollars. In granting approval for students to live off campus, the Residential Life Department will give priority to students with compelling personal or financial reasons for moving off campus, and then to seniors and juniors, in that order.

Student Storage
The college takes no responsibility for storage of student belongings during the year or over the summer. Any trunks, suitcases or securely packed and sealed cartons are left in college spaces at the risk of the owner. The college has limited storage space, and items are stored on a first-come-first-served basis. First-year student dorms do not have summer student storage. Some upperclass dorms have limited student storage. During the summer months it is recommended that off-campus storage be used. Large, bulky items such as couches, chairs, bars, refrigerators, etc. are not allowed to be stored. Storage is often available only in accordance with a pre-posted schedule. Students must provide their own insurance through parents' policies or through independent insurance, since the college can accept no liability for student belongings. Students are urged not to leave valuable items (iPods, computers, electronic devices, etc.) in storage.
Motorcycles, mopeds, automobiles and engines cannot be stored in residences. If found, they will be removed at the owner’s expense and an additional fine will be assessed. In an effort to maximize student storage room efficiency and minimize fire hazards, the college has instituted the following storage policies:

1. All items must be clearly labeled (top, sides) with the owner’s name, year and a Storage Sticker from the RC.
2. Students must adhere to the RC’s posted storage hours. Demanding immediate access from RCs is unacceptable. They are students with their own academic demands. If a special appointment is needed, students must plan at least 24 hours in advance.
3. Storage space is available on a first-come, first-served basis.
4. All items must be in suitcases, trunks or securely sealed packages. Bulky items are not allowed in storage.
5. No lofts or raw wood may be stored at all.
6. All storage is at the owner’s risk. The college is not responsible for any lost or damaged items.
7. Items left in storage by alumni will be considered unwanted. Said items will be donated to non-profits, sold for the benefit of non-profits or removed for dumping.
8. Unlabeled items will be removed.
9. Items left in storage willingly and wantonly by the owner after direct notification by a resident counselor or other college personnel, those items will be treated as unwanted and dealt with in the manner described above.

If students have left personal items or anything else in the storage areas, they should call the Residential Life Department at ext. 2161 for the name of this year’s Resident Counselor. Students should let the RC know whether items will be picked up by a certain date or whether they can be trashed. RCs cannot identify the contents of boxes. Students should make every effort to remove their belongings.

Students who have items in student storage and who wish to retrieve them during summer break should contact the Service Center in the Physical Plant at ext. 2254. Access to storage will be available only through appointment. Students are required to present a valid I.D. when retrieving their items. Students wishing to retrieve items that do not belong to them must have a signed note of verification from the owner. Access will be extremely limited depending on the availability of the summer worker in charge of storage.

**Room Keys**

If a student loses a room key or does not return a key at checkout, a lock change fee is $32 will be assessed, in addition to a $1 charge for each key that must be replaced. When students are issued keys to their rooms, they must sign the Student Dorm Key Policy form, which outlines the charge policy for loss of exterior door keys. Key problems should be reported to ext. 2254. All dorms have been equipped with proximity card access for student safety. Damage done to the access panel will result in a fine equivalent to the actual cost of repair.

**Walls & Ceilings**

**Affixing Items:** In general, pictures, tack boards and other decorative items may be affixed directly to the walls or woodwork of the residence rooms, as this causes no damage to the surface material. Most rooms contain picture moldings from which such items can be hung, and others are equipped with built-in tack boards. The following suggestions have been prepared by the Physical Plant:

- Students should not hang anything on doors, wood paneled walls or woodwork.
- Students may use push pins (not thumb tacks) in reasonable quantities to affix items to the walls. When a student moves out of a room s/he should pull out the push pins. Push pins will work on walls unless there is very hard plaster underneath.
- Fun Tac may be used on wallpaper that has not been painted over. This is a very good solution in areas where the plaster under the wall is very hard. When a student moves out of a room s/he should remove all Fun Tac residue from the walls and ceilings.
- If a room has painted wallpaper over very hard plaster, there is no recommended way of affixing items to the wall that is guaranteed not to cause damage.
- Nails should not be pounded into the walls for any reason. The holes they leave are too big, especially when the plaster surrounding the hole crumbles.
- Students are not allowed to paint the walls or ceilings of their rooms. Students who do will be charged the maximum fee to repaint the room.
- Curtains to be used as a room divider should not be hung under any circumstances within rooms, whether they are fire-safe or not.

**Furniture**

**In Student Rooms:** Student rooms are equipped with essential furniture. An inventory of this furniture and its physical condition will be made at the beginning and end of each school year. The college may require personal furniture and furnishings to be removed from any residence where, in the judgment of the Environmental Health and Safety Manager, there is a potential fire or housekeeping hazard. Waterbeds and similar furniture are not permitted because of the strain imposed on the building structure and the danger of water damage. All personally owned furniture and furnishings must be removed from student residences at the time they are vacated at the end of the school year. Any items remaining after that date will be disposed of by the college at the student’s expense.

**In Lounges:** Lounges are a well-used and important part of Amherst residence halls. Unfortunately, the furnishings have all too often been “borrowed” to enhance student rooms or off-campus apartments. Furniture not authorized for the room in question is considered stolen property. Students found in possession of it will be fined severely. Room searches for stolen/missing furniture may be conducted periodically.

**Construction**

Students may not construct partitions, subdivide their rooms, construct additions that increase fire loads, install or modify electrical wiring or plumbing or alter “means of egress” (i.e., emergency exits). Each of these modifications increases the risk of fire or personal injury accidents. Curtains to be used as a room divider should not be hung under any circumstances within rooms, whether they are fire safe or not.

Before constructing a bunk bed or loft, students must submit a hard copy of the plan to the Amherst College Campus Police Chief (College Fire Marshal) for approval. Construction shall not take place until the plans have been approved and returned to the requestor by the Fire Marshal.

After the bunk bed or loft has been completed, the Fire Marshal must be notified for the purpose of inspection. Provided the bunk or loft has been constructed according to plan, the Fire Marshal will grant approval.

The occupant or Physical Plant personnel (at the owner’s expense) will disassemble all bunks and lofts that were not approved by the Campus Fire Marshal. If an unapproved, constructed loft is found during an inspection or complaint, the Fire Marshal can order removal of the furniture and prohibit the resident from being able to construct it in the future.
Bunks and lofts must
• be in compliance with all state building and fire prevention regulations.
• be freestanding and not attached to the floor, wall or ceiling.
• have a sleeping surface at least four feet beneath the ceiling.
• not have more than two sides enclosed by wall or partition.
• be built using construction-grade lumber.
• not exceed 30% of floor square footage.
• not block or obstruct windows, doors, smoke detectors, network outlets or emergency exits.
• not cause damage to the room or its contents (the owner will be financially responsible for any damage to college property).
• be removed by the last day of spring-semester classes. If not removed, the college will disassemble and remove the loft at the owner’s expense; minimum charge for removal by Physical Plant is $175.

Security Screens
For the safety of the students, security screens have been installed on the first-floor windows of all campus housing. If these screens are damaged, there is a $400 fine for replacement. If the safety latches that hold them in place are damaged or removed, there is a $25 fine for replacement.

Insurance of Personal Property
The college assumes and accepts absolutely no responsibility for the loss or damage to personal property of any occupant of college housing. Each individual assumes responsibility for insurance of personal property as well as its safe storage and maintenance.

Electrical
Electrical cords (primary and extension) must not pass through walls, floors or above suspended ceilings.
Electrical cords (primary and extension) must not be run beneath carpets or across corridors or fire escapes. This type of placement could cause a fire or be responsible for personal injury accident. If temporary wiring is required, the cord must be run along the wall, not across an aisle or overhead. It must be held up with a non-conductive material such as string or tape, and may not run above a concealed space such as a drop ceiling.
Electrical and mechanical closets and rooms are hazardous locations. They are not to be used for general storage and they must be kept clean at all times to reduce the risk of fire.
Electrical panels shall be properly maintained. In accordance with the Massachusetts Electric Code, there must be at least three square feet of space around any and all electrical panels, boxes, disconnects, fuses and other associated equipment.
Students who have questions about electrical closets, disconnects, panels, room of service should contact the Amherst College Physical Plant Service Desk (ext. 2254). For health and safety reasons, the Environmental Health and Safety Office has full and final control over their respective spaces.

Energy Conservation
The Physical Plant is actively involved in energy conservation. Energy problems should be reported to the Service Desk (ext. 2254). Students should call ext. 2644 for questions pertaining to energy conservation. The following is a general outline of energy conservation procedures.
Heating: Optimal room temperatures are 68-72 degrees Fahrenheit during occupied hours and 55-60 degrees during unoccupied times. Students should control the temper

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ature of their rooms by adjusting their thermostats, not their windows. If a student does not know how to adjust the thermostat, s/he can call ext. 2254 for assistance. If a room is too hot even with the thermostat turned all the way down, the Service Center should be called to have the system repaired. Opening windows to compensate for a radiator that won’t shut off wastes a tremendous amount of energy.
When leaving for winter break, students should make sure windows are shut tightly, curtains are drawn and radiators are turned on to the setting that was most comfortable during the year. Every dorm has a central thermostat that will allow the building to be set to a lower temperature, allowing the college significant energy cost savings for the few vacation weeks.

Windows: Students are asked to report broken, loose or drafty windows. Storm windows are designed as an extra layer of insulation. The concept of additional insulation works only if exterior and interior windows are closed and tightly fitted. Locking windows helps ensure tight fitting. Window shades can be used as additional insulators during colder months. Keep shades down as much as possible during the day and at all times during the night. Closed shades can prevent up to 25% of the energy leakage. Loose or leaking windows should be reported to the Service Center (ext. 2254).

Electricity: Common sense applies very directly to the conservation of electricity. Students should use the smallest appliance that will perform the requisite function and turn off electrical appliances when they are not in use or when leaving an area for more than five minutes. Refrigerator doors should remain shut. When doing laundry, students should try not to overload or underload clothes dryers.

Water Conservation: In all cases, when not in use, water should not be allowed to run. Leaving water faucets running while brushing teeth or shaving can waste up to 10 gallons of clean water per person daily. Along the same line, turning showers down or off while applying soap can save many gallons of water daily. Dripping faucets and toilets, which run continuously, can waste hundreds to thousands of gallons of water per day, and should be reported immediately to the Service Center (ext. 2254).

Laundry
There is no laundry service provided by the college, but in the basement of the dormitories and houses, washers and dryers are available for use by any student. There are also several Laundromats and dry cleaners in town. The college does not provide linen; students must provide their own.

Kitchens
It is the responsibility of the students to properly maintain the kitchens and associated areas of the dormitory or residence hall. Countertops, cupboards, cutting surfaces, dishwashers, floors, ovens, pots and pans, refrigerators, sinks and stoves must be cleaned daily to lessen the risk of food-borne illness.
Prepared foods placed inside the refrigerator must be properly covered, labeled and dated for health and safety reasons. The Amherst College inspector can discard prepared food that has not been adequately covered, labeled or dated.

Amherst College residence hall kitchens cannot be used to prepare food for sale. The Town of Amherst Board of Health regulates the sale and distribution of baked goods, foods with dairy products and other consumable items that can be considered “potentially hazardous foods.” Any kitchen or other food preparation area must be inspected and approved by the Town of Amherst before consumable items can be made and sold. Inspections are conducted by Dining Services and/or Environmental Health and Safety. If conditions warrant, the inspectors will notify the Dean of Students Office and request corrective action within a specified time frame. If conditions do not improve, the Dean of Students Office will have the Physical Plant Custodial Department correct the adverse
conditions and charge the residence hall for the overtime. If conditions remain uncorrected, the inspectors can ask the Dean of Students Office to temporarily or permanently close down the problem area.

Elevators

Elevators are a convenient way to access certain buildings at Amherst College. For safety purposes, students should not

- Use arms, legs or any body parts to block, hold or stop the elevator doors from closing.
- Block the elevator doors with any object such as luggage, furniture, etc. Doing so causes elevators to shut down.
- Remove light bulbs or any other fixtures in elevators.
- Participate in horseplay or cause excessive movement within elevator.
- Push the emergency call button located inside the elevator.

In case of an emergency, phones tied into the Amherst College Campus Police are located inside elevators. Fines will be imposed if any of the above conditions for elevator use are violated. The fine will include the cost of parts and labor.

Roof and Confined Space Access

For safety reasons, students are not permitted on the balconies or roofs of Amherst College buildings or residence halls. Damage to the roof, unknown structural integrity, and missing guard and handrails make climbing or walking out on roofs very hazardous. Amherst College has indicated (by posting stickers on all windowsills) that access to roofs is prohibited. Fines for screen removal and balcony and/or roof access range from $25 to $100.

Signs usually identify confined spaces on campus. These signs bear the word "DANGER" and will identify the spaces as being "Permit Required" or "Non-Permit Required." Regardless of whether or not a confined space requires a permit, access to these areas, which can include the steam tunnels, manhole covers, and attics, all crawl spaces, and parts of an elevator, is prohibited. These areas are or can be extremely hazardous. Once inside a student might become lost or injured, or even die. Only trained and authorized personnel are permitted in these spaces.

Unauthorized "Confined Space" entry can result in judicial actions, fines or expulsion from college housing and/or criminal prosecution. The minimum fine for unauthorized entry into a confined space is $50.

Fire Doors, Escapes and Exits

For health and safety reasons, all means of egress and their components must be properly maintained at all times in accordance with the requirements of the State Building and Fire Prevention Regulations. A means of egress shall include but is not limited to corridor doorways, fire escapes and stairwells. They incorporate an "exit access" (corridor and stairs that lead to an exit), an "exit" (the door itself) and the "exit discharge" (the exterior side of the door, which could include a fire escape, another building or sidewalk).

Each corridor and stairwell in an Amherst College residence hall has the following equipment: emergency lighting, exit signs, fire extinguishers, fire alarms and smoke detectors. Tampering with or otherwise damaging this equipment could cause a serious accident or injury and make it difficult for persons to evacuate the building during an emergency. Fines for tampering with or damaging the above referenced equipment range from $100 to $500.

Corridors in residence halls are required to be free of hazards and obstructions. Corridors, fire escapes, hallways and stairwells cannot be used for the placement or storage of combustible material (e.g., boxes, cardboard and/or paper), bicycles, furniture, waste receptacles, shoes or any item or equipment that would hinder a safe means of egress or firefighting operations. Fines for leaving items in the corridors run up to $25 per item.

Corridors, fire escapes, hallways and stairwells cannot be used as runways for extension cords, telephone wires or television cables that could create a personal injury hazard. Fire escapes cannot be used for the placement or storage of grills, regardless of size or fuel.

Fire doors in corridors and stairwells cannot be chocked open (except smoke-activated fire doors that close when the fire alarm is activated). The minimum fine for obstructing a means of egress is $25.

Fireplaces

The Amherst College Physical Plant inspects fireplaces in common areas. Only fireplaces found to be in proper working order can be used. Fireplaces located within individual student rooms may not be used. Fireplaces must have screens in place when they are being used. Affixed to the mantle or wall by each operational fireplace is a sign that indicates how the fireplace is to be used, the type and age of the firewood, the proper equipment to be kept on hand and how the fire is to be extinguished. No cooking may be done in fireplaces regardless of whether the fireplace in question is operational. A minimum fine of $100 may be imposed for improperly using a fireplace.

Candles, Open Flame Devices and Smoking

Open flame devices (except for cigarette lighters and matches) are prohibited in residence halls. Candles for religious services and birthday parties must be approved in advance by the Amherst College Fire Marshal. Candles, incense and similar items may not be burned or lit in any residence hall. If lit or previously burned candles or incense are found or reported they will be confiscated. The minimum fine for lit candles or incense is $100.

Smoking is prohibited in all academic buildings and public areas of residence halls. Smoking is not permitted in bathrooms, electrical or mechanical rooms, storage closets or rooms within 20 feet of a building entrance or air intake.

No smoking is permitted in any area of any Amherst College building. Smoking must be done outside, at least 25 feet away from the main windows and doorways of any building. A minimum fine of $100 may be imposed for smoking inside or in other prohibited areas.

Holiday Decorations

In accordance with the Massachusetts Fire Prevention Regulations, the following decorative items shall not be permitted in Amherst College buildings and residence halls:

- Candles (except those approved in advance by the Amherst College Fire Marshal)
- Christmas or other sawn trees (except UL- or FM-approved artificial Christmas decorative trees)
- Christmas or other decorative wreaths (except UL- or FM-approved artificial Christmas decorative wreaths)
- Corn stalks or sheaves
- Cotton or confetti
- Dry moss or leaves
- Hay or straw
• paper streamers
• sawdust or wood shavings
• tree branches and leaves.

The holiday decorations mentioned above are considered fire hazards and will result in fines of $100 per item.
Only UL- or FM-approved lighting for indoor use may be used in academic or residential buildings. If used, lights may not be run over ceiling tiles or grids, or through walls or doorways. Lights must be hung below the ceiling using a non-conductive material (e.g., string or tape). Lights may not restrict means of egress and can be removed by the College Fire Marshal or Environmental Health and Safety Manager if a hazardous condition exists. No more than three sets of lights can be attached to a single extension cord. Lights must be turned off whenever the area is unattended.

Satellite Dishes
Satellite dishes are not permitted and will be removed by Facilities Management. Charges for removal will be incurred by the student.

Pets
Since many people are allergic to animals and residence halls do not provide adequate space or security for the humane care of animals, no pets other than small aquarium fish or amphibians are allowed in residence halls, college houses or apartments. Absolutely no mammals or rodents are allowed in the residence halls. Aquariums or other cages for permitted pets may not use heat lamps. Students found with pets, whether visiting or owned by the student, will be subject to an automatic $100 fine and an additional $100 per day charge for each day after the college has requested that the pet be removed.

Solicitation
Vendors are prohibited from selling, soliciting or making deliveries in college residence halls. Students may sell in college residences with the written permission of the Assistant Dean of Students responsible for Student Activities. For their own protection, students are urged to insist upon seeing the vendors permits of anyone selling in the residence halls and report selling by non-students at once to Amherst College Campus Police.

Defenestration
No objects (including but not limited to water balloons) may be dropped, thrown or propelled from windows, as serious injury may occur to persons below. A $100 charge will be assessed against any person or residence that violates these regulations.

Dartboards
Students who use dartboards are encouraged not to place them near doorways or hallways where a dart may strike someone. Students are also encouraged to avoid charges for dart holes in the wall by investing in a 4" x 8" piece of homoseal (costing approximately $12) on which to mount the dartboard.

Kegs
Kegs are permitted in upper-class dorms provided that proper paperwork is filled out with the Dean of Students, Campus Police and the town police department. These parties will detail the additional requirements for the use of kegs on campus. If the proper paperwork is not filed or the additional requirements not met, a fine of $100 will be issued. Kegs are prohibited in first-year residence halls and thus permission will not be granted.

by the Dean of Students or Campus Police. Accordingly, an automatic fine of $100 will be issued for absence or violation of proper paperwork. An additional fine of $100 will be assessed to any person or residence in violation of the first-year residence keg prohibition.

Noise Complaints
The College prohibits ongoing excessive noise in its residences at any time. Repeated noise violations may result in a room reassignment, the possibility of disciplinary action or a fine of up to $100.

Party Cleanup
An important part of any party involves planning for cleanup. Hosts should always inspect the party area 30 minutes before the party begins, and carefully note any preexisting damage. Cleanup regulations are listed below:
• Students will need all-purpose cleaner.
• Students will also need extra trash bags.
• Students must pick up all trash both inside and outside building and bring it to the designated rubbish removal area.
• Students must sweep floor and vacuum carpets or rugs.
• Students should damp mop the floor at least twice, changing the mop water between mopping. With hardwood floors a minimal amount of water should be used to avoid damage. Mop water solution should be 2 ounces of all-purpose cleaner per gallon of cold water.
• Carpets and furniture should be returned to proper rooms and locations.
• For parties held during the weekend, areas must be cleaned by noon the following day.

Hosts can call Physical Plant to request additional time to complete the cleanup for a party as long as the cleanup process has been initiated. The options for cleanup are as follows:
• Students may let Physical Plant do the clean up at the rate of $23.32 per hour.
• Students may get a volunteer group of students to clean.

In the event that an area is not cleaned sufficiently, as determined by the Custodial Supervisor in accordance with above directions, the following procedure will apply: The Custodial Services Department will clean up the party. The house or party host will be charged $23.32 per hour. The house or party host will also be charged for whatever cleaning materials were used. For further information on party cleanup, Custodial Services can be reached at ext. 2367.

Disputes over cleanup may be brought to the attention of the Area Coordinator or the Dean's Office. A House/Dorm may deny another House/Dorm or group permission to use its space if it feels that there will be a problem with the party cleanup or damages.

Housing Regulations
The following conditions and regulations prevail as to the use and occupancy of dormitories and houses:
• Rooms will be available at the opening of the college in September. During the winter recess all college residences will be closed and may not be occupied (with the exception of Moore Dormitory). Students wishing to stay on campus must make their own arrangements with current residents of Moore.
• Students who wish to change rooms must notify the administrative assistant for residential life in the Dean of Students Office.

• The occupants of each room will be held accountable for missing or damaged furniture, for the fabric of the room and for any college property found in the room if it was moved into a room without permission. A charge will be assessed to the occupants of a room for each item of misappropriated college property. In the event common area furniture is moved and left outside a student residence, a $50 per item moving charge plus the cost of repairing any damage the furniture sustained will be assessed to the residence. Students are asked to review Room Condition Inventories when moving in. Students are held accountable for leaving rooms in the stated condition when moving out. If there are any discrepancies between inventories and actual room conditions, they should be reported to the Resident Counselor who then will notify the Dorm Damage Office. Otherwise students should sign the form, keep one copy for their own records and return the other copies to either their Resident Counselor or directly to the Physical Plant. In addition, discharged fire extinguishers and items damaged in or missing from the lounges or common areas will be charged to the residents of the floor or residence as appropriate. Students who wish to use their own furniture rather than the college furniture available in the room may do so, but they are still responsible for the college furniture and for restoring the room to its original condition. Removed furniture must be stored in accordance with the college storage policies and returned to the room before the student moves out. Failure to return any college furniture will result in a fine per item. Since moving charges and furniture replacement charges can be expensive, students should restore college furniture to their rooms if they wish to avoid these charges. Students who do not leave their room in neat condition will be charged.

• The college assumes and accepts absolutely no responsibility for the loss or damage to personal property of any occupant of college housing. Each individual assumes responsibility for insurance of personal property as well as its safe storage and maintenance. Students are held responsible for damage to their rooms and to any college property therein. Students are expected to report all damages to their rooms, common rooms, hallways, bathrooms and other areas of the residence, whether accidental or otherwise, to the Resident Counselor so that repairs can be made.

• Students wishing to receive more information about an item on their bills should telephone the Comptroller's Office, ext. 2101. Students wishing to appeal damage assessments or fines should do so within 7 days of billing and, in writing, state their reasons for appeal. Since such charges involve the Public Safety Department, the Physical Plant Department, the Comptroller's Office and the Dean of Student's Office, students (and parents) can save multiple phone calls by putting their cases in writing and sending the correspondence to Box 2271, c/o Student Damage, Amherst College, Amherst, MA 01002-5000. This office sends copies of appeals to all campus offices and departments involved in the assessment process. The process takes time, and instant over the phone responses are not possible.

• For the safety of the students, security screens have been installed on the first floor windows of all campus housing. If these screens are damaged, there is a $400 fine for replacing them. If the safety latches that hold them in place are damaged, there is a $25 fine for replacing them as well.

• During vacations, efforts are made under the authority of the Dean of Students to recover from residence hall rooms college property such as library books, dining hall utensils and gymnasium equipment. For fire safety, maintenance and security reasons, private locks may not be installed or used in college residences. Students who install private locks on their doors will be assessed a $50 charge. College officials may periodically inspect student rooms during the academic year to check the condition of safety systems, structure and furnishings. College officials retain right of access to student rooms at all times. During the academic year Physical Plant and members of the college community make periodic room inspections to determine dorm damage and condition of buildings. Examinations may occur during the two academic semesters, winter break and the end of the academic year.

• Any student who has been assigned community service and fails to fulfill the required obligation will be subject to a maximum fine up to $1000.

• Satellite dishes are not permitted and may be removed by Facilities Management.

• Charges for removal will be incurred by the student.

• The college reserves the right to assign a resident to another room or residence hall. Prior to reassignment, the college will consult with the student and/or explain to the student the reasons for the move. In the event of an emergency, the college reserves the right to increase occupancy, so long as such a measure conforms with health and safety regulations.

• First-year students, sophomores and juniors are required to vacate their rooms at 5 p.m. on the day after second semester examinations end. Graduating seniors may stay until 5 p.m. on the day of Commencement, but may be asked to move from their rooms to consolidate area and make room available for parents and families during Commencement Week.

• Commencement and Reunion workers and other students authorized by the Dean of Students Office to remain on campus will be relocated. Questions about housing during Commencement Week should be directed to Maryann Wood in the Public Affairs Office in 306 Converse Hall.

• It is important that students comply with the above deadlines so that rooms can be cleaned and readied in time for Commencement and Reunion use. If necessary, the college will pack and clean those rooms not vacated in time at the student's expense. Students have not always been cooperative in vacating their rooms promptly in the past and consequently have paid costs and been penalized for their lateness.

• Furthermore, rooms ought to be left in good order and in clean condition. Students will be billed for any extra work performed on rooms.

Inspections and Dorm Damage

College officials may periodically inspect students' rooms during the academic year to check the condition of safety systems, structure and furnishings. Examinations may occur during the two academic semesters, winter break and the end of the academic year. During vacations, efforts are made under the authority of the Dean of Students to recover from residence hall rooms such college property as library books, dining hall utensils and gymnasium equipment. For fire safety, maintenance, and security reasons, private locks may not be installed or used in college residences. Students who install private locks on their doors will be assessed a $50 charge. College officials retain right of access to students' rooms at all times.

The occupants of each room will be held accountable for missing or damaged furniture, for the fabric of the room and for any college property found in the room if it was moved into the room without permission. A charge will be assessed to the occupants of a room for each item of misappropriated college property. In the event common area furniture is moved and left outside a student residence, a $50 per item moving charge plus the cost of repairing any damage the furniture sustained will be assessed to the residence. Students are asked to review Room Condition Inventories when moving in. Students are held accountable for leaving rooms in the stated condition when moving out. If there are any discrepancies between inventories and actual room conditions, they should be reported to the Resident Counselor who then will notify the Dorm Damage Office. Otherwise students should sign the form, keep one copy for their own records and return the other copies to either their Resident Counselor or directly to the Physical Plant. In addition, discharged fire extinguishers and items damaged in or missing from the lounges or common areas will be charged to the residents of the floor or residence as appropriate. Students who wish to use their own furniture rather than the college furniture available in the room may do so, but they are still responsible for the college furniture and for restoring the room to its original condition. Removed furniture must be stored in accordance with the college storage policies and returned to the room before the student moves out. Failure to return any college furniture will result in a fine per item. Since moving charges and furniture replacement charges can be expensive, students should
restore college furniture to their rooms if they wish to avoid these charges. Students who do not leave their room in neat condition will be charged. A neat room consists of no trash, recycling, cinder blocks or non-college furniture.

Students are held responsible for damage to their rooms and to any college property therein. Students are expected to report all damages to their rooms, common rooms, hallways, bathrooms, and other areas of the residence, whether accidental or otherwise, to the Resident Counselor so that repairs can be made. Students are asked to review Room Condition Inventories when moving in. Students are held accountable for leaving rooms in the stated condition when moving out. If there are any discrepancies between inventories and actual room conditions, they should be reported to the Resident Counselor who will then notify the Dorm Damage Office. Otherwise students should sign the form, keep one copy for their own records and return the other copies to either their Resident Counselor or directly to the Physical Plant.

The person directly responsible for the damage to common areas will be expected to acknowledge responsibility in order to avoid having all occupants of the building charged proportionately for repairs. In case of negligent or intentional damage, the person responsible may be fined by the Dean and subject to other disciplinary actions as well as made to pay restitution. Students will also be held accountable for damage caused by their guests. In addition, discharged fire extinguishers and items damaged in or missing from the lounges or common areas will be charged to the residents of the floor or residence as appropriate.

Most residence hall fires start in a student room. The cause of the fire could be careless disposal of smoking material, cooking equipment, candles or improper lights or wiring. Residents often believe that a fire will not take place in their building because the dormitory is constructed of brick and/or concrete. While it is true that the exterior is fire resistant, the contents inside are not. Wastepaper baskets, sheers, futons, wall hangings and furniture are fuel sources for a potential fire; if ignited, each will allow smoke and flame to spread throughout a room, floor or building. Ignition sources include but are not limited to candles, extension cords, halogen lamps, hotplates, incense, space heaters and smoke material.

For health and safety reasons Amherst College will inspect each means of egress, electrical room, recycling closet, student storage area and individual rooms at least twice annually to help maintain a healthy and safe living environment for all building residents. In addition, if the college receives a complaint about an area or room within a residence hall related to health and safety, the college can and will inspect and rectify the hazardous conditions at the resident’s expense. The Amherst College Campus Police, Environmental Health and Safety Office and/or the Dean of Students Office can inspect, correct and, if necessary, confiscate any item found within an area or room that poses a risk to the occupants of the area, room or building. A complete list of allowable damages may be picked up from any Resident Counselor or Area Coordinator or the Dorm Damage office.

Amherst College will inspect the following for:

Improper Appliances
• Air conditioners
• Coffee makers and pots without automatic shutoff
• Crockpots
• Doughnut makers
• Electric frying pans
• Gas appliances
• Grills
• Halogen lamps
• Hamburger makers
• Hotplates

Appliances found in violation of these regulations will be confiscated and returned only at the end of the academic year. Any student in possession of an unacceptable item will be issued a $100 fine. A $25 fee for handling and storage will be charged when the device is returned. The college will dispose of all unclaimed articles after a one-year holding period.

Students who wish to receive more information about an item on their bills should telephone the Comptroller’s Office (ext. 2101). Students who wish to appeal damage assessments or fines should do so within seven days of billing and, in writing, state their reasons for appeal. Since such charges involve the Public Safety department, the Physical Plant Department, the Comptroller’s Office and the Dean of Student’s Office, students (and parents) can save multiple phone calls by putting their cases in writing and sending the correspondence to AC #2271, care of Student Damage, Amherst College, PO Box 5000, Amherst, MA 01002-5000. This office sends copies of appeals to all campus offices and departments involved in the assessment process. This process takes time and instant “over-the-phone” responses are not possible.

Fire and Safety

Campus Police
Physical Plant Building; 413/542-2111 (emergency)
413/542-2291 (non-emergency)

Environmental Health and Safety
Physical Plant Building; 413/542-8189

Physical Plant Service Desk
Physical Plant Building; 413/542-2254

Amherst College is committed to providing a healthy and safe educational and working environment for its students, faculty and staff. In order to meet this goal the college has developed a number of policies and procedures to protect the campus community. The success of the program depends on each one of us.

Following are the Fire and Safety Policies and Standards Operating Guidelines for Amherst College. These rules and regulations comply with those of local, state and federal regulatory agencies, including the State Building Code, the Massachusetts Fire Prevention Regulations and the recognized fire safety standards such as the National Fire Protection Association (NFPA).
Emergency Procedures

Fire Alarm Procedures
All faculty, staff and students are required to evacuate a building during a fire alarm. If a fire alarm sounds, doors to rooms should be shut and students should proceed to the closest exit. If smoke hampers means of egress, students should seek an alternative route.

Students should not use the elevator to evacuate the building, as smoke will rise into the elevator shaft, placing everyone inside at serious risk. The stairs should be used to evacuate safely.

If other people are observed in the building who may be unfamiliar with the alarm, they should be advised of the fire alarm and suggested to evacuate. Students should not force such persons to leave or become confrontational.

Students should proceed to a pre-designated assembly area, away from the building. Students should not stand in front of or near the entrances to the buildings, since fire department access to the building should not be obstructed.

Students may not reenter the affected building until the fire alarm has been silenced and the Amherst College Campus Police or the Amherst Fire Department have indicated that it is safe to reoccupy.

Fire Reporting Procedures
The following procedure should be followed if a fire is discovered:

- The door to the room involved should be closed. This will contain the fire and make it easier to extinguish.
- The closest fire alarm should be activated. Pull stations are normally located next to the exit or stairwell door.
- The fire should be reported to the Amherst College Campus Police (ext. 2111). Calls should be made from a safe location, away from the fire. It should never be assumed that someone else has called. Students should try to extinguish the fire using the appropriate fire extinguisher without placing themselves at risk. Students should use a fire extinguisher only if they have been properly trained and the fire is small.

Fire Evacuation Procedures
When evacuating the building, the most direct means of egress possible should be used.

Before opening a door, students should feel the door with the back of their hands. If the door is hot, or if fire or smoke can be seen in the corridor, students should not pass through and, instead, stay in the room. Students should pack towels (preferably wet) under the door to prevent smoke entry, telephone Campus Police (ext. 2111) and report their location. If a telephone is not available, students should go to the window and wave a brightly colored cloth to attract attention. Students should open but not break the window. If a window is broken, smoke may enter from the floor below.

If the door is cool, a student should open it slowly and, if there is no smoke, proceed to the nearest exit. If the smoke is light, students should crawl low to the closest exit. If smoke is encountered along the way an alternative escape route should be chosen. Students should make sure doors close behind them to prevent the spread of smoke.

Once outside students should proceed to the pre-designated area, away from the building and doors, and make sure that everyone is accounted for. If occupants were unable to get out the building, or if they cannot be found, this should be reported to the Amherst College Police Officer, who will arrive on the scene as soon as possible.

Emergency Evacuation Procedures for Persons with Disabilities
If the occupant, resident or visitor is located on the ground floor of a building, exit should be sought through the closest appropriate means of egress.

Fire Hydrants and Fire Lanes
No vehicle (except for emergency response apparatus or cars) may park in a designated fire lane or in front of a hydrant. Amherst College is not responsible for any damage to a motor vehicle that obstructs the response of the Amherst Fire Department or other emergency response agency.

Fire Detection and Suppression Equipment Tampering
Unauthorized modifications of or tampering with the fire detection and/or suppression system (including fire extinguishers) in any building or room will result in judicial action, fines or expulsion form college housing and/or criminal prosecution. The minimum fine for tampering with fire detection and suppression equipment is $100.

Fire Drills
Fire drills at Amherst College will be conducted at least twice during the academic year. Fire drills are performed to familiarize occupants in the building with the sounds of
the fire alarm; to verify that the system is working as required; and to test the evacuation systems for faculty, staff and students.

**False Fire Alarm**

Any person who, without proper justification, turns in a false fire alarm by activating a fire alarm pull station or calling a report of fire may be punished with judicial action, fines, expulsion from college housing and/or criminal prosecution. The range of fines for false alarms is $100 to $500.

**Malicious Burning of Building Component(s) or a Building**

Any person who knowingly sets fire to components of a building (i.e. doors, bulletin boards, furniture) and/or the building itself will face judicial action, fines or expulsion from college housing and/or criminal prosecution. In addition to paying for any damage or replacement costs, fines for malicious burning shall range from $100 to $500.

**Fire Hazards**

Motorcycles, automobiles, mopeds, gasoline, propane, flammable liquids and other similar items are not allowed in buildings other than those facilities specifically designed for that intended purpose and shall be removed at the owner’s expense.

Fire hazards such as those associated with poor housekeeping, electrical hazards and improper use of cooking equipment are addressed in a later section.

**Smoke Bombs and Bomb Threats**

Any person who possesses and/or activates a smoke bomb in a building without the permission of the Amherst College Campus Police, or any person who initiates a bomb threat, will be subject to judicial action, fines or expulsion from college housing and/or criminal prosecution. Fines for possessing or activating a smoke bomb range from $100 to $500.

Calling in a bomb threat or planting a bomb or other incendiary device will result in criminal prosecution.

**Fireworks**

Any person possessing and/or discharging fireworks on campus will face judicial action, fines or expulsion from the college housing and/or criminal prosecution. The minimum fine for possessing or discharging fireworks on campus is $100.

**Extracurricular Activities**

**Student Activities Office**

The focal point for most student activities is the Keefe Campus Center. Here the various organizations receive advice, secure assistance and obtain financial information.

Student organizations receive appropriations from the Student Activities Fee, allotted by the Budget Committee. (See the Student Government section.)

Students interested in participating in undergraduate activities are encouraged to attend the Student Activities Fair, held every year on the Valentine Quad from 11:15 a.m. to 1:15 p.m. on Labor Day. Further information may be obtained by contacting the undergraduate student leaders of the specific groups, or the Assistant Director of Student Activities and the Campus Center.

Amherst College sponsors a wide variety of films, lectures, plays, concerts and exhibitions that are often open to the public free of charge. Posters announcing the dates of these events are displayed throughout campus on kiosks and bulletin boards. Dates, times and locations are posted daily in the Campus Center and are also listed in the Amherst Calendar & News, in the e-Digest and on the Amherst College Website. For more information on Campus Center events, contact the administrative assistant in the Keefe Campus Center (ext. 5773). The Office of Public Affairs (ext. 2321) can also provide information about events.

**The Social Council**

The Social Council (SoCo) plans several events per month. The events include TAPs (The Amherst Party), karaoke nights, school spirit events, barbecues and more. Social Council serves as the organizing principle of social and residential life. The office is located in the Keefe Campus Center Room 001. Students interested in becoming actively involved in the organizing of a variety of social activities should contact one of the Social Council Chairs or the group’s advisor. Social Council is advised by the Assistant Director of the Keefe Campus Center and Student Activities. The Assistant Director’s office is located in room 107 of the Campus Center.

The 2007-08 Social Council executive board officers are as follows:

Co-Chairs—Danielle Brick ’08 and Nneya Richards ’08
Vice-Chair—Carrie Pestrutto ’09
Treasurer—Avery Armour ’08

**Amherst College Program Board**

The Amherst College Program Board (ACPB) is responsible for bringing concerts, special events, trips, lectures, comedians and more to campus and for sponsoring off-campus events. The student-run ACPB plans several events per semester that are primarily held in the Friedmann Room of the Keefe Campus Center. Students who are interested in becoming involved in the planning of student activities should contact one of the ACPB chairs or the group’s advisor, the Assistant Director of Student Activities and the Keefe Campus Center. The Assistant Director’s office is located in office 107 of the Campus Center.

The 2007-08 ACPB executive board officers are as follows:

Co-Chair—Simone Burke ’08 and Laurel Lamontagne ’09
Vice Chair of Publicity—Jennifer Freeman ’09 and Stephanie Grossman ’10
Concert Chairs—Jennifer Rybak ’10 and Kerry Edmundson ’10
Treasurer—Jennifer Rybak ’10

**Student Organizations**

Amherst’s plethora of student groups fall under categories of community-oriented organizations, religious organizations, publications, affinity groups, musical organizations and others. Groups advertise at the Activities Fair during Orientation each year, as well as posterizing around campus, particularly in the atrium of the Campus Center. Students should remember that many extracurricular activities are informally organized. Sophomores, juniors and seniors are a good source of information in this area. There is something for everyone at Amherst College. Those interested in other kinds of volunteer work can obtain a list of local human service agencies from the Amherst Chamber of Commerce at 413/253-0700.

**Interterm**

Interterm is a three-week period between the fall and spring semesters, during which students may return to campus to pursue independent projects, take informal courses and participate in the Interterm Colloquia (see page 13). Seniors in particular will often stay on campus to work on honors theses.
Information regarding Interterm programs may be found on posters around campus starting in December, and on the Website: www.amherst.edu/interterm. This year Interterm will run from Monday, Jan. 7, to Friday, Jan. 25.

Dining Services
The state-of-the-art facilities in Valentine Hall and the Keefe Campus Center provide quality meal services for Amherst College students, faculty, staff and their guests. The Amherst College Dining Services Office is on the lower level of Valentine Hall.

Employment
Amherst College Dining Services is one of the largest employers of students on campus. Each year Dining Services hires approximately 200 students to work in Valentine during meal periods, helping in the scvry and dishroom. They offer a variety of shifts that are compatible with student schedules. Also offered are positions with Catering Services, Schwenn's Gourmet Coffee House and Lewis-Sebring Commons.

Valentine Dining Commons
Valentine offers an extensive variety of menu options that regularly include traditional entrees, pizza, grilled entrees, pasta, vegetarian entrees, vegan entrees and more. An extensive salad bar selection is also available at both lunch and dinner. Daily menus are available at ext. 2381 or on the Amherst College Website. The dining hall welcomes all members of the college community.

Meal Plan
First-year students are required to be on the Full Meal Plan. Sophomores, juniors and seniors have a choice of either the Full Meal Plan or the Lunch and Dinner Meal Plan.

The Full Meal Plan consists of unlimited access to the dining hall, seven days a week, with two guest passes per semester. The Lunch and Dinner Meal Plan consists of unlimited access to the dining hall for lunch and dinner only, seven days a week, with two guest passes, and $100 per semester in Bonus Bucks. Bonus Bucks are part of students' meal plans and are active only while meal plans are active. Bonus Bucks may be used for campus food purchases at Valentine Hall, Schwenn's Coffee House, The Underground Bakery, Catering and in vending machines equipped with card readers.

Lewis-Sebring Commons
Lewis-Sebring Commons is a facility for college employee dining. This facility is open for lunch on weekdays during the academic year and is available to students only if they are guests of college employees.

Schwenn's Gourmet Coffee House
Schwenn's Gourmet Coffee House is on the first floor of the Keefe Campus Center. Offerings include a selection of specialty coffees, cold drinks, gourmet deli sandwiches, grilled items and assorted pastries, some of which are provided by The Underground Bakery.

The Underground Bakery
The Underground Bakery offers personalized cakes and decorated cookies for students' birthdays and other special occasions. Information on prices and ordering is available at the Dining Services Office or by calling ext. 2842. Three business days advance notice is required.

Amherst College Catering
The Catering Department at Amherst College provides many affordable food and beverage catering options for pick-up and delivery. Equipment rentals are available as well. Please call ext. 2842 or visit the Catering Department for information or a copy of the Student Catering Guide. Catering is located in the Dining Services Office in the basement of Valentine Hall.

Student Health
The Counseling Center
Dr. Jacqueline Bearce, Director
30 Johnson Chapel, 413/542-2354

Jacqueline Bearce, Ed.D., Licensed Psychologist, Director
Debra Edelman, Ph.D., Licensed Psychologist, Psychotherapist
Darien McFadden, Ph.D., Psychotherapist
George Phillips, Psy.D., Licensed Psychologist, Psychotherapist
Irizarry, M.D., Board Certified in Psychiatry, Consulting Psychiatrist
Jenny Fyter, M.D., Board Certified in Psychiatry, Consulting Psychiatrist

The Counseling Center provides counseling and brief psychotherapy to Amherst College students on a voluntary and confidential basis. The Counseling Center is here to help students deal with dilemmas and personal problems so that they might have a more productive college experience.

Students come to the Counseling Center for many reasons—personal or emotional concerns, adjusting to college, relationship problems, family concerns, bothersome moods or simply a wish to know more about oneself. There is no commitment involved in initial meeting, and sitting down with one of the counselors is often the best way to decide if counseling might be useful in a particular situation. The Counseling Center has a diverse group of therapists who are trained in ways of listening to and clarifying life dilemmas.

The staff of the Counseling Center has found that a once-a-week schedule of sessions is usually more practical and helpful. Some students get what they need with one or two sessions; others choose to continue longer. If the difficulty in question is beyond the Counseling Center's resources (for example, a problem that deserves more intensive or longer term therapy than can be provided), then the Center can refer students to other sources of help.

The staff takes the confidentiality of their work very seriously. Coming to the Counseling Center is a student's free and private choice and it will be kept confidential. The Center considers the very fact of student's coming to the Counseling Center to be strictly the student's business. The staff is, for instance, willing to see or speak with parents, but would only do so with student permission. The Center does not get involved in administrative decisions, except for rare instances that are discussed ahead of time. The Center does not discuss students with other departments of the college without the student's permission; neither does it intervene about grades, course extensions, dropping courses, room changes, meal plan exemptions and the like. The benefit to students is that they can trust what they say will stay in the room.

Students may make appointments by stopping by the Counseling Center on the third floor of Johnson Chapel or by calling ext. 2354 between 9 a.m. and 4:30 p.m. Students are urged, if the situation is urgent, to let the staff of the Center know immediately so a counselor can meet with them that day. For more information, see the Counseling Center's Website.
Keefe Health Center
Warren H. Morgan, M.D., Board Certified in Family Practice, Director
Constance Lentz, M.D., Board Certified in Internal Medicine
Diane Norman, R.N.C., M.S.N., Certified Family Nurse Practitioner
Edward McGlynn, P.A-C., Physician Assistant-Certified
Marion Waskiewicz, Office Manager
Sandra Pickegin, C.M.A., Certified Medical Assistant
Sylvia K. Vasquez, C.M.A., Certified Medical Assistant
Camille E. Davis, C.M.A., Certified Medical Assistant
Denise McGoldrick, M.S., Director of Health Education
Grethene Krull, M.Ed., Assistant Director of Health Education/Sexual Assault Counselor

The Keefe Health Center emphasizes prevention of disease and early intervention. They recognize the influence of physical, emotional, social and environmental factors on the student and incorporates these aspects into health care and educational programming. The professional staff plays an important liaison role in addition to providing direct patient services.

Health Care Provision
Student health care is located in the Keefe Health Center at 95 College Street. It is open on weekdays from 8:30 a.m. to 5:30 p.m. when school is in session. Appointments are recommended and readily available, but walk-in care is also available for more acute needs from 10 a.m. to 4 p.m. on Mondays and from 9 a.m. to 4 p.m., Tuesday through Friday. At all other times—nights, weekends and holidays—out-patient and extended-stay urgent care is available through the University of Massachusetts Health Services.

Hospital Services
For students with more serious medical or emotional problems, services are available at Cooley Dickinson Hospital in Northampton and at other nearby hospitals if complex medical care and/or surgical services are needed. Inpatient care and extended-stay services are not included in the tuition fee and require supplemental health insurance.

Supplemental Insurance Plan
The Commonwealth of Massachusetts mandates that every student participate in a qualifying health insurance program. Amherst College offers an insurance plan underwritten by the Combined Insurance Company of America and managed by the student benefit division of the Koster Insurance Agency, Inc. See also the pages concerning medical insurance.

Transportation
Amherst College Campus Police will transport a student to the appropriate health center—the Amherst College Keefe Health Center during the day or the University of Massachusetts Health Services at all other times. The student will have to arrange for transportation to all other medical facilities.

Clinical Services
Services Covered By Tuition
A student’s medical and mental health care is covered by tuition, if it is provided by the Amherst College staff. Below are listed the services available during the academic year:
- physician, physician assistant and nurse practitioner care, including gynecologic
- injections for allergies and travel (fee for travel vaccines)
- nutrition consultations
- health education programs
- minor laboratory tests performed at the Keefe Health Center

Services With Additional Costs
Pharmacy: Most prescription medications require a co-payment. Students with private health insurance may have a lower co-payment than the Amherst College co-payment when the prescription is filled at a local pharmacy. The college’s Koster Supplemental Insurance Program also offers a pharmacy subsidy plan.

Eye Care: Examination by optometrist at University of Massachusetts Health Services.

Services Not Covered By Tuition
Health care that cannot be provided by the Amherst College Keefe Health Center staff is not covered by tuition. Examples are as follows:
- hospital emergency room care, other than at UMass
- most surgical procedures
- extended-stay services at UMass
- specialty consultation
- ambulance transportation
- dental emergencies and dental surgery
- physical therapy
- x-rays, ultrasounds, MRI and CAT scans
- laboratory tests that are performed off campus

Summer Care and/or Out-of-Area Care
The Amherst College Keefe Health Center is closed during the summer. For Amherst College students who are members of the Amherst College supplemental health insurance program and managed by the Koster Insurance Agency, Inc., urgent care is covered as indicated in the Student Medical Insurance Plan brochure. For students with other supplemental health insurance plans, urgent care is covered according to provisions of the policies. Students going to the University Health Services for urgent medical care need to bring their insurance card and the services will be billed to their insurance company.

Students in need of emergency care should go directly to the Cooley Dickinson Hospital, 31 Locust Street, Northampton, Mass. (413/582-2000). Students enrolled in the Koster Insurance Agency, Inc. program are covered for emergency services outside the Amherst area. The policy year terminates at 12:01 a.m. on August 15, 2008 or at the end of the period through which the premiums are paid, whichever is earlier.

Confidentiality
The confidentiality of the Health Service staff/patient relationship is strictly maintained. This agreement is overridden only if the student’s situation is life-threatening. If the student has not reached 18 years of age the parent(s) will be asked to give permission for certain procedures or hospitalization.

Sports Medicine
The Keefe Health Center provides pre-participation examinations for all athletes as well as medical care for athletic injuries at the Keefe Health Center.
In addition, athletic trainers and physicians with training and experience in sports medicine are available to care for student athletes at the college's athletic facilities. Health staff and training room staff have a close working relationship to ensure coordinated and comprehensive care of student athletes.

**Health Education**

The Professional Health Educators and Student Health Educators provide a broad range of programs and activities to promote positive health behaviors. Prevention of disease and health promotion are emphasized in outreach programs on such topics as sexuality, alcohol, stress, sexual assault, nutrition and eating disorders. Sexual health education sessions are held weekly at the Keefe Health Center and are available to individuals or groups. Consultation and training on health-related concerns are provided for resident counselors, student groups, and individuals seeking information.

**Sexual Assault**

A Certified Rape Crisis Counselor is available as an advocate, counselor and referral source for victim/survivors on emotional, medical, legal, and campus disciplinary concerns. She also supervises Peer Advocates of Sexual Respect, a student resource and referral group available 24 hours a day.

**Guidelines on AIDS for Amherst College Students and Employees**

The following guidelines address attendance at Amherst College of students and employees who have Acquired Immune Deficiency Syndrome (AIDS) or show clinical evidence of infection with the AIDS associated virus (HIV). The policy is in accordance with the policy developed in the Commonwealth’s schools by the governor's task force on AIDS. It has been based on recommendations of the Department of Public Health and is consistent with the Centers for Disease Control guidelines.

The decisions on whether students or employees should remain and continue their involvement on campus are based on the present knowledge of the transmission of the AIDS associated virus (HIV). At present, all available evidence indicates that HIV is transmitted primarily through:

- intimate sexual contact with an infected partner
- shared needles that have been contaminated
- contact with blood or blood products that have been infected.

At the present time the U.S. Public Health Service indicates that its studies show no evidence of:

- person-to-person transmission through ordinary social or occupational contact
- transmission through casual contact with tears or saliva
- any recorded transmission of HIV to family members who are nonsexual contacts.

The Amherst College guidelines are:

1. Any student diagnosed with AIDS or who tests positive for HIV antibodies will be allowed access to all college facilities and full participation in all college activities. Employees will be permitted to carry out their normal work functions.

2. Students having AIDS or who test positive for HIV antibodies will be advised by a physician of the Amherst College Keefe Health Center and referred for treatment to appropriate specialists, if indicated. If the student has been diagnosed and treated by a physician not associated with the College Keefe Health Center, the student's health care provider or Amherst College will coordinate management of the student with the care-providing physician. Employees will remain under their personal physician's care. The personal physician will make the primary recommendation for the patient's attendance at work. The care of the patient must be in accordance with the policies of the Amherst College Keefe Health Center and its consultants.

3. The physician, after consultation with the patient, is responsible for reporting cases of AIDS to the Massachusetts Department of Public Health, Division of Communicable Diseases. As with all medical records, the medical information of an individual with AIDS or positive HIV antibodies is confidential and protected by law. It is released only with the approval of the patient. Health care workers and essential administrative personnel will be informed of the health status of an individual only on a need-to-know basis, as established by the Health Service physician in consultation with the patient.

4. Any suggestions to restrict the activities of students or employees with AIDS or HIV-related conditions will be made by the Amherst College Keefe Health Center and will be based on sound medical practice in consultation with the private physician and appropriate specialists. A designated administrator for the College (Dean of Faculty, Dean of Students, Director of Human Resources) will be apprised of such decisions with the consent of the patient. Re-evaluation of any decision will follow the same principles.

5. In case of a campus outbreak of a communicable disease such as chicken pox or measles, patients with AIDS or who are infected with the HIV virus may be advised to leave the campus until the outbreak is no longer a threat to the patient. This policy is medically advisable because of the patient's higher risk of encountering infections in an institutional setting.

6. Students seeking HIV testing through the Keefe Health Center will be appropriately advised and informed about available specialty clinics for early treatment and clinical monitoring. Pre-test and post-test counseling are a mandated part of this service. All students will receive education on self-care and prevention of the transmission of the virus and other communicable diseases.

Currently, the Health Center follows the Centers for Disease Control (CDC) Guidelines for Human Body-Fluid Precautions with all patients. These precautions are designed to prevent the spread of the virus.

**Religious Facilities**

**Religious Advisors & The Cadigan Center for Religious Life**

Jewish, Protestant and Roman Catholic religious advisors share in the guidance an counseling program of the college and organize campus religious activities and special events. Students of all religious traditions are encouraged to organize activities, and a variety of religious groups, academic advisors and religious staff work with students are asked to register with the Center for Religious Life. A chapel and meeting rooms in Chapin Hall are available upon request.

In 1998 the college converted a former faculty residence, built in the modern style in 1967, into the Center for Religious Life. It contains the offices of the religious advisor and a large living room, a conference room and a kosher/halal kitchen. Student religious groups use the center for meetings and fellowship: weekly Jewish Sabbath gatherings include a dinner and a discussion, and a kosher/halal kitchen. Student religious groups also use the center for meetings and fellowship: weekly Jewish Sabbath gatherings include a dinner and a discussion, and a kosher/halal kitchen. The building offers Ethernet connections and comfortable couches and tables, along with a small library with religious books and pamphlets. There is a 32-inch television connected to cable with a combination VCR/DVD.
The Cadigan Center for Religious Life, at 38 Woodside Ave., is open for use by all members of the college community; its general number is 413/542-8489. Reservations to use its facilities as well as Chapin Chapel may be made through the administrative assistant to the religious advisors, Diane Dix, in 108 Chapin Hall (ext. 2181). Priority will be given to individuals and organizations identified with any of the student religious groups or with the activities of the religious advisors. Functions of Bi-Semester, the Christian Fellowship (ACF), the Hillel Foundation, Koinonia (AKC), the Newman Club and Noor are held regularly.

The Rev. Dr. Leon Burrows serves as the Protestant religious advisor to students at both Amherst and Smith Colleges. He is also the advisor to the Heremia T. Gardner Bi-Semester Christian Worship Series and the Gospel Choir. He has regular office hours and can be reached at ext. 8474 or at Smith College, 413/585-2751. The Roman Catholic community and the Newman Club at Amherst and Smith Colleges are served by Dr. Elizabeth Carr. Appointments can be made by calling ext. 8083 or, at Smith College, 413/585-2752. Rabbi Bruce Bromberg Seltzer is advisor to Hillel and to the Jewish students at both Amherst and Smith Colleges. He has regular office hours, and appointments can be made by calling ext. 8270 or at Smith College, 413/585-2754. The Rev. Dr. Paul Sorrentino is the director of religious life and advisor to the ACF and the Mutifait Council. He may be reached at ext. 8149 or psorrentino@amherst.edu.

The Rev. Dr. Thomas Fisher, adjunct advisor to Presbyterian students in the Five Colleges, may be reached at 413/256-5488. The Rev. Clyde Talley, adjunct advisor and pastor to the Goodwin Memorial AME Zion Church, may be contacted at 413/256-1885. Jessica Chung is the adjunct advisor working with the ACF and may be reached at jchung83@gmail.com or 440/476-1392. Matthew Raptis, adjunct advisor and pastor to the Korean Koinonia Church at Amherst, can be contacted at mraptis@seover.net. Dr. Mark Hart, Buddhist adjunct advisor, can be reached at 413/259-2145 or at harts@ crocker.com.

The Rev. Robert Krumrey is a religious affiliate and pastor of Mercy House. He can be reached at 413/374-7532 and by e-mail at chillidog@aol.com.

Policy on Observance of Religious Holidays

Amherst College respects the rights of all members of the community to observe religious holidays. It is expected that everyone will cooperate in making this right a real one. Students and faculty, in particular, should seek ways of achieving this goal, while at the same time minimizing interruption of the academic work of the college.

Resources for Gay and Lesbian Students

The Rainbow Room, in the basement of Morrow Dormitory, serves as the center for the resources that are available to gay, lesbian, bisexual, and transgendered students on campus. It is staffed by Craig Cullinan, area coordinator; the telephone extension is 5114. It provides a meeting place for the primary organization for gay, lesbian, bisexual and transgendered students and their allies, the Pride Alliance. The Rainbow Room has a small library of books, periodicals and video materials. Mr. Cullinan is available to provide advice to organizations and to individuals both on programming issues and on personal issues. He also serves as a referral source for off-campus resources, such as the Stonewall Center at the University of Massachusetts.
Lost and Found

The college lost and found is maintained by Campus Police, and all items are tagged and stored for approximately 90 days before disposal. Found items can be claimed at the Campus Police Office after identification and completion of a Property Release Form. Lost items can be reported to the Campus Police Office during regular business hours.

Suggested Security Precautions

Following the basic precautions outlined below and using good common sense can greatly increase personal safety and the safety of student possessions.

1. When leaving rooms students should make sure:
   A. All windows are locked.
   B. All valuables are removed from desk top and stored out of sight.
   C. To lock doors/ifs if so equipped.
   D. All doors are locked, even if students will only be gone for a minute.

2. Students should not sleep with their doors unlocked.

3. Students should never prop open an exterior door to their dormitory. A propped door destroys the best security plan and is an open invitation to undesirable.

4. Students should report all strangers loitering in their dormitory to the Campus Police Department, ext. 2111.

5. Students should never lend their keys or hide them outside their rooms. Thieves know all the hiding places. Students should carry their keys every time they leave their room or building. It is students’ responsibility to guard against use by unauthorized persons.

6. When walking at night:
   A. Students should avoid shortcuts and walk where there is plenty of light and traffic.
   B. Students should avoid walking alone. If no friends are available, students should call for an escort.
   C. Students should not hitchhike—it’s very dangerous.
   D. Students should jog with a friend, leaving route and estimated return time with another roommate or friend.
   E. Students should not carry shoulder bags casually; rather, they should be locked under their arms.

7. Keep cars locked at all times, placing valuables and personal items out of sight.

8. Students should never leave a wallet or purse lying on top of a desk or dresser. Students should keep a record of credit card numbers. Students are urged not to keep large amounts of cash in their rooms.

9. Students should participate in Operation Identification and Bicycle Registration programs.

10. Students should check identification and authorization of persons claiming to be maintenance staff if they do not recognize a person as a college employee.

11. Students should not leave their wallets/purses, watches or backpacks unattended while studying in Frost Library. Students should not leave backpacks in hallways of Valentine Dining Hall.

12. Students should not bring wallet/purse, watch or valuables to the athletic facilities. Students should keep lockers locked when unattended, even if away for just a minute.

Legal Aid

Students who believe they have problems that might require legal advice are urged to consult one of the deans of students. The college does not provide legal assistance but can refer students to local lawyers and may provide bail in certain cases. Those needing information about legal assistance, bail, etc. should contact the Dean of Students Office or the dean on duty.

Students who are arrested should call the Campus Police, ext. 2291, and clearly state their name, their location and the telephone number of the phone they are using, and ask that the dean on duty call them.

Jury Duty

Amherst College students are often asked to serve on various juries within Hampshire County. Although many students are not registered voters in Massachusetts, jury eligibility is determined by period of residency within Hampshire County and all Amherst students are eligible to serve. The call to jury duty includes the opportunity for one postponement of the server’s choice. Many students elect to serve their jury duty at the beginning of the term. Many students are called to jury duty, it is not possible to be of a vacation or break period. If students are called to jury duty, it is not possible to be of a vacation or break period.

Insurance

The following information is provided to inform students about the insurance coverage that the college may purchase, and how the coverage may apply to students. The college purchases insurance coverage for the benefit of students. The college reserves the right to modify or change the terms and conditions of the insurance policy at any time.

Medical

The comprehensive fee covering tuition, room and board provides basic medical care at the Amherst College Health Center and at the University of Massachusetts Health facilities. If a student needs additional medical care, the student may apply to the college for additional medical care.

Payment for Amherst College’s Student Accident and Sickness Insurance Program appears on the tuition bill as an additional charge. If a family or student has other insurance through their employer or other sources, the student may apply to the college for additional medical care. The college will provide medical care at the Amherst College Health Center and at the University of Massachusetts Health facilities.

The college reserves the right to modify or change the terms and conditions of the insurance policy at any time.

The college reserves the right to modify or change the terms and conditions of the insurance policy at any time.
Claims are handled by the program administrator. The staff at Student Health Services may provide assistance with claims problems. The program is a managed care program, so in the event of an injury or sickness the insured student should, if at school, immediately report to the Student Health Service. Students away from school should consult their doctor, and follow his/her instructions. Report all claims to the program administrator (see the plan brochure for information) and follow their instructions.

Intercollegiate and club sport athletes have additional benefits available under certain policies which are purchased on their behalf by the college. Coverage applies to athletes who are injured while in organized competition or practice, which is constructively supervised, or traveling to or from one of these events. The Sports Accident Policy provides up to $75,000 for intercollegiate and $25,000 for club sport injuries, and has a $500 deductible. Students who do not carry the Student Medical Insurance are responsible for meeting the deductible either with their own insurance or out-of-pocket. The Student Medical Insurance provides $500 for intercollegiate sports injuries or covers club sports as any condition subject to policy limits, terms and conditions, which meets the deductible. The NCAA policy insures for an unlimited amount (subject to policy terms) over the Sports Accident Policy, for intercollegiate sports only, and benefits range from medical and rehabilitation to lifetime disability income and home health care. The limit on Club Sports Catastrophic Policy is $5,000,000, for medical expenses only, in excess of all other collectible insurance and a $25,000 deductible. The benefits of all these policies are over and above benefits available through any other valid and collectible insurance available to the injured person. The Comptrollers Office administers these insurance policies. These policies do not extend to participants in intramural or any other recreational sports. They cover intercollegiate and college recognized club sports only.

The college accepts no responsibility for any losses, costs or expenses not covered by the insurance policies listed above, whether by coverage terms or exclusions or the injured student’s failure to comply with policy-required claims procedures.

Additional information about medical coverage and health services is in the General Welfare section of this handbook. For a complete description of NCAA and Club Catastrophic Coverages provided for athletes, contact the Athletics Department.

Travel Accident
The college provides limited travel accident insurance, including medical evacuation and repatriation to students traveling on college or academic business, worldwide. Worldwide travel assistance services are also available. Contact the Dean of Students Office for details.

Auto
Amherst College purchases auto liability insurance that protects both the college and the driver from third-party liability and third-party property damage arising from the use of college-owned, -hired/rented and -non-owned vehicles.

A. For college-owned vehicles, the student driver must have permission from a faculty member, dean, coach or department head to drive: a college vehicle; be legally licensed to operate it in the Commonwealth of Massachusetts; and be certified to drive by the college. More information is available on the Amherst College Web site under Campus Police, Driver Credentialing and at www.fivecolleges.edu/sites/riskmgmt/driver. Procedures for claims can be found at www.fivecolleges.edu/sites/riskmgmt/accidents.

B. To rent or drive a rented vehicle for college business, the student must have advance written authorization from an authorized person (see A. above) and be a college certified driver and a scheduled driver with the rental company. Most car rental agencies prohibit persons under the age of 25 from driving rented vehicles. The college policy is to waive coverage for liability and collision coverage on domestic rentals; however, students should follow departmental guidelines with respect to waiving the rental company insurance. If the college insurance is used, a certificate of insurance should be obtained as proof of insurance.

C. If a student drives his/her own vehicle on college business, such use must be specifically authorized in writing before the use occurs by an authorized person (see A. above). The college policy is excess of the student’s own policy with the student’s vehicle, nor will any deductible amount be paid by the college to the student’s vehicle, whether the vehicle is used for college business or not, and regardless of any liability of the driver or other parties.

The college auto insurance policy may not respond to cover unauthorized drivers. Unauthorized drivers may be personally liable for claims brought against them. The college may also have a right to claim against unauthorized drivers.

Departments are responsible for certifying drivers. Students must complete and sign a Departmental Form indicating their experience and agreement to college rules, and provide a photocopy of their driver’s license. Driving college vehicles is a privilege, not a right, and the college has the right to withdraw the privilege or initiate disciplinary action for failure to follow the rules.

Personal Vehicles on Campus
The college is not responsible for, nor will it pay any claims for, damages to student-owned vehicles resulting from falling ice, snow, tree limbs or any other natural occurrences, or event on its property or elsewhere, whether the possibility of such an event is known or not. The college is not responsible for, nor will it pay any losses, claims against or for any person, other than damage caused directly by its employees.

Property
The college does not have property insurance for student possessions, and it accepts no responsibility for any personal possessions or property of students. Any possessory rights of the student in the college’s possession. Students are responsible for insuring their own property against loss, and may be able to do so using parents’ policies, by obtaining a tenant’s policy through a local insurance agent or thru specialized programs. It is recommended that students keep their doors locked and leave valuable items in storage areas.

Liability
The college is not liable for the actions of its students, nor is it possible for the college to obtain liability insurance on behalf of its students. Student athletes especially should be aware that if they are sued for injuries or damages caused to others in the course of an athletic event, Amherst’s insurance does not provide coverage. The liability section of the student’s homeowner’s policy or renter’s policy may provide for the defense of the student and damages awarded, if any, in a suit alleging negligence. Students are responsible for avoiding intentional acts or negligent behavior that could harm others or give rise to avoiding intentional acts or negligent behavior that could harm others or give rise to adverse legal action. Although Amherst College will not provide liability protection and may assist in obtaining a defense if it is not provided for by parental insurance coverage.

If a student is sued for an act or omission and believes that s/he was acting in capacity of an employee or agent of the college at the time of such act or omission, s/he should contact the Dean of Students immediately for instructions.
Workers’ Compensation
Students who are employed by the college and who are injured in the course of their work may be eligible for workers compensation. If a student is injured on the job, the student should contact his/her supervisor immediately to report the injury and complete an accident investigation form. Questions should be directed to the student’s supervisor and the Human Resources Office.

Regulations Regarding the Sale and Distribution of Drugs & Alcohol

Under Massachusetts Law
1. A person must be at least 21 years of age to legally purchase alcoholic beverages in Massachusetts.
2. Purchase of an alcoholic beverage by an underage person or any arrangement with another person to procure such drinks is a crime punishable by a mandatory $300 fine.
3. Willful misrepresentation of one’s age or the age of another person in order to purchase or receive alcoholic beverages is a crime punishable by a fine of up to $1,000 or by imprisonment of up to six months or both.
4. Any person who purchases for or furnishes a drink to someone underage commits a crime punishable by a fine of up to $2,000 or by imprisonment of up to one year or both.
5. No person may serve an alcoholic beverage to anyone who is obviously inebriated.

Note: Any person who violates law is liable for his/her own actions and may be subject to civil or criminal complaints.

Under College Policy
1. No college or dorm/house funds may be used to purchase alcohol.
2. The following provisions apply to the service of alcohol at all-campus parties in public areas of the dormitories:
   a. No one under the age of 21 shall be allowed access to a TAP room. Party monitors will check identification at the main entrance to the party and at the door of the TAP room. Acceptable identification will include: for Amherst students, a college ID; for their guests, two IDs with birthdates, one of which has a picture. Students who are 21 will have clearly visible stamps placed on their hands at the entrance to the party. Amherst College Campus Police officers will monitor the TAP room periodically to make sure that no one under 21 has entered it. If officers determine that this rule has been violated, they will close the party immediately.
   b. Party monitors will also ensure that students do not leave the TAP room with alcohol. No alcohol is permitted in any common area other than the TAP room. If Campus Police officers detect a violation of these rules, they will terminate the party.
   c. After two violations of the college alcohol policy, a house/social group will be denied permission to hold a party for a month.
   d. Parties will cease when monitors leave for the night.
3. All party sponsors should provide an appropriate amount of equally accessible, non-alcoholic beverages whenever alcoholic beverages are available.
4. Sale of alcoholic beverages without a liquor license is prohibited, as is any attempt to raise money or charge admission at an event at which alcohol is served.

5. If college officials learn that a student has been convicted of driving while intoxicated at any time between first enrollment at Amherst and graduation, whether in the vicinity of campus or anywhere else, that student will be denied parking privileges, and thus the capacity to keep a car on campus, for the remainder of his or her stay at Amherst.
6. Kegs are prohibited from first-year residence halls. A fine of $100 will be assessed to any person or residence that violates this regulation. No hard liquor is permitted to be served at any public parties in the residence halls except for seniors only parties sponsored by the Student-Alumni Relations Committee.

Note: Any organization or group of students who plans to sponsor an event in public space at which alcohol is available must fill out and submit a party notification form. These forms are available at the Dean of Students Office and must be returned there.

Keg Licensing Enforcement
A Town of Amherst bylaw requires a keg license, which can be obtained at the Amherst Police Department, for the possession of beer kegs anywhere in the town. There are substantial monetary penalties for violating this bylaw. The College Council has also passed a policy which will result in a $100 fine for possessing an unlicensed keg on the Amherst College campus.

Drinking and Driving
The state of Massachusetts has set the legal limit for alcohol concentration in the blood at below .02 for anyone under 21 and .08 for anyone 21 and over. For many students (anyone under 160 lbs), one drink will result in a blood alcohol content of over .02.

Legal Sanctions for Drug Offenses
Federal, state and local sanctions for unlawful possession or distribution of illicit drugs range from probation and forfeiture of property to fines and imprisonment. For example, the sanctions against an individual for distribution of, or possession with intent to distribute, controlled substances can be from a minimum of 10 years imprisonment to a maximum of life imprisonment, with fines up to $4 million. Sanctions can increase for repeat offenders or for offenses resulting in death or serious bodily harm and can be doubled for each of the following occurrences: distribution to persons under 21; use/ possession of 1,000 feet of a college or university or employing someone under 18 in the distribution. Attempt or conspiracy to commit a crime can be treated as severely as the intended offense. As of September 1, 1989, conviction for violation of any state or federal drug law can lead to ineligibility for any federal benefit (including grants and loans).

Health Risks Associated with Alcohol and Other Drugs
Given the academic, social and sexual pressures inherent in college life, many students seek relief from stress through use of alcohol or other drugs. Habits of substance abuse formed in college often lay the groundwork for future addictions. Driving under the influence of substances, including alcohol, can lead to harm of the driver, passengers and others. Immediate deleterious effects of sustained or substantial alcohol and drug use include fatigue, depression and lack of motivation as well as physical symptoms such as hangovers, upset stomachs and headaches. Student health center reports that alcohol related injuries continue to be a significant problem.
Alcohol is often a factor in various forms of campus violence, such as acquaintance rape and vandalism. Overdosing on alcohol or other drugs has resulted in student deaths on campuses throughout the country.
Long-term physical and psychological effects of alcohol abuse include cirrhosis of the liver, gastrointestinal disorders, increased risk of coronary heart disease, sexual dysfunction, certain cancers and fetal alcohol syndrome. With cocaine and other stimulants, insomnia, depression, fatigue and impotence are potential long-term effects. Marijuana has been implicated in chronic lung disease, certain cancers, reproductive problems and a suppression of the immune system. The major concern with barbiturates, tranquilizers and other sedative-hypnotics such as quaaludes is overdose and potentiation with alcohol.

Those students concerned about their own substance use or worried about a friend can seek assistance with complete confidentiality at the Health Service or the Counseling Center.

Five Colleges, Inc.

Lorna M. Peterson, Executive Director
97 Spring Street, Amherst, MA 01002 413/256-8316

Five College Cooperation

The consortium Five Colleges, Incorporated serves the member institutions by maintaining and facilitating a variety of cooperative agreements, programs and projects. It is governed by a Board of Directors made up of the president of each of the colleges, the president of the university system and the consortium's executive director. The Five College Center, located in downtown Amherst at 97 Spring St., is the administrative hub of all Five College programs and options, including the student interchange. The executive director of the consortium and her staff meet regularly with all cooperating groups, which include the deans of faculty, the admission officers, deans of students, the librarians and the registrars, as well as groups of faculty engaged in joint planning.

Student Interchange

Through the Five College cooperation, Amherst students may take liberal arts courses for credit and at no additional charge at any of the other four campuses, after completing their first semester. Students are advised to consult interchange information online at the Amherst College Website.

At this site students can prepare and print a request to take a course at Hampshire College, Mount Holyoke College, Smith College or the University of Massachusetts Amherst.

After printing the request, students submit it to the Registrar at Amherst along with their preregistration or add-drop cards, having first obtained the instructor's signature if permission is required. The old multi-part form has been discontinued.

During preregistration the instructor's permission is required if the course information so indicates; during the add-drop period the instructor's permission is required for all Five College interchange courses.

Courses can be selected from drop-down lists that include title, description, meeting time and instructor. Students may, however prefer to choose their courses in advance using the more sophisticated search engines of the Five College course catalog or the online catalog of the individual host institutions.

No more than two Five College courses may be elected in any one semester.

Five College Academic Programs

Detailed information about each of the programs and activities profiled here can be found on the Five College Website (www.fivecolleges.edu).

A variety of cooperative arrangements give students special options for developing concentration not available on their own campus or taking part in a field study, a student research forum or a special event. In addition to the two Five College Departments—astronomy and dance—Five College Programs offer unique opportunities for study and research. Programs in coastal and marine sciences and in geology offer partially subsidized field research trips. The Five College Program in peace and world security studies (PAWSS) mounts lectures and other special events and has extensive information on careers in the field, both in print and on the PAWSS Website. The Five College Earl Music program supports an active collegium and several ensembles and arranges for instruction on period instruments. ("Painless auditions" for the ensembles are scheduled in the fall and spring.) Students wishing to develop a concentration comparable to minor may elect to earn a Five College Certificate in the following fields: African studies; Buddhist studies; American Indian studies; Middle Eastern studies; coastal and marine sciences; Asian/Pacific/African studies; culture, health and science; international relations; Latin American studies; and logic.

Students planning to study abroad or go on graduate study may want to find out more about the Supervised Independent Language Program, SILP, which offers instruction in more than a dozen less commonly taught languages, including Arabic, Swahili, modern Greek, Hindi, Urdu, Serbian and Croatian, Turkish, Indonesian, Norwegian and Hungarian. Several Five College programs now offer an annual student symposium which brings students from all five campuses together to share their research: anthropology; crossroads in the Study of the Americas; costal and marine studies; geology and physics. There is also an annual Five College exhibition of student artwork (December an annual Five College Film Festival and a Five College PoetryFest, both featuring work produced by students (spring); and WORD!, a staged reading of original scripts on multicultural themes by student writers (March).

Transportation

Fare-free bus service among the five campuses is provided for students seven days a week during the academic year. Students may be asked to present an institutional ID. Buses run approximately every 10 to 20 minutes during peak-use hours on weekdays and express runs have been added to some routes. The longest distance between any two campuses is 12 miles. Copies of the bus schedule are on the buses and online at www.umass.edu/campus_services/transit.

Library Cooperation

The Five College Library Catalog enables students to search the combined collection from their own dorm rooms. In addition, students and faculty from the Five Colleges may check out books from any of the institutional libraries and some branch libraries using their own home campus ID cards. They may also request books to be delived to their home campus online. Borrowers must abide by the regulations of the lending library, but may return borrowed materials at their home campus.

Meal Interchange

Students enrolled in a meal plan at Amherst may eat lunch free of charge at any of the other four campuses by obtaining a special authorization card from the Dining Services Office at Amherst. To eat dinner or breakfast at another campus, a student must be taking a course there or participating in an activity such as a theater production or ensemble.
Regulations and Procedures

While engaged in academic or other activities at any of the five colleges, students are subject to the regulations and procedures of the institution where the activity takes place. The deans of students have declared that "on the bus is on campus." Any Amherst student whose behavior on a Five College bus violates the Campus Code of Conduct is subject to judicial proceedings and possible suspension.

Extracurricular Activities

The five theater departments abide by an open auditions policy, giving students opportunities to take part in productions at other campuses. The Five College Multicultural Theater Committee sponsors an annual Five College Festival of Staged Readings of works by students called WORD! The Five College Early Music Program sponsors a concert open by audition to faculty and students. With an Amherst ID, students may purchase tickets to performances at the University's Fine Arts Center at discounted rates. The Five College Online Calendar of Events lists lectures, films, concerts and other activities taking place at all five colleges: calendar.fivecolleges.edu.

A Five College Student Coordinating Board (FCSCB) was reconstituted in 2002 by the Student Government Associations (SGA). Members of the board include the SGA presidents and the heads of the campus program boards. The FCSCB has sponsored Five College dances and other social events and assists in advertising student events to all the campuses. More information about the FCSCB is listed on the Five College Website under "for students."

Not all the cooperative programs taking place among the five colleges are formal; interest groups affiliated with one or more campuses often have participants from several of the other institutions. Political organizations, community service groups, religious and women's organizations are commonly supported by members from the different campuses.

Lectures, films, concerts and other performances at the five campuses contribute to a lively cultural and social life for students. Most of these are listed in the online Five College Calendar of Events. Groups of students from three or more campuses who plan an event jointly may request supplemental funding from the Five College Lecture Fund. Credit and non-credit courses as well as special trips and other events scheduled during January are usually open to participation by students from any of the five campuses.

School Information

Hampshire College
Amherst, MA 01002  413/549-4600

In 1970, Hampshire College's first class came to take part in an extraordinary new venture in liberal arts education based on a single, compelling belief: that the most meaningful and lasting education is shaped by a student's own interests. Hampshire is a growing, experimental college offering students new freedoms, challenges and responsibilities in creating their own educations. Faculty plays a crucial role in this process of active learning, providing guidance, criticism and support and acting as catalysts for their students' work.

Hampshire's 1,350 students live in a variety of environments, from contemporary single- and double-room dorms and small modular apartments to larger communal sites. The lifestyle on this coeducational campus at the foot of the Holyoke Range is relaxed and informal.

Our special facilities include open and integrated science labs, television and video studios, student performance spaces and the Robert Crown Center for recreational sports, which includes a lap pool under striking glass walls that open to the encircling mountains.

Mount Holyoke College
South Hadley, MA 01075  413/538-2000

Located in South Hadley, Mass., Mount Holyoke College is a highly selective, non-nondiscriminatory, residential liberal arts college for women. The college's 2,100 students hail from 48 states and nearly 70 countries.

Founded in 1837 by chemist and revolutionary educator Mary Lyon, Mount Holyoke is the nation's oldest institution of higher learning for women. It was the first of the Seven Sisters, the female equivalent of the once predominantly male Ivy League. Today, Mount Holyoke is recognized worldwide for its rigorous and innovative academic program, global community, its legacy of educating women leaders and its commitment to connecting the work of the academy to the concerns of the world.

Mount Holyoke's superb resources and facilities include a 700,000-square-foot library; a 36-million-dollar state-of-the-art Science Center; recently expanded and renovated music and art buildings; the nation's third-largest equestrian center; and an 18-hole championship golf course designed by the legendary Donald Ross.

Smith College
Northampton, MA 01063  413/584-2700

With an enrollment on campus of 2,600 students, Smith is the largest independent liberal arts college for women in the United States. Founded in 1871 with the purpose of giving young women the same strong education that was at that time, provided only to young men, Smith has remained committed to the goal of educating women. The current student body is diverse and includes more than a 27 percent student of color population.

The college's faculty, resources and facilities aid students in pursuing their interests wherever they may lead and in preparing them for a full range of careers. Smith's engineering program, established in 1959, graduated the country's first all-female class of engineers in 2004. The Smith College libraries house 1.4 million items, and its Sophia Smith Collection, one of two major women's history archives in the United States, contains personal papers of many pioneering American women. The Smith College Museum of Art holds one of the nation's finest working collections of art.

Campus life features a unique, self-governing house system. Members of all four classes live in residential houses with anywhere from 12 to 100 housemates. Two recent additions to the campus are the architecturally dramatic Campus Center and the state-of-the-art Olin Fitness Center. The overall diversity of architectural style of the campus is complemented by its landscape, which was designed by Frederick Law Olmsted and established as a botanical garden for study and research as well as for its aesthetic value.

University Of Massachusetts
Amherst, MA 01003  413/545-0111

The University of Massachusetts has grown from a single-campus, state agriculture college into a multi-campus institution that is one of the leaders in public higher learning in the nation. The Amherst campus, with a total student body of more than 25,000, is largest of the University's five campuses.

The University's Fine Arts Center attracts performing artists of international reno helping to make Western Massachusetts one of New England's major cultural centers. Among its offerings are music, dance and theater series. Information about upcoming attractions and ticket sales may be obtained at the FAC Box Office, 413/545-2511. Mullins Center on the UMass campus also offers numerous entertainment acts, includ large concerts. The ticket office may be reached at 413/545-0505.

The hub of the University is the Campus Center: conference rooms, a food co-op, large student store, an information center, a crafts workshop, the offices of numer
student organizations, coffee shops and a hotel and restaurant are all connected under one roof. Nearby stands one of the nation’s tallest libraries, named after W.E.B. Du Bois, which contains more than four million volumes. Complete computer services, a large health center, agricultural and engineering facilities and Division I hockey and basketball programs are some of the other features the University offers.

Athletics & Physical Education

Suzanne R. Coffey
Director of Athletics
1203 Alumni Gymnasium, 413/542-8266

Intercollegiate Athletics

Amherst has one of the oldest and finest athletic traditions in the country, extending back to 1859, when the school’s athletic department was one of the earliest such departments in the country.

The Lord Jeffs of Amherst field varsity teams in 27 intercollegiate sports.

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Amherst College assumes full control and responsibility for its intercollegiate athletic program. The president of the college is directly in charge of this program. He is assisted by the Committee on Education and Athletics. This committee is composed of the chair of the Department of Physical Education, two representatives selected by the Department of Physical Education, three members of the faculty chosen by the Committee of Six, three students elected by their peers and the dean of students, ex officio. A member of the faculty chairs the committee. The president and the dean of faculty may meet with the committee. The purpose of this committee is to advise the college on the role and place of athletics in the educational enterprise of the college. Administration of the intercollegiate program is supervised by the chair of the Department of Physical Education and Intercollegiate Athletics.

NCAA and NESCAC Rules

Amherst College, as a member of the National Collegiate Athletic Association and the New England Small College Athletic Conference is subject to their rules and regulations.

A copy of these rules may be obtained from the Department of Physical Education and Intercollegiate Athletics in 1202 Alumni Gymnasium.

Eligibility Rules

For Students in General

All regular students at Amherst College are considered eligible to participate in extracurricular activities of the college, unless barred from such participation by the deans of students for academic or disciplinary reasons.

No graduate of Amherst College or of any other college or university may represent Amherst in intercollegiate athletics.

Special students, except exchange students, are not allowed to play on any varsity athletic team, but may participate in any other extracurricular activity of the college.

For Transfer Students

Transfer students will be subject to NCAA rules.

Academic/Athletic Conflicts Policy

- Academic commitments should always take precedence over athletic participation.
- Classes, meetings or examinations should not be missed for scrimmages or practice.
- As intercollegiate schedules are established before academic registration, conflicts will be evident before classes begin. Should students decide to explore the possibility of missing a class, absence must be resolved with the faculty member. Depending upon the circumstances, instructors may be willing to work out a solution, but those instances where this is not possible the academic commitment must always take precedence. All such discussions should take place at the earliest possible moment of the semester and, whenever possible, in the office hours of the faculty member. It is unacceptable to leave the request of absence until the day of the game.
- When establishing an academic schedule, students should give consideration to athletic participation but should never avoid taking a course of importance or interest simply to avoid conflicts with a sport.
- Please remember that this is Academic Department policy and thus may not always conform with faculty members’ policies for their classes.
- All coaches support this policy.
Physical Education Program

Physical education courses are available to all Amherst College students and members of the college community. The courses are elective and carry no academic credit, but a notation is entered on the transcript for successful completion of a course.

The Physical Education Program is designed to meet the needs and interests of individual students, and is divided into two parts:

1. Physical Education Courses, in which the basic skills, rules and strategy of an activity are taught and practiced. This program emphasizes individual activities which have a carry-over value for lifelong recreational pursuits.

2. The Recreational Program. This program, which includes skating, squash, swimming and tennis, is available to all members of the Amherst College community.

A detailed statement concerning the department’s program and listing the semester’s course offerings is available in the Department of Physical Education office, located in Alumni Gymnasium. Suzanne Everden, 1227 Alumni Gym, ext. 7939, is the Director of the Physical Education Program.

Club Sports

These sports are conducted under the supervision of the Athletic Department and operate under budgets authorized yearly by the Student Finance Committee. There are many club sports organizations. Contests are arranged with other colleges and universities or amateur clubs with the approval of the Department of Physical Education and Intercollegiate Athletics. Don Faulstick (ext. 2303) is the director of club sports. His office is located in 1220 Alumni Gymnasium.

Intramural Activities

Intramural activities are elective programs conducted within the framework of the Department of Physical Education and Athletics. These activities are supervised by the director of intramural athletics and managed by undergraduate representatives.

Among the more popular sports offered are touch football, softball, soccer, basketball and volleyball. Individual sports are often conducted on a tournament basis.
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