

The background of the page is a solid purple color. A decorative graphic of approximately 15 radiating lines of varying lengths and thicknesses originates from the bottom center and extends upwards and outwards, creating a fan-like or sunburst effect. The lines are a lighter shade of purple than the background.

Amherst
College

2018–19
Student Code
of Conduct

**The Honor Code, Community Standards, Policies,
and Conflict Resolution Processes**

Amherst College

2018-19 Student Code of Conduct

**The Honor Code, Community Standards, Policies,
and Conflict Resolution Processes**

I recognize that respect and responsibility are integral to the ways in which we live and learn together.

Student Signature: _____

Witness Signature: _____

Date: _____

Please note that students are bound by the Student Code of Conduct by virtue of their matriculation regardless of their signature.

AMHERST COLLEGE STUDENT RESOURCES

Accessibility Services Office

211 Converse Hall (413) 542-2337
accessibility@amherst.edu

Student Affairs Case Managers

202 Converse Hall (413) 542-2337
showard@amherst.edu

Office of Community Standards

207 Keefe Campus Center (413) 542-2337
communitystandards@amherst.edu

Office of Residential Life

Keefe Campus Center, Lower Level (413) 542-2161
reslife@amherst.edu

Office of Student Activities

Keefe Campus Center, Lower Level (413) 542-8317
studentactivities@amherst.edu

Office of Religious and Spiritual Life

Cadigan Center (413) 542-8149

Office of Campus Diversity & Student Leadership

204 Keefe Campus Center (413) 542-2612
tkunor@amherst.edu

Center for International Student Engagement

102 Keefe Campus Center (413) 542-2612
jbliss@amherst.edu

Multicultural Resource Center

112 Keefe Campus Center (413) 542-5372
mrc@amherst.edu

Queer Resource Center

213 Keefe Campus Center (413) 542-5114
qrc@amherst.edu

Women & Gender Center

211 Keefe Campus Center (413) 542-5667
wgc@amherst.edu

Career Center

College Hall, First Floor (413) 542-2265
careers@amherst.edu

Center for Community Engagement

102 Keefe Campus Center (413) 542-5140
cce@amherst.edu

Office of Environment Health & Safety

Facilities Building, 6 East Drive
Emergency (413) 542-2111 / Non-Emergency (413) 542-8189
ehs@amherst.edu

Office of Financial Aid

B5 Converse Hall (413) 542-2296
finaid@amherst.edu

Office of the Registrar

101 Converse Hall (413) 542-2226
registrar@amherst.edu

Office of the Controller (Billing/Payroll)

College Hall, Second Floor (413) 542-2101

ACADEMIC SUPPORT**Class Deans**

201 Converse Hall (413) 542-2337
Rick Lopez, Dean of New Students ralopez@amherst.edu
Jess Caldwell-O'Keefe, Class of 2021 jecaldwellokeefe@amherst.edu
Ethan Clotfelter, Class of 2020 edclotfelter@amherst.edu
Charri Boykin-East, Class of 2019 cjboykineast@amherst.edu

Moss Quantitative Center

Science Center, D111 (behind Science Library) (413) 542-8331
jbinnes@amherst.edu

Peer Tutoring

201 Converse Hall (413) 542-2337

Writing Center

101 Charles Pratt Hall (413) 542-2139
writing@amherst.edu

HEALTH, WELLNESS, & SAFETY

Counseling Center

Scott House (413) 542-2354
(Counselor available by phone 24-hours/day)
counsctr@amherst.edu

Keefe Student Health Center

95 College Street (413) 542-2267
(Advice nurse available by phone 24-hours/day)
healthservice@amherst.edu

Health Education

Keefe Health Center, Second Floor (413) 542-2760

Amherst College Police Department/ACEMS

Service Center, 6 East Drive
(413) 542-2111 (Emergency) (413) 542-2291 (Business)

Administrator on Call

(413) 542-2111
(Available 24-hours/day via ACPD)

Title IX Coordinator

Laurie Frankl
105 Converse Hall (413) 542-5707
lfrankl@amherst.edu

Center for Women & Community (off campus)

180 Infirmery Way, UMass (413) 545-0800
(24-hour rape crisis hotline)
ewcmail@admin.umass.edu

Amherst College

Student Code of Conduct

The Honor Code, Community Standards, Policies, and Conflict Resolution Processes

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Preface

Dear Amherst College students, faculty, staff, family, and friends,

Students' lives at Amherst College are vibrant and complex webs of intellectual and interpersonal pursuits. The College has developed resources across many decades to provide for a campus environment that nurtures discourse through research, dissent, skepticism and debate. We expect that our students will actively engage with these resources and with each other toward a better understanding of self and communities, local and distant.

Our pluralism of ideas and passions will inevitably, on occasion, lead to conflicts that detract from our constructive educational climate. Whether in the classroom, on a playing field or within a residence hall, unresolved conflict is the focus of an adjudication's goal of employing transparent and equitable procedures that fuse rights and responsibilities. We believe in a process that holds students accountable in a manner that respects their adulthood and their self-determination to make decisions based on as much information and relevant factors as possible.

Keep this code close by and become familiar with its contents. Even if you are never a party to an adjudication yourself, your understanding of the rights and responsibilities that all students share will increase dialog and awareness about how we might best live, study, and learn together.

Chapter I. College Standards

Section 1. Amherst College Honor Code

1.0. 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, gender identity, gender expression, 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 on Respect for Persons*, the *Statement of Freedom of Expression and Dissent* and the *Statement of Student Rights*. 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, if appropriate, will propose changes to the Honor Code to the campus community. The revised Honor Code will be voted on by the students and, if it passes, by faculty. If it is not favored by the majorities of both, then the current Honor Code will stay in effect while the College Council reviews it again the following year, and it will remain in effect until an alternative version is passed by the majorities of both the students and faculty.

The Dean of Students may publish statements and establish standards as appropriate to further the principles embodied by the Honor Code and/or to comply with applicable legal requirements. Similarly, the Dean of Students may make changes to the Community Standards Adjudication Process as appropriate to address behavior that violates principles embodied by the Honor Code and/or to comply with applicable legal requirements. The Dean of Students will keep the College Council informed of all such actions.

By matriculating at the College, students acknowledge that they have read the Honor Code, including all related statements and standards, and understand their obligations to subscribe to its principles, to respect the rights of other members of the College community and to avoid behavior that 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 Code of Conduct* or in other documents of the College, and that is determined by the College to warrant adjudication, will be thoroughly investigated in a manner that protects the rights of all parties to the issue. If a complaint is filed against a student for an alleged violation of the Honor Code, the responding student is entitled to have the complaint resolved through the adjudicatory processes described below. If the student is found responsible at the conclusion of this process, appropriate sanctions will be assigned.

1.1. Statement of Intellectual Responsibility

Every person's education is the product of their 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 copies of the Statement of Intellectual Responsibility with their initial course schedules 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 their 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 their 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, with 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.

1.2. Statement on Respect for Persons

Respect for the rights, dignity and integrity of others is essential for the well-being of a community. Actions by any persons that do not reflect such respect for others are damaging to each member of the community and hence damaging to Amherst College. Each member of the community should be free from interference, discrimination, intimidation, sexual harassment or disparagement in the classroom; the social, recreational and residential environment; or the workplace. Any behavior which constitutes sexual harassment or other verbal or physical abuse of any member of the community for reasons that include, but are not limited to, race, color, religion, national origin, ethnic identification, age, political affiliation or belief, sexual orientation, gender, gender identity, gender expression, economic status or physical or mental disability will be regarded as a serious violation of the Honor Code, and anyone found responsible for such behavior will be sanctioned (please see also Section 3, *College Sexual Misconduct Policy*; Section 13, *The Sexual Misconduct Adjudication Process*; and Section 17, *Consensual Sexual Relationships Between Faculty Members and Students*).

1.3. Statement of Freedom of Expression and Dissent

Amherst prizes and defends freedom of speech and dissent. It affirms the right of teachers and students to teach and learn free from coercive force and intimidation and subject only to the constraints of reasoned discourse and peaceful conduct. It also recognizes that such freedoms and rights entail responsibility for one's actions. Thus, every student bears the responsibility to protect the rights of all to express their views, so long as there is neither use nor threat of force nor interference with the rights of others. Demonstrated cases of disruption of classes (whether, for example, by the abridgment of free expression in a class or by obstructing access to the place in which the class normally meets) or similarly of other academic activities will be regarded as serious breaches of this Statement and community standards and will receive appropriate sanctions.

1.4. Statement of Student 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:

1.4.1. The right to engage in the free exchange of ideas.

1.4.2. The right to protest and to dissent in a peaceable manner and to join with others in other nonviolent forms of common action.

1.4.3. The right to complain of injustice and to bring grievances to the appropriate offices of the College without fear of retaliation.

1.4.4. The right to attend functions and to utilize College facilities, subject to prescribed rules.

1.4.5. The right to reasonable peace and quiet in residential and academic facilities and to an atmosphere conducive to work and study.

1.4.6. The right to privacy in one's assigned room, subject to compliance with the College's regulations, and to the security of one's own property and property furnishing the common and public spaces at the College.

1.4.7. 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, gender, gender identity, gender expression, economic status or physical or mental disability.

Section 2. Examples of Violations of the Student Code of Conduct

2.0. Introduction

Any of the following acts in this section or subsequent sections can constitute a violation of the *Student Code of Conduct* and of the standards designed to assist individuals at the College toward the full enjoyment of their opportunities. The behaviors listed here are intended to be illustrative rather than exhaustive. Cross references direct the reader to subsequent code sections that may contain additional standards and clarifications. The College will not tolerate acts of retaliation against an individual who initiates a report or complaint to the College or who participates in any College adjudication process. Given the potential impact on individuals or community, potentially responsible parties will likely be subject to Temporary/Emergency Measures (see Section 12.9, *Temporary/Emergency Measures*).

2.1. Harm to Persons

2.1.1. Intentionally or recklessly causing physical or emotional harm or endangering the well-being, health, or safety of any person.

2.1.2. Any action that threatens physical or emotional harm or endangers the well-being, health, or safety of any person.

2.1.3. Any physical or verbal threats against any person.

2.1.4. Any harassment, bullying, or intimidation of any person.

2.1.5. Conduct or a pattern of conduct—not of a sex-based, gender-based, or sexual nature—including without limitation physical, verbal, graphic, written, or electronic which places any person in reasonable fear of physical harm or which harasses, bullies, or intimidates any person. For conduct of a sex-based, gender-based, or sexual nature, see Section 3.

2.1.6. Any public exposure, which includes deliberately and publicly exposing one's intimate body parts, public urination, defecation, and public sex acts.

2.2. Bias-Based Interference with Educational or Employment Opportunities

Conduct that is directed at an individual or group of individuals on the basis of their actual or perceived race, national or ethnic origin, color, religion, sex or gender (including pregnancy, sexual orientation, gender expression, and gender identity), age, disability, genetic information, military service or any other characteristic or class protected under applicable federal, state or local law that causes an interference with the affected person or group's educational or employment opportunities (see Section 1.2, *Statement on Respect for Persons*).

2.3. Disruption of College Function

Disruption or obstruction of teaching, research, administration, student adjudication proceedings, or other College activities or disruption or interference with the exercise by members of the College community of their rights under Section 1.3, *Statement of Freedom of Expression and Dissent*.

2.4. Intellectual Responsibility

Amherst 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.

Violations of intellectual responsibility include, but are not limited to, academic dishonesty, including the fabrication, falsification, or forgery of academic work; cheating; plagiarism, including ghostwritten or contracted work; or the facilitation of intellectual responsibility violations (see Section 12.8, *Alleged Violations of Intellectual Responsibility*).

2.5. Reasonable Request Compliance

Failure to comply with a reasonable request by an official or agent of the College.

2.6. False Testimony

All participants in College adjudications are required to be truthful.

2.7. Refusal to Testify in the Community Standards Adjudication Process

2.7.1. Adjudications will proceed even without the participation of the Complainant or Respondent, provided sufficient notice of hearing has been issued and the absence is not due to an emergency or other valid reason.

2.7.2. Complainants and Respondents who agree to participate in a hearing may decline to answer questions with the understanding that they will be adjudicated based on available information.

2.7.3. Witnesses in a Community Standards Adjudication Process who are also Amherst College students are required to participate when called to testify and required to respond to the questions asked of them by parties or the respective adjudication panel, or by the Director of Community standards or other adjudicator. Witness participation is further described in Section 12.12.9.

2.8. Abuse of College Equipment and Facilities

2.8.1. Abuse or destruction of buildings, equipment or property belonging to the College.

2.8.2. Disregard for the rules governing the use of or access to College facilities and services for which specific restrictions have been established and made public.

2.9. Use of Computers and Networks

Theft or other abuse of College computing facilities and networks, including, but not limited to:

2.9.1. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.

2.9.2. Unauthorized transfer of a file.

2.9.3. Use of another individual's identification and password, regardless of whether permission was granted by the holder of the account.

2.9.4. Use of computer facilities or networks to interfere with the work of another student, faculty member, or College official.

2.9.5. Use of computing facilities or networks to send obscene or abusive messages.

2.9.6. Use of networks or computing facilities to interfere with normal operation of the College computing system.

2.10. Vandalism

Causing physical damage to the buildings, furnishings, or other property of another person or the College (see also Section 7, *Residential and Community Life* and Section 9, *Fire and Life Safety*).

2.11. Theft

Theft or attempted theft of personal or College property, including intellectual property. Theft includes a student who accesses or attempts to access privileges or services to which the student is not entitled.

2.12. Weapons, Explosives, Ammunition

Possession, use, or distribution of firearms, ammunitions or explosives or of other weapons (see Section 9.0, *Fire and Life Safety*, and Section 23, *Weapons Policy*).

2.13. Alcohol and other Drugs (see Section 4, *Alcohol and other Drugs*)

2.13.1. The cultivation, manufacture, storage, transportation, possession, use, abuse, distribution, sale, or trade of illegal drugs, as well as substances that are generally recognized as dangerous and detrimental to the individual and community, even though they may not be illegal (including,

but not limited to, whippets, NBOME, synthetic cannabinoids, non-prescribed performance-enhancing drugs, etc.).

Possession requires that a person is: 1) in control of a substance, or 2) can access the substance without impediment, or 3) knows where and how to access it (such as in a drawer, closet, or other containing structure).

2.13.2. The unlawful distribution, possession, social sharing, non-prescribed use or abuse of prescription drugs.

2.13.3. The unlawful possession, use, abuse, purchase, promotion, manufacture, or distribution of alcohol or other legal drugs.

2.13.4. The possession of alcohol paraphernalia or other drug paraphernalia (see Section 4.3).

2.14. Fraud

2.14.1. Altering, forging, or contributing to fraudulent use of College documents, identification (IDs), or other official, non-College records.

2.14.2. Altering or forging the signature of any College official on a College document or other official, non-College records.

2.14.3. Use of another person's College identification card, regardless of whether permission was granted. This subsection does not preclude students from assisting another student from obtaining sick meals (see <https://www.amherst.edu/campuslife/housing-dining/dining/about-ac-dining/faq>).

2.14.4. Knowingly providing false, inaccurate, or misleading information to a College official.

2.15. Self-Identification

Knowingly giving false information, refusing to identify oneself, or refusing to present College identification to Amherst College Police or to other authorized College personnel.

2.16. Motor Vehicle Use

2.16.1. Inappropriate operation of a motor vehicle on campus, including while intoxicated (see Section 10, *Traffic and Parking*).

2.16.2. Inappropriate use or operation of College-owned vehicles, whether on- or off-campus.

2.17. Fire and Life Safety

Fire and life safety policy violations (see Section 9, *Fire and Life Safety*).

2.18. Hazing

Violation of the Commonwealth of Massachusetts law or Amherst College policy prohibiting the practice of hazing (see Section 5, *Hazing*).

2.19. Fraternity Policy

Violation of fraternity policies (see Section 6, *Fraternities*).

2.20. Residential and Community Life

Violation of any regulations governing the use of College housing, as specified in Section 7, *Residential and Community Life* and Section 9, *Fire and Life Safety*.

2.21. Trespass

Knowingly accessing College buildings, portions of buildings, construction sites, restricted-access equipment or vehicles, or other restricted locales or structures where the restrictions are locally posted or have been made public (see Sections 9.34, *Confined Spaces and Tunnels*, 9.39, *Roof and Porch Access*).

2.22. Surreptitious or Unauthorized Observable Recording of Others

2.22.1. Audio and/or video recording of classes without advance approval from the instructor or as part of an approved disability accommodation.

2.22.2. Any other audio and/or video recording of any individual without that individual's knowledge or permission (see *MA General Law Part 4, Title I, Chapter 272, Section 99*).

2.23. Drones & Model Aircraft Policy

Violations of the Unmanned Aerial Systems ("Drones") & Model Aircraft Policy (see Section 24).

2.24. Posting Policy

Violations of the Posting Policy (see Section 25, *Posting Policy*).

2.25. Violations of College Policy

Conduct that violates policies, rules, and procedures posted by College departments and offices that may not also be included in this code.

2.26. Violations of Law

Conduct that violates local, state, federal, or otherwise applicable laws, statutes, regulations, codes, or ordinances, domestically or internationally. When an offense occurs over which the College has jurisdiction (see Section 12.2.), the College's Conflict Resolution Processes will usually go forward notwithstanding any criminal complaint that may arise from the same incident.

2.27. Complicity or Facilitation

2.27.1. Complicity with, facilitation of, or failure of any student to appropriately address known or obvious violations of the *Student Code of Conduct* or law.

2.27.2. Complicity with, facilitation of, or failure of any student group to appropriately address known or obvious violations of the *Student Code of Conduct* or law by its members.

Section 3. College Sexual Misconduct Policy

The Statement on Respect for Persons voted on by the faculty can be found in the Faculty Handbook.

3.1. Purpose and Scope of Policy

3.1.1. Statement of Institutional Values

Sexual misconduct of any form is a violation of a person's rights, dignity and integrity. An act of sexual misconduct represents a fundamental failure by a community member to recognize and to respect the intrinsic worth and dignity of another. Acts of sexual misconduct are harmful and will not be tolerated at Amherst College. Such acts corrupt the integrity of the educational process, are contrary to the mission and values of the Amherst College community and are against College policy.

All members of the Amherst College community should be free from sexual misconduct in the classroom; the social, recreational and residential environment; and the workplace. The College seeks to foster a climate free from sexual misconduct through a coordinated education and prevention program and the promulgation of clear and effective policies, as well as investigative and grievance procedures that are prompt, equitable and accessible to all. In response to any reported sexual misconduct, the College will take all appropriate steps to eliminate the misconduct, prevent its recurrence and address its effects.

In order to foster a climate of respect for oneself and for one another and provide for the safety and security of our community, the College expects all community members to take action to prevent acts of sexual misconduct. Creating a safe campus environment is the responsibility of all members of the College community, both individually and collectively.

In order to foster a climate that encourages reporting of sexual misconduct, the College will actively educate the community, will respond to all allegations promptly, will provide interim measures to address safety, emotional well-being and academic needs and will act in a manner that recognizes the inherent dignity of the individuals involved.

In order to achieve equitable results, the College will carefully assess and/or investigate all reports with an earnest intent to understand the perspective and experiences of each individual involved and provide for fair and impartial evaluation and resolution.

3.1.2. Purpose of Policy

The purpose of this policy is to provide the Amherst College community with a clearly articulated and defined set of behavioral standards. The policy applies to all community members, including students, faculty and staff.

In addition to defining sexual harassment and the forms of sexual misconduct, this policy also:

1. Identifies resources and support for all members of the College community;
2. Identifies the Title IX Coordinator, Deputy Coordinators and their roles;
3. Provides information about where a College community member can obtain support or access confidential resources;
4. Provides information about how a College community member can submit a report of sexual misconduct;
5. Describes options for persons who believe they have experienced behaviors that are prohibited by this policy; and
6. Provides information about how a report against a College community member will be assessed and resolved.

3.1.3. Application

This policy applies to all community members, including students, faculty, and staff, as well as visitors and independent contractors. This policy applies to all persons regardless of sex, sexual expression, gender, gender expression, or gender identity.

3.1.4. Definitions

Complaint: An allegation of behavior that violates this policy filed against a faculty or staff member, student, or visitor that initiates a formal process for resolution of the complaint.

Complainant: An individual who believes themselves to have been the subject of behavior(s) that violate(s) this policy.

Respondent: An individual who has been accused of a violation(s) of this policy.

Third party: Any individual who makes a report about behaviors prohibited by this policy that were experienced or perpetrated by another person.

Report: A disclosure of any incident or concern regarding sexual misconduct made directly to the Title IX Office, any Title IX Coordinator, any College employee with mandatory reporting responsibilities (see Sec. 3.7.1.1) or to any other person who then subsequently shares the information with the Title IX Office.

3.1.5. Scope

This policy applies to all members of the Amherst College community, including students, employees, visitors and independent contractors. It applies to all persons regardless of sex, gender, gender expression, sexual orientation or gender identity. When used in this policy, “employee” generally refers to both staff and faculty members. Vendors, independent contractors, visitors and others who conduct business with the College or on College property are also expected to comply with this policy.

All College community members are responsible for their actions and behavior, whether the conduct in question occurs on campus or in another location.

This policy applies both to on-campus and off-campus conduct that has an actual or potential adverse impact on any member of the College community or falls under this policy.

Amherst College has joined with Smith College, Mount Holyoke College, Hampshire College and the University of Massachusetts Amherst to form the Five Colleges. Amherst College students, when studying or visiting on the campus of one of the Five Colleges, riding a Five Colleges bus or attending a College-related event for one of the Five Colleges, will be subject to Amherst policies as well as the policies of the visited institution. The student conduct adjudication procedures of the institution at which the accused student is enrolled shall govern. Any student, including Five-College students and Amherst College students, who wish to report concerning behavior that occurs at an institution other than their home campus may do so by contacting the Title IX Office at either: 1) their home institution; or 2) the institution where either: a) the behavior occurred or b) where the alleged perpetrator of the concerning conduct is enrolled. As appropriate, the Amherst Title IX Office will coordinate with another institution in support of any persons affected by reported sexual misconduct.

3.1.6. Coordination with Non-Discrimination

Harassment related to an individual’s actual or perceived sex or gender (including pregnancy, sexual orientation, gender expression, and gender identity) can occur in conjunction with misconduct related to an individual’s actual or perceived identity regarding their race, national or ethnic origin, color, religion, age, disability, genetic information, military service or any other characteristic or class protected under applicable federal, state or local law. Targeting individuals on the basis of protected identity may constitute

a violation of the College's community standards and/or the College's Sexual Misconduct Policy. When reports of sexual misconduct include allegations that community members may have been targeted for or subjected to misconduct because of their actual or perceived identity regarding their race, national or ethnic origin, color, religion, age, disability, genetic information, military service or any other characteristic or class protected under applicable federal, state or local law, the College will coordinate the investigation and resolution efforts (see Section 13, The Sexual Misconduct Adjudication Process) to address harassment related to the targeted individual's actual or perceived sex or gender (including pregnancy, sexual orientation, gender expression, and gender identity) together with the conduct related to the targeted individual's actual or perceived identity regarding their race, national or ethnic origin, color, religion age, disability, genetic information, military service or any other characteristic or class protected under applicable federal, state or local law. The Title IX office will take the lead in the assessment, investigation, and resolution of these reports in coordination with appropriate community partners.

3.2. Notice of Non-Discrimination

The College is committed to establishing and maintaining an environment free of all forms of harassment and discrimination for all College community members. The College does not discriminate on the basis of race, color, ethnicity, national origin, age, sex, sexual orientation, gender identity or expression, physical or mental disability, religion or any other protected class.

The College does not discriminate on the basis of sex in its educational, extracurricular, athletic or other programs or in the context of employment. Sexual misconduct, including sexual harassment as defined in this policy, is a form of sex discrimination that unjustly deprives a person of equal treatment. It is prohibited by Title IX of the Education Amendments of 1972, a federal law that provides that:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

Sexual harassment is also prohibited under Title VII of the Civil Rights Act of 1964, Massachusetts General Laws Chapter 151B and other applicable statutes. This policy prohibits sexual misconduct against all Amherst community members of any sex, gender or sexual orientation. This policy also prohibits gender-based harassment that does not involve conduct of a sexual nature.

Contact Information:

Laurie A. Frankl
Title IX Coordinator
Amherst College

Converse Hall, Room 105-E
413-542-5707
lfrankl@amherst.edu

U.S. Department of Education
Office for Civil Rights
Lyndon Baines Johnson Department of Education Bldg.
400 Maryland Avenue, SW
Washington, DC 20202-1100
Telephone: (800) 421-3481
FAX: 202-453-6012; TDD: 800-877-8339
Email: OCR@ed.gov

Boston Office
Office for Civil Rights
US Department of Education
8th Floor
5 Post Office Square
Boston, MA 02109-3921
Telephone: 617-289-0111
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Email: OCR.Boston@ed.gov

3.3. Statement on Privacy

The College is committed to maintaining the privacy of all individuals involved in a report of sexual misconduct. In any Title IX review of an allegation of sexual misconduct, every effort will be made to protect the privacy and interests of the individuals involved in a manner consistent with the need for a thorough review of the allegation.

At all times, the privacy of the parties will be respected and safeguarded. Information related to a report of misconduct will be shared only with those College employees who “need to know” in order to assist in the review and/or investigation and resolution of the complaint. Students or employees wishing to obtain confidential assistance through on-campus or off-campus resources without making a report to the College may do so by speaking with professionals who are obligated by law to or have been identified by the College as persons who may, maintain confidentiality. These professionals are identified in the Section 3.6.1 of this policy.

If a report of misconduct discloses an immediate threat to the College campus community, the College may issue a timely notice of the conduct to the community to protect the health or safety of the broader campus community. This notice will not contain any biographical or other identifying information. Immediately threatening circumstances include, but are not limited to, reported incidents of recently occurring sexual misconduct that include the use of force, a weapon or other circumstances that represent a serious and ongoing threat to College students, faculty, administrators, staff or visitors.

All resolution proceedings are conducted in compliance with the requirements of FERPA, the Clery Act, Title IX and College policy. No information shall be released from such proceedings except as required or permitted by law or College policy.

3.4. Prohibited Conduct and Definitions

The College prohibits sexual misconduct. Sexual misconduct is a broad term that includes, but is not limited to, sexual harassment, sexual violence, domestic and dating violence, sexual exploitation, stalking, and aiding or facilitating the commission of a violation and retaliation.

Consistent with the values of an educational and employment environment free from harassment based on sex, the College also prohibits gender-based harassment, which may include acts of verbal, nonverbal or physical aggression, intimidation or hostility based on gender or gender-stereotyping, even if those acts do not involve conduct of a sexual nature.

3.4.1. Definition of Sexual Harassment

Sexual harassment is any unwelcome sexual advance, request for sexual favors or other unwelcome verbal or physical conduct of a sexual nature when:

- Submission to or rejection of such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment, evaluation of academic work or participation in social or extracurricular activities; or
- Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting the individual, or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance by creating an intimidating, hostile, humiliating, demeaning or sexually offensive working, academic or social environment. The effect will be evaluated based on the perspective of a reasonable person in the position of a Complainant.
- A single or isolated incident of sexual harassment may create a hostile environment if the incident is sufficiently severe. The more severe the conduct, the less need there is to show a repetitive series of incidents to provide a hostile environment, particularly if the harassment is physical.

3.4.2. Forms of Prohibited Sexual Harassment

Sexual harassment is prohibited. 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 can take many forms:

It can occur between equals (e.g. student to student, staff to staff, faculty member to faculty member, visitor/contracted employee to staff) or between persons of unequal power status (e.g. supervisor to subordinate, faculty member to student, coach to student-athlete, student leader to first-year student). Although sexual harassment often occurs in the context of an exploitation of power by the individual with the greater power, a person who appears to have less power in a relationship can also commit sexual harassment (e.g. student harassing faculty member).

It can be committed by an individual or may be a result of the collective actions of an organization or group.

It can be committed against an individual, an organization or a group.

It can be committed by an acquaintance, a stranger or someone with whom the Complainant has a personal, intimate or sexual relationship.

It can occur by or against an individual of any sex, gender identity, gender expression or sexual orientation.

It does NOT have to include intent to harm, be directed at a specific target or involve repeated incidents.

Examples of behavior that might be considered misconduct include, but are not limited to:

3.4.2.1. Unwanted or inappropriate sexual innuendo, propositions, sexual attention or suggestive comments and gestures; humor and jokes about sex or gender-specific traits; sexual slurs or derogatory language directed at another person's sexuality or gender; insults and threats based on sex or gender; and other oral, written or electronic communications of a sexual nature that an individual communicates is unwanted and unwelcome

3.4.2.2. Written graffiti or the display or distribution of sexually explicit drawings, pictures or written materials; sexually charged name-calling; sexual rumors or ratings of sexual activity/performance; the circulation, display or creation of emails or websites of a sexual nature

3.4.2.3. Non-academic display or circulation of written materials or pictures degrading to one or more individuals or gender group

3.4.2.4. Inappropriate or unwelcome physical contact or suggestive body language, such as touching, patting, pinching, hugging, kissing or brushing against an individual's body

3.4.2.5. Undue and unwanted attention, such as repeated inappropriate flirting, inappropriate or repetitive compliments about clothing or physical attributes, staring, or making sexually oriented gestures

3.4.2.6. Physical coercion or pressure of an individual to engage in sexual activity or punishment for a refusal to respond or comply with sexual advances

3.4.2.7. Change of academic or employment responsibilities (increase in difficulty or decrease of responsibility) based on sex, gender identity/ expression or sexual orientation

3.4.2.8. Use of a position of power or authority to (1) threaten or punish, either directly or by implication, for refusing to tolerate harassment, for refusing to submit to sexual activity or for reporting harassment or (2) promise rewards in return for sexual favors

3.4.2.9. Sexual assault and rape

3.4.2.10. Abusive, disruptive or harassing behavior, verbal or physical, which endangers another's mental or physical health, including, but not limited to, threats, acts of violence or assault based on gender and/or in the context of intimate partner violence

3.4.2.11. Demeaning verbal or other expressive behavior of a sexual or gendered nature in instructional settings, and

3.4.2.12. Acts of verbal, nonverbal or physical aggression, intimidation or hostility based on sex or sex-stereotyping. Harassment for exhibiting what is perceived as a stereotypical characteristic for one's sex, or for failing to conform to stereotypical notions of masculinity and femininity, regardless of actual or perceived sexual orientation or gender identity of the harasser or target.

3.4.3. Additional Forms of Prohibited Conduct

Sexual misconduct may vary in its severity and consists of a range of behaviors. The following descriptions represent behaviors that violate Amherst College's community standards and a person's rights, dignity, and integrity.

3.4.3.1. Sexual Violence: Physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent. This includes rape, sexual assault, battery and sexual coercion. Sexual violence may involve individuals who are known to one another or have an intimate and/or sexual relationship, or may involve individuals not known to one another. Examples include, but are not limited to:

3.4.3.1.1. Having or attempting to have sexual intercourse with another individual without consent. Sexual intercourse includes vaginal or anal penetration, however slight, with a body part or object or oral copulation by mouth- to- genital contact.

3.4.3.1.2. Having or attempting to have sexual contact with another individual with- out consent. Sexual contact includes kissing, touching the intimate parts of another, causing the other to touch one's intimate parts or disrobing of another without permission. Intimate parts may include the breasts, genitals, buttocks, mouth or any other part of the body that is touched in a sexual manner.

3.4.3.2. Domestic Violence: An act of violence committed by: 1) (a) a current or former spouse or intimate partner of the victim; (b) a person with whom the victim shares a child; and/or c) with whom the victim cohabitants; or 2) a person considered similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction. Massachusetts General Laws Chapter 209A Section 1 defines Domestic Violence as the occurrence of one or more of the following acts between family or household members:

3.4.3.2.1. attempting to cause or causing physical harm

3.4.3.2.2. placing another in fear of imminent serious physical harm

3.4.3.2.3. causing another to engage involuntarily in sexual relations by force, threat or duress "Family or household members" are persons who:

- are or were married to one another
- are or were residing together in the same household
- are or were related by blood or marriage
- have a child in common regardless of whether they have ever married or lived together, or
- are or have been in a substantive dating or engagement relationship

3.4.3.3. Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

3.4.3.4. Sexual Exploitation: An act or acts committed through non-consensual abuse or exploitation of another person's sexuality for the purpose of sexual gratification, financial gain, personal benefit or advantage or any other non-legitimate purpose. Sexual exploitation may involve individuals who are known to one another, have an intimate or sexual relationship and/or individuals not known to one another. Examples include, but are not limited to:

3.4.3.4.1. Observing another individual's nudity or sexual activity or allowing another to observe consensual sexual activity without the knowledge and consent of all parties involved

3.4.3.4.2. Non-consensual streaming of images, photography, video or audio recording of sexual activity or nudity, or distribution of such without the knowledge and consent of all parties involved

3.4.3.4.3. Prostituting another individual

3.4.3.4.4. Knowingly exposing another individual to a sexually transmitted disease or virus without their knowledge, and

3.4.3.4.5. Inducing incapacitation for the purpose of making another person vulnerable to non-consensual sexual activity.

3.4.3.5. Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others or suffer substantial emotional distress. This includes cyber-stalking, a particular form of stalking in which electronic media such as the Internet, social networks, blogs, cell phones, texts or other similar devices or forms of contact are used to pursue, harass or make unwelcome contact with another person. Stalking and cyber-stalking may involve individuals who are known to one another or have an intimate or sexual relationship, or may involve individuals not known to one another.

3.4.3.6. Aiding or Facilitating: Aiding, facilitating, promoting or encouraging the commission of a violation under this policy. Aiding or facilitating may also include failing to take action to prevent an imminent act when it is reasonably prudent and safe to do so. Taking action may include directly intervening, calling Amherst College Police or local law enforcement or seeking assistance from a person in authority.

3.4.3.7. Intimidation: Placing another person in reasonable fear of bodily harm for the purpose of interfering with that person's opportunity to report sexual misconduct through: 1) the use of threatening words and/or other conduct; and/or 2) subjecting the person to actual physical attack

3.4.3.8. Retaliation: Acts or attempts to retaliate or seek retribution against the Complainant, Respondent or any individual or group of individuals involved in the reporting, investigation and/or resolution of an allegation of sexual misconduct. Retaliation can be committed by any individual or group of individuals, not just a Respondent or Complainant. Retaliation may include continued abuse or violence, other forms of harassment, slander and libel. Retaliation does not include reports and/ or complaints of Sexual Misconduct that are made in good faith.

3.4.4. Statement on Consent, Coercion, Incapacitation, and Alcohol

Consent to engage in sexual activity must be knowing and voluntary. Consent to engage in sexual activity must exist from the beginning to end of each instance of sexual activity and for each form of sexual contact. Consent to one form of sexual contact does not constitute consent to all forms of sexual contact. For example, an individual may agree to kiss but choose not to engage in touching of the intimate parts or sexual intercourse. An individual should obtain consent before moving from one act to another.

Consent consists of an outward demonstration indicating that an individual has freely chosen to engage in sexual activity. Consent is demonstrated through mutually understandable words and/or actions that clearly indicate a willingness to engage freely in sexual activity. A physiological manifestation of arousal does not constitute consent. Relying on non-verbal communication can lead to misunderstandings. Consent may not be inferred from silence, passivity, lack of resistance or lack of active response alone. A person who does not physically resist or verbally refuse sexual activity is not necessarily giving consent. In the absence of an outward demonstration, consent does not exist. If at any time it is reasonably apparent that either party is hesitant, confused or uncertain, both parties should stop and obtain mutual verbal consent before continuing sexual activity.

A current or previous dating or sexual relationship, by itself, is not sufficient to constitute consent. Even in the context of a relationship, there must be mutually understandable communication that clearly indicates willingness to engage in sexual activity each time such activity occurs. Consent to previous sexual activity does not constitute consent in the future. Consent must be obtained each time.

Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another. Each person must obtain individual consent.

Consent may be withdrawn by either party at any time. Withdrawal of consent must also be outwardly demonstrated by words or actions that clearly indicate a desire to end sexual activity. Once withdrawal of consent has been expressed, sexual activity must cease.

In the state of Massachusetts, consent can never be given by minors under the age of 16.

Consent is not effective if it results from the use or threat of physical force, intimidation or coercion, or any other factor that would eliminate an individual's ability to exercise his or her own free will to choose whether or not to have sexual contact. Coercion includes the use of pressure and/or

oppressive behavior, including express or implied threats of harm and/or severe and/or pervasive emotional intimidation, which places an individual in fear of immediate or future harm or physical injury or causes a person to engage in unwelcome sexual activity. A person's words or conduct amount to coercion if they wrongfully impair the other's freedom of will and ability to choose whether or not to engage in sexual activity.

An individual who is incapacitated is not able to make rational, reasonable judgments and therefore is incapable of giving consent. Incapacitation is the inability, temporarily or permanently, to give consent, because the individual is mentally and/or physically helpless due to drug or alcohol consumption, either voluntarily or involuntarily, or the individual is unconscious, asleep or otherwise unaware that the sexual activity is occurring. In addition, an individual is incapacitated if the individual demonstrates that they are unaware of where they are, how they got there or why or how they became engaged in a sexual interaction. Where alcohol is involved, incapacitation is a state beyond drunkenness or intoxication. Some indicators of incapacitation may include, but are not limited to, lack of control over physical movements, lack of awareness of circumstances or surroundings or the inability to communicate for any reason. An individual may experience a blackout state in which they appear to be giving consent but does not actually have conscious awareness or the ability to consent. It is especially important, therefore, that anyone engaging in sexual activity be aware of the other person's level of intoxication due to alcohol and/or drug use. The relevant standard that will be applied is whether the Respondent knew, or a sober reasonable person in the same position should have known, that the other party was incapacitated and therefore could not consent to the sexual activity.

The College considers sexual contact while under the influence of alcohol or drugs to be risky behavior. Alcohol and drug use impairs a person's decision-making capacity, awareness of the consequences and ability to make informed judgments. Being intoxicated or impaired by drugs or alcohol is never an excuse for sexual misconduct and does not excuse one from the responsibility to obtain consent.

3.5. Bystander Intervention

The College encourages all community members to take reasonable and prudent actions to prevent or stop an act of sexual misconduct. Taking action may include direct intervention, creating a distraction or delegating; calling law enforcement or seeking assistance from a person in authority.

3.6. Resources

Overview

The College is committed to treating all individuals with dignity, care

and respect. All Amherst College community members affected by sexual misconduct have equal access to support and counseling services through the College. The College recognizes that any individual may have questions and we encourage Amherst community members to seek the support of campus and community resources. The College can provide guidance in making decisions, obtaining information about available resources and assisting either party in the event that a report and/or resolution is pursued. Individuals are encouraged to use all available resources, regardless of whether the incident occurred recently or in the past.

Complainants, Respondents, and third parties can expect:

- The opportunity to meet with the Title IX or Deputy Title IX Coordinator or another member of the Title IX Office to answer questions regarding the College’s policies and processes related to sexual misconduct.
- Notice of resources, including health care and mental health counseling services, on campus and in the local community.
- Notice of the option to pursue law enforcement action and to be assisted by Amherst College Police or other College officials in accessing and communicating with such authorities. This notice will include a discussion of the importance of the preservation of evidence.
- The opportunity to request that the College take steps to prevent unnecessary or unwelcome contact or communication with another member of the Amherst community.
- Prompt response to reports of retaliation. Any concerns of retaliatory behavior should be immediately reported to Amherst College Police and/or the Title IX Office.

3.7. Disclosures of Sexual Misconduct

3.7.1. Confidential Resources and Support—Making a Confidential Disclosure

The College encourages all Amherst community members to report concerns about sexual misconduct. The College recognizes, however, that there are many barriers to reporting, both individual and societal, and not every individual will choose to report to the College or local law enforcement. For those individuals who are not prepared to for their information to be reported to the Title IX Office, there are several confidential resources available for students, staff and faculty. Staff at these resources are prohibited, either by state law and/or College policy, from releasing an individual’s information without that individual’s express consent (except under limited circumstances that pose an imminent danger

to the individual or to others.) The following resources are confidential. Disclosures made to individuals at these resources will not be shared with the Title IX Office:

Confidential Resources

On-Campus	Off-Campus
<p>Amherst College Health Services (413) 542-2266 Services are available during regular office hours.</p> <p>Counseling Center (413) 542-2354 Counselors are available during regular office hours and after hours through the Administrator on Call. The Center is staffed by medical, psychiatric and psychological professionals.</p> <p>Religious & Spiritual Life Advisors (413) 542-8149 Advisors are available 24 hours a day through the Administrator on Call or the Amherst College Police Department.</p> <p>For Employees: Employee Assistance Plan (800) 828-6025 Ombudsperson (413) 542-5156</p>	<p>Center for Women and Community (413) 545-0800 The CWC provides confidential rape crisis counseling 24 hours a day.</p> <p>University Health Services University of Massachusetts Amherst (413) 577-5000 Generally, open weekdays 8 am to 8 pm and weekends 11 am to 5 pm during the academic year.</p> <p>Cooley Dickinson Hospital (413) 582-2000 Sexual Assault Nurse Examiner (SANE) available to conduct examinations.</p> <p>Safe Passage (413) 586-5066 A confidential domestic violence and rape crisis hotline accessible 24 hours a day.</p>

3.7.2. Reporting to the College

The College will promptly and thoroughly review and respond to all reports of sexual misconduct. The College will respond to all reports in an integrated, consistent manner that treats each individual with dignity and respect. The College will approach each report with an earnest intent to understand the perspective and experiences of each individual involved in order to ensure fair and impartial evaluation and resolution.

The College is committed to providing a variety of welcoming and accessible means so that all instances of sexual misconduct can be reported. The College also recognizes that the decision whether or not to report sexual misconduct is personal and that there are many barriers to reporting, both individual and societal. Not every individual will be prepared to make a report to the College or to law enforcement, and individuals are not expected or required to pursue a specific course of action.

An incident does not have to occur on campus to be reported to the College. Off-campus conduct that adversely affects the College or the Amherst community also falls under this policy.

An individual does not have to decide whether or not to request disciplinary action at the time the report is made. The College recognizes that choosing to make a report, and deciding how to proceed after making the report, can be a process that unfolds over time. The College will respect an individual's autonomy in making these important decisions and provide support that will assist each individual in making that determination.

Campus Reporting Options

To enable the College to respond to all reports in a prompt and equitable manner, the College encourages all individuals to directly report any concerns regarding sexual misconduct to the Title IX Office.

3.7.2.1. Private Report to the Title IX Office or to a Person Who Is Obligated to Share a Report with the Title IX Office:

Any individual who is concerned about sexual misconduct affecting an Amherst College community member may provide that information to the Title IX Office in person, via email, or by using the online Sexual Misconduct Reporting Form in a form that either includes the reporting person's identifying information or which maintains the reporting person's anonymity.

3.7.2.2. Mandatory Reporters of Information Regarding Sexual Misconduct

Individuals may also disclose concerns to faculty, staff, and certain student employees who have been designated by the College as "mandatory reporters" of information regarding sexual misconduct.

All College employees, except those identified in Section 3.6.1, including faculty and staff, certain student employees and certain student volunteers are required to share with the Title IX Office information they learn that gives them reason to believe that an Amherst College community member has been affected by sexual misconduct.

Resident Counselors have the responsibility to report – to the Title IX Office – information regarding sexual misconduct of which they become aware at any time.

Students also have the responsibility to report – to a member of the Title IX Office – instances of sexual misconduct of which they become aware while acting in the following roles:

- Student Security Monitors
- Orientation Leaders
- Community Engagement Orientation Trip (CEOT) Leaders
- First-Year Orientation Trips (FOOT) Leaders
- LEAP Leaders

All Amherst community members, even those who are not obligated by this policy, are strongly encouraged to report information regarding any incident of sexual misconduct to the Title IX Office.

3.7.2.3. Requesting Confidentiality Once a Report Is Shared with the Title IX Office

See below, Section 3.11.4.

3.7.3. Anonymous Reporting

Any individual may make an anonymous report concerning an act of sexual misconduct. An individual may report the incident without disclosing their name, identifying the Respondent or requesting any action. Depending on the level of information available about the incident or the individuals involved, however, the College's ability to respond to an anonymous report may be limited. Anonymous reports may be made by telephone at (888) 497-1022, online at www.amherst.ethicspoint.com. Ethics Point is a service that allows anyone to report suspected misconduct or other issues with complete anonymity, if so chosen. This service allows the person making the report and College administrators to confer about additional details, while the reporting party's identity remains anonymous. All reports will go to the Title IX Coordinator. Persons may also submit anonymous reports using the Sexual Misconduct Reporting form and choosing not to submit their identifying information, though the College will be unable to confer with the reporting party.

3.7.4. Reporting Patterns of Sexual Misconduct

In the event that an individual believes that they may be experiencing behavior that points to a pattern of sexual misconduct, they should document that behavior and report it to the Title IX Office.

3.7.5. Emergency/Immediate Reporting Options

The College encourages all individuals to seek assistance from a medical provider and/or law enforcement immediately after an incident of sexual misconduct. This is the best option to preserve evidence and to begin a timely investigative and remedial response. The College will assist any Amherst community member to get to a safe place and will provide transportation to the hospital, coordination with law enforcement, and information about the College's resources and complaint processes.

Assistance is available from the College 24 hours a day year-round by calling

the Amherst College Police Department. Any individual can request that a member of the Amherst College Police Department respond and take a report, or request to speak with an Administrator on Call or a member of the Counseling Center. There is no requirement that an individual file an incident report with the Amherst College Police Department in order to speak with an Administrator on Call or a member of the Counseling Center.

A medical provider can provide emergency and/or follow-up medical services, and the ability to discuss any health care concerns related to the incident in a confidential medical setting may bring peace of mind. The medical exam has two goals: first, to diagnose and treat the full extent of any injury or physical effect (e.g. sexually transmitted infection or the possibility of becoming pregnant) and second, if qualified as a Sexual Assault Nurse Examiner, to properly collect and preserve evidence. There is a limited window of time (typically no longer than 72 to 96 hours) following an incident of sexual assault to preserve physical and other forms of evidence. Taking the step to gather evidence immediately does not commit an individual to any course of action. The decision to seek medical attention and gather any evidence will remain confidential and may assist in the preservation of the full range of options to seek resolution through the College's complaint processes or through the pursuit of criminal action. The College encourages persons to obtain medical attention promptly after an assault.

3.7.6. Time Frame for Reporting

Individuals are encouraged to report sexual misconduct promptly in order to maximize the College's ability to respond promptly and equitably. The College does not, however, limit the time-frame for reporting. Adjudication processes are not available for reports against individuals who are no longer associated with the College. Regardless of the status of the alleged perpetrator, however, the College will conduct a Title IX review and take appropriate steps depending on the level of control (if any) the College has over the accused person.

3.7.7. Coordination with Law Enforcement

The College encourages Complainants to pursue criminal action for incidents of sexual misconduct that may also be crimes under Massachusetts law. The College can assist a Complainant in making a criminal report, either with the Amherst College Police Department or the Town of Amherst Police Department. The College will, to the extent permitted by law, cooperate with law enforcement agencies if a Complainant decides to pursue the criminal process.

3.7.8. Amnesty for Students Who Report Sexual Misconduct

The College encourages reporting and seeks to remove barriers to reporting. The College recognizes that an individual who has been drinking or using drugs at the time of the incident may be hesitant to make a report because

of potential *Student Code of Conduct* consequences for their own conduct. An individual who reports sexual misconduct, either as a Complainant or as a third-party witness, will not be subject to disciplinary action by the College for their own personal consumption of alcohol or drugs at or near the time of the incident, provided that any such violations did not and do not place the health or safety of any other person at risk. The College may, however, initiate an educational discussion or pursue other educational remedies regarding alcohol or other drugs. The amnesty policy applies to the College's Community Standards Adjudication Process.

3.7.9. Statement Against Retaliation

It is a violation of College policy to retaliate in any way against an individual or a group because the individual or group of individuals reported an allegation of sexual misconduct.

The College recognizes that retaliation can take many forms, may be committed by an individual or a group against an individual or a group and that a Respondent can also be the subject of retaliation by the Complainant or a third party. The College will take immediate and responsive action to any report of retaliation and may pursue disciplinary action as appropriate. An individual reporting sexual misconduct is entitled to protection from any form of retaliation following a report that is made in good faith, even if the content of the report is later not proven.

3.8. On-Campus Resources

In addition to the confidential resources listed above, all Amherst community members have access to a variety of resources provided by the College that can provide crisis intervention services, counseling, academic support and medical services. All of the staff and faculty listed below are trained to support individuals affected by sexual misconduct and to coordinate with the Title IX Coordinator consistent with the College's commitment to a safe and healthy educational environment. While not bound by confidentiality, these resources will nevertheless maintain the privacy of an individual's information within the limited circle of those involved in the Title IX resolution process.

<p>Amherst College Police Department (413) 542-2111 ACPD is available 24 hours a day.</p> <p>Office of Student Affairs/ Administrator on Call (413) 542-2337 Available during regular office hours and can assist with academic concerns, changes in housing or other modifications and referrals to other resources. An Administrator on Call is also available 24 hours a day by calling Amherst College Police at (413) 542-2111.</p> <p>Title IX Coordinator, Laurie Frankl (413) 542-5707 Available during regular office hours for any questions about Title IX at Amherst.</p> <p>Title IX Deputy Coordinators Available during regular office hours.</p> <ul style="list-style-type: none"> • Dean Gendron (Students) (413) 542-2337 	<ul style="list-style-type: none"> • Amanda Collings Vann (Students) (413) 542-2337 • Maria Rello (Athletics) (413) 542-8467 • Catherine Epstein (Faculty) (413) 542-2334 • Maria-Judith Rodriguez (Staff, Administration, and Visitors) (413) 542-2372 <p>Resident Counselors (RCs) RCs are students living in the residence halls that are employed by Residential Life and trained to refer students to campus resources. RCs are mandated reporters.</p> <p>Peer Advocates of Sexual Respect The Peer Advocates of Sexual Respect are students who receive intensive training and on-going supervision to act as an educational resource and referral source for students who are in need of support on issues of sexuality, relationships, trauma, violence, and sexual respect or misconduct.</p>
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3.9. Community Resources

Students, faculty, and staff may also access resources located in the local community. These organizations can provide crisis intervention services, counseling, medical attention, and assistance in interfacing with the criminal justice system. All individuals are encouraged to utilize the resources that are the best suited to their needs, whether on or off campus. A list of resources in the local community is provided in Section 3.6.1.

<p>Emergency Response</p> <p>911</p> <p>Amherst College Police Department (413) 542-2111</p> <p>Amherst (Town) Police Department (413) 259-3000</p>	<p>Health and Safety</p> <p>Amherst College Health Services (413) 542-2266</p> <p>Cooley Dickinson Hospital (413) 582-2000</p>
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3.10. Interim Measures

Upon receipt of a report, the College will provide, when appropriate, interim support and reasonable protective measures to prevent further acts of misconduct and to provide a safe educational and work environment. The College will determine the necessity and scope of any interim measures. Even when a person involved with the Title IX process does not specifically request that protective action be taken, the College may choose to impose interim measures at its discretion to ensure the safety of any individual, the broader College community or the integrity of the review process.

All persons involved with concerns related to sexual misconduct or sex- or gender-based harassment are entitled to request and receive interim measures.

Students seeking such assistance should speak with the Title IX Coordinator or a Deputy Title IX Coordinator for Students, who will coordinate such requests on the behalf of the student. The College will maintain contact with the parties to ensure that all safety and emotional and physical well-being concerns are being addressed.

All individuals are encouraged to report concerns about the failure of another individual to abide by any restrictions imposed by an interim measure. The College will take immediate and responsive action to enforce measures previously ordered or implemented by the College.

The College may impose any remedy that can be tailored to the involved parties to achieve the goals of this policy, even if not specifically listed here. The range of interim measures may include, but is not limited to:

No-Communication and Restricted Proximity Order (NCRPO): A student may request, or the College may impose, communication and contact restrictions to prevent further potentially harmful interaction. These communication and contact restrictions generally preclude in-person, telephone, electronic or third-party communications. In some cases, an individual may also wish to consider an Abuse Prevention Order or a Harassment Prevention Order, either of which can be obtained from the local courts through a civil proceeding that is independent of the College. If a court order is issued the College will, to the extent possible, assist the protected person in benefiting from the restrictions imposed by the court and will also facilitate on campus compliance with the order. The College may also limit an individual or organization's access to certain College facilities or activities as part of the NCRPO.

Academic, Employment, or Residence Modifications: An individual involved with the Title IX process may request an academic or employment modification or a change in residence after a report of sexual misconduct. An individual who requests assistance in changing their academic or living situation will receive appropriate and reasonably available modifications. These may include:

- Academic modifications, including a change in class schedule, taking an incomplete, dropping a course without penalty, attending a class via Skype or other alternative means, providing an academic tutor or extending deadlines for assignments
- Change of residence hall assignment
- Change in work assignment or schedule, or
- Providing an escort to ensure safe movement between classes and activities.

Emotional Support: The College will provide counseling services through the Counseling Center or will assist in providing a referral to off-campus agencies as detailed in the Campus Resources and Community Resources sections of this policy. Counseling and emotional support is available to any member of the campus community.

Interim Separation: Where the report of sexual misconduct poses an ongoing risk of harm to the safety or well-being of an individual or members of the campus community, the College may place an individual or organization on interim suspension or impose leave for an employee. Pending resolution of the complaint, the individual or organization may be denied access to campus. When interim suspension or leave is imposed, the College will make reasonable efforts to complete the investigation and resolution within an expedited time frame.

3.11. Title IX Review of Reports

It is only through this consistent and informed response that we create a culture of accountability and break the culture of silence. The Title IX team is positioned to provide seamless support, to assess campus safety and to effectively respond to allegations of sexual misconduct.

3.11.1. Role of the Title IX Coordinator

The Title IX Coordinator oversees the College's centralized review, investigation and resolution process for reports of sexual misconduct and coordinates the College's compliance with Title IX. The Title IX Coordinator is supported by several College administrators who serve as Deputy Title IX Coordinators and also leads the College's Title IX Team.

The Title IX and Deputy Title IX coordinators can be contacted by telephone, by email or in person during regular office hours. For a comprehensive list, see Section 3.6.5.

The duties and responsibilities of the Title IX and Deputy Title IX Coordinators include training, education and climate checks as well as the oversight of procedures that promptly and equitably eliminate sexual harassment, prevent its recurrence and address its effects on individuals and our community. The Title IX and Deputy Title IX Coordinators will:

- Oversee the investigation and resolution of all reports of sexual misconduct

- Meet with any individual, whether a Complainant, a Respondent or a third party, to discuss interim measures, resources and procedures on and off campus
- Ensure prompt and equitable resolutions that comply with all requirements and time-frames specified in the complaint procedures
- Conduct ongoing and regular climate checks, tracking and monitoring of sexual misconduct allegations on campus, and
- Coordinate all training, education and prevention efforts.

3.11.2. Role of the Title IX Team

All reports are brought to the College' Title IX team. This interdepartmental team, led by the Title IX Coordinator, responds promptly and equitably to coordinate the review and resolution of all reports, ensures that all appropriate interim measures are implemented, and ensures consistent application of this policy to all persons. Members of the Title IX team include the Title IX Coordinator, Deputy Title IX Coordinator(s) for students, a representative from the Office of Students Affairs, the Amherst College Chief of Police, the Office of Diversity and Inclusion, and others as may be necessary.

The Title IX team also oversees the resolution of reported misconduct through the College's complaint processes. The process will be determined by the role of the Respondent:

3.11.2.1. Complaints against students will be resolved by the Student Complaint Process.

3.11.2.2. Complaints against employees will be resolved by the Employee Complaint Process.

3.11.2.3. Complaints against faculty will be resolved by the Faculty Complaint Process.

Each process is guided by the same principles of fairness and respect for all parties. Resources are available for both students and employees, whether as Complainants or Respondents, to provide guidance throughout the investigation and resolution of the complaint.

3.11.3. Initial Assessment of Reports of Sexual Misconduct

The College will address all reports of sexual misconduct. The Title IX team, under the leadership of the Title IX Coordinator, will oversee the College's Title IX review process.

In every report of sexual misconduct, the College, through members of the Title IX team, will make an initial assessment of any risk of harm to individuals or to the campus community and will take steps necessary to

address those risks, including, when necessary, interim measures to provide for the safety of the individual and the campus community.

The College's responsibility to review and respond to all allegations of misconduct exists regardless of whether that review culminates in additional investigation or goes before a Hearing Board and exists independently of the criminal justice process.

The College will take all reasonable steps to review and respond to the report consistent with the request for confidentiality or request not to pursue an investigation (see Section 3.8.4 *Request for Confidentiality*). In doing so, the College may take steps to limit the effects of the alleged sexual misconduct and prevent its recurrence without initiating formal action. Examples include: providing increased monitoring, supervision or security at locations or activities where the misconduct occurred; providing training and education materials for students and employees; revising and publicizing the school's policies on sexual misconduct; and conducting climate surveys regarding sexual misconduct. At all times, the College will seek to respect the request of the Complainant, and where it cannot do so, the College will consult with the Complainant and keep them informed about the chosen course of action.

3.11.4. Request for Confidentiality

Where the College has received a report of sexual misconduct, but the Complainant requests that their identity remain confidential or that the College not pursue an investigation, the College will balance this request in the context of its responsibility to provide a safe and non-discriminatory environment for all college community members, including the Complainant. The College will take all reasonable steps to review and to respond to the complaint consistent with the request for confidentiality or request not to pursue an investigation, but its ability to review may be limited by the request for confidentiality. Although rare, there are times when the College may not be able to honor a Complainant's request in order to provide a safe, non-discriminatory environment for all students. The College has designated its Title IX Coordinator as the individual responsible for evaluating requests for confidentiality.

When weighing a Complainant's request for confidentiality or that no investigation or discipline be pursued, the Title IX Coordinator will consider a range of factors, including the following:

- Whether there have been other reports of alleged sexual misconduct against the same Respondent
- Whether the Respondent has a history of arrests or records from a prior school indicating a history of violence
- Whether the Respondent is alleged to have threatened further sexual misconduct or other violence against the Complainant or others

- Whether the alleged sexual misconduct was committed by multiple Respondents
- Whether the alleged sexual misconduct involved the use of a weapon
- Whether the Complainant is under 18 years of age
- Whether the College possesses other means to obtain relevant evidence of the sexual misconduct (e.g. security cameras, physical evidence), and
- Whether the Complainant's report reveals a pattern of alleged sexual misconduct (e.g. via illicit use of drugs or alcohol, at a particular location, or by a particular group).

The presence of one or more of these factors could lead the College to investigate and, if appropriate, to pursue disciplinary action. If none of these factors is present, the College will likely respect the Complainant's request for confidentiality, but may nonetheless be prompted to consider broader remedial action, such as: increased monitoring, supervision or security at locations where the sexual misconduct occurred; increased education and prevention efforts, including to targeted population groups; conducting climate surveys; and/or revisiting its policies and practices.

At all times, the College will seek to respect the request of the Complainant, and where it cannot do so, the College will consult with the Complainant and keep him/her informed about the chosen course of action, and, to the extent possible, share information with only those people responsible for handling the College's response. The College may not require a Complainant to participate in any investigation or disciplinary proceeding.

3.11.5. Investigation

The Title IX Coordinator may determine if an investigation of the report of sexual misconduct should be conducted. This determination is based on a variety of factors, such as the Complainant's wish to pursue disciplinary action, the risk posed to any individual or the campus community by not proceeding and the nature of the allegation. The Title IX Coordinator may designate an investigator of their choosing. Any investigator used by the College, whether internal or external, must have specific training and experience investigating allegations of sexual misconduct.

The investigator will coordinate the gathering of information from the Complainant, the Respondent and any other individuals who may have information relevant to the determination. The investigator will also gather any available physical or medical evidence, including documents, communications between the parties and other electronic records as appropriate. The investigator may also consider prior allegations of, or findings of responsibility for, sexual misconduct by the Respondent. In gathering such information, the investigator will comply with applicable laws and Amherst College policies. The investigation will be thorough, impartial and fair, and all individuals will be treated with appropriate

sensitivity and respect.

As described in the College Statement on Privacy section, all College investigations will respect individual privacy concerns.

Information gathered during the investigation will be used to evaluate the responsibility of the Respondent, to provide for the safety of the individual and the College campus community and to impose remedies as necessary to address the effects of the alleged conduct. Any investigative report will serve as the foundation for all related resolution processes.

3.11.6. Time Frame for Resolution

The College will make a good faith effort to complete the review and resolution of all reports in a timely manner. Some circumstances that may affect the time frame for resolution include: the complexity and severity of the review; whether a complaint has been filed that has initiated adjudication under Section 13 of this policy; if there is a parallel criminal investigation; or if a review or adjudication occurs during school breaks or between school years. In general, a Complainant and Respondent can expect to receive periodic updates as to the status of the review or investigation.

Section 4. Alcohol and Other Drugs

4.0. Introduction

Given the academic, and social pressures inherent in college life, many students seek relief from stress through use of alcohol or other drugs (AOD). The abuse of AOD undermines the academic mission of the College, and it is often illegal. The use of illegal drugs and alcohol abuse correlates with a host of problems on campus, such as lowered academic accomplishment, sexual violence and vandalism. The College considers the abuse of AOD a public health problem and works to reduce AOD abuse among students.

Amherst College provides education and counseling programs to improve students' understanding of the risks associated with drug and alcohol abuse. Those students concerned about their own substance use or worried about a friend can seek assistance with complete confidentiality at Health Services, the Counseling Center, or Health Education.

The College understands that students make their own choices about AOD. However, the College will not ignore violations of state or federal law or the Amherst College regulations elaborated in this policy. When a student violates the policy on AOD or the law, a member of the Office of Student Affairs meets with the student to discuss the student's behavior, College policy, and expectations and to determine appropriate sanctions. The Office of Student Affairs may communicate with other College officials as appropriate regarding a student's violation.

Students are reminded that Massachusetts law prohibits the purchase or consumption of alcoholic beverages by those under the age of 21. 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 their acts. All provisions of the *Student Code of Conduct*, including the full range of possible sanctions, 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 following policy outlines AOD violations of Massachusetts law and Amherst College policy and summarizes the range of possible sanctions for such violations. The College generally interprets more than three violations of the policy on AOD as indication that the student is unwilling to abide by College regulations. Violations of the policy on AOD result in sanctions such as exclusion from participation in educational programs, fines and parental notification, and may include denial of campus residence or a Room Draw consequence. In some instances, violations may result in suspension or referral to the Community Standards Review Board for adjudication.

4.1. AOD Under Massachusetts Law

4.1.1. A person must be at least 21 years of age to legally purchase alcoholic beverages in Massachusetts.

4.1.2. 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.

4.1.3. 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. Amherst College Police Department is mandated to report violations of this law to the Registry of Motor Vehicles.

4.1.4. 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.

4.1.5. No person may serve an alcoholic beverage to anyone who is obviously inebriated.

4.1.6. For operating a motor vehicle under the influence of AOD, 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.

4.1.7. 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 of 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 years of age, distribution within 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 Sept. 1, 1989, conviction for violation of any state or federal drug law can lead to ineligibility for any federal benefit (including grants and loans).

Note: Any person who violates state or federal law is liable for their own actions and may be subject to civil or criminal complaints. Amherst College does not intervene on an individual's behalf with campus, local, or state law enforcement authorities.

4.2. AOD Under the Town of Amherst Bylaw

General Bylaws of the Town of Amherst are found at: <https://www.amherstma.gov/DocumentCenter/View/1967/Town-of-Amherst-General-Bylaws>

4.2.1. Keg Licensing Enforcement: A Town of Amherst bylaw requires a keg license, which can be obtained at the Amherst (Town) Police Department, for the possession of beer kegs anywhere in the town. There are substantial monetary penalties for violating this bylaw (Special Town Meeting – May 20, 1990).

4.2.2. Open Containers of Alcohol: No person shall consume any alcoholic beverage nor possess or transport any open can, bottle or other container containing any alcoholic beverage outdoors on any town street, sidewalk, way and public property including, but not limited to, parking lots, parks, school playgrounds, recreation areas or conservation areas (Special Town Meeting—February 26, 1986 – Art. 51).

4.3. AOD Under the Amherst College Student Code of Conduct

4.3.1. If the Dean of Students, the Director of Community Standards, or designee learns 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 their stay at Amherst, in addition to other possible sanctions (see Section 14, *Sanctions and Corrective Actions*).

4.3.2. Kegs are prohibited from first-year residence halls. Kegs are permissible in other residence halls only upon the issuance of a keg license as described in Section 4.2.1, *Keg Licensing Enforcement*.

4.3.3. Hard Alcohol in or about Residence Halls: Hard alcohol (30% ethanol or greater) in any volume may only be possessed, stored, or used in bedrooms assigned to persons who are 21 or more years of age. Consequently, hard alcohol is not permitted for possession, storage, or use in lounges, hallways, or other parts of residence halls or other buildings on campus except when the College has expressly authorized it. Examples of exceptions include College-organized tent parties and other College-sponsored events.

4.3.4. Possession of drug paraphernalia (pipes, bong, hookahs, etc.) and alcohol paraphernalia associated with the dangerous consumption of alcohol (funnels, beer pong tables, etc.) is prohibited.

4.3.5. All prohibited substances and paraphernalia will be confiscated and destroyed by campus authorities.

4.3.6. Smoking cannabis, tobacco, e-cigarettes, or other related devices that create smoke or vapor in campus buildings is prohibited.

4.3.7. It is the responsibility of individuals and student groups to ensure that legally possessed alcohol is not stored in an unsupervised manner in which someone underage may access it.

4.3.8. No College funds may be used to purchase alcohol or to support fundraisers to raise money to purchase alcohol. Funds may be used to pay for TIPS-certified student staff required for beverage service.

4.3.9. The following provisions apply to the service of alcohol at events in public areas of the residence halls.

4.3.9.1. Alcohol-involved events must follow the Amherst College Party Policy, found at <https://www.amherst.edu/campuslife/our-community/keefe/party-registration/partypolicy>.

4.3.9.2. Event sponsors must also ensure that students do not leave the party with alcohol. No alcohol is permitted in any common area other than the registered party room. If Amherst College Police Officers or other College administrators detect a violation of these rules, they will terminate the party.

4.3.9.3. Parties will cease when event sponsors leave for the night.

4.3.9.4. Event sponsors must provide an appropriate amount of equally accessible non-alcoholic beverages whenever alcoholic beverages are available.

4.3.9.5. 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.

4.3.9.6. For registered parties, if the sponsoring student or student group seeks to charge per drink, the event host must obtain a one-day permit with the Town of Amherst at least two weeks prior to the date of the party.

4.3.9.7. The sponsoring student or student group must purchase the beer or wine from a business authorized to sell alcohol for events with one-day alcohol permits. The volume of beer or wine to be served will be determined by the Student Activities Office or the Office of Residential Life based on the event details.

4.3.10. Any student group 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 Student Activities Office and Office of Residential Life and must be returned there at least two weeks prior to the date of the event and before publicity begins. For registered parties, sponsoring student(s) or student group(s) are prohibited from hosting events for which funds are collected and used for personal profit.

4.3.11. If registering a tent for an event on campus where alcohol will be served, the registrant must obtain liability insurance that includes liquor liability. For more information, visit the tent policy and registration form on the Environmental Health and Safety webpage (https://www.amherst.edu/offices/enviro_health_safety).

4.3.12. No person is permitted to use alcohol or other drugs in public areas or areas where there is increased safety risk, including but not limited to porches, balconies, stairwells, or roofs.

4.4. AOD Medical Amnesty Statement

Amherst College is concerned about the use and abuse of alcohol and other drugs in our community. Alcohol abuse and illegal drug use affect the entire College community. The College's primary concern with AOD use is the safety and well-being of our students. Students are expected to abide by Massachusetts law and College policies. For students who choose to consume alcohol, the College expects that they do so in moderation to avoid compromising personal safety.

Amherst acknowledges there may be times when students may face medical emergencies involving AOD use. In these situations, the College expects students to request emergency medical assistance for oneself or someone who may be suffering from a serious medical condition, including alcohol poisoning.

Symptoms of alcohol poisoning can include: unconsciousness or unresponsiveness, disorientation or confusion, slow breathing, vomiting or choking and cold or pale skin. If the affected student is on campus, Amherst College Emergency Medical Services (ACEMS) must be contacted at (413) 542-2111 and an Emergency Medical Technician (EMT) and First Responder (FR) will respond and evaluate the student. If medical assistance is deemed necessary, the College expects the student to accept transportation to the hospital for medical attention.

Because the safety and welfare of students is the College's priority, the College has instituted a medical amnesty policy. This policy is applicable to the following parties:1) student requesting medical assistance for oneself; 2) student requesting medical assistance for another person; and 3) student for whom medical assistance was provided.

When responding to such AOD violations, the College will consider the student's decision to request medical assistance, and in most cases, view the act of seeking medical assistance as good judgment, therefore not deserving of the typical range of AOD sanctions. Thus, if it is determined that the medical amnesty policy applies to a situation, the students involved will not be subject to a violation of the AOD policy. Referral for AOD education still applies, and, in some instances, parental notification.

This policy does not protect students who repeatedly violate College policies. Once a student receives medical amnesty, future amnesty is at the discretion of the Office of Student Affairs. The Dean of Students, Director of Community Standards, or designee also have discretion to determine that this policy does not apply in more serious situations, including criminal possession of drugs, property damage, violence, etc.

Section 5. Hazing

5.0. Introduction

Amherst College encourages student participation in athletics and student organizations. Such involvement enriches the College experience and can contribute significantly to the social and leadership development of Amherst College students. Antithetical to that experience and to the mission of the College is the practice of hazing, which is a violation of College policy and may also be a violation of state law.

Students, faculty, staff, and family and guardians of students should acquaint themselves with the information and links in this section so that they may identify possible occurrences of hazing and understand consequences of such behavior. If you suspect that someone is being hazed, you are encouraged to contact the Office of Student Affairs (413-542-2337).

5.1. Definition

Amherst College defines hazing more broadly than Massachusetts General Law to include any activity that is part of an initiation or admission into a group or is required for continued acceptance in a group and that encompasses one or more of the following:

- physically or psychologically embarrasses, demeans, degrades, abuses, or endangers someone regardless of that person's willingness to participate;
- categorizes members of the group based upon seniority or standing or otherwise emphasizes the relative power imbalance of newer members;
- involves the consumption of alcohol, drugs, or other substances;
- removes, damages or destroys property;
- results in the disruption of College or community activities, the educational process, or the impairment of academic performance; and/or
- violates a College policy and/or a state law.

This definition pertains to behavior on or off campus and applies whether or not the participants or others perceive the behavior as "voluntary." The implied or expressed consent of any person toward whom an act of hazing is directed does not relieve any individual, team, or organization from responsibility for their actions nor does the assertion that the conduct or activity was not part of an official organizational or team event or was not officially sanctioned or approved by the organization or team.

Longstanding team or organizational traditions that are carried over from year-to-year sometimes constitute hazing. Discontinuing inappropriate traditions can be especially difficult because of pressure from within the group or from alumni. Such pressure, however, is not an excuse for unacceptable behavior; the College expects students to adhere to College policy and state law.

Some incidents of hazing are more serious than others. Generally, the greater the actual or potential physical or psychological harm, the more severe the hazing. Hazing incidents typically involve the planners and organizers, bystanders (those who participate but were not hazed or involved in the planning or organizing), and victims (those who were hazed). All involved are responsible for their behavior, but consequences will typically differ based on the seriousness of the incident and one's level of responsibility, planning, or participation.

5.2. Adjudication

Violation of the hazing policy may subject an individual or student group to adjudication by the College through the Conflict Resolution Process, with penalties up to and including suspension or expulsion for individuals and revocation of organizational recognition and funding or forfeiture of a season or disbandment in the case of a student group. See Chapter II, *Conflict Resolution Processes*, for additional information.

5.3. Examples of Hazing

No policy can address, in specific fashion, all possible activities or situations that may constitute hazing. The determination of whether a particular activity constitutes hazing will depend on the circumstances and context in which that activity is occurring, and that determination will be made by the Office of Student Affairs.

Examples of mild to more severe hazing include, but are not limited to, any of the following activities that are part of an initiation or admission into a group or required for continued acceptance in a group:

- physical or verbal abuse of any kind or implied threats of physical or verbal abuse;
- branding or other body markings;
- encouraging or requiring a person to consume alcohol, drugs, unusual substances or concoctions;
- encouraging or forcing a person to violate Massachusetts law or College policy such as total or partial nudity in public, theft, or trespassing;
- confining a person or taking a person to an outlying area and dropping that person off;
- servitude such as encouraging or requiring a person to run personal errands, cook, clean, etc.;
- requiring a shaved head or other haircut;
- stunt or skit nights with degrading, crude, or humiliating games or acts;
- “mind games” or creating real or perceived psychological uneasiness or harm;
- encouraging or requiring public stunts or buffoonery;
- encouraging or requiring the wearing or carrying of apparel or items likely to subject the wearer to embarrassment, ridicule, or harm;
- encouraging or requiring members to participate in inappropriate scavenger hunts or road trips;
- depriving a person of sleep;
- expecting certain items to always be in one’s possession; and
- requiring new members/rookies to perform duties not assigned to other members. Note: duties like carrying water to practice can be a first-year responsibility if other team members have similar responsibilities or all responsibilities are rotated among team members.
- encouraging or requiring the participation of activities that are expected to demean other members of the group or of the campus community

Note: Hazing does not include actions or situations that are subsidiary to officially sanctioned and supervised College activities such as athletic training and events (e.g., running extra laps at practice).

5.4. Resources

All Amherst students have access to a variety of resources provided by the College that provide crisis intervention services, counseling, academic support and medical services.

Amherst College Office of Student Affairs	https://www.amherst.edu/offices/student-affairs
Amherst College Counseling Center	https://www.amherst.edu/campuslife/health-safety-wellness/counseling
Amherst College Student Code of Conduct	https://www.amherst.edu/offices/student-affairs/community-standards/student-code-of-conduct
Amherst College Keefe Health Center	https://www.amherst.edu/campuslife/health-safety-wellness/health-service
StopHazing.org	http://www.stophazing.org/

5.5. Massachusetts Hazing Law

- Massachusetts Hazing Law Section 17: Hazing defined (<https://malegislature.gov/Laws/GeneralLaws/PartIV/TitleI/Chapter269/Section17>)
- Massachusetts Hazing Law Section 18: Failure to report hazing (<https://malegislature.gov/Laws/GeneralLaws/PartIV/TitleI/Chapter269/Section18>)
- Massachusetts Hazing Law Section 19: Issuance to students (<https://malegislature.gov/Laws/GeneralLaws/PartIV/TitleI/Chapter269/Section19>)

Section 6. Fraternities

Trustees' Statement, February 1984

On and after Feb. 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, Feb. 24, 1984.

College Council Statement on the February 1984 Fraternity Policy

(The following statement was voted by the College Council as a supplement to and 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 it 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 that 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 to 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.

The Trustees' Resolution on Fraternities mandates that no College facilities shall be used by fraternities or sororities; there can be no such activities on campus. The Board established this rule to help ensure that our community lives up to its ideals of inclusivity and equality of opportunity. The *Student Code of Conduct* clearly states that fraternities and sororities that conduct activities on campus, as well as students who participate in these activities, will be judged in violation of this resolution.

As a result of a serious violation involving the leadership and members of the off-campus fraternity Psi Upsilon, and on the advice of the College Council, the College now prohibits all students from joining this organization. The College will take disciplinary action against any student who is found to be a member of or participating in any activities sponsored by Psi Upsilon, whether those activities are held on or off campus. Disciplinary sanctions in such cases may include suspension or expulsion from the College. In light of these events, members of other off-campus fraternities and sororities should be aware that the College will be monitoring their compliance with the Trustees' resolution, and that any violations may result in the prohibition on membership being extended to all off-campus fraternities and sororities.

Trustees' Reaffirmation on the 1984 Resolution on Fraternities Resolved on April 4, 2014

The Board reaffirms the 1984 Trustees' Resolution on Fraternities. In addition, effective July 1, 2014, student participation in off-campus fraternities and sororities and fraternity-like and sorority-like organizations is prohibited. Violations will be subject to appropriate penalties, including suspension or expulsion from the College.

Adopted by the Board of Trustees, Amherst College.

Section 7. Residential & Community Life

The following standards prevail as to the use and occupancy of College-owned residence halls and houses. The Office of Residential Life is the primary point of contact for clarifications to this section.

7.1. Occupancy

Rooms will be available beginning at the opening of the College in September. Students enrolled in both fall and spring semester may remain in College housing during Winter Recess but must notify the Office of Residential Life of their intention to remain. Students who are assigned to fall semester housing only must vacate their assigned room immediately after the final examination period in December.

7.2. Guests

Students enjoy the privilege to invite guests to their assigned bedroom or suite to which they are assigned, as well as the common areas in the host's assigned residence hall or other common areas in other halls to which the host has authorized access. A guest is any person who is not assigned to the bedroom or suite in which they are present. Therefore, a guest may be an Amherst College student who lives in another room or off-campus, or any non-student. All guests are limited to a maximum stay of three consecutive nights. The host must clear any guest's stay with roommate(s) or suite-mates as appropriate. Guests who drive to campus must register their vehicles with Amherst College Police Department. Abuse of this policy may result in the abridgment of this privilege to host guests for a specified period of time, or indefinitely.

7.3. Room Assignment Change Requests

Students who wish to consider changing their room assignment must contact the Office of Residential Life via their locally-assigned Assistant Director or other professional staff member to inquire about the possibility of a move. All moves must be approved and coordinated by the Office of Residential Life.

7.4. College-Owned Furniture

The assigned residents of each room will be held accountable for missing or damaged furniture, for the fabric of the room, and for any College property that was relocated to a room without permission.

7.4.1. A fee will be assessed to the assigned residents of a room for any/every item of misappropriated College property.

7.4.2. Removed furniture must be stored in accordance with College storage policies and returned to the room before the student moves out. Failure to return any College furniture will result in a replacement fee per item. New for the 2016-17 academic year: The Office of Residential Life has coordinated with a vendor to remove and store furniture for students for a fee. Students in the Classes of 2021 and 2022 are not be permitted to remove College-

issued furniture without prior written approval by Accessibility Services or other relevant College authority. **Effective July 1, 2019 no student, except those with prior written approval by Accessibility Services or other relevant College authority, may remove or store outside the student's assigned room, any College-issued furniture.**

7.4.3. In the event that common-area furniture is moved and left outside a student residence, a \$50-per-item moving fee, plus the cost of repairing any damage to the furniture, will be assessed to responsible members of the community or shared evenly among all students who live in the affected community.

7.4.4. Students are not permitted to use cinder block bed risers. Students can use purchased bed risers that are no higher than 6 inches and must follow the lofting regulations in Section 9.36.

7.5. Room Condition Inventory

Students are asked to review their Room Condition Inventory when moving in and are held accountable for leaving rooms in the stated condition when moving out. Students agree to reimburse Amherst College for damages and defacement of the space they occupy during the term of their contract exclusive of normal wear. If there are any discrepancies between inventories and actual room conditions, they should be reported to the Resident Counselor.

7.6. Personal Liability Insurance

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.

7.7. Damage Accountability

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 RC, so that repairs can be made.

The person directly responsible for the damage to a common area will be expected to acknowledge responsibility in order to avoid having some or all occupants of the building charged proportionately for repairs of such damage. In case of reckless or intentional damage, the person(s) responsible may be subject to sanctions that include financial restitution. Students will also be held accountable for damage caused by their guests (see Section 7.2, *Guests*). In addition, costs associated with discharged fire extinguishers and items damaged in or missing from the lounges or common areas will be charged to the responsible student, or if the behavior cannot be attributed to a student, the residents of the floor or residence as appropriate.

7.8. Billing

Students who wish to receive more information about items on their bills should telephone the Office of the Controller at (413) 542-2101 or contact the Office of Residential life (413) 542-2161 or reslife@amherst.edu.

7.9. Inspections

College officials retain the right of access to students' rooms at all times.

College officials may periodically inspect students' rooms to check the condition of safety systems, structure and furnishings.

During vacations, efforts are made under the authority of the Director of Residential Life to recover from residence hall rooms misappropriated College property. 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 \$75 charge for removal.

During the academic year, Facilities and members of the College community make periodic room inspections to determine hall or furniture damage. When reasonably practical prior notification of entry will be given to students. At all times a note will be left if a Facilities professional entered a student's assigned room for maintenance work.

7.10. Room Assignments and Reassignments

The College reserves the right to assign a resident to another room or residence hall. Prior to reassignment, the College will attempt to 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 to health and safety regulations.

7.11. Move-out Deadline for Returning Students

First-year students, sophomores and juniors are required to vacate the day after spring-semester examinations end. Graduating seniors may stay until 5:00 pm on the day of Commencement but may be asked to move from their rooms to consolidate area and make rooms available for parents and families during Commencement week. Note: The dates and times in the section are subject to change and, if changed, will be posted with as much advance notice as possible.

7.12. Commencement/Reunion Housing

Commencement and Reunion workers and other students authorized by the Office of Student Affairs to remain on campus will be relocated—they will not remain in the rooms to which they were assigned during the spring semester. Questions about housing during Commencement week should be directed to reslife@amherst.edu.

It is important that students comply with deadlines so that rooms can be

cleaned and prepared 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.

7.13. Keys

If a student loses a room key or does not return a key at checkout, a lock charge of \$75 per lock will be assessed, in addition to a \$1 charge for each key that must be replaced. Students living in multiple-room configurations, such as suites, and who lose or fail to return a room key at checkout will be assessed a lock charge of \$150. When students are issued keys to their rooms, they must sign the Student Residence Hall Key Policy form, which outlines the charge policy for loss of keys. Key problems should be reported to (413) 542-2254. All residence halls have been equipped with proximity card access for student safety. Damage done to the access panel will result in a charge equivalent to the actual cost of repair.

7.14. Walls and Ceilings

In general, pictures, tack boards and other decorative items may not be fastened directly to the walls or woodwork of the residence rooms, as this causes costly 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 Facilities:

7.14.1. Students should not hang anything on doors, wood-paneled walls or woodwork.

7.14.2. Students may use push-pins (not thumbtacks), in reasonable numbers, to affix items to the walls. When a student moves out of a room, they should pull out the push-pins. Push-pins will work on walls unless there is very hard plaster underneath.

7.14.3. 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.

7.14.4. Students are not permitted to use nails to affix anything to the walls for any reason.

7.14.5. Students are not permitted to paint the walls or ceilings of their rooms. Students who do will be charged to repaint the room.

7.14.6. Curtains must not be hung up as room dividers under any circumstances, whether the curtains are fire-safe or not.

7.15. Furniture

Furniture is a precious resource for a residential community. Often mobile and fragile, furniture is easily mistreated and made unusable if the

community is not careful. Unauthorized furniture may not meet applicable safety standards.

7.15.1. Student Room Furniture

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 or when a student vacates a room. The College may require personal furniture and furnishings to be removed, at the student's expense, from any residence where, in the judgment of the Environmental Health and Safety Manager, there is a potential fire, health or housekeeping hazard. Waterbeds, inflatable pools, 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.

7.15.2. Lounge Furniture

Furniture not authorized for the room in question is considered stolen property. Students found in possession of it will be adjudicated. Room searches for stolen or missing furniture may be conducted periodically.

7.16. Energy Conservation

Facilities is actively involved in energy conservation. Energy problems should be reported to the service desk at (413) 542-2254. Students should call (413) 542-2644 for answers to questions pertaining to energy conservation. The following is a general outline of energy conservation procedures.

7.16.1. Heating

The standard room temperatures on campus are 68 degrees Fahrenheit during occupied times and 64 degrees during unoccupied times. Students should first try to control the temperatures of their rooms by adjusting thermostats, rather than opening windows. If you do not know how to adjust the thermostat, please call the Service Center at (413) 542-2254 for assistance. If your room is too hot even with the thermostat turned all the way down, please call to have the system repaired. Opening your window to compensate for a radiator that won't shut off wastes a tremendous amount of energy and can cause damage to pipes.

When you leave for Winter Recess, please make sure your windows are shut tightly and your curtains drawn and leave your radiator turned on to the setting that was most comfortable for you during the year. Every residence hall 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.

7.16.2. 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 percent of the energy leakage. If windows are loose or leaking, call (413) 542-2254.

7.16.3. 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 not overload dryers.

7.16.4. Water

As with electricity, the first rule of water conservation is, “If you aren’t using it, turn it off!” Leaving the water faucet running while you brush your teeth or shave 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 that run continuously can waste hundreds to thousands of gallons of water per day and should be reported immediately to the Service Center at (413) 542-2254. Remember, even a few gallons of water saved per person per day add up to a lot of water in a town of 35,000 people—or in a country of 318 million!

7.17. Laundry

There is no laundry service provided by the College, but in residence halls 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 linens; students must provide their own.

7.18. Satellite Dishes and Antennae

Satellite dishes and antennae are not permitted and may be removed by Facilities. A fee for removal will be incurred by the student.

7.19. Solicitation

Non-student vendors are prohibited from selling, soliciting, or making deliveries in College residences without prior authorization from Residential Life and the Amherst College Police Department. Students are expected to verify if a non-student vendor is authorized to be present on-campus by contacting the Office of Student Activities.

Students may sell in College residences, but only with the written permission of the Director of Student Activities (see Section 11).

7.20. Defenestration

No objects may be dropped, thrown or propelled from windows, as serious injury may occur to persons below. College adjudication may be initiated against any person or residence community involved in defenestration.

7.21. Dartboards

Students who use dartboards may not place them near doorways or hallways where a dart may strike someone. Students are also encouraged to avoid charges for dart holes in walls by investing in a 4-foot by 8-foot piece of Homasote (costing around \$12) on which to mount the dartboard.

Section 8. Service and Support Animals

8.0. Introduction

The Accessibility Services Office oversees student requests for service and support animals at the College. For additional information or for clarification on the following items, contact the office at (413) 542-2337 or accessibility@amherst.edu. These rules are applicable to all species of animals. Please apply all rules, as may be appropriate, to your animal. Alleged violations of this Section are resolved through the College's Conflict Resolution Processes (see Chapter II, *Conflict Resolution Processes*). The Accessibility Services Office and Community Standards may enforce emergency or interim measures related to service or support animals (see *Section 8.8, Removal of Animal*).

8.1. Definitions

Service Animal: any dog or miniature horse that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability.

Support Animal: a category of animals that may work, provide assistance or perform physical tasks, for an individual with a disability and/or provide necessary emotional support to an individual with a mental or psychiatric disability that alleviates one or more identified symptoms of an individual's disability, but which are not considered services animals under the ADA. Some support animals are professionally trained, but in other cases support animals provide the necessary support to individuals with disabilities without any formal training or certification.

Pet: an animal kept for ordinary benefit and companionship

8.2. Domain/Housekeeping

8.2.1. All support animals must be spayed/neutered if species appropriate. Mating pairs of animals may not be kept.

8.2.2. All animals must be housebroken if species appropriate. If the animal is not or cannot be housebroken, the animal will not have free (uncaged/uncrated) access to the residence hall bedroom or other spaces.

8.2.3. All animals must be caged/crated when not being held or handled by the owner, or when the owner is not present in the residence hall room with the animal. This is for the safety of the animal as well as others, particularly in the event of a building emergency.

8.2.4. Food for the animal must be properly stored in clean, impenetrable, sealed containers (such as plastic containers with locking lids), not to exceed five gallons. Bags, cardboard or fiberboard containers are not permitted for bug, rodent, and other housekeeping related reasons. Costs associated with remediation of any infestation of the housing with insects, rodents, or mold as a result of improper food storage may be charged to the owner's account.

In the event another resident in the owner's residence hall has a conflict with the presence of the animal which cannot be resolved agreeably, the Accessibility Services Office and the Office of Residential Life will collaborate to determine a solution. Note: If a person with the animal was assigned housing prior to a person with a concern/medical issue, the person with the animal may not be reassigned.

8.3. Owner Control

8.3.1. All animals must be under the control of its owner at all times. A support animal that is outside of the owner's residence hall room must have a harness, leash, or other tether, at all times.

8.3.2. No animal may be left in an owner's room unattended for more than 6 hours at a time; stricter rules may apply to some species. Owners are required to sleep in the room with the animal each night. All animals must be removed from the College premises during any recess/break period where the owner has not been given permission to remain in campus housing. Owners may not bring the support animal with them to any temporary housing, if the owner is remaining on campus over the recess/break, without prior approval from Accessibility Services staff. If permission is declined, the owner is responsible to make other accommodations for the animal at the expense of the owner.

8.3.3. The owner is required to notify any persons (staff, other students, etc.) entering your room, of the presence of the animal.

8.4. Animal Behavior

The animal must be well-behaved at all times, whether in your residence hall room or anywhere else sanctioned on campus, and cannot pose a risk to the health or safety of others.

8.5. Vaccinations/Health

8.5.1. All animals must be current on species appropriate vaccinations required in the Commonwealth of Massachusetts, and the Town of Amherst. It is the owner's responsibility to know and understand these ordinances, laws, and regulations. A copy of the vaccinations must be submitted to Accessibility Services prior to the animal coming to campus. It is the owner's ongoing responsibility to make sure the vaccinations have not lapsed, and to provide updated paperwork to Accessibility Services prior to bringing the support animal to campus and prior to taking residency in a new housing assignment.

8.5.2. If required by local or state law for the species of animal, the animal must wear a rabies vaccination tag.

8.5.3. Measures should be taken at all times to maintain flea, tick, and odor control. All animals must be bathed and groomed regularly. The owner is responsible for making all reasonable efforts to remove animal fibers that have been shed (hair, fur, nails, scales, feathers, etc.).

8.6. Waste Removal

8.6.1. The owner is responsible for cleaning up after the animal's waste, and should always carry sufficient and appropriate equipment to clean up after the animal. Waste must be properly bagged and discarded.

8.6.2. It is the responsibility of the owner to pick up all animal waste, including feces, vomit, and diarrhea.

8.6.3. Waste must be placed in a plastic bag or other suitable container that is sealed or tied closed. After proper packaging, the waste must be placed into a dumpster outside of the building.

8.6.4. The animal waste must not be disposed of inside the building, or in proximity to an entrance/exit door.

8.6.5. It is the owner's responsibility to reasonably remove any animal fibers that have been shed. Owners must recognize the fibers could be shed directly from the animal, or inadvertently transferred by the owner. For example, it is understandable the animal fibers will cling to the owner's clothing and could be transferred to other people, furniture or to laundry washers or dryers.

8.7. Financial and Other Obligations

8.7.1. An owner who has an animal in their residence hall room is financially responsible for property damage caused by the owner's animal, including

but not limited to, cost of repairs, replacement or cleaning of facilities or furnishings, and any bodily injury or personal injury caused to other persons by the animal. The cost of repairing damages caused by the animal may be charged to the owner's account.

8.7.2. If Amherst College is required to assume responsibility for the animal due to the illness or incapacitation of its owner, emergency evacuation, or because the owner abandons the animal, all costs incurred by Amherst College will be charged to the owner's account.

8.7.3. The owner is required to submit a rehoming plan to Accessibility Services for the animal, in the event its owner can no longer take care of it.

8.7.4. In the event that an animal must be removed from campus, the owner will be responsible for all expenses associated with the removal. The owner may request alternate reasonable accommodations from Amherst College.

8.7.5. By bringing an animal to campus, the owner understands and agrees that the owner is solely responsible for the wellbeing and actions of the owner's animal, and the owner further agrees that neither the Trustees of Amherst College nor any of its employees are responsible for any loss, damage, injury, or death caused by the owner's animal or sustained by the owner's animal, even if such loss, damage, injury, or death is partly caused by the College or its employees.

8.8. Removal of Animal

There are several reasons why it may be necessary to remove an animal from campus. Examples include, but are not limited to:

8.8.1. The animal is out of control, displays vicious behavior

8.8.2. The animal is disruptive (unreasonable noise, running around, nipping, biting, scratching, etc.)

8.8.3. The animal is not housebroken

8.8.4. The owner is not properly disposing of waste, bedding, fibers, or litter

8.8.5. The animal is insufficiently cleaned or groomed (offensive odor, fleas, ticks, etc.)

8.8.6. The animal is not appropriately restrained

8.8.7. The animal is not appropriately vaccinated or up to date on vaccinations

8.8.8. The animal is being mistreated or abused

Section 9. Fire and Life Safety

9.1. Bonfires

The Amherst Fire Department can issue one permit in any year for a ceremonial bonfire.

9.1.1. Bonfires shall mark the observance of a significant municipal, state or national event, and such ceremonial bonfire shall be under the continuous supervision of the fire department.

9.1.2. A permit for such ceremonial bonfires shall be issued only to a municipal department or a civic, fraternal or veterans' organization within the Town of Amherst.

9.1.3. Contact Environmental Health and Safety at (413) 542-8289 to obtain the required permit.

9.2. Candles and Open Flame/Combustion Devices

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 either the Environmental Health and Safety or the Amherst College Police Department.

9.2.1. If lit or previously-burned candles or incense are found or reported, they will be confiscated.

9.2.2. Smoking is not permitted in any Amherst College building or academic, residential or support area, including outside assemblies and gatherings. Smoking must be done outside, at least 25 feet away from the main windows and doorways of any building.

9.3. Carbon Monoxide Detectors

Amherst College has recently installed additional carbon monoxide detectors in all residence halls that use gas or oil for heating and/or wood for fireplaces. These detectors were installed as required by the Commonwealth of Massachusetts for your protection, as carbon monoxide is a colorless, practically odorless gas that is generated through incomplete combustion or inadequate ventilation, such as might occur when, for example, a chimney flue is not opened.

9.3.1. Carbon monoxide is a cumulative poison, which, at low concentrations, will cause flu-like symptoms, or, at higher concentrations, will impair vision and coordination and lead to headaches, dizziness, confusion, nausea and possibly even death. The detectors are typically placed 5 feet above the floor, as required. This placement makes the units accessible to building occupants. The detectors are connected to each building's fire alarm system, as well as heating systems. Pressing the "test"

button will send an alarm to Amherst College Police Department, will shut down the heating system as is required and will initiate a response by Amherst College Police Department, Environmental Health and Safety and Facilities.

9.3.2. Carbon monoxide detectors are life safety devices. Damaging or using the detectors improperly will result in adjudication, as well as potential restitution charges for labor by Facilities staff.

9.3.3. If the alarm sounds, contact Amherst College Police Department at (413) 542-2111.

9.3.4. If the carbon monoxide alarm activates, it indicates that the level of carbon monoxide is at or above 35 parts per million, which is well below hazardous concentrations.

9.4. Ceilings and Walls

In accordance with the requirements of the Massachusetts Fire Prevention Regulations, ceilings and walls in student rooms and common areas in any building are not permitted to have greater than 20 percent of any surface covered with combustible material such as paper, posters or other wall hangings. Ceiling and wall hangings must be fire retardant. Additionally, the following expectations apply:

9.4.1. Items cannot block or partially obstruct a smoke detector.

9.4.2. Items cannot block or partially obstruct a fire alarm horn or strobe.

9.4.3. Items cannot interfere with the operation of a sprinkler system.

9.4.4. Items cannot be hung from sprinkler heads or piping.

9.4.5. Curtains and other draperies cannot be used in rooms as dividers.

9.4.6. Students are responsible for the cost of repairing any damage caused by their failure to abide by these policies.

9.5. Fire Reporting Procedure

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

9.5.1. Close the door to contain the fire

9.5.2. Alert people in the area

9.5.3. Pull the fire alarm (located by the exit doors) and call the Amherst College Police Department at (413) 542-2111

9.5.4. Extinguish the fire extinguisher (if trained), the fire is small and you feel comfortable or **E**vacuate to your designated accountability area

9.6. Fire Evacuation Procedure

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

9.6.1. Before opening a door, a person should feel the door with the back of the hand.

9.6.2. If the door is hot or if fire or smoke can be seen in the corridor, students should not pass through and should instead stay in the room. Students should pack towels (preferably wet) under the door to prevent smoke entry, telephone the Amherst College Police Department at (413) 542-2111 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.

9.6.3. 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 ground, 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 Department officer, who will arrive on the scene as soon as possible.

9.7. Emergency Evacuation Procedures for Persons with Disabilities

If an occupant, resident or visitor with a disability is located on the ground floor of a building, they should exit through the closest appropriate means of egress. If the person is located above or below the ground floor, the elevator should not be used. Rather, the person should stay in the office or room, or comply with specific examples listed below.

The person should call Amherst College Police Department at (413) 542-2111; give the dispatcher their name, exact location, room number and telephone number; and remain by the phone until contacted by the Amherst College Police Department. Firefighters will assist persons who are unable to evacuate.

Persons with hearing impairments can be assisted out of the building, provided that they are made aware of the activation of the fire alarm.

Persons with visual impairments can be safely helped out of the building, provided that someone is there to assist them and that most of the other building occupants have already left the building. The evacuation of persons with disabilities at the same time as everyone else might increase the risk of accident or otherwise endanger all persons trying to vacate the building.

Persons with mobility impairments should, in most cases, remain in their rooms until assisted by the Fire Department. Untrained occupants should not attempt to carry people from the building. This could cause stairway restriction for other evacuees and may also result in serious injury.

9.8. Fire Alarms and Drills

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 closed and students should proceed to the closest exit. If smoke hampers a means of egress, persons should seek an alternative route.

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.

9.8.1. Building occupants should not use elevators to evacuate the building as smoke will rise into the elevator shafts, placing everyone inside at serious risk. The stairs should be used to evacuate safely. If other people who may be unfamiliar with the alarm are observed in the building, they should be advised of the fire alarm and advised to evacuate.

9.8.2. Never force a person to leave or become confrontational. When outside the building, notify an Amherst College Police Department officer. Everyone should proceed to a pre-designated assembly area, at least 50 feet away from the building. Persons should not stand in front of or near the entrances to the building, obstructing firefighters' access to the building. Faculty and staff are required to have an accountability system in place, as they are responsible for their respective students in class or their staff at work.

Persons must not reenter the building until the fire alarm has been silenced and the Amherst College Police Department or the Amherst Fire Department has indicated that it is safe to reoccupy.

9.9. Fire Doors, Escapes, and Exits

All means of egress and components must be properly maintained at all times, in accordance with the requirements of the State Building and Fire Prevention Regulations.

9.9.1. Means of egress shall include, but are not limited to, corridors, door-

ways, fire escapes, stairwells and exterior sidewalks that lead to parking lots or streets. Corridors and stairwells in residence halls have the following life safety equipment: emergency lighting, exit signs, fire extinguishers, fire alarms and smoke detectors.

9.9.2. 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.

9.9.3. Corridors in residence halls are required to be free of hazard and obstruction. Corridors, fire escapes, hallways and stairwells cannot be used for the placement or storage of combustible material (including boxes, cardboard and/or paper), bicycles, furniture or any item or equipment that would hinder a safe means of egress or firefighting operations.

9.9.4. 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 bicycles, equipment, grills, etc. Items left in the corridors may be removed and destroyed by the College.

9.9.5. Fire doors in corridors and stairwells, except smoke-activated fire doors that close when the fire alarm is activated, cannot be chocked or otherwise held open.

9.10. Fire Extinguishers

Fire extinguishers are strategically located on campus, based on the types of hazard present. Typically, a Type A Pressurized Water (PW) extinguisher is placed in a corridor of a residence hall for use by emergency response personnel, such as an Amherst College Police Department officer, firefighter or other trained person, such as a custodian, Resident Counselor, etc.

9.10.1. Only persons who have been trained to use a fire extinguisher shall do so, and only if the fire is small in size and the users are not placing themselves or anyone else at risk.

9.10.2. Persons who are not trained shall simply close the door to the room where the fire is located (if possible) and evacuate the building, as indicated above.

9.10.3. Dry Chemical (ABC) fire extinguishers are placed in areas where cooking is done or where flammable liquids are present, such as in a laboratory or vehicle.

Special care should be taken when using this type of fire extinguisher for a fire involving flammable gases and liquids, as there is a possibility of personal injury. Do not use this type of extinguisher unless you have been

trained and you are sure it is safe to do so.

Fire extinguishers have a specific purpose on campus and have been successfully used to extinguish small fires before the arrival of the fire department. Fire extinguishers must be free of obstruction and shall not be tampered with, as they are often used by Amherst College Police Department, trained faculty, staff and students, as well as the Amherst Fire Department before attack lines can be pulled off the fire engine.

9.10.4. Fire extinguisher training is available, upon request, through the Office of Environmental Health and Safety.

9.11. Fireplaces

Amherst College inspects fireplaces in common areas. Only fireplaces found to be in proper working order can be used.

9.11.1. Fireplaces located within individual student rooms are not to be used.

9.11.2. Resident Counselors can contact Environmental Health and Safety for training before the fireplace is used.

9.11.3. In order to use a fireplace on campus, in accordance with the requirements of the Amherst Fire Department, persons must first be trained. Fireplaces must have screens, tools, metal ash buckets and fire extinguishers in place before being used. Affixed to the mantel or wall by each operational fireplace is a sign that indicates, as a reminder, how the fireplace is to be used. The sign is not a substitute for training. It also identifies the type and age of the firewood and the proper equipment to be kept on hand.

9.11.4. Fireplaces are not to be used for cooking.

9.12. Furniture

Student rooms are furnished with fire-code-compliant furniture and mattresses. An inventory of this furniture and its physical condition will be made at the beginning and end of each school year. Personal furnishings brought in by students are often not fire-code-compliant and will not be permitted if they fail to meet minimum requirements, such as CAL 117, CAL 133 or NFPA 701. A tag with appropriate code-required information will appear on the article of furniture.

9.12.1. If, in the judgment of the Environmental Health and Safety, there is a potential fire or related health or safety hazard, the item shall be removed at the student's expense.

9.12.2. Any items remaining after that date will be disposed of by the College at the student's expense.

9.12.3. Furniture not authorized for the room in question is considered stolen property.

9.12.4. Room searches for stolen or missing furniture may be conducted periodically.

9.12.5. Waterbeds and similar furniture are not permitted, because of the strain imposed on the building structure and the danger of water damage.

9.12.6. All personally owned furniture and furnishings must be removed from student residences at the time the residences are vacated. The College's lounge furniture cannot be used to enhance student rooms or off-campus apartments.

9.13. Holiday Decorations

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

9.13.1. Candles, incense or open-flame devices, unless previously approved by the Office of Environmental Health and Safety (EH&S),

9.13.2. Live cut trees or other sawn trees,

9.13.3. Live cut wreaths or other decorative wreaths,

9.13.4. Cornstalks or shucks,

9.13.5. Cotton or confetti,

9.13.6. Dry moss or leaves,

9.13.7. Hay or straw,

9.13.8. Paper streamers,

9.13.9. Sawdust or wood shavings,

9.13.10. Tree branches or leaves.

9.13.11. Only UL- or fire marshal-approved artificial trees, wreaths and 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.

9.13.12. Lights must be hung below the ceiling, using a non-conductive material (e.g., string or tape).

9.13.13. 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.

9.13.14. No more than three sets of lights can be attached to a single extension cord.

9.13.15. Lights must be turned off whenever the area is unattended.

9.14. Failure to Evacuate

Except for emergency response agencies, all occupants in the building must evacuate when a fire alarm has been activated. Individuals or groups failing to evacuate will be subject to criminal prosecution.

The Amherst College Police Department and/or the Amherst Fire Department can perform floor and building sweeps for the health and safety of the residents. Residents found in their rooms during fires or fire alarms will be reported to the Office of Student Affairs. Amherst College has adopted this approach to help prevent “false-alarm apathy.”

9.15. Fire Department Access

Persons who intentionally block or otherwise hamper the duties of the Amherst Fire Department or Amherst College Police Department during a fire or medical emergency will be subject to criminal prosecution.

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.

9.16. 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 criminal prosecution.

9.17. 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.

9.18. False Fire Alarm

Any person who, without proper justification, turns in a false fire alarm by activating a pull station or calling in a report of fire may be subject to criminal prosecution.

9.19. Burning of Building Component(s) or a Building

Any person who sets fire, knowingly or accidentally, to components of a building (i.e., doors, bulletin boards, furniture) and/or the building itself will face adjudication, expulsion from College housing and/or criminal prosecution. In addition, the responsible Individual(s) will pay for any damage or replacement costs.

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

The possession, storage and use of Hoverboards, Mini Segways and similar equipment is not permitted on the Amherst College campus, given the risk of fire, the hazards of charging the units, and the potential for serious injuries or property damage.

9.21. 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 Police Department, or any person who initiates a bomb threat, will be subject to criminal prosecution.

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

9.22. Fireworks

Any person possessing and/or discharging fireworks on campus will criminal prosecution.

9.23. Smoking

Smoking is not permitted in, or within 25 feet of, any building at Amherst College.

9.23.1. The 25-foot rule is in place to protect building entrants from having to walk through second-hand smoke and to prevent the introduction of smoke into the air intakes of the campus buildings. Smoking is not permitted in student rooms or inside any portion of a building.

9.23.2. Faculty, staff and students who are being adversely affected by smoking can contact the Office of Environmental Health and Safety or the Office of Human Resources.

9.24. Sprinkler Systems

Sprinkler systems are life safety devices designed to discharge up to 20 gallons

of water per minute during a fire.

9.24.1. The glass bulb or fusible link, if broken by heat or physical damage, will permit water flow.

9.24.2. Do not obstruct or hang anything from the sprinkler head or associated piping.

9.24.3. Do not place any items above, in front of or within 18 inches of a sprinkler head. Normal activity around a sprinkler head will not cause activation.

9.24.4. Striking a sprinkler head with a ball, stick or other similar object may cause significant water damage in the building. Obstruction of, damage to or tampering with a fire suppression system, such as a sprinkler system or fire extinguisher, is illegal.

9.24.5. In addition to potential criminal charges, the responsible individual(s) will pay for any damage or replacement costs for damage, obstruction or tampering with a fire suppression system.

9.25. Storage

Storage areas are monitored by the Amherst College Custodial Department, the Office of Environmental Health and Safety and the Town of Amherst. These storage areas must be properly maintained for fire and safety reasons.

9.25.1. Aisles must be adequate in width and passable.

9.25.2. Housekeeping must be maintained.

9.25.3. Empty combustible boxes must be discarded.

9.25.4. Storage cannot be placed within 18 feet of a sprinkler system.

9.25.5. Improper articles and items, as referenced on the doors and in this manual, shall not be placed in storage areas.

The Office of Environmental Health and Safety shall monitor these areas for code compliance and, when necessary, require the correction of noncompliant conditions, which are referenced above, at the expense of the residence hall or specific person(s). Items improperly stored may be removed or destroyed by the College. If the storage area must be addressed by the Custodial Department, the cost for corrective actions will be charged to the residence hall or the individual(s) responsible.

9.26. Biohazards

The inappropriate or intentional discharge, containment, or collection of a biohazard, such as urine, fecal matter, or other bodily fluid, is a significant

health concern that is strictly prohibited on campus. Bodily fluid cleanup must be immediately addressed, as it is a public health issue.

9.27. Bugs, Rodents, and other Pests

The presence of bugs, rodents and other pests is typically related to poor housekeeping practices, such as leaving food out or not disposing of waste. Amherst College has an Integrated Pest Management (IPM) Program which focuses on using environmentally appropriate pest-control practices, not fungicides, insecticides and rodenticides. The College has contracted with an outside pest-control company that inspects the campus at least weekly and when requested for a specific emergency.

- If faculty, staff or students wish to report pest-related problems, they should contact the Facilities Department at (413) 542-2254.
- If a bug, insect, pest or rodent problem is attributed, or thought to be attributed to, poor housekeeping practices, the Office of Environmental Health and Safety will inspect the area(s) involved and will initiate corrective action to reduce the hazards.
- If more aggressive housekeeping is required or if the timeline for cleanup has not been met by the occupant(s) of the room(s), Office of Environmental Health and Safety will request the response of the Custodial Department, who will rectify the adverse health conditions at the expense of the residence hall or individual(s) responsible.

9.28. Hazardous Materials

Waste disposal at Amherst College is closely monitored and regulated by the Massachusetts Department of Environmental Protection (DEP) and the United States Environmental Protection Agency (EPA). Significant fines and regulatory actions can be levied against the College for improper disposal of hazardous and other regulated materials or waste.

The following items cannot be placed into trash containers or dumpsters on campus:

- Appliances/electronics
- Batteries, including alkaline and rechargeable
- Computer monitors
- Concrete
- Hazardous materials, including asbestos, chemicals, paint and oils
- Light bulbs (except incandescent)
- Metal (including pipes)
- Pesticides
- Recyclable materials
- Rocks, soil and stone
- Tires

Persons wanting to discard or recycle any of the items listed above must contact the Recycling Office at (413) 542-5038. Individuals responsible for improper storage, use and/or disposal of hazardous materials and waste may

be required to pay the cost of cleanup and disposal.

9.29. Mold and Mildew Health Effects

For many people, mold is a significant concern. For those who are sensitive to its presence, it may trigger an asthma attack or initiate an allergic reaction. It can instigate coughing, eye irritation (itching and watering of the eyes), nasal stuffiness, throat irritation and/or skin discomfort. People who are immunocompromised could develop serious lung infections that may be difficult, if not impossible, to treat.

Procedures for Reporting Leaks, Mold, and Mildew

Amherst College faculty, staff, students and visitors should always report the following non-emergency conditions to the Amherst College Facilities Department at (413) 542-2254 or servicectr@amherst.edu:

- Water damage and leaks, regardless of cause or potential source, both inside and outside the building
- Any drain- or sewer-related issues
- Decaying leaves, mulch or similar outside organic material outside of buildings around doors, windows and ventilation systems
- Standing water within 10 feet of a building

If the above-referenced condition is an emergency, such as a broken or leaking pipe, and it occurs after hours (3:30 pm to 7:00 am or on the weekend), then contact the Amherst College Police Department at (413) 542-2291. Amherst College will initiate the most appropriate response, depending on the type of emergency.

9.30. Odors

All odors should be reported to the Amherst College Facilities Department at (413) 542-2254. If the odors indicate potential emergencies, such as something burning, smoke or a potential hazardous material, immediately remove yourself from the area and contact the Amherst College Police Department at (413) 542-2111.

9.31. Pets

Because 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 rodents or other nonhuman mammals are allowed in the residence halls. Aquariums or other cages for permitted pets may not use heat lamps. Note: Exceptions exist for service and support animals. Please see Section 8, *Support Animals*, for more information.

9.32. Inspections

Most residence hall fires begin in a student room. The cause 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, sheets, 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.

Amherst College will inspect each means of egress, electrical room, recycling closet, student storage area and individual room to help maintain a healthy and safe living environment for all building residents. In addition, if the College receives a health- or safety-related complaint about an area or room within a residence hall, the College can and will inspect to rectify the hazardous conditions at the residents' expense. The Amherst College Police Department, Environmental Health and Safety Office and/or Office of Student Affairs 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.

Annually, in cooperation with the Town of Amherst's Office of Inspection Services, Amherst College will inspect all academic and residential buildings on campus to obtain a Certificate of Inspection, which is required by the Commonwealth of Massachusetts. During this inspection, a comprehensive survey of all code and related health and safety issues is performed, work orders and appropriate notifications for issues of noncompliance are generated and corrective actions are initiated.

Environmental Health and Safety can and will inspect individual rooms or areas for fire, health, safety and sanitation reasons with or without prior notification of the occupant(s), depending on circumstances related to the above-identified conditions or complaints.

9.33. Appliances

For fire, health and safety reasons, the following appliances are not permitted in student rooms:

- Air conditioners
- Coffeemakers and coffee pots without automatic shutoff
- Crock-Pots/slow cookers
- Doughnut makers
- Electric frying pans
- Gas appliances
- Grills
- Halogen lamps
- Hamburger makers
- Hotplates
- Immersion heaters
- Microwave ovens

- Popcorn poppers with oil
- Power strips without built-in breakers or fuses
- Refrigerators larger than 4.5 cubic feet
- Space heaters
- Sunlamps
- Toaster ovens
- Waffle irons
- Woks

For fire and safety reasons, the following are not permitted inside Amherst College buildings, academic or residential:

- Overloaded extension cords
- Overloaded electrical outlets
- Outdoor lights
- Decorative lights, improperly installed

Appliances found in violation of these regulations will be confiscated and returned only at the end of the academic year.

- 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.

9.34. Confined Spaces and Tunnels

Signs usually identify confined spaces on campus. These signs bear the word “Danger” and identify the spaces as being “Permit Required” or “Non-Permit Required.” Regardless of whether a confined space requires a permit, access to these areas, which can include the steam tunnels, manhole covers, some attics, all crawl spaces and parts of elevators, is prohibited. These areas are or can be extremely hazardous. Once inside, you can become lost or injured or even die. Only trained and authorized personnel are permitted in these spaces.

- Unauthorized “Confined Space” entry can result in criminal prosecution.

9.35. 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” (emergency exits). Each of these modifications increases the risk of fire or personal injury accidents.

9.36. Lofts

Before constructing a bunk bed or loft, a student must submit a hard copy of the plan to the Amherst College Police Department Chief and Environmental Health and Safety 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 in order to conduct an inspection. Provided the bunk or loft has been constructed according to plan, the Fire Marshal will grant approval.

The occupant or Facilities 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 reconstructing it in the future. Every bunk or loft 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 4 feet beneath the ceiling.
- not have more than two sides enclosed by wall or partition.
- be built using construction-grade lumber.
- not exceed 30 percent of the floor's 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 it is not removed, the College will disassemble and remove it at the owner's expense.

9.37. Electrical

- Electrical cords must not pass through walls, through floors or above suspended ceilings.
- Electrical cords must not run beneath carpets or across corridors or fire escapes. This type of placement could cause a fire or personal injury accident. If temporary wiring is required, the cord must be run along the wall, not across an aisle or above ceiling tiles. If elevated, cords 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 3 square feet of space around any and all electrical panels, boxes, disconnects, fuses and other associated equipment.
- Faculty, staff and students who have questions about electrical closets, disconnects, panels, rooms or service should contact the Amherst College Facilities Service Center at (413) 542-2254.

9.38. Elevators

Elevators must be used appropriately to prevent damage. Do not block elevator doors open, such as when moving in or out of a building. Doing so will cause the elevator to stop working and shut down, which will require the recall of the outside elevator company, at the expense of the occupants of the residence hall.

For safety reasons, 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 lightbulbs or any other fixtures in elevators.
- participate in horseplay or cause excessive movement within elevators.
- push the emergency call button located inside the elevator except in case of an emergency.

In case of an emergency, emergency phones inside the elevators are automatically programmed to contact the Amherst College Police Department when the phones are picked up. Intentional damage caused to elevators will result in a referral to the Office of Student Affairs.

9.39. Roof and Porch Access

For safety and regulatory reasons, students are not permitted on the balconies, excluding the Valentine balcony, or roofs of Amherst College buildings, including residence halls. Damage to the roofs, unknown structural integrity problems and missing guardrails and handrails make climbing or walking out on roofs very hazardous. Amherst College has indicated, by posting stickers on windowsills, that access to roofs is prohibited.

9.40. Security Screens

For the safety of students, security screens have been installed on grade-accessible and roof-level windows or other elevated areas of campus housing.

9.41. Housekeeping

Poor or improper housekeeping practices are the cause of many health, safety and sanitation issues. The Office of Environmental Health and Safety will inspect buildings at least annually and when requested to do so because of complaint.

Environmental Health and Safety will initially coordinate cleanup efforts with the occupants of the area, building or room. However, if the corrective actions cannot be made by the assigned time, or the conditions warrant immediate response of the custodial department, the cost for cleanup will be assessed to the residence hall or the individual(s) responsible.

9.42. Kitchens

It is the responsibility of the students to properly maintain the kitchens and associated areas of residence halls. Countertops, cupboards, cutting surfaces, dishwashers, floors, ovens, pots and pans, refrigerators, sinks and stoves must be cleaned at least daily to lessen the risk of food-borne illnesses, and to discourage unwanted bugs and rodents. Failure to keep the kitchen area in proper sanitary condition could result in closing the kitchen and/or locking out the stove.

- Prepared foods placed inside the refrigerator must be properly covered in a tightly sealed bag or container, labeled (which have been provided by EH&S) and dated for health reasons.
- Dry goods such as beans, flour, nuts and rice should be packaged in their original containers, and if in bags should be placed into heavy duty plastic

containers with tight fitting cover. Cabinets with doors can be provided to prevent rodent access to these food items. Contact EH&S for assistance in acquiring the storage containers.

- Cooking is permitted only in recognized kitchens and kitchenettes on campus, in both academic and residence halls.
- Exhaust fans must be utilized whenever cooking is performed.
- In accordance with the requirements of the Town of Amherst, no grease-producing food—including butter, oils, hamburgers, etc.—may be placed upon a stove, unless the exhaust system above the stove has an approved fire-suppression extinguishing system.
- In accordance with Massachusetts Building Fire and Mechanical Code regulations, stoves that are no longer approved, because of location, exhaust capability or renovations, must be removed, as they are considered to be noncompliant.
- For fire-safety reasons, cooking is not permitted in offices or student rooms.
- 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 Office of Student Affairs and request corrective action within a specified time frame. If conditions do not improve, the Office of Student Affairs will have the Facilities Department correct the adverse conditions and charge the residence hall for the overtime. If conditions remain uncorrected, the inspectors can ask the Office of Student Affairs to temporarily or permanently close down the problem area.
- Typically, the Amherst College Food or Health Inspector will grant a specified period of time for students to clean their respective areas or kitchens. The permitted time shall not exceed 24 hours.
- Cleaning supplies for maintaining the kitchens can be requested from the Custodial Department. Ask your custodian for the supplies, or call (413) 542-2367.

If the area or kitchen is not cleaned or otherwise addressed in the time frame allotted, the kitchen will:

- Be closed and locked by Amherst College Police Department, Environmental Health and Safety or the Facilities Department.
- Be cleaned by the Custodial Department (off-hours) at the expense of the residence hall or individual(s) responsible.

9.43. Laundries

Laundry rooms must be properly maintained to prevent fire, health and sanitation problems.

- Washers should not be overloaded.
- Dryer lint traps must be cleaned after each use.
- Clothing should be dried thoroughly and not left (wet) on the floor or shelf.

Improper use of the equipment, such as overloading the washer or not cleaning out the lint trap, can cause a fire, and leaving wet clothing in the room will cause odors and draw bugs, including silverfish. Damage to a washing machine, a dryer or parts attached to it will result in the individual(s) responsible or residence hall having to pay for repairs.

9.44. Camp, Cooking, and other Outside Fires

Amherst College will permit outdoor camp fires, provided permission has been obtained in advance, through the Office of Environmental Health and Safety. The request must be made in advance by e-mail, at least 2 days before the event, in order to provide additional departments and offices on campus with the necessary information regarding the outdoor fire. Outdoor fires are for camp and cooking fires only. These protocols cannot be used for a bonfire, which requires a fire truck with firefighters and a permit from the Amherst Fire Department. Outdoor camp and cooking fires are for Outing Club functions, health and wellness activities, resident counselor events and other appropriate venues. Outdoor fires will not be permitted for events at which alcohol will be present for fire and safety reasons.

9.44.1. The specific site for the fire must be approved by EH&S. A metal fire pit is recommended over the conventional type camp fire. The use of charcoal, lighter fluid and propane gas is prohibited for camp fires. Propane can be used for cooking fires, provided the cylinder is approved by the cooking equipment manufacturer.

9.44.2. Outdoor camp and cooking fires can be canceled, even after approval if weather conditions would potentially increase risk of fire spread. Amherst College Police Department, Environmental Health & Safety and/or Student Activities can rescind the approval if weather conditions are not appropriate.

9.44.3. The fire must be attended at all times. The assigned person must have fire extinguisher training, provided or approved by either the Amherst College Police Department or Environmental Health & Safety.

9.44.4. Before starting any camp or cooking fire, a designated representative from the group or organization must notify the Amherst College Police Department at (413) 542-2291.

9.44.5. The event coordinator will be responsible for the health, safety and well-being of the attendees for the duration of the outdoor fire.

9.44.6. The fire should be allowed to consume the wood used for the

event, so limit the amount of wood used. When the fire has burned itself out, the event coordinator or designated person (identified by the event coordinator) shall ensure that the fire has been completely extinguished or covered with sand. After the fire is completely extinguished, the event coordinator must notify the Amherst College Campus Police (413) 542-2291 that the fire is out.

9.44.7. Do not empty the coals or embers into any waste container (bag, box, dumpster or trash can), as it will increase the risk of a dumpster or trash can fire.

9.44.7.1. Coals and embers can be placed in the metal containers, which are located near fireplaces.

9.44.7.2. BBQ's, hibachis, or other fire holding containers must not be stored in or within 25 feet of the building.

9.44.8. Adherence to the above requirements is mandatory. Non-compliance could result in the group or College losing our ability to have any out- door type fires, as regulated by the Amherst Fire Department.

9.44.9. Amherst College Grilling Areas: In an effort to reduce the risk of fire, health and sanitation concerns with regard to the use of grills and the grilling areas on campus, Amherst College has developed a procedure for the use of the grill stations that coincides with other protocols that include, but are not limited to; Camp and Cooking Fire Procedures, Food Allergy Awareness Training, Food Preparation and Safety Training, and Food Preparation for Small Events.

9.44.9.1. In order to utilize the Grilling Area, faculty, staff and students must first obtain permission and the key to unlock the grills from the Office of Student Activities at (413) 542-8317. The request must be made at least 7 days in advance.

9.44.9.2. Persons wishing to cook on the grill for persons other than themselves shall first complete the following online EH&S training sessions;

- Food Preparation and Safety Training
- Food Allergy Awareness Training, and to review
- Food Preparation for Small Events https://www.amherst.edu/offices/enviro_health_safety/food-and-sanitation-/catering_takeout_policy
- Person(s) preparing foods shall follow proper hygiene practices referenced in the above documents, which includes aggressive handwashing practices with soap and water
- Person(s) involved in food preparation at the grill shall not be under the influence of alcohol
- Person(s) preparing food shall not have open wounds (abrasions, blisters, cuts or sores)

g. Food items being prepared on the grill (after being fully cooked) can be placed (with clean utensils) into a clean aluminum pan/tray (holding tray) for persons to take from.

- Selection of grilled items shall be removed from the holding tray using clean utensils
- Items placed into holding tray shall covered/protected from dust, dirt, bugs and other potential causes of contamination
- Items placed into the holding tray shall be rotated to insure that the first cooked is the first consumed.
- Items that remain in the holding tray shall be discarded after not more than 1½ hours

h. Board of Health requirements prohibit animals (with the exception of “service” dogs) from being in an area where food is being prepared and served. Animals must remain 20 feet from the grill area.

9.44.9.3. In accordance with the requirements of the Camp and Cooking Fire Procedures referenced above, it is possible, even after approval for use, that the use of the grill area may be rescinded for one of the following reasons, as directed by the Amherst Fire Department;

- conditions are too dry to permit an outdoor fire
- conditions may be too windy
- Contact the Amherst College Police Department (413) 542-2291 to confirm appropriate weather conditions.

9.44.9.4. It is the responsibility of the requester to make sure that the area has been properly maintained at the end of the event by performing the following;

- cleaning up the grilling surfaces and the areas around same
- discarding all unwanted food items, condiments and containers
- cleaning the grill racks with the brush/scrapper provided
- discarding of the used coals in the “hot coals” waste containers
- relocking the grills to concrete base

9.44.9.5. Failure to clean the area and grill may result in the requester’s having to cover the cost of cleaning the grill and surrounding areas and/or loss of future grill use. Any person(s) using the grilling area and equipment should report any damage or deficiencies to the Amherst College Service Center at (413) 542-2254.

Section 10. Traffic and Parking

10.1. No vehicle may be parked in a restricted area at any time. Restricted areas are those indicated by signs and/or include driveway entrances, fire hydrants, walks, lawns, etc.

10.2. Student vehicles may be parked on the Campus from 4:30 pm until 2:00 am Monday through Friday and from 4:30 pm Friday until 2:00 am Monday. Any student who parks on the main campus before 4:30 pm, will be subject to an immediate fine of **\$50.00**. The main campus is defined as all parking areas east of South Pleasant Street (except the Orr Rink Lot) and South of College Street.

10.3. Registered student vehicles may be parked in the Tennis Court Lot or the Hills Lot (off College Street, east of the Central Vermont overpass) at any time. These vehicles may also be parked at the Orr Rink Lot from 8:00 am until 2:00 am.

10.4. Special exceptions for students involved in student activities, loading and unloading of vehicle, mobility impairments or those requiring temporary exceptions after illness or injury, or where a vehicle is disabled, must be obtained, in advance, at the Campus Police Office.

10.5. The Winter Parking Ban is in effect from December 1 until March 31st every year. No vehicle may be parked on campus overnight, including weekends, during the parking ban. Vehicles parked on campus after 2:00 am will be ticketed and may be towed to facilitate snow removal.

10.6. Motorcycles, motor scooters, motorized bicycles and mopeds must comply with all parking and traffic regulations.

10.7. No motorized cycles may be stored on campus in any College building. The owner shall be responsible for any cost incurred to remove a cycle from a College building

10.8. Service Spaces and loading docks are reserved for the use of authorized College vehicles, contractor vehicles or emergency services vehicles. All other vehicles are prohibited from using these spaces. Offending vehicles may be towed at the direction of the Campus Police Department.

10.9. The Campus Police Dispatch (X 2291) must be notified of all disabled motor vehicles. If a vehicle is interfering with the safe flow of traffic Campus Police will tow it at the expense of the vehicle owner. If the vehicle is merely parked in a designated area for which it is not permitted Campus Police will grant a twenty-four-hour exemption to the owner to arrange removal or repair.

10.10. Abandoned motor vehicles will be towed at the expense of the owner in compliance with Massachusetts General Law. The towing and subsequent storage and/ or disposal cost are the responsibility of the vehicle owner. The owner of the vehicle may also suffer the penalties of law under MGL Chapter 90 section 22B. Vehicles may be towed at the direction of the Chief of Campus Police or their designees. Amherst College accepts no liability for any vehicle abandoned on College property and vehicles that do not display valid registration plates and/or a College parking decal may be considered abandoned.

10.11. Vehicles in violation of College policy may be ticketed, towed, or immobilized (booted). This includes all faculty/staff, student, visitor, and unregistered vehicles.

10.12. Any student convicted of Driving Under the Influence of Alcohol or Drugs may not apply for a permit to park on the Amherst College campus and may not operate a motor vehicle on campus.

10.13. Students in violation of criminal sections of Chapter 90 of the Massachusetts General Laws, such as Operating Under the Influence, Operating to Endanger or Operating After Suspension, may face criminal charges in addition to College adjudication.

10.14. The maximum speed limit on any campus roadway is fifteen (15) miles per hour.

10.15. No vehicle shall be operated with persons on any part of the vehicle not intended for passengers, including, but not limited to, the hood, trunk, roof or other exterior part.

10.16. Vehicles must stop and yield to pedestrian traffic.

10.17. The registered permit holder is responsible for all traffic citations received on the vehicle, regardless of whether or not they are in immediate control of the car.

10.18. Students with more than six parking violations will be placed on the boot list and may have their vehicle booted. The boot removal fee is \$50 and can be charged to a student account. The Parking Coordinator may only remove a vehicle from the boot list upon compelling reason and after consultation with the Chief of Campus Police.

10.19. Vehicles that pose a danger to public safety may be towed at the direction of any police officer or upon the request of any fire fighter in the performance of their duties.

Section 11. Student Profit-Making Enterprises

11.0. Introduction

In support of student entrepreneurial endeavors as a reasonable addition to one's extracurricular experience, the Office of Student Activities provides a platform by which students can do so in accordance with community standards. This policy applies to enterprises in which involved students are engaging in revenue generating activities in which they are personally profiting or attempting to profit (regardless of whether the enterprise fails to generate revenue or the enterprise operates at a loss). The following policies do not apply to Registered Student Organizations which fundraise to contribute funds to their club budget or affiliated philanthropic efforts.

11.1. Amherst College students who wish to operate a profit-making enterprise on campus must register the enterprise with the Office of Student Activities before starting any operations. Students must re-register each subsequent year the enterprise remains active.

11.2. Amherst College students may not engage in the sale or distribution of goods or services to others in which such enterprise uses or involves any College facility or equipment without advance formal approval by the Office of Student Activities.

11.3. The words "Amherst College," the likeness of the Amherst College Mammoth, the College Seal, or anything that, in the College's judgement, may cause confusion between the College's brand and the student's enterprise may not appear as part of distributed materials or name of enterprise without formal permission from the Office of Student Activities and Office of Communications.

11.4. Students wishing to operate a profit-making enterprise are required to submit an Enterprise Proposal web form and meet with Office of Student Activities staff in advance of any operations or associated activities.

11.5. Enterprises that includes the sale or solicitation of goods must show ability to cover complaints, refunds, uncollectible receivables, and injury. All enterprises must comply with federal, state, and local laws and ordinances.

11.6. Copyrighted material is not allowed unless a written release form is obtained from the holder of the copyright.

11.7. The Office of Student Activities may audit the operation of any campus profit-making enterprise. The Office of Student Activities may revoke permission to operate at Amherst College if activities are deemed in conflict with original Enterprise Proposal approved by the Office of Student Activities or if activities are deemed in conflict with applicable laws or College policy.

11.8. On-campus commercial vending by non-Amherst College students is prohibited. Solicitation of funds or support by off-campus nonprofit organizations must be approved by the Office of Student Activities.

11.9. Failure to comply with the above regulations may result in formal adjudication as outlined within the *Student Code of Conduct*.

Chapter II. Conflict Resolution Processes

Introduction to Conflict Resolution Processes

Parties to conflicts are strongly encouraged to exercise their best will and seek to resolve disagreements as amicably or informally as possible. When a student is a party to a conflict, the Office of Student Affairs is available to help reach such informal resolutions. The following processes are available to students, faculty, and staff who need or desire the structure that a formal grievance process provides when less formal resolutions are inappropriate or impossible.

Any student who may require an accommodation to participate in a College adjudication process should contact the respective primary point of contact listed below. The contact person for the process will then consult with the College's Director of Accessibility Services.

Multiple factors influence the appropriateness of the which of the four adjudication processes might be initiated to resolve a conflict. The affiliation or role of the parties to a conflict is one such factor. Whatever factors may emerge as influential, College officials associated with each adjudication process can assist interested parties in making informed decisions.

The Community Standards Adjudication Process (CSAP)

The CSAP can be initiated only against Amherst College students, Five College students enrolled in Amherst College courses who are alleged to have violated standards of intellectual responsibility, or Amherst College student groups (see Section 26.) and only for allegations that do not include sexual misconduct, (see Section 3, *College Sexual Misconduct Policy*). The primary point of contact for information about this procedure is the Director of Community Standards, (413) 542-2337. <https://www.amherst.edu/mm/500781>

The Sexual Misconduct Adjudication Process (SMAP)

Amherst College students alleged to have engaged in sexual misconduct may be adjudicated by Sexual Misconduct Adjudication Process described in Section 13, *The Sexual Misconduct Adjudication Process*. The primary point of contact for information about this procedure is the Title IX Coordinator, (413) 542-5707. <https://www.amherst.edu/campuslife/health-safety-wellness/sexual-respect>

The Resolution of Student Grievances with Members of the Faculty

If a student believes 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 at (413) 542-2334 about the procedures for resolving their grievances, as described in Section 15, *The Resolution of Student Grievances with Members of the Faculty*. https://www.amherst.edu/academiclife/dean_faculty

The Resolution of Student Grievances with Administrators, Staff, or Visitors

If a student believes they have been aggrieved by a member of the administration or staff, they should consult the Chief Human Resources Officer at (413) 542-2372. See Section 16, *The Resolution of Student Grievances with Administrators, Staff, or Visitors* for additional details. The section of this code dealing with sexual harassment (Section 3, *College Sexual Misconduct Policy*) also provides guidance for students who believe that they have been harassed by members of the faculty, the administration, or staff. https://www.amherst.edu/offices/human_resources

Section 12. The Community Standards Adjudication Process (CSAP)

12.0. Introduction

In all instances when a complaint is filed against a student for violating community standards set forth in this *Student Code of Conduct* the Community Standards Adjudication Process (CSAP) or the Sexual Misconduct Adjudication Process (SMAP) (see Section 13) will be used to investigate and resolve conflicts.

All communications and notices required by these procedures may be made electronically, in hard copy, or in person. Conflict Resolution Processes will primarily be communicated to students through their official College e-mail address. Students are expected to check their official College e-mail on a regular basis.

At all times, the privacy of the parties will be respected and safeguarded, with records maintained in accordance with Section 19, *Student Records*.

College personnel will take reasonable steps to protect the privacy of persons and information. Process participants, including parties and witnesses, should understand that disclosing information learned during the investigation may compromise the integrity of the investigation. The re-disclosure could also be construed as retaliation. For these reasons, the College expects that persons will not re-disclose information learned during the course of the investigation. Persons are, of course, free to discuss their own personal experiences.

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

The Director of Community Standards, the Dean of Students, or designee may extend any deadline associated with the CSAP.

12.1. Terms in the Community Standards Adjudication Process

Note: These terms in Section 12.1 apply to Section 12 of this code. Some terms also exist in Section 13, but may be defined differently as required by policy and law. Additionally, terms defined in Section 26 of this code apply to this section.

Advisor: Any person from the Amherst College community (current faculty, staff, administrators, or students) can serve as an Advisor to the Complainant or the Respondent. Advisors may be present with their respective party during the hearing and at related meetings outside the hearing. Advisors do not address the Community Standards Review Board, nor do they speak on behalf of their party. Advisors may assist their party in preparing for the case and provide support throughout the process, from the initiation of a complaint through resolution. Advisors are present not to act as legal counsel, but to assist and support their party and to give advice to their party on procedural matters. In the Community Standards Adjudication Process and Advisor may not be a privately-retained attorney (this restriction does not exist in the Sexual Misconduct Adjudication Process) (see Section 12.12.3).

Alternative Attendance: A Complainant or Respondent may request participation in a hearing by suitable means that would not require physical proximity to the other. This can include, but is not limited to, partitioning a hearing room or using technology to facilitate participation. The Dean of Students or designee may also allow for witnesses to appear through technological means rather than in person attendance. All requests to participate in the hearing other than in person must be submitted in advance of the hearing to the Dean of Students or designee (see Section 12.12.7).

Business Days: All days, except Saturdays and Sundays, not listed as holidays by the Office of Human Resources. Floating holidays and religious holidays not designated as holidays by the College are considered *business days*.

Calendar Days: All days on the calendar, including weekends, holidays, recesses, class days, and business days.

Class Days: Days on which the College Calendar indicates that classes are in session. Final exam periods and, for imminent graduates, the period between final exams and the date of degree conferral are considered class days. College holidays or other closures during which classes are suspended and recesses are excluded from class days. <https://www.amherst.edu/mm/74852>

Community Standards Meeting (CSM): An informal discussion between one or more students and an employee of the College that addresses community standards. A CSM is not an adjudication, and no sanctions result. Records of CSMs are retained in accordance with Section 19, *Student Records*, and may be consulted in future CSMs or adjudications.

Community Standards Review Board (CSRB): The CSRB is the College's adjudication board for allegations of intellectual responsibility violations and for other violations that do not relate to the College Sexual Misconduct Policy. Comprised of a pool of students and faculty, a panel of the CSRB will be convened if a Respondent does not accept responsibility and (1) wishes to be heard before a panel (instead of a single adjudicator) or (2) if a Respondent's responsibility determination suggests a sanction that could potentially be in excess of one semester of suspension.

Complaint: This document initiates the Community Standards Adjudication Process between a known, willing Complainant and a known, student Respondent. Section 12.5.5 describes the conversion of a report into a complaint.

Complainant: An aggrieved person of known identity who willingly seeks the adjudication of an Amherst College student in the Community Standards Adjudication Process or an official or agent of the College who is filing a complaint on behalf of the College. The complainant is a party to the conflict resolution process.

Designees: All references to the Dean of Students and the Director of Community Standards in the Community Standards Adjudication Process include the dean or their designee. Each constituency in the College has access to a particular procedure for resolving violations of the *Student Code of Conduct* or other forms of adjudication. All alleged violations by students of the *Student Code of Conduct* fall within the jurisdiction of the Dean of Students, the Director of Community Standards and Student Affairs administrators to whom the director delegates cases, the Community Standards Review Board, or the Sexual Misconduct Hearing Board.

Harassment: The creation of an unpleasant or hostile situation especially by uninvited and unwelcome verbal or physical conduct. Note: The Commonwealth of Massachusetts definition of harassment differs, and is not operative in a Community Standards Adjudication Process.

Honor Code: The Honor Code, represented in this document in Section 1, and authored by the College Council, is our core values language that authorizes the creation and stewardship of specific community standards and procedures that adjudicate alleged violations of those standards.

Institutional Action: A sanction issued to a student by the Community

Standards Adjudication Process or the Sexual Misconduct Adjudication Process that places the student on the status of probation, suspension, or expulsion, or a decision issued by the Committee on Academic Standing that separates a student from the College by dismissal (see Section 14, *College Sanctions*).

Temporary/ Emergency Measures: Prior to or during any formal or informal conflict resolution process the Dean of Students or designee may assign temporary or emergency measures or restriction when it is believed that a student's continued presence on campus, or in certain locations on campus, may endanger the physical safety or emotional state of others or may disrupt the educational process. (see Section 12.9, *Temporary/ Emergency Measures*).

No-Communication and Restricted Proximity Order (NCRPO): The purpose of this College-issued order is to eliminate direct contact and reduce chance encounters between parties in conflict. Simultaneously, this document is intended to provide sufficient structure and strategies for both parties to navigate their campus as regularly as possible. The NCRPO may or may not be the result of a College adjudication process and, therefore, may or may not be considered a sanction (see Section 12.9, *Temporary/Emergency Measures*).

Official or Agent of the College: Any Amherst College employee or student designated by an employee while serving in a role or function in support of a College program. For example, Resident Counselors and Orientation leaders are agents of the College when engaging in activities directly related to those roles' responsibilities.

Report: A written disclosure by an identified or unidentified person about other identified or unidentified persons. A report does not automatically initiate an adjudication process (see definition of *Complaint* in this section). Reports may be made at www.amherst.edu/go/reporting

Respondent: An Amherst College student about whose behavior a complaint has been filed for adjudication in the Community Standards Adjudication Process. The respondent is a party to the conflict resolution process.

Sanction: A status change, restriction, or requirement assessed by the Community Standards Review Board or a Student Affairs administrator as the result of a finding made by the Community Standards Adjudication Process in which the Respondent accepts responsibility (or is determined to be responsible) for one or more allegations of a community standards violation. Section 14, *College Sanctions*, describes common sanctions in detail.

Student: Any person who matriculated at the College and is pursuing a degree from the College and any person who is not officially enrolled for a particular semester, but who has a continuing academic relationship with

the College. Student status terminates when a person who has not yet had a degree conferred by Amherst College matriculates at another institution of higher education, on the date of a person's commencement, or upon the date of the expulsion of a person as the result of a College adjudication process.

12.2. Jurisdiction

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

Amherst students are responsible for their actions and behavior, whether the conduct in question occurs on campus or in another location. Students will also be subject to the regulations and procedures set forth in domestic or international study abroad programs.

Amherst College has joined with Smith College, Mount Holyoke College, Hampshire College and the University of Massachusetts Amherst to form the Five Colleges. Amherst College students, when studying or visiting on the campus of one of the Five Colleges or attending a College-related event for one of the Five Colleges, will be subject to Amherst policies as well as the policies of the visited institution. The student conduct adjudication procedures of the institution at which the accused student is enrolled will govern, with the exception of intellectual responsibility cases involving Amherst College courses. In these case the Amherst College adjudication procedures will govern. Any student, including Five-College students and Amherst College students, who wish to report concerning behavior that occurs at an institution other than their home campus may do so by contacting the Office of Student Affairs or the Title IX Office at either: 1) their home institution; or 2) the institution where either: a) the behavior occurred or b) where the alleged perpetrator of the concerning conduct is enrolled. As appropriate, the Amherst Office of Student Affairs or the Title IX Office will coordinate with another institution in support of any persons affected by reported sexual misconduct.

Any individual may make a report alleging a violation of the *Student Code of Conduct*. The College will provide resource options and respond promptly and equitably to all allegations.

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

Students who withdraw from the College after a complaint has been filed for an alleged violation of the *Student Code of Conduct*, but before the complaint has been resolved in accordance with a College adjudication process, will be allowed to re-enroll only at the discretion of the Dean of Students or designee.

12.3. Student Group Adjudication

A student group and its officers and membership may be held collectively and individually responsible when violations of this code by the organization or its member(s):

- Take place at organization-sponsored or co-sponsored events, whether sponsorship is formal or tacit;
- Have received the consent or encouragement of the organization or of the organization's leaders or officers; or
- Were known or reasonably should have been known to the membership or its officers.

Hearings for student groups follow the same general student conflict resolution processes. In any such action, individual determinations as to responsibility will be made and sanctions may be assigned collectively and individually and will be proportionate to the involvement of each individual and the organization.

12.4. Resources

When a report is filed against a student for violation of the *Student Code of Conduct* or when a student is considering the initiation of an adjudication process, the student may turn for consultation or advice to one or more of the following individuals and College support systems: Dean of Students; Director of Community Standards; Class Deans; staff of the College Health Center; Health Education or Counseling Center; Amherst College Police; Title IX Coordinator; Title IX Deputy Coordinators or a member of the Title IX team; Faculty; Assistant Directors of Residential Life; Resident Counselors; and Peer Advocates. See Section 3, *College Sexual Misconduct Policy*, for a more comprehensive list of resources for cases involving sexual misconduct.

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 or Chief Human Resources Officer, respectively. Students considering the initiation of criminal charges against another student may consult with Amherst College Police, the Town of Amherst Police or the office of the Hampshire County District Attorney, in addition to those potential resources listed above.

12.5. Submitting Reports and the Initiation of Formal and Informal Conflict Resolution

Both formal and informal conflict resolution opportunities exist in support of the Amherst College community. Amherst College students may be reported for alleged violations of the *Student Code of Conduct*. Most reports

do not initiate formal conflict resolutions (adjudications), but instead serve to provide opportunity for individual and community discussions about interdependent living. A person may file a report at www.amherst.edu/go/reporting

12.5.1. Eligible Reporters and Complainants

Any person is eligible and encouraged to report concerning behavior of a student to the College. Any member of Amherst College, including students, faculty, administrators, staff members, (especially Amherst College Police Officers), or members of one of the constituent institutions of the Five Colleges, may elect to serve as a Complainant in the CSAP.

12.5.2. Report Contents

The report should contain sufficient information to permit the Respondent to understand the alleged violations being brought so as to be able to adequately respond.

12.5.3. Reporting to other Agencies in Concert with College Reports

Persons who consider submitting a report about an alleged violation that could also be considered a felony under the law are urged to discuss the possibility of filing criminal charges through Amherst College Police, the Town of Amherst Police, or the Hampshire County District Attorney's Office.

12.5.4. Timing of Reports

It is in the interest of the College community that violations of the *Student Code of Conduct* be handled expeditiously. Any report should be submitted within 90 days after the alleged violation of the code occurs, or sooner if reasonably possible. However, in recognition that persons may have valid reasons that would inhibit or delay the initiation of a report, the Director of Community Standards may extend the period for submitting a report well beyond the normative 90-day framework. Examples of valid motives range from difficulties related to the calendar and absence from campus to possible impacts relating to allegations of sexual misconduct or harassment. However, in order for any report to be accepted, the Respondent must be a student at the time the report is made.

12.5.5. Report Analysis (report may convert to complaint)

A report is an account of concerning or problematic behavior of an Amherst College student. A report may convert to a complaint if the following are true:

- The report names an alleged respondent(s) and
- The report includes the name of the reporter or the College receives an anonymous report and exercises its discretion in Section 12.5.1 to initiate a complaint based on received information and
- The report identifies behavior that is prohibited by the *Student Code of Conduct* and

- The reporter wishes to formally adjudicate the alleged violations as a Complainant or
- The Director of Community Standards or designee assumes the role of Complainant on behalf of the College or the aggrieved party.

The reporter should expect to meet in-person with the Director of Community Standards or designee to clarify the report and intentions regarding formal or informal resolution options.

12.5.6. Report Response and Retention

Reports that do not convert to complaints will be retained by the College but will not initiate any formal adjudication. Reported students may be required to consult informally with an administrator (see *Community Standards Meeting* in Section 12.1). No sanctions can be issued without a responsibility determination derived from a formal adjudication process.

12.5.7. Withdrawal of Complaint

Prior to an adjudication, the Complainant may withdraw the complaint. Withdrawal of the complaint will, in most circumstances, end the CSAP. The College may move forward with the investigation and complaint, even after the Complainant withdraws it, in order to protect the interests and safety of the College community.

12.6. Mediation (informal conflict resolution)

In cases where parties to a dispute wish to settle their differences through mediation as an alternative to initiating a formal proceeding (via a complaint) with the Director of Community Standards, and when the Director of Community Standards or designee concurs with this course of action, mediation may be attempted to resolve disputes. A report is required to initiate a mediation, but it is not necessary for the reporter to convert the report to a complaint.

The agreed-upon terms of a mediation will be recorded in a statement, which must be signed by the parties and the mediator(s). If a mediation comes to an impasse, the matter will revert to the Director of Community Standards or designee, who will then be guided by the options specified in Section 12.5.5, *Converting a Report to a Complaint*.

The rules of privacy that apply to all proceedings under the code apply equally to mediated negotiations and resolutions. Students electing to resolve conflicts through mediation should seek guidance from the Director of Community Standards, Title IX Coordinators, or a member of the Title IX teams, and/or other appropriate officers of the College and parties listed in Section 12.4, *Resources*.

12.7. Initiation of the Community Standards Adjudication Process via a Complaint (formal conflict resolution)

Upon receipt of a report and when the criteria in Section 12.5.5, *Converting a Report to a Complaint* are satisfied, the Director of Community Standards or designee will contact the reported person(s), now known as the Respondent(s) for an in-person meeting. If an in-person meeting is not possible alternative attendance by way of phone or video may be possible. If a Respondent fails to meet or cooperate with the Director of Community Standards or designee, the adjudication of the complaint will nonetheless proceed in accordance with the procedures in this section.

12.7.1. Conveyance Complaint and Response

The Director of Community Standards or designee will convey the complaint to the Respondent and will direct the Respondent to submit a written response within 3 business days of receipt of the complaint. The Respondent's written response will in turn be conveyed to the Complainant. The Complainant and Respondent may work with an Advisor on preparing these documents (see Section 12.11.3 for more information about Advisors).

12.7.2. Inquiry Phase

The Director of Community Standards or designee will conduct an inquiry (in support of the Determination Phase) into all reports or complaints made in good faith. In the course of an inquiry, the Director of Community Standards or designee will usually interview the Complainant, the Respondent, and any other person whose testimony may be useful to the process of determining the merit of the complaint, including witnesses identified by the Complainant and Respondent. All relevant materials and evidence, including a list of witnesses, should be shared with the Director of Community Standards or designee immediately upon submission of the complaint or response.

12.7.3. Determination Phase

Usually, within 10 business days of the receipt of a complaint, the Director of Community Standards or designee will make one of the determinations listed below. This timeline may be extended for extenuating circumstances, such as case complexity or party or witness unavailability.

12.7.3.1. Temporary Abeyance

The Director of Community Standards or designee may temporarily defer the Conflict Resolution Process. Reasons for a deferral include, but are not limited to, a withdrawal, leave of absence, documented illness, incapacity of either party, an agreement between the parties and the Director of Community Standards, or as determined necessary by the Director of Community Standards.

12.7.3.2. No Merit

There is no merit to the report or complaint, in which event the complaint

will be dismissed, the determination will be noted, and the College will take no further action.

12.7.3.3. No Violation

There is no dispute about the material facts of the case, but the act or acts committed by the Respondent do not represent a violation of the code. The report or complaint will be dismissed and no formal action is warranted by the Director of Community Standards or designee.

12.7.3.4. Acceptance of Responsibility for Alleged Violations in a Complaint

If a complaint has merit, and the Respondent accepts responsibility for all alleged violations, a finding is warranted that the Respondent has violated the code. Guided by Section 14, *College Sanctions*, the Director of Community Standards or designee, usually within 20 business days following receipt of the complaint, will assess appropriate sanctions, which may include any of the sanctions listed in Section 14, *College Sanctions*, except expulsion and suspension in excess of one semester (see Section 12.7.3.6, *Potential for Significant Sanction*).

The Director of Community Standards or designee will notify the Complainant and the Respondent of the determination, when appropriate, in consideration of privacy laws. Any sanctions resulting from this determination may be appealed by the Respondent to the Chief Student Affairs Officer (or to the Dean of the Faculty if the allegation is related to intellectual responsibility) within 10 business days of receipt of the director's/ designee's determination.

12.7.3.5. Denial of Responsibility for One or More Alleged Violations in a Complaint

If a complaint appears to have merit, but the Respondent declines to accept responsibility for at least one of the listed alleged violations, the case will be (1) referred by the Director of Community Standards or designee to the Community Standards Review Board for adjudication or (2) adjudicated by the director or designee if the Respondent prefers an Administrative Adjudicator, barring exceptions listed in Sections 12.7.3.6, 12.7.3.7, or 12.7.3.8 below.

12.7.3.6. Potential for Significant Sanction

The complaint has merit, and, whether or not the Respondent accepts responsibility, a finding that the Respondent has violated the code could result in a sanction exceeding one semester of suspension from the College. Therefore, the case will be referred by the Director of Community Standards to the Community Standards Review Board for adjudication (responsibility determination if responsibility is denied) or the assignment of sanctions (sanction hearing if responsibility is accepted).

12.7.3.7. Exceptional Circumstances

The complaint, which the Director of Community Standards considers to involve exceptional circumstances, will be referred to the Community Standards Review Board for adjudication. Exceptional circumstances may include allegations for which there is little or no adjudicative precedent or one in which the nature or complexity is uncommon.

12.7.3.8. Intellectual Responsibility Procedure

The complaint alleges a violation of the Statement of Intellectual Responsibility (see also Section 2.4), and it will be processed in accordance with the procedures set forth in Section 12.8, *Alleged Violations of Intellectual Responsibility*.

12.8. Alleged Violations of Intellectual Responsibility

Since grading is the province of the instructor of any course, the possibility of assigning a course penalty necessarily involves the instructor in the process of deciding consequences in cases of demonstrated violations of intellectual responsibility. The code allows for two methods of handling such cases, depending on the circumstances of the case:

12.8.1. Student Accepts Responsibility for Allegation

An instructor who encounters a clearly demonstrated infraction—that is, in which there is unambiguous and conclusive evidence of plagiarism or cheating—will usually speak to the student (if appropriate) and ascertain the circumstances of the incident.

12.8.1.1. If the instructor is able to communicate with the student and the student corroborates the facts and accepts responsibility for violating Section 1.1, *Statement of Intellectual Responsibility* (see also Section 2.4), the instructor will report the matter to the Director of Community Standards.

12.8.1.2. If the instructor does not communicate with the student, the instructor will refer the matter to the Director of Community Standards for appropriate response.

In either circumstance the student can expect to meet with the Director of Community Standards to discuss the incident, arrive at resolution (if required), and address the incident's impact on the student's College tenure and potential impact on future opportunities.

In the case of a first offense, the Director of Community Standards, after consultation with the instructor, will issue an appropriate non-grade sanction (see Section 14, *College Sanctions*), and will keep a record of the infraction and its resolution in a confidential student file. If the student has a previous infraction, the Director of Community Standards may assign a new, escalated sanction, or will refer the new case to the Community Standards Review Board for resolution, since the offense may warrant a

consequence that exceeds a one-semester suspension (see Section 12.7.3.6, *Potential for Significant Sanction*).

12.8.2. Student Denies Responsibility for Allegation

In cases in which an instructor suspects that a student may have committed a violation of intellectual responsibility, the instructor will discuss the concern with the student if possible. If after the discussion the instructor maintains their suspicion, the instructor will report the case to the Director of Community Standards. In such instances, since the instructor and the student may disagree on the facts of the case—that is, on whether a violation of intellectual responsibility occurred—the Director of Community Standards will send the case to the Community Standards Review Board (CSRB), or, if both parties and the Director of Community Standards agrees, the Director of Community Standards can serve as the administrative adjudicator. In all cases in which the CSRB finds a student responsible for a violation of intellectual responsibility, the CSRB will determine all sanctions except for course consequences, which are assigned at the discretion of the instructor. The recommended sanction for a first-time violation of intellectual responsibility, whether or not it is adjudicated by the CSRB, is failure in the course and some period of disciplinary probation.

All faculty members are strongly encouraged to discuss suspected violations of intellectual responsibility with the Director of Community Standards. Faculty and the Office of Student Affairs partner to address students' understanding of the consequences of their choices. Faculty members are also encouraged to discuss these procedures with the Director of Community Standards if they have any questions about them.

In cases adjudicated before the CSRB, a faculty member may request the Dean of Students or designee to appoint an administrator 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.

12.9. Temporary/Emergency Measures

Prior to or during any formal or informal conflict resolution process the Dean of Students or designee may enact temporary or emergency measures or restrictions when it is believed that a student's continued presence on campus, or in certain locations on campus, may endanger the physical safety or emotional state of others or may disrupt the educational process.

Such measures include, but are not limited to: no-communication and limited proximity orders, behavioral contracts, academic modifications, housing assignment modifications as appropriate and when reasonably available, the temporary removal of a student from campus, or the prevention of a student from returning to campus from a leave until specific threat, medical, or other assessment, affirms the student's fitness to return and the Dean of Students or

designee authorizes the return.

Only the Dean of Students, Chief Student Affairs Officer, or designee may authorize a removal from campus. Such removals may include geographic restrictions as well as an interruption in a student's academic or co-curricular schedule associated with College-sponsored opportunities.

If a removal exceeds 3 class days, the Dean of Students or designee, who will act as the Complainant, must bring a complaint against the student within 14 calendar days of the initial removal from campus, or as soon after as possible if extenuating circumstances exist. If the case falls at the end of the term, the case may be adjudicated at the start of the following term (see Section 12.11.2, *Ad Hoc Panels*).

12.10. Complaints on Behalf of the College

As set out in Section 12.2, *Jurisdiction* of this code, or if otherwise in the interest of the College, the Director of Community Standards or designee may initiate a complaint, adjudicate the complaint and assign sanctions, or refer it to the Community Standards Review Board for adjudication if necessary, consistent with the procedures resulting from Section 12.7. The Complainant will not also serve as the adjudicator.

12.11. Adjudication before a Panel of the Community Standards Review Board (CSRB)

Panels of the CSRB hear cases referred to it by the Office of Student Affairs that require responsibility and/or sanction determinations.

12.11.1. Composition of the CSRB

The CSRB is a pool comprised of Amherst College community members only—faculty, students, and staff. When a panel is convened, the Dean of Students or designee serves as a nonvoting Chairperson. The dean is joined by 5 voting panel members, 3 of whom are students, and 2 of whom are faculty. Section 12.11.2, *Ad Hoc Panels*, authorizes the Dean of Students or designee to convene ad hoc panels as necessary.

12.11.1.1. Faculty

The faculty members of the Community Standards Review Board 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 3-year terms, and their terms, when possible, will be staggered so as to maintain continuity from year to year.

12.11.1.2. Students

Student members of the Community Standards Review Board will be chosen by one of two mechanisms, election or appointment by the Association of Amherst Students (AAS) or selection by the Office of Student Affairs.

12.11.1.2.1. Association of Amherst Students Election/ Appointment

In an election conducted by the middle of the second semester of each academic year. The Association of Amherst Students (AAS) will oversee the following procedures:

The election will be conducted according to the procedures outlined in the Code of Elections. The 4 candidates, with no more than two of the 4 candidates representing the same gender identity, 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.

If one of the elected students resigns, the AAS will appoint an alternate, and the alternate will be of the same gender identity as the student who resigned when possible. In the event elected students are not available, and substitutes are required to maintain the quorum for a case, a substitute will normally be appointed by the Chairperson of the College Council. Student members will begin their two-year term on July 1 of the year of their election.

12.11.1.2.2. Office of Student Affairs Selection

A campus-wide inclusion-focused application process will be held during each fall semester. Selected students will be welcomed to the CSRB in the following spring semester. All currently enrolled students studying on the Amherst College campus, who will also be enrolled and studying on the Amherst College campus for at least one semester in the academic year that follows their application, will be eligible to apply. The term of membership of students selected in this process will be 2 years.

12.11.2. Ad Hoc Panels

Section 12.11 describes procedures for assembling panels derived from the membership pool of the CSRB. The CSRB is active only when classes are in session; there are no regularly scheduled hearings during final examinations or recesses. Occasionally, however, circumstances induce a Complainant or Respondent to desire an expedited resolution during a period when the CSRB is inactive. In these circumstances, the Dean of Students is authorized to provide voluntary, alternative mechanisms for conflict resolution, including the assemblage of ad-hoc panels, provided both parties to the conflict consent to the voluntary alternative. Ad hoc panels may be comprised of Amherst College students or faculty, whether they are derived from the CSRB or not. Panel compositions as described in Section 12.11 may be adjusted at the discretion of the Dean of Students or designee. Ad hoc panel members will be familiarized with relevant policies and procedures prior to their service.

12.12. Preparation for a Hearing

Prior to a hearing before the Community Standards Review Board (CSRB), the Director of Community Standards will provide the opportunity to acquaint the Respondent and Complainant and their respective Advisors with the procedures followed by the Community Standards Review Board and will also inform them of the opportunities to which parties are entitled under these procedures. These opportunities, apply to both parties unless otherwise stated. They include:

12.12.1. The opportunity to participate in a fair and unbiased hearing.

12.12.2. The opportunity to receive a written statement of the complaint and response (respectively), a copy of the procedures of the CSRB, notice of the time and location of the hearing, a list of the members of the Board who will hear the case and the name of the Chairperson. This information should normally be received 7 calendar days in advance of any hearing. The Complainant or Respondent may petition the Chairperson of the Board for more time to prepare their case

12.12.3. The opportunity to select any person from the Amherst College community (current faculty, staff, or students) to serve as an Advisor (see Section 12.1, *Terms in the Community Standards Adjudication Process*).

It is the responsibility of a party to identify and communicate/coordinate with their Advisor, including the notification of meeting and hearing dates and times. A party intending to be accompanied by an Advisor must notify the Director of Community Standards of the identity of the individual at least 3 business days prior to the hearing. Delayed identification of an Advisor by a party will not be a valid reason to delay adjudication proceedings or scheduling.

12.12.4. The opportunity to consult with attorneys at their own expense. Attorneys cannot participate in hearings before the CSRB. Attorneys may be present on campus during a hearing; however, they are required to remain outside of any hearing rooms. If a party wishes to consult with their attorney during a hearing, they may do so by making a request to the Chairperson. If the request is granted, such consultation must occur outside the hearing room. An attorney may be present to provide legal counsel to the CSRB at the discretion of the Chairperson.

12.12.5. The opportunity to have a hearing before the CSRB as soon as practicable, consistent with the right to 7 calendar days' advance notice (see Section 12.11.2 for information about *Ad Hoc* panels).

12.12.6. The opportunity to challenge any member of the CSRB panel on the basis that they are unable to be impartial due to 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 2 business days after receiving the list of CSRB panel members. The Dean of Students or designee will rule on the challenge and, if the challenge is accepted, take appropriate steps to secure a replacement. If the individual serving as Chairperson is challenged, the Chief Student Affairs Officer or designee will appoint a substitute Chairperson for the hearing.

12.12.7. The opportunity to be present at the hearing or to participate by way of alternative attendance (such as by video) (see Section 12.1, *Alternative Attendance*).

12.12.8. The opportunity to decline to answer any questions or make any statements during the hearing. The outcome of the hearing will be based upon the information presented at the hearing.

12.12.9. The opportunity to call witnesses of relevance to the complaint. A witness is a person who was either present during the incident in question, or who has information that is directly related to the facts of the incident in question. Individuals whose sole purpose is to serve as character witnesses or as expert witnesses will not be allowed to participate. A party intending to call witnesses must provide the names and contact information of the witnesses to the Director of Community Standards within 2 business days after receiving notice of the time and location of the hearing. When necessary, and with the advance approval of the Director of Community Standards, witnesses who are unable to appear in person may be permitted to participate via written statement or audio/video, if available.

12.12.10. The opportunity to hear and to question witnesses and to respond to all written testimony submitted.

12.12.11. The opportunity to present evidence of relevance. A party intending to present evidence should do so when submitting their complaint or response to the Director of Community Standards, but must do so within 2 business days after receiving from the Director of Community Standards the notice of the time and location of the hearing. The CSRB panel will not consider evidence against a party unless the party has been advised of its content and source and given the opportunity to respond.

12.12.12. The opportunity to be judged solely upon the information available during the formal hearing of the Community Standards Review Board panel.

12.12.13. The opportunity to submit an appeal (see Section 12.16.1, *Grounds for Appeal*) to the Dean of the Faculty at the conclusion of a hearing before the Community Standards Review Board.

12.13. CSRB Hearing Procedure (Responsibility Determination)

The Chairperson will provide a copy of the complete materials of the case to both parties and to each member of the Community Standards Review Board (CSRB) panel selected to participate in a hearing.

The Chairperson of the CSRB panel will preside in all hearings. The Chairperson will work with the Director of Student Standards to maintain decorum during hearings and will be the final arbiter in questions of procedure. The Chairperson makes decisions about the admission or exclusion of evidence and witness testimony. The CSRB panel may consider any testimony or evidence it has reason to believe is trustworthy and relevant.

Hearings will be audio recorded. The recording will be the official record of the hearing. The Complainant and the Respondent will have access to the recording if needed in filing an appeal. The audio recording will remain the property of the College and be retained in accordance of Section 19. All proceedings under the Community Standards Adjudication Process will be confidential to the extent practicable.

In general, Community Standards Review Board hearings will proceed in the order outlined below. However, the Chairperson retains discretion at any time to alter the order of the hearing process as needed.

1. Chairperson's Welcome to All Participants

- a. Introductions of all participants
- b. Presentation of the CSRB Purpose Statement
- c. Direction to all participants to read and agree to the Confidentiality Statement
- d. Opportunity for questioning about procedures

Note: *Witnesses will leave the hearing room at this juncture.*

2. Presentation by Director of Community Standards/Designee

- a. Brief introduction of allegations
- b. Brief introduction of response

3. Complainant's Presentation

- a. Opening statement by Complainant (optional)
- b. CSRB panel members question Complainant
- c. Respondent questions Complainant
- d. Opportunity for additional questions by panel or Respondent

4. Respondent's Presentation

- a. Opening statement by Respondent (optional)
- b. CSRB panel members question Respondent
- c. Complainant questions Respondent
- d. Opportunity for additional questions by panel or Complainant

5. Complainant's witnesses appear individually

- a. Opening statement by witness (optional)
- b. Complainant questions witness
- c. CSRB panel members question witness
- d. Respondent questions witness
- e. Opportunity for additional questions by parties or panel before witness is dismissed

6. Respondent's witnesses appear individually

- a. Opening statement by witness (optional)
- b. Respondent questions witness
- c. CSRB panel members question witness
- d. Complainant questions witness
- e. Opportunity for additional questions by parties or panel before witness is dismissed

7. Chairperson offers final opportunity for any additional questions

to either party or any witnesses and reminds that no questions will be permitted during or after the closing statements. No new facts nor evidence may be brought forward by parties in their closing statements.

8. Closing statements

- a. Complainant's closing statement
- b. Respondent's closing statement

9. Closing remarks by Chairperson

- a. CSRB panel will deliberate privately to determine responsibility
- b. Parties and Advisor leave room, but remain available to receive decision
- c. If the Respondent is found not responsible for all alleged violations the CSRB panel will dismiss case, and the hearing is adjourned. Both parties will receive written notification of this outcome, typically within 48 hours.
- d. If the Respondent is found responsible for one or more alleged violations the CSRB panel will initiate a Sanction Hearing immediately or at a later date.

12.14. CSRB Sanction Hearing Procedure

If the Respondent is found responsible for one or more alleged violations in a CSRB Hearing, or if the Respondent accepted responsibility earlier in the Community Standards Adjudication Process, recommendations and questions on sanctions are heard before a panel of the CSRB.

***Note:** If the Sanction Hearing was preceded by a CSRB Hearing to determine responsibility, the Chairperson may choose to skip to step 3.*

1. Chairperson's Welcome to All Participants

- a. Introductions of all participants
- b. Presentation of the CSRB Purpose Statement
- c. Direction to all participants to read and agree to the Confidentiality Statement
- d. Opportunity for questioning about procedures

2. Presentation by Director of Community Standards/Designee

- a. Brief introduction of allegations
- b. Brief introduction of response

3. The Complainant offers recommendations to the CSRB panel regarding possible sanctions.

4. The Respondent offers recommendations to the CSRB panel regarding possible sanctions.

5. The CSRB panel may question the Respondent and the Complainant about their recommendations.

6. The Respondent, the Complainant, and Advisors are excused. The CSRB panel retains the discretion to deliberate immediately or to adjourn for later deliberations.

7. The CSRB panel will deliberate on its decision about sanctions which will be documented by the Chairperson. Final sanction determinations will be communicated in writing to the Respondent and, when appropriate, to the Complainant typically within 48 hours.

- a. The CSRB panel is provided with an account of Respondent's past sanctions by the Director of Community Standards or designee.
- b. Appeal procedures will be addresses in the final sanction/outcome letters to the parties.

12.15. Standards of Practice

The CSRB and the Office of Student Affairs operates with the following standards during and after a responsibility determination hearing or a sanction determination hearing. Student Affairs receives records from the CSRB for retention.

12.15.1. College Complainant

Where a complaint is brought on behalf of the College, a College employee, who is appointed by the Dean of Students or designee, will serve as the Complainant.

12.15.2. Witness Availability and Obligations

The members of the Community Standards Review Board may question witnesses and may request the presence of any member of the College community as a CSRB panel witness. If witnesses are called by the CSRB panel, the Complainant and the Respondent will be afforded the opportunity to question them. Students called to give testimony before the Community Standards Review Board are obliged to provide testimony. The Director of Community Standards may make available to such student the use of technology to allow for remote availability. A student called as a witness who fails to testify may be found responsible for violating the *Student Code of Conduct* (see Section 2.8).

12.15.3. Preponderance of the Evidence Standard

All adjudication outcome determinations will be made on the basis of the preponderance of evidence, that is, whether the alleged violation was more likely than not to have occurred.

12.15.4. Dismissal of Complaint

If the CSRB or an administrative adjudicator determines that the Respondent has not violated the *Student Code of Conduct*, the complaint will be dismissed.

12.15.5. Assignment of Sanctions

If the CSRB or an Administrative adjudicator determines that the Respondent has violated the *Student Code of Conduct* they will then determine what sanction(s) to assign. This decision is guided by Section 14, *College Sanctions*. At this stage, a Respondent's prior student conduct record will inform the sanction decision. The outcome will generally be shared with the Respondent within 48 hours of a decision.

12.15.6. Records

A copy of the outcome will also be kept in a confidential file in the Office of Student Affairs.

Normally only suspension, dismissal, and expulsion are recorded on a student's transcript. Otherwise, except as otherwise permitted or required by Title IX, the Family Educational Rights and Privacy Act or any other applicable law, a student's conduct record is confidential and no information from this record will be released without a student's consent.

The Director of Community Standards or designee will make periodic reports to the Amherst College community summarizing the nature and number of complaints.

12.16. Appealing Formal Adjudication Decisions by Administrative Adjudicators and the Community Standards Review Board

Either the Respondent or the Complainant may appeal an adjudicative decision of the Community Standards Review Board (CSRB) panel, the Director of Community Standards, or designee. All intellectual responsibility appeals and any appeal of a CSRB panel are directed to the Dean of the Faculty. Appeals of non-intellectual responsibility-related decisions made by the Director of Community Standards or designee (administrative adjudicator) are directed to the Chief Student Affairs Officer.

12.16.1. Grounds for Appeal

An appeal may come forward based on the following grounds:

12.16.1.1. Material procedural error (i.e., a procedural error of such significance that, but for the error's occurrence, the hearing could have

resulted in a different outcome)

12.16.1.2. Bias, by the administrative adjudicator, the chair or a member of the Hearing Board (i.e., the administrative adjudicator, the chair or a member of the Hearing Board demonstrated through specific words or actions that they were predisposed for or against one of the parties)

12.16.1.3. New information (i.e., information has been discovered that: 1) is relevant; 2) is substantive; 3) was not previously known by the appellant; and 4) was not previously available to the appellant).

12.16.1.4. Inappropriateness of the Sanction (i.e., the sanction is disproportionate to the gravity of the violation(s) for which the Respondent has been found responsible). This appeals ground is only available to the Respondent.

12.16.2. Appeal Deadline

The Respondent or the Complainant must submit a written statement of appeal to the Dean of the Faculty or Chief Student Affairs Officer as appropriate, which must state the grounds and reason for the appeal, within 10 business days of the date of the written finding.

12.16.3. Response to Appeal

Upon receipt of the statement of appeal, the Dean of the Faculty/Chief Student Affairs Officer will review the official records of the Director of Community Standards, the Student Affairs administrator, or the CSRB panel's proceeding and other materials bearing on the case as necessary. The Dean of the Faculty/ Chief Student Affairs Officer may interview the parties to the dispute or anyone else involved in the hearing process, including the CSRB panel members.

For an appeal of an intellectual responsibility decision by the Director of Community Standards, the Dean of the Faculty may refer the case to a panel of the CSRB, consisting of two faculty members, one of whom will act as Chairperson, and one student. For an appeal of a decision by the CSRB, the Dean of the Faculty may refer the case back to the original panel with instructions or may direct that the case be reviewed or reheard by a different panel of the CSRB. In the case of any such referral, the panel of the CSRB will report its findings and recommendations to the Dean of the Faculty, who will resolve the appeal.

The Dean of the Faculty/Chief Student Affairs Officer will render a decision with such terms as they determine to be appropriate. The Dean of the Faculty's/Chief Student Affairs Officer's decision is final, and no further appeal will be permitted.

Section 13. The Sexual Misconduct Adjudication Process (SMAP)

13.1. Introduction

Amherst College has established the College Sexual Misconduct Policy that articulates the College's set of behavioral standards, common understandings of definitions and key concepts and descriptions of prohibited conduct. The Policy also outlines the College's approach to addressing reports of sexual misconduct. This section, the Sexual Misconduct Adjudication Process (SMAP) details the College's procedures for adjudicating sexual misconduct complaints against students.

13.2. Preliminary Matters

13.2.1. Timing of Complaints

So long as the Respondent is a student at the College, as defined in Section 26, Glossary, there is no time limit to filing a complaint to initiate the SMAP. Where the Respondent is a second semester senior, the College will, in most instances, withhold that student's Amherst College degree pending conclusion and outcome of the SMAP.

13.2.2. Jurisdiction

See Section 12.2, *Jurisdiction* of this code.

13.2.3. Effect of Criminal Proceedings

The adjudication of a complaint of sexual misconduct under this process is independent of any criminal investigation or criminal proceeding. The College will not wait for the conclusion of any criminal investigation or proceeding to commence its own review, investigation, and, when applicable, proceedings outlined herein. Neither law enforcement's determination whether or not to indict and/ or prosecute a Respondent nor the outcome of any criminal prosecution are determinative of whether the Respondent is responsible for violating College policy.

13.2.4. Effect of Pending Complaint on Respondent

If the Respondent is a current student, no notation will be placed on the Respondent's transcript of a complaint or pending disciplinary action during the SMAP. If the Respondent withdraws from the College while a sexual misconduct complaint is pending, the Respondent's transcript will reflect a withdrawal and a notation of pending disciplinary action subject to modification to reflect the outcome of the disciplinary action.

13.2.5. Amnesty

An individual who files a sexual misconduct complaint or serves as a third-party witness during the SMAP will not be subject to disciplinary action by the College for their own personal consumption of alcohol or drugs at or near the time of the alleged sexual misconduct, provided that such

violations did not and do not place the health or safety of any other person at risk. The College may initiate educational discussion or pursue other educational remedies regarding the use of alcohol or other drugs.

13.2.6. Advisor

Parties to a sexual misconduct complaint have the right to be assisted by an Advisor of their choice during the SMAP. When choosing an Advisor, parties should be mindful of the Advisor's availability. While the College will make reasonable efforts to take into the account the Advisor's availability, the College will not allow the Advisor's unavailability to unreasonably delay the SMAP. An Advisor serves to guide the student through the process and may accompany the party to any meeting with a College employee, any meeting with an investigator, and to the hearing. The Advisor is not an advocate for the student. The Advisor may not disrupt an investigatory meeting. At a Sexual Misconduct hearing, an Advisor may not direct questions to or otherwise address the Sexual Misconduct Hearing Board, a party, or any witness or make verbal objections or other statements of advocacy. The Advisor may consult with the party that they are assisting.

13.2.7. Agreements Not Recognized by the College

Other than a judicial order, the College will not recognize agreements between the Complainant and Respondent in which the College did not participate.

13.2.8. Communications

All communications and notices required by these procedures may be made electronically, in hard copy, or in person.

13.3. Initiating a Complaint

13.3.1. Individual

A person who believes they have experienced an incident of sexual misconduct, as defined in Section 3, College Sexual Misconduct Policy, may file a complaint against the Amherst College student they believe is responsible for that conduct. "Person" may include, but is not limited to, members of Amherst College, including students, faculty, administrators and staff members, visitors, alumni, or members of one of the constituent institutions of the Five Colleges.

13.3.2. Administrative

When the College receives a report of sexual misconduct that, following the Title IX Review described in Section 3, College Sexual Misconduct Policy, is determined to be exceptional, the College may initiate a complaint.

13.4. Filing Requirements

The person filing the complaint is called the Complainant. To initiate the SMAP, the Complainant must submit a written document, called the

“Complaint,” in paper or electronic format, to the Title IX Coordinator. The Complaint must contain sufficient information regarding the allegations of instances of sexual misconduct to permit the Respondent to understand the allegations being brought and to be able to adequately respond. The Complaint should indicate the name of the accused student (“the Respondent”); the date or approximate date of the complained of conduct; a description of the conduct about which the Complainant is complaining; and the location of the alleged conduct, if known. Further, the Complaint should indicate, to the best of the Complainant’s ability, the alleged form(s) of Sexual Misconduct, as detailed in the College Sexual Misconduct Policy, that the Complainant alleges the Respondent committed. The Complaint should make it clear that the Complainant is seeking for the alleged conduct violations to be resolved using the SMAP. It is not required that the Complaint reflect every detail related to the allegations in the complaint; additional information may be discovered during the investigation.

Below is a sample template that provides one way to think about constructing a complaint. It is not required that you use this template.

Complaint—Sample Template:

Date of Complaint (Today’s date):

Complainant’s Name: (For the purpose of this process you are the Complainant.)

Complainant’s Email Address:

Complainant’s Telephone #:

Provide a description of the concerning behavior:

A complaint needs to include a description of the behavior that is the subject of your complaint. Your description should include the relevant details of the incident(s) in a way that the person reading your complaint (e.g., the Title IX Coordinator; the Respondent) is able to understand the behaviors about which you complain.

It will be helpful to start with a sentence that indicates the purpose of this document, such as:

This is a complaint to initiate the Sexual Misconduct Adjudication Process.

Next, describe what happened in your own words using enough detail so that the responding party can understand the particulars of your concerns and respond to them.

Include, if you can, information about where and when the conduct took place.

In addition, you may include as much or as little contextual information as you like. The investigator will be asking for more detailed information as part of the investigation. What you choose to write is a personal decision. You might consider working with an advisor to consider what to include here.

Then, identify the specific section(s) of the *Student Code of Conduct* that you believe the Respondent violated and the form(s) of sexual misconduct that you believe occurred.

The section(s) of the Code and the form(s) of sexual misconduct you list should relate to the conduct you describe above.

Optional: If you wish, please provide the name(s) of person(s) who may have information related to the complaint. Please also provide contact information, if you know it. You will also be provided with an opportunity to provide names to the investigator.

13.4.1. If the Title IX Coordinator or designee determines that a Complaint does not include sufficient information of the allegations of instances of sexual misconduct to permit the Respondent to understand the allegations being brought and to adequately respond, the Title IX Coordinator will request that the Complainant re-submit the Complaint. Where the Complaint contains information that could not constitute conduct prohibited by Section 3, *College Sexual Misconduct Policy*, the Title IX Coordinator will inform the Complainant that the SMAP will not apply to the Complaint and will refer the Complaint to the Director of Community Standards

13.4.2. If the investigation reveals other related allegations of instances of sexual misconduct not otherwise detailed in the Complaint, the Complainant will have the opportunity to amend the Complaint to include allegations of these additional related instances.

13.5. Information for Complainant

After receipt of the Complaint, if not sooner, the Title IX Coordinator will request a meeting with the Complainant in order to discuss the nature of the complaint, explain the Complainant's right to choose an Advisor of their choice, explain the rights and responsibilities of the Complainant and Respondent, explain the prohibition against retaliation; explain the SMAP, instruct the Complainant not to destroy any potentially relevant documentation in any format, and provide the Complainant a copy of the relevant policies.

13.6. Interim Measures

Upon the filing of a Complaint, if not sooner, the Title IX Coordinator or designee will review the allegations and determine the necessity and scope of any interim measures to prevent further acts of harassment, misconduct, or retaliation and to enhance safety. This review will include an analysis of the sufficiency of any previously-implemented interim measures.

The range of interim measures may include, but is not limited to:

- No-Communication and Restricted Proximity Order
- Academic, Employment, or Residence Modifications
- Emotional Support
- Interim Suspension

13.7. Information Sharing

College personnel will take reasonable steps to protect the privacy of persons and information. Process participants, including parties and witnesses, should understand that disclosing information learned during the investigation may compromise the integrity of the investigation and could also be construed as retaliation. For these reasons, the College expects that persons will not disclose or re-disclose information learned during the course of the investigation. Persons are, of course, free to discuss their own personal experiences.

13.8. Withdrawal of Complaint

Prior to a hearing, the Complainant may withdraw the Complaint. Withdrawal of the Complaint will, in most circumstances, end the SMAP. The College may move forward with the investigation and complaint, even after the Complainant withdraws it, in order to protect the interests and safety of the College community. The College will inform both parties in a timely manner of its decisions.

13.9. Responding to Complaint

13.9.1. Notification of Respondent

The person against whom the Complaint is filed is called the Respondent. The Respondent will be notified in a timely manner that a complaint alleging sexual misconduct has been filed against them.

13.9.2. Information for Respondent

After receiving the Complaint, the Title IX Coordinator or designee will request a meeting with the Respondent in order to: provide the Respondent with a copy of the Complaint; discuss the Respondent's opportunity to submit a written response to the Complaint; discuss the nature of the complaint, explain the Respondent's right to choose an Advisor of their choice, explain the rights and responsibilities of the Complainant and Respondent; explain the prohibition against retaliation; explain the SMAP; instruct the Respondent not to destroy any potentially relevant

documentation in any format, and give the Respondent a copy of the relevant policies. If the Respondent refuses or otherwise cannot meet with the Title IX Coordinator or designee within a reasonable period of time from the filing of the Complaint, as determined by the Title IX Coordinator or designee, then the Title IX Coordinator or designee will provide the Respondent, via electronic mail to the Respondent's official Amherst College electronic mail address, a copy of the Complaint. The Respondent has the opportunity to submit a written response, which must be submitted no later than 3 business days from the date Respondent was provided the Complaint. The Respondent's written response will be shared with the Complainant. If Respondent fails to meet and cooperate with the Title IX Coordinator or designee or Investigator, the adjudication of the Complaint will nonetheless proceed.

If you choose to submit a written response, you may decide to consider the following sample template. It is not required that you follow this template.

Response - Sample Template:

Date of Response: (Today's Date)

Respondent's Name: (For the purpose of this process, you are the Respondent.)

Respondent's Email Address:

Respondent's Telephone #:

Response to Complaint:

It is helpful to start with a sentence that indicates the purpose of this document, such as:

This is my Response to the Complaint filed on (date on Complaint).

In this Response, you may choose to provide your thoughts on the information that is contained in the Complaint. What you choose to write and how you choose to respond is a personal decision. You might consider working with an advisor to consider what to include here. The investigator will be asking for more detailed information as part of the investigation.

Optional: If you wish, please provide the name(s) of person(s) who may have information related to the complaint or response. Please also provide contact information, if you know it. You will also be provided with an opportunity to provide names to the investigator.

13.9.3. Acceptance of Responsibility

At any point in the process the Respondent may choose to accept responsibility for the conduct alleged in the Complaint. If the Respondent accepts responsibility for the conduct alleged in the Complaint, the process may, but will not necessarily, proceed to the Investigation Phase. If an investigation has already commenced, it may, but will not necessarily, continue to its conclusion. If a Respondent accepts responsibility for the conduct alleged in the Complaint, the Title IX Coordinator will convene a Sexual Misconduct Hearing Board to determine the outcome.

13.10. Notice of Alleged Violations

Before the investigation is initiated, the Title IX Coordinator will provide to the parties a Notice of Alleged Violations for their review. The Notice of Alleged Violations will list the policy violation(s) alleged by the Complainant that will be investigated.

13.11. Investigation Phase

13.11.1. Investigator

The Title IX Coordinator will designate an Investigator to conduct a thorough, impartial, and fair investigation. The designated Investigator will have specific training and experience investigating allegations of sexual misconduct. The Title IX Coordinator will oversee the Investigation Process.

13.11.2. Investigation Process

The Investigator will coordinate the gathering of information from the Complainant, Respondent, and other individuals or entities that may have relevant information regarding the allegations using any of the methods listed below. The Investigator will share with the Complainant and Respondent for comment or rebuttal information and documentation considered relevant to the allegations in the complaint.

13.11.2.1. Document/Records Review

In addition to reviewing any documents submitted by the Complainant and Respondent, the Investigator will determine whether to seek to obtain other records which may be relevant to the investigation, including, but not limited to documents, police records, electronic or other record of communications between the parties or witnesses or records or other potentially relevant information. In seeking to obtain such evidence, the Investigator will comply with applicable laws and Amherst College policies.

13.11.2.2. Site Visits

The Investigator may visit sites or locations of potential relevance to the allegations in the complaint and record observations through written or photographic documentation.

13.11.2.3. Complainant and Respondent Interviews

The Investigator will interview the Complainant and the Respondent

separately and may interview one or both more than once as necessary.

13.11.2.4. Witness Interviews

The Investigator will make a good faith effort to contact and interview any witnesses identified by the parties or in the documentation, including those no longer at the College. The Investigator may also interview any other individual they believe may have information relevant to the allegations of the Complaint or who would assist a Hearing Board in determining whether it is more likely than not that the Respondent is responsible for the allegations in the Complaint. The Investigator will inform each witness or other individuals interviewed that they are prohibited from retaliating against the Complainant and Respondent or other witnesses. The Investigator may decide, in their judgment, to decline to interview witnesses who are identified for the sole purpose of providing character evidence, to provide expert opinions, or those whom the Investigator believes, after discussion with the requesting party, have no relevant information.

13.11.2.5. Experts

The Investigator may contact any expert the Investigator determines is necessary to ascertain the facts related to the Complaint or other information the Investigator determines is necessary to assist a Hearing Board in determining whether it is more likely than not that the Respondent is responsible for the allegations in the Complaint.

13.11.3. Report

13.11.3.1 Contents

The Investigator will prepare an Investigative Report summarizing and analyzing the relevant facts determined through the Investigation and referencing any supporting documentation or statements. The Investigative Report may include: summaries of interviews with the Complainant, Respondent, third-party witnesses, experts, and any other individuals with relevant information; photographs of relevant sites or physical evidence; and electronic records and forensic evidence. The Investigator may provide a summary of their impressions including context for the information, but will not make a determination as to whether a violation occurred, as that decision is reserved for the Hearing Board.

13.11.3.2. Distribution to Parties

The Complainant and the Respondent will receive a copy of the final Investigative Report before the Hearing.

13.12. Resolution

13.12.1. Voluntary Resolution

In certain instances, a Complainant and a Respondent may mutually agree

to resolve a complaint through voluntary resolution. Voluntary resolution may include conflict mediation or a restorative conference with a College community member. However, voluntary resolution may only be used:

- Prior to a Notice of Hearing being issued
- When the Dean of Students or designee determines this is a suitable option for resolving the concern, and both the Complainant and Respondent agree to use the process
- When the complaint does not involve sexual violence, as defined in Section 3, *College Sexual Misconduct Policy*.

Because the outcomes of voluntary resolution conversations are mutually developed and agreed upon by the parties involved, an appeal of the process and its result is not permitted. If the parties are unable to agree on a voluntary resolution, the matter will be referred to the Hearing Board by the Senior Associate Dean of Students or designee. No statements made during the voluntary resolution process may be introduced before the Hearing Board.

13.12.2. Sexual Misconduct Hearing Process

13.12.2.1. Composition of Hearing Board

Hearings to decide complaints of sexual misconduct shall be conducted by the Sexual Misconduct Hearing Board. The Hearing Board for a particular hearing is composed of three persons that are drawn from a pool of individuals from the community. All Hearing Board members will annually receive training regarding: the dynamics of sexual misconduct; the factors relevant to a determination of credibility; the appropriate manner in which to receive and evaluate sensitive information; the manner of deliberation and the application of the preponderance of the evidence standard; and the College's policies and procedures. The Dean of Students or designee will serve as the non-voting Chairperson ("Chair") and as an advisor to the Hearing Board. Hearing Board members shall not consist of faculty, staff, or students at Amherst College. The Dean of the Faculty may determine an alternate Hearing Board composition if a full Hearing Board cannot reasonably be convened.

13.12.2.2. Notice of Hearing

The Title IX Coordinator or designee will issue a Notice of Hearing to the Complainant and the Respondent. The Notice of Hearing will identify the date, time, and place of the hearing and provide the names of the persons serving on the Hearing Board for the case. The Notice of Hearing will be sent at least 7 days prior to the hearing date.

13.12.2.3. Pre-Hearing Procedures

13.12.2.3.1. Meeting with Complainant and Respondent

As soon as possible after issuing the Notice of Hearing, the Title IX

Coordinator or designee may meet individually with Complainant and Respondent and their respective Advisors to discuss the hearing process and answer any questions.

13.12.2.3.2. Pre-Hearing Opportunities

13.12.2.3.2.1. Request to Reschedule Hearing

Either party may request to reschedule the hearing. Requests to reschedule must come directly from the Complainant or Respondent, must be submitted to the Title IX Coordinator or designee at least 2 days prior to hearing, whenever possible, and must specify the reasons for the request. The Title IX Coordinator or designee will decide whether to grant such request. The Title IX Coordinator or designee retains the discretion to reschedule the hearing at any time for good cause.

13.12.2.3.2.2. Request to Remove Board Member

The Complainant and Respondent may submit written requests to the Title IX Coordinator or designee asking that a member of the Hearing Board be removed for reasonable articulable grounds of bias, conflict of interest, or an inability to be fair and impartial. The written request must identify the grounds for the removal and be received by the Title IX Coordinator or designee within 3 days following delivery of the Notice of Hearing. The Title IX Coordinator or designee will decide whether to grant such request. Removal of a Hearing Board member may require that the hearing be rescheduled.

13.12.2.3.2.3. Request to Present Witnesses

The Complainant or Respondent may call witnesses at the hearing only upon satisfaction of the conditions below being met. A party wishing to call any witness at hearing, including those witnesses that have been previously identified and/or interviewed by the Investigator, must submit a list of witnesses to the Title IX Coordinator or designee serving as Chair of the Hearing Board no later than 3 days prior to the hearing date. For any witness not interviewed by the Investigator, the following information is required at the time the witness list is submitted:

- Names of witnesses the party intends to call
- A written statement and/or description of the information the witness is expected to provide at the hearing
- A summary of why the witness' presence is relevant to making a decision on the complaint
- The reason why the witness was not interviewed by the Investigator

The Dean of Students or designee will determine if there is sufficient justification for permitting a witness who was not interviewed by the Investigator. Generally, neither party will be permitted to call character witnesses. The Dean of Students or designee may also require that the

Investigator interview the newly suggested witness. The approved witness list will be shared with the parties and the Hearing Board prior to the hearing.

Parties are responsible for communicating with their witnesses regarding the time and location of the hearing.

13.12.2.3.2.3.1. The Hearing Board may call any person it deems to have relevant information.

13.12.2.3.2.3.2. Amherst College students called to participate as a witness in a Sexual Misconduct Adjudication Process are expected to participate.

13.12.2.3.2.4. Information for Consideration at Hearing

13.12.2.3.2.4.1. Information Not Provided to Investigator

The Complainant or Respondent may wish to present documentation or other evidence at the hearing that was not provided to the Investigator. No later than 3 days prior to the hearing date, the requesting party must submit to the Dean of Students or designee serving as Chair of the Hearing Board the list of documents or other evidence. The list of documents must contain the following information:

13.12.2.3.2.4.1.1. Identification and description of the document or other evidence the party intends to present

13.12.2.3.2.4.1.2. A summary of why the document or other evidence is relevant to making a decision on the complaint, and

13.12.2.3.2.4.1.3. The reason why the document or other evidence was not provided to the Investigator

The Dean of Students or designee will determine if the additional documentation or other evidence is relevant and if there is sufficient justification for permitting its use at the hearing. The Dean of Students or designee may also require that the Investigator review the additional documentation or other evidence. If the additional documentation or evidence is approved, it will be shared with the parties and the Hearing Board prior to the hearing.

13.12.2.3.2.4.2. Prior Sexual History, Prior Findings of Similar Acts of Sexual Misconduct, or Pattern Evidence

When the Respondent raises consent as a defense, questions or information regarding prior consensual sexual contact between the parties may be deemed relevant, but is not necessarily determinative of whether it is more likely than not that the Respondent is responsible for the allegations in the Complaint.

Questions or information about the Complainant's prior sexual history with anyone other than the Respondent will not be allowed. Generally, questions or evidence about the Respondent's prior sexual history with anyone other than the Complainant will not be allowed. In limited circumstances, such as when there is evidence of a pattern of behavior that is factually similar, information about that pattern of behavior may be relevant to the determination of responsibility or assigning of a sanction.

A prior finding (post appeal opportunities) of responsibility for a similar act of sexual misconduct ("prior bad act") will always be deemed relevant and may be considered in making a determination as to responsibility and/or assigning of a sanction.

13.12.2.3.2.4.3. Request to Present Information Related to Prior Sexual History, Prior Findings of Similar Acts of Sexual Misconduct, or Pattern Evidence

Subject to the considerations above, if either party wishes at hearing to bring forth information – in any form - concerning the other party's sexual history, evidence of a pattern of behavior, or prior bad acts, such requests must be made to the Dean of Students, regardless of whether the information was brought forward during the investigation. The Dean of Students or designee serving as the Chair of the Hearing Board will judge the admissibility of such information. The following must be submitted no later than 3 days before the hearing to the Title IX Coordinator or designee:

- A written statement and/or description of the proposed information, if not already provided during investigation, and
- A summary of why this information is relevant to making a decision of responsibility at the hearing

The Dean of Students or designee will determine if the information concerning prior sexual history, prior bad acts, or pattern evidence is appropriate for inclusion at the hearing.

13.12.2.3.2.5. Impact Statement

The Complainant and the Respondent may prepare an Impact Statement to be considered by the Hearing Board while determining sanctions. Both parties may prepare a written Impact Statement and provide it in a sealed envelope to the Chair on the day of the hearing. The statements will be opened only if the Respondent is found responsible. Otherwise, they will be destroyed. The Chair retains discretion to instruct the Hearing Board to disregard information contained in the Impact Statement that would not otherwise be permissible under this process.

13.12.2.4. Hearing Requirements

13.12.2.4.1. Participants

Those who may be present at the hearing are: the Complainant; the

Respondent; their respective Advisors; the Investigator; witnesses; and other College officials. The Investigator and witnesses may only be present in the hearing room during the Call to Order and Confidentiality portions of the hearing and when they are providing information to the Hearing Board. The Complainant and Respondent will be present in the hearing room, unless as prescribed under Alternative Attendance.

13.12.2.4.2. Attendance

13.12.2.4.2.1. Failure to Attend

If a party fails to attend a hearing for any reason other than an emergency, the hearing may be held in their absence.

13.12.2.4.2.2. Alternate Attendance

A Complainant or Respondent may request participation in the hearing by suitable means that would not require physical proximity to the other. This can include, but is not limited to, partitioning a hearing room or using technology to facilitate participation. All requests by a party to participate in the hearing other than in person must be submitted in advance of the hearing to the Dean of Students or designee as Chair. The Title IX Coordinator will review the request to ensure compliance with a fair and equitable process.

The Chair may allow for witnesses to appear through technological means rather than in-person attendance.

13.12.2.4.3. Standard of Evidence

The Hearing Board will determine the Respondent's responsibility by a preponderance of the evidence standard, which is whether the information provided at the hearing supports a finding that it is "more likely than not" that the Respondent is responsible for the alleged violation(s).

13.12.2.4.4. Recording Proceedings

Hearings before the Hearing Board are audio-recorded for the purpose of: (1) reference by the Hearing Board or Chair during deliberations; (2) review by the Dean of the Faculty or appeals panel during an appeal; (3) the official record of the hearing; and (4) availability to the Complainant or Respondent should either wish to file an appeal. The Hearing Board's deliberations are not audio-recorded.

13.12.2.5. Conducting the Hearing

13.12.2.5.1. Call to Order

The Chair of the Hearing Board will call the hearing to order. All parties, the Investigator, and available witnesses will be present to hear the Call to Order. The Chair will describe the hearing process and provide an opportunity for all parties to ask procedural questions prior to opening

remarks and the presentation of information. The Chair will ask each individual present to state their name and identify their role during the hearing.

13.12.2.5.2. Confidentiality

The Chair will inform parties that the proceedings are confidential as required under the Family Educational Rights and Privacy Act (FERPA) and that information received at the hearing should not be shared outside the hearing room except as allowed by FERPA or other applicable law.

13.12.2.5.3. Investigator Presentation

The Investigator will present a brief summary of the Investigative Report. The Hearing Board may first ask questions of the Investigator, followed by the Complainant and then the Respondent. Once the Investigator's Presentation is completed, the Investigator will leave the room.

13.12.2.5.4. Complainant's Opening Remarks

The Complainant may present their own account of the events.

13.12.2.5.5. Respondent's Opening Remarks

The Respondent may present their own account of the events.

13.12.2.5.6. Complainant's Presentation

The Hearing Board may ask Complainant questions, followed by the Respondent. The Respondent's questions must be directed through the Chair. The Chair will ask the Complainant those questions that are deemed relevant and permissible. The Hearing Board will then have an opportunity to ask additional questions of the Complainant. The Complainant may then offer witnesses who may be questioned directly first by the Complainant, then the Hearing Board, and then the Respondent. There will then be additional opportunities for the Hearing Board and the parties to question the witness. Once a witness other than a party is done presenting information and answering questions, they will be asked to leave the hearing room.

13.12.2.5.7. Respondent's Presentation

The Hearing Board may ask the Respondent questions, followed by the Complainant. The Complainant's questions must be directed through the Chair. The Chair will ask the Respondent those questions that are deemed relevant and permissible. The Hearing Board will then have an opportunity to ask additional questions of the Respondent. The Respondent may then offer witnesses who may be questioned directly first by the Respondent, then the Hearing Board, and then the Complainant. There will then be additional opportunities for the Hearing Board and the parties to question the witness. Once a witness other than a party is done presenting information and answering questions, they will be asked to leave the hearing room.

13.12.2.5.8. Recall of Witnesses

The Hearing Board reserves the right to recall any party or witness during the hearing process for further questions and to seek additional information necessary to make a decision.

13.12.2.5.9. Final Questions

The Chair will offer a final opportunity for any additional questions.

13.12.2.5.10. Discretion of the Chair

The Chair retains discretion to alter, at any time, the order of the hearing process, as needed.

13.12.2.5.11. Summary Statements

Upon conclusion of the presentation of information by the Investigator, parties and witnesses, the Complainant and the Respondent may make brief summary statements to the Hearing Board. The Complainant will present their summary statement first, followed by the Respondent.

13.12.2.5.12. Deliberation

At the conclusion of the hearing, everyone other than the Chair, the College's legal counsel and the Hearing Board members will be dismissed from the hearing room to allow the Hearing Board to deliberate in private. The Chair and the College's legal counsel may remain for deliberations but may not vote. The Hearing Board's decision will be determined by majority vote. The Senior Associate Dean of Students or designee will provide the Board with violation precedence and a student conduct history (if applicable). If the Hearing Board finds responsibility, it will deliberate regarding the appropriate sanction(s) and reach a decision by majority vote. The votes themselves will not be shared with the parties and only the decision on responsibility and any applicable sanction will be announced. The Hearing Board may schedule additional meetings to complete deliberations if necessary.

13.12.2.5.13. Sanctions

If the Hearing Board finds the Respondent responsible for violations of Section 3, College Sexual Misconduct Policy, the Hearing Board will impose appropriate sanctions and may be guided by the sanctions outlined in Section 14, College Sanctions and Corrective Actions. Sanctions may be issued individually or in combination with other sanctions. In determining the appropriate sanction(s), the Hearing Board may consider a number of factors including: the harm suffered by the Complainant; any ongoing risk to either the Complainant or the community posed by the Respondent; the impact of the violation(s) on the community, its members or its property; any previous conduct violations; any mitigating or aggravating circumstances; and the information contained in any impact statements submitted by the parties.

13.12.2.5.14. Notice of Outcome

The Chair will communicate, via contemporaneous written notice, the outcome of the hearing and any sanction(s) to the Respondent and the Complainant. Generally, the notice will occur within 48 hours of the conclusion of the Hearing Board's deliberations. Neither the Complainant nor the Respondent is prohibited from disclosing the outcome of the hearing.

13.12.2.6. Appeal Process

13.12.2.6.1. Eligibility and Timeline

Either party may appeal the outcome of the hearing by filing a written Appeal Request, which must be delivered to the Title IX Coordinator within 6 calendar days of the Notice of Outcome. The Title IX Coordinator will inform the non-filing party that an Appeal Request has been filed.

13.12.2.6.2. Grounds for Appeal

The appeal may be based on one or more of the following grounds only:

- Material procedural error (i.e. a procedural error of such significance that, but for the error's occurrence, the hearing could have resulted in a different outcome)
- Bias, by the chair or a member of the Hearing Board (i.e. the chair or a member of the Hearing Board demonstrated through specific words or actions that they were predisposed for or against one of the parties)
- Inappropriateness of the Sanction (i.e. the sanction is disproportionate to the gravity of the violation(s) for which the Respondent has been found responsible), or
- New Information (i.e., information has been discovered that: 1) is relevant; 2) is substantive; 3) was not previously known by the appellant; and 4) was not previously available to the appellant).

13.12.2.6.3. Content

The Appeal Request must identify the grounds for appeal and must identify with specificity the moments during the process that gave rise to the stated grounds for appeal.

13.12.2.6.4. Standard of Review

The appeal is based on the record and is limited to the four possible bases for appeal. The appeal is not a *de novo* review.

13.12.2.6.5. Threshold Review

The Title IX Coordinator will forward the Appeal Request to the Dean of the Faculty. Within 7 business days of the timely submission of the Appeal Request, the Dean of the Faculty will review the Appeal Request to determine, as a threshold matter, whether one or more of the Grounds for Appeal has

been sufficiently alleged to warrant Review of the Merits—based on the following:

13.12.2.6.5.1. New Information: The Dean of the Faculty will determine whether the “new information” identified in the Appeal Request is:

- Relevant
- Substantive, and
- New (i.e. not available at the time of the hearing)

13.12.2.6.5.2. Inappropriateness of the Sanction: The Dean of the Faculty will determine whether the sanction is disproportionate to the gravity of the violation(s) for which the Respondent has been found responsible. In making this determination, the Dean of the Faculty will defer to the hearing board’s decision unless it has no rational basis.

13.12.2.6.5.3. Material Procedural Error: The Dean of the Faculty will determine whether the procedural error identified in the Appeal Request:

- Constitutes a procedural error, and
- Is corroborated by the record

13.12.2.6.5.4. Bias by the Chair or a Member of the Hearing Board: The Dean of the Faculty will determine whether the specific words and/or actions identified in the Appeal Request

- Are corroborated by the record, and
- Could indicate that the chair or a member of the Hearing Board was predisposed for or against one of the parties

If the Dean of the Faculty determines that Review of the Merits is not warranted, the Appeal Request will be denied and the Dean of the Faculty will inform the Title IX Coordinator, who will notify both parties (normally within 48 hours).

If the Dean of the Faculty determines that Review of the Merits is warranted, each party will be notified. The party who did not submit the Appeal Request will be provided a copy of the Appeal Request and given 6 calendar days to submit a written Response to Appeal Request to the Title IX Coordinator, who will forward it to the Dean of the Faculty and the party who filed the Appeal Request. The Response to Appeal Request is optional – the absence of a Response to Appeal Request will not be taken into consideration in determining the merits of the Appeal Request.

13.12.2.6.6. Review of the Merits

13.12.2.6.6.1. Review by Appeals Panel

If Review of the Merits was granted on the basis of Material Procedural Error and/or Bias by the Chair or a Member of the Hearing Board, the Dean of the Faculty will convene a three-person panel (Appeals Panel), consisting of the Dean of the Faculty and two members from the Sexual Misconduct Hearing Board pool who were not involved in the original hearing. The Appeals Panel will meet within 14 calendar days of the decision to grant Review of the Merits. If an Appeals Panel cannot reasonably be convened within 14 calendar days, the Dean of the Faculty will determine whether to extend the deadline or to conduct the Review of the Merits themselves.

The Appeals Panel will consider the merits of the appeal solely on the basis of the Appeal Request, the Response to Appeal Request (if any) and the record of the original hearing, as follows:

Material Procedural Error: The Appeals Panel will determine whether it is substantially more likely than not that, if the identified procedural error(s) had not occurred, the hearing could have resulted in a different outcome.

Bias by the Chair or a Member of the Hearing Board: The Appeals Panel will determine whether it is substantially more likely than not that the specific words and/or actions identified in the Appeal Request indicate that the chair or a member of the hearing board was predisposed for or against one of the parties.

If the Appeals Panel finds merit to the appeal, it will remand the matter to a new hearing conducted by a Hearing Board comprised of members who did not serve on either the original Hearing Board or the Appeals Panel.

The Appeals Panel will communicate its decision to the Title IX Coordinator, who will inform the parties. The Appeals Panel's decision is final.

13.12.2.6.6.2. Review by Original Hearing Board

If the Review of the Merits was granted on the basis of New Information and/or Inappropriateness of the Sanction, the Dean of the Faculty will remand the matter to the original Hearing Board, which will be convened within 14 calendar days of the decision to grant Review of the Merits. If the original hearing board cannot be convened within 14 calendar days, the Dean of the Faculty may determine whether to extend the deadline or remand the matter to a new hearing board for a new hearing.

Once convened, the original hearing board will conduct the Review of the Merits solely on the basis of the Appeal Request, the Response to Appeal Request (if any) and the record of the original hearing, as follows:

New Information: The original Hearing Board will assess the weight and effect of the new information in light of all other evidence from the original

hearing and will determine whether to:

- Affirm the original finding(s) and sanction(s)
- Affirm the original finding(s), and issue a new sanction(s), or
- Issue a new finding(s) and sanction(s)

Inappropriateness of the Sanction: The original hearing board will reconsider the factors relevant to determining sanctions as identified above and will issue a new sanction.

After conducting the Review of the Merits, the original hearing board will communicate its decision to the Title IX Coordinator, who will inform the parties. The decision is final.

13.12.2.6.6.3. Order of Precedence

In the event that the Dean of the Faculty grants Review of the Merits on multiple Grounds for Appeal, such that reviews by both an Appeals Panel and the original hearing board are warranted, the process will begin with Appeals Panel review. If the Appeals Panel finds merit in the appeal and therefore remands the matter to a new hearing board, any other basis for appeal will be moot. If the Appeals Panel does not find merit on the basis of Material Procedural Error or Bias by the Chair or a Member of the Hearing Board, then the process will continue with Review of the Merits on the basis of New Information and/or Inappropriateness of the Sanction.

13.12.2.6.7. Communication During the Appeals Process

In order to preserve the integrity of the Appeal Process, the parties, as well as their respective advisors and witnesses, should direct questions, comments or concerns to the Title IX Coordinator and refrain from initiating communication directly or indirectly with the Dean of the Faculty or any other person involved in reviewing the Appeal throughout the duration of the Appeal Process.

13.12.2.6.8. Designees

The Dean of the Faculty may designate someone to fulfill any or all of the responsibilities identified in the Appeal Process. In the absence of the Dean of the Faculty, the President will designate another individual to serve the role of the Dean of the Faculty.

13.12.2.6.9. Records Maintained

The hearing's audio-recording, together with the documents, information and other evidence presented at the hearing, will serve as the record of the hearing proceedings and will be maintained by the Director of Student Conduct and Community Standards as part of the Respondent's conduct record.

If a student has been found responsible by the Hearing Board for violating Section 3, *College Sexual Misconduct Policy*, such records shall be used in

reviewing any further conduct issues or developing sanctions and shall remain a part of a student's conduct record.

Generally, suspension, expulsion and withdrawal pending disciplinary action are permanently noted on a student's transcript. The conduct files of students who have been suspended or expelled from the College are maintained in the Office of Student Affairs for no fewer than 5 years after their departure from the College.

Section 14. College Sanctions and Corrective Actions

14.0. Introduction

The Director of Community Standards, Office of Student Affairs administrators, the Community Standards Review Board, or the Sexual Misconduct Hearing Board adjudicate most cases involving violations or alleged violations of the *Student Code of Conduct* and are empowered to assign sanctions and corrective actions to Respondents found to have violated provisions of the code. For violations of intellectual responsibility, the instructor is responsible for assessing any course consequence. In some cases, where a finding is not made (i.e., cases where medical amnesty is applied), the College may still require students to engage in corrective actions (see Section 4.4, *AOD Medical Amnesty Statement*).

This section lists some of the sanctions and corrective actions that may be imposed upon students or student groups. The College reserves the discretion to impose more stringent or different sanctions or corrective actions depending on the facts and circumstances of a particular case. Sanctions for student misconduct under the *Student Code of Conduct* are generally cumulative in nature.

14.1. Warning

A written warning that will be considered in determining sanctions if future violations occur.

14.2. Financial Restitution

Monetary reimbursement to a person or to the College for damage or loss of property or the abridgment of a person's use or access to the use of property or a service.

14.3. Limitations on Participation or Loss of Privileges

A student may be prohibited from living in residence, accessing particular areas of campus, participating in intramural or intercollegiate athletics, entering Room Draw, campus parking, eating at Valentine and/or participating in other College activities, including attending campus events.

14.4. Community Restitution and Other Alternatives

The adjudicator of a case can assign particular forms of community work, on or off campus, and a number of hours to be worked. The adjudicator will be responsible for supervising the student's implementation of the community restitution. The adjudicator may also require attendance, when appropriate, at educational workshops or similar opportunities suitable to the nature of the infraction.

14.5. Educational Project

A student may be required to complete a project or research/reflection paper.

14.6. Parent/Guardian Notification

At the discretion of an adjudicator, a student may be required to notify their parents/ guardians of the violations or alleged violations of the *Student Code of Conduct*. The Dean of Students or designee may also discuss the infraction with a parent/guardian.

14.7. Residential Probation

This status describes the Respondent as not in good standing with their living unit over a specified period of time. Further violations of housing regulations while a student holds this status may be cause for escalated consequences including disciplinary probation, residence reassignment, denial of residence on campus, or suspension.

14.8. Disciplinary Probation

This sanction consists of a warning in writing which specifies that further infractions of the *Student Code of Conduct* 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.

14.9. Course Penalties

Acts of cheating, plagiarism, or other forms of violation of intellectual responsibility should result in the student receiving a failing grade. The recommended sanction for a violation of intellectual responsibility is failure for the course, though grade penalties are always assigned solely at the discretion of the instructor. All such acts will be part of the student's conduct record in the Office of Student Affairs official record. The Community Standards Review Board panel or the Director of Community Standards may assign other sanctions as well, depending on the seriousness of the offense and the student's previous record.

14.10. Denial of Residence on Campus

A student who violates community standards associated with residential and/or social life at the College or involving respect for persons, or who is found to have engaged in sexual misconduct, may be required to vacate their residence and be denied permission to live on campus, either for a specified time or permanently. Other sanctions may be assigned as well, but if residential

denial is the only sanction, the student will continue to be enrolled as a degree candidate and will be allowed to attend all academic exercises.

14.11. 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. Conditions may be added to a suspension. The student must leave the campus and may return at the end of the period of suspension without petitioning for readmission. During the period of suspension, the student is not permitted on the Amherst College campus, except with advance written permission from the Dean of Students or designee.

14.12. Withholding of Degree

In student conduct cases involving second-semester seniors when probation or suspension might otherwise be assigned, the College may withhold the student's Amherst College degree for a specified period of time. When this occurs, the student may be permitted to remain on campus to complete the requirements for the degree, although its award will be delayed.

14.13. Dismissal

A student may be required by the Committee on Academic Standing 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 their readiness to return to Amherst and to meet its standards. During the period of dismissal, the student is not permitted on the Amherst College campus, except with advance written permission from the Dean of Students or designee. Dismissals are assigned only by the Committee on Academic Standing. **Note:** Dismissal is listed in this section to distinguish it from suspension. However, dismissal is not an available sanction to the Community Standards Adjudication Process nor the Sexual Misconduct Adjudication Process.

14.14. Expulsion

Expulsion is 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 suspended or dismissed previously and commits another offense judged to be worthy of a second suspension or dismissal. A student expelled from Amherst College is not permitted on campus, except with advance written permission from the Dean of Students or designee.

14.15. Deferred Sanction

In some cases, a sanction may be held in abeyance for a specified period of time. This means that if the student is found responsible for any violation of College policy during that period of time, the student will be subject to the deferred sanction without further review of the prior case in addition to the disciplinary action appropriate to the new violation.

Section 15. The Resolution of Student Grievances with Members of the Faculty

I. Informal Resolution

Student grievances that do not involve sexual harassment or sexual misconduct 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 the Dean of Students, a Class Dean, a member of the faculty (sometimes, especially, the student's faculty advisor or the chair of the student's major department) or a member of Residential Life.

If a student decides that there are no grounds for submitting formal charges, or if he or she believes that such grounds exist but nonetheless does not wish to submit formal charges, he or she 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, he or she 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 or 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, he or she decides the matter him/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, he or she shall immediately initiate the procedure for the imposition of such sanctions as provided in Section III, I.2 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, he or she shall explore with 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. This 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 Community Standards Review Board of the necessity of forming a Hearing Board within 5 business 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, he or she 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 Community Standards Review Board 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, and 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 Community Standards Review Board 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 he or she 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. The right 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. The right 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. The right 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 not 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. The right 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 do 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 Community Standards Review Board will rule on the challenge of any student member.

5. The right to have any decision based solely upon evidence introduced at the formal hearing.

6. The right 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. The right 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 responsible or not responsible, 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 responsibility requires a majority vote of the Hearing Board. The Hearing Board will prepare a written report summarizing the evidence, its determination of responsible or not responsible 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.I.2 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 his or her 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 substantial 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.

The 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 Community Standards Review Board 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/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 he or she 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, he or she 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:

1. Inform the Dean that the Appeal Board upholds the decisions of the Hearing Board and the Dean.
2. Inform the Dean that one or more of the findings are not supported by the evidence and that the Dean and/or the Hearing Board is to reconsider the recommended disposition or the charge is to be dropped.
3. 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.
4. Inform the Dean that he or she 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 that 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 responsible 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 responsible 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 that 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 revising the policies concerning The Resolution of Student Grievances with Members of the Faculty.

The verbatim transcript, if taken, will remain in the confidential files of the Dean of the Faculty until such time as all appeals and civil or criminal cases which may result from the original complaint are settled. It shall then be destroyed.

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.

Section 16. The Resolution of Student Grievances with Administrators, Staff, or Visitors

Student grievances against administrators or staff of the College should be brought to the attention of the Chief Human Resources Officer. Such grievances against administrators or staff will be handled in accordance with the College's practices and procedures, such as those contained in the applicable employee handbook. Grievances against visitors to the College should be directed to the Amherst College Police Department or to an administrator from the Office of Student Affairs.

Chapter III. Select College Policies

Section 17. 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 that 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 him/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 advising 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, Dec. 1, 1992

Section 18. Involuntary Withdrawals

The College reserves the right to exclude at any time students whose conduct it regards as unsatisfactory, or students who experience medical or behavioral needs requiring a level of support that cannot reasonably be provided while living in residence or participating in an academic program. Such conduct includes, but is not limited to: a student engages in, or is at significant risk of engaging in, behavior that could result in physical harm to self or other(s); manifests an inability to attend to personal needs related to food, shelter, personal safety and general well-being, such that there is a reasonable possibility of serious physical harm; behaves in a manner that interferes substantially with the rightful daily activities of members of the College or surrounding community, with the educational and/or residential environment, or with the orderly operation of the College, including behavior that imposes a significant burden on the College's human resources needed for continued management of such behavior; fails to pay term bill by the stated due date; fails to provide required immunization records by the stated deadline; and fails to register as required at the beginning of each term or fails to have all course grades recorded for the prior term.

In addition, a student who has been granted make-up examinations or extensions of time beyond the end of the term, in order to avoid failing those courses, may be required to take a withdrawal. In such cases, fees are not refunded or remitted in whole or in part and neither the College nor any of its officers will have any liability whatsoever for such exclusion. When withdrawals have been imposed by the class deans, the deans will specify any readmission requirements in writing and will indicate what academic work, if any, must be completed prior to readmission. All readmission requirements must be completed by August 15 for fall or December 15 for spring, or the student will not be allowed to return and will need to begin the readmission process again for the next academic semester. Students may appeal an involuntary withdrawal to the Dean of Students or designee.

Section 19. Student Records

19.1. 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, officers of the U.S. Department of Education and their state counterparts who supervise enforcement and authorized educational agencies who monitor institutional educational enterprise. Such recipients are bound not to disclose any personally identifiable information from the records to unauthorized third parties.

19.2. 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 themselves. The conduct files of students who have been suspended or expelled from the College are maintained in the Office of Student Affairs for no fewer than 5 years after their departure from the College.

19.3. Location

Offices maintaining portions of each student's educational record are the Office of Student Affairs, Financial Aid, the Registrar, Controller, the Counseling Center, Student Health Service, Physical Education, Information Technology, Communications, Amherst College Police and (for records of non-current students) Archives. Information Technology and Archives do not release information of record directly but only through the office responsible for transmitting data to them. Students who have questions about information in any of these files should see the directors of the offices involved.

19.4. Transcript Requests

Request forms for release of transcripts are available in the Registrar's Office or on the web. Every request form must bear the student's signature and class year.

19.5. Inspection and Challenge of Records

To examine their 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, which is in the Office of Student Affairs, may be examined in the presence of a dean or dean's designee. 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 Section 15, *The Resolution of Student Grievances with Administrators, Staff, or Visitors*.

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

19.6. Hearing Procedure

Any student who believes that their right to privacy or access to personal records has been in some way infringed upon may seek to have the situation redressed through the Office of Student Affairs 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 Student Affairs and from FERPA, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202.

19.7. 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 have access to those portions of a student's record, not including medical or counseling records, that are necessary for them to perform their advisory, administrative or instructional functions. Information for other individuals or organizations will not be released without the express written permission of the student, except as allowed by FERPA. 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 have online access to copies of such material to forward.

Students are welcome to seek further information about their records from the Dean of Students or designee. 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 worthwhile.

19.8. Directory Information

Certain information, classified as "directory information," is available for

public consumption unless the student specifically directs that it be withheld. Directory information includes the student's name; telephone numbers; local, home and email addresses; 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; most recent educational institution attended; anticipated degree and degree date; and photograph.

The student should complete the *Do Not Release Directory Information* form which is provided under the forms section of the Registrar's Office website. Former students should contact the Office of Alumni and Parent Programs.

Section 20. Image Release Policy

From time to time, Amherst College may authorize its employees or agents to make still or moving images and/or audio recordings of students in a variety of College-related activities, such as participation in campus life, courses or College events. The College may display or publish this material in various locations, including on the College website, in printed publications or in broadcasts. Students are responsible for notifying the College's Office of Communications, in writing, if they do not wish the College to use their images or recordings for any reason.

Section 21. Legal Aid

The College does not provide legal assistance, but offers the following resources.

American Civil Liberties Union of Massachusetts

(413) 586-9115 39 Main St. Northampton, MA 01060

Center for Public Representation

(713) 586-602 22 Green St. Northampton, MA 01060

Western Mass Legal Services

(413) 584-4034 20 Hampton Ave. Northampton, MA 01060

Section 22. 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 be called. 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 a vacation or break period. A student who is called to jury duty and must miss class as a result is encouraged to notify their class dean, who will in turn notify the student's instructors. Generally, if students are called to jury duty, it is not

possible to be exempted. However, in Massachusetts, if a student has served jury duty in their home state within the last 3 years, whether impaneled on a jury or not, that student can be disqualified from juror service by submitting a copy of their service certificate. Students can mail or fax their service certificates to:

Office of Jury Commissioner

560 Harrison Avenue, Suite 600

Boston, Massachusetts, 02118

Section 23. Weapons Policy

23.0. Policy Statement

This policy prohibits the possession of weapons in and around premises owned or controlled by Amherst College and at Amherst College-sponsored events in other locations.

23.1. Applicability

This policy applies to all Amherst College students, faculty, staff, visitors, contractors, and any other person on Amherst College property, in an Amherst College facility, or at an Amherst College –sponsored activity or event. This policy applies regardless of any federal or state license that has been issued to the person possessing the weapon, with exceptions only as noted below.

23.2. Policy

Except as noted below, the General Laws of the Commonwealth of Massachusetts prohibit the possession of the following on the campus of any college or university: any firearm, stiletto, dagger, dirk knife, any knife having a double-edged blade, a switch knife or any knife having an automatic spring release which has a blade over one and one-half inches, a sling shot, black jack, metallic knuckles or knuckles of any substance with a similar effect as metallic knuckles, pellet guns, BB guns, mace, and pepper spray.

In addition to the weapons identified above, Amherst College also prohibits all other weapons, including, but not limited to: open flames (unless otherwise approved by Environmental Health and Safety), ammunition, explosives, paintball guns, replica guns (except as noted below), electronic incapacitation or other stun weapons, and any other object (including an otherwise innocuous object) that the college determines could be used (or is being used) to harass or injure another individual or that the college reasonably determines has the effect of intimidating another individual.

23.2.1. Exceptions

Only Amherst College Police Officers and other law-enforcement officers are authorized to possess firearms on campus.

Possession of a replica gun does not constitute a violation of this policy, provided that such replica gun is used exclusively in connection with a theatrical production. The Chief of Police and Director of Public Safety may authorize other possession or use of a replica gun in certain other limited circumstances.

In accordance with Massachusetts law, any exception to this policy authorizing the presence of a weapon otherwise prohibited under the law (including any firearm) must be approved in writing by the President of the college. Any request for such an exception should be directed to the President in the care of the Chief of Police and Director of Public Safety. Requests for an exception by faculty members for pedagogical purposes will be approved unless the use would pose an exceptional danger to the community.

23.2.2. Violations

The possession of any weapon on Amherst College property in violation of this policy by an Amherst College student, faculty member, or staff member will result in disciplinary action, up to and including termination of employment or expulsion. The college may issue a no-trespass order to, and enforce the terms of a no-trespass order against, any other person who violates this policy.

In addition to the consequences noted above, in most instances, the college will also pursue legal action against anyone who:

- 1) possesses a firearm on campus in violation of this policy;
- 2) possesses any weapon while not lawfully present on campus; and/or
- 3) uses any weapon in the commission of any other violation of law or college policy.

Nothing in this policy precludes law enforcement, including Amherst College Police, from taking appropriate law-enforcement action, including criminal complaints and/or arrests.

Section 24. Unmanned Aerial Systems (“Drones”) & Model Aircraft Policy

24.0. Policy Statement

The operation of Unmanned Aircraft Systems (“UAS,” commonly referred to as “drones”) and Model Aircrafts is regulated by the Federal Aviation Administration (“FAA”) as well as relevant state laws and local ordinances. This policy sets forth the rules applicable to the operation of UAS and Model

Aircraft on Amherst College property and by those acting on behalf of Amherst College.

24.1. Applicability

This policy applies to: 1) anyone operating a UAS or Model Aircraft on or above Amherst College Property; and 2) any student, faculty member, or staff member operating a UAS or Model Aircraft on or above any non-Amherst College property while on college business.

24.2. Definitions

Amherst College Property – Buildings, grounds, and land that are owned by Amherst College or controlled by Amherst College via leases or other formal contractual arrangements to house ongoing college operations.

College Business – For purposes of this policy, college business includes the operation of UAS or Model Aircrafts necessitated as part of: 1) a student, faculty, or staff member’s employment at Amherst College; or 2) college-sponsored or -affiliated activities.

Unmanned Aircraft Systems (“UAS”) – According to the FAA, a UAS is the unmanned aircraft and all of the associated support equipment, control station, data links, telemetry, communications, and navigation equipment necessary to operate the unmanned aircraft. Unmanned aircraft include quadcopters, multirotor, helicopters, drones, and fixed-wing models if these aircraft are used for any purpose other than recreation. (If used for recreation, this equipment is called a “model aircraft,” see below for more information.) FAA regulations apply to UAS regardless of size or weight; however, unmanned aircraft weighing less than 250 grams are not required to be registered with the FAA. Model aircraft and rocks, balloons, kites, and gliders that are not “capable of sustained flight in the air” are not regulated as unmanned aircraft; however, other FAA regulations may apply.

Model Aircraft – Model aircraft are defined by the FAA as remotely-piloted aircraft weighing less than 55 pounds and operated solely for “recreation.” In the case of student use of Model Aircraft, the FAA has clarified that “recreation” includes use for coursework, research projects, and contests – provided that faculty involvement is only incidental. If faculty involvement is more than incidental, the operation of the remotely-piloted aircraft is not “solely for recreation” and it is thus considered a UAS.

24.3. Policy

The operation of Unmanned Aircraft Systems (“UAS,” commonly referred to as “drones”) and Model Aircrafts is regulated by the Federal Aviation Administration (“FAA”) as well as relevant state laws and local ordinances.

Because the risks associated with UAS and Model Aircraft operations generally increase with aircraft weight and with proximity to congested areas, some UAS and Model Aircraft operations may require additional safety measures, policy considerations, and insurance provision – or, in more extreme cases, may be conducted only by third parties with suitable qualifications, equipment, and insurance.

All operation of UAS or Model Aircraft either: 1) on or above Amherst College property; or 2) on or above non-Amherst College property in connection with college business must meet the following rules and conditions:

1. The operator is personally responsible for complying with this policy and all applicable federal, state, and local laws, ordinances, and regulations, including, but not limited to, the FAA Small Unmanned Aircraft Rule (https://www.faa.gov/uas/media/Part_107_Summary.pdf). In addition, operators of Model Aircraft must follow safety guidelines from the Academy of Model Aeronautics or equivalent FAA-recognized Community-Based Organization.
2. UAS and Model Aircraft used for research or other educational use must be less than 55 lbs. as regulated by the FAA.
3. UAS and Model Aircraft used for any purpose other than research or education must be less than 10 lbs. as required by the terms of Amherst College's insurance.
4. Anyone who intends to operate a UAS or Model Aircraft on or above Amherst College property or on Amherst College business must first receive written permission from the Chief of Police and Director of Public Safety or designee.
5. In order to be granted permission to operate a drone on or above Amherst College property, the operator must provide evidence of a Remote Pilot's License.
 - a. If the UAS weighs more than 250 grams, the operator must also provide evidence of registration per FAA requirements.
 - b. If the operation of the UAS or model aircraft does not constitute college business, the operator must provide proof of liability insurance of no less than one million dollars (\$1M) for UAS operations. (Note: Individuals can purchase coverage through the Academy of Model Aeronautics at <http://www.modelaircraft.org/>).
6. Operators must carry written evidence of permission at all times while operating UAS or Model Aircraft.

Operators must take all reasonable precautions to avoid areas normally considered to be private. An operator of a UAS or Model Aircraft should take care to avoid entering onto, overflying, surveying, or creating a nuisance on or above any other private property except with written permission from the landowner.

24.4. Procedures

24.4.1. Request for Permission

A request for permission to operate a UAS or Model Aircraft on or above Amherst College property or on Amherst College business must be submitted at least fourteen (14) days prior to the intended operation of the UAS or Model Aircraft.

Requests by Amherst College students, faculty, or staff for research or other educational purposes will generally be approved unless they would not comply with this policy or applicable law, or would create a unique risk.

The Chief of Police and Director of Public Safety may deny any operator the authority to operate a UAS or Model Aircraft on or above Amherst College property or on college business.

24.4.2. Appeals

The denial of any request by a student, faculty, or staff member to operate a UAS or Model Aircraft for research or educational purposes may be appealed to the Dean of the Faculty. The decision of the Dean of the Faculty shall be final.

In all other instances, the decision of the Chief of Police and Director of Public Safety shall be final and may not be appealed.

24.5. Violations

Any violation of this policy by a student, faculty, or staff member will be handled in accordance with the applicable policies and procedures of Amherst College.

Any third party operating a UAS or Model Aircraft on Amherst College property in violation of this policy may be trespassed and removed from campus. The college may pursue criminal or other legal action against any such third party.

Any fines incurred by a UAS or Model Aircraft operator under applicable federal, state, or local laws, ordinances, or regulations are the sole responsibility of the operator and will not be paid by Amherst College, unless such use occurs within the scope of the operator's employment at the College.

Section 25. Posting Policy

25.0. Policy Statement

This policy sets forth rules regarding the posting and other distribution of physical material at Amherst College in a way that appropriately and safely utilizes available space, prevents defacement of college property, and reduces unnecessary expenditures of college resources used to repair and/or replace college property. The parameters set forth in this policy respect and encourage freedom of expression, more specifically the promotion of events and the promotion of ideas through general awareness campaigns. The policy is not intended to censor the expression of ideas; rather it sets forth reasonable restrictions on the time, place, and manner of postings as contemplated under both the college's *Statement on Academic and Expressive Freedom* and the *Statement of Freedom of Expression and Dissent*.

25.1. Applicability

This policy applies to all Amherst College students and student groups. Although this policy does not specifically apply to faculty and staff of Amherst College, they are strongly encouraged to employ the guidance of this policy.

25.2. Definitions

Designated Posting Spaces – spaces (such as bulletin boards, posting kiosks, or other explicitly-approved locations) that have been provided and designated by the college specifically for the purpose of affixing postings. A complete list of designated posting spaces is included in Appendix A of this policy. Designated Posting Spaces fall into four different categories: 1) academic department posting spaces; 2) residential posting spaces; 3) administrative building posting spaces; and 4) Student Life posting spaces.

Designated Posting Space Manager – individual faculty members or staff members at the college who are responsible for managing a particular designated posting space. A complete list of the designated posting space manager(s) for each space is included in Appendix A of this policy. All references to “designating posting space manager” refer to the designated posting space manager(s), or their respective designees, for the specific designated posting space being utilized.

Lawn Displays – free-standing signs, sandwich boards, A-frames, and other physical installations or displays that are primarily intended for: 1) giving directions, noting the location of an event, or advertising an event; or 2) an awareness-raising campaign.

Posting – for purposes of this policy, a “posting” includes all methods of mass-distributing information in physical or hardcopy form, including, but not limited to, posters, fliers, table tents, signs, banners, chalked messages, lawn displays, and any other methods that the college determines are subject to this policy.

25.3. Policy

25.3.1. General Rules (applicable to all postings except where specifically noted)

The following rules and restrictions apply to all postings on the Amherst College campus or any other property owned by Amherst College:

25.3.1.1. Eligibility to Post

Only Amherst College students and student groups, excluding unrecognized student organizations, are permitted to post on campus without advance permission. For the avoidance of doubt: students of the other Five Colleges, prospective students, former students, visitors, and friends of Amherst College students are not permitted to post on campus without advance permission of the designated posting space manager for each designated posting space utilized.

25.3.1.2. Location

25.3.1.2.1. Postings may be affixed only to designated posting spaces as set forth in Appendix A. Only one posting about a particular event or general-awareness campaign is permitted in a designated posting space at any given time, unless otherwise approved in advance by the designated posting space manager. Unless otherwise approved in advance by the designated posting space manager postings in designated posting spaces must be no larger than 11 inches by 17 inches.

25.3.1.2.2. Postings may not cover any other existing posting, regardless of whether the covered posting has expired.

25.3.1.3. Content

25.3.1.3.1. For students acting as individuals (i.e., not representing a student group): postings must respect the Amherst College *Student Code of Conduct*. The name and Amherst College email address for each individual responsible for the posting must be included on the posting.

25.3.1.3.2. For student groups: postings must respect the Amherst College *Student Code of Conduct* and must be related to the mission and functions of the student group. The name and Amherst College email address of each student group responsible for the posting must be included on the posting. If the student group does not have an Amherst College email address, the name and Amherst College email address of at least one member of the organization must be included on the posting.

25.3.1.3.3. Falsely identifying a student or student group as responsible for a posting is prohibited.

25.3.1.3.4. If the posting promotes a specific event, the event must be identified by title/subject, date, time, location, and sponsoring organization.

25.3.1.3.5. If the posting does not promote a specific event, but rather is in the nature of an awareness-raising campaign, it must include an expiration date that is no later than two weeks from the date the posting occurs. A duplicate posting cannot be used to replace an expired posting within the same semester without the express written permission of the designated posting space manager.

25.3.1.3.6. Business and commercial advertising is not permitted without advanced approval by the designated posting space manager, and is also subject to the rules set forth in the *Student Code of Conduct*, Section 7.19 – *Solicitation*.

25.3.1.4. Removal of Postings

25.3.1.4.1. The college retains the discretion to remove any posting that does not comply with this policy.

25.3.1.4.2. The student(s) or student group(s) identified in the posting is responsible for removal of the posting on the earlier of: 1) two weeks from the date the posting first occurred; or 2) the day after the date of the specific event (if any) listed in the posting.

25.3.1.4.3. The removal by any student of any posting that otherwise complies with this policy prior to the dates specified above is prohibited.

25.3.2. Specific Rules Applicable to Chalking

25.3.2.1.1. Only chalkboard or sidewalk chalk is permitted. Chalking using oil pastels and other types of non-water-soluble chalks is prohibited.

25.3.2.1.2. Chalking is permitted on sidewalks and roadways, provided that:
a. the sidewalk or roadway being chaked is uncovered; and
b. the chalking is limited to an area where the chalk can be washed away by rain.

25.3.2.1.3. Chalking upon any other surface, including, but not limited to, a building, statue, or natural feature of the campus (e.g., *trees*), is prohibited.

25.3.2.1.4. Messages in chalk are exempt from the following requirements otherwise applicable to postings:

a. Sections 25.3.1.3.1. and 25.3.1.3.2. (requiring identification of the student(s) or student group(s) responsible for the chalking); provided that the student(s) or student group responsible for the chalking must notify the Director of Student Activities, the Director of Residential Life, and/or the Dean of

Students of the intent to chalk at least 24 hours prior to the chalking.
b. Section 25.3.1.4.2. (requiring timely removal of postings).

25.3.3. Specific Rules for Banners

25.3.3.1. Exterior and interior banners, including those on residence halls, are permitted only in locations that are explicitly approved by and installed by appropriate college personnel, such as the Director of Student Activities, Facilities staff, or the Dean of Students or designee.

25.3.3.2. Interior banners must comply with applicable fire safety regulations.

25.3.4. Specific Rules for Lawn Displays

25.3.4.1. Lawn displays must not interfere with pedestrian or vehicular traffic.

25.3.4.2. Lawn displays (particularly those along Route 9) must comply with Town of Amherst bylaws, as applicable.

25.3.4.3. Lawn displays related to a specific event are permitted on the day(s) of the event, and must be removed within two hours of the conclusion of the event.

25.3.4.4. Lawn displays that are used for awareness-raising campaigns must be approved in advance by the Dean of Students or designee.

25.3.4.5. Students who are intending to use lawn displays are encouraged to contact the Supervisor of Landscape and Grounds to avoid conflicts with lawn maintenance crew schedules. The college reserves the discretion to remove lawn displays at any time.

25.3.5. Violations

Failure by a student or student group to comply with this policy may result in the loss of all posting privileges. Furthermore, any student who violates this policy or applicable law may be subject to the college's formal conflict resolution processes and sanctions – depending on the severity and nature of the violation (including whether the individual has been previously warned or sanctioned for violating this policy).

Nothing in this policy restricts the discretion of the college to separately address and/or remove postings that are not otherwise within the scope of this policy.

25.4. Appendix A: List of Designated Posting Spaces and Procedures

25.4.1. Poster Distribution

Student-generated event posters can be dropped by Keefe 018 for dispersion across campus (50 locations). Submissions are accepted on a rolling basis but the deadline each week for Wednesday distribution is Tuesday by 4:30 p.m. Students must print their own posters and can provide up to 50 copies for distribution. College workers will both hang and remove posters.

25.4.2. Bulletin Boards

Bulletin boards that are designated posting spaces are available across campus and are labeled according to four designations:

25.4.3. Community Board: available for use by all eligible persons (see Section 25.3.1.1. on eligibility to post). The following buildings contain labeled community boards:

- Residence halls
- Arms Music Center (lobby)
- Beneski Earth Sciences
- Converse Hall (1st floor, main entrance and hallway outside president's office)
- Frost Library (1st floor)
- Johnson Chapel (basement)
- Keefe Campus Center (main entrance)
- Seeley Mudd (lobby)
- Valentine (main entrance)
- Webster Center

25.4.3.1. For Resident Counselor (RC) Use Only: reserved for use by Residential Life staff. Community posters placed on these boards will be removed.

25.4.3.2. Reserved for Academic Programs: students have limited access to the following boards designated for Academic Programs:

- Admission office – bring posters to front desk.
- Barrett Hall – bring posters to Room 101.
- Chapin Hall – bring posters to Room 108.
- Cooper House – bring posters to Room 208.
- Grosvenor House – bring posters to Room 15.
- Service Building – bring posters to Room 201.

25.4.3.3. Reserved for Student Activities:

- Keefe Campus Center – check with building manager in lobby.

25.4.4. Posting Space Managers

- Academic department posting spaces (including Arms Music Center, the Beneski Earth Sciences Building, Seeley Mudd, and Webster Center): Academic Department Coordinators
- Residence hall posting spaces: Residential Counselors
- Administrative building posting spaces:
 - a. First floor, Converse Hall: Receptionist, President’s Office
 - b. Frost Library: Librarian of the College or designee
 - c. Valentine Dining Hall: Director of Dining Services, or designee (Manager of Dining Services and Student Dining)
- Student Life posting spaces: Office of Student Affairs or Student Activities

25.4.5. Banners

Student-generated interior banners may be posted in locations explicitly approved by the designated posting space manager and installed by appropriate college personnel. Student-generated exterior banners may be posted on the following buildings, when approved by the designated posting space manager and installed by appropriate college personnel:

- a. Frost Library entry canopy (Librarian of the College or designee)
- b. Valentine entry (Director of Dining Services or designee)
- c. Keefe Campus Center entry (Director of Student Activities or designee)
- d. Athletics entry (Athletics Director or designee)
- e. Powerhouse (Director of Student Activities or designee)

Section 26. Glossary

Amherst College has defined the following terms below in addition to the terms found in Sections 2, 3, 12, 13, 24, and 25.

Adjudication: The informal or formal process through which the College resolves conflict that occurs within the Amherst community. See Sections 12, *The Community Standards Adjudication Process*, and 13, *The Sexual Misconduct Adjudication Process*, for additional information about adjudication.

Adjudicator: The person or persons designated by the College to oversee adjudication processes. This includes, but is not limited to, the Senior Associate Dean of Students, the Director of Community Standards, the Director of Residential Life, the Assistant Directors of Residential Life, the Community Standards Review Board, and the Sexual Misconduct Hearing Board. If a single person is listed as the adjudicator, that person is generally referred to as an Administrative Adjudicator.

Athletics Team: An athletic team includes any of the teams recognized by the Department of Physical Education and Athletics and any intramural sports organization.

College Council: The College Council is the body to approve and determine policy in three areas: extracurricular faculty-student relations, the review of recommendations involving the Statement of Intellectual Responsibility, and social regulations for student residential and social life. In addition, the College Council possesses power to make recommendations concerning a wide range of subjects that touch the joint interests of students, faculty, and administration.

Conflict Resolution Processes: These processes include mediation, the Community Standards Adjudication Process, and the Sexual Misconduct Adjudication Process.

Discrimination: Treating a member of the community unfavorably because of an actual or perceived aspect of their identity. For further information about discrimination at Amherst College, see the College's Statement of Non-Discrimination and the College's Honor Code.

Disparagement: A verbal or written act that belittles, brings discredit to, or reproach upon another.

Honor Code: The Amherst College Honor Code consists of the *Statement of Intellectual Responsibility*, the *Statement on Respect for Persons*, the *Statement of Freedom of Expression and Dissent* and the *Statement of Student Rights*. It is collectively shaped and upheld by students, faculty, and staff.

Intimidation: Placing another person in reasonable fear of bodily harm through 1) the use of threatening words and/or other conduct or 2) subjecting the person to actual physical attack.

Matriculate: Matriculation at Amherst College occurs when a student registers in courses.

Preponderance of the Evidence: The evidence standard used in Conflict Resolution Processes which is whether the information available to the adjudicator supports a finding that it is "more likely than not" that the respondent is responsible for the alleged violation(s).

Party Registration: The required process for an Amherst student to register/host a party. <https://www.amherst.edu/campuslife/our-community/keefe/party-registration>

Registered Student Organization (RSO): A RSO is a group of actively enrolled students at Amherst College who share a common purpose or interest. Generally, a RSO has been approved to operate by the Office of Student Activities and recognized by the Association of Amherst Students.

Student Group: The umbrella term for athletic teams, registered student organizations, and unrecognized student groups or organizations.

