

**2009-2010**  
**Graduate Student Handbook**

**Master of Arts in Teaching Program  
at Bard College**

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This handbook provides some basic information about academic requirements and regulations, a guide to resources and facilities, and a statement of College policies, regulations, and student responsibilities and rights regarding their behavior on campus and use of facilities. The handbook should be used in conjunction with the Bard College Master of Arts in Teaching Program Catalogue.

Read both publications carefully; you are responsible for knowing and understanding their contents.

The provisions of this handbook are not to be regarded as an irrevocable contract between the student and Bard College or its officers and faculty. The College reserves the right to make changes affecting admission procedures, tuition, fees, courses of instruction, programs of study, faculty listings, academic grading policies, and general regulations. The information in this handbook is current as of publication in June 2009.

Bard College does not discriminate in education, employment, admission, or services on the basis on sex, sexual orientation, race, color, age, religion, national origin, or handicapping conditions. This policy is consistent with state mandates and with governmental statutes and regulations, including those pursuant to Title IX of the Federal Educational Amendments of 1972, Section 504 of the Federal Rehabilitation Act of 1973, Title VI of the Civil Rights Act of 1964, and the Americans with Disabilities Act of 1990. Questions regarding compliance with the above requirements and requests for assistance should be directed to the Vice President for Administration, Bard College, PO Box 5000, Annandale-on-Hudson, New York 12504-5000.

Dear MAT Students,

Welcome to graduate school. Your sojourn here is brief but the challenges are many. This handbook provides you with essential information and guidance that we hope will facilitate your work and enhance your experiences here at Bard and in the public schools.

In one or two short year(s), you will advance your studies in an academic discipline; grapple with critical issues in teaching and learning, drawing on theory and current research; and begin working as teachers, applying what you are learning in graduate classes and reflecting on your own identity as student becoming teacher. This is an intensive program but, the teacher to student ratio is low, classes are small, and we are here to support you in your learning and development.

It's also important to remember that you are one of a select group of students who share common goals and are now sharing a common experience. Research on schools that succeed as learning environments—able to meet the needs of individual students while engaging all students in authentic intellectual challenges—demonstrates that success is a measure of collaboration. When teachers are able to interact as a community—sharing ideas and questions, coping with difficulties, and celebrating successes—we see environments that are supportive and dynamic, schools that are productive sites for learning, sustaining teachers and students alike as they work through the difficulties and accomplishments that characterize the best kinds of learning.

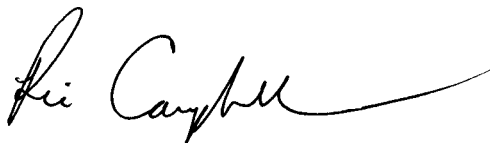
The experiences here at Bard are more than ample preparation for the work of teaching. This handbook details program expectations and the scope of the college services while anticipating the range of possible experiences that are part of any human institution and the ways that various concerns and issues are addressed here at Bard.

Please familiarize yourself with this handbook. Some of the topics are essential to your time with us and others are addressed here because they merit attention even though we sincerely hope and believe that they are issues that will not be part of your own experiences.

You will certainly hear this more than once on the way to becoming a teacher, but transparency—a clarity of motives and expectations—is a key element of sound teaching. It is an effort to communicate fully and honestly from the start and this is part of what makes teaching a moral activity.

Welcome to the Master of Arts in Teaching Program at Bard College. You are at the beginning of what promises to be a supportive and productive set of partnerships over time.

Sincerely,

A handwritten signature in black ink that reads "Ric Campbell". The signature is fluid and cursive, with a long horizontal flourish extending to the right.

Ric Campbell, Director

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**MAT Academic Calendar- 2009 - 2010 \* SUBJECT TO CHANGE**

*(all students, including those bound for NYC, spend the months of June, July and August on Bard College Campus, Annandale-on-Hudson, NY)*

May 27	Registration
May 28	Orientation
June 2–5	ED 502: Schooling in the 21st Century
June 8	Summer Quarter classes begin
July 6 – August 14	Summer school
July 13–17	Reading Week *summer school continues*
August 21	Summer Quarter classes end
September 11	Summer Quarter final papers
August 27 – September 30	Teaching Practicum I (phase 1)
October 5	Fall Quarter classes begin
November 23–27	Thanksgiving Recess
December 18	Fall Quarter classes end
January 8, 2010	Final papers due
January 4–29	January Research Cycle and Workshops
February 1 – March 12	Teaching Practicum I (phase 2)
March 15 – June 4	Teaching Practicum II
May 26 and 27	Classroom research presentations (in New York City and on Bard campus)
June 3	Academic research presentations
June 5	Closing Ceremony

**MAT Academic Calendar, 2009-2011 \*Subject to change**

*(all students, including those bound for NYC, spend the months of June, July and August at Bard College's Annandale-on-Hudson campus)*

**YEAR ONE**

May 15 – 17	Registration/ Orientation and writing workshop
June 8	Summer Quarter classes begin
July 13–17	Reading Week
August 21	Summer Quarter classes end
September 11	Final papers due
October 5	Fall Quarter classes begin
November 23–27	Thanksgiving Recess
December 18	Fall Quarter classes end
January 8, 2010	Final papers due
January 4 – June 4	Academic Research Project

**YEAR TWO**

June 7, 2010	Summer Quarter classes begin
July 5 – August 13	Summer school
July 12–16	Reading Week
August 20	Summer Quarter classes end
September 10	Final papers due
October 4	Fall Quarter classes begin
November 22–26	Thanksgiving Recess
December 17	Fall Quarter classes end
January 7, 2011	Fall Quarter final papers due
January 3–28	January Research Cycle and Workshops
January 3 – March 11	Teaching Practicum I
March 14 – June 1	Teaching Practicum II
May 25 and 26	Classroom research presentations (in New York City and on Bard campus)
June 2	Academic research presentations
June 5	Closing Ceremony

## **MAT PROGRAM RESOURCES AND CONTACTS**

All other campus offices, faculty, and staff can be found online on the Bard website [www.bard.edu](http://www.bard.edu) by going to the search toolbar in the middle of the page. You can also reach the campus operator by dialing “0” from any campus phone or 845-758-6822 then dialing “0” when prompted.

Most office numbers on Bard’s campus begin with a “758” prefix. Offices in the Reem Kayden Science Center begin with “752”.

### **Administration**

*Ric Campbell, Dean of Teacher Education*  
Shafer House 305  
7154  
[campbell@bard.edu](mailto:campbell@bard.edu)

*Cecilia Maple, Program Administrator/Coordinator of Admission and Professional Certification*  
Shafer House 304  
7145  
[cmaple@bard.edu](mailto:cmaple@bard.edu)

*Donna Elberg, Coordinator of Public School Initiatives and Editor of FieldNotes*  
Shafer House 302  
7139  
[elberg@bard.edu](mailto:elberg@bard.edu)

*Sarah Gilbert, Program Recruiter*  
Shafer House 303  
7151  
[gilbert@bard.edu](mailto:gilbert@bard.edu)

*Caroline Ramaley, Academic Resources*  
Hegeman 309  
[ramaley@bard.edu](mailto:ramaley@bard.edu)

### **Faculty**

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7112  
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*Wendy Urban-Mead, History*  
Shafer House 103  
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wum@bard.edu

*Japheth Wood, Mathematics*  
Albee 315 and NYC  
jwood@bard.edu

## **ACADEMIC AND PROGRAM POLICIES**

### **MASTER'S DEGREE REQUIREMENTS**

Candidacy for the Master of Arts in Teaching degree and the New York State 7-12 teaching certificate in a particular academic subject requires satisfactory completion 59 course credits:

Required education courses

Required courses in one of the four disciplines

Required student teaching assignments

Required research projects: one in the field of education and the other in one of the four disciplines.

Consult the MAT Program catalogue or website for a complete listing of required courses and credits.

### **GRADING AND ACADEMIC STANDING**

In the academic world and the world of public schools, students and teachers are held to standards of time and productivity as well as quantities of work. Grading and other forms of assessment should provide students with feedback that supports learning while maintaining a standard for academic and professional work that reflects the unique goals of this program and our best hopes for public education.

Graduation from the MAT Program requires that you successfully complete all course work and receive a grade point average of 3.0 or better. Grading criteria for individual courses are more particularly described in course syllabi and the basis for assessing student work in the winter and spring quarter field experiences are delineated in the Tracking of Progress (TOP) Form.

#### *Pass/Fail Credit and Non-credit Classes:*

These courses and course sequences are graded on a pass/fail basis. Attendance, participation, and successful completion of required work are the criteria for determining a grade in seminar, lab, and intersession courses.

#### *Graded Credit Courses:*

These courses are graded according to guidelines provided by faculty in syllabi and other course materials on a scale of A-F. These courses include education and disciplinary courses.

For classes requiring the assignment of letter grades, faculty base their assessments on the following scale:

A	Excellent	4.0
B	Good	3.0
C	Competent	2.0
D	Minimally acceptable	1.0
F	Unacceptable	0.0

An A, B, or C grade plus (+) or minus (-) indicates that the grade is raised or lowered by 0.3 in the calculation of a student's grade-point average.

Any student whose GPA in any quarter falls below 3.0 will be placed on academic probation and must demonstrate substantial progress in the next quarter, achieving at least a B average to remain in the program.

#### **RESEARCH PROJECTS:**

MAT students complete research projects in education (ED518) and in their academic discipline (BI532, EN532, HI532, MA532). Completion dates for these projects vary across the disciplines. A grade of pass with distinction, pass, or fail is determined by criteria specific to the area of research. An electronic copy of each project must be submitted to the appropriate faculty member and Cecilia Maple, Program Administrator on or before the due dates.

#### **FIELD EXPERIENCES:**

The field experiences during summer and fall quarters (ED513, ED526) are assigned a grade of pass/fail based on attendance and participation. In both cases, work done during these experiences is integrated with studies in the teaching lab strand (BL516, EL516, HL516, ML516). The teaching practica (ED536, ED546) are closely supervised by mentor teachers and faculty in the academic disciplines following guidelines outlined in the TOP form. A grade of pass/fail is determined through review of the ongoing feedback of the TOP form and as assessment of development over time.

#### **DUE DATES AND COURSEWORK/RESEARCH WORK EXTENSIONS**

Individual faculty members set deadlines for all course work within a given quarter and for research projects. It is expected that all course work will be submitted on time and any extensions granted beyond the end of the quarter must also be approved by the director according to the guidelines below. Students will not be allowed to begin field placements with outstanding coursework except in extenuating circumstances (see below for grades of incomplete).

Due dates for research projects are set by the faculty supervising such projects and are submitted to the director at the beginning of the academic year. Students are expected to follow the timeline of submission dates set by the faculty. Failure to meet these deadlines is subject to the same policy and procedures as graduate course work in any quarter. Failure to meet deadlines for research project work becomes a grade of 'incomplete' and any extensions of deadlines are subject to approval by the supervising faculty member and the program director. A student may be suspended from a field placement during the winter or spring quarter due to unfinished research work and this may result in a delayed degree completion date.

## **GRADES OF INCOMPLETE:**

Uncompleted coursework cannot be carried beyond the final due date for a given quarter, except in circumstances beyond a student's control which merit special consideration. Any student who requests extensions for course work due at the end of the quarter must apply in writing to the director and provide documentation of medical or personal excuses.

A grade of incomplete is subject to the following conditions and/or limitations:

1. A student may only carry one course grade of incomplete for any given academic quarter.
2. A grade of incomplete is subject to approval by both the course professor and the program director.
3. All unfinished work for a course with a grade of incomplete (I), from the summer and/or fall quarters, must be submitted to the course professor no later than one week prior to the beginning of winter quarter and subsequently graded by the professor prior to beginning the winter quarter.
4. Any other unfinished work, such as research papers and any work related to the winter and spring quarters, must be completed by deadlines set during the approval process if an extension is granted—see #2 above.
5. Failure to meet prescribed deadlines will result in a grade conversion, from I to F.
6. A student who does not complete unfinished course work by assigned due dates will be suspended from the MAT Program pending a review by the Academic Committee to determine her/his future status as a graduate student in the program.

## **QUARTERLY REVIEW**

At the end of the summer and fall quarters, MAT faculty may complete summary written evaluations, which do not become part of a student's transcript but are intended to provide the student with additional feedback. This quarterly review indicates whether a student has successfully fulfilled requirements for the quarter and generally addresses issues that may have a bearing on the student's future work, whether in subsequent courses, apprentice teaching, or professional work after graduation. A grade of "Pass," "Pass with consideration," or "Not passing" is possible. This quarterly review maintains standards critical to the responsibilities of public school teachers while acknowledging criteria for success in the compressed developmental cycle of the MAT Program. A grade of "Not Passing" becomes the basis for a meeting between the student, concerned faculty members, and the director to review the student's progress and determine appropriate actions. Not every student will receive a quarterly review.

## **ATTENDANCE, PUNCTUALITY, AND PARTICIPATION**

Attendance, punctuality, and participation are expected. Responsibilities as a graduate student and as an apprentice teacher in the classroom are professional responsibilities. Showing up on time and being prepared to be active and engaged, are normal expectations for any professional. These expectations are also embedded in the grading criteria for the graduate courses, including the measures of professional behavior that are part of the assessment of apprenticeship in the public schools.

If you need to be absent or late due to extenuating circumstances (illness or emergency), you must contact Cecilia Maple, the appropriate faculty member, and your mentor teacher (during the apprenticeship cycles) to make appropriate arrangements. Absences from a class or otherwise limited participation will have bearing on the outcome of your grade in that class (except where other arrangements need to be made such as prolonged illness, in which case a proper documentation is required). Consult your course syllabi to be sure you understand the impact of absences and late appearances on your course grade.

**JOB INTERVIEWS:** As we near the end of the year we understand that many of you will be getting called for job interviews. Time away from your placement for job interviews needs to be planned well in advance, receive prior approval from your mentor teacher and field supervisor, and be kept to a minimum.

### **ADVISING**

There are three domains of the MAT Program that are individualized and in which students are assigned advisors: field experience supervision, education research, and disciplinary research.

### **ALTERNATE STUDY PLANS**

Under extraordinary circumstances a student may appeal to complete the program according to an alternate plan of study. Students remain responsible for meeting master's degree requirements, but may do so according to a substitute calendar. Such plans are approved on a case-by-case basis by the program director.

### **LEAVE OF ABSENCE**

Leaves of absence are granted on a case-by-case basis by the program director. Students in good academic standing who wish to withdraw from the College for a stated period of no more than one academic year may maintain their status as candidates for the master of arts in teaching degree by completing a personal leave of absence form and getting approval from the director. They are also required to receive approval of the director before returning to the College. Students who leave Bard for medical or psychological reasons should complete a medical leave of absence form and receive approval from the director. They may return upon agreement of the director after the director has consulted their treating doctor. Students who experience social and personal difficulties, which are often connected with academic performance, may be required to take a social leave of absence for a quarter or an academic year. A social leave of absence is not a disciplinary sanction, but a recognition that the student may be at a difficult stage of personal and social development. Social leaves of absence and conditions for return are determined by and at the discretion of the director.

Note on leave of absence: There is a \$125 per quarter non-refundable fee for maintenance of status for students who are granted a leave of absence.

## **WITHDRAWAL FROM THE COLLEGE AND REMATRICULATION**

Students in good academic standing who wish to withdraw for a stated period of time may maintain their status as candidates for the Master of Arts in Teaching degree by filing in advance a leave of absence form approved by the program director. Such students may reatriculate simply by notifying the director of their intention to return by the end of the quarter immediately preceding the quarter for which they intend to return.

Students in good academic standing who find it necessary to withdraw from the College may apply for reatriculation. They must submit an application for reatriculation to the program director, stating the reasons for withdrawal and the activities engaged in while away from Bard. A student who leaves Bard for medical reasons must also submit a physician's statement that the student is ready to resume a full-time academic program.

Students dismissed for academic reasons may apply for readmission after one year's absence from Bard by writing to the director. The students' records at Bard and applications for readmission are carefully reviewed.

*Note on refunds:* No refund of any fees will be made in the event that a student withdraws from the program at any time after registration except as herein specified. In no event is the tuition deposit refundable. In all cases, the student must submit an official request for withdrawal to the Graduate Committee. The date of submission of such request will determine the amount of the refund. Students who officially withdraw before the first day of classes will be given a full refund of charges, less the nonrefundable tuition deposit. Otherwise, the refund schedule is as follows:

### **2009-2010 Refund Schedule**

Summer Quarter: June 2 – September 30, 2009

1st week (by June 9): 25 percent of tuition charged

2nd week (by June 16): 50 percent of tuition charged

3rd week (by June 23): 75 percent of tuition charged

Fall Quarter: October 5 – January 29, 2010

1st week (by October 12): 25 percent of tuition charged

2nd week (by October 19): 50 percent of tuition charged

3rd week (by October 26): 75 percent of tuition charged

Winter Quarter: February 1 – March 12, 2010

1st week (by February 8): 25 percent of tuition charged

2nd week (by February 15): 50 percent of tuition charged

3rd week (by February 22): 75 percent of tuition charged

Spring Quarter: March 15 – June 4, 2010

1st week (by March 22): 25 percent of tuition charged

2nd week (by March 29): 50 percent of tuition charged

3rd week (by April 5): 75 percent of tuition charged

Refunds to financial aid recipients who withdrew from the program will be affected by a reduction in the amount of the grant; any institutional grant, scholarship, or fellowship will be reduced by the same percentage indicated in the tuition refund schedule above. Refunds to Federal Stafford Loan recipients who withdraw will be calculated according to the federal refund policy on the amount of the Federal Stafford Loan to be returned to the lender.

A student wishing to withdraw may wish to confer with the Office of Student Accounts (845-758-7520) and the Office of Financial Aid (845-758-7265) concerning any anticipated refund and the amount of the Federal Stafford Loan that the College must return to the lender (this amount will have a direct bearing on the amount of refund, if any, that the College will provide the student). Students wishing to receive a refund of their initial deposit must request it in writing from Student Accounts. The refund will be issued after all student expenses, such as library fines, have cleared (about 3 months).

No refund is made in cases of suspension or expulsion.

### **STUDENT LOANS**

When loan money arrives at Bard College from your lender, it is held for 2-3 weeks by Student Accounts before it is released to a student. The money is held to make sure that the student does not withdraw from the program during that loan period. This is Bard's policy.

However, once a student receives word from their lender that the funds have been received by Bard College, the student can request a loan advance of \$750.00. Students should request this advance, via email, to Cecilia Maple, who will request the funds from Student Accounts.

### **GRADUATION**

Successful completion of the MAT Program is marked and celebrated in two ways: a special recognition ceremony in June and Bard Commencement the following May. For example, those who complete the MAT Program year ending in June 2010, the MAT closing celebration will be held on June 5, 2009, and the Commencement ceremony will be held the following May 2011.

The recognition ceremony is an intimate affair for MAT graduates and their family and friends only. Degrees are awarded at this time and graduates receive their Bard diplomas. All diplomas and transcripts display the June 2009 completion and degree award date.

Bard's Commencement for this class will be held in May 2011. It is the annual event at which Bard publicly recognizes the graduates of all its college programs, with the exception of the degrees conferred to graduates through Bard's Prison Initiative for obvious reasons. Although MAT graduates will have already been awarded their diplomas a year earlier, all students are encouraged to return to campus to attend the graduation ceremony and weekend festivities.

Note on graduation: There is a \$110 fee billed to each student regardless of participation in the official commencement. This fee is to cover the cost of preparing and maintaining a permanent placement file for job applications. There is no fee for participation in the June celebration that marks the culmination of the program year.

### **NEW YORK STATE TEACHING CERTIFICATION (INITIAL CERTIFICATE)**

In order to apply for certification to teach in New York State, degree candidates must take supplemental tests and workshops in addition to the successful completion of the MAT Program. A full information packet listing all of these additional requirements will be provided by Cecilia Maple.

### **PROGRAM RESEARCH**

In an ongoing effort to understand, evaluate, and improve teacher education in Bard's MAT Program, we are conducting the Study of Teacher Thinking/Teacher Learning in an MAT Program. The study also seeks to build theory about teacher education and its impact on student learning. Participation in the study is voluntary and confidential and has satisfied the requirements of Bard's Institutional Review Board.

### **Institutional Review Board (IRB)**

The goal of the IRB is straightforward: to protect people who are participating in research from harm. Institutional Review Boards function in three ways: (a) by educating the community about commonly accepted standards for the ethical treatment of the individuals who voluntarily participate in research, (b) by fostering discussion about how those general principles apply in particular cases and the balance between the risks to research participants and the long-term benefits of the research, and (c) by reviewing ongoing research and ensuring that this research complies with commonly accepted practices and standards.

The role of an IRB is to foster ethical treatment of human research participants. Intellectual activities that are governed by IRBs are only those which meet ALL three of the following criteria:

- Research activities whose goal is to produce generalizable or universal knowledge;
- Research activities that involve human research participants;

-- Research activities involving human participants that are required to be reviewed under IRB procedures as they are currently implemented.

General classroom research conducted within a given school for the education of the teacher and improvement of student learning does not need to be reviewed by the Bard IRB.

Students wishing to publish their classroom research will need to seek appropriate permissions from participants.

### **COURSE EVALUATION**

At the close of each quarter, students are required to complete an anonymous and confidential evaluation of each of their courses. Course evaluations are completed electronically and emailed back to Cecilia at the end of each quarter. Any names are removed by Cecilia. Course evaluations are used by faculty and program administrators for the evaluation of our program. Faculty are not allowed to view course evaluations until grades have been issued.

All MAT students are required to complete a course evaluation for each course. Students are given a due date for these course evaluations. Student grades will not be processed until all course evaluations for a quarter have been received by Cecilia. Cecilia will not submit any grades for a student who has not completed all course evaluations.

If course evaluations are not completed by the start of the next quarter, the student will not be able to begin the next quarter, this includes student teaching experience.

### **PLAGIARISM AND ACADEMIC DISHONESTY**

To plagiarize is to “steal and pass off as one’s own the ideas, words, or writings of another.” This Webster’s Dictionary definition is quite straightforward, but it is possible for students to plagiarize inadvertently if they do not carefully distinguish between their own ideas or paper topics and those of others. The Bard faculty regards acts of plagiarism very seriously. Listed below are guidelines to help students avoid committing plagiarism.

— All work submitted must be the author’s. Authors should be able to trace all of their sources and defend the originality of the final argument presented in the work. When taking notes, students should record full bibliographical material pertaining to the source and should record the page reference for all notes, not just quotations.

— All phrases, sentences, and excerpts that are not the author’s must be identified with quotation marks or indentation.

— Footnotes, endnotes, and parenthetical documentation (called in-noting) must identify the source from which the phrases, sentences, and excerpts have been taken.

— All ideas and data that are not the author’s must also be attributed to a particular source, either in a footnote, endnote, or in-note.

— Bibliographies must list all sources used in a paper. Students who have doubts as to whether they are providing adequate documentation of their sources should seek

assistance from their professor or from Academic Resources before preparing a final draft of the assignment.

The penalties for plagiarism are as follows:

- Failure in the course in which plagiarism occurs

- Denial of the degree in cases involving educational and disciplinary research projects

- Expulsion from the College for a second offense

The following penalties may be imposed on students who write a paper or part of a paper for another student, even if this is done during a formal tutoring session.

- Loss of all credit for that quarter and suspension for the remainder of that quarter

- Expulsion for a second offense

Any student accused of plagiarism or of writing for another's use may request a hearing before the Graduate Committee supplemented by two student representatives of the Joint Committee. The student must request this hearing within 24 hours after he or she has received written notification of the charge. The findings of this body are final. Students may not submit the same work, in whole or in part, for more than one course without first consulting with and receiving consent from all professors involved.

### **PUBLIC SCHOOL MENTORING**

Students are assigned mentors in public school classrooms at the secondary level. As guests, we expect that our students will conduct themselves according to the standards of the host institution (for example, referring to mentors by the same name that students do when in the school setting, using discretion about sharing information about students and mentors, and dressing appropriately). Specific considerations will be reviewed with students prior to fieldwork placements.

#### **Placement concerns:**

Upstate: should be brought to the attention of Donna Elberg

NYC: Ric Campbell and Cecilia Maple

### **PROFESSIONAL & ETHICAL CONDUCT**

As graduate students in a professional program we expect that students will conduct themselves according to professional standards including appropriate dress, respectful communication, and following protocols for addressing grievances. Pay attention; ask questions.

## **CAMPUS FACILITIES AND RESOURCES**

Here are some of the campus resources that are available to you. All other campus offices, faculty, and staff can be found online on the Bard website [www.bard.edu](http://www.bard.edu) by going to the search toolbar at the bottom left. You can also reach the campus operator by dialing “0” from any campus phone or 845-758-6822 then dialing “0” when prompted.

Summer, intercession, and holiday hours will vary for many campus offices and facilities. Please check your registration packet or call ahead to confirm schedules.

### **SHAFER HOUSE**

Home of the Bard MAT Program, phone: 7145

E-mail: [mat@bard.edu](mailto:mat@bard.edu)

Shafer House is the main home of the MAT at Bard. Inside Shafer House are most MAT faculty and administrative offices as well as student and faculty mail boxes, wireless and non-wireless computer access, fax machine and copy machine. Students are allowed to make minimal copies as needed on the Shafer House machine for no charge. Large copying jobs need to be cleared through Cecilia Maple. Students may use the fax machine when available. Students must check with Cecilia before using the fax machine.

### **ACADEMIC RESOURCES CENTER**

South Hoffman, phone: 7812

<http://inside.bard.edu/academicresources/>

E-mail: [ARC@bard.edu](mailto:ARC@bard.edu)

Students requiring support for learning, psychological, or physical disabilities should contact Cecilia Maple, to register. (See Appendix III for Disability Registration Form).

### **ALUMNI/AE AFFAIRS**

Ludlow Hall, phone: 7089

E-mail: [alumni@bard.edu](mailto:alumni@bard.edu)

Website: [www.bard.edu/alumni](http://www.bard.edu/alumni)

All Bard alumni/ae are members of the Bard-St. Stephen’s Alumni/ae Association, whose mission is to foster relationships between Bardians and the College; to provide support for students during their years at Bard; and to encourage alumni/ae to support the College, both financially and through participation in College life. Alumni/ae participate in a career-mentoring program organized by the Office of Career Development. Publications in an array of media help alumni/ae keep in touch with one another; these include Bardian magazine, the alumni/ae website at [www.bard.edu/alumni](http://www.bard.edu/alumni), and an online alumni/ae community with E-mail directory. Alumni/ae events include reunions on campus, Bardian parties around the country, and special events, such as lectures and museum tours, in various locations.

## **ATHLETICS AND RECREATION**

Stevenson Gymnasium, front desk phone: 7527; office: 7531; pool: 7529

E-mail: [athletics@bard.edu](mailto:athletics@bard.edu)

Website: [www.bard.edu/athletics](http://www.bard.edu/athletics)

The Athletics and Recreation Office offers programs to meet a wide range of interests and to encourage lifetime fitness and health. The department sponsors instructional classes including yoga, dance, karate, and kickboxing. Indoor facilities include a swimming pool, locker rooms, aerobics studio, athletic training room, cardiovascular center, weight room, saunas, squash courts, and a gymnasium. Outdoor facilities are soccer, softball, and rugby fields, lighted tennis courts, a platform tennis court, and cross-country trails.

Information regarding the use of the facilities is available on the department website and at the department office. Bard student ID is required for access. Community member passes are available for spouses. Visit the department office for details.

## **BARD EMERGENCY MEDICAL SERVICES (Bard EMS)**

Emergency phone: 7777 (emergency only)

Bard EMS Office phone: 7289; or Safety and Security phone: 7460 or 758-7460

Bard EMS is a student-run organization of trained and state-certified first-response volunteers. Available 24 hours a day during the academic year, Bard EMS responds to medical emergencies on campus. Services are confidential and are provided free of charge.

## **BARD'S RESPONSE TO RAPE AND ASSOCIATED VIOLENCE EDUCATION, B.R.A.V.E.**

Sottery Hall 104, phone: 7557; 24-hour pager: 845-334-6400

E-mail: [brave@bard.edu](mailto:brave@bard.edu) (for administrative contact, not personal questions)

B.R.A.V.E. is a professionally directed student service organization whose members provide crisis intervention, supportive counseling, advocacy, and education to the Bard community. We assist individuals with every form of crisis or distress, and receive particular training about sexual assault, sexual harassment, relationship violence, and sexuality. B.R.A.V.E. members provide ongoing education to the community to raise awareness about sexual assault and related issues. B.R.A.V.E. welcomes involvement from the Bard community.

If you are assaulted:

1. Call someone—either a friend, the B.R.A.V.E. hotline or program director, the MAT Student Affairs Liaison, the Counseling Center, Health Services, Safety and Security, or the police.
2. Seek immediate medical attention to check any injuries and to discuss concerns about pregnancy and sexually transmitted diseases. Do not shower or bathe. Go to an emergency room, a local doctor, or Health Services.
3. If the assault occurred within the last 72 hours, collect evidence for possible prosecution. Evidence collection can be done at an area hospital. In New York State, hospitals are required to obtain consent to collect (or not collect) evidence. In order to allow time to decide whether or not to involve the police, the hospital must hold the

collected evidence for 30 days. Police notification is by choice. Do not shower, bathe, or douche prior to going to the emergency room for evidence collection. If you have washed or douched, let the doctor know. Clothing, including shoes, worn at the time of the assault will be kept as part of the evidence collection. These will be returned if no charges are pressed or at the conclusion of any legal proceeding. Bring a change of clothing to the hospital or place each piece of evidence-clothing in a separate paper bag and bring them to the hospital. Specially trained medical personnel, called the SAFE (Sexual Assault Forensic Examiner) team, are available to conduct examinations 24 hours a day. When you arrive at the emergency room, request that a member of the SAFE team be contacted. B.R.A.V.E. members can accompany the survivor if the survivor requests.

4. If you are unable to attend classes due to harassment or assault or if you share a class with the alleged perpetrator, contact the Student Affairs Liaison to make alternate arrangements, such as completing work outside the classroom.

If a friend is sexually assaulted, listen; be supportive and nonjudgmental; emphasize that the assault was not the survivor's fault, regardless of the circumstance. To help the survivor regain feelings of control, let the survivor decide what actions to take, but offer options such as seeking medical care, calling Security or the police, and contacting B.R.A.V.E., the MAT Student Affairs Liaison, or the Counseling Center. Be aware that sexual assault often has an impact on people close to the survivor. Survivors of rape and other forms of sexual assault experience many different feelings over an extended period of time, including embarrassment, fear, anger, shock, denial, confusion, and self-blame. If you are worried about a friend, confidential support services are available.

### **BERTELSMANN CAMPUS CENTER**

Information desk phone: 7095; main office phone: 7099 or 7097

The Bertelsmann Campus Center is the central meeting place on campus where Bard community members come together to enjoy a variety of cultural and social events, such as art exhibitions, academic presentations, film screenings, lectures, and special dinners. It also houses a number of facilities and resources. On the first floor are the bookstore, post office, Down the Road Café, the 100-seat Weis Cinema, information desk, seating areas, e-mail terminals, ATM, lounge and gallery areas, and a multipurpose room. On the second floor you will find the Career Development Office, student club space, a computer laboratory, game room, TLS office, meeting room, laundry-card machine, and copy machines. The campus center office, located on the second floor, oversees the operation of the facility and coordinates programs.

### **BOOKSTORE**

Bertelsmann Campus Center, phone: 7005

Website: [www.bkstore.com/bard](http://www.bkstore.com/bard)

Monday-Thursday, 9:00 a.m. – 5:00 p.m.

Friday, 9:00 a.m. – 4:00 p.m.

Saturday, noon – 4:00 p.m.

The bookstore stocks books and supplies required for course work and a selection of general books, college supplies, and imprinted merchandise. It will also special order any book that is not in stock but is in print. The bookstore will cash personal checks for a maximum of \$50 between 9:00 a.m. and 4:00 p.m. Monday through Friday and between

noon and 4:00 p.m. on Saturday, when funds are available. There is a \$1 fee per check for this service.

### **CENTRAL SERVICES**

Carriage House, phone: 7463

Monday – Friday, 9:00 am – 5:00 pm

Central Services is the location on campus where you will obtain your Bard Student ID. Please note that ID's are not necessarily taken at all times of the day, so you might want to call first and schedule a time. To have your ID taken all you will need is your Student ID Number that was provided to you at Registration.

### **CHAPLAINCY**

Chaplain of the College, phone: 7335

E-mail: [chaplaincy@bard.edu](mailto:chaplaincy@bard.edu)

The chaplaincy at Bard is committed to helping students, staff, and faculty explore and develop their spiritual identities. Various academic programs enable members of the community to investigate how religious perspectives contribute to culture and mutual understanding; the chaplaincy provides an opportunity to practice and experiment with different traditions of religion. On staff are an Episcopal priest, an imam, a rabbi, a Catholic priest, and an ecumenical chaplain. All chaplains are available for pastoral care. Weekly worship services in different traditions and services and celebrations for holy days are held throughout the academic year.

### **COUNSELING SERVICE**

Robbins Annex, phone: 7433

E-mail: [healthservice@bard.edu](mailto:healthservice@bard.edu)

Monday-Friday, 9:00 a.m. – 5:00 p.m.

This office is only open part-time in June and July.

All Bard students, regardless of whether they are on the Bard Health Plan or carry another private insurance, may use Counseling Services. A supervised graduate intern is available on a first-come, first-served basis two days a week for brief problem focused treatment, crisis intervention, and referrals to local physicians, psychiatrists, and psychotherapists. The staff may make off-campus referrals for any students who cannot be accommodated during the course of the quarter.

Those with the Bard Health Plan may also schedule visits with two consulting psychiatrists or the eating disorder specialist affiliated with the college.

To make an appointment: call 7433 and tell the receptionist that you would like to schedule an appointment. She will need to know your name, phone, e-mail, schedule, and that you are studying with the MAT Program. You will receive a notification by phone and e-mail of an appointment time as soon as they are able to confirm it.

Please Note: Incoming students who are currently taking medications for an emotional condition, mood stabilization, or attention deficit disorder should make arrangements to have the medication monitored by the prescribing physician at home, or should transfer

their care to an off-campus physician in the Bard area. Likewise, students who have been in psychotherapy and anticipate continuing long-term therapy while at college should seek such care off campus. The Counseling Service can provide a list of psychiatrists and/or psychotherapists in the area. A student who is seeing an off-campus therapist is responsible for all arrangements, including appointments, transportation, and fees. The college health insurance policy provides limited coverage for psychotherapy with a private, off-campus clinician.

### **FINANCIAL AID**

Physical Plant 108, phone: 7625

E-mail: [ackerman@bard.edu](mailto:ackerman@bard.edu)

The MAT Program is committed to assisting qualified students meet the expenses of graduate study. A limited number of fellowships are available. Financial aid is awarded on the basis of achievement and promise as well as financial need, according to criteria determined annually by the Office of Financial Aid of Bard College. Awards are made without regard to sex, sexual orientation, race, color, age, marital status, religion, ethnic or national origin, or handicapping conditions.

Loans are disbursed according to federal guidelines 14 days after commencement of regular registered classes.

To request a Federal Stafford Loan Advance, talk with Cecilia Maple, Program Administrator, x7145.

### **HEALTH SERVICES**

Robbins Annex, phone: 7433

E-mail: [healthservice@bard.edu](mailto:healthservice@bard.edu)

Monday-Friday, 9:00 a.m. – 5:00 p.m. by appointment

Thursday evening clinic, 4:00 p.m. – 7:00 p.m. by appointment

Bard's Health Services are available only to students who are on the Bard Health Plan. Students with other insurance should seek a local provider for medical care or call Bard EMS under emergency circumstances.

Staffed by three nurse practitioners, a part-time physician, a registered nurse, an administrative assistant, and a receptionist, the Health Service provides outpatient care and promotes optimum physical, emotional, intellectual, and social well-being through primary health care. In case of a medical emergency, call the Bard Emergency Medical Service (Bard EMS) at 7777 or Safety and Security at 7460 for transportation to Northern Dutchess Hospital.

Health and Immunization Records Prior to registration, all students must complete a health form that includes a personal medical history, results of a physical examination by a physician or nurse practitioner, and an immunization record documented by a health care provider. Particular attention must be paid to current immunization for measles, mumps, and rubella as required by the New York State Department of Health. Students who do not comply with this requirement are not allowed to register for classes.

**Medical Expenses** The College charges a health fee to graduate students who do not have medical insurance. One portion of the fee allows students access to the Health Service, while the other pays the cost of the supplemental accident and health insurance. The Bard supplemental insurance policy is not meant to take the place of a major medical insurance policy. Health care costs not covered by the Bard insurance plan are the responsibility of the student and his or her family. Students are responsible for completing insurance forms. Accident and health insurance brochures are available at the Health Service.

Questions concerning insurance claims and payments for the Bard insurance plan should be directed to the Health Services administrative assistant at 7077.

Medications prescribed by the college physician or nurse practitioner are dispensed at the Health Service when in stock. Students are charged at cost for most medications dispensed at the Health Service. Medications are billed to the student's Bard account with the exception of contraceptive products, which must be paid for at the time of service. Prescriptions from private physicians must be filled at a local pharmacy.

**Allergy Clinic** Simple allergy injections or other prescribed medications can be administered by the Health Service by appointment, if a written statement and schedule from the prescribing physician are submitted. Injections are given under the supervision of the College physician. Students must supply and pay for their own medication.

**Medical Equipment Loans** Students needing crutches, canes, heating pads, and vaporizers may borrow them from the Health Service at no charge, however students will be billed for any item not returned.

**Medical Transportation** Students are responsible for providing their own transportation to any off-campus medical appointments. Students are advised to call a local taxi service and be prepared to pay the charges at the time of service. The Bard shuttle service is available according to a published schedule.

## **INFORMATION SERVICES**

Henderson Computer Resources Center (<http://inside.bard.edu/hcrc/>)  
Helpdesk, phone: 7500; E-mail: [helpdesk@bard.edu](mailto:helpdesk@bard.edu)

**Charles P. Stevenson Jr. Library ([www.bard.edu/library](http://www.bard.edu/library))**

Library information desk, phone: 7281

The Stevenson Library and Henderson Computer Resources Center together apply emerging media to teaching, learning, and information services at Bard. The computer center, including the Henderson Technology Laboratories, houses more than 200 public computers and a multimedia laboratory with a full range of applications. All students have a network user account with e-mail and file services. The resources of the Stevenson Library and the libraries of the Levy Economics Institute, Center for Curatorial Studies, and Bard Graduate Center include 280,000 volumes and more than 14,000 journals available in print and online via the College website, [www.bard.edu](http://www.bard.edu). A writing and instruction lab with PCs and Macs is available. Reserve readings for many courses are available through the online ReserveWeb service or by request on the third floor of the library. Additional materials can be borrowed from participating libraries through interlibrary loan (ILL). The ILL Office is located on the second floor of the library.

MAT students may check out books for two academic quarters at a time. Due dates coincide with the end of winter and end of spring terms. The fine for books not returned or renewed on time is \$.25 per item per day. The replacement fee for a lost book is \$80 or more, plus any accrued fine. The fine for the late return of reserve materials is \$1 per item per hour past time due, even when the library is closed, up to a maximum of \$30.

Immediate family members with Bard ID cards may use information services on campus.

***Summer and intersession hours will vary (check website or call ahead for hours).***

Stevenson Library hours, including library computer laboratory:

Sunday, 10:00 a.m. – 1:00 a.m.

Monday-Thursday, 8:30 a.m. – 1:00 a.m.

Friday, 8:30 a.m. – 10:00 p.m.

Saturday, 10:00 a.m. – 10:00 p.m.

Henderson Technology Laboratory hours:

24 hours, 7 days a week

Henderson Computer Center Classroom (101A) hours:

Monday-Friday, 9:00 a.m. – midnight

Saturday and Sunday, noon – midnight

Multimedia Classroom (106) hours:

Monday-Friday, 9:00 a.m. – 6:00 p.m.

Closed Saturday and Sunday

Bertelsmann Campus Center Computer Laboratory hours:

Sunday-Saturday, noon – midnight

Avery Lab

Monday-Friday, 6:00 p.m. – midnight

Saturday and Sunday, 9:00 a.m. – midnight

## **MEAL SERVICES**

Kline Commons, phone: 7533 or 7436

Monday-Friday, 7:30 a.m. – 3:30 p.m. and 4:30–7:30 p.m.

Saturday-Sunday, 10:00 a.m. – 3:30 p.m. and 4:30–7:30 p.m.

Down the Road Café

Bertelsmann Campus Center, phone: 7370

Monday-Friday, 8:00 a.m. – midnight

Saturday-Sunday, 10:00 a.m. – 12:30 a.m.

Green Onion Grocer

Kline Commons, phone: 6082

Sunday-Friday, 1:00 p.m. –7:00 p.m.

Kline Commons houses the main campus dining room, as well as the Green Onion Grocer, an on-campus grocery store. You may purchase buffet style (all you can eat) meals at Kline Commons even if you are not on a meal plan. Meals are also available in the Down the Road Café in the Bertelsmann Campus Center and Manor Café on north campus. Meal services accepts cash or flex cards (see student accounts listing for more info about flex cards). Students using flex accounts are given a 5% discount and tax is waived on their meal services purchases.

## **PHYSICAL PLANT/BUILDING AND GROUNDS**

Physical Plant Office, phone: 7465

Reports of damage or maintenance needs (including heating, lighting, and plumbing) for campus buildings, grounds, or equipment should be made to Cecilia Maple (7145) who will file a request with the Physical Plant.

## **POST OFFICE**

Bertelsmann Campus Center, phone: 7537

Monday – Friday, 9:00 a.m. – 5:00 p.m.

Saturday, 9:00 a.m. – 12:00 p.m.

**\*All campus and U.S. Post mail for MAT students is delivered to Shafer House.**

**Boxes for all students are located on the 3<sup>rd</sup> floor of Shafer House in Room 301.**

**Faculty boxes are located to the right of the main entrance of Shafer House.**

Your Bard mailing address is:

Your Name

Bard College MAT Program

PO Box 5000

Annandale-on-Hudson, NY 12504-5000

For mail that requires a street address:

Your Name

Bard College MAT Program

30 Campus Road

Red Hook, NY 12571

**SAFETY AND SECURITY OFFICE**

Old Gym, phone: 7460; emergency phone: 7777

Mission Statement: “To incorporate safety and security functions professionally and competently in keeping with the Bard Community philosophy. To facilitate an environment of safety and intellectual exploration within the Community and to promote respect between each community member, the natural environment and the Bard College campus.”

The Safety and Security Office helps protect the Bard community, maintain public order, and enforce campus rules and regulations, calling on local and state police when needed and appropriate. It arranges after-hours medical emergency transportation and enforces motor vehicle regulations.

It is expected that all community members will cooperate fully with College officials in matters of safety and security. Students must show their Bard identification card upon request. False representation or false reporting of information is cause for disciplinary action.

Suspicious activity or persons on campus should be reported immediately to the Safety and Security Office. All College guests must be registered; unauthorized persons will be asked to leave the campus; trespassers will be prosecuted in accordance with the New York State Criminal Code. The Safety and Security Office is always open, and community members are welcome to speak with the director at any time to discuss policy, personnel, or personal problems with confidentiality assured.

Campus Crime Report The “Jeanne Clery Disclosure of Campus Security Policy and Crime Statistic Act” is available on line at: <http://ope.ed.gov/security> or on the [inside.bard.edu](http://inside.bard.edu) web site. Simply go to the Safety and Security link and click on crime statistics. A published report is also available in the Safety and Security Handbook, published by the Office of Safety and Security and given to all incoming students. For a copy stop by the Security Office located in the Old Gym building or simply request one by Email from [cooper@bard.edu](mailto:cooper@bard.edu). A copy will be sent via campus mail. A review of this report is a good idea both for students and parents. The Bard College Office of Safety and Security works diligently all year to maintain low levels of crime on campus and to provide a safe and secure environment for the staff, faculty, and students who work and live on campus.

Foot Patrol: The Foot Patrol offers after-dark walking escorts. Foot Patrol is on-call seven days a week from 7:00 p.m. – 3:00 a.m. Students should call Security at 7460 for an escort.

## **STUDENT ACCOUNTS**

Physical Plant, phone: 7520

E-mail: [gwen@bard.edu](mailto:gwen@bard.edu)

For information concerning tuition and fees, billing and payment, please refer to our website at [http://www.bard.edu/admission/tuition\\_payment/](http://www.bard.edu/admission/tuition_payment/). You may also refer to the Bard College Master of Arts in Teaching Program Catalogue under Fees, Payments, and Refunds.

Students who would like to get an advance on their student loans need send a written request to Cecilia Maple. Disbursements are available on a schedule determined by the federal government.

Students wishing to may open a flex account, which allows them to use their Bard ID as a declining balance card for meal services and at the Bard Bookstore. Meal Services offers a discount of 5% and waives tax for all flex purchases except in the Green Onion Grocer. Flex accounts are non-refundable. A \$50 deposit is required to activate an account.

Students who work for the college or receive Petrie grants will need to complete and file a W-2 form with the student payroll coordinator in the Physical Plant, x7517.

The initial deposit of \$500 paid to the college upon matriculation is refunded to students in August following completion of the program and after any other outstanding charges the student may have accrued (such as library fines or towing charges) have been processed and deducted from the deposit amount. Be sure to give your summer or current address to Cecilia Maple so that checks can be mailed directly.

## **TRANSPORTATION**

Physical Plant Office, phone: 7007

E-mail: [trans@bard.edu](mailto:trans@bard.edu)

A free shuttle service is available on campus, to Red Hook, and to Tivoli, from early morning through late evening, seven days a week from August through May. In addition, scheduled shuttles are also available to the Hudson Valley Mall, Upstate Films, and the Lyceum movie theater. Transportation is also available on Friday, Saturday, and Sunday from August through May to and from the Poughkeepsie (Metro-North) and Rhinecliff (Amtrak) railroad stations during the undergraduate academic year. "Special" train and airport shuttles are available at the opening and closing of the undergraduate semesters.

Unless otherwise specified, all trips leave from Kline parking lot. Scheduling information is available for all of the above shuttles at <http://inside.bard.edu/community/transport/>. E-mail will be sent to all students one month prior to school breaks in order to give updated transportation information.

For schedule information:

— Amtrak: 800-USA-RAIL/[www.Amtrak.com](http://www.Amtrak.com) (Offers service to and from Penn Station NYC, Rhinecliff and points north)

- Trailways: 845-331-0744/[www.trailways.com](http://www.trailways.com) (Offers bus service between Kingston, NY, and Port Authority Terminal, NYC)
- Metro-North: 800-METRO-INFO/[www.mta.nyc.us/mnr/](http://www.mta.nyc.us/mnr/) (Offers train service to and from Poughkeepsie, NY and Grand Central Station, NYC)
- Loop Bus: 845-485-4690/[www.dutchessny.gov/loopsched.htm](http://www.dutchessny.gov/loopsched.htm) (Offers bus service to and from Tivoli, NY and Poughkeepsie, NY) “Loop at a glance” available at [inside.bard.edu](http://inside.bard.edu). Check schedule for stops on Bard campus.

## **NON-ACADEMIC POLICIES, REGULATIONS, AND PROCEDURES**

### **ALCOHOL AND DRUG POLICIES**

Students may have alcohol in accordance with Bard College regulations and New York State law. The possession, use, or distribution of drugs or illegal substances is prohibited. The College will not interfere with the legal prosecution of any member of the College community who violates the law. Law enforcement officers, with the proper legal documents, may search any and all buildings on campus without prior notice. Unregistered kegs will be confiscated (see Events Registration).

The College provides educational programs and counseling services to increase awareness of the issues of alcohol and drug use and to assist those in need of help, as in potential instances of addiction, chemical dependency, and other negative consequences resulting from use. Assisting someone to get help for problem or addictive use is an act of legitimate and reasonable concern. Every member of the community is responsible for abiding by the alcohol and drug policies and for encouraging others to do the same. Violations of the spirit and intent of these policies will be responded to by disciplinary action. Penalties will reflect both the degree and number of offenses and may include warnings, community service, fines, probation, suspension, mandatory leave, and expulsion. Those whose drinking or drug use repeatedly leads to problem behavior will be dealt with more severely because of the predictable relationship between the use and the behavior that follows. The College expects moderation, restraint, and care in the use of alcohol.

Possession of open containers of alcohol outside these venues may result in disciplinary action. It is illegal to serve alcoholic beverages to under-aged individuals; reasonable means should be used to identify under-aged individuals to ensure that alcohol is not served to them. The intention to serve alcohol at a College event must be stated when the event is registered with the Office of Student Activities. Two hosts who are over the age of 21 must register any event at which alcohol is served. All kegs must be registered; unregistered kegs will be confiscated. Food and nonalcoholic beverages must be available at any event at which alcohol is served. Alcohol must not be left unattended. Hosts of the event are responsible for all guests, whether invited or not. Alcohol may not be mentioned in the publicity for an event. All members of the Bard community must take responsibility for their own actions and for compliance with the laws of New York State and the Drug-Free Schools and Communities Act. The major points of the law are as follows:

1. Legal Age and Intoxicated Individuals: No person shall sell, deliver, give away, cause, permit, or procure to be sold, delivered, or given away any alcoholic beverages to: (1) any person actually or apparently under the legal age (21); or (2) any intoxicated person or any person under the influence of alcohol.
2. Dram Shop Liability: Any person who shall be injured in person, property, means of support, or otherwise by an intoxicated person or by reason of the intoxication of any

person, whether resulting in death or not, shall have a right of action against any person who shall, by unlawfully selling to or unlawfully assisting in procuring liquor for the intoxicated person, have caused or contributed to the intoxication. In any such action the injured person will have a right to recover actual and exemplary damages.

3. Social Host Liability: Anyone who knowingly furnishes alcoholic beverages to any intoxicated person under the legal age of purchase if the intoxication results in injury or damages to a third party can be held subject to civil liability.

4. False Identification: Any person under the legal age of purchase who is found to have presented or offered false or fraudulent written identification of age for the purpose of purchasing or attempting to purchase alcoholic beverages may be faced with probation and a fine.

An academic environment is incompatible with the use of illegal drugs, the abuse of any drugs, and the use of drugs not medically prescribed and supervised. If such use should occur, the best efforts of the College notwithstanding, such activity must neither interfere with nor become the focus of the lives of members of the community. The College prohibits illegal possession or transfer of any controlled substance so defined in the statutes of New York State. The College does not apply sanctions of the law, but it does not ignore the law nor does it stand between the student and the law. Information received on dealers is shared with local police agencies. Selling, making, distributing, or possession of a significant amount of illegal drugs will be met with prompt and forceful College action. The student will be asked to resign from the College. If a student chooses not to resign, she or he will be suspended by the dean of students, with the right to appeal the suspension through specific procedures, as outlined in this handbook.

### **ANTI-HAZING STATEMENT**

Any action or situation that recklessly or intentionally endangers mental or physical health or involves forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization at Bard College is expressly prohibited. In the event any organization at Bard College shall authorize such conduct, permission for that organization to operate on campus property shall be rescinded. Such rescindment shall be in addition to any penalty pursuant to the criminal code or any other law of the State of New York. Adopted by the Board of Trustees of Bard College, March 25, 1981.

### **BICYCLE SECURITY**

As a walking and biking campus, many students bring bicycles for use prior to the winter season. Bicycles should be secured by the use of standard bike locks. Bicycles may only be secured to bicycle racks. In the event of a missing bicycle, security should be informed with a description of the bike and location where it was last seen.

#### **Storage of Bicycles During School Breaks**

Bard does not have a storage space for bicycles. Bicycles left on campus are left at the owner's own risk. Bard security patrols limit the possibility of thefts, but they do occur from time to time. If you cannot take your bike home, make sure it is locked and secured on a bike rack. The serial number, make, and description of the bicycle should be kept at home in the event the bike is missing. Homeowners insurance may cover this loss.

#### **Removal of Bicycles**

Buildings and Grounds, in coordination with the College Security Office, will remove bicycles that are improperly secured to buildings, trees, or light poles, or that block access or egress to buildings. Any bicycle not properly placed in a bicycle rack may be removed. Students should contact the security office to reclaim their bikes. The college is not responsible for the damaged lock. Bicycles left on campus during the summer months will be considered abandoned. These bicycles will be collected and donated to charity or recycled.

### **DIGITAL MILENNIUM COPYRIGHT ACT**

Individuals using computers and networks at Bard College are responsible for complying with all copyright laws and the college's procedures regarding the use of Bard's computing resources. Users should refer to the Acceptable Use Guidelines posted on the web site of the Henderson Computer Resources Center at: [inside.bard.edu](http://inside.bard.edu). The Digital Millennium Copyright Act of 1998 specifically prohibits the circumvention of copy-protection technology on copyrighted material. Most MP3 files contain copyrighted material. The download, copying, adapting, and public display and distribution of these materials is prohibited by the DMCA, and further is not considered an acceptable use of academic computing resources.

### **DISCIPLINE OR DISMISSAL OF STUDENTS and SANCTIONS**

By action of its Board of Trustees, Bard College has endorsed and adopted the Joint Statement on Rights and Freedoms of Students promulgated by the Association of American Colleges (see Appendix I). The College may opt, with sufficient cause, to protect the community rather than find undeniable guilt. In accordance with the Joint Statement, the College's policy with respect to discipline or dismissal of students (on other than academic grounds) will be as follows.

A. On-Campus Activities: A student is subject to discipline or dismissal for his or her activities if the student interferes with the College's academic or administrative functions or with free speech; uses violence or the threat of violence; disrupts community living on campus; or violates a specific written policy of the College.

B. Off-Campus Activities: A student is not subject to discipline or dismissal for off-campus activities except those directly related to the College's academic or administrative functions and those that demonstrate the probability that the student constitutes a danger to others on campus.

C. Limitations: Whether official non-College action has been taken or is likely to be taken against the student and whether such non-College action is likely to be effective in deterring similar conduct by the student in the future are factors that will be considered in determining whether discipline or dismissal should be imposed in a particular case. In all cases it is understood that the College's function is educational and not penal.

D. Student Illness: Nothing in this statement of policy should be construed as limiting the right of the College to exclude from the campus students who by reason of serious physical or mental illness constitute a danger to themselves or others on campus or are otherwise incapable of continuing to function as responsible members of the College community. When there are reasonable grounds to believe that a student's health is so impaired, the College may insist that the student be examined by a College physician.

E. Enforcement: Campus Safety and Security is authorized to enter a student's dorm room only when there are reasonable grounds to believe that such an entry is essential to the enforcement of this policy.

Adopted by the Board of Trustees of Bard College, August 5, 1969, and filed with the State of New York as required by law.

Sanctions: After a hearing, either formal or informal, in which accountability is established, an appropriate sanction will be imposed. Notice of such a sanction can be given by the President, the Executive Vice President, the MAT Director, the MAT Associate Director, or the Grievance Committee. Sanctions generally include social probation, suspension, and expulsion. Social probation is an official warning. During the period of time for which it is assigned, usually a year or a quarter, any violation of College rules, especially a violation of the rule that led to the probation, will be cause for serious disciplinary action. Social probation can have provisos or conditions attached to it, including but not limited to apologies, community service, counseling (on or off campus), restitution, or fines (paid within the time specified in the penalty). Failure to meet the terms of the provisos can result in the withholding of grades or transcripts, suspension, or expulsion. Suspension is normally for a year or semester. Expulsion is permanent. A suspended or expelled student may not be on College grounds without explicit permission from the MAT Director or a designee.

### **EMERGENCY PROCEDURES**

In the event of a school closing due to an emergency, students will be notified by e-mail through their Bard addresses.

### **FIRE SAFETY**

Fire equipment and procedures are life-saving matters. When a fire alarm sounds, act immediately:

1. When an alarm sounds, think clearly about all the available exits from the building so that if one exit is blocked, you can alter your route without delay.
  2. Close the windows.
  3. For protection, put on a coat and hard-soled shoes.
  4. Before opening a door, feel it for heat to determine whether it is safe to enter the corridor.
  5. Turn off the lights and close the door behind you.
  6. Do not rush. Order and quiet are essential.
  7. Knock on other doors as you leave the building.
  8. Do not use an elevator.
  9. Go to the designated exit area as quickly as possible.
  10. Make sure that you are accounted for as soon as possible.
  11. Do not leave the designated area until you are accounted for and told you may leave.
- Security Officers are required to make a visual check of the entire building before students are allowed to return to the building. Any student found responsible for a fire in a building will be fined \$500, charged for all resulting damage and may be suspended or expelled from the college.

Persons found tampering with fire extinguishers or alarms are charged the replacement or repair costs plus a \$100 fine and may face disciplinary action. Students responsible for false fire alarms or negligent behavior resulting in a fire alarm will be fined \$100. Fire control doors, with automatic door closures, prevent the spread of fire and smoke. Never tamper with these doors, block them, or prop them open. Students found violating these regulations will be fined \$100.

Fire drills are held throughout each academic year, in compliance with New York State laws and to familiarize students with protective procedures. Everyone is required to leave a building during a fire drill or alarm. Refusal to do so is a serious infraction and may result in a fine of \$100, suspension, or withdrawal of residential privileges.

### **GRIEVANCE PROCEDURES**

In the event of a grievance, students will first appeal directly to those it concerns. For example, a student may appeal a grade to the faculty member who gave the mark. Or they may seek clarification from their mentor or field supervisor regarding an issue in their field placement.

If not satisfied, or when it is not appropriate to bring an appeal directly to those it concerns, the student should seek the counsel of the MAT Program Administrator (Cecilia Maple), or in the case of a field placement concern either Donna Elberg (upstate) or Cecilia Maple (New York City), to help them seek a resolution. Other parties will be brought in as warranted, including the MAT director.

If not satisfied, a student may approach the program director with his or her concern.

If not satisfied, The Grievance Committee is a last resort for complaints by students against faculty, administrators, or mentors. For that reason, students contemplating such complaints should first exhaust other legitimate avenues of redress and then seek information about procedure and informal advice from members of the committee before filing a formal written complaint with the committee. After hearing a complaint and weighing the accompanying evidence, the MAT Grievance Committee will then make a recommendation. The student will be notified in writing of the outcome.

#### **MAT Grievance Committee**

The MAT Grievance Committee is the program's board of appeals for disciplinary and academic decisions. In other than academic situations, the director will determine specific disciplinary action, with a right of appeal to the MAT Grievance Committee in cases in which the penalty imposed is suspension or expulsion. In all cases, disciplinary proceedings will be conducted in accordance with the due process requirements of the Joint Statement on Rights and Freedoms of Students, which has been endorsed by the Board of Trustees.

The grievance committee consists of six representatives: two faculty members, two administrators, and two students. It is the right and responsibility of each committee member to ask the permission of the committee to recuse himself or herself in a particular

case, if, in the member's judgment, she or he is especially close to the accused or might be so perceived by the community or if she or he has a conflict of interest that might affect judgment in the case. In order to convene, all members of the Grievance Committee must be present.

### **HARASSMENT/DISCRIMINATION POLICY**

Harassment Hotline: 888-323-4198

Discrimination and harassment of any kind, including sexual harassment, will not be tolerated. Those believing that they have been unlawfully harassed or discriminated against on the basis of their race, religion, color, national or ethnic origin, alienage, age, military veteran's status, disability, marital status, sexual orientation, and/or gender or sex, including sexual harassment can contact the MAT Student Affairs Liaison, B.R.A.V.E., the Safety and Security Office, or any College official or an external investigator. For those who feel for any reason unable to report incidents of harassment or discrimination to a College official, Bard College has established a harassment hotline. This hotline is available to any member of the College community (student, faculty, and staff) who are victimized by harassment and/or discrimination or who have questions regarding conduct or policies.

Definition of Sexual Harassment: What constitutes sexual harassment may vary based on particular facts and circumstances. Generally, unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature may be considered to constitute unlawful sexual harassment when either:

1. Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of instruction or employment decisions or evaluations or participation in Bard activities.
2. The conduct has the purpose or effect of unreasonably interfering with an individual's performance by creating an intimidating, hostile, or offensive environment.

### **INCLEMENT WEATHER**

Students will be notified by e-mail through their Bard address if the campus closes due to extreme weather or emergency. For field placements, make sure that you are aware of the partnering school policy regarding closings.

### **MOTOR VEHICLE REGULATIONS**

The Office of Safety and Security is responsible for enforcing College regulations for vehicles on campus. All vehicles utilizing campus parking facilities on a continual basis must be registered with the Safety and Security Office.

To register a vehicle you must present a valid driver's license, proof of registration, and current insurance from the state in which the vehicle is registered. Place stickers on the driver's side rear window or place hanging tags on the rear view mirror. Tags should be removed when traveling off campus in compliance with New York State Motor Vehicle Law. Authorization for handicapped parking privileges must be obtained from the Health Service. Additional tags/stickers are available for spouses with Bard ID.

Vehicles not registered with Safety and Security may be towed off campus at the owner's expense. Once a tow truck is dispatched, the vehicle's operator is responsible for the tow charge whether or not the vehicle is towed.

Bard College students, faculty, staff, and visitors park at their own risk. While the Office of Safety and Security maintains constant and vigilant patrols throughout the year, the College will not be held liable for vehicle damage incurred from vandalism, collisions, break-ins, or other destructive circumstances including weather related problems. There is ample parking in and around the Bard campus, but limited on main campus. Students are encouraged to park their vehicles at one of the large student lots and walk or shuttle to classes or other activities on campus. As an environmentally aware and concerned community, typical issues with limited and convenient parking, blocking of emergency access, tickets and towing may easily be avoided by simply applying the "Park and Walk" philosophy of Bard. During the warmer months, the Safety and Security Office encourages the use of bicycles as well.

#### Parking Regulations

1. Monday through Friday, 7:00 a.m. to 5:00 p.m., the Main Lot is reserved for Faculty and Staff parking only. Students residing in Stone Row may use the Olin or Water Plant Lot to park vehicles. Illegally parked vehicles will be ticketed and towed.
2. Emergency access and fire lanes to all buildings must be kept clear at all times. Parking along the side of a building, in drop-off areas or in handicap or other specially designated areas, will result in immediate towing and fines.
3. Unauthorized vehicles are subject to immediate towing at the owner's expense. Once the tow truck is called, they must be paid even if the vehicle is moved before their arrival on campus.
4. No parking is allowed on Faculty Circle, Campus Road, Annandale Road or on any lawn or grassy area.

Motorcycles must be registered and are subject to the same rules and regulations as cars. It is a violation to drive a motorcycle on any pathway, lawn, or any place from which a car is restricted.

The fine for a moving violation is \$100. Parking fines are \$25 per offense listed on the ticket. Tow fees range from \$45 for on-campus tows to \$150 if a vehicle is towed off campus. Bard College is not responsible for any vehicle parked illegally or unregistered on campus. Annandale Road is a public highway, patrolled by local law enforcement who enforce speed limits and other county and state laws. The campus speed limit is 15 mph. Bard is a walking and biking campus. Speeding vehicles represent a clear and present danger to staff and students. Driving while impaired, reckless driving or any action deemed unsafe by the Office of Safety and Security will not be tolerated.

Extended Parking of Student Vehicles. An enrolled student requesting short term vehicle storage outside the normal school calendar, i.e. semester breaks, overseas travel, etc., may be accommodated providing the following requirements are met:

1. The Director of Safety and Security must be notified in writing of the student's wish to store his/her vehicle for a period of time exceeding 96 hours, if outside the normal school

calendar. It will be at the Director's discretion to allow this courtesy for an agreed upon specific period of time.

2. If permission is granted by the Director of Safety and Security allowing the student to store his/her vehicle for a specific pre-determined time, notification will be sent via campus mail, which must be signed and returned to the Director of Safety and Security at least one week prior to leaving campus, detailing the following procedures:

The vehicle must be parked in a location specified by Safety and Security, usually at the far end of the Water Plant Lot, across from Tewksbury. Keys must be sealed in an envelope with vehicle description, plate number, name of the student leaving the vehicle, and contact numbers and address where the student can be reached.

Upon return to campus, the student must present a valid driver's license to the Director of Safety and Security for identification and reclamation of the vehicle. Non-compliance or violation of any of these procedures may result in declining the request for storage, now and in the future. If a student finds that they are not able to retrieve their vehicle at the agreed upon time, they must notify the Director of Safety and Security in writing prior to the expected reclamation date. If no contact occurs from the student, the Office of Safety and Security will use the listed contact numbers to remind the student of their obligation to reclaim his/her vehicle. If, after a good faith effort to contact the student by telephone and mail with no response, the vehicle will be considered abandoned, subject to the New York State Vehicle and Traffic Law.

“Pursuant to Vehicle and Traffic Law section 1224(1)(d), motor vehicles are deemed to be abandoned, if left unattended for more than 96 hours on property of another, if left without permission of the owner.”

It is the student's responsibility to meet the agreed upon obligations concerning their vehicle. Any costs incurred by Bard College concerning a vehicle in violation of this agreement will be charged to the student's account.

Derelict Vehicles Students will be contacted throughout the school year, if their vehicle exhibits signs of deterioration, i.e. flattened tires, broken windows, outdated registrations or lack of license plates. Vehicles parked on campus must be capable of being moved, if necessary. Safety and Security will attempt to contact the registered owner by using our vehicle registration database. All vehicles must meet road safety standards as set by the New York State Motor Vehicles Department or risk being towed from campus at the owner's expense. The Town of Red Hook Police Department will be notified of abandoned vehicles. The Town of Red Hook is empowered to dispose of abandoned vehicles in accordance with the provisions of Statute 1224(4) of New York State Vehicle and Traffic Law.

Restricted Parking “No Parking” signs are evident in certain areas of campus. As with many scenic rural campuses, the use of signs is restricted in keeping with the natural design of Bard's campus. Parking along roadways, on grass or next to structures with no parking space allotment will result in ticketing. Parking in any area that may restrict fire or other emergency vehicles from access or in handicap spaces will result in immediate tow at the owner's expense.

## **NONDISCRIMINATION POLICY**

The Bard College community comes from many different backgrounds and includes different religions, races, ethnic ancestries, and sexual orientations. At Bard we celebrate this diversity and recognize that persons are entitled to be treated with tolerance, respect, dignity, and understanding. Bard College is committed to freedom of thought, speech, and discourse in an atmosphere uncorrupted by unlawful discrimination. Bard College, therefore, prohibits discrimination on the basis of race, color, sex, religion, sexual orientation, age, ethnic origin, disability, or military veteran status. Any behavior that violates this policy will be thoroughly investigated, and the violators of such policy will be subject to disciplinary action.

## **PETS**

Pets on campus must be leashed or otherwise controlled by the owner. Dogs may not run unleashed on campus properties.

## **PROPERTY INSURANCE**

Students' possessions are not insured under any College insurance policy. The College does not accept responsibility for any thefts or losses from students' anywhere else on campus at any time, either during semesters or breaks. This further applies to any damage from water, steam, soot, smoke, fire, or other destruction. Students who need property insurance should make their own arrangements through a homeowner or renter policy or purchase an insurance policy written expressly for college students living in residence halls. An application for this type of insurance is available at the Student Accounts Office. Students should record serial or model numbers of items such as stereo equipment, bicycles, computers, and musical instruments. Reports of stolen property should be filed with the Safety and Security Office, and the student should keep a copy to be submitted to an insurance company with a claim.

## **SMOKING**

In keeping with Bard's desire to protect the health of its faculty, staff, students, visitors, other campus constituencies, and the public in general, it is Bard's policy to provide a smoke-free environment, to the maximum extent possible for those desiring such an environment, in full compliance with the Dutchess County Smoke-Free Air Act (Resolution No. 202237) and the New York State Clean Indoor Air Act (Article 13-E of the New York State Public Health Law).

Smoking Defined To "smoke" and "smoking" means creating smoke by lighting a cigarette, cigar, pipe or other smoking product; it means as well puffing on, carrying or holding a lighted cigarette, cigar, pipe or other smoking product.

### **Regulations**

- a. Smoking is prohibited in all residence hall areas except individual bedrooms in designated smoking buildings in which all of the occupants agree to allow smoking.
- b. Smoking is permitted in designated areas outside college buildings provided that these areas are located far enough away from doorways, windows, and ventilation systems to prevent smoke from entering these facilities.

The success of this policy requires the thoughtfulness, consideration, and cooperation of smokers and non-smokers alike. It is the responsibility of each member of the campus community to adhere to this policy. Violators of the policy will be issued a warning. Second offenses will result in a fine not to exceed \$50. Further violations will be referred to the appropriate judiciary body or supervisory authority for resolution.

### **WEAPONS**

The use or possession of any chemical explosives, firearms, ammunition, firecrackers, knives, or other weapons, including a BB gun, air rifle, or similar firing device, is prohibited. The possession of weapons will result in serious sanctions. The Penal Law of the State of New York (section 265.01) defines criminal possession of a weapon in the fourth degree as follows: "A person is guilty of criminal possession of a weapon in the fourth degree when he knowingly has in his possession a rifle, shotgun, or firearm in or upon a building or grounds used for educational purposes, of any school, college or university, except the forestry lands, wherever located, owned, or maintained by the State University of New York College of Environmental Science and Forestry, without the written authorization of such educational institution. Violation of the above code is classified as a Class A misdemeanor and is punishable by a one-year sentence and/or a \$1,000 fine."

## Appendix I: Joint Statement on Rights and Freedoms of Students

The following resolution endorsing the Joint Statement on Rights and Freedoms of Students was adopted at the 54th Annual Meeting of the Association of American Colleges, January 17, 1968.\* The joint statement was endorsed by the U.S. National Student Association in August 1967 and by the Council of the American Association of University Professors in October 1967.

Whereas representatives of the Association of American Colleges have participated in extended discussions with representatives of the American Association of University Professors, the National Association of Student Personnel Administrators, the National Association of Women Deans and Counselors, and the U.S. National Student Association concerning the rights and freedoms of students and also, at various stages in the discussion, concerning the responsibilities of students and the participation of students in institutional governance; and Whereas within that context of discussion and concern representatives of these five associations have together drafted a Joint Statement on Rights and Freedoms of Students which sets forth important principles; and Whereas the joint statement presents principles on the basis of which institutions of higher education should spell out the means by which appropriate features of the freedom of students to learn may be provided on each campus;

Be it resolved that the Association of American Colleges endorses the joint statement with the following explicit understanding for clarification:

1. That, as agreed in the drafting process, the several national associations endorsing the joint statement will set up machinery for continuing joint interpretation of the principles and suggested procedures described in the statement, and that the development of any machinery for mediating disputes, investigating complaints, or resolving conflicts of rights in the university community will be the product of joint consultation;
2. That the formulation of detailed procedures for securing the student's freedom to learn is the responsibility of each institution, must be in harmony with the educational purposes of the institution, and may therefore indeed "vary from campus to campus" (Statement Preamble);
3. That inasmuch as "the responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by all members of the academic community," specific provisions of the joint statement, for example, those for speakers, student organizations, and student publications, should not be interpreted to concede absolute autonomy to the student sector when such provisions pertain to matters of proper concern to the academic community as a whole;
4. That the provision of the statement on Student Records (Section III) that "transcripts of academic records should contain only information about academic status" is to be understood as permitting the recording of any institutional action, such as suspension and expulsion for academic or disciplinary reasons, which affects a student's eligibility to re-register at the institution;
5. That the "regular and essential operation of the institution" which is not to be disrupted by student action (Section IV B 1) and the discussion that is concerned with avoiding

“limitations that have no direct relevance” to the student’s education (Section VI A) are both to be understood in the context of the whole educational mission of the institution, including as relevant its educational activities and practices that pertain outside as well as within the classroom;

6. That the participation of the student body “in the formulation and application of institutional policy affecting academic and student affairs” (Section IV C) and “significant student participation” in the formulation of “standards of conduct” (Section VI A) may involve a variety of activities under methods appropriate to each campus, ranging from student discussion of proposed policy in committees, in organized agencies of student government, or through the student press to the more formal determination of policy by groups that include student members or, where and if delegated by appropriate authority, by groups that are composed only of students;

7. That restraints on the assertion of “the special authority of the institution” (Section V B) do not exclude institutional action merely because a student has also violated a civil statute;

8. That a committee for joint interpretation should accept as one of its primary responsibilities an exploration for alternative procedures which, while assuring “fair play” and making adequate provision for “procedural due process,” would be more appropriate to an academic community (Dixon vs. Alabama Board of Education) and more adaptable to educational goals by encouraging a relationship of mutual respect and trust especially in cases where “misconduct may result in serious penalties”;

9. That the Association of American Colleges joins with the Council of the American Association of University Professors in “its conviction” that, in the exercise of freedom “to support causes by orderly means” (Statement, Section IV B), “action by individuals or groups to prevent speakers invited to the campus from speaking, to disrupt the operations of the institution in the course of demonstrations, or to obstruct and restrain other members of the academic community and campus visitors by physical force is destructive to the pursuit of learning and of a free society” and in the Council’s further statement that “all components of the academic community are under a strong obligation to protect its processes from these tactics” (Council Resolution, October 29, 1967); and to planning, decision-making, and other processes in the governance of colleges and universities for the mutual welfare of individuals, institutions, and a free society.

#### Preamble

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of the academic community, students should be encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth. Institutional procedures for achieving these purposes may vary from campus to campus, but the minimal standards of academic freedom of students outlined below are essential to any community of scholars.

Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. Students should exercise their freedom with responsibility. The responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by all members of the academic community. Each college

and university has a duty to develop policies and procedures that provide and safeguard this freedom. Such policies and procedures should be developed at each institution within the framework of general standards and with the broadest possible participation of the members of the academic community. The purpose of this statement is to enumerate the essential provisions for student freedom to learn.

### I. Freedom of Access to Higher Education

The admissions policies of each college and university are a matter of institutional choice provided that each college and university makes clear the characteristics and expectations of students that it considers relevant to success in the institution's program. While church related institutions may give admission preference to students of their own persuasion, such preference should be clearly and publicly stated. Under no circumstances should a student be barred from admission to a particular institution on the basis of race. Thus, within the limits of its facilities, each college and university should be open to all students who are qualified according to its admission standards. The institutions should use their influence to secure equal access for all students to public facilities in the local community.

### II. In the Classroom

The professor in the classroom and in conference should encourage free discussion, inquiry, and expression. Student performances should be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.

A. Protection of Freedom of Expression Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.

B. Protection Against Improper Academic Evaluation: Students should have protection through orderly procedures against prejudiced or capricious academic evaluation. At the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.

C. Protection Against Improper Disclosure: Information about student views, beliefs, and political associations that professors acquire in the course of their work as instructors, advisers, and counselors should be considered confidential. Protection against improper disclosure is a serious professional obligation. Judgments of ability and character may be provided under appropriate circumstances, normally, with the knowledge or consent of the student.

### III. Student Records

Institutions should have a carefully considered policy as to the information that should be part of a student's permanent educational record and as to the conditions of its disclosure. To minimize the risk of improper disclosure, academic and disciplinary records should be separate, and the conditions of access to each should be set forth in an explicit policy statement. Transcripts of academic records should contain only information about academic status. Information from disciplinary or counseling files should not be available to unauthorized persons on campus or to any person off campus without the express consent of the student involved, except under legal compulsion or in cases where the

safety of persons or property is involved. No records should be kept that reflect the political activities or beliefs of students. Provision should also be made for periodic, routine destruction of non-current disciplinary records. Administrative staff and faculty members should respect confidential information about students that they acquire in the course of their work.

#### IV. Student Affairs

In student affairs, certain standards must be maintained if the freedom of students is to be preserved.

A. Freedom of Association Students bring to the campus a variety of interests previously acquired and develop many new interests as members of the academic community. They should be free to organize and join associations to promote their common interests.

1. The membership, policies, and actions of a student organization usually will be determined by vote of only those persons who hold bona fide membership in the college or university community.
2. Affiliation with an extramural organization should not of itself disqualify a student organization from institutional recognition.
3. If campus advisers are required, each organization should be free to choose its own adviser, and institutional recognition should not be withheld or withdrawn solely because of the inability of a student organization to secure an adviser. Campus advisers may advise organizations in the exercise of responsibility, but they should not have the authority to control the policy of such organizations.
4. Student organizations may be required to submit a statement of purpose, criteria for membership, rules of procedures, and a current list of officers. They should not be required to submit a membership list as a condition of institutional recognition.
5. Campus organizations, including those affiliated with an extramural organization, should be open to all students without respect to race, creed, or national origin, except for religious qualifications which may be required by organizations whose aims are primarily sectarian.

#### B. Freedom of Inquiry and Expression

1. Students and student organizations should be free to examine and to discuss all questions of interest to them and to express opinions publicly and privately. They should always be free to support causes by orderly means which do not disrupt the regular and essential operation of the institution. At the same time, it should be made clear to the academic community and the larger community that in their public expressions or demonstrations students or student organizations speak only for themselves.
2. Students should be allowed to invite and to hear any person of their own choosing. Those routine procedures required by an institution before a guest speaker is invited to appear on campus should be designed only to insure that there is orderly scheduling of facilities and adequate preparation for the event and that the occasion is conducted in a manner appropriate to an academic community. The institutional control of campus facilities should not be used as a device of censorship. It should be made clear to the academic community and larger community that sponsorship of guest speakers does not necessarily imply approval or endorsement of the views expressed either by the sponsoring group or the institution.

C. Student Participation in Institutional Government As constituents of the academic community, students should be free, individually and collectively, to express their views on issues of institutional policy and on matters of general interest to the student body. The student body should have clearly defined means to participate in the formulation and application of institutional policy affecting academic and student affairs. The role of the student government and both its general and specific responsibilities should be made explicit, and the actions of the student government within the areas of its jurisdiction should be reviewed only through orderly and prescribed procedures.

D. Student Publications Student publications and the student press are a valuable aid in establishing and maintaining an atmosphere of free and responsible discussion and of intellectual exploration on the campus. They are a means of bringing student concerns to the attention of the faculty and the institutional authorities and of formulating student opinion on various issues on the campus and in the world at large.

Whenever possible the student newspaper should be an independent corporation financially and legally separate from the university or college. Where financial and legal autonomy is not possible, the institution, as the publisher of student publications, may have to bear the legal responsibility for the contents of the publications. In the delegation of editorial responsibility to students, the institution must provide sufficient editorial freedom and financial autonomy for the student publications to maintain their integrity of purpose as vehicles for free inquiry and free expression in an academic community.

Institutional authorities, in consultation with students and faculty, have a responsibility to provide written clarification of the role of the student publications, the standards to be used in their evaluation, and the limitations on external control of their operation. At the same time, the editorial freedom of student editors and managers entails corollary responsibilities to be governed by the canons of responsible journalism, such as the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo. As safeguards for the editorial freedom of student publications the following provisions are necessary:

1. The student press should be free of censorship and advance approval of copy, and its editors and managers should be free to develop their own editorial policies and news coverage.
2. Editors and managers of student publications should be protected from arbitrary suspension and removal because of student, faculty, administrative, or public disapproval of editorial policy or content. Only for proper and stated causes should editors and managers be subject to removal and then by orderly and prescribed procedures. The agency responsible for the appointment of editors and managers should be the agency responsible for their removal.
3. All university published and financed student publications should explicitly state on the editorial page that the opinions there expressed are not necessarily those of the college, university, or student body.

## V. Off-Campus Freedom of Students

A. Exercise of Rights of Citizenship College and university students are citizens and members of the academic community. As citizens, students should enjoy the same freedom of speech, peaceful assembly, and right of petition that other citizens enjoy and, as members of the academic community, they are subject to the obligations that accrue to

them by virtue of this membership. Faculty members and administrative officials should insure that institutional powers are not employed to inhibit such intellectual and personal development of students as is often promoted by their exercise on the rights of citizenship both on and off campus.

B. Institutional Authority and Civil Penalties Activities of students may upon occasion result in violation of law. In such cases, institutional officials should be prepared to apprise students of sources of legal counsel and may offer other assistance. Students who violate the law may incur penalties prescribed by civil authorities, but institutional authority should never be used merely to duplicate the function of general laws. Only where the institution's interests as an academic community are distinct and clearly involved should the special authority of the institution be asserted. The student who incidentally violates institutional regulations in the course of her or his off-campus activity, such as those relating to class attendance, should be subject to no greater penalty than would normally be imposed. Institutional action should be independent of community pressure.

#### VI. Procedural Standards in Disciplinary Proceedings

In developing responsible student conduct, disciplinary proceedings play a role substantially secondary to example, counseling, guidance, and admonition. At the same time, educational institutions have a duty and the corollary disciplinary powers to protect their educational purpose through the setting of standards of scholarship and conduct for the students who attend them and through the regulation of the use of institutional facilities. In the exceptional circumstances when the preferred means fail to resolve problems of student conduct, proper procedural safeguards should be observed to protect the student from the unfair imposition of serious penalties. The administration of discipline should guarantee procedural fairness to an accused student. Practices in disciplinary cases may vary in formality with the gravity of the offense and the sanctions that may be applied. They should also take into account the presence or absence of an honor code and the degree to which the institutional officials have direct acquaintance with student life in general and with the involved student and the circumstances of the case in particular. The jurisdictions of faculty or student judicial bodies, the disciplinary responsibilities of institutional officials, and the regular disciplinary procedures, including the student's right to appeal a decision, should be clearly formulated and communicated in advance. Minor penalties may be assessed informally under prescribed procedures. In all situations, procedural fair play requires that the student be informed of the nature of the charges against herself or himself, that she or he be given a fair opportunity to refute them, that the institution not be arbitrary in its actions, and that there be provision for appeal of a decision. The following are recommended as proper safeguards in such proceedings when there is no honor code offering comparable guarantees.

A. Standards of Conduct Expected of Students The institution has an obligation to clarify those standards of behavior that it considers essential to its educational mission and its community life. These general behavioral expectations and the resultant specific regulations should represent a reasonable regulation of student conduct, but the student should be as free as possible from imposed limitations that have no direct relevance to her or his education. Offenses should be as clearly defined as possible and interpreted in a

manner consistent with the aforementioned principles of relevancy and reasonableness. Disciplinary proceedings should be instituted only for violations of standards of conduct formulated with significant student participation and published in advance through such means as a student handbook or a generally available body of institutional regulations.

#### B. Investigation of Student Conduct

1. Except under extreme emergency circumstances, premises occupied by students and the personal possessions of students should not be searched unless appropriate authorization has been obtained. For premises such as residence halls controlled by the institution, an appropriate and responsible authority should be designated to whom application should be made before a search is conducted. The application should specify the reasons for the search and the objects or information sought. The student should be present, if possible, during the search. For premises not controlled by the institution, the ordinary requirements for lawful search should be followed.

2. Students detected or arrested in the course of serious violations of institutional regulations, or infractions of ordinary law, should be informed of their rights. No form of harassment should be used by institutional representatives to coerce admissions of guilt or information about conduct of other suspected persons.

C. Status of Student Pending Final Action Pending action on the charges, the status of a student should not be altered, or her or his right to be present on the campus and to attend classes suspended, except for reasons relating to his or her physical or emotional safety and well-being or for reasons relating to the safety and well-being of students, faculty, or university property.

D. Hearing Committee Procedures: When the misconduct may result in serious penalties and if the student questions the fairness of disciplinary action taken against her or him, she or he should be granted, on request, the privilege of a hearing before a regularly constituted hearing committee. The following suggested hearing committee procedures satisfy the requirements or procedural due process in situations requiring a high degree of formality.

1. The hearing committee should include faculty members or students, or, if regularly included or requested by the accused, both faculty and student members. No member of the hearing committee who is otherwise interested in the particular case should sit in judgment during the proceeding.

2. The student should be informed, in writing, of the reasons for the proposed disciplinary action with sufficient particularity, and in sufficient time, to insure opportunity to prepare for the hearing.

3. The student appearing before the hearing committee should have the right to be assisted in her or his defense by an adviser of his or her choice.

4. The burden of proof should rest upon the officials bringing the charge.

5. The student should be given an opportunity to testify and to present evidence and witnesses. The student should have an opportunity to hear and question adverse witnesses. In no case should the committee consider statements against the student unless she or he has been advised of their content and of the names of those who made them and unless she or he had been given an opportunity to rebut unfavorable inferences that might be drawn.

6. All matters upon which the decision may be based must be introduced into evidence at the proceeding before the hearing committee. The decision should be based solely upon such matter. Improperly acquired evidence should not be admitted.

7. In the absence of a transcript there should be both a digest and a verbatim record, such as a tape recording, of the hearing.

8. The decision of the hearing committee should be final, subject only to the student's right of appeal to the institution's president or ultimately to the governing board of the institution.

In a case of any inconsistencies between a College document and the Joint Statement on Rights and Freedom of Students, the College document will take precedence.

\* It is a general policy of the Association of American Colleges that endorsement of any joint statement be limited to a period of five years, with provision for automatic review and possible renewal at the end of each five-year period. Association policy also requires that provision for continuing joint interpretation be made a condition for endorsement of any joint statement. The five associations who negotiated this joint statement have agreed to implement a procedure for continuing joint interpretation of this document.

Approved by Faculty Action: 12/16/1964

Revised by Faculty Action: 05/22/1968

11/10/1971

5/24/2000

## Appendix II: Bard Disability Registration

### **THE MASTER OF ARTS IN TEACHING PROGRAM AT BARD COLLEGE**

PO Box 5000, Annandale-on-Hudson, NY 12504-5000  
Phone 845-758-7145 Fax 845-758-7149 E-mail [mat@bard.edu](mailto:mat@bard.edu) Website [www.bard.edu/mat](http://www.bard.edu/mat)

### **BARD MAT PROGRAM DISABILITY REGISTRATION**

In compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, Bard College is committed to providing otherwise qualified individuals with disabilities equal access to the College's academic courses, programs, and activities. In support of this mission, the College provides services and reasonable accommodations to self-identified students with disabilities who present the appropriate documentation.

Students who require services and/or accommodations must register with Academic Resources and provide documentation by a licensed professional attesting to the nature of their disability. Documentation should be no more than three years old and must include a specific diagnosis; information about the onset, longevity, and severity of symptoms; and an explanation of how the disability and/or related medications or treatments interfere with or limit a major life activity, including participation in courses, programs, and activities of the College. This documentation should also include recommended accommodations. If this documentation is inadequate in content or scope, additional documentation may be required. The cost of obtaining documentation is the responsibility of the student.

Individuals with the following disabilities are protected: visual, hearing, orthopedic, and motor-impairment disabilities; medical or psychological disabilities; and learning disabilities. This list is not exhaustive; students who have a disability that is not included should consult the MAT Program (phone: 845-758-7145). For further information about requirements and guidelines for proper documentation, consult the Master of Arts in Teaching Program.

Name \_\_\_\_\_

Social Security Number \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ E-mail \_\_\_\_\_

#### **DISABILITY INFORMATION**

State the nature of your disability.

List any accommodations you are requesting.

Documentation from a licensed professional (circle one)  
is enclosed / will be sent separately

**RELEASE OF DOCUMENTATION**

I hereby authorize the Master of Arts in Teaching Program at Bard College to receive documentation of my disability. I understand that this information is confidential and will be used only for the purposes of enabling Bard College to provide me with services related to my disability. I understand that the person providing the documentation of my disability may be contacted for further information.

Signature of Student

\_\_\_\_\_ Date \_\_\_\_\_

Name of physician or diagnostician

\_\_\_\_\_ Date \_\_\_\_\_

Agency or affiliation \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

**PLEASE RETURN THIS FORM WITH DOCUMENTATION BY MAY 28, 2009**