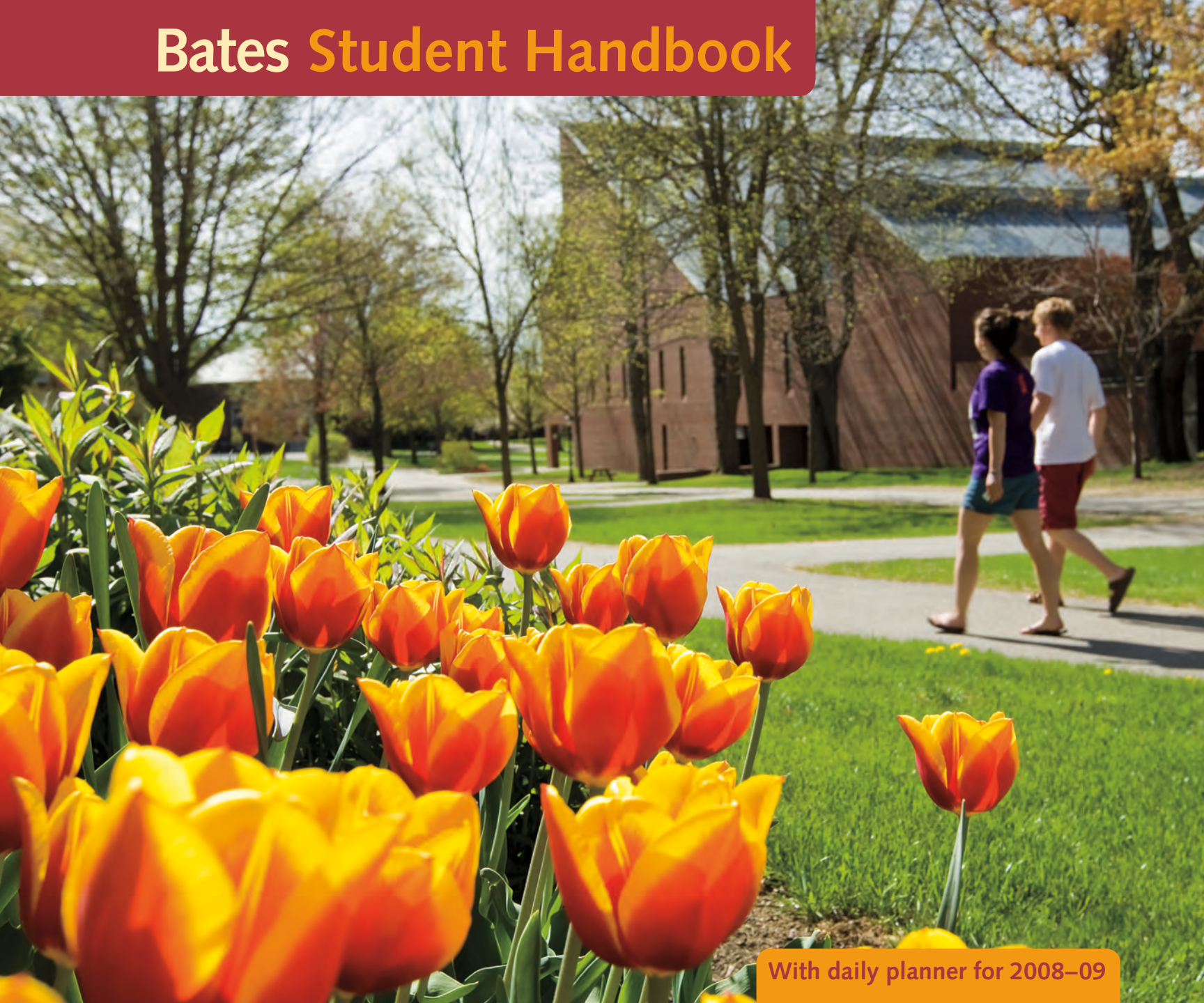


# Bates Student Handbook



With daily planner for 2008–09



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If you're new to Bates College, we offer you on behalf of the entire faculty and staff a warm welcome to the campus and to the student community with whom you'll live and study during your College years.

If you're a returning student, we welcome you back to Bates and wish you a year that's even better and more exciting than the last.

The information contained in this *Handbook* includes a daily planner that we hope you will find useful. You will also find many URLs for additional online information about Bates.

Enjoy the *Handbook*, use it well and often, and have a great year at Bates —

Roland Davis '92  
Assistant Dean of Students  
103 Lane Hall

**This *Handbook* is designed to give you the information that you need the most in a format that's easy to navigate. It's divided into five chapters:**

- **Bates Values** explains the College community's key beliefs and offers a short history of Bates;
- **Bates Academics** is a "quick-start" guide to success in your studies;
- **Bates Living** provides the basics of housing, vehicle use, dining, recreation and other essentials;
- **Bates A to Z** is a handy alphabetical guide to a variety of Bates topics;
- **and finally, Bates Codes and Guidelines** contains the legal language that governs many aspects of student life at Bates. This section includes the Code of Student Conduct, the Sexual Harassment Policy and other important material.

# August 2008

Sunday	Monday	Tuesday	Wednesday	Thursday
3	4	5	6	
10	11	12	13	
17	18	19	20	
24	25	26	27	
31				

Thursday		Friday	Saturday
		1 Fall charge due	2
7		8	9
14		15	16
21		22	23
28		29	30 New Student Orientation begins



July						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
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27	28	29	30	31		

August						
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September						
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

# September 2008

Sunday		Monday	Tuesday		Wednesday
	1	Labor Day	2	Ramadan begins at sundown	3 <b>Convocation</b> Classes begin, fall semester
7	8		9		10
14	15		16	Last day for fall semester registration adjustments	17
21	22	Autumnal Equinox	23		24
28	29	Rosh Hashanah begins at sundown	30	Rosh Hashanah	



Thursday		Friday		Saturday	
	4		5		6
	11		12		13
	18		19		20
	25		26		27



August						
S	M	T	W	T	F	S
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October						
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

# October 2008

Sunday	Monday	Tuesday	Wednesday
			1 Rosh Hashanah
5 Parents & Family Weekend	6	7	8 Yom Kippur begins at sundown
12	13 Columbus Day	14	15 Fall recess begins
19 Fall recess ends	20	21	22
26 Alumni Homecoming Weekend	27	28	29

Thursday		Friday		Saturday	
2	Eid al-Fitr begins at sundown Ramadan ends	3	Parents & Family Weekend	4	Parents & Family Weekend
9	Yom Kippur	10		11	
16		17		18	
23		24	Alumni Homecoming Weekend	25	Alumni Homecoming Weekend
30		31	Halloween Last day for withdrawal from fall semester courses		



September						
S	M	T	W	T	F	S
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October						
S	M	T	W	T	F	S
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November						
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						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

# November 2008

Sunday		Monday		Tuesday		Wednesday	
2	Daylight Saving Time ends	3		4	Election Day	5	
9		10		11		12	
16		17		18		19	
23		24		25		26	
30	Thanksgiving recess ends						

Thursday		Friday		Saturday	
				1	Registration for winter semester begins
6		7	Registration for winter semester ends	8	
13		14		15	
20		21		22	Thanksgiving recess begins
27	Thanksgiving	28		29	



October							
S	M	T	W	T	F	S	
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5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30	31		

November							
S	M	T	W	T	F	S	
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9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30							

December							
S	M	T	W	T	F	S	
	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30	31				

# December 2008

Sunday		Monday	Tuesday		Wednesday
	1	Winter charge due	2		3
7	8		9	Eid al-Adha begins at sundown  Final examinations begin	10
14	15		16		17
21	22		23		24
Winter Solstice Hanukkah begins at sundown					
28	29	Hanukkah ends at sundown	30		31
					New Year's Eve



Thursday		Friday		Saturday	
4		5	Classes end, fall semester	6	
11		12		13	Final examinations end
18		19		20	
25	Christmas	26	Kwanzaa begins	27	

						
November						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December						
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January 2009						
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31



November						
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						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December						
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January 2009						
S	M	T	W	T	F	S
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

# January 2009

Sunday		Monday	Tuesday	Wednesday	
4		5	6	7	
11		12 Classes begin, winter semester	13	14	
18		19 Martin Luther King Jr. Day Workshops take the place of classes	20	21	
25		26 Chinese New Year (Year of the Ox)	27	28	

Thursday		Friday		Saturday	
1	New Year's Day Kwanzaa ends	2		3	
8		9		10	
15		16		17	
22		23	Last day for winter semester registration adjustments	24	
29		30		31	

December

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January 2009

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

# February 2009

Sunday		Monday		Tuesday		Wednesday	
1		2		3		4	
8		9		10		11	
15		16	Presidents Day	17		18	
22	Winter recess ends	23		24		25	Ash Wednesday

Thursday		Friday		Saturday	
5		6	Application deadline for off-campus study, abroad or in the United States, for the next fall, winter or academic year	7	Registration for off-campus and alternate date Short Term units begins
12		13	Registration for off-campus and alternate date Short Term units ends	14	Valentine's Day  Winter recess begins
19		20		21	
26		27		28	



January 2009

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

March 2009

Sunday		Monday		Tuesday		Wednesday	
1		2		3		4	
8	Daylight Saving Time begins	9		10		11	
15		16		17	St. Patrick's Day	18	
22		23		24		25	
29		30		31			



Thursday		Friday		Saturday	
5		6	Last day for withdrawal from winter semester courses	7	
12		13		14	Registration for on-campus Short Term and fall semester begins
19		20	Vernal Equinox  Registration for on-campus Short Term and fall semester ends	21	
26		27		28	



February						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

# April 2009

Sunday	Monday	Tuesday	Wednesday
			1
5 Palm Sunday	6	7	8 Passover First Seder
12 Easter Sunday	13	14 Final examinations begin	15
19	20	21	22
26	27 Classes begin, Short Term	28	29 Last day for on-campus Short Term registration adjustments

Thursday		Friday	Saturday
2		3 Mount David Summit	4
9	Passover Second Seder	10 Good Friday Classes end, winter semester	11
16		17	18 Final examinations end
23		24	25
30			



March						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April						
S	M	T	W	T	F	S
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5	6	7	8	9	10	11
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19	20	21	22	23	24	25
26	27	28	29	30		

May						
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					1	2
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

# May 2009

Sunday		Monday		Tuesday		Wednesday	
3		4		5		6	
10	Mother's Day	11		12		13	
17		18		19		20	
24		25	Memorial Day	26		27	
31	Commencement						

Thursday		Friday		Saturday	
		1	Last day for withdrawal from on-campus Short Term units	2	
7		8		9	
14		15		16	
21		22		23	
28		29	Classes end, Short Term	30	

April						
S	M	T	W	T	F	S
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

June 2009

Sunday		Monday		Tuesday		Wednesday	
		1		2		3	
7		8		9		10	
14	Flag Day Reunion Weekend	15		16		17	
21	Father's Day	22		23		24	
28		29		30			



Thursday		Friday		Saturday	
4		5		6	
11		12 Reunion Weekend		13 Reunion Weekend	
18		19		20 Summer Solstice	
25		26		27	



May						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June						
S	M	T	W	T	F	S
	1	2	3	4	5	6
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July						
S	M	T	W	T	F	S
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## What are Bates' values?

Most people at Bates College share certain values that shape the ways we teach and learn, our view of the Lewiston-Auburn community and the world at large, and our relationships with each other.

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

Here are other key principles that guide life at Bates:

**Academic rigor.** Among American colleges, Bates is distinguished by the caliber of its intellectual life. In their academic work, Bates students are encouraged to explore broadly and deeply, to cross disciplines and to grow as independent thinkers. They are challenged to attain intellectual achievement and to develop powers of critical assessment, analysis, expression, aesthetics and independent thought. If you ask Bates graduates

what they value most about their time here, as often as not they'll say something like, "Bates taught me how to think."

**Individual achievement, individual responsibility.** Bates loves good ideas. Students who can demonstrate the intellectual soundness and potential value of an initiative — whether it's for a senior thesis project, a performance or an independent study — will receive every possible backing from the College. And here's the other side of the coin: In turn, Bates expects each student to take full responsibility for his or her conduct and for meeting academic requirements.

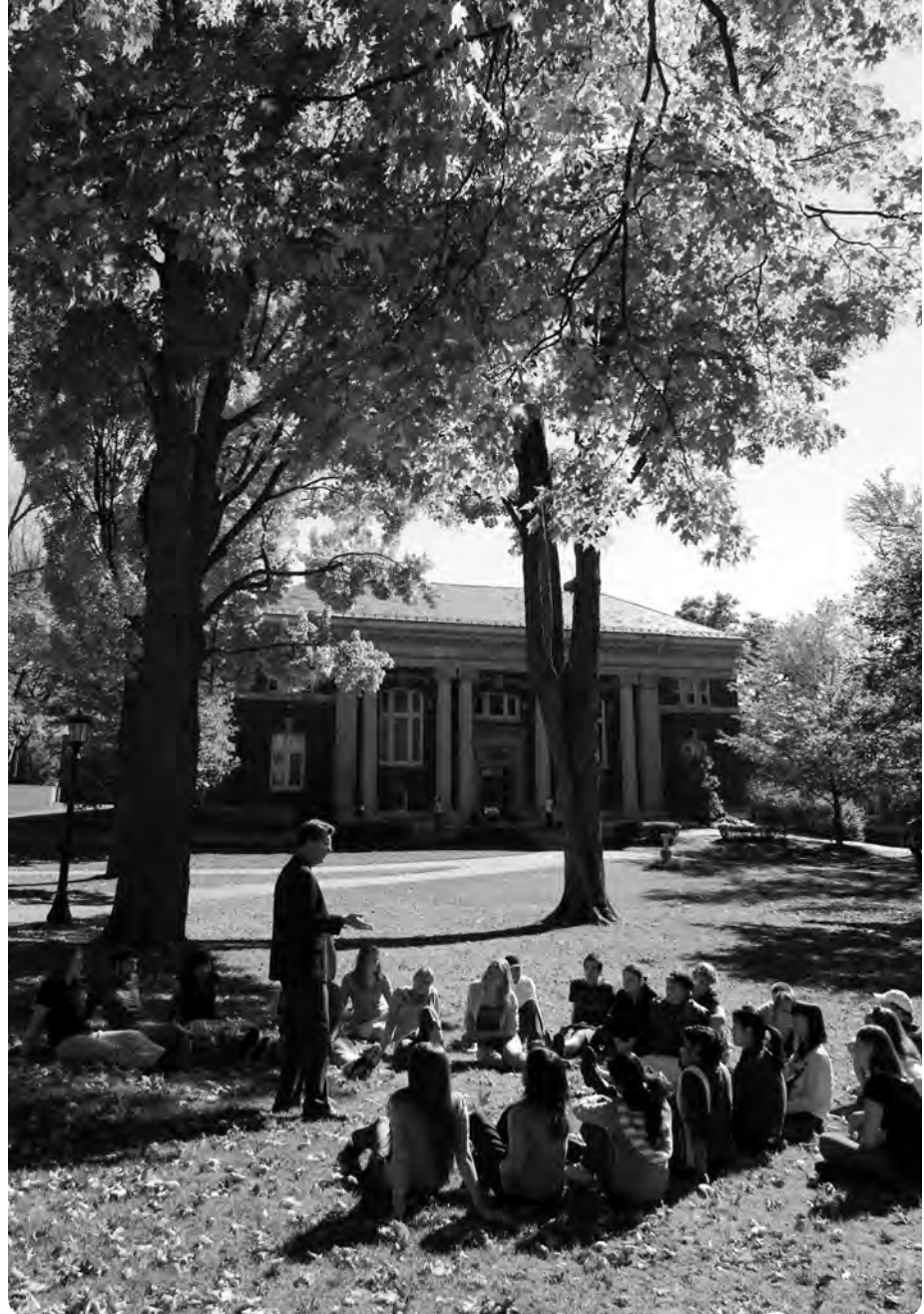
**Social responsibility.** Bates has long understood that the privilege of education carries with it responsibility to others. Learning at Bates is connected — connected to action, connected to others outside the self. Bates faculty routinely incorporate service-learning into their courses, and about half of students take part in community-based projects in the Lewiston-Auburn region. Bates intends that its many forms of engagement beyond campus be true partnerships, relationships that advance mutual yet independent interests and that honor the integrity of all partners.

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

**Egalitarianism.** Bates was founded in 1855, just before the Civil War, by people who believed strongly in freedom, civil rights and the importance of a higher education for all who could benefit from it. Bates has always admitted students without regard to race, religion or national origin. Bates, too, was New England's first coeducational college and one of the first such colleges in the country.

What does “Bates egalitarianism” mean today? Bates aims to assure in all of its efforts both the dignity of each individual and access to its programs and opportunities by qualified learners. The College sponsors cultural, volunteer, athletic, social and religious opportunities that are open to all students, and it values participation in these activities. Bates is recognized for its inclusive social character: There are no fraternities or sororities, and student organizations are open to all.

During this decade, the College has sharpened the focus of its efforts to create a truly equal and diverse campus.



## Benjamin Mays Initiative

“We face a great risk of creating a society cleaved along a very distinct line: those who were able to go to and complete college, and those who were not. It is true that we have always had these two groups in our society. But in the future this division will be far more stratifying, far more oppressive for those without a college degree than we have ever seen historically. As for Bates, one of America’s great institutions of higher education, I think these trends make a compelling and direct case for the kinds of sustained, comprehensive strategies envisioned in the Benjamin Mays Initiative. . . . The world is indeed changing, and Bates must respond to the challenge by seeing diversity as an ideal opportunity to enhance both the quality and inclusiveness of this great American institution.”

— *Jamie P. Merisotis '86, Bates Trustee and president and chief executive officer of the Lumina Foundation for Education*



Photograph by the Bates News Bureau, courtesy of Edmund S. Muskie Archives and Special Collections Library.

The Benjamin Mays Initiative is an ongoing College-wide commitment named for the influential civil rights figure Benjamin Elijah Mays, who graduated from Bates in 1920.

The Mays Initiative seeks to create a substantially more diverse and globally aware Bates community. The initiative aims to foster an open, welcoming and supportive campus for stu-

dents from underrepresented racial, ethnic and socioeconomic groups. It aims to ensure that a Bates education engages all students in developing an informed awareness of the differences that difference can make.

The initiative comprises an array of tactics. Some are time-tested, such as Bates’ stepped-up efforts to form recruitment partnerships with certain high-achieving secondary schools. An example is the College’s affiliation with the public Urban Assembly School for Law and Justice in Brooklyn, N.Y.





Other Mays Initiative programs are innovative. Bates' two "swing deans" alternate responsibilities, each working first in Admissions to recruit first-generation students and students from underrepresented groups, then moving to the Dean of Students Office to help ease the transition to college life for those same students. In 2007 Carmita McCoy inaugurated the position. This year, Admissions' Director of Multicultural Recruitment Marylyn Scott will rotate into transition support while McCoy takes on recruitment responsibilities.

The Summer Scholars Program was launched in 2007. It was designed by science and math professors to encourage a more diverse range of students to study and to major in those disciplines. In summer 2008, for a second year, 11 first-year students took two Bates courses and experienced a six-week immersion in the academic environment.

In implementing the new General Education requirements that were inaugurated in 2007–08, Bates professors are considering how their courses and teaching might support the Mays

Initiative. Some are creating interdisciplinary concentrations, groups of four linked courses, that incorporate the study of difference and social justice issues. All told, Bates faculty and staff are firmly committed to making sure that all Bates students graduate with the cultural competencies that will help them function as local and global citizens in the 21st century.

 **Benjamin Mays Initiative** at [www.bates.edu/x163013.xml](http://www.bates.edu/x163013.xml)

 **Bates Diversity Initiative** at [www.bates.edu/diversity-initiative.xml](http://www.bates.edu/diversity-initiative.xml)

**Antidiscrimination Policy.** A succinct guide for the Bates community, the following statement appears on most College publications:

Bates values the diversity of persons, perspectives, and convictions. Critical thinking, rigorous analysis, and open discussion of a full range of ideas lie at the heart of the College's mission as an institution of higher learning. The College seeks to encourage inquiry and reasoned dialogue in a climate of mutual respect. Bates does not discriminate on the basis of race, color, national or ethnic origin, religion, sex, sexual orientation, gender identity or gender expression, marital or parental status, age, or disability, in the recruitment and admission of its students, in the administration of its educational policies and programs, or in the recruitment and employment of its faculty and staff.



## A Short History of Bates



Photograph courtesy of Edmund S. Muskie Archives and Special Collections Library.

Oren B. Cheney, a Dartmouth graduate and minister of the Freewill Baptist denomination, founded the Maine State Seminary in Lewiston in the 1850s. Within a few years the seminary became a college, and it was Cheney who obtained the needed financial support from Benjamin E. Bates, the Boston manufacturer for whom the College was named...

Cheney, now honored as Bates' founder and first president, was followed as president in 1894 by George Colby Chase, who led the young institution through a period of growth in facilities, endowment and academic recognition. That growth continued from 1920 to 1944 under President Clifton Daggett Gray, and through 1966 under President Charles Franklin Phillips. Thomas Hedley Reynolds, the College's fifth president, brought Bates national attention by developing a superior faculty and innovative academic programs.

Donald West Harward became the sixth president of Bates in 1989. He worked to strengthen and diversify the faculty and the curriculum, expanded the number of endowed professorships and opportuni-

ties for faculty research, and oversaw the development of new academic programs. In challenging the College to see how its traditional values of egalitarianism, service and social justice created a moral imperative to link intellectual life to life beyond campus,



Photograph courtesy of Edmund S. Muskie Archives and Special Collections Library.

Harward led Bates to reconnect as an institution with Lewiston-Auburn for the first time in years.



In 2002, Elaine Tuttle Hansen became the College's seventh president. Hansen is an expert in medieval English literature and in feminist literary theory. Before coming to Bates she was a professor of English and provost at Haverford College. While Hansen continues to sustain and enhance Bates' traditional strengths and values, her goals include securing resources for financial aid, competitive faculty and staff salaries, increased diversity of the faculty and student body, technological advances and new curricular initiatives.

Central to Hansen's vision is an in-depth campus facilities master plan, a process of assessment and strategic forward thinking that has helped the College chart a course for many years to come.



President's Office • Lane Hall •  
207-786-6100



[www.bates.edu/office-of-the-president.xml](http://www.bates.edu/office-of-the-president.xml)



## College Governance

The president and the Trustees of Bates College are, by charter, defined as the legal corporation and therefore ultimately constitute the responsible governing body. But Bates' charter specifies that governance of the College, including responsibility for academic, social and residential policy, is vested in the faculty. The faculty, which meets on the first Monday of each month, is centrally important to the ongoing life of the Bates community...



Degree requirements, curriculum, the academic calendar, special programs, residential policy and procedures for student discipline are among the many areas of College life that fall within the purview of the faculty. The agenda and minutes of faculty meetings are posted at the Dean of the Faculty's Office.

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

Since the faculty relies on committees to do the bulk of research on policy matters and make careful recommendations for action, committee work is key to the decisionmaking life of Bates. Through membership on certain faculty committees, students influence policies that define this institution.



**Faculty governance** at [www.bates.edu/x21752.xml](http://www.bates.edu/x21752.xml)

**See more about Bates Values in Bates A to Z:**

Bates College Student Government  
Hate Crime–Bias Incident Committee

## Introduction

The foundation of student life at Bates is academic and intellectual achievement. How will you fit on that foundation? Here are a few things to keep in mind as you figure it out.



**Be responsible.** Bates asks you to be an involved, responsible and proactive learner. In exchange, the College does everything it possibly can — and that's a lot — to help you realize your intellectual goals. Your most important academic responsibility is to make sure that you meet all the requirements for the baccalaureate degree at the appropriate time. See Degree Requirements, page 34.

**Ask questions.** That's the way to learn. And of course you've heard it said that the only foolish question is the one not asked. Bates faculty are known for their availability to students, and the deans and other staff members are just as willing to answer your questions. But you need to take the initiative to make an appointment and go see them.

**Build relationships.** The sooner you begin getting to know your advisors, your professors and the deans, the better off you'll be. These people can guide you along your academic path at Bates and help in many other ways, from writing effective letters of recommendation to supporting you in times of need.

One of the first and most important relationships you'll form is with an academic advisor.

## Advising

**Academic advisors.** Advisors at Bates are generally faculty members. One advisor will be assigned to you when you start at Bates, and you'll select another within your major when you declare it. Your advisors are very important in your academic life, so build good relationships with them.

### Your advisor:

- Will help you design an academic program that is balanced and meets your needs;
- Will serve as a resource as you begin to explore new intellectual ideas, cocurricular and extracurricular possibilities;
- Will be there to listen, to mentor and to help when possible;
- **MUST** approve your course selections and release your registration hold before you will be able to register — every semester.

Here's the typical Bates advising "path":

**First year.** Often, your advisor will be the professor who teaches the first-year seminar that you take in the fall. You'll stay with this advisor until you declare your major. You can also ask your junior advisor (JA) general academic questions or visit the Dean of Students Office and meet with a dean.

**Second year.** All students must declare a major by March 1 of their sophomore year. You begin the declaration process by clicking

on the "Declare Majors, Minors, and Concentrations" link in the Garnet Gateway. To complete the process, you must meet with the chair of the department or program in which you wish to major. During that meeting the two of you will discuss who your academic advisor within your major will be.

You'll work with this advisor through the remainder of your time at Bates, and he or she will help you plan your course of study.

### Remember:

- Plan your courses ahead, but don't obsess over the process.
- Make every effort to complete your physical education activity requirements in your first year. PE requirements must be finished by the end of your sophomore year.
- Take a variety of course types (not all large introductory-level courses).



## Degree Requirements

In order to walk down that center aisle and graduate from Bates, you need to complete a number of specific requirements. These requirements are described in detail in the *Bates College Catalog* (in print or online at [www.bates.edu/catalog](http://www.bates.edu/catalog)). You *must* consult the *Catalog* for the final word on all requirements!

**Degree requirements.** These are detailed in the “Academic Program” section of the *Catalog*. It describes all of the requirements to graduate, including numbers of courses and quality points required, minimum GPA, semesters in residence, physical education requirements, and major and General Education requirements.



**Major requirements.** The courses you must take to complete a major in a given discipline appear in the *Catalog* in the introduction

to the courses and units of instruction for each department or program. Here too you can find information on minors, which are offered in many disciplines. Each student declares at least one major, although some complete two majors and, every few years, a student completes three. Minors are optional; many students complete a major and a minor.

**General Education requirements.** These are described in detail in the “Academic Program” section of the *Catalog*. General Education requirements help you gain a broad understanding of the liberal arts by taking courses in many disciplines. **Please note that the General Education requirements have been revised:** New requirements are in place for students in the Class of 2011 and all classes thereafter.

**General Education requirements for the classes of 2009 and 2010.** Your requirements are organized around academic

disciplines. You must take a certain number of courses in the humanities, the natural sciences and the social sciences, as well as at least one course that meets the quantitative requirement. In the introduction to each department’s or program’s section in the *Catalog*, you’ll find information on courses that fulfill General Education requirements. Most courses offered in interdisciplinary programs do not fulfill these General Education requirements unless they are cross-listed with departments.

**General Education requirements for the classes of 2011 and beyond.** Your requirements are organized around the development of skills and interdisciplinary inquiry. You take courses focused on writing (tagged W1, W2, W3), scientific reasoning (S), quantitative reasoning (Q) and providing laboratory experience (L). Bracketed tags indicating that a course meets one or more of these requirements appear in its course description in the *Catalog*.

In addition, you take two General Education concentrations, groups of four courses arranged around a unifying theme and drawn from course lists developed by the faculty. General Education concentrations are described briefly in the print *Catalog* and in detail in the online *Catalog*.



[www.bates.edu/catalog](http://www.bates.edu/catalog)

## It's Your Responsibility

Your most important academic responsibility is to make sure that you meet all the requirements for the baccalaureate degree at the appropriate time.

Read and reread the material below and the appropriate sections of the *Bates College Catalog* to see how it all applies to you. Don't depend on hearsay or a friend's understanding of these requirements. Bring your questions to your advisor, a member of the Dean of Students Office or the registrar.

## Course Registration

**When to register?** Incoming first-year students register over the summer. All other Bates students register for their courses for a given semester at an announced time during the preceding semester...

**Meet with your advisor.** It's important to consult with your faculty advisor before registering. Your advisor will help you select your courses — and remember that he or she must remove the “hold” on the Garnet Gateway in order for you to register.

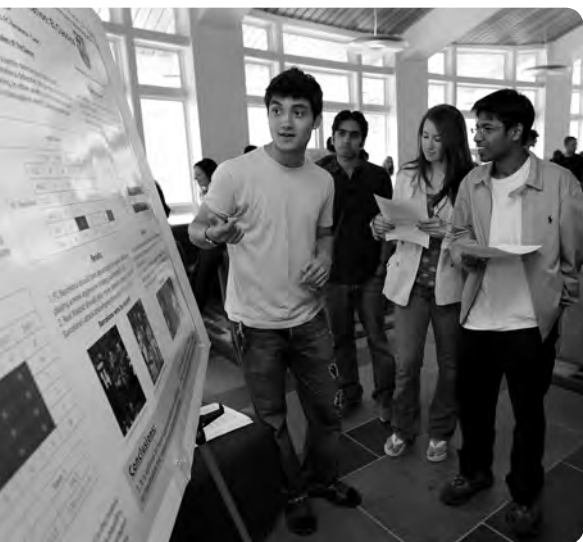
**Be prepared.** Before meeting with your advisor, list the courses you'd like to take. This will provide material for you and your advisor to talk about. It will also help you do the necessary thinking and planning.


**Don't wait.** Meet with your advisor as quickly as possible after courses appear on the Web. Many students get jammed up because they wait until the last afternoon before registration begins — and then can't find their faculty advisor. No hold removal means no registration.



If your faculty advisor is away, come to the Dean of Students Office. A dean will advise you in your course selection. If your advisor is away on an extended absence, the dean of students will remove the hold so you can register.

**Register online.** After you meet with your advisor to finalize your courses for the next semester and to have your advising hold removed, watch for the opening of registration. You'll receive an e-mail reminder, and it will also be announced in *The Bates Daily*, your *Student Handbook* calendar and the *Catalog*. When registration opens, log onto the Garnet Gateway and select your courses.



 **Garnet Gateway** at [www.bates.edu/garnet-gateway](http://www.bates.edu/garnet-gateway)

**Luck of the draw.** The fact that you have entered your choices doesn't mean you will be enrolled in all those courses. If more students register for a particular course than there are spaces, the computer randomly selects students from those who registered for the course. The computer also leaves 10 percent of available spaces open for petitions.

**You may petition.** If you're not included in the random selection for a limited course, you may petition the instructor for a petition space. Fill out a course petition form, available on the Web and from the registrar's office, and submit it to the faculty member who will teach the course. Once the petitioning period ends, you can check the status of your registration online to determine whether your petition has been approved.

**All is not lost.** If you don't get into all of the courses you wanted, you still have options. You may return to the Garnet Gateway and pick different courses, on a space-available basis, any time between the end of the petitioning process and the last day to add courses (in the next semester). Instructors may also drop students for nonattendance at the first meeting of the course, so on that first day of a class you wish to get into, you may attend to see if anyone will be dropped.

The Garnet Gateway is always available. (Registration is closed to upperclass students during the summer so that entering students may be registered).

If you don't get into a particular course but still wish to take it, register for it again the next time it's offered. Your second request will rank higher in the randomization process. And please keep checking. There's a lot of flux in course enrollment. A place could open up after petitioning ends or even after the semester begins.

**Remember:**

- Failure to register during the appointed periods results in a late fee. Exceptions are made for students on leaves of absence or enrolled in off-campus study programs.
- Registration for a new course will not be accepted after the deadlines: Sept. 16 for the fall semester, Jan. 23 for the winter semester, and April 29 for Short Term.
- Withdrawals from courses are not permitted after the deadlines of Oct. 31 for the fall semester, March 6 for the winter semester and May 1 for Short Term. Exceptions to these deadlines are rare.
- Auditing a course or unit does not require registration and is not recorded on the academic transcript. You must get the approval of the instructor and consult with the Registrar and Academic Systems office.

## Class Attendance

**Go to class.** Attendance in class is expected. You *must* attend the first day of class or risk being dropped from the course. It is the instructor's responsibility to inform students of the attendance policy. It is the student's responsibility to meet all course obligations (including course evaluation at the end of the semester)...

**Dean's excuses.** Absences due to serious illness or official College representation, such as athletic contests, are excused. All excuses from course obligations, including those for personal emergencies, must be obtained from the Dean of Students Office. Excuses for illness require substantiation by a physician or the College Health Center and students should obtain documentation prior to contacting the Dean of Students Office.

Personal travel arrangements, including airplane reservations, do not merit a dean's excuse.

## Examinations

Here are Bates' guidelines regarding exams:

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



- Students are not permitted to reschedule an examination because of travel plans. A student should secure information on all exam schedules before making travel plans for breaks or at year's end.

## Off-Campus Study

**Study away!** For students at all stages of their College careers, Bates offers exciting options for off-campus study...

Olivia Philipp '08



**Fall Semester Abroad.** Led by Bates faculty, Bates FSA programs have taken place in such far-flung places as China, Austria and St. Petersburg, Russia. They are open to students in all class years.


**Junior programs.** Programs include the Junior Semester and Junior Year Abroad; consortium programs such as South India Term Abroad; and opportunities for study elsewhere in the United States.

**Off-campus Short Terms.** Bates faculty have taken classes to such destinations as Morocco, the Shetland Islands, Colorado's Rocky Mountains and Ohio's Cedar Point Amusement Park, where students studied the math and physics of roller coasters. Off-campus Short Term units are open to students in all class years.

**Transferring credits.** Some Bates students attend classes at other U.S. institutions, from which they may receive transfer credit for completed courses. Guidelines for transfer-

ring credit to Bates are outlined in detail in the *Catalog* and on the Transfer Credit Application, available at the Registrar and Academic Systems office in Libbey Forum or on the Web. Complete the application and submit it to the registrar to be preapproved for transferring course work.

Detailed information about off-campus study is available in the *Catalog*, at the Off-Campus Study Office in Lane Hall and on the Off-Campus Study Web page:

 [www.bates.edu/acad/offcampusstudy](http://www.bates.edu/acad/offcampusstudy)



Berhany Mitchell '08



## Information and Library Services

The George and Helen Ladd Library is vital to academic life at Bates and is the central service point for computing and library services. The online catalog, the central access point for library resources, is accessible over the campus network and via the library's Web site. The system provides information about the library's holdings, which include more than 615,000 print volumes, 35,000 audio and video recordings, and 30,000 serials, subscriptions and other electronic resources.

**Archives and Special Collections.** The Muskie Archives and Special Collections Library provides access to the College's manuscript and rare book collections, as well as the College archives. Looking for senior theses from previous years, information about Bates history or original materials for your research? Consult the archives staff at ext. 6354.



**MaineCat statewide catalog.** MaineCat, a service of Maine Info Net, allows users to find and directly request materials from Bowdoin and Colby colleges, the University of Maine System and other libraries across Maine. The combined catalog offers 10 million items in more than 30 libraries.

**NExpress.** The NExpress service allows Bates faculty, staff and students to borrow from consortium member libraries. In addition to Bates, they are Bowdoin, Colby, Middlebury, Northeastern, Vassar, Wellesley and Williams.

Interlibrary loan from resources outside the MaineCat and NExpress systems is also available, free, with a turnaround of three to seven days.

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

**Help is at hand.** Don't waste time wandering around in the library searching in vain for what you need. Ask a reference librarian for help any time. Also, by appointment, library staff can consult on an individual basis as you set about your research. Bates librarians can apply their knowledge to specific courses in the Bates curriculum, and even attend one of your classes and help everyone enhance their research skills. Library tours are available too. Save yourself hours of futile roaming during crunch times.



[www.bates.edu/library](http://www.bates.edu/library)

## Registrar and Academic Systems


Located in Libbey Forum along with the Student Financial Services Office, the Office of the Registrar and Academic Systems (RAS) provides comprehensive support for students' academic progress through Bates College...




The Garnet Gateway, maintained by RAS, is a secure online records system where students can

- View academic information;
- Request enrollment verifications and transcripts;
- Register for courses.

RAS also provides degree audits and general information regarding degree requirements and academic policies. The registrar and associate registrar can meet with students regarding academic issues including graduation, transfer credit and general education requirements. For walk-ins, the service staff can answer basic academic questions and provide general assistance.

 Libbey Forum, 44 Mountain Ave. • 207-755-5949 • [registrar@bates.edu](mailto:registrar@bates.edu)

 **Registrar and Academic Systems** at [www.bates.edu/registrar](http://www.bates.edu/registrar)

 **Garnet Gateway** at [abacus.bates.edu/garnet-gateway](http://abacus.bates.edu/garnet-gateway)

## Withdrawal, Dismissal and Reinstatement

You may withdraw voluntarily from the College at any time by informing the Dean of Students Office. If possible, you should also meet with someone in the offices of the Registrar and Academic Systems and Student Financial Services...

Failure to inform the Dean of Students Office in case of withdrawal will result in an automatic F in all courses. Since the deans are often responsible for providing letters of recommendation for purposes of transfer and job applications, a conference with them at the time of withdrawal is in your best interest.

**Reinstatement after withdrawal or dismissal.** The rules for reinstatement vary according to circumstances. Here are basic guidelines that apply to students who wish to rejoin the College:

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

- A student in good standing withdrawn for more than two years; a student not in good standing; or a student who has been dismissed from the College must apply for readmission to the Committee on Academic Standing through the Dean of Students Office.
- Students not in good standing or dismissed must be separated from the College for at least one full semester, and must provide evidence of serious purpose and of academic or professional involvement.

Candidates for readmission for the fall semester must submit their credentials by May 1. Those seeking readmission for the winter semester must submit their credentials by Nov. 1.



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

**See more about Bates Academics in Bates A to Z, including:**

Academic deficiency letters  
Faculty, Dean of  
FERPA  
Harvard Center for Community Partnerships  
Leaves of Absence  
Mathematics and Statistics Workshop  
Pass/Fail Option  
Short Term  
Transcripts  
Writing Workshop

You're here at Bates to give your head a workout, but you can't study every minute of the day. This chapter is about sleeping, eating, playing, socializing — living at Bates.

## Deans of Students

But first, meet the deans of students. They're responsible for the welfare of the student body and for a wide range of services. Among other responsibilities, this office administers the faculty advisory system for entering students, health services, security, housing, residential and extracurricular matters, new-student orientation and the Multicultural Center.

The deans are your first stop for questions about virtually any facet of the Bates experience...

Dean of Students **Tedd R. Goundie** oversees all aspects of the Dean of Students Office and is the principal contact for students seeking assistance in meeting academic rules and regulations promulgated by the faculty.



102 Lane Hall • 207-786-6219 •  
[tgoundie@bates.edu](mailto:tgoundie@bates.edu)

Associate Dean of Students **Stephen W. Sawyer** is director of off-campus study programs. (See Off-Campus Study, page 38, for more information.)



110E Lane Hall • 207-786-6223 •  
[ssawyer@bates.edu](mailto:ssawyer@bates.edu)

Associate Dean of Students **James L. Reese** takes primary responsibility for working with international students.



101 Lane Hall • 207-786-6222 •  
[jreese@bates.edu](mailto:jreese@bates.edu)

Associate Dean of Students **Holly L. Gurney** works with first-year students.



103 Lane Hall • 207-786-6220 •  
[hgurney@bates.edu](mailto:hgurney@bates.edu)

Assistant Dean of Students **Roland S. Davis '92** handles judicial affairs and works with sophomores.



103 Lane Hall • 207-786-6220 •  
[rdavis@bates.edu](mailto:rdavis@bates.edu)

Assistant Dean of Students **Keith M. Tannenbaum** is responsible for student activities and organizations.



**Student Activities Office**, Chase Hall •  
207-786-6305 • [ktannenb@bates.edu](mailto:ktannenb@bates.edu)

Assistant Dean of Students **Erin Foster Zsiga** is responsible for residence life/education and general housing issues. She also serves as the College's Alcohol, Tobacco and Other Drug Educator.



**Housing Office**, Chase Hall •  
207-786-6215 • [efoster@bates.edu](mailto:efoster@bates.edu)

### College Contacts



A list of all College offices at  
[www.bates.edu/offices.xml](http://www.bates.edu/offices.xml)

## Housing and Residential Life

Our residential houses and halls are vibrant communities that provide social and intellectual life beyond the classroom. We encourage personal accountability and community responsibility. Housing options at Bates range from small and cozy to big and gregarious. Residences all have their own personalities and flavors — one of which will surely fit you well...

If you haven't already, you will want to read (or re-read!) the Residence Hall and Dining Services Regulations, pages 92–95. When you're wondering whether you can do or add something to your room, where you can store things, or what behaviors are and aren't within our community standards, first check the regulations. All students are required to abide by the principles and guidelines listed in the regulations — not knowing or not having read them is not an excuse.

Housing Coordinator and Residence Life Assistant **Andrew McGeehan** oversees day-to-day housing operations. He also works closely with Dean Foster Zsiga on residence life and works with the residence coordinators and junior advisors.

Assistant Coordinator of Student Activities and Residence Life Assistant **Sara Noyes** works closely with Dean Tannenbaum on

matters related to student activities and organizations. She also works with Dean Foster Zsiga and with the residence coordinators and junior advisors on residence life.



**Student Housing Office** at [www.bates.edu/x53746.xml](http://www.bates.edu/x53746.xml)



**Information about each campus residence** at [www.bates.edu/housing](http://www.bates.edu/housing)



**Residence Hall and Dining Services Regulations** at [www.bates.edu/foodandservice.xml](http://www.bates.edu/foodandservice.xml) (or on page 92)



**Residence life assistants:**  
**Andrew McGeehan**, Housing Office,  
Chase Hall • 207-786-6215 •  
[amcgeeha@bates.edu](mailto:amcgeeha@bates.edu)

**Sara Noyes**, Student Activities Office,  
Chase Hall • 207-786-6305 •  
[snoyes@bates.edu](mailto:snoyes@bates.edu)

### Off-Campus Living

Bates is a residential college. This means that all students are required to live on campus during their years at Bates. The only exception is the senior off-campus lottery, for which only eligible seniors may apply — and this is a lottery process with no guarantees. Questions about off-campus living should be directed to the Housing Office. Students who live away from campus are expected to be mindful and respectful of their non-college neighbors. Remember, students are held responsible for their behavior at all times, even in off-campus residences, and will be subject to disciplinary action for inappropriate and unneighborly conduct.

## JAs and RCs

Junior advisors (JAs) and residence coordinators (RCs) are Bates students who are trained to help with all kinds of campus-life questions and issues...

JAs serve as guides, resources and role models for first-year students. Each JA works with a first-year center (six to 15 first-year students residing in the same floor or section of a student residence).

RCs serve as building coordinators and organizers in residences that house mostly upperclass students. RCs also work with Physical Plant to accurately attribute residence damage fees.

The residence life program at Bates strives to extend the education of the whole student beyond the classroom. The College accomplishes this by helping students learn how to live together and resolve conflict, and by offering programming presented by the JAs and RCs — and *you* accomplish this simply by interacting with the people around you. The program also rests upon a close working relationship between the RC or JA and the area dean affiliated with a particular building. They work together to help advisees and residents, with the goal of ensuring that every student is both challenged and comfortable in their residential experience here at Bates.

RCs and JAs play many roles:

- **Resource and programmer.** RCs and JAs can often provide information about upcoming activities around the College and community, as well as plan dorm activities.
- **College liaison.** Your RC or JA meets every week with the Dean of Students Office and serves as residential liaison between the faculty/administration and the students.
- **Advocate.** One of the RCs' and JAs' most important roles is to represent and support you and your residence-mates in a safe, comfortable and encouraging environment.
- **Peer advisor/mentor.** RCs and JAs can often help with a particular issue, whether it's personal, academic or social.





## Happy Together

Most students are very happy with their living arrangements at Bates! But sometimes the fit with a roommate or building just isn't right. We can't guarantee that these situations can be remedied immediately or in the way you envision. However, you can take the following steps to resolve difficult situations and be proactive in your residential situation:

- **Hang in there.** First impressions can be misleading. Give both your room and roommate(s) a little time.
- **Talk productively about it.** If time hasn't helped your situation, talk to your roommate(s). You owe it to them, and to yourself, to try to resolve difficult situations with respect and level-headedness. These conversations can be hard to start — and shouldn't be started in the heat of the moment! — but once you do, everyone involved will come away with a clearer understanding of everybody's wants and needs.
- **You can also talk to your JA and/or RC.** They are trained to help in these situations and provide guidance, perspective and helpful suggestions. After all, that's their job!
- **Mediation.** When you've talked but are still struggling, a neutral party is helpful. JAs and RCs are trained to serve as mediators

and will be happy to facilitate a discussion, and even help you write up a roommate contract or agreement. Dean Erin Foster Zsiga and the housing assistant can also help with mediations.

- **Last resort.** Go to the Housing Office to talk about alternative options. Remember: There are only around 400 singles on campus. Though we may have to get creative, we will try hard to find a solution for truly irreconcilable differences and housing issues.



# Residential Living and Dorm Damage

**You're responsible.** For the students who live in them and the Physical Plant staff who work hard to keep Bates residences nice, dorm damage is disheartening. And expensive. Bates challenges all students who live on campus to take responsibility for their quarters and work together to end dorm damage...



Dormitory damage is defined as damage that exceeds a physical condition that would be expected from normal wear and tear. Each instance of dorm damage is recorded, a work order and bill are created, and then the repairs are scheduled and performed.

Here's a sampling of typical dorm damage items and costs to repair them. **Remember: It's your money.** A full description of the procedures and the accompanying standardized damage costs and definitions can be found on pages 80–81.

## Dormitory Damage: Standard Charges

Item	Charges	Fine	Total
Baluster	\$93.66		\$93.66
Door, interior	\$567.46		\$567.46
Smoke detector	\$323.82	\$75.00	\$398.82
Wall damage, medium	\$193.86		\$193.86



## Student Residence Safety Inspections

**Weekly inspections.** The common areas of every student residence will be inspected each week. Except for trash, any items found in hallways, lounges and basement common areas will be removed to a designated storage area...

A violation notice will be left at the site with instructions on how to recover confiscated items. In the case of repeat offenses, confiscated items will be held until the end of the semester or until the student can remove them from campus. At the end of the academic year, unclaimed items will be donated to the “Clean Sweep” campus sale.



After the third notice, a \$75 life safety fine may be levied against the individual, when known, or the entire floor or building. Attempts to contact an RC to discuss the matter with students will precede the fine.

**Room inspections.** Once every semester, all student rooms are inspected for fire or safety hazards. Inspections are posted in advance and will take place daily between 10am and 3:30pm during a two-week period.

Inspections will be conducted by two trained inspectors when possible. This arrangement is important for the safety of inspectors and as a protection against accusations of theft, damage or misrepresentation. While it is preferred to have student residents present, that's not always possible.

Inspectors confiscate prohibited items such as halogen lamps, candles, incense, flammable materials, prohibited electrical appliances, outlet extenders, items interfering with fire protection equipment or any other item or condition determined to be unsafe.

Tapestries and decorative lighting on pipes will be taken down. Unsafe wiring is rerouted wherever possible. Covered smoke detectors and illegal TV cables will be reported to Physical Plant and Security.

A record of inspection will be left in the student room with an explanation of what has been taken or modified. Violations may result in a \$75 life safety fine, and confiscated items will be held until the end of the semester. Repeat violations may result in doubling the original fine.

Confiscated items are labeled, photographed and stored. Students can reclaim items when they leave campus for holidays, Short Term or at the end of a semester. Unclaimed items are donated to Clean Sweep at the end of the academic year.

The Safety Office reserves the right to make inspections during the academic year in addition to the once-per-semester schedule if there is a credible report of a safety risk or a violation in plain view.

## Housing Lottery

In March, students select their rooms for the following year through a lottery. Each student's name is assigned a random number that determines the order in which students in each class will pick a room. These lists are posted outside the Housing Office and on the Garnet Gateway the week of your class's lottery night. Rising seniors pick rooms the first night, then so on down to the rising sophomores. Floor plans for each residence are available on the housing Web site.

Sometimes not all rising sophomores are able to pick a room in March. Don't worry! Simply sign up for summer placement and

you will be assigned a room during the summer. You will be able to list priorities for building and room type. Placements are done

in mid-August, as this is when we have the most open spaces available and are best able to match you with a room or roommate.



## Cars on Campus

Bates believes that you can obtain a college degree without keeping a car on or near campus. Parking is limited on campus, and there are other good arguments — environmental, financial, practical — against having your car here...

Please don't think that people who don't have a car are confined to campus. You can walk to downtown Lewiston's stores and restaurants in a half-hour. The Student Activities Office runs a weekend shuttle that makes many stops in Lewiston and Auburn. That office also offers several trips each month to more distant attractions — the Maine Mall, the Old Port in Portland, downtown Boston, Red Sox games, ski resorts and whitewater rafting.

And Bates also offers two Zipcars for short-term use. To learn more, visit:



[www.zipcar.com/bates](http://www.zipcar.com/bates)



## Who's in Charge of Parking?

**Parking permit lottery.** If you need a vehicle at Bates, be aware that parking permits are distributed through a lottery system followed by two rounds of appeals. This procedure is run by the Parking Committee of the Bates College Student Government...

**Parking enforcement.** Your contact for non-lottery issues related to cars and parking at Bates is the Security and Campus Safety office. Bates Security is responsible for enforcing parking regulations. Parking regulations are in effect and are enforced 24 hours a day, 365 days a year.

Security officers may require identification of any person on campus. Refusal to comply may result in the issuance of a citation as well as notification of the appropriate municipal police department.



**Mike Voisine**, parking coordinator  
at Security and Campus Safety •  
245 College St. • 207-786-6254 •  
[mvoisine@bates.edu](mailto:mvoisine@bates.edu)  
**EMERGENCY:** 207-786-6111



Parking regulations at [www.bates.edu/x35269.xml](http://www.bates.edu/x35269.xml)

**Parking information.** A campus parking map that lists parking regulations is available through Security.

Announcements about parking issues are made via e-mail. If you plan to have a vehicle on campus on a given day, you're responsible for knowing about parking conditions on that day.

**Parking permits.** Owners of **any** vehicle parked on campus must have a valid parking permit. Vehicles must be registered with Security. **Permits cost \$75** and are billed directly to student accounts. Commuter permits are available for \$60 to seniors who reside off campus.

If you don't receive a parking permit but still need to have your car at Bates, ask Security about parking space rentals near campus.

**Parking decal.** The decal that shows you have a permit must be affixed to the left rear window. Improper placement constitutes a violation of the parking policy. Any vehicle with an altered parking decal is in violation of College policy and the vehicle owner is subject to being fined and/or having the vehicle towed from campus property.

**No permit?** Any unpermitted vehicle found parked on campus is subject to being fined and/or towed. If you cannot properly register your vehicle or the vehicle of a visitor, or your permit has been lost or stolen, contact Security immediately.

**No transfers!** Parking decals and privileges cannot be transferred and may be revoked in the event of any application, permit or vehicle misrepresentation.

**Different vehicle.** If you need to bring a different set of wheels to campus and you already have a parking permit, you'll be issued a temporary permit for this vehicle. If a vehicle is sold or damaged so that it will not return to campus, the permit must be removed and returned to Security for a replacement.

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

All visitors desiring to park on Bates property must register with Security upon arrival. A temporary parking permit will be issued at no cost, and visitors must comply with College parking regulations. Any member of the Bates community who has invited visitors to the campus is responsible for informing them of the parking regulations.

If your friend borrows your car and gets a ticket, you're responsible. Basically, you are responsible for your vehicle at all times. The violation will remain on your vehicle's record.

**Enforcement, violations and fines.** Vehicles parked on campus outside of designated spaces or their allotted group location (e.g., faculty/staff parking, student parking, etc.) will be ticketed. Parking is prohibited, whether it is posted or not, in driveways, walkways, building exits, fire lanes, on the grass or any place that would be in the way of emergency vehicles. (See **Temporary Parking**, below, for exceptions.) In such cases, the vehicle will be towed and stored at the owner's expense.

**Fines.** Fines range from \$10 to \$75. Owners of unpermitted motor vehicles found on campus will be fined \$20, which includes an additional administrative fee.

**Appeals.** If you want to appeal a parking enforcement action, pick up a Parking Appeals form at Security. The completed form must be submitted within seven calendar days of the enforcement action to the Parking Appeals Board at the Security Office.

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

**Five tickets and you're out.** An individual who has received five tickets will lose parking privileges for the rest of the school year, and the vehicle may no longer be parked on campus at any time. Banned vehicles will be issued a ticket carrying a \$75 fine each time they are found parked on campus.

**Temporary parking.** Vehicles may be parked temporarily in driveways close to buildings for up to 15 minutes for loading or unloading, provided that the emergency flashers are activated and the driver is available to move the vehicle. Vehicles parked for more than 15 minutes will be ticketed and/or towed. Remember: Driveways are fire lanes and must be kept open at all times for emergency vehicles.

**After-hours parking.** Faculty/staff lots are open to students with permits 5pm–1am weekdays and 5pm–1am Mondays, weather permitting.

**Nichols Street lot.** This lot on the corner of Nichols and Campus Avenue is open for student parking from 5pm weekdays and Sundays to 7am the following day, weather permitting.

**Bardwell Street.** Parking for permitted vehicles is available to students, faculty, staff and visitors, but is prohibited on Bardwell Street and in the Olin Arts Center lot between midnight and 7am, weekends included.

**Parking over breaks.** The Merrill Gym lot is used for parking during College breaks. Students who wish to leave their vehicles on campus over any break must give Security information about their vehicles and their contact information in case of an emergency.

Students who stay on campus during break may park in other designated spaces on campus during the day, weather permitting, but must park in the Merrill lot at night.

**Snow.** Anyone parking on campus is expected to move his or her vehicle promptly to make way for snow removal operations when required.

**When in doubt, call Bates Security at 207-786-6254 (ext. 6254 from a campus phone) or use a security phone and check before you park!**



**Registration process** [www.bates.edu/x37566.xml](http://www.bates.edu/x37566.xml)



**Special circumstances** [www.bates.edu/x35270.xml](http://www.bates.edu/x35270.xml)



## Extracurricular Life

**Student Activities.** Bates offers such a variety of activities and student organizations that, regardless of your interests, you will almost certainly find something to get involved with. But it's important that you clearly understand what the College expects from you as a participant in campus activities...



**General conduct guidelines.** Bates students are held responsible for their conduct at all times. Any student who becomes disorderly, is involved in a disturbance, interferes with the rights of others, damages property, brings the name of the College into disrepute, or is individually or as a member of a group involved in unacceptable social be-

havior on or off campus shall be subject to disciplinary action by the Student Conduct Committee (SCC).

**Student Activities Office.** The Student Activities Office, in Chase Hall, coordinates extracurricular activities at Bates. It's the place where you can reserve a College van, sign up for a free bus trip or make photocopies (if you have the organization number of your club or group).



 **Student Activities Office** at [www.bates.edu/student-activities.xml](http://www.bates.edu/student-activities.xml)

**Student organizations.** Want to launch a new club or organization? The Student Activities Office is your source for detailed information about the process.

 **Current student organizations** at [www.bates.edu/student-org-list.xml](http://www.bates.edu/student-org-list.xml)

## 'Events at Bates'

The Student Activities Office is where you can learn to use an indispensable College resource: **Events at Bates**. This online system is a comprehensive tool for reserving space on campus. It's used for classroom scheduling and other administrative functions, but is a valuable tool for student organizations too...

To book a space on campus, an organization must reserve it through Events at Bates. The system also helps you with audio-visual equipment and even publicizing your event (see Publicize Your Event, on the next page).



**Scheduling Policies & Guidelines** at  
[www.bates.edu/x115416.xml](http://www.bates.edu/x115416.xml)



**Events at Bates online calendar**  
and booking campus facilities at  
[events.bates.edu](http://events.bates.edu)

**Reserving space.** To book space for an event, login using your Bates user name and password, complete the on-line request form, submit it and you will receive confirmation within 48 hours that the space has been reserved. Because the campus-wide calendar is viewable online, it's easy to see what space is available and to avoid conflicts with other scheduled events.



## Publicize Your Event

Bates provides different ways to spread the word about your event. Just by booking an event in Events at Bates, you'll automatically reach quite a few people, because the system publishes an online calendar of everything happening here...

There are two online views of the calendar. One is visible to the world at large and lists only events that are open to the general public. The other is visible only to members of the Bates community and lists all meetings, courses and events on campus. But there are other ways to let people know about your event.

**On campus.** If the event is only for the campus community and not open to the public at large, you may use "Announce." Managed by the Student Activities Office, Announce is an e-mail system for announcing events sponsored by departments and student organizations, as well as for general departmental announcements. The system reaches all students enrolled on campus, as well as faculty and administrators who subscribe to it.

Approved messages may be sent to the entire student body with Announce, or only to specific classes, using the following addresses:

[announce@bates.edu](mailto:announce@bates.edu)     [junior@bates.edu](mailto:junior@bates.edu)  
[firstyear@bates.edu](mailto:firstyear@bates.edu)     [senior@bates.edu](mailto:senior@bates.edu)  
[sophomore@bates.edu](mailto:sophomore@bates.edu)

Announce users must observe a few guidelines:

- The system is moderated, with messages reviewed and transmitted within 24 hours if received Monday through Thursday. Friday and weekend messages are generally sent on Monday.
- A maximum of two announcements is allowed per event.
- The announcement must include the date, time and location of the event, and a one-paragraph explanation or biography (similar to entries in *The Bates Daily*).
- The subject line must clearly identify the nature of the event and the sponsoring organization or department.



**Open to the public.** The College's Communications and Media Relations office tells the world what's going on at Bates. If your event will be open to the public at large, it's easy to get the word out through CMR.

That can happen two ways: First, if you select "Open to the Public" when you book your event in Events at Bates, it will be submitted to the monthly *Bates Invites You* print calendar and the online *Public Events Calendar*. Second, you can contact CMR about a press release. Sometimes CMR will write the release, and sometimes they will ask you for a draft that they will edit and send to the media. **But deadlines are critical:** please see the CMR deadlines below.



For more about publicizing your event, visit [www.bates.edu/x176395.xml](http://www.bates.edu/x176395.xml)

### CMR Deadlines for Event Information

#### Bates calendars

Five weeks before the first of the month in which your event takes place

#### Press releases

At least a month before your event



Communications and Media Relations  
• 141 Nichols St. • 207-786-6330



CMR at [www.bates.edu/x17075.xml](http://www.bates.edu/x17075.xml)



## Organizing Alcohol-Free Events

Use Events at Bates to book your event, including as much information as possible.



Individual students may not reserve a space. Their events must be sponsored by, or represent, a student organization or house council.

Spaces that must be reserved include residence hall lounges and other spaces on campus where groups gather. It is possible to book the central area of the main Quad-range ("historic Quad"), bordered by the Chapel, Parker-Hathorn-Dana, Coram-Carnegie and the walk along Campus Avenue.

The hallway outside the Student Activities Office may be booked for exhibitions. Films may be shown in many reservable locations, but not in the new Commons.

Posters and other event notices are limited to bulletin boards and other designated areas inside buildings. No posting is allowed on any windows or on the outside of any building.



## 'Blueslipping' Events Including Alcohol

**Read me:** What you won't see in the Events at Bates system is a provision for providing alcohol at events. For that, if you are of legal drinking age — 21 years old in Maine — you need to visit the Student Activities Office and “blueslip” your event. (“Blueslips,” so named because they once were printed on blue paper, are forms you must fill out to arrange a gathering that includes alcohol.)

Bates has guidelines that must be observed by people holding events that include alcohol. It is **very** important for you to **read this section carefully** — and often — if you want to host private or campuswide parties that involve alcohol.

**First:** Here are key guidelines that you should know before you read the particulars:

- **Hard liquor is not allowed on campus.** Please refer to the College Alcohol and Drug Policy (page 78) for detailed information, or contact Dean Keith Tannenbaum or the Alcohol, Tobacco and Other Drug (ATOD) Educator, Dean Erin Foster Zsiga.
- Events taking place on campus must be registered in the Student Activities Office.
- You must meet with a dean of students or the assistant coordinator of student activities prior to hosting an event with alcohol.

They will explain your responsibility as a social host under Maine law and the Bates College alcohol policy.

- Students hosting or attending parties are responsible for their own conduct, including following and understanding these guidelines.

**Second:** Following these steps will make it easy to blueslip an event with alcohol:

- Plan ahead. Allow at least a couple of days to take all the necessary steps.
- Decide where and when you want to host the event. Discuss your intentions for the event with the residence coordinator for that building. The RC will need to sign your blueslip but may not be available on Friday afternoons.
- Come ahead of time to the Student Activities Office to get the appropriate forms and to set up a time to meet about your event. Usually meetings occur on Fridays from 2 to 4pm.



- Purchase your alternative beverages. You must provide an original receipt for one case (24 containers) of soda, water or juice for each keg you intend to have. The maximum number of kegs is two.
- **Take the time NOW to go to the College Codes and Guidelines in this Handbook and read the complete Bates College Alcohol and Drug Policy (page 78).**

**Third:** Following are the mandatory guidelines for blueslipped events involving alcohol. They are divided into three sections: private parties, campuswide parties and guidelines that apply to all events involving alcohol.

### Private Parties with Alcohol

- Parties for more than 10 people are not permitted in individuals' rooms.
- Private parties must be held in reserved spaces.
- Private parties may be held only in designated residential lounges, and attendance cannot exceed 50.
- Private parties are limited to four hours.
- Kegs and other common-source containers of alcohol are allowed only in reserved spaces.
- Bates Security will confiscate kegs that have not been blueslipped, and the incident will be referred to the Dean of Students Office for disciplinary action. Taps found on unregistered kegs will also be taken. Neither the keg nor the tap will be returned.
- Unused, untapped kegs from blueslipped events must be returned by 6pm the day following the event.
- Kegs are not allowed in first-year centers because all residents are under 21 years of age.
- Maine law permits contributions to defray the expense of alcoholic beverages by persons 21 years of age or older. The group must make the contributions prior to the purchase of the alcohol to be served at the party. Money collected after the purchase of the alcohol constitutes the sale of alcohol without a liquor license and is illegal.

- Party sponsors are responsible for distinguishing between those who are 21 years of age or older and those who are not by applying an identifying stamp to the backs of the hands of those 21 and older upon their arrival.
- Party sponsors must refuse service or delivery of alcoholic beverages to any person without proper identification who claims to be 21 years of age or older. Party sponsors must also refuse to serve alcohol to anyone who is visibly intoxicated.
- Anyone helping to run a private party with alcohol must remain sober throughout the event.
- The alcohol must be served from behind a table.

- Alternative chilled beverages without alcohol must be available at all events with alcohol. (One keg requires one 24-container case of soda, water or juice.)
- The maximum number of kegs that you may have is two.

### All-Campus Parties with Alcohol

- All-campus parties are for more than 50 people.
- All-campus parties are open to any member of the Bates community and his or her guest(s).
- All-campus parties may be sponsored only by student organizations or house councils.



- To sponsor an all-campus party, you must contract with a licensed caterer to provide alcohol from a cash bar.
- A licensed caterer must be contracted for any event with alcohol in the following spaces: Chase Hall, Benjamin Mays Center, the Gray Athletic Building (“Gray Cage”), the Den Terrace or the Library Arcade. Please check with the Student Activities Office about how to secure an authorized caterer. Alcohol service by an unauthorized caterer is prohibited.
- If you charge admission to an all-campus party, the money from ticket sales cannot be used to defray the cost of alcoholic beverages served at the event and/or does not entitle the ticket holder to consume alcohol at the event.
- The sale of tickets to any campus party where the money is being used to defray the cost of alcohol and/or includes the



privilege of drinking at the event constitutes the illegal sale of alcohol without a license and is prohibited.

- The authorized caterer is directed to distinguish between those attendees who are under 21 and those 21 years of age or older by issuing a non-transferable bracelet to those 21 and over.
- The caterer must and will refuse service of alcohol to any persons who lack proper identification verifying that they are 21 or older.
- The caterer is required to refuse service to anyone who is visibly intoxicated.
- The party sponsor and the caterer share the responsibility of ensuring that no alcohol is brought into the party venue by guests.
- Posters and other advertising for parties may not refer to or depict alcohol.
- Campus-wide parties may occur on Friday and Saturday nights only, and only when the College is in session.

#### **All-Campus and Private Parties**

- Alcohol may not be served after 1am, and all events must end by 2am.
- All parties must end by midnight or earlier on weeknights — depending upon the quiet hours determined by that residence.
- Parties at which alcohol is offered must have an abundant supply of quality nonalcoholic beverages conveniently available, prominently displayed and appropriately chilled.
- Proof of purchase of nonalcoholic beverages must be given to the assistant dean of stu-

dents or the assistant coordinator of student activities prior to their signing your blueslip for an event with alcohol.

- A new proof of purchase must be produced for each event with alcohol that is sponsored.
- Carrying an open container of alcohol in public view is illegal and may result in a citation or summons from the police or liquor enforcement officers.
- Nonmembers of the Bates community are not permitted at private parties or social events unless they are invited guests of a member of the community. Attendance at parties and other social events is restricted to members of the Bates community and their guests, who must be registered with party organizers.
- Consumption of alcoholic beverages on campus but outside of a residence hall or house is expressly forbidden except by permission of the Dean of Students Office. Such permission will be granted at the time of blueslipping on condition that all policies of the College are followed.
- All social events taking place outside of student rooms must be blueslipped in the Student Activities Office, at which time the assistant dean will review College policies as they apply to the particular event.

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

## Smoking and Tobacco Policy

Use of any tobacco product is prohibited in all campus buildings, including residence halls. Smoking is also prohibited within 50 feet of all campus buildings, including residence halls. (See pages 78–79 for the complete policy.)

## Three-Strike Policy

Bates follows a three-strike policy for students involved in incidents related to the abuse of alcohol or the use of illegal drugs and/or drug paraphernalia.

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

**First strike.** Student behaviors that violate Bates College policy, Maine state laws and/or federal laws concerning alcohol and drugs will result in the student receiving at least one strike or will result in the matter being referred to the Student Conduct Committee for adjudication.

The first strike may necessitate a meeting with one of the deans of students, who will issue a warning. Following that meeting, a written copy of the warning will be sent to the student and a copy will be placed in the individual student's file.

**Second strike.** This violation will cause a meeting with one of the deans of students, who will issue a formal reprimand. A written copy of this second disciplinary action will be sent to the student, a copy will be placed in the student's file and a copy will be sent to the student's parents. A \$50 fine will



be imposed, and an educational sanction or community restitution component will be implemented as well.

At this time the student will be notified that one more violation of the College's alcohol and drug policies will constitute a third strike.


**Third strike.** This violation means the student will be referred automatically to the Student Conduct Committee for adjudication — where a possible outcome will be suspension from the College.




## A Few Words About Drugs

The possession, use or sale of illegal drugs (including prescription medication prescribed to another) violates College policy. Students violating this policy will be subject to disciplinary action and/or referral to local authorities. The Dean of Students Office reserves the right to have Security and/or local authorities inspect student rooms if there is probable cause to believe that illegal substances or illegal drug-related activities are present. Whenever possible, students will be asked to accompany the deans, Security or local authorities during the inspection.

Whenever illegal drug use is discovered, the general response of the College will be to assist that individual in obtaining counseling or medical assistance. However, the College reserves the right to pursue disciplinary action both internally and externally at its discretion. If you have questions or concerns regarding drug use or abuse, please contact:

 **Christy Tisdale**, director, Health Center  
at 207-786-6199 • [ctisdale@bates.edu](mailto:ctisdale@bates.edu)

 **Erin Foster Zsiga**, Alcohol, Tobacco  
and Other Drug Educator, at Housing  
Office, Chase Hall • 207-786-6215 •  
[efoster@bates.edu](mailto:efoster@bates.edu)



## Athletics

With choices including intercollegiate and intramural teams, athletic clubs and organizations, and specialty leagues (e.g., the First-Year Intramural League), you'll never be at a loss for athletic opportunities at Bates. Whether it's running the Montello loop, toning up in the weight room or something else fun and strenuous, Batesies find many different ways to stay fit and healthy.



 **Athletics facilities** at [www.bates.edu/x17551.xml](http://www.bates.edu/x17551.xml)


**Varsity.** Bates competes in various sports throughout the Northeast at the National Collegiate Athletic Association's Division III level.

 **Varsity sports for men and women** at [www.bates.edu/sports.xml](http://www.bates.edu/sports.xml)

**Club and intramural.** Reserved for students enrolled at Bates, club teams compete against their counterparts at other colleges but are organized and coached by students.

 **Intercollegiate club teams** at [www.bates.edu/x33758.xml](http://www.bates.edu/x33758.xml)

 **Intramural leagues** at [abacus.bates.edu/IM](http://abacus.bates.edu/IM)

 **Marsha Graef**, faculty coordinator of intramurals and club sports, at 207-786-6353 • [mgraef@bates.edu](mailto:mgraef@bates.edu)

## Career Services (Office of)

OCS offers many programs and resources to assist students during their time at Bates. And OCS isn't just for seniors! The people who use OCS most effectively are those who begin visiting the office and Web site during their first year at Bates — and continue to use it throughout their four years...

Here are a few key OCS services:


- Individual career counseling appointments, and weekly drop-in hours designed for quick consults with a counselor.
- Career testing and assessment with the Strong Interest Inventory and the Myers-Briggs Type Indicator.

- Job-hunt preparation including workshops for interviewing and resume-writing, and videotaped mock interviews.
- Internship programs including access to eRecruiting, an extensive database offering thousands of internship listings.
- Online job and industry resources, along with an extensive library of books and professional periodicals.

- Recruiting programs, both on- and off-campus, that bring students together with representatives from companies and organizations.

 8 a.m.–noon and 1–4:30 p.m.  
Monday–Friday

 **Career Services** at 31 Frye St. •  
207-786-6232 • [ocs@bates.edu](mailto:ocs@bates.edu)


 [www.bates.edu/career](http://www.bates.edu/career)

## College Store

The College Store stocks textbooks, paperbacks, sundries, clothing, gifts, greeting cards, office and school supplies, art supplies and much more. If you need a hooded sweatshirt, laundry detergent, toothpaste or an enticing novel, you can find it here. We also process and sell International Student Identity Cards.

 8:30am–5pm Monday–Friday,  
10am–4pm Saturday

 **Sarah Emerson Potter '77**, director, at  
Chase Hall • 207-786-6121 •  
[spotter@bates.edu](mailto:spotter@bates.edu)

 [www.bates.edu/bookstore.xml](http://www.bates.edu/bookstore.xml)



## Dining Services

Dining Services opened a new dining Commons in January 2008. While it preserves Bates' long tradition of feeding the entire campus community under one roof, this stunning facility makes it possible for us to give you tantalizing meals in a much more comfortable setting.

In addition to the 950-seat dining hall, the new Commons features:

- Marketplace-style serving where Dining Services staff prepare your food at various stations in full view.
- A variety of study and social spaces designed to meet everyone's needs, including a cozy fireplace lounge where you can meet friends and chat from early morning until late at night.
- **Milt's**, a "convenience store" that opens early and closes late to provide snacks and supplies.

**Card it.** Students on the meal plan access Commons by swiping their Bates ID card (the building access card). Meal-plan students receive three bonus meals per semester on their cards for guests. Those meals are rolled over from fall semester to spring if not used.

If you lose your card, you must go immediately to the Access Control Office, in the basement of Chase Hall (outside of business

hours, go to the Security and Campus Safety office, 245 College St.), to get a replacement. Students will not be allowed access to Commons without their cards or with invalid cards.

Having trouble with your card? Contact



**David Perreault**, menu management coordinator, at 207-786-8237 • [dperreau@bates.edu](mailto:dperreau@bates.edu)

It's the rule that dining must take place within the dining hall. The packing-out of meals or food items in bulk is prohibited. You may take one piece of fruit or an ice cream out of the dining hall, but individuals who leave with more than that will be stopped, and continued abuse will be reported to the Dean of Students Office. If you have a conflict that prevents you from making mealtimes, special arrangements can be made. Please contact Dining Services director Christine Schwartz (contact information appears on the next page).



## ✓ Hours of operation

### Monday–Thursday

<b>Breakfast</b>	<b>7–10:30am</b>
<b>Lunch</b>	<b>10:30am–2:30pm</b> (door closes at 2:30pm)
<ul style="list-style-type: none"> <li>• All stations open for lunch at 10:30 except the grill, which opens at 11</li> <li>• All stations close at 2pm except the deli and salad, which stay open till 2:30pm</li> </ul>	
<b>Dinner</b>	<b>4:30–8:30pm</b> (food service ends at 8:30 and the door closes at 9)

### Friday and Saturday

<b>Breakfast</b>	<b>7–10:30am</b>
<b>Lunch</b>	<b>10:30am–2:30pm</b> (door closes at 2:30)
<ul style="list-style-type: none"> <li>• All stations open for lunch at 10:30 except the grill, which opens at 11</li> <li>• All stations close at 2pm except the deli and salad, which stay open till 2:30pm</li> </ul>	
<b>Dinner</b>	<b>4:30–8pm</b> (food service ends at 8:30 and the door closes at 9)

### Sunday

<b>Continental breakfast</b>	<b>8–10:30am</b>
<b>Brunch</b>	<b>10:30am–2:30pm</b>
<b>Dinner</b>	<b>4:30–8:30pm</b> (food service ends at 8:30 and the door closes at 9)

Dining Services aims to meet the needs and wants of every student. If you have a special dietary need or food allergy, or you'd just like to discuss the options available in Dining Services, please contact Christine Schwartz, director (contact information appears below).

**Bobcat Den.** Located in the basement of Chase Hall, the Den is a friendly lounge well-known for its welcoming atmosphere and delicious burgers and desserts.

✓ 7:45am–3pm Monday–Friday

**Milt's.** Located in the new Commons, and open till the wee small hours on Fridays and Saturdays, Milt's is a convenience store and emporium offering everything from freshly made sandwiches and pastries to energy drinks, home replacement meals and limited hot menu items.

✓ 9am–1pm Sunday–Thursday  
9am–2am Friday  
10am–2am Saturday

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

**Catering.** To learn more about catering your event, refer to the Bates College Catering Guide. Groups or individuals can arrange barbecues and spaghetti dinners — just be sure to give at least three working days' notice.

**Bates College Catering Guide** available from

👤 Catering Office, Chase Hall • 207-786-6298

📌 [www.bates.edu/catering-guide.xml](http://www.bates.edu/catering-guide.xml)

**Bag lunches.** If you must miss a meal because an event is taking you off campus, order a bag lunch. You'll be required to provide a copy of your schedule. Contact Christine Schwartz.

**Napkin Boards.** If you have a suggestion, write it on a napkin and tack it to the napkin-covered suggestion boards near the exits of Commons or the Den. Or use the Virtual Napkin Board on the Web. Then watch for the witty response to your suggestion. Note: The responses are for fun, but the suggestions are taken seriously whenever possible.

📌 **Virtual Napkin Board** at [www.bates.edu/dining-napkin-board.xml](http://www.bates.edu/dining-napkin-board.xml)

📌 **Dining Services homepage** at [www.bates.edu/x35634.xml](http://www.bates.edu/x35634.xml)

👤 **Dining Services** at 207-786-6299 (main office)

👤 **Christine Schwartz**, director, at 207-786-8279 • [cschwartz@bates.edu](mailto:cschwartz@bates.edu)

👤 **Donald Desrosiers**, catering manager, at 207-786-6298 • [ddesrosi@bates.edu](mailto:ddesrosi@bates.edu)

## Health Center

The Bates Health Center offers medical and psychological care 24 hours a day, seven days a week during the academic year. Bates recognizes that physical and mental health significantly influences one's ability to participate fully in the College community. The Health Center strives to enhance each student's well-being by providing comprehensive, confidential health care and by encouraging informed, individual participation in health-related decisions...

All services are confidential, and medical records cannot be released without your written permission. Health Center services are comprehensive, ranging from allergy injections to counseling to inpatient care.

### Medical Emergencies

Off campus, call 911.

On campus, call ext. 6111. Bates Emergency Medical Services will respond immediately to emergencies on campus.

Bates is located between two hospitals:  
**Central Maine Medical Center**  
300 Main St. • 207-795-0111  
**Saint Mary's Regional Medical Center**  
99 Campus Ave. • 207-777-8100

**When you need to be seen.** Students may visit the Health Center free of charge when school is in session.

- To speak with a registered nurse confidentially, simply sign in as you enter by the front desk. Then have a seat in the waiting room until your name is called. You needn't disclose any information at the reception desk unless you have a specific appointment with someone in the Health Center.
- You may be referred to a nurse-practitioner or physician. These health care providers are seen by appointment. When arriving for a medical appointment, please sign in and give the receptionist your appointment information.
- All Health Center visits are strictly confidential, and you will not be charged for these consultations. Medications, immunizations and lab tests will be paid for by the student's insurance carriers.

**Counseling and psychological services.** Personal counseling and psychological services are available at the Health Center. There is no charge for appointments with on-campus counselors and psychologists.

Every effort is made to see students with urgent problems as soon as possible. If you wish to make a counseling appointment, come to the center and sign in to see a nurse. You do not need to announce the reason for your visit. When meeting with a nurse, a brief intake interview will be conducted and an appointment will be scheduled.

A psychiatrist is available at the Health Center to provide evaluations and appropriate follow-up for medications. Appointments are made through the Health Services Director and/or counseling staff. There is no charge for this service.

**Health education.** The Health Center is a resource for information through individual counseling, group discussions, pamphlets and books. Campuswide education programs are offered on contemporary issues including alcohol and other drugs, HIV, men's health and women's health, eating disorders, nutrition, sexual assault and mental health. A health educator can provide individual consultations on specific areas of concern.

**Health insurance and charges.** All students are required to have their own private insurance policy or to have purchased a Bates College plan. Bates will enroll U.S. students in a comprehensive health insurance policy sponsored by the college unless they waive

coverage by providing proof of private health insurance providing at least \$100,000 coverage. The Bates Student Health Plan is underwritten by HPHC at a cost of \$656 and provides coverage from Aug. 15, 2008, to Aug. 14, 2009. Coverage is worldwide. International students will be enrolled in a separate plan specifically designed for international students underwritten by Nationwide Insurance Company at a cost of \$684 annually. This coverage is also worldwide, but with home country restrictions.

Any U.S.-based insurance company, including MaineCare, is an acceptable alternative to the Bates plan. If an international student is already insured by an international

program and believes that it provides coverage in the U.S., the student should contact that company directly and obtain a "USA coverage verification" in writing. Most international insurance policies do not cover claims in the U.S. A copy of the verification letter must be sent to the registrar's office. The student will then be instructed to go to the Garnet Gateway and "opt out" of the international plan.

It's very important that students carry insurance cards and prescription cards with them just as you carry your Bates ID. The Health Center staff will be happy to assist students; but please be aware that students are ultimately responsible for initiating, handling and paying all insurance claims.

**Remember:**

Students are responsible for handling their private insurance bills and any preapproval needs. All students must have a thorough understanding of their own insurance.



**Christy P. Tisdale**, M.S.N., A.N.P.  
director of health services, at  
31 Campus Ave. • 207-786-6199



**Health Center** at [www.bates.edu/x115290.xml](http://www.bates.edu/x115290.xml)



## Office of Multicultural Affairs and Multicultural Center

The Office of Multicultural Affairs, located in the Multicultural Center, highlights and celebrates the diverse cultural experiences of the Bates community. Its wide-ranging programs raise discussions about race, ethnicity, class, gender, nationality and sexual orientation. In the Multicultural Center you'll find:

- A library
- Computer facilities
- Dedicated prayer rooms for Muslim, Buddhist and Hindu adherents
- Lounges, study areas and a fully equipped kitchen.

Several student cultural, religious and ethnic organizations are affiliated with the center, including Amandla!, Hillel, the International Club, Mushahada, OUTfront, Sangai Asia and Latinos Unidos.



**Czerny Brasuell**, director, at  
63 Campus Ave. • 207-786-8215  
• [cbrasuel@bates.edu](mailto:cbrasuel@bates.edu)



**Tonya Taylor**, program coordinator  
at 207-786-8376 • [ttaylor@bates.edu](mailto:ttaylor@bates.edu)



**Multicultural Center and Office of Multicultural Affairs** at [www.bates.edu/x157930.xml](http://www.bates.edu/x157930.xml)



**Bates student organizations** at  
[www.bates.edu/student-org-list.xml](http://www.bates.edu/student-org-list.xml)



## Office Services

Office Services oversees incoming and outgoing mail distribution. We also offer high-volume copying, printing, mailing, creative and finishing services and related products, as well as boxes, tape, binding and envelopes for the Bates community. You may ship items via UPS, FedEx and the U.S. Postal Service, purchase stamps and use a fax here.



1 Lane Hall • 207-786-6226



[www.bates.edu/Office-Services.xml](http://www.bates.edu/Office-Services.xml)

## Physical Plant

Physical Plant is the department responsible for the buildings, furnishings and grounds of the College. Its services for students include...

- Bed boards and bookcases, which students can pick up on a first-come, first-served basis at a location TBA after the school year begins in the fall.
  - Building repairs, which should be reported to the Work Order line at 207-786-6449. (For after-hours repair emergencies, call Security at 207-786-6254.)
  - Custodial services, which include trash removal and cleaning of bathroom facilities and common areas. Students are responsible for their residence hall rooms and private baths. Vacuums and other cleaning tools are centrally located in residence halls for student use.
  - “Stickies” and molding hooks for hanging posters without damage to walls. They are handed out for free at the Physical Plant office.
  - Guest mattresses, which students, using their Bates ID, must pick up and return at Physical Plant. A \$20 deposit is charged to the student account if the mattress is not returned by the specified date. Call 207-786-6207 to inquire if a mattress is available.
  - Storage: The College assumes no responsibility for property left in dormitory storerooms. A “current year” Bates storage tag, available at the Physical Plant or Security offices, must be attached to each item placed in campus storage. Boxes or bags without securely fastened tags are subject to disposal! Students are responsible for placing their own items in storage. See the Storage Room Information Sheet posted at each storage area or contact Physical Plant. The following items cannot be stored: furniture (except lamps in a box or bag), rugs of any size, building materials and lofts, flammable liquids, bicycles (contact Security for storage areas), large appliances (such as refrigerators more than 3 feet high). These items will be disposed of.
- No personal belongings may be stored in student rooms during the summer. The College retains the right to dispose of any articles left in other than designated storage areas.



7am–4pm Monday–Friday



Cutten Maintenance Center •  
207-786-6207



### Work Order Line

Call this Physical Plant number to report building problems — e.g., a broken shade, plugged toilet, leak in room, no heat, etc.



207-786-6449 (ext. 6449 on campus phones)



## Post Office

Mail is distributed to student post office boxes in the Chase Hall post office Monday through Saturday. Stamps, certified mail and other postal services are also available.

✓ 10am–3:30pm Monday–Friday

👤 Chase Hall • 207-786-6104

## Religious Life and the Multifaith Chaplaincy

The Rev. William Blaine-Wallace and Emily Wright-Timko serve as multifaith chaplains. They are available for pastoral conversation. Bates students are also served by Roman Catholic, Protestant, Jewish and Christian Science chaplains, all of whom keep regular office hours. Representatives of other religious traditions may be contacted through the Multifaith Chaplaincy. The Multifaith Chaplaincy supports campus religious organizations embracing diverse spiritual traditions and is eager to support people interested in developing new organizations.



👤 **Rev. William Blaine-Wallace**, director,  
• 161 Wood St. • 207-786-8272

👤 [www.bates.edu/admin/offices/chaplain](http://www.bates.edu/admin/offices/chaplain)

## Security and Campus Safety

Around the clock, every day of the year, the security presence at Bates includes officers on patrol and communications staff at the Security office. Security officers respond to the **emergency telephone number, 207-786-6111**, and to the automatic security phones located all over campus (yellow phones marked with blue lights)

**Personal safety.** The safety of every person on campus is of paramount importance to Bates College. Safety programs for students include:

- The SafeWalk student escort program;
- The shuttle system;
- The Whistle Alert program;
- RAD, a self-defense course for women;
- And the dorm liaison program.

Still, to make the campus as safe as possible, every member of the Bates community must look out for his or her own safety and that of others. Remember:

- Never carry your Bates ID card attached to your keys. Losing them both would pose a serious safety risk.
- Use the SafeWalk program. It takes only a phone call to have two Bates students keep you safe on your walk home!
- Security offers free whistles as part of its Whistle Alert program. Pick one up at the Security office and put it on your key

chain. But remember: The whistle is for emergencies only. Misuse of whistles will result in a \$75 fine.

- It's tempting to leave your door open, especially if you're leaving just for a quick trip to the bathroom or to visit a friend. Lock it! Many things have been stolen from rooms with unlocked doors.
- Locate the fire exits and smoke alarms. When the fire alarm sounds, leave the building!
- Call if you see anything suspicious.

**Emergency! Call 207-786-6111 or push the red button on a yellow phone (look for the blue light).**



**Tom Carey '73**, director, at  
245 College St. • 207-786-6254





## Student Employment Office

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



220 College St. • 207-786-6303



[www.bates.edu/seu.xml](http://www.bates.edu/seu.xml)

## Student Financial Services

Student Financial Services assists students and families in the areas of financial aid, loan certification and billing. SFS administers the College's need-based aid program and provides information about payment plans, student account balances and refund policies.



Libbey Forum, 44 Mountain Ave.  
• 207-786-6096 • fax 207-786-8350 •  
[finaid@bates.edu](mailto:finaid@bates.edu) (financial aid) •  
[finoff@bates.edu](mailto:finoff@bates.edu) (student billing)



**Student Financial Services** at  
[www.bates.edu/sfs](http://www.bates.edu/sfs)

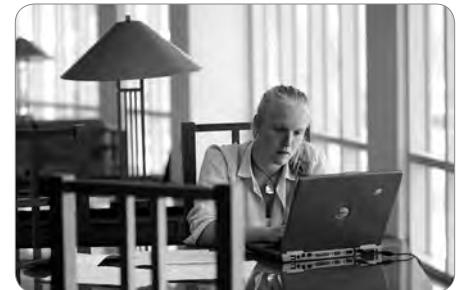


**Garnet Gateway** at [abacus.bates.edu/garnet-gateway](http://abacus.bates.edu/garnet-gateway)

### See more about Bates Living in Bates A to Z, including:

Athletes for  
Healthy Choices  
Chalking Policy  
E-Access  
Lofts  
Organizational  
Review Board

Packages  
Recycling  
Room Keys  
Sports Medicine  
Tuesday Evening  
Event Ban




Organized alphabetically, this chapter is intended to serve as a quick reference guide to all kinds of topics that affect your Bates experience. Take a minute to wander through and get a sense of what's here.

**Academic-deficiency letters** Students falling behind receive academic-deficiency letters from the deans of students when faculty members notify the deans, usually around mid-term. If you get such a letter, consult immediately with your instructor, your faculty advisor or a dean.

**Affirmative Action and Institutional Diversity (Office of)** The Affirmative Action office assures impartiality in the implementation and oversight of the College's affirmative action policies. In conjunction with others, the office:


- Works to establish positive steps and procedures in the recruitment and encouragement of women and minority employees and students.
- Consults with campus groups upon request.
- Promotes sensitivity to and awareness of cultural and ethnic differences through in-house and visiting speakers and educators.
- Assists students with issues related to sexual harassment and/or discrimination, and holds workshops on affirmative action issues for student groups.

 201 Lane Hall • 207-786-6031


 [www.bates.edu/offices-ao.xml](http://www.bates.edu/offices-ao.xml)


**Alumni and Parent Programs (Office of)** The Office of Alumni & Parent Programs offers students a variety of opportunities to learn about its services and to connect with alumni. Programs for students include BatesSTAR (Bates Students in Alumni Relations), a student leadership program open to all seniors; the annual Thank-a-Thon, where students write thank-you notes to alumni for their volunteer time and/or gifts to Bates; and the Senior Class Gift.

 **Kimberly Hokanson**, director,  
at 302A Lane Hall • 207-786-6225  
• [alumni@bates.edu](mailto:alumni@bates.edu)


 [community.bates.edu](http://community.bates.edu)

**Athletes for Healthy Choices** Sponsored by the athletics department, this student-run program provides alcohol-free activities for the student body, such as the First-Year Intramural League. Healthy Choices volunteers are trained as peer educators who provide educational leadership on campus and with their respective teams. The focus is on working with each first-year center to discuss means of achieving a healthy approach to college living and socializing safely on campus.


 **Marsha Graef**, faculty coordinator of Athletes for Healthy Choices, at 207-786-6353 • [mgraef@bates.edu](mailto:mgraef@bates.edu)

 [www.bates.edu/choices](http://www.bates.edu/choices)

**Bates College Student Government** The BCSG addresses issues of governance pertaining to students and student life, and passes resolutions or recommendations to the faculty and College president. The BCSG runs the parking lottery, allocates more than \$350,000 among campus organizations and appoints students to more than 20 student-faculty and other committees.

 **BCSG** at [abacus.bates.edu/bcsg](http://abacus.bates.edu/bcsg)

**Bates–Morse Mountain Conservation Area** Totalling some 600 acres of undeveloped Maine coast lying between two rivers in Phippsburg, Maine, this conservation area encompasses salt marsh, dune habitat, forested wetlands and granite uplands, including a panoramic overlook from 180-foot Morse Mountain. The Harward Center for Community Partnerships at Bates manages the site for the purposes of education, scientific research and limited public use consistent with its ecological and aesthetic values. The nearby Shortridge Coastal Center, also overseen by the Harward Center, serves as a base for research by faculty and students, and as a retreat for College groups.

 [www.bates.edu/morse-mountain.xml](http://www.bates.edu/morse-mountain.xml)



**Chalking policy** Student organizations sometimes create public informational displays by “chalking” various areas of the campus grounds. A student self-governance board, including one representative each from the Dean of Students Office and Physical Plant, monitors the chalking policy and adjudicates controversial messages. The Dean of Students Office reserves the right to rescind the chalking policy at any time if abuses are observed. Here are guidelines for chalking:

- Chalking of the main Quad is permitted only when the space is reserved through Events at Bates.
- No libelous statements (those that injure someone’s reputation) or threatening messages promoting physical harm to persons or property are permitted.
- No one may write over or deface any existing chalked messages.

- Only chalk may be used — no permanent markers or paint.
- Any organization responsible for chalking must clean up the Quad on Friday of each week and will be provided the necessary cleaning materials by Physical Plant.
- Failure to comply with the cleanup requirements risks the revocation of future chalking privileges, in addition to being charged for cleanup, as determined by the self-governance board.

#### Communications and Media Relations

**(Office of)** CMR is responsible for many Bates publications, the College’s Web presence and the distribution of news involving the College, including student accomplishments publicized in press releases to hometown newspapers. (The Public Information Card that you filled out is updated and used

as a source of information about you for these “hometowners.”) College publications managed by CMR include *Bates Magazine* and the monthly events calendars sent to the community and published online. Contact this office to plan and coordinate off-campus publicity for events.



141 Nichols St. • 207-786-6330



[www.bates.edu/x17075.xml](http://www.bates.edu/x17075.xml)

Publicize your event at [www.bates.edu/x176395.xml](http://www.bates.edu/x176395.xml)

**Computing Services** Information and Library Services (ILS) supports the research, information and computing needs of the College community. Use of these services and resources is governed by the Bates College Computer Use Policy; see page 79 or:



**Bates College Computer Use Policy**

at [www.bates.edu/ils/policies/computingPolicy.html](http://www.bates.edu/ils/policies/computingPolicy.html)

Members of the Bates community may purchase software and hardware through either the ILS Sales & Service Web site or the ILS Sales Office, 110 Russell St. Active virus protection and operating system updates are required in order to connect to the campus network. Fee-based service is available for student hardware issues. (See also: **Help Desk.**)



**ILS Sales & Service** at [abacus.bates.edu/ils/offices/sales](http://abacus.bates.edu/ils/offices/sales)



**Up-to-the-minute ILS computing information** at [abacus.bates.edu/ils](http://abacus.bates.edu/ils)

### Safeguarding Intellectual Property Rights

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


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


— From *Using Software*, published by EDUCOM. Used with permission.

**E-Access** Every student is issued a programable Bates ID card that activates keyless entry to the student's residence hall 24 hours a day and to all other residences during specific hours. Most academic and athletic buildings may also be accessed with the card. In addition, the card is used for identification in the Ladd Library and to access your meal plan in Commons, and may be programmed for use as an ATM card for students with accounts at branches of TD Banknorth. (See also: **Room Keys**.)


**Education records** See FERPA, below and on the Web.


**Edmund S. Muskie Archives and Special Collections Library** The archives is a rich resource of information about Bates, the history of Maine, environmentalism, and U.S. politics since World War II. Available here are the institutional records of the College; rare books; oral histories; and personal papers, including those of Edmund S. Muskie '36, a former Maine governor, U.S. senator and U.S. secretary of state.

 **Kat Stefko**, director, at 70 Campus Ave.  
• 207-786-6354 • [kstefko@bates.edu](mailto:kstefko@bates.edu)

 [abacus.bates.edu/muskie-archives](http://abacus.bates.edu/muskie-archives)

**Faculty, Dean of** The Office of the Dean of the Faculty oversees the academic departments and programs, as well as athletics, the Museum of Art, the Harvard Center for Community Partnerships, the Math Workshop, the Writing Workshop and the Office of the Registrar and Academic Systems. The Dean of the Faculty's office also supports students through the Peer Writing Program, Peer-Assisted Learning Groups, the Summer Scholars Program, the student research program, the Mount David Summit, the Honors Program and the Graduate Fellowship Program.


 **Jill Reich**, dean of the faculty and vice president for academic affairs, at Lane Hall, Room 120B • 207-786-6066 • [jreich@bates.edu](mailto:jreich@bates.edu)

 [www.bates.edu/dean-of-the-faculty.xml](http://www.bates.edu/dean-of-the-faculty.xml)

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

 **FERPA overview** at [www.bates.edu/FERPA-Overview.xml](http://www.bates.edu/FERPA-Overview.xml)

**Garnet Gateway** The Registrar and Academic Systems' office maintains this secure online portal to all manner of records and services vital to your career at Bates. The Gateway is always available. (Course registration is closed to upperclass students during the summer so that entering students may be registered).

 [abacus.bates.edu/garnet-gateway](http://abacus.bates.edu/garnet-gateway)




### Harvard Center for Community Partnerships

The Harvard Center embodies Bates' commitment to placing civic and social responsibility at the heart of the Bates education. The Center integrates community engagement and service with student life and learning, guided by a dedication to meeting both civic and academic needs. The Center coordinates Bates' many programs for service-learning, com-

munity-based research and volunteer service, and it oversees the Bates–Morse Mountain Conservation Area. It sponsors diverse community projects and provides certain grant opportunities for students, faculty, staff and community partners. More than half of Bates students engage in academic service-learning and community-based research.

 **David Scobey**, director, at 161–163 Wood St. • 207-786-6202 • [dscobey@bates.edu](mailto:dscobey@bates.edu)

 [www.bates.edu/harvard-center.xml](http://www.bates.edu/harvard-center.xml)

**Hate Crime–Bias Incident Committee** The Hate Crime–Bias Incident Committee, established by the Dean of Students, responds to bias incidents and hate crimes motivated wholly or in part by bias based upon race, color, sex, ancestry, national origin, physical or mental disability, or sexual orientation. When an alleged hate crime or bias incident has occurred, the Dean of Students Office issues a public statement informing the entire Bates community as to the precise nature of the incident. Students are urged to report hate crimes and bias incidents to one of the deans, Security or other individuals on the committee.

**Help Desk** The Information and Library Services Help Desk Services will assist you with computer troubleshooting, network issues and problems with your dorm phone. Call or e-mail the Help Desk, or bring your computer to the Help Desk itself in Ladd Library. ILS will fix hardware problems for a fee at 110 Russell St.


 **Help Desk Services at 207-786-8222 (ext. 8222 on campus phones) • [helpdesk@bates.edu](mailto:helpdesk@bates.edu)**


**Leaves of absence** Sometimes students need to spend time away from the Bates campus or even from higher education in general. If you ever begin to consider whether or not to take a leave of absence, consult immediately with your faculty advisor and a dean of students. They will be happy to talk things through with you and help you consider all the options.

**Lofts** If you'd like to build a loft, communicate first with the Safety Office at Human Resources (not to be confused with the Security and Campus Safety office). Lofts need a Safety Office permit — otherwise a fine is applied — and you'll improve your chances of getting a permit if you review permit requirements before the fact.

 **Safety Office** at Human Resources, 215 College St. • 207-786-8226

**Mathematics and Statistics Workshop** This office assists students in introductory-level courses that have a mathematical component. Students are welcome to drop in without an appointment to review topics as needed or to use the computer resources. Services also include one-on-one tutorials, calculus help sessions and support with such technology as graphing calculators and math-specific software.

 **Grace Coulombe**, director, at Canham House, 146 Wood St., Room 2 • 207-786-8374 • [gcoulomb@bates.edu](mailto:gcoulomb@bates.edu)

 [abacus.bates.edu/acad/acad\\_support/msw/index.html](http://abacus.bates.edu/acad/acad_support/msw/index.html)

**Museum of Art** The Bates College Museum of Art offers students and the public opportunities to appreciate the visual arts. It houses the College's permanent collection of internationally significant artworks, and it produces exhibitions reflecting the diversity and excellence of American, Asian, African and European art. The museum hires a limited number of students through the Student Employment Office to work as museum attendants. The museum also provides student assistantships and an internship for credit in areas such as research and exhibitions, collections management and education.

 **Mark Bessire**, director, at Olin Arts Center, 75 Russell St. • 207-786-6158 • [mbessire@bates.edu](mailto:mbessire@bates.edu)

 [www.bates.edu/museum.xml](http://www.bates.edu/museum.xml)

**Organizational Review Board** A body of the Bates College Student Government, this committee is responsible for basic policies regarding clubs and organizations, including the requirement that all student organizations be open to all Bates students. The ORB is responsible for approving the constitutions of student clubs and organizations. This official recognition allows groups to use the name and facilities of Bates College, and a constitution is a prerequisite for BCSG



funding. Requests or questions regarding constitutions or budget allocations should be directed to the BCSG's vice president for student clubs.

 **Bates College Student Government** at [abacus.bates.edu/bcsg](http://abacus.bates.edu/bcsg)

 **List of student organizations** at [www.bates.edu/student-org-list.xml](http://www.bates.edu/student-org-list.xml)

**Packages** Bates distinguishes between packages that are 1 cubic foot or larger, and packages that are smaller. Large UPS packages are received through Physical Plant and should be addressed this way:

<Student's name>  
c/o Bates College Physical Plant  
147 Russell St.  
Lewiston, ME 04240

**Note:** When a large package is shipped to you care of Physical Plant, please make sure the shipper is aware that it is the "ship to only" address. We do not want student catalogs, bills, etc. to be addressed or delivered to Physical Plant. **To learn more:**

 **Ron** in Physical Plant at 207-786-6208


Smaller packages are received at the post office in Chase Hall and should be addressed as follows (please do not include the word "box" in the address):

<Student's name>  
<Student's box number> Bates College  
Lewiston, ME 04240

**Pass/Fail Option** You may take up to two Bates courses (but not Short Term units) on a pass/fail basis, with a maximum of one in any single semester. You can choose this grading option until the last day to register for classes each semester. Your choice cannot be changed after that deadline. The fact that you are taking a course pass/fail will not be noted on the course roster. Unless you tell someone, only you and the registrar will know about the pass/fail status. Note: Not all courses that are taken pass/fail count toward majors or minors, and pass/fail courses may not be used to satisfy Bates general education requirements. Check your *Catalog* for more information.

 **Click "Academic Program" and search for "Pass/Fail Option" at [abacus.bates.edu/catalog](http://abacus.bates.edu/catalog)**

**Peer Writing Project** This program brings students together with trained peer writing assistants in both writing-focused courses and the Peer Writing Center in Ladd Library. The PWP offers a friendly, knowledgeable, convenient option to discuss and develop your writing. The Peer Writing Center offers one-to-one writing support on a drop-in basis. Bring your assignment, notes and a printout of your draft.

 7–11pm Sunday–Thursday at Ladd Library (photocopier room)


 [www.bates.edu/peer-writing-project.xml](http://www.bates.edu/peer-writing-project.xml)


 **Joanne Cole**, director, at 207-753-6986  
• [peerwriting@bates.edu](mailto:peerwriting@bates.edu)

**Recycling** Physical Plant administers the College's comprehensive recycling program in all residential, academic and administrative buildings. In your dorm room, the **blue bin** is for mixed paper (e.g., copy paper and boxboard) and the **green bin** is for all other recyclables (e.g., bottles and cans). When the bins are full, bring them to the dorm recycling collection center and sort them into the four color-coded bins:

- **Blue** for mixed paper (not including newspapers and magazines)
- **Red** for newspapers and magazines
- **Yellow** for redeemable cans and bottles (most beverage bottles are redeemable for 5 cents in Maine)
- **Orange** is for No. 2 plastic (see bottom of container), tin and glass.

Cardboard should be broken down and stacked next to the bins. For information on other recyclables, including laser and inkjet cartridges, batteries, and cell phones, go to:

 [www.bates.edu/sustainable-bates](http://www.bates.edu/sustainable-bates)


 Physical Plant grounds supervisor at 207-786-6207

**Refunds** You or your parents/guarantors may be eligible for a refund if you take a leave of absence or withdraw from the College. Refunds are issued by request to the Student Financial Services Office after a leave or withdrawal has been granted. Refunds are prorated commensurate with the portion of the semester the student has


attended Bates (but students who do not attend or who withdraw from Short Term are not entitled to a refund). See page 95.

 **Overpayment and Refunds** at [www.bates.edu/x154357.xml](http://www.bates.edu/x154357.xml)

**Room Keys** In addition to the Bates ID card that provides access to a student's residential building, one room key is provided to each student. No deposit is required; however, a per-key charge is billed to the student's account if the key is lost or not returned prior to leaving campus on the final day of residence, as outlined in the College housing contract.

 **Key Policy** at [www.bates.edu/x49694.xml](http://www.bates.edu/x49694.xml)

**Short Term** A distinctive part of the Bates academic calendar, Short Term is a five-week spring term during which students concentrate on a single course. Short Term units are often innovative, often academically intensive, and sometimes offer unusual opportunities for off-campus study. All off-campus, extra-cost Short Term units have an additional nonrefundable \$500 deposit due when the student registers for them. Additional charges apply when a student registers and then drops the unit. Short Term unit grades appear on the transcript, but don't contribute to your GPA, quality points or the 32 credits required for graduation. While many Short Term units are graded, professors may use grades of S (satisfactory) and U (unsatisfactory). The grading method is published in the Short Term schedule.

 **Short Term** at [www.bates.edu/short-term.xml](http://www.bates.edu/short-term.xml)

 **May 1966: The first Short Term** at [www.bates.edu/x65011.xml](http://www.bates.edu/x65011.xml)

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

 [www.bates.edu/x64713.xml](http://www.bates.edu/x64713.xml)

**Transcripts** There are two types of academic transcripts: official and unofficial. Both are obtained through the Garnet Gateway.

For an **official transcript**, log into the Gateway and select "Request Official Transcript" from the "Student Records" menu. Official transcripts issued to students are stamped "Issued to Student." There is no charge for normal quantities, and transcripts are generally mailed within 3–5 business days. The College reserves the right to withhold transcripts of students with outstanding financial obligations. **Remember:** If you receive an official transcript in a sealed envelope for delivery to a third party, don't open the envelope! Once you open it, the recipient of the transcript may not accept it as an official document.

For an **unofficial transcript**, log onto the Gateway and print a copy.

 **Garnet Gateway** at [abacus.bates.edu/garnet-gateway](http://abacus.bates.edu/garnet-gateway)




**Tuesday evening event ban.** Tuesday evenings are reserved for class meetings; therefore, no extracurricular events may be scheduled then.

**Work Order Line: Ext. 6449** Call this Physical Plant number to report building problems — e.g., a broken shade, plugged toilet, leak in room, no heat, etc.

**Writing Workshop** The Writing Workshop provides individualized writing instruction and small-group workshops on writing related topics. Writing Workshop tutors are professional writers who are trained to help students — from first-years to senior honors candidates — become better writers. Tutors do not proofread or edit student papers; instead, they ask questions that encourage students to make decisions as writers. Individual sessions usually last 50 minutes and are by appointment. Call 207-786-6159 to make an appointment.

 53 Campus Ave. • 207-786-6159

 [www.bates.edu/writing-workshop.xml](http://www.bates.edu/writing-workshop.xml)



# Bates Codes and Guidelines

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

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

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

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

## The College Alcohol and Drug Policy

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

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

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

### The Bates College Program to Prevent Alcohol and Drug Abuse

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

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

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

### Drugs

The College will use all of its counseling resources to help students involved with drugs. The College, however, bears the major responsibility for the welfare of the student body. Therefore, possession, distribution or the use of any illegal drug (including use of prescription medication prescribed to another), renders a student liable to disciplinary action, including confiscation of materials, dismissal and referral to local police authorities.

### Students

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

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

readmission contingent on proof of counseling or successful completion of a rehabilitation program, and/or dismissal from the College.

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

### Employees

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

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

Sanctions may include but are not limited to:

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

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

## The College Smoking and Tobacco Policy

Bates College is committed to the health and well-being of our staff, faculty, students, guests and community. Research shows that smoking and breathing second-hand smoke present health risks and are even debilitating to some individuals. Through the Smoking Policy presented below, Bates College strives to maintain the well-being of the campus community while considering the needs of individuals who smoke.

- Smoking, the burning of any type of pipe, cigar, cigarette, or similar product, and chewing tobacco are prohibited in all campus buildings, including residence halls, and in all vehicles owned, leased or rented by the College. Smoking is also prohibited within 50 feet, approximately 20 paces, of all campus buildings, including residence halls.
- Organizers and attendees at public events using Bates facilities, such as conferences, meetings, lectures, athletic games or social and cultural gatherings will be required to abide by the College's Smoking Policy. Organizers of such events are responsible for communicating and enforcing this policy.

- Distribution and advertisements of tobacco products on campus are prohibited.
- In an effort to support those who wish to quit smoking, the College will present a variety of tobacco-cessation and other health-related programs, as deemed appropriate and supportable by available budgets. Such initiatives may include: informational programs to support a smoke-free lifestyle; employee access to available services through the College's health insurance program; health information and cessation assistance for students through the Health Center.

Compliance with this policy is a community effort. It is important to remember that we are friends, co-workers, acquaintances, hosts and guests, and we need to treat each other with respect. Staff, faculty and students may approach an individual who is not adhering to the policy and inform them of the specifics of the policy as well as provide assistance and information as appropriate. Many individuals may wish to quit smoking, but it can be difficult for a current smoker to become a non-smoker. Respect and support are particularly useful in assisting individuals through this process.

Frequent disregard of this policy may result in discipline under the appropriate Student, Faculty or Employee handbooks.

This policy became effective September 1, 2004. Please contact the Dean of Students Office, the Health Center or Human Resources with questions regarding this policy.

## The College Computer Use Policy

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

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

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

### Computer Use Guidelines

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

All files and computer output belong to someone and should be assumed to be private and confidential unless the owner has explicitly made them available to others. A user should not alter,

manipulate or inspect the contents of another user's file area without the user's knowledge and explicit permission. Similarly, a user should not alter or manipulate the contents of a public library or directory unless the owner has specifically authorized the user to do so. Users should also take steps to protect their data.

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

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

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

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

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

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

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

A user should not abuse or mistreat Information Services' equipment. All users should become thoroughly familiar with the proper operating procedure for a given device before attempting to use it. High-speed printers, plotters, multimedia equipment,

scanners and similar equipment are delicate and easily damaged through careless or rough use. A user is held responsible for any damage to equipment caused by his or her own carelessness.

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

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

### System Administration

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

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

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

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

## The College Dorm Damage Procedure

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

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

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

Below is a list of standard damage categories, followed by brief descriptions of each. A list of furniture and fixture replacement costs follows the dorm damage information.

#### Dormitory Damage Standard Charges 2008–09<sup>1,2</sup>

Item	Fine <sup>3</sup>	Total
Wall damage, small (gouge)		\$96.93
Wall damage, medium		\$193.86
Wall damage, large (greater than 4 ft. x 8 ft.)		\$387.77
Screens		\$81.84
Windows (unit)		\$892.74
Window (half-unit)		\$446.39
Glass		\$240.00
Ceilings, solid		\$218.64
Ceilings, acoustical tile		\$51.19
Lights		\$232.68
Switch or receptacle		\$54.24
Light globe/lens		\$106.38
Egress plan holder	\$75.00	\$143.81
Smoke detector	\$75.00	\$398.82
Thermostat		\$76.83
Emergency light	\$75.00	\$670.98
Exit signs	\$75.00	\$244.13
Door, fire	\$75.00	\$829.31
Door, interior		\$567.46
Door, exterior		\$1,023.57
Door, hardware (lever and closer)		\$595.65
Door, lockset		\$496.05
Door closer		\$370.92
Door hinges		\$105.28
Door panic device (crash bar)		\$949.31
Sink, lavatory		\$422.78
Toilet, water closet		\$438.55
Flush		\$301.72
Faucet		\$174.64
Baluster		\$93.66
Floor, tile		\$150.71
Floor, carpet		\$263.40
E-Access, card reader		\$504.48
E-Access, door position detector		\$200.10
E-Access, egress motion detector		\$323.83
E-Access, electric door strike		\$691.56
E-Access, local alarm		\$797.49
Room cleaning charge, per person		\$50.00
Life safety tampering	\$75.00	
Open security screen		\$150.00

1. Damage that is excessive and results in costs that exceed the Standard Charges will be estimated separately.

- Any repair that requires labor only will be billed on an hourly basis, at \$35 per hour. This includes labor and administrative costs.
- Fines are charged for items that are related to Life Safety issues.

#### Dormitory Damage Categories and Descriptions

**Wall damage, small:** Deep gouges, cracks and small penetrations roughly 3 inches or less in diameter. The repair may include Sheetrock work, taping, compounding, sanding, priming and painting.

**Wall damage, medium:** Damage larger than 3 inches in diameter but smaller than 4 feet by 8 feet. The repair would include Sheetrock work, taping, compounding, sanding, priming and painting.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Door, interior:** Replacement of the door and repair of the frame. It is assumed that all hardware can be reused.

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

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

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

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

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

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

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

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

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

**Faucet:** Hardware needed to replace a sink or shower faucet. This includes all associated plumbing.

**Baluster:** The vertical spindle associated with a handrail. This price includes repairing three spindles because, typically, damage to one baluster also weakens the ones on either side of it. Cost includes all carpentry and painting.

**Floor, tile:** This covers the replacement of 12 square feet of vinyl tile or 4 square feet of ceramic tile. This is typically the smallest area that can be replaced and still blend in with the existing pattern. Cost includes the tiles and associated floor work.

**Floor, carpet:** This includes the replacement of 4 square yards of carpet. This is typically the smallest area that can be replaced and still blend in. This includes the cost of the carpet and the associated floor work.

#### Furniture and Fixtures

Item	Fine <sup>1</sup>	Total
Sofa		\$826.15
Love seat		\$624.30
Upholstered chair		\$424.98
End table		\$216.88
Coffee table		\$255.74
Game table		\$525.26
Oak chair		\$135.38
Television		\$363.55
Television stand		\$95.28
Table lamp		\$75.22
Floor lamp		\$87.76
Bed frame		\$245.71
Mattress		\$145.61
Desk		\$424.98
Desk shelf		\$191.80
Desk chair		\$142.91
Dresser		\$473.88
Mirror		\$101.54
Cushion chair		\$254.48
Metal cabinet		\$304.64
Bookcase		\$273.29
Mirrors, rest room and full length		\$120.34
Window shade		\$72.70
Bulletin board		\$107.80
Recycling barrel		\$109.07
Recycling bin		\$50.14
Recycling/wastebasket		\$36.99
Iron		\$58.92
Ironing board		\$61.41
Lamp shade		\$37.59
Soap dispenser		\$45.13
Paper towel dispenser		\$139.15
Toilet paper dispenser		\$89.64
Toilet seat		\$63.93
Towel bar		\$53.66
Shower curtain		\$41.35
Vacuum		\$112.82
Village plaques		\$90.25
Microwave		\$239.43
Shower head		\$77.72
Curtain rod		\$46.73
Pillow		\$38.87
Traverse rod		\$90.26

Fire extinguisher, recharge	\$75.00	\$132.42
Fire extinguisher, replace	\$75.00	\$181.95
False alarm <sup>2</sup>		

(see campus policy, page 94)

Extra cleaning	hourly rate + overhead	
Shampoo carpet	hourly rate + overhead	
Bar code tampering		130.12

1. Fines are charged for items that are related to Life Safety issues.

2. See False Fire Alarm Policy (page 94) concerning charges.

### The College Policies for Activities and Behaviors of Religious Groups and Professionals

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

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

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

- Actions that adversely affect the academic or vocational pursuits of students or the professional functioning of employees.
- Engaging in false or deceptive promotions and advertising concerning a group and/or its activities. (Posters and other methods of publicity are subject to the guidelines promulgated by the Office of the Dean of Students, which include indicating the name of the sponsoring group.)
- Failure to honor the freedom of students, staff and faculty to investigate various belief systems and to make their own decisions about those beliefs as well as their freedom to decline invitations to such investigation.
- Intruding, through unwanted visits, phone calls or mailings, into residence halls, where students should properly expect privacy, or into work areas, where employees should properly expect freedom to perform their duties without undue interference.
- Sending to campus mailboxes or e-mail accounts mailings that the recipient has clearly indicated that s/he does not wish to receive; persisting in personal invitations of any kind to a group's meetings or activities or to private meetings with members of a group after the invitee has clearly expressed a desire not to participate in that group's life or activities.
- Soliciting membership for a religious organization by seeking to force or coerce any person, either physically or psychologically, into affiliation with a religious organization or community.

• Failure to identify the group's and/or its representatives' religious affiliation and purposes to College officials and to group members and potential members.

• Actions that by force or coercion (physical or psychological) cause students or employees to be absent from campus.

• Engaging in behaviors that meet the definitions of sexual harassment and assault, as defined by the College's policies and all applicable state and federal laws; failure to abide by the College's regulations and policies as published in official College documents.

### The College Code of Student Conduct and Disciplinary Processes

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

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

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

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

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

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



## Part I: Bates College Code of Student Conduct

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

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

It is important that students know where to turn when they have questions, and for the College to be confident that those to whom they turn understand the student conduct system. In addition to the language of the Code itself, the College makes available a variety of "live" resources: The Office of the Dean of Students, members of the faculty, the Judicial Educator, Junior Advisors and Residence Coordinators (JAs and RCs), and mediators. If a student is in trouble, has a complaint and wants to know how to proceed, or simply has a general question about disciplinary policy, JAs and RCs should know enough about the standards of conduct and judicial process at Bates to be able to provide helpful and accurate answers. For more detailed information, students may speak with the Judicial Educator, who has extensive familiarity with the student conduct process and who is prepared to explain it to students and faculty who become involved in any aspect of a disciplinary matter. The Judicial Educator is not associated with the Dean of Students Office and does not determine any element of a case, but serves as an independent, informed resource for students (see Part III, A.3., below).

### A. Academic Misconduct

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

#### 1. Plagiarism

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

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

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

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

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

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

#### 2. Cheating

Cheating includes those forms of academic misconduct that may not meet the definition of plagiarism, but nevertheless violate either recognized norms for academic inquiry or specific norms identified by faculty for particular assignments. Examples of cheating include, but are not limited to, using materials not allowed during an examination (either in class or take-home), receiving assistance beyond what is allowed, sharing materials on assignments that are not collaborative (e.g., bibliographies, research and laboratory experiments and reports), and copying answers from or providing answers to another student during an examination or in preparing a report or paper.

#### 3. Falsifying Data

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

### B. Social Misconduct

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

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

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

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

#### General Categories of Social Misconduct

Cases of social misconduct usually fall into one of several general categories. While not exhaustive, the following categories illustrate the expectations of the College and provide examples

of misconduct subject to College discipline. Many of these categories, and the accompanying examples, have a counterpart in the State of Maine Criminal Code. The stipulated definitions of state and local criminal codes and the processes of the criminal judicial system are not part of the Bates Code of Student Conduct. Addressing a violation of the College's code of conduct does not exempt the individual from prosecution by proper authorities under criminal or civil code.

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

#### 1. Actions Against Persons

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

Examples of actions against persons include:

- **Assault**  
This includes unwanted physical contact, as well as fighting and physical altercations.
- **Sexual assault**  
(See page 90 for description of Bates College Sexual Harassment Policy.) The College provides to each student a brochure describing how the terms "sexual harassment," "sexual assault," "rape," "consent," and "force" are defined and acted upon within the College community. Within that document, the Maine State Statute is presented so that students are aware of the steps they may take outside of the College to prosecute sexual assault.
- **Hazing**  
Following Ch. 159 of Maine Public Laws, 1983, Bates prohibits injurious hazing, defined as "any action or situation which recklessly or intentionally endangers the mental or physical health of a student. . . ." For example, hazing may occur when a group of students requires or pressures newcomers to undergo actions that tend to demean, embarrass, humiliate or otherwise compromise the emotional or physical well-being of the persons who perform them. Such behavior includes coerced consumption of alcohol.

#### 2. Actions Against Property

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

Examples of actions against property include:

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

### 3. Dangerous or Disorderly Conduct

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

Examples of dangerous or disorderly conduct include:

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

Violations of Maine law at reserved (“blue-slipped”) College facilities or at scheduled events occur at the risk of the individuals involved and are not the responsibility of the College. A brochure, *Drugs and Alcohol, Your Accountability and Responsibility at Bates*, is distributed to each student. It describes specific routines to use when “blue-slipping,” as well as reminding students of policies and guidelines for responsible behavior.

Violators of these policies may be subject to disciplinary action, including the revocation of the privilege of using College facilities for such events and/or referral to the Deans of Students or Student Conduct Committee. The College re-

serves the right to involve law enforcement authorities and/or undertake legal proceedings against a student for the violation of this policy.

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

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

### 4. Actions Against the Institution

Conduct which involves the unauthorized accessing or alteration of documents and records controlled by the College, including class papers and examinations, may constitute an “action against the institution.”

Examples of actions against the institution include:

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

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

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

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

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

### 5. Obstruction of College Disciplinary Procedures

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

Examples of obstruction of College disciplinary procedures include:

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

### Part II: Disciplinary Process

#### A. Investigation of Complaints Alleging Misconduct

All reports of misconduct shall be referred to the Dean of Students, who shall have the authority to investigate such reports and to bring charges against students. (The term “Dean of Students” or “Dean” here and throughout this document include any Associate Deans of Students or any Assistant Dean of Students.) Before bringing a charge against a student, the Dean of Students shall conduct such investigation into the facts and circumstances of the reported misconduct as may be necessary, at a minimum, to establish that there is reasonable cause to believe that (1) there has been a violation of the Student Code of Conduct and Disciplinary Procedures and (2) a particular student has committed that violation. The Dean of Students may conduct such additional investigation as the Dean may deem necessary to determine the pertinent facts of the matter at hand.

1. The Dean calls students in for questioning at an initial stage of an investigation. Students are expected to cooperate with the Dean and must meet with the Dean when called upon to do so.
2. Any student called upon to provide information in connection with a disciplinary matter may ask a current member of the Bates College community (i.e., students, faculty, staff) to serve as advisor, provided that this individual is willing and available to serve at the appropriate time (i.e., without significantly delaying the investigation). The Dean of Students, annually or more frequently as needed, shall issue a general call to the College community, inviting faculty, staff, and students to serve as advisors, and shall maintain a list of those willing to serve in this capacity. A student may have an advisor present when s/he meets with the Dean. At the point

where an investigation of major misconduct focuses on an individual student as a probable violator of the Code, that student should be told by the Dean of his/her right to have an advisor and be encouraged to use the advisor. The student should at the same time be told that there are faculty members, staff members, or students ready to serve as advisors to accused students who wish their service. Any time a student meets with the Dean, and the Dean is investigating that student for potential disciplinary charges, the student should be informed of the nature of the meeting with the Dean.

3. Students likely to serve as evidentiary witnesses are also to be reminded of their right to have an advisor when they meet with the Dean pursuant to an investigation. In cases involving an allegation of misconduct that falls into the category of "Actions Against Persons," the accusing party is likely to be an evidentiary witness and should be encouraged to seek an advisor. Accusing parties should be informed that there are faculty members, staff members, or students ready to serve as advisors to accusing parties who wish their services. The accusing party may be another student or a College employee. In cases of an Action Against Persons, when the victim declines to be a witness or an accusing party, the Dean of Students may nevertheless proceed with a charge of misconduct if sufficient evidence, independent of the victim's testimony, exists to support the charge. In such cases there will be no accusing party. Examples of sufficient independent evidence may include circumstances in which (a) there is sufficient testimony from an eyewitness other than the victim or (b) there is authentic videotape evidence which identifies the perpetrator and the victim and depicts the act or acts of misconduct.
4. The Dean should provide the accused student (and the accusing party in cases alleging Actions Against Persons) with another copy of the student conduct procedures.
5. While the Dean is preparing to bring charges against a particular student in a case that will go to the Student Conduct Committee (SCC), the student and his/her advisor should be encouraged to meet with the Judicial Educator, who explains the disciplinary process (see Part III, A.3.). The student bears the responsibility for deciding whether and when to exercise this right to meet with the Judicial Educator.
6. The Dean of Students shall each year, or from time to time as necessary, issue the names of faculty members, staff members, and students who have agreed to serve as advisors to accused students when called upon to do so and the names of faculty members, staff members, and students who have agreed to serve as advisors to accusing students when called upon to do so.

#### **B. Procedures for Resolving Alleged Misconduct**

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

##### **1. Dorm or House Councils**

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

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

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

##### **2. Dean's Review**

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

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

The "Dean's Review" method of resolution is not a formal hearing. Rather, it provides an opportunity for a student accused of minor misconduct to meet with the Dean, discuss the allegations of misconduct, and have the Dean determine the appropriate penalty. Any student called upon to speak to the Deans in connection with a disciplinary matter may ask another member of the current Bates College community to serve as his or her advisor (see Part III, A.1., below).

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

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

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

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

##### **3. Mediation**

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

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

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

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

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

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

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

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



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

#### 4. Student Conduct Committee

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

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

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

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

##### a. Composition and Training of the SCC

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

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

2. The accused student and the accusing party (in cases alleging Actions Against Persons) may petition the Co-Chairs of the SCC at a pre-hearing conference to remove, on the basis of actual bias, any standing SCC member from the upcoming hearing (on the pre-hearing conference, see b.4 below). Opposition to any member's participation must be based on a specific and actual bias related to the individual or to the event in question. Challenges must be made at the pre-hearing conference with the Co-Chairs of the SCC. The decision whether to remove a Committee member from a hearing panel is at the sole discretion of the Co-Chairs. A Committee member should be removed from a panel only when, in the judgment of the Co-Chairs, the member's presence would seriously compromise the fairness of a hearing. If bias is alleged against either of the Co-Chairs, then the Dean of the Faculty will rule on removing the Co-Chair(s) from the hearing panel. If a Co-Chair is removed, the Vice-Chair will serve as Co-Chair for the hearing. Members of the SCC shall recuse themselves from a hearing if they have a specific and actual bias related to the individual or event in question. At the hearing, after members of the SCC in attendance have been informed who the parties in the hearing are, who the witnesses in the hearing will be, and what the charge is, the Co-Chairs shall inquire if any member thinks it necessary that he or she recuse himself or herself from the hearing. Individual members may consult with the Committee as they deliberate about whether or not to recuse themselves. Either Co-Chair may recuse himself or herself earlier in the process, when he or she first learns who the parties in the case are and what the charge is, or at any time thereafter. If a Co-Chair recuses himself or herself, the Vice-Chair will serve as Co-Chair for the hearing. Actual bias exists when a member cannot fairly and impartially render a decision or settle upon an appropriate penalty should the accused be found to have engaged in misconduct. Having an accused or accusing student in one's class is not, on its face, reason for recusing oneself. Nor is social acquaintance with the individual. Nor is the mere fact that a member has sat on another hearing panel in which a party to the present case was accused, the accuser, a witness or an advisor, or in another hearing on the same matter as the case at hand. If, for any reason that cannot be resolved by rescheduling the hearing, the SCC lacks a quorum to hear a case, the Co-Chairs shall so advise the President. The President shall thereupon appoint replacements from the faculty and the student body, as needed to maintain the intended composition of the SCC, to hear the case.

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

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

##### b. SCC Hearing

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

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

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

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

1. In cases referred to the SCC, the Dean informs the student in writing of the charge, with the alleged misconduct stated with sufficient specificity to allow the student to prepare to answer the charge. The statement of the principal charge shall be deemed to include all lesser offenses, if any, which constitute elements of the stated offense. At this time the Dean shall also deliver to the accused student and in cases of Actions Against Persons, to the accusing student, a copy of the investigative file, which may include a statement of the facts, dates, times, and events relevant to the charge, a list of persons having knowledge of the case, their statements and/or interview notes pertaining to their statements, on hand at that time. Any additional information relevant to the charge which emerges after this initial delivery of the investigative file will be furnished by the Dean to

the accused, and in the case of Actions Against Persons, to the accusing student, as soon as reasonably possible after its receipt by the Dean of Students.

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

6. All witnesses are called by the Co-Chairs of the Student Conduct Committee. All such witnesses are notified by the Dean of the time and place of the hearing. If the Dean of Students learns that a called witness is unlikely to appear at a Student Conduct hearing, the Dean shall notify the accused, and, in the case of alleged Actions Against Persons, the accusing student, that the witness seems unlikely to attend. Any student with knowledge of alleged misconduct may provide the Dean with names of possible evidentiary witnesses. The Dean of Students will provide the Co-Chairs of the SCC with a list of potential evidentiary witnesses whom the Dean has found to have direct knowledge of events and circumstances relevant to the case, be that knowledge favorable or unfavorable as regards the accused. The Dean of Students will also indicate to the Co-Chairs any of those potential witnesses the Dean deems so redundant in the information they have to offer as to be not needed in the hearing. The Co-Chairs of the SCC will call, *inter alia*, each witness whom the Dean names as not excessively redundant, so long as the Dean of Students establishes, to the satisfaction of the Co-Chairs of the SCC, a *prima facie* explanation for how that proposed witness might have direct knowledge of events and circumstances relevant to the case. The Co-Chairs of the SCC should be notified in advance of the hearing, preferably at the pre-hearing conferences, whom parties wish called to give witness. The accused student and any accusing party, in cases alleging Actions Against Persons, may each propose to the Co-Chairs that the Committee call one character witness. The Co-Chairs shall call any proposed character witness, so long as the proposed witness is a member of the Bates community. The Co-Chairs will call specific evidentiary witnesses at the request of the accused and, in cases alleging Actions Against Persons, at the request of accusing students, subject only to the provisos noted below.

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

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

edge of events and circumstances relevant to the case (The Co-Chairs will exercise their judgment about the adequacy of such explanations so as to protect the integrity and effective functioning of the SCC; considerable latitude will be allowed accused students and accusing parties in the identification of evidentiary witnesses.); (ii) the Co-Chairs conclude that the proposed witness' testimony will be helpful to the SCC; and (iii) the Co-Chairs conclude that adding the witness at that particular juncture in the process would not unfairly burden other parties preparing for the hearing.

7. On the morning of the SCC hearing, the Co-Chairs of the Student Conduct Committee shall issue to the accused student and the accusing student in cases alleging Actions Against Persons, the final list of witnesses who will appear at the hearing. This final witness list shall be made available at the office of the Dean of Students, and it shall be the responsibility of the accused and, if applicable, accusing students to pick up the list at the time. Names may be added to the witness list after this time, if the Co-Chairs judge that their testimony will be helpful to the SCC.
8. A student accused of misconduct who has been properly notified of the Committee hearing and who fails to appear shall be considered to have waived the right to be heard by the Committee, and the hearing may proceed without him or her.
9. The student may be accompanied to the hearing by an advisor from within the Bates community (see Part III, A.1.).
10. The hearing shall be private. Only the members of the Committee, the Dean, the accused student and his/her advisor are present. Witnesses may be present only as they are called to testify. An accusing party in cases alleging Actions Against Persons, and his/her advisor, may be present during any testimony which relates directly to him/her. Discretion on these matters rests with the Co-Chairs of the Committee.
11. Each member of the Committee and the Dean shall have the opportunity to question all witnesses. The accused student may question all witnesses through the Co-Chairs. In cases alleging Actions Against Persons, the accusing party may also question witnesses through the Co-Chairs when testimony relates to that student. The Co-Chairs may instruct a student or witness not to answer questions which the Co-Chairs deem to be irrelevant or improper.
12. At the conclusion of all testimony and statements, the Committee meets in closed session to determine whether or not the student accused of misconduct has violated the Code as charged or by having committed a lesser offense included within the offense charged. For the Committee to find a violation of the Code, this Committee must determine that the offense charged has been established by a preponderance of the evidence. "To establish by a preponderance of the evidence" means to prove that something is more likely than not. The Dean is not present during the Committee's deliberation and its vote. Individual cases should be heard on their own merits and not be used to set College policy, except as an incidental result of the Committee's decision.

13. If the Committee finds that a violation of the Code has occurred, it continues to meet in closed session to determine the penalty. During penalty deliberation the Dean may be called back to provide non-evidentiary information as requested by the Committee. The Dean will present and the Committee will only consider evidence of charges adjudicated by Dean's Review or Student Conduct Committee decision and the Dean will not participate in or make recommendations concerning penalties discussed and/or voted on by the Committee. The student accused of misconduct and his/her advisor may be present at the initial stage of the penalty deliberation to respond to non-evidentiary information provided by the Dean to the Committee from the student's file. The Committee may ask questions of the student based on the information conveyed from the file or the student's response to that information.
  14. When a student is found to have violated the conduct code, the Co-Chairs of the SCC shall orally convey to the student the Committee's rationale for its decisions with regard both to the violation and to the penalty.
  15. Decisions of the Committee on Student Conduct shall be final, subject only to appeal by the accused student.
  16. Any action decided upon by the Committee shall take effect two class days after the decision is made unless otherwise stated by the Committee, or unless the Committee decision is appealed.
  17. The Co-Chairs of the SCC shall ensure that for every SCC hearing a professional secretary shall take detailed notes and that an audiotape recording is made of all portions of the hearing at which the accused student is entitled to be present. These notes shall be reviewed by the Co-Chairs of the SCC, who shall amend the notes as they deem necessary to ensure an accurate record of the hearing. These notes, once approved by the Co-Chairs of the SCC, together with the audiotape recording shall be the official record of the hearing. The office of the Dean of Students shall have custody of the audiotape recording and official notes of every SCC hearing and shall maintain this material in a secure location for a period of not less than seven (7) years after the last date of the hearing. The official notes and the audiotape of an SCC hearing will be made available to an appealing student and/or to members of the ad hoc Appeal Panel only under controlled circumstances assuring that the official notes and the audiotape cannot be lost or altered. A partial or complete transcript of an audiotape will be prepared under supervision of the Dean of Students either (a) at the expense of an accused student who requires a transcript for appeal under Section II.D. or (b) at the expense of the College if the ad hoc Appeal Panel convened under Section II.D. requests such a transcript. Transcripts shall be confidential, and upon conclusion of any Appeal all transcripts (and any copies made) must be returned to the Dean of Students.
- c. Disposition of a Charge Without Hearing
- At any time after an accused student has received a written statement of the charge under Section II.B.4.b.1 but before hearing on the charge begins before the Student Conduct Committee, the accused student may elect to seek disposition

of the charge without hearing by the Student Conduct Committee. Such a disposition without hearing may be achieved in either of two ways:

1. Disposition by Agreement

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

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

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

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

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

2. Disposition by Withdrawal

An accused student has the right to withdraw from the College at any time, rather than proceed to hearing before and decision by the Student Conduct Committee. The accused student shall notify the Dean of Students of his/her decision to withdraw from the College. The withdrawal must be effective immediately or on a date approved by the Dean of Students. A student who elects to withdraw from the College while charges are pending before the Student Conduct Committee shall have no right to apply for readmission. In exceptional circumstances, however, the Dean of Students may grant permission to apply for readmission to a withdrawing or withdrawn student. If such special permission is granted, readmission will not be automatic and may be denied or offered subject to such terms and conditions as the Dean may deem to be appropriate. The transcript of a student who withdraws under these circumstances shall contain the notation "Voluntary withdrawal with disciplinary charges pending." An accused student exercising his or her right to withdraw voluntarily under this subsection must, as a requirement of such withdrawal, execute and deliver to the Dean of Students, on a form provided by the Dean, a written statement confirming (a) the student's voluntary withdrawal with disciplinary charges pending, (b) the date on which such withdrawal shall be effective, (c) the student's acknowledgement that his or her official college transcript will thereafter bear the notation "Voluntary withdrawal with disciplinary charges pending," and (d) any terms and conditions of his or her withdrawal.

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

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

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

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

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

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

#### e. The Dean’s Role Post-Hearing

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

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

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

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

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

### C. Disciplinary Actions

The normal actions taken on student misconduct are as follows:

1. **Censure.** Penalties involving censure are available to the Dean at a Dean’s Review, as well as to the Student Conduct Committee. The term “censure” applies to a variety of ac-

tions resulting in loss of privileges and/or letters to a student’s file and may include any one or any combination of the following actions:

- a. Loss of the privilege of participating in any public function (e.g., literary, dramatic, forensic, radio, television, musical, or athletic) wherein the participant will be thought of as a representative of Bates College;
  - b. Loss of housing or dining privileges on campus;
  - c. Loss of privilege of participating in social or ceremonial events on campus;
  - d. Loss of the privilege of maintaining a motor vehicle on campus;
  - e. A requirement that a student resign membership in or any or all offices, elected or appointed, held in campus organizations;
  - f. A letter from either the Dean or the Co-Chairs of the Student Conduct Committee with a copy to the parents or guardians;
  - g. Any other restriction (except probation, suspension or dismissal) that seems appropriate to the offense.
2. **Required Action.** Penalties that require a particular action of a student are available to the Dean at a Dean’s Review, as well as to the Student Conduct Committee. This may include requests to attend various forms of counseling or education training sessions. A student may be told by the Committee or the Dean to engage in some form of community service (this service may take place either on or off the Bates campus, or both). The Committee or Dean may either specify the terms of such counseling, education or service, or may designate another individual or body to determine appropriate terms.
  3. **Disciplinary Probation.** The term “disciplinary probation” means that a penalty of suspension or dismissal is held in abeyance and will take effect only after the Committee finds that the student has committed a further offense. If a student already on disciplinary probation comes before the Committee for a second case of misconduct and is found to have violated the Code of Student Conduct again, the first penalty held in abeyance now goes into effect. The Committee also may take additional action on the second offense. Disciplinary probation is not recorded on the student’s permanent record, but will remain in the student’s confidential file until graduation.
  4. **Suspension.** The Committee may suspend a student for a specified period of time, or indefinitely. The Committee also may impose conditions to a student’s readmission to the College. A student who is suspended must leave the campus and may not return until the suspension is revoked. Unless otherwise specified, the suspension goes into effect immediately (within two class days) and the student is dropped from all courses. In some cases, the Committee may decide to defer the suspension until the end of the semester. Any student who is suspended must return his or her College I.D. to the Dean of Students Office. Suspension will be noted on the student’s official transcript, but only during the time that it is in effect.
  5. **Dismissal.** The Committee may dismiss (i.e., expel) a student. This severs with finality a student’s connection with the College. Dismissal will be noted on the student’s permanent record and on the student’s official transcript.

In determining appropriate penalties, the Student Conduct Committee may well decide that some combination of these penalties should be imposed. The Committee’s penalty decisions should specify any special conditions. Unless otherwise provided for by the committee, all penalties go into effect two class days after the hearing.

### D. Appeals

1. A student found to have violated the Code who wishes to appeal a decision of the Student Conduct Committee must make the appeal in writing to the President within two class days from the time the student is told of the Committee’s decision. This letter must state clearly the specific ground(s) on which the appeal is being made.

2. The grounds for appeal include the following:

- The hearing was not conducted fairly and in accordance with College procedure and policy, as outlined in the Code.
- Sanctions imposed by the SCC were grossly inappropriate.
- New evidence has come to light which would have been sufficient to alter the Committee’s decision.

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

3. The Co-Chairs of the Student Conduct Committee provide a written statement to the ad hoc Appeals Panel, approved by the Committee, which sets forth the rationale for the Committee’s decision in the case now being appealed. This statement should present the rationale both for the finding that the student violated the Code as charged and for the Committee’s decision on penalty.
4. Any time the President is absent, the Dean of the Faculty may act in his/her place for purposes of the appeals process. In this case, the Dean of Faculty appoints one member of the faculty to serve on the ad hoc Appeals Panel. When the Dean of Faculty is absent, the President may appoint a member of the Faculty or Administration to act in his/her place.
5. Upon receipt of an appeal the President establishes a seven-member ad hoc Appeals Panel constituted as follows:

- a. The President
- b. The Dean of the Faculty
- c. Three faculty members: one, selected by the Committee on Committees and Governance and approved by the President, who will serve for the year as the standing faculty member on all appeals committees, a second chosen by the appellant student, a third chosen by the other two faculty members in consultation; and two students appointed by the Bates College Student Government’s Representative Assembly who will serve for the year as the standing student members on all appeals committees. The President shall be the Chair of the ad hoc Appeals Panel. No faculty or student member who has been involved in any way in the original SCC hearing shall be a member of the ad hoc Appeals Panel. If the standing faculty member cannot be present for the appeal, or has been involved in any way in the original hearing, the standing faculty member will be replaced by a designee of the President. If a standing student member cannot be present for the appeal, or has been involved in any way in the original hearing, the standing student member will be replaced by the Bates College Student Government.



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

#### E. Time

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

### Part III: Resources, Rights, and Responsibilities

#### A. Resource Persons

##### 1. Advisor

Any student called upon to provide information in connection with a disciplinary matter may ask a current member of the Bates College community (i.e., students, faculty, staff) to serve as advisor, providing that this individual is willing and available to serve at the appropriate time (i.e., without significantly delaying the investigation and/or hearing). It is up to the student to decide whether and when s/he wants an advisor present; the student may choose not to exercise this option. There are always faculty member, staff members, or students who have agreed to serve as the advisor to any accused student who asks. There are also always faculty members, staff members, or students who have agreed to serve as the advisor to any accusing student who asks. The Dean of Students has the names of these willing advisors. In exceptional cases a particular standing advisor may be unavailable. Standing advisors are not intended to differ from other advisors whom students might select in any regard other than being generally available for service.

The role of the advisor is one of support. The advisor should assure that the student clearly understands all questions asked, and that the student clearly communicates his or her account of events. The advisor may wish to contact the Judi-

cial Educator or the Co-Chairs of the Committee to gain fuller understanding of the disciplinary process. The advisor assists the student prior to the disciplinary hearing, attends the pre-hearing conference with the Co-Chairs, and is present with the student while the student is before the Student Conduct Committee. The advisor also may help the student identify appropriate witnesses. During the hearing, the advisor may pose questions to witnesses through the Co-Chairs and may make a statement to the SCC at the end of the hearing.

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

##### 2. Support Person

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

##### 3. Judicial Educator

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

While the Dean may provide the student with an initial outline of the disciplinary process during the investigation, any student or faculty person involved in a conduct case (including witnesses and advisors) may make use of a Judicial Educator to answer questions about the College's conduct procedures.

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

##### 4. Mediators

The College provides trained mediators. When mediation is presented as an option, a mediator meets separately with each student (and that student's advisor if s/he chooses to have one) to describe the process. As noted above, this meeting plays an important role in determining whether the par-

ties are genuinely interested in mediation and in ensuring that they enter into mediation only after hearing an explanation of the process.

### B. Summary of Student Rights and Responsibilities

#### 1. Accused Student's Rights and Responsibilities

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

- a. The right to notification of the charges with sufficient specificity to allow for preparation to defend against those charges.
- b. The right to be accorded the procedures outlined in the Code of Student Conduct, including a prehearing conference at which the student may challenge, on the basis of actual bias, the presence of any member of the SCC at the hearing; to meet with a Judicial Educator and to have an advisor, if s/he so chooses; and the right to propose evidentiary witnesses, one character witness, and one expert witness.
- c. The right to adjudication of charges at a hearing.
- d. The right to attend the hearing, to make a statement to the Student Conduct Committee, and to question witnesses through the Co-Chairs.
- e. The right to respond to all statements, testimony or other evidence offered at the hearing. (However, the accused may not make statements while witnesses are testifying and being questioned.)
- f. The right to be free from harassment from the accusing party or other witnesses (or parties acting on their behalf) at any time during or after the investigation and hearing.
- g. The right to appeal a decision of the Student Conduct Committee to the ad hoc Appeals Panel.
- h. The responsibility to refrain from contact (direct or indirect) with accusing party or other witnesses, or with members of the Student Conduct Committee, when so directed by the Dean, the Student Conduct Committee or its Co-Chairs.
- i. The responsibility to make a good-faith effort at mediation when the option of mediation is chosen by all parties as an alternative method of resolution.
- j. The responsibility to abide by the instructions of the Co-Chairs of the Student Conduct Committee, including instructions regarding witness testimony. (The Co-Chairs of the SCC always have the authority to remove from the hearing any individual whose conduct unduly interferes with the proceedings.)
- k. The responsibility to testify truthfully at the hearing.
- l. The responsibility to abide by the terms of a mediation agreement or by any penalties determined by the Student Conduct Committee, a Dean's Review, a Dorm or House Council.

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

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

## 2. Accusing Party's Rights and Responsibilities

*(The rights and responsibilities described in this section are equally applicable, where relevant, to students and to faculty or other College employees who accuse a student of misconduct.)*

While all cases which are brought before the Student Conduct Committee are presented by the Dean, in some cases there is a principal witness who alleges to have been injured by the accused student. This second party, the "accusing party," also has much at stake at the disciplinary hearing, and has certain rights that the process must respect. For purposes of a Student Conduct Committee hearing, a student or College employee who accuses a student of misconduct is an evidentiary witness (as distinguished from a character or expert witness). In cases involving a charge of "Actions Against Persons," the accusing party has a particular set of rights and responsibilities, noted below at c. and d.

- a. The right to bring to the attention of the Dean an incident of misconduct by another student. This does not include the right to insist on a hearing before the Student Conduct Committee, since it is the Dean who has authority to conduct an investigation and to determine whether a case should go forward.
- b. The right to meet with a Judicial Educator and to have an advisor, if s/he so chooses.
- c. In cases of misconduct involving Actions Against Persons: the right to meet with the Co-Chairs of the SCC at a pre-hearing conference at which the accusing party may challenge, on the basis of actual bias, the presence of a member of the SCC at the hearing; to make a statement at the hearing; and to propose evidentiary witnesses, one character witness, and one expert witness; the right to be present during any testimony which relates directly to him/her and the right to pose questions through the Co-Chairs when the testimony relates directly to the accusing party; the right to be informed of the decision of the Student Conduct Committee. (The right to be present at the hearing is not absolute, however; the accusing party may not make statements while witnesses are testifying and being questioned.)

- d. In cases specifically involving allegations of sexual assault, the accusing party has rights comparable to those of the accused student throughout any disciplinary process.
- e. The right to be free from harassment from the accused student or other witnesses (or parties acting on their behalf) at any time during or after investigation and hearing.
- f. The responsibility to testify truthfully at the hearing.
- g. The responsibility to refrain from contact (direct or indirect) with accused student or other witnesses or with members of the Student Conduct Committee, when so directed by the Deans, the Student Conduct Committee, or its Co-Chairs.
- h. The responsibility to make a good-faith effort at mediation when the option of mediation is chosen by all parties as an alternative method of resolution.
- i. The responsibility to abide by the instructions of the Co-Chairs of the Student Conduct Committee, including instructions regarding witness testimony. (The Co-Chairs of the SCC always have the authority to remove from the hearing any individual whose conduct unduly interferes with the proceedings.)

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

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

## The College Nondiscrimination and Sexual Harassment Policy

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

### General Policies and Procedures

#### A. Policies

##### 1) Nondiscrimination

Bates values the diversity of persons, perspectives, and convictions. Critical thinking, rigorous analysis, and open discussion of a full range of ideas lie at the heart of the College's mission as an institution of higher learning. The College seeks to encourage inquiry and reasoned dialogue in a climate of mutual respect. Bates does not discriminate on the basis of race, color, national or ethnic origin, religion, sex, sexual orientation, gender identity or gender expression, marital or parental status, age, or disability, in the recruit-

ment and admission of its students, in the administration of its educational policies and programs, or in the recruitment and employment of its faculty and staff.

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

##### 2) Bates College Sexual Harassment Policy

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

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

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

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

The state of trust that is so essential to academic work in the College is important to the associations between faculty and students; such trust also is important among non-academic staff and employees. Sexual harassment within these associations prevents or impairs the harassed person's full enjoyment of occupational or educational benefits and opportunities. It interferes with an individual's work performance and creates

an offensive working environment. The employment regulations of the Maine Human Rights Commission give support to the College's policy against harassment and provide legal protection for all employees.

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

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

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

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

## B. Procedures

### 1) Procedures for Charges of Discrimination

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

#### a) Voluntary Informal Consultation

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

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

#### b) Complaints

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

There are two forms of complaints:

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

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

#### c) College Formal Grievance Procedures

These procedures are explained in the following sections.

## Section I

(a) Formal grievance procedures shall be available to faculty members, employees, and students of Bates College, except where students are named as accused parties. In such cases, the matter shall be heard by the Student Conduct Committee. The procedures herein shall not apply to grievances in regard to appointment, reappointment, tenure, or promotion of faculty members as these matters are governed by Article VI of the Personnel Rules and Procedures contained

in the *Faculty Handbook* of Bates College. The procedures herein shall be further limited to cases of improper discrimination, sexual harassment, or sexual assault. Improper discrimination shall be defined as acts in violation of applicable nondiscrimination laws or the nondiscrimination policy which appears in the official publications of Bates College.

(b) The sole purpose of a hearing under formal grievance procedures is to determine if improper discrimination, sexual harassment, or sexual assault has occurred. A hearing board shall have no authority to invoke sanctions for improper behavior. The report of the hearing board shall be given to the President of the College for any further action.

## Section II

(a) Nothing stated herein shall be construed to prevent several complainants, in the appropriate case, from joining in a single complaint. The word "complainant," as used herein, shall refer to any person who files a complaint or to any group of persons who together file a single complaint. The word "respondent," as used herein, shall refer to any party or parties accused in the same complaint and who will be heard in the same hearing.

(b) The complainant shall file a formal complaint in writing with the Director of Affirmative Action or the Director of Human Resources. Upon receipt of the complaint, the Director of Affirmative Action or the Director of Human Resources shall immediately inform the respondent in writing and provide the respondent with a copy of the complaint.

(c) In cases of multiple complainants or multiple respondents, where any individual complainant or respondent claims that his or her complaint or defense would otherwise be compromised, that party may submit a request in writing to the Director of Affirmative Action and the Director of Human Resources for a separate hearing. The Director of Affirmative Action and the Director of Human Resources shall make a decision on such a request prior to submitting a request to the President for a hearing board and shall notify all parties in writing of that decision. In appropriate cases, the Director of Affirmative Action and the Director of Human Resources may require multiple complainants to join in a single complaint.

(d) The Director of Affirmative Action and the Director of Human Resources together shall determine whether the complaint on its face states facts which, if true, allege a claim of improper discrimination, as defined in applicable nondiscrimination laws or the College's nondiscrimination policy, or of sexual harassment or sexual assault. If so, the matter may proceed to a hearing; if not, the complaint shall be returned to the complainant, and no further action shall be taken unless an amended complaint is filed in accordance with Section II (b).

(e) The Director of Affirmative Action and the Director of Human Resources shall make their decision whether to refer the complaint to the President with a request to form a hearing board within seven (7) days of receipt of the complaint, unless circumstances require a longer time, in which event, they shall inform the President and all parties in writing. Once a decision is made to refer the complaint to a hearing board, all parties shall be informed in writing of the action taken.



### Section III

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

### Section IV

- (a) The complainant shall, within seven (7) days of being notified of the formation of a hearing board, file with that board all documents and other tangible evidence available to the complainant which will be used in the hearing in support of the complaint and a list of all witnesses whom the complainant wishes to testify at the hearing in support of the complaint. Upon receipt, the chair of the hearing board shall make these materials available to the respondent.
- (b) Within 21 days of receipt of such materials, the respondent shall file with the hearing board a written response to the charges made in the complaint, together with all documents and other tangible evidence available to the respondent which will be used in the hearing in support of any defense against the complaint and a list of all witnesses whom the respondent wishes to testify at the hearing in support of any defense against the complaint. Upon receipt, the chair of the hearing board shall make these materials available to the complainant.
- (c) The chair of the hearing board shall notify in writing all witnesses of the need for their testimony at the hearing. It is the responsibility of any member of the Bates College community who has information relevant to an issue before the hearing board to testify at the hearing or to produce documents or other tangible evidence at the request of the chair of the hearing board.
- (d) Failure, without adequate justification, to produce documents or other tangible evidence or to testify at the hearing by anyone requested to do so by the chair of the hearing board shall be reported to the President for any action he or she deems appropriate. In the event that either the complainant or the respondent shall fail, without adequate justification, to produce documents or other tangible evidence or to testify at the hearing when requested to do so by the

chair of the hearing board, the hearing board may report to the President that it is unable to make a decision in the matter, and the President may take whatever action he or she deems appropriate.

- (e) After the hearing board has received evidence and witness lists from the parties, it will determine whether any additional documents, other tangible evidence, or testimony may reasonably be necessary to a determination of the facts at issue and may require any such documents or other tangible evidence from the complainant or respondent and may require documents or other tangible evidence or testimony from any third party, within or without Bates College. A determination that further evidence is necessary may be based on a request by the complainant or respondent. Should any additional documents or other tangible evidence be produced, they shall be made available to all parties. All parties shall be informed in writing of any witnesses identified by the hearing board who will testify at the hearing in addition to those already listed in the witness lists of the parties. The chair of the hearing board shall determine the date by which all evidence and all witness lists required by the hearing board shall be presented to the hearing board.
- (f) Once all documents, other tangible evidence, and all witness lists have been made available to all parties, no additions to any witness list, and no additional documents or other tangible evidence shall be considered except by a decision by the chair confirmed by a majority vote of the hearing board.
- (g) A hearing on the complaint shall commence no sooner than seven (7) nor later than 10 days after all documents, other tangible evidence, and all witness lists have been made available to all parties. The chair of the hearing board shall have the authority to alter these time limits if necessary and shall notify all parties in writing of a decision to do so.

### Section V

- (a) The chair of the hearing board, subject only to being overruled by a majority of the board, shall rule on all questions of evidence and procedure and may make such other rules and decisions, not provided for in these procedures, as are necessary to conduct the hearing fairly and expeditiously. This includes decisions on requests from complainants and respondents for separate hearings that arise after the hearing board is formed. Only evidence that a reasonable person would rely on to make judgments in serious matters shall be admitted and be considered by the hearing board in making its findings and conclusions.
- (b) The complainant and respondent may have the assistance of an attorney during the hearing; however, the role of the attorney shall be limited to observing the hearing and offering advice to the party represented. The hearing board may have the assistance of College Counsel.
- (c) The members of the hearing board shall maintain the confidentiality of all aspects of the complaint, response, hearing, evidence, and its deliberations. The hearing shall be private. Only members of the hearing board, parties, attorneys, and witnesses while testifying may be present. The hearing board may exclude all but its members in order to deliberate on its findings and conclusions.
- (d) The board shall allow a reasonable time for opening and closing statements by the complainant and respondent. Each party at the hearing shall have opportunity to pose ques-

tions to all witnesses. This shall be done either directly or through the chair, at the discretion of the chair.

- (e) The hearing shall be electronically recorded, except that the private and confidential deliberations of the hearing board shall not be recorded. The President shall have custody of the recording and may, in his or her discretion, have a transcript made of the recording after the completion of the hearing.

### Section VI

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

### Section VII

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

## The College Residence Hall and Dining Services Regulations 2008-09

### Residence Hall Regulations: Student Rights, Privileges and Responsibilities

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

**The Deans reserve the right to reassign students to different rooms for any reason, including the relocation of students without roommates or the placement of additional students in rooms that are not full.** Whenever possible, such reassignments will be finalized at the start of each term. The Housing Office will not permit one person to live in a triple or a quad alone. Students in such situations must find a roommate or they will be reassigned to a new space on campus.

Room assignments for upperclass students are determined through a room lottery by class year and, for new students, on the basis of room preference forms. Unless a room change is specifically approved by the Office of the Dean of Students, students must reside in lottery-chosen rooms. Should a room or suite be picked with an upper-class student's lottery number and

not occupied by that student, all occupants may be removed from the room and reassigned to a different room.

Room assignments are for the entire year. Two legitimate reasons have been identified for a room change request: (1) serious health problems and (2) irreconcilable differences between roommates. As the College emphasizes the value of mediation and conflict resolution as the means to resolve disputes, rooming changes will be considered only after the parties involved have attempted to reconcile differences with the help of a mediator such as a Junior Advisor or Residence Coordinator. Once the mediator has judged such disputes, the Housing Office will review them. When first-year students are involved, the Housing Office will also attempt to mediate the situation before a change is made. First-year students will not be placed in single rooms, except in extreme cases of need. **Students may not move from one room to another without obtaining written permission of the Director of Housing.** If a student has changed rooms without obtaining the appropriate permission, a \$200 illegal room change fine will be assessed to his or her account and the student will be required to return to the original room.

**Short Term.** Students registered and in residence for Short Term remain in the same rooms they have occupied during the winter semester, unless the residence is closed. Students wishing to change residence for Short Term must follow the same procedure as outlined above and receive permission from the Director of Housing. The College reserves the right to close certain residences for Short Term. Every effort will be made to provide two weeks' notice.

**Furnishings.** Each resident student is furnished with a bed, desk, desk chair, bureau, mirror, wastebasket and recycling containers. A cushioned side chair will be available per request, on a first-come, first-served basis. **All furniture must remain in the original student's room.** After students have vacated a room, any remaining items that were not originally allotted to the room will be removed and a disposal fee of \$75 will be assessed. All lounge furniture must remain in the lounge space.

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

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

**Telephones in student rooms.** The College-wide telephone system provides a telephone in each student room on campus. There are no installation fees and no fixed monthly charges for local calls. A \$40 charge for a replacement phone may be assessed if the phone is damaged. **Report telephone problems to Help Desk Services at 207-786-8222 (ext. 8222).**

**Internet connections in student rooms.** The College-wide computing network provides a network port in each room for each student. Use of the network and network services is subject to the terms set forth in the college "Computer Use Policy" (see page 79). In case of intentional damage to the network facilities, fees may be assessed for repair.

**Custodial services.** Custodial workers are responsible for the normal upkeep of the bathrooms (except bathrooms within suites) and common areas of the residences. Any excessive mess is the responsibility of the students involved and under certain circumstances a cleaning charge may be assessed. Students are responsible for the upkeep of their rooms, including routine

waste removal. Upon vacating the assigned room, all waste and personal items must be removed; if the room is carpeted it must be vacuumed, and if the room has a hard floor it must be swept clean. Physical Plant will assess a cleaning fee of \$50 per room occupant for any room found not in compliance with these guidelines. A student may check out a vacuum or broom and dustpan from the custodian.

**Residential lounges.** Residence lounges may be reserved through the Student Activities Office for general social and cultural functions. Reservations for event space may be made online at [events.bates.edu](http://events.bates.edu). **Reservations for events with alcohol must be initiated with the Student Activities Office and the Residence Coordinator.** Activities that require additional cleaning in on-campus residences will necessitate special charges made to the appropriate group or person. All lounge furniture must remain in the designated lounge space.

**Satellite dishes and cable access.** Satellite dishes are not allowed. Cable television access will be limited to lounges in halls and houses, and in common rooms of suites. Any use of cable outside those approved by College policy and the cable company is prohibited.

**Damages.** Damages occurring in a residence will be repaired by the Physical Plant department at an appropriate time and charges will be assessed in the fairest possible way. If damage charges are incurred there will be a minimum charge to each student bill of \$5. Students who wish to hang wall decorations are encouraged to use molding hooks or adhesive sponges provided free of charge by Physical Plant. Nails, tape and paste are damaging and their use may lead to charges.

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

**Bates College is not responsible for damage to personal items in the residences.**

**Pets.** Small fish are the only pets allowed in residence halls, and fish tanks may not exceed 10 gallons in size. Upon receiving notice that animals have been located in a residential hall or house, the Dean of Students will send a letter to any student who has an animal residing in his or her residential room. This notification will require the immediate removal of the animal(s). A copy of the letter will be sent to the Office of Security and Campus Safety and logged there for follow-up by Security the next day. If the animal(s) is found on College property, the following procedures will be implemented immediately:

- A Security officer will proceed to the room in question, make contact with the resident(s) of the room and remove the animal(s). Animal(s) will be transported to the Security Office. Students may not deny the Security officer entrance to the room.
- A private contractor retained by the College will then be notified to pick up the animal(s) at the Security Office for transport to the local SPCA. Student(s) will be billed a \$15

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

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

### Safety

**Safety and privacy.** In taking a room in a residence hall, a student assumes responsibility for the use and general care of the room and its furnishings. The College respects the students' right to privacy and their desire to control their own living environment in balance with the College's responsibility to provide quality and safe residential facilities. Therefore, the College retains the right to enter students' rooms, in cases of emergency or with cause, and only with permission of the Dean of Students or his/her designee with the reason for the examination and the objects or information sought.

This regulation in no way precludes normal maintenance required in students' rooms, including custodial service and the scheduled review of residences for the assessment of safety, loss and damage. College personnel will contact Lewiston police if drug or drug paraphernalia is seen in plain view. Students may then be subject to disciplinary action. **At all times Physical Plant and/or the Environmental Health and Safety office reserves the right of entry into any space for health, safety and building integrity purposes.**

Except in cases of imminent danger, the occupant of the premises will be invited to be present during the examination, and will be informed of the reason for the examination and the object or information sought. **Note: It is not possible to schedule room safety inspections to coincide with student availability.**

In unusual circumstances, if dangerous or unsanitary materials must be removed from the premises, the above procedures may be dispensed with. Whenever possible, the student will be notified in advance, unless imminent danger prohibits such a delay or the student cannot be reached.

**Fines.** Fines may be charged for any safety violation. A safety fine will be assessed if violations recur or if the situation is deemed a serious threat to life or property. The amount of the fine will be based on the risk, the frequency of violations and the time and effort required to restore safe conditions. Fines will start at \$50.

**Bicycles.** Bicycles may not be stored on porches, in lounges or in hallways. Bicycles may not be locked to any part of a building other than an authorized bicycle storage rack. Bicycles found in violation of this policy will be confiscated. Chains, cables or locks will be cut if necessary and will not be replaced by the College. A bicycle may be reclaimed after the first offense by presenting a valid student ID and signing a claim form. If a bicycle is confiscated a second time it will be held until the end of the academic year. Fines may be charged.

**Cooking.** Cooking is among the most frequent causes of residential fires. **Cooking is not permitted in student rooms. Cooking may only be done in designated kitchen areas and must not be left unattended.** Appliances with exposed burners (e.g., hotplates) are not permitted. Items with enclosed heating elements may be used in kitchen areas. This includes, but is not limited to, use of appliances such as microwaves, toasters, toaster ovens, frying pans, bread makers, deep fat fryers, grilling machines, waffle irons and slow cookers. Setting off an alarm by cooking in rooms is subject to fines.

**Flammable materials.** Candles, incense or any other sources of open flame or ignition are prohibited in student residences. Flammable materials such as gasoline, camp stove fuel, paint solvents, propane, butane, charcoal lighter fluid or other highly flammable material may not be stored or used in student residences and will be removed if found.

**Electrical appliances.** Electric-line load limitations prohibit the use of heavy-demand appliances in student rooms. One small refrigerator per resident is permitted in student rooms or in common areas. In no case may a refrigerator exceed 3 cubic feet or operate at more than 350 kilowatt-hours. Larger refrigerators, keg refrigerators, coolers, air conditioners and space heaters are prohibited and will be removed if found.

Light-demand electrical items, such as radios, stereos, alarm clocks and televisions may be used within the limitations of safe operation. If in doubt about multiple appliance usage, please contact the Physical Plant electrical staff for guidance. All electrical items should be unplugged if the student room will not be occupied for an extended period of time, such as a break period. Use of cooking appliances is not permitted in student rooms. (Please also see **Cooking**, above).

**Electrical safety.** Any electrical device that has been modified after purchase is prohibited and will be removed. Students may not add wiring, remove or alter existing wiring or use unsafe wiring devices. Outlet expanders are prohibited and will be confiscated. Thin-wire extension cords used for any purpose other than extending a single low-wattage item (e.g., lamp, radio, alarm clock, cell phone charger) will be removed. Overloading thin-wire extension cords can lead to overheating and fire. Do not plug power strips into thin-wire extension cords. In no case should power strips be plugged in to other power strips.

In no case may current-carrying wire be run under carpets or be taped across walking paths, door thresholds or through doorways where pinching or other damage can result. Fines may be issued for unsafe wiring practices.

**Firearms and weapons.** Firearms (including air guns), paintball guns, slingshots, bows and arrows, and ammunition are not permitted anywhere on campus, except in locations provided by the Security Office. Please make arrangements for storage with the Security Office to avoid violation of local ordinances and College regulations.

**Fire protection and combustible materials.** A fire in a college residence is a disaster that can be avoided by the mutual effort of residents and staff. The misuse of fire safety equipment (e.g., fire escapes, fire extinguishers, smoke detectors, sprinkler systems and fire alarms) is not permitted and is a violation of public safety laws in the state of Maine. Smoke detectors, sprinkler heads and fire alarms may not be covered with tapestries or other materials. Nothing may be attached to or hung from sprinkler pipes or sprinkler heads. A \$75 fine will be assessed along with the repair or replacement cost if any life-safety item is tampered with. All students should become familiar with policies regarding fire and life safety, administered by the Office of Environmental Health and Safety.

**False Fire Alarm Policy.** Bates and the city of Lewiston charge a fine for false alarms. False alarms produced by human error, faulty equipment or premeditation waste money and endanger the lives of firefighters and civilians. A false alarm is defined as “a visual or audible signal transmitted by an alarm system

which indicates the existence of an emergency situation, when in fact no such emergency exists.” This includes the activation of an alarm system by the following means:

1. The intentional and/or accidental pulling of a fire alarm pull station.
2. Intentionally and/or accidentally introducing smoke or other objects into a smoke detector. Smoking is not allowed anywhere in student residences.
3. The throwing of articles such as balls and Frisbees that inadvertently activates a smoke or heat detector.
4. The cooking or heating of food and water in a bedroom or any room other than the kitchen.
5. Improper use of the kitchen facilities. Examples of improper use include but are not restricted to:
  - a. Allowing food to burn in an oven, toaster, toaster oven, or microwave oven.
  - b. Cooking with dirty equipment.

The charges for false alarms in a building are:

- First false alarm: \$75
- Second false alarm: \$150
- Third and subsequent false alarms: \$300

**Lighting.** Halogen lamps, which operate at high temperatures, pose a serious fire risk and are therefore prohibited in all residences. Newer lamps may have safety features that may make them acceptable for use. Contact the Office of Environmental Health and Safety if you are unsure whether your lamp is safe. Unsafe lamps will be confiscated. Improperly used incandescent lamps are also safety hazards. Lamps taped to bed frames or covered with potentially combustible material (e.g., clothing, tapestries, fabric, paper, athletic gear) will be confiscated. Lamps with bulbs that exceed their recommended wattage will be confiscated or the bulbs will be removed. Fines may be charged.

**Lofts.** The building of loft beds is permitted only under certain circumstances consistent with room safety standards. None may be installed without prior approval/permit from the Environmental Health and Safety Office, located in Human Resources. Students interested in installing a loft in their dormitory room must obtain a “Loft Building Permit” prior to building the loft. Regulations regarding loft construction are attached to loft permits and should be used as a reference guide during construction.

Lofts must be free standing. They may not be built in or attached to walls or woodwork in any way. Within one week of permit issue, all lofts will be inspected and if found acceptable, a “legal loft permit” sticker will be attached to the loft. Lofts must be inspected any time they are moved to a new location (that is, each year or each semester if moved to a new room). Lofts found not in compliance with safety standards will be required to meet standards within a specified time frame, or they will be removed and fines will be assessed. If a legal loft has not been removed prior to the student vacating the room, it will be removed and a fee of \$75 will be charged to the student's account. Should there be a loft in a room where no permit was obtained (an illegal loft), it will be removed and a fee of \$150 will be charged to the student's account to cover the permit, removal and disposal fees.

**Personal items.** Personal items must remain in student rooms or be in authorized storage areas. No decorations or personal items may be placed in hallways and other common spaces or on the outside of the buildings. Items that are deemed hazardous to life safety will be removed regardless of their locations. If these items are found a second time they will be confiscated and held until the end of the semester.

**Roofs.** It is unsafe and therefore prohibited for students to be on roofs.

**Smoking.** Smoking or the burning of any type of pipe, cigar, cigarette or similar product is prohibited in all campus buildings including residence halls and houses and their stairwells, porches or garages. Smoking is also prohibited within 50 feet (approximately 20 paces) of all campus buildings, including residences.

The presence of ash-filled ash trays and/or hookahs and water pipes will be considered proof of smoking in rooms and will be reported to Security and the Dean of Students Office. Water pipes and hookahs may be confiscated.

- The first violation will result in a warning.
- The second violation will result in a fine of \$75.
- The third violation will result in being moved to a different building on campus and a mandatory meeting with the Alcohol, Tobacco and Other Drug Counselor.

**Tapestries.** Tapestries that cover or hang beneath lights or fire safety equipment are not allowed and will be removed. Any fabric or paper hanging that has a potential to impede effective sprinkler operation or increases available fuel for a fire will be removed.

### Visitation in Residential Rooms

**Overnight visitation.** Each student is entitled to the full use of his/her room at all times when the College is in session. If a student's comfort or sense of privacy is violated by unwelcome visitation, he or she should discuss the situation with the roommate. If this is not satisfactory, he or she should report immediately to the Residence Coordinator, Junior Advisor or to the Housing Coordinator. Measures may include mediation or other forms of reconciliation.

**Guest Policy.** Guests who are not residents of the College and who use campus facilities for more than three nights in succession may face financial penalties and/or legal action. The host must report the name and car license of the guest to Bates Security. If the situation warrants, an exception to the three-night limit may be obtained from the Office of the Dean of Students. Any resident who provides permanent residence to a nonstudent or an off-campus student is in violation of College regulations and may be subject to disciplinary action.

**Vacations.** To protect students' safety and property, residences will be closed during some vacations. Students are not permitted access, except in the presence of College personnel. Rooms will be available for occupancy one day prior to the opening of each term and will be closed at the end of the examination period.

By prior arrangement, the College may provide residential accommodations during certain vacation periods to a limited number of students. Whenever such an opportunity arises, the Dean of Students Office will notify all students in advance.

### Social Responsibility

Any student who becomes disorderly and is involved in a disturbance, interferes with the rights of others, damages property or is involved in unacceptable social behavior, individually or as a member of a group, shall be subject to disciplinary action at the discretion of the Dean of Students Office and the Student Conduct Committee.

Students are reminded that excessive noise, unruly behavior and residence hall damage often compromise the quality of residential life and may be subject to disciplinary action, including removal from College housing.

Consistent with the Bates College Code of Conduct and the policies of the Student Conduct Committee, the College reserves the right to withdraw the privilege of attending college at Bates from any student. Neither the College nor any of its members shall be under any liability whatsoever for such exclusion.

### Storage of Student Personal Items

The College has a limited amount of space available for storage of students' possessions. Student storage is limited to three boxes, and nonconforming items will be removed and disposed of. The College cannot assume any legal or financial responsibility for property left in designated storage areas. The College, however, will attempt to safeguard all property left in these designated storage areas if securely packaged in accordance with the storage policy and tagged with Bates College Student Storage Tags available at Physical Plant. The student's identification (name, class year and address) should also be provided inside the package, in the event that the exterior tag is separated from the package. Student storage is limited to three boxes per student and storage tags must be picked up at the Physical Plant Office. Items found in storage that do not follow the College Storage policy will be removed and disposed of. There will be no storage provided for graduating seniors and there is a one-year storage limitation for underclass students. After that time, the items will be considered "abandoned," and will be disposed of. The Storage Policy is posted at all storage locations or may be obtained by contacting the Physical Plant office.

### Security

**Access cards.** All students will be issued a Bates ID card. The ID card is used to gain entrance to the student's residence building 24 hours a day and all other student residences during specific hours. Some academic and athletic buildings may also be accessed with the ID card during evenings and weekends. The card is also used for identification in the Ladd Library and Dining Services. The Bates ID card may also be used as a bank card with TD Banknorth.

ID cards may be replaced for a fee of \$25. Replacement ID cards will be issued from the Access Control Office in the basement of Chase Hall from 8am to 4:30pm Monday through Friday. Hours may be extended at the start and end of each semester and at the end of breaks. If an ID card is lost outside of business hours, a temporary ID card allowing limited access will be issued by the Security Office, valid until noon of the next business day.

**Keys.** Each student is allowed one set of keys to his or her room. Keys are issued at the Access Control Office in the basement of Chase Hall from 8am to 4:30pm Monday through Friday. Other distribution locations and times may be available at the beginning of each semester. Students must present their Bates ID card and sign for all keys received at the time of issuance. **Students who do not pick up their keys within the first week of the beginning of the semester will be billed \$75.**

**Key return and key loss.** It poses a serious threat to the security of the residents and their property in the affected building when a student loses or fails to return his or her room keys. Students must take responsibility not to lose keys and to return keys on time.

All room keys must be returned prior to leaving campus. If keys are not returned to the Access Control Office on the final day of authorized residence, or Commencement Day, whichever comes first, they will be considered unreturned/lost and a \$75 per key charge and a \$25 late fee will be billed to the student's account.

The cost to replace a room key and to re-key the lock during the academic year is \$75 per key.

**Room changes.** If the Housing Office authorizes a room change during the semester, all exchanges must be conducted at the Access Control Office to ensure proper documentation. **Key swapping among students is not allowed.** Students have 48 hours to hold keys to both their previous residence and their new residence. Failure to return the key for the previous residence within 48 hours will result in a \$100 charge.

Students who leave campus early must surrender their keys to the Access Control Office prior to leaving campus, or their accounts will be charged as stated above.

For your convenience, a drop slot is located at the door of the Access Control Office for use when the office is closed. Keys in the drop slot must be identified with the student's name, ID number and residence for proper identification.

**Security screens.** Security screens are to be opened only in cases of emergency. Failure to comply will result in a \$150 fine.

### Dining Service Regulations

All students living on campus are on the meal plan. Off-campus students may purchase meal privileges **by the semester** at the Student Financial Services office, or **by the meal** at the current door rate in Commons. All resident students are entitled to three meals per day Monday through Saturday, and two meals on Sunday. Shirts and shoes must be worn in all College dining areas.

### Dining Service Hours of Operation

#### Monday–Thursday

<b>Breakfast</b>	<b>7–10:30am</b>
<b>Lunch</b>	<b>10:30am–2:30pm (door closes at 2:30pm)</b>
<b>Dinner</b>	<b>4:30–8:30pm (door closes at 9pm)</b>

#### Friday and Saturday

<b>Breakfast</b>	<b>7–10:30am</b>
<b>Lunch</b>	<b>10:30am–2:30pm (door closes at 2:30pm)</b>
<b>Dinner</b>	<b>4:30–8pm (door closes at 8:30pm)</b>

#### Sunday

<b>Continental</b>	<b>8–10:30am</b>
<b>Brunch</b>	<b>10:30am–2:30pm</b>
<b>Dinner</b>	<b>4:30–8:30pm (door closes at 9pm)</b>

The first board plan meal for each semester is served on the Sunday before classes begin. Following breaks, the first board plan meal is dinner on the day before classes are scheduled to resume. The last meal for each semester is dinner on the final day of exams. The last meal prior to breaks is dinner on the final day of classes. Meals are available for purchase during limited serving hours during all vacation periods with the exception of the October break, during which meals are included in the meal plan.

Off-campus students can change their meal plan selection in the Housing Office up until the end of the first week that classes have resumed.

College charges are computed on the average number of meals consumed; therefore, no allowance is made for meals missed. Students withdrawing from the College should consult the refund policy as outlined below.

**Dining hall access.** Access to the dining hall is limited to those students who have the proper identification card and to guests who purchase individual meals or use a student's guest pass. Students who give their ID cards to another person, share meals with someone not on the meal plan, **carry food out of the dining hall** or otherwise create a disturbance therein may be subject to fines, loss of dining privileges, and/or community service hours in Dining Services as determined at the discretion of the Dean of Student Services in conjunction with the director of Dining Services.

Should an individual have special dietary concerns (e.g., food allergies or special dining needs), arrangements can be made with the director of Dining Services for alternate dining options.

Special menus for groups, organizations or individuals should be arranged with the director of Dining Services. The private dining rooms may be reserved for student groups or organizations by booking online at [events.bates.edu](http://events.bates.edu). Reservations for events with alcohol must be initiated with the Student Activities Office.

### Payment and Refund Policy

College charges must be paid before the beginning of each term unless other arrangements are made with the Student Financial Services office.

**Withdrawals and leaves of absence from the College.** Students who withdraw prior to the beginning of the first or second semester must notify the College by the deadlines published in the *College Catalog* to avoid being charged a fee of \$150. If a student withdraws prior to the 50th day of a full semester, a percentage of the annual charge (not including residence hall allocations) will be refunded as follows:

Before the first day of classes	100%
2-10 days	90%
11-20 days	75%
21-30 days	50%
31-50 days	25%
After 50 days	no refund

Prorated adjustments also will be made in financial aid awards made by the College when a student withdraws prior to the 50th day of a full semester if the student leaves because of extenuating circumstances such as illness or personal emergency.

Refunds for students receiving federal aid are outlined in the *Catalog*. Students who do not attend or who withdraw from Short Term are not entitled to a refund.

### Short Term

There is no additional charge for degree candidates attending Short Term up to the limit of three. Therefore, no refund will be made for nonattendance. Off-campus Short Term programs usually involve charges in addition to those covered in this contract. Students are not eligible for a fourth Short Term. Only students meeting one of the following criteria will be granted access to campus residences and dining facilities during Short Term:

- Students enrolled in Short Term units.
- Graduating seniors who have already completed three Short Term units and are engaged in an approved full-time activity on campus or in the community (form required from the Housing Office).
- Full-time teaching assistants for Short Term units, approved by faculty member (form required from the Housing Office).
- Full-time research assistants approved by faculty member (form required from the Housing Office).
- Members of in-season varsity athletic teams.



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Bates values the diversity of persons, perspectives, and convictions. Critical thinking, rigorous analysis, and open discussion of a full range of ideas lie at the heart of the College's mission as an institution of higher learning. The College seeks to encourage inquiry and reasoned dialogue in a climate of mutual respect. Bates does not discriminate on the basis of race, color, national or ethnic origin, religion, sex, sexual orientation, gender identity or gender expression, marital or parental status, age, or disability, in the recruitment and admission of its students, in the administration of its educational policies and programs, or in the recruitment and employment of its faculty and staff.

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