



# **Burlington College** Student Handbook

Version 6.04

### **Disclaimer**

This “Student Handbook” sets out some of the policies and procedures currently in effect at Burlington College (also referred to as BC or “The College”). The College reserves the right to change provisions of this handbook without notice, when it deems the change to be in the best interest of The College and its students.

When a situation occurs that is not specifically addressed in this handbook, it will be resolved in accordance with established practice. When there is no established practice, administrative judgment will prevail.

Burlington College prohibits discrimination on the basis of gender, race, creed, class, color, national or ethnic origin, religion, age, sexual orientation, qualified disability, marital status, veteran’s status, and/or political belief or affiliation in the administration of its education programs and admission policies, financial aid programs, employment or application for employment and any other College-administered program.



## ABOUT BURLINGTON COLLEGE

Burlington College is a small private college that was founded in 1972 as an alternative college for nontraditional students emphasizing individualized education and community involvement. Until 1979, the College was named the Vermont Institute for Community Involvement.

Burlington College is fully accredited by the New England Association of Schools and Colleges and offers certificate and both Associate and Bachelor of Art undergraduate degree programs in a variety of disciplines – Cinema Studies and Film Production, Fine Arts, Humanities, Human Services, Psychology, Transpersonal Psychology, Paralegal and Writing and Literature, as well as the opportunity to self-design a major or to enroll in the low-residency Independent Degree Program.

Burlington College facilities and services are housed in an historic Burlington Vermont location on the corner of North Avenue and North Street. Facilities include classrooms, computer lab, administrative offices and a small Library. Public bus transportation is available via service stops within 100 feet of the College's main entrance. Through contractual agreement, matriculated students have borrowing and use privileges at the nearby University of Vermont Library.

### **Burlington College's Mission Statement**

**Burlington College values the innate dignity of every human being. Our mission is to create a community of individuals who direct their own education and become passionate lifelong learners.**

Burlington College:

- ❖ offers creative, participatory educational opportunities that foster open communication and shared responsibility for learning;
- ❖ challenges individuals to increase their awareness, knowledge, and skills in order to realize their potential, and to articulate what they have learned; and,
- ❖ encourages individuals to better understand themselves and others and to make informed decisions in their communities.

Adopted by the Board of Trustees  
September 2000

## Learning Goals

Burlington College strives to assist students in achieving the following goals:

**Self-understanding**...through exploration in broad fields of knowledge and the examination of at least one in depth.

**Lifelong learning**...through the nurturing of creativity and the development of skills in self-directed learning.

**Effective communication**...through practice in written, oral, and other forms of expression.

**Meaningful livelihood**... through application of interests and skills in the selection and development of careers.

**Responsible action**... through participation in human communities and stewardship of the natural environment.

**Global perspective**... through an understanding of history, other cultures, and the interdependence of all life.

## Philosophy of Education

Above all, Burlington College addresses students as individuals. In developing academic programs, the College assesses where students are and helps them plan and realize their educational goals.

The College pledges in its mission statement to help students increase “awareness, knowledge, and competence.” Those words represent a progression that starts within and evolves outward. Awareness increases as one better understands oneself, one’s relationships with others, and one’s relationship with the natural environment. Knowledge comes through deepened understanding of the disciplines and skills that one needs to strengthen those relationships. Competence comes when one applies the disciplines and skills gained as an active, responsible member of the community.

This does not imply automatic progression from awareness to knowledge to competence. The more aware one is of oneself, the more competent one can be in the world. The more one participates effectively in one’s world, the more aware one becomes. In both processes, knowledge increases. In academic programs, the College remains focused on the individual student and the education program that best suits student needs.

## Resources For More Information

**Course Bulletin** - Published each semester. Includes detailed information on courses, workshops, and faculty. Available in the Admissions Office and the library.

**Catalog** - Published every two years. Includes detailed information on the admission process, academic programs, academic policies and requirements. Available in the Admissions Office, library and on the Burlington College Website.

**Burlington College Website** - An excellent source for detailed information on all aspects of Burlington College. Updated continuously. Available on the World Wide Web at [www.burlingtoncollege.edu](http://www.burlingtoncollege.edu).

## Table of Contents

About BC .....	5
Mission Statement .....	5
Learning Goals .....	6
Philosophy of Learning .....	6
Resources .....	6
Table of Contents .....	7
Academic Policies .....	11
General College Information .....	12
Financial Aid .....	12
Types of Loans/Grants .....	12
Federal Pell Grants .....	12
Federal Supplemental Educational Opportunity Grants .....	13
Federal Work-Study .....	13
Federal Perkins Loans .....	13
Federal Stafford Loans.....	13
Federal PLUS Program.....	13
Vermont State Incentive Grants .....	13
Vermont Non-Degree Grants .....	13
Veterans' Benefits .....	14
Private Scholarships .....	14
Awarding Financial Aid.....	14
Scholarships .....	14
Burlington College Staff Scholarship.....	14
Julie Rae Carrigan Memorial Scholarship .....	15
Cate Scholarship .....	15
Chittenden Bank Scholar Award .....	15
Jane Glassman Scholarship.....	15
Lorraine B. Good Memorial Scholarship .....	15
Key Bank Scholarship .....	15
Steward LaCasce Award.....	15
Needham Scholarships .....	15
Sylvia Plath Award .....	16
Vermont Heroes Scholarship .....	16
Work/Study Jobs .....	16
On campus.....	16
Off campus.....	16
Payment and Collection Policies.....	16
Return of Financial Aid Funds .....	17
Leave of Absence .....	17
Financial Aid Frequently Asked Questions .....	17

Resources and Facilities .....	20
Art Room Facilities .....	20
Books and Book Loan Policy .....	20
Career and Graduate School Counseling .....	20
Computer Lab and Computer Accounts .....	21
Laptop Computers .....	21
Film and Video Editing Room and Equipment .....	21
Learning Assistance .....	21
Library .....	22
Lost and Found .....	22
Mail .....	22
Parking .....	23
Faculty/Staff .....	23
Students .....	23
Visitors .....	23
Handicap Parking .....	23
Permit Placement .....	23
Rules and Regulations .....	23
Photocopy Machines .....	24
Reserving College Facilities for Student Functions .....	24
Student Identification Cards .....	25
Student Lounge .....	25
Student Health and Well-Being .....	26
Student Health Insurance .....	26
YMCA Fitness Membership .....	26
HIV Testing and Counseling .....	26
Emergency Contact Notification Form .....	26
Health Services and First Aid .....	26
Immunization .....	26
General Student Policies .....	28
Standards of Conduct .....	28
Non-Discrimination .....	28
Access by Students with Disabilities .....	29
Sexual Harassment Policy .....	29
General Harassment Policy .....	32
Student Alcohol and Other Illicit Drugs Policy .....	32
Alcohol .....	33
Illicit Drugs .....	33
Enforcement .....	34
Sanctions Applied for Violations of Policy .....	34
Summary of Some Relevant Provisions of Vermont Law .....	34
Alcohol .....	34
Alcohol Incapacitation or “Detox” .....	35

Marijuana .....	35
Cocaine .....	35
LSD .....	35
Heroin .....	35
Disciplinary Procedures .....	36
Academic Honesty Policy .....	37
Application .....	37
Objective .....	37
Violations .....	37
Reporting and Review Process .....	38
Minor Offenses .....	38
Major Offenses .....	38
Articulated Sanctions .....	39
Sanctions .....	39
Academic Petition Process .....	39
Computer Lab and Computer Accounts .....	40
Student Computer Usage Policy.....	40
Use of Software and Hardware .....	41
Computer accounts .....	41
Safety and Security .....	41
Networked Storage.....	41
Installation of Software and Hardware .....	42
Ownership and Confidentiality .....	42
Copying Software, Programs, Applications, Templates, Etc.....	42
Offensive Material.....	42
Improper Use of the College Network Resources .....	43
Art Display.....	43
Campus Security.....	43
Ceasing Operation .....	44
Children at Burlington College .....	44
Copyright Policy .....	44
Dogs and Other Pets .....	44
Dress Code.....	44
Fire Safety and Emergency Exit Plan .....	44
Process for Alarm Notification .....	45
Fire Exits .....	45
Floor Monitor Responsibilities.....	45
Instructor and Student Responsibilities .....	45
Individual Responsibilities .....	45
Designated Gathering Location .....	46
Process for Bomb Threats.....	46
Designated Gathering Location .....	46
Power Outages.....	46
Resumption of Operations .....	47
Food on Campus .....	47
Graduation Ceremony .....	47

Housing.....	48
Injuries/Accidents/Emergencies.....	48
Resolution of Complaints.....	48
Student Smoking Policy.....	49
Snow Days/Other College Closings.....	49
Solicitation/Canvassing and Fund Raising on Campus .....	49
Telephone Use/Messages .....	49
College Government .....	51
Governance.....	51
Trustees.....	51
President and Administrative Staff .....	51
Faculty.....	51
Students/Burlington College Student Association.....	51
Philosophy and Practice of Governance .....	52
Administrative Committees.....	52
Academic Review Committee (ARC) .....	52
Management Committee.....	52
By-Law Committees .....	53
Academic Programs Committee (APC).....	53
Trustee Executive Committee .....	53
Scholarship Committee .....	53
Records .....	53
Family Educational Rights and Privacy Act of 1974 (FERPA).....	53
College Policy on Student Access to Educational Records.....	53
Procedure for Amending the Contents of Student Records.....	53
College Policy on Release of Education Records .....	54
Organizational Chart.....	56

## Academic Policies

Information about Burlington College Academic Policies and Procedures is available in the Academic Catalog. Copies of this catalog are available from your academic advisor, the Academic Dean's Office, or online through the Student Services pages of the College website ([http://www.burlcol.edu/c\\_8.htm](http://www.burlcol.edu/c_8.htm)).

## General College Information

### Financial Aid

#### General Information

A range of grants and scholarships (not requiring repayment), loans and federal work-study awards are available for eligible students. The Office of Financial Aid Services at Vermont Student Assistance Corporation (VSAC) serves as the financial aid office for Burlington College. If you have questions about the financial aid application process, aid eligibility, or sources of aid call Financial Aid Services (654-3759 from the Burlington area or toll-free at 1-877-685-7787) or send an email to [fas@vsac.org](mailto:fas@vsac.org) (please write 'BC' in the subject line). Applicants who have received an account and PIN information from the Office of Financial Aid Services at VSAC can access their account information at the Student Account Site (<http://64.30.46.130/bcstudent/>). Applicants will be able to access information about their application status and estimated award through this link.

#### Eligibility

Eligibility for most Burlington College financial aid programs is based on financial need, the difference between the cost of attendance and the Expected Family Contribution (EFC). Most programs require students be matriculated in a degree or certificate program.

Cost of attendance is the sum of tuition and fees and allowances for books, room, board, personal and transportation expenses. See the Catalogue or Course Bulletin for tuition and fee information. Burlington College cost of attendance allowances are \$120 to \$375 per term (based on enrollment status) for books, \$750 per month for room and board (\$250 per month if living at home), and \$300 per month for transportation and personal expenses.

The EFC is calculated based on information provided on the Free Application for Federal Student Aid (FAFSA) and is used as a measure of the student's family's financial strength. See the Free Application for Federal Student Aid (FAFSA) at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) for information on federal student aid eligibility and state grant application deadlines. Vermont residents should also complete a Vermont State Grant Application, available online at Vermont Student Assistance Corporation (VSAC).

Students must reapply for financial aid every year.

#### Financial Aid Programs

Federal, State and Burlington College financial aid programs are available to help eligible students finance their education.

**Federal Pell Grants** are awarded to eligible students who do not hold bachelor's degrees and have exceptional financial need. For 2003-2004, Federal Pell Grants for full-time students range from \$400 to \$4,050. Award amount depends on need and enrollment status (full-time, three-quarter-time, half-time or less-than-half-time).

**Federal Supplemental Educational Opportunity Grants (FSEOG)** are awarded to Pell-eligible students who have the greatest financial need. Awards range from \$200 to \$1,000 per year based on need and enrollment status.

**The Federal Work-Study Program (FWS)** provides employment opportunities, either on-campus, or with eligible off-campus employers. Employment in community service positions is encouraged. Students employed in Federal Work-Study positions are paid for the hours worked, up to the amount of their FWS award. Awards average \$1,500 per year.

**Federal Perkins Loans** are fixed interest rate (5%) loans awarded to students with high need. Repayment begins nine months after the student is no longer enrolled at least half-time. A borrower may have all or part of his or her loan (including interest) canceled for engaging in teaching, public service, service in the Peace Corps or ACTION, or service in the military. Awards generally range from \$200 to \$1,000 per year based on need and enrollment status.

**Federal Stafford and Unsubsidized Federal Stafford Loan Program** provides educational loans for eligible students. Loan amounts are subject to annual and cumulative limits based on academic level, dependency status, length of academic program, and educational costs for the period of the loan. Repayment begins six months after the student is no longer enrolled at least half-time. When in repayment, students may defer payment of interest and principal under certain circumstances, including during service in the Peace Corps, service under the Domestic Volunteer Service Act of 1973 and other comparable volunteer service. The interest rate is variable (for the period 7/1/02-6/30/03 the rate is 3.46% for loans in in-school or grace period status and 4.06% for loans in repayment).

*First-time borrowers must attend a loan entrance counseling session before receiving their loan funds.*

**Federal PLUS Loans** are available for parents of dependent students. The interest rate is variable (for the period 7/1/02-6/30/03 the rate is 4.86%), with a maximum rate of 9%. Repayment begins when the loan is fully disbursed. Parents can borrow up to the difference between the cost of attendance and the total of other aid the student is receiving.

**State Incentive Grants** are offered by most states to eligible residents. The VSAC Grant Program provides full-time and part-time grants to eligible Vermont residents who are pursuing their first undergraduate degree. Applicants must complete the FAFSA (see above) and the Vermont Grant Application available online at [www.vsac.org](http://www.vsac.org).

Non-Vermont students should check with their state grant agency for information on grant availability and application procedures (contact the Office of Financial Aid Services for state grant agency telephone and address information). Not all states allow their grants to be used at out-of-state institutions.

**Vermont Non-Degree Grants** are offered by VSAC to Vermont residents who are not matriculated but who want to take courses to enhance job skills or enhance employability or to experience postsecondary education. The grants are need-based. For 2003-2004 the

maximum award is \$690 per enrollment term for up to two courses per enrollment term. Eligible students may receive funds for a maximum of two enrollment terms per year. Burlington College Scholarships are awarded based on specific eligibility criteria. See the Burlington College Academic Catalog for more information.

**Veterans' Benefits.** Various educational benefits are administered by the Veterans Administration for veterans and, in some circumstances, their dependents. Contact your local Veterans Administration Office, call 1-888-GI-Bill, or visit their website at [www.gibill.va.gov](http://www.gibill.va.gov) for information.

**Private Scholarships.** Information on scholarship opportunities may be found, free of charge, in the reference section of your local library, through scholarship searches on the Internet (start a search at [www.vsac.org](http://www.vsac.org)), or from high school guidance counselors. Alternative loan programs are offered by a number of lenders for students who need educational loans over and above the amounts they are eligible to borrow through the federal student loan programs described above. Contact the Office of Financial Aid Services for additional information.

### **Awarding Financial Aid**

Financial aid is awarded to matriculated students, in order of receipt of complete applications, until all available funds are committed.

Need for campus-based funds (Federal Supplemental Educational Opportunity Grant, Burlington College Grant, Federal Perkins Loan, and Federal Work Study) is determined by subtracting the EFC, Federal Pell Grant, state grant and Federal Stafford Loan limit (based on year in school) from the cost of tuition and fees.

Applicants who have received an account and PIN information from the Office of Financial Aid Services at VSAC can access their account information at the Student Account Site (<http://64.30.46.130/bcstudent/>). Applicants will be able to access information about their application status and estimated award through this link.

Financial aid applicants will receive a financial aid award letter after their file is complete and has been reviewed.

### **Scholarships**

All awards are given to students at junior or senior level except for the Plath Scholarship, which is for an upcoming senior. To receive an award, a student must be attending in the spring semester and must be a student in the fall semester. Recipients must be in good academic standing and have at least one year's enrollment at the College. Students are nominated by faculty, staff, or other students for these awards, with the exception of the Needham Scholarships, which are open to all students who fill out applications.

#### *Burlington College Staff Scholarship*

This award is given to a student who exemplifies the Burlington College spirit and who has contributed significantly to building community within the college.

*Julie Rae Carrigan Memorial Scholarship*

Julie Rae Carrigan was an outstanding poet and artist who was passionately dedicated to environmental issues including animal rights and recycling and lived by her own creed of stepping lightly on the earth. As a 2001 graduate of Burlington College, she touched many lives with her creative, compassionate and powerful spirit. The recipient of this award is one who is not afraid to use his or her voice on behalf of the environment and believes that it is possible to make a difference on this planet. Whether it is in the form of writing, art, education or community activism, the spirit of Julie Rae Carrigan would be demonstrated through this recipient's work.

*Cate Scholarship*

The Cate Scholarship Fund has been established by Burlington College Trustee Barbara Cate Scheuer and her family to honor her mother, Dorothy Cate Pollen. The awards are made to talented Vermont women who demonstrate independence, determination, and a profound sense of justice and civic responsibility. This is not a need-based award, but one that awards exceptional academic performance. Two scholarships are awarded each year.

*Chittenden Bank Scholar Award*

This award is given to a junior or senior Chittenden County resident to offset tuition costs. Two \$500 awards are given each year.

*Jane Glassman Scholarship*

Established in 1973 by friends of the College, this scholarship honors the memory of Jane Glassman, who died in 1972, the year the College was founded. She exhibited through her life and her dying the qualities of courage, humanity, creativity, honesty, and joy. One award is given each year.

*Lorraine B. Good Memorial Scholarship*

Lorraine B. Good was an accomplished Hollywood executive who fulfilled her dream of finishing her B.A. studies by coming to Burlington College. Established by her husband, Dr. Karel Samsom, this scholarship is awarded to a student who demonstrates financial need and is in the study of environmental and social issues/justice.

*Key Bank Scholarship*

Given to an outstanding upper-level student in good academic standing to offset tuition costs. Two awards of \$500 are given for the following fall semester.

*Steward LaCasce Award*

Given to the student in the humanities who embodies in both academic work and personality the qualities of courage, creativity, curiosity, and perseverance. One award is given each year.

*Needham Scholarships*

These are small scholarships awarded to students at any level, including new students, who experience emergency financial need. Students get an application for these from the financial aid coordinator or their Advisor.

*Sylvia Plath Award*

Given to an upcoming senior in the field of writing or other artistic media who most closely embodies the creative spirit of Sylvia Plath. One award is given each year.

*Vermont Heroes Scholarship*

Established in 2001 to honor the heroes who died or were disabled as a result of injury sustained in the line of duty due to the terrorist attacks on September 11, 2001. Recipient must be a dependent (child, spouse, or partner) of someone in the uniform services that died or was disabled as a result of injury sustained in the line of duty due to the terrorist attacks on September 11, 2001. Students apply for this scholarship through Vermont Student Assistance Corporation.

**Work/Study Jobs**

*On Campus* – Burlington College currently has a wide variety of on-campus work/study jobs available. For a complete listing, please check at the Front Desk, the Library, the Student Lounge, or the Financial Aid Coordinator's Office. Generally, there are position openings for Library clerks, Computer Lab Assistants, and a variety of positions within the Film and Cinema Studies Department. In addition there are many other positions available for a variety of activities.

*Off Campus* – Burlington College students may also use Federal Work/Study resources for community resource positions within the Greater Burlington Area. These positions are generally for work in the community's non-profit sector and cover a broad range of skills and interests. Check with the Financial Aid advisor for more information about one of these community work/study positions. Pre-approval is required from the Financial Aid Coordinator as the number of these positions is limited.

**Payment and Collection Policies**

Financial obligations must be paid in full as they occur unless deferred under a payment plan approved by the Finance Office. Payment of tuition and fees is due by the first day of the semester and is required to attend classes and receive credit. VISA and Mastercard payments are assessed a 3% processing fee. Checks should be made payable to Burlington College. There is a \$25.00 fee charged on all returned checks.

People owing money to the College also may have their accounts turned over to a collection agency and reported to a credit bureau. The College encourages those in default to negotiate a payment plan. The College reserves the right to withhold attendance at classes, granting of credit, transcripts, degrees, and any records for students in arrears until such time as their accounts are cleared. This includes the cost of books and other materials borrowed but not returned to the College and to affiliated libraries. It also applies to people who are in default on the repayment of their student financial aid loans.

Requests for waivers or other adjustments of financial obligations must be made in writing on petition forms provided for that purpose, and submitted to the registrar. The Academic Review Committee (ARC) will make decisions concerning these petitions.

## Return of Financial Aid Funds

Federal Title IV and institutional financial aid is earned based on the percentage of the enrollment period the student completes. This percentage is determined by dividing the number of calendar days the student was enrolled by the number of calendar days in the enrollment period. Scheduled breaks of five days or more are excluded from the calculation. A student who withdraws after completing more than 60% of the enrollment period has earned the full amount of aid that can be disbursed for the enrollment period.

If a student withdraws before completing more than 60% of the enrollment period, the amount of earned and unearned financial aid is calculated. Unearned federal financial aid (the difference between earned aid and disbursed aid) is returned to the Title IV programs in the following order:

- Unsubsidized Federal Stafford Loan
- Federal Stafford Loan
- Federal Perkins Loan
- Federal PLUS Loan
- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)

Students who withdraw may find that their financial aid does not cover their bills. A student who is considering withdrawing from Burlington College is strongly encouraged to contact VSAC Financial Aid Services to determine the impact of the withdrawal on his or her financial aid and student account.

## Leave of Absence

A student on an approved leave of absence remains in in-school status for loans. Unless the student does not return, an approved leave of absence is not treated as a withdrawal. If a student does not return from an approved leave of absence, the grace period on his or her loans begins retroactively on the date the leave began.

The Federal Title IV leave of absence policy applies to students who begin an enrollment loan period and leave school temporarily during the enrollment term.

The requirements for an approved leave of absence for loan purposes are:

- A leave of absence within a semester is determined by APC on a case-by-case basis. Students must file a petition with their advisor or the registrar explaining their needs and include proper documentation. Leaves are granted only for documented medical reasons, jury duty, military obligations, or family and medical leave issues.
- The student will be notified by the registrar of the approval of the requested leave.
- The school reasonably expects the student to return from the leave.
- No additional institutional charges are generated during the leave.
- Only one leave is granted in any 12-month period.
- The leave does not exceed 180 days in any 12-month period.

- Upon the student's return, the student is allowed to complete coursework started prior to the leave.
- The school explained to the student the effects of failure to return from the leave on loan repayment terms.
- A plan for completing the work will be developed with the student's advisor.

Schools can allow one additional approved leave (not to exceed 30 days) for unforeseen circumstances. Additional subsequent leaves may be granted for jury duty, military reasons, or circumstances covered under the Family and Medical Leave Act of 1993.

A school may grant a student a leave of absence for an entire term or academic year; however, that is not an approved leave of absence for loans under Title IV. Students who do not enroll for a term or academic year are considered withdrawn for loan purposes. The effective date of withdrawal is their last date of at least half-time enrollment.

### **Frequently Asked Financial Aid Questions** (Provided by the Office of Financial Aid Serves at VSAC)

Q. What is the Office of Financial Aid Services at VSAC?

A. The Office of Financial Aid Services at VSAC is the financial aid office for Burlington College. They review financial aid application, determine eligibility for financial aid, certify loan applications and award financial aid.

Q. How do I apply for financial aid?

A. Complete the Free Application for Federal Student Aid (FAFSA) and the Burlington College Application for Financial Aid. If you are a Vermont resident, complete the Vermont Grant Application also. Follow the instructions with each form regarding where to send the forms.

Q. How will I know if my Free Application for Federal Student Aid has been processed and received by VSAC Financial Aid Services?

A. You will receive a Student Aid Report (SAR) from the Federal Processing Center. Review the comments on the first page carefully. Check to make sure Burlington College is listed as an institution in Section H (if it is not listed, call VSAC Financial Aid Services).

If Burlington College is listed and the comments on your SAR indicate the Federal Processing Center was able to process your FAFSA, VSAC Financial Aid Services will receive an electronic record of your FAFSA information within a week after you receive your SAR.

Q. I mailed my FAFSA. When will I receive my Student Aid Report (SAR)?

A. Allow 4 weeks processing time. If you have not received your Student Aid Report after 4 weeks, call VSAC Financial Aid Services to see if they have received their electronic record. If not, they will instruct you on what to do next.

- Q. I have received a valid Student Aid Report (SAR) and Burlington College is listed in Section H. What happens next?
- A. VSAC Financial Aid services will review your application and determine if additional information (e.g., copies of tax returns) is required to complete your application. If so, you will receive a letter, with a postage-paid return envelope enclosed, requesting the specific information required. If no additional information is necessary, you will receive an award letter.

## Resources and Facilities

### Art Room Facilities

Darkroom and Oxbury Animation rooms are located within our Art Room. These spaces are open during limited hours as posted on the Art Room door, and are available only to students currently enrolled in Photography and 3-D Animation classes. Students should use the posted sign-up schedules to reserve darkroom time when a monitor is available.

### Books and Book Loan Policy

Textbooks are available at Borders Bookstore on Church St. in downtown Burlington. BC students qualify for a 15% discount on **most** (not all) class text titles if they show their college ID and inform Borders staff **prior** to purchasing textbooks. Copies of the booklist are available on the 2<sup>nd</sup> floor of Borders and at the College. Students are encouraged to purchase books early in the semester; Borders returns most books following the end of the drop/add period.

Students who have financial difficulty purchasing books may seek an emergency book loan from the College's Business Office. Book Loans are available for returning students prior to the beginning of the semester if the following conditions are met:

- Student must have a completed financial aid file – no missing paperwork with VSAC
- Enrollment level must be the same as packaged level – i.e. Student is enrolled full-time and financial aid is packaged for a full-time student
- Pending financial aid is sufficient to cover tuition and all related fees, and the amount of the book loan.

Book Loans are available for new students after the end of the add/drop period unless the student receives special permission from the Business Office *and* all of the conditions for returning students are met.

Students should submit a completed Book Loan Request/Agreement to the Financial Aid Coordinator for approval. If approved, the request will be forwarded to the Business Office for processing. Checks are NOT generally available on the day the request is made, but will be available within a week of an approved application. Check your campus mailbox or the Front Desk for checks. If your request is not approved, you will be notified via campus mail of the reason.

If you have any questions, please feel free to contact the Financial Aid Coordinator or the Director of Finance.

### Career and Graduate School Counseling

Career and graduate school counseling is available by appointment from the Dean of Students Office. Students may request aid in conducting current job searches as well as planning their educational or employment futures.

The counselor is able to work with students in order that they assess their strengths and weaknesses. Career analysis tools may be used. Information on employment opportunities is available. Students can also receive assistance in writing resumes and cover letters.

Graduate school information is available. The counselor will assist interested students with the process of graduate school application.

### **Computer Lab and Computer Accounts**

A computer lab with personal computers, printers, scanners, and a variety of software is open approximately 60 hours per week including evenings and weekends during each semester. Support staff is available during most hours for instruction, problem solving, and answering questions. Classes are offered regularly in basic computer skills. In addition to the Computer lab room, several student computers are located in the library and in the second-floor student computer area. Students should not eat or drink in the computer areas. **Students may never use staff computers without explicit permission. See the Computer Usage Policy on page 40.**

### **Laptop Computers**

Laptop computers are available for students to borrow on a limited basis. Students should request the laptops in advance by signing up at the Library. As available, laptops will be loaned to students in the following priority: DP11 students, DP1 students, all other matriculated students. The loan period is for no more than 2 nights and laptops must be returned promptly or the student will forfeit their right to borrow again. In addition, it will be necessary to secure your loan contract with credit card information. Students are fully responsible for loss, theft, or damage to borrowed laptops. If you have any questions, please contact the Director of MIS or the Librarian.

### **Film and Video Editing Room and Equipment**

Film and video editing rooms and equipment are located on the second floor of the building and are available for use by film and video production students only (more than 3 credits). The editing rooms are open for use approximately 40 hours per week. Students must sign up to use specific equipment, according to the Film and Video editing policy distributed by Film and Video staff and faculty. Hours are posted outside of the editing room.

### **Learning Assistance**

Burlington College recognizes that not all students learn at the same pace. Students who find they are falling behind should speak with their advisor as soon as possible. If assistance is necessary, individual tutoring is available in all skill areas such as reading, writing, mathematics, study skills, time management, word processing, and the subject areas offered in the curriculum at the College. Students who require accommodations due to a documented disability may apply for such accommodations to the Dean of Students. Burlington College does not provide testing to determine disability. Students may request the Dean of Students to provide guidance in obtaining needed evaluation and testing.

Ask for help before the situation gets out of control!

Contact your academic advisor or the Dean for more information.

## Library

Burlington College has an agreement with The University of Vermont that enables all matriculated BC students to use the Bailey/Howe Library, located at UVM on Main St., Burlington (at the top of the hill). Students will find public transportation to this library by visiting the Chittenden County Transportation Authority website (<http://www.cctaride.org/>) or by using one of their ride schedule directories available throughout the community. In addition, there is a free CCTA shuttle that runs from Waterfront Park at the base of College St. to UVM's Waterman building and the Fletcher Allen Hospital MCHV campus. A map of the route can be viewed at <http://www.cctaride.org/pages/college.html>. Students can access the UVM library catalog through links provided on the BC library web page or on UVM's own web pages.

Students must have their ID bar-coded at the Bailey/Howe circulation desk in order to take advantage of borrowing privileges. These privileges allow currently enrolled students to check out a maximum of 10 books for four weeks. Other services available to BC students at UVM include reference assistance, on-site research databases, Special Collections, U.S. Government documents, periodicals, on-site media resources and photocopy machines. Students **may not** request interlibrary loans or classroom library instruction (at UVM). UVM databases, with the exception of the UVM online catalog, are not accessible outside of Bailey/Howe.

Burlington College has a small library on the first floor of the College building that contains a collection of books, periodicals, films and music CD's. Students may borrow books for three weeks and films for one week. Periodicals and some films and CD's do not circulate but may be used in the library. Instructors may place materials on reserve in the library for students' use. Usually these reserve items do not circulate. After checking the UVM collection for desired materials, students may request interlibrary loans by completing a request form found at the BC Library desk. The Burlington College librarian is available for reference assistance during normal school business hours. The BC Librarian will also provide UVM library tours and class presentations, upon request.

Burlington College students also have access to the Vermont Online Library, a group of online periodical databases. Links to these databases are located on the Library's web page and are accessible from in and outside the building. See the librarian for password information.

The library has computers available for student use, as well as tables and chairs for individual and group study. The Library is open seven days a week during the regular school year and Monday through Friday during summer session. Hours are posted outside of the library.

## Lost and Found

A lost and found box is located in the student lounge. Students who have found an item should give it to the front desk receptionist. Students who have lost an item should check with the receptionist after first checking the box.

## Mail

Mailboxes at B.C. are considered to be confidential repositories; nobody should tamper with any other person's (student, staff or faculty) mailbox.

Student Mailboxes are located in the foyer, on the first floor of the building, just beyond the reception area. B.C. mailboxes are to be used for B.C. related materials or information only. Students are encouraged to pick up their mail each week, as this is a primary method of intra-college communication. No personal mail should be sent to students at this address. Faculty mailboxes are located across from the student mailboxes.

## **Parking**

### **Faculty/Staff**

Faculty/Staff are the personnel who provide or support the instructional and administration of the College. Faculty/Staff wishing to park in the campus parking lot must obtain a parking permit by completing a parking permit form. Parking permits are not transferable. Carpooling is encouraged. All vehicles within the parking lot area must display the appropriate parking permit, to be located in the lower left corner of the rear window. Any vehicles without appropriate permits will be subject to citation or removal.

### **Students**

Students are persons enrolled or registered at Burlington College. Students wishing to park in the campus parking lot must first obtain a parking permit by completing a parking permit form. Parking permits are not transferable. Carpooling is encouraged. All vehicles within the parking lot area must display the appropriate parking permit, to be located in the lower left corner of the rear window. Any vehicles without appropriate permits will be subject to citation or removal.

### **Visitors**

A “visitor” is defined as any person who is not enrolled or registered as a student or employed by the College. Visitors are required to check in with the Front Desk personnel and obtain a temporary parking pass. Temporary parking passes must be returned at the end of each visit period. Visitors are expected to maintain the same parking etiquette as all other permitted individuals. Parking is on a first-come, first-serve basis.

### **Handicap Parking**

Space next to the building has been allotted for Handicap Parking. All affiliates with valid State Handicapped placards must be displayed in order to use these spaces. Individuals having difficulty accessing these spaces should contact the Dean of Students for assistance.

### **Permit Placement**

Decals are to be affixed properly to the bottom left (driver’s side) rear window. Hang tags are to be placed on the rearview mirror with permit information visible from the front exterior.

### **Rules and Regulations**

All parking rules and regulations are in effect 24 hours a day, seven days a week.

- a. All faculty, staff, students and others as designated, must have a valid permit to park in the campus parking lot. All permits and hang tags must be appropriately affixed or displayed as described above.
- b. General parking hours range from 6:00am to 12:00am, Monday through Friday, and 10:00am to 4:00pm on weekends, unless otherwise noted.

- c. No vehicles are to be left overnight in the lot. Any event or occasion that precipitates the need for overnight parking should be consulted with the Administration and Facilities office prior to that event or occasion.
- d. During winter months, ABSOLUTELY no vehicles are allowed to be parked in the lot during the hours of 12:00am and 6:00am to allow for snow plow access. Violators to this ordinance will be subject to citation and/or removal of their vehicles.
- e. Faculty, staff, students and visitors will be held responsible for all parking citations or removal of their vehicle.
- f. Vehicles shall not be parked in non-designated areas such as handicapped zones, in front of refuse bins, or in any spot designated for a specific reason.
- g. All faculty, staff, students and visitors who repeatedly show a lack of consideration of others may face forfeit of their use of parking privileges.
- h. Parking permits are the property of Burlington College and are not transferable.
- i. The Burlington College parking lot is designed in such a way as to reflect one-way traffic. Vehicles are expected to enter in a westerly direction from North Avenue and exit around the back side of the lot in an easterly direction. Exiting the lot is at the discretion of the flow of traffic and the stoplight.
- j. Pedestrians will be given right-of-way and due caution should be exercised when entering or leaving the premises.
- k. Burlington College assumes no responsibility for damage to, theft from, or theft of, any vehicle parking on College premises.
- l. All vehicle accidents and events (damage, theft, etc.) should be reported not only to the Burlington Police, but also the College administration.
- m. First offenses to parking violations will be enforced with a citation. Further offenses may result in the towing of vehicles in violation at the discretion of the Administration.
- n. Individuals wishing to appeal a citation and/or tow must do so within ten (10) days following the incident.

## Photocopy Machines

Students may make use of the copy machine located on each floor of the building **for B.C. related business only**. Students may not use the copiers for personal business or business unrelated to their education at B.C.

Students must comply with all copyright laws and should be considerate of others who wish to use the copy machines. Priority should be given to staff and faculty members.

Students who have difficulty operating the copiers should ask someone knowledgeable about the machines for assistance. These are very expensive machines – please do not attempt to perform maintenance on them! If paper or toner runs low, students should inform the College Bookkeeper or the Front Desk by calling or leaving a message as soon as possible.

## Reserving College Facilities for Student Functions

Students wishing to use college facilities such as classrooms or the Community Room for functions (either private or open-to-the-public) must apply for a room reservation through the Dean of Students. ***This application should be filed a minimum of two weeks prior to the***

***anticipated date of your event.*** Approval is subject to room availability and in accordance with established College policy as noted on the application. Forms are available at the Front Desk or through the Student Services pages of the College website.

### **Student Identification Cards**

Picture ID cards are issued to all matriculated campus-based students. Students should carry their ID's at all times when on campus and may be required to show their ID's at the front desk upon entering the building.

ID's are also required in order to make use of borrowing privileges at the Bailey/Howe Library, UVM. Various local businesses offer discounts to students and usually require a student ID card for verification, including Borders Bookstore for the purchase of textbooks.

Lost ID cards will be replaced for a fee of \$5. See the Admissions Office for replacement cards.

### **Student Lounge**

The student lounge is located on the first floor between the Computer Lab and the Library. Students are encouraged to congregate at this location for social interaction. Student artwork and class projects are often displayed in this area. Students are asked to be respectful of these displays. Students are responsible for maintaining a neat and cleanly environment. Trash and recycle bins are provided for that purpose. Cleaning supplies are available in the kitchen if needed. Please report any spills or damage immediately to the Front Desk Staff.

## Student Health and Well-Being

### Student Health Insurance

The College does not offer Student Health Insurance. Students are encouraged to purchase health insurance from other vendors.

### YMCA Fitness Membership

Matriculated students enrolled for 4 or more credits are automatically enrolled in the Fitness membership program that Burlington College has developed with the YMCA located on 266 College Street in Burlington. The cost of regular membership is included in the regular student fee. Special programs or enhanced facility access may require an additional charge.

Students must show their BC ID to enter the YMCA. Active, eligible students may make unlimited visits to the YMCA and take advantage of the various facilities such as swimming pools, weight rooms, aerobics classes, etc. Contact the YMCA at 862-9622 for more information on facilities, programs and hours of operation.

### HIV Testing and Counseling

Anonymous testing for HIV/AIDS is available for Burlington College (and all area college) students at The University of Vermont's Center for Health and Well-being (CHWB) anonymous HIV/AIDS testing clinic. Students will be tested and counseled on the test results. The total cost for this service is \$20. Interested students should call 656-0847 to make an appointment or to learn more about the program.

Additionally, the Community Health Center, located on Riverside Avenue in Burlington, offers saliva testing for free. For additional information about their testing program, you may contact them at 864-6309.

### Emergency Contact Notification Form

In the event of a student emergency (such as a medical emergency), B.C. needs to be able to contact student families or friends.

Students will be asked to complete an Emergency Contact Notification Form upon initial enrollment. These forms will be kept in the Registrar's office. All information will be kept confidential. Emergency numbers can be accessed by college officials on the College's integrated computer system. It is the student's responsibility to update this form if there are any changes.

### Health Services and First Aid

A first aid kit is available on each floor of the building. Kits are located: 1<sup>st</sup> floor – behind the front desk, 2<sup>nd</sup> floor and 3<sup>rd</sup> floor. If a student sustains an injury on campus, please notify the front desk receptionist; the receptionist will seek appropriate help.

### Immunization

State law requires that all first-time students who were born after 1956 and who are enrolled

more than half-time must provide proof of immunization against measles unless they object on medical, religious, or moral (philosophical) grounds. An objection to obtaining a measles immunization must be a written, signed statement that articulates the student's medical, religious, or moral (philosophical) grounds for the objection.

## General Student Policies

### Standards of Conduct

The Burlington College values the innate dignity of every human being. In our learning environment and system of governance, we foster open communication and shared responsibility.

The College balances freedom of speech with respect for the dignity of those who choose not to participate in dialogue; it does not censor exhibitions of art, but upholds the rights of those who choose not to experience them; and while it fosters principles such as inclusiveness in its curriculum, it does not demand conformity as a prerequisite to receiving credit.

The principles of mutual respect and shared responsibility underlie the following Standards of Conduct, and they apply to all constituencies of the College. These standards are that no person will:

1. Discriminate against any other on the basis of gender, race, creed, class, color, national or ethnic origin, religion, age, sexual orientation, disability, marital status, veteran's status, or political belief or affiliation;
2. Harm, threaten to harm, or harass any other person;
3. Harm, steal, damage, or otherwise abuse the property of any other person or the College;
4. Consume alcoholic beverages on College grounds or act in a drunken or disorderly manner;
5. Possess, deal or be under the influence of illegal drugs on College property.
6. Possess any firearms or dangerous weapons on College property.
7. Plagiarize the intellectual or artistic work of another;
8. Falsify information on application, work-study time sheets, or other College records.
9. Disclose confidential information to unauthorized persons.
10. Inhibit another person's right to free inquiry and discussion either inside or outside the classroom;
11. Violate civil or criminal laws; or
12. Violate College policies.

Anyone who violates these standards will be subject to disciplinary action.

### Non-Discrimination

Burlington College prohibits discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, ancestry, place of birth, age, disability, veteran's status, marital status, a person's "HIV status", and political belief or affiliation in the administration of its educational programs and admission policies, work-study and loan programs, employment or application for employment, and any other College-administered program. The College will make reasonable accommodations for the known disability of an otherwise qualified student, applicant for admission or employment, or employee. The College complies with Titles VI and VII of the Civil Rights Act of 1964; the Equal Pay Act of 1963; Title IX of the Education Amendments of 1972; Sections 504 of the Rehabilitation Act of 1973; the Vietnam-Era Veterans Readjustment Act of 1974; Age Discrimination in Employment Acts of 1967 and

1975; Vermont Fair Employment Practices Act of 1990; the Americans with Disabilities Act, and other pertinent federal and state non-discrimination laws and statutes as they apply.

The Dean of Students and, in the absence of this person, the President are charged with responding to questions, discrimination or harassment complaints, compliance questions, and/or requests for reasonable accommodation as they are needed for application for admission and/or participation in the programs, activities, and employment at the College.

### **Access by Students with Disabilities**

The College is in full compliance with the Americans with Disabilities Act (ADA). See page 54 for our Non-Discrimination policy. Access to the second and third floors is provided by a wheelchair lift. The key for the lift can be found at the front desk. At least three handicapped parking slots are available in the College's parking lot. A detailed ADA policy is available in the human resources office. Whenever an individual with impaired vision or hearing seeks to obtain information under this policy, the College will find appropriate ways to communicate it effectively.

Burlington College is committed to affording persons with disabilities equal opportunity to benefit from educational programs. A student with a disabling condition may obtain academic adjustments and/or auxiliary aid and assistance by notifying the Dean of Students, or in his absence, the Director of Human Resources or the President. A reasonable accommodation can either be a modification of the program, or an additional service, as long as it does not alter the essential nature of the program. Either the student or the College may initiate a review of the need for, and nature of, reasonable accommodations. A student may, at any time, make a request for a reasonable accommodation. Requested reasonable accommodations will be made for qualified individuals with a disability. (The College may require evidence of a disabling condition).

The College will initiate a review of the need for reasonable accommodations upon effective notice that a disability exists (e.g., through disclosure from academic records at another institution), and prior to dismissing a student for academic or disciplinary reasons. The College's review will consist of a review of the student's academic record, and consultation with faculty and staff. Where dismissal is involved, if no evidence of a disability exists, the disciplinary or academic process will continue. If there is evidence of a disability, the College must determine whether the reason for dismissal is a manifestation of that disability. If so, reasonable accommodations will be developed based upon an assessment of the disability obtained by the student. If not, the process of dismissal under the applicable disciplinary or academic policy will continue.

### **Sexual Harassment Policy**

Sexual harassment is unlawful and prohibited by Burlington College.

Sexual harassment is a form of sex discrimination and means unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education; or
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting the individual; or
3. Such conduct has the purpose or effect of significantly interfering with an individual's academic or work performance or creating a hostile or offensive work or educational environment.

Examples of sexual harassment include, but are not limited to, the following when such behavior or acts come within one of the definitions above:

- Either explicitly or implicitly conditioning any term of employment (e.g., continued employment, wages, evaluation, advancement, assigned duties or shifts) or educational benefit on the provision of sexual favors.
- Touching or grabbing a sexual part of a person's body.
- Touching or grabbing any part of a person's body after that person has indicated, or it is known, that such physical contact was unwelcome.
- Continuing to ask a person to socialize when that person has indicated s/he is not interested.
- Displaying or transmitting sexually suggestive pictures, text, objects, cartoons or posters.
- Continuing to write sexually suggestive notes or letters if it is known or should be known that the person does not welcome such behavior.
- Referring to or calling a person a sexualized name if it is known or should be known that the person does not welcome such behavior.
- Telling sexual jokes or using sexually vulgar or explicit language in the presence of a person if it is known or should be known that the person does not welcome such behavior.
- Retaliation of any kind for having filed or supported a complaint of sexual harassment (e.g., ostracizing the person, pressuring the person to drop or not support the complaint, adversely altering that person's duties or work or educational environment, etc.).
- Derogatory or provoking remarks about or relating to a person's sex.
- Harassing acts or behavior directed against a person on the basis of his/her sex.

It is also unlawful to retaliate against a person for filing a complaint of sexual harassment or for cooperating in an investigation of sexual harassment.

A student who believes that he or she has been sexually harassed (as defined above) should report the situation to one of the following persons:

Dean of Students  
Burlington College  
95 North Avenue, Burlington, VT 05401 (802)-862-9616

Academic Dean  
Burlington College  
95 North Avenue, Burlington, VT 05401 (802) 862-9616

President  
Burlington College  
95 North Avenue, Burlington, VT 05401 (802) 862-9616

In the event a student does not feel comfortable reporting a situation to any of these officials, the student should approach his/her advisor. The advisor will work to support the student in making a complaint to the appropriate college official. When the College receives a complaint of sexual harassment, it will take all necessary steps to ensure that the matter is promptly investigated and addressed.

Because it is difficult to thoroughly investigate a complaint after a long time has passed, the College will only investigate complaints submitted within 12 months of the alleged behavior. Also, complaints must be submitted while the accused person is a student or employee of the College.

If the investigation shows that sexual harassment has occurred, disciplinary action, as appropriate, will be taken. Such action may include dismissal from the College or the College's employment. The College will also take disciplinary action in the event of retaliation against a person filing a complaint, or assisting with an investigation.

A complainant is also entitled to file a complaint under federal and state discrimination laws, whether or not a complaint is filed with Burlington College. Title VII of the Civil Rights Act is enforced by the federal Equal Employment Opportunity Commission. For additional information contact:

Equal Employment Opportunity Commission  
1 Congress Street, 10<sup>th</sup> Floor, Room 100  
Boston, MA 02114  
Telephone: (617) 565-3200 (or TDD (617)565-3204)

The State Fair employment Practices Act, 21 V.S.A. 495, is enforced by the Public Protection Division of the Vermont Attorney General's Office. For additional information contact:

The Public Protection Division  
Vermont Attorney General's Office  
109 State Street, Montpelier, VT 05602  
Telephone: (802) 828-3171 (voice/TDD).

The grievant also may file a complaint with:  
The U.S. Department of Education Office for Civil Rights  
John W. McCormack Post Office and Courthouse, Room 222  
Post Office Square  
Boston, MA 02109-4557  
Phone: (617) 223-9662  
TTY: (617) 223-9695

Those agencies can conduct impartial investigations and facilitate conciliation. If it is found that there is probable cause or reasonable grounds to believe sexual harassment occurred, they may take the case to court.

### **General Harassment Policy**

Burlington College is opposed to and prohibits any type of harassment that adversely affects the learning or working environment and threatens the well being of faculty, staff or students. Harassment is defined as any verbal or physical interaction\* that significantly interferes with a person's ability to learn or perform a job, or creates a hostile work or learning environment.

Examples of harassment include, but are not limited verbal or physical mistreatment based on an employee or student's sexual, racial, religious, sexual orientation, marital/civil union status, disability, age, gender or physical characteristics.

Appropriate action will be taken against any student, faculty member or staff person who disregards this policy.

\*Harassment is a judgmental situation and may require a third-party to determine the level of harm. The right to free speech will be recognized. If the grievance involves another student, the complaint should be made to the Dean of Students. Grievances involving staff or faculty should be brought to the attention of the Human Resources Director. In the case that the complaint involves the Human Resources Director, grievances should be brought to the President. All Complaints will be investigated in a timely fashion and appropriate disciplinary action may be taken.

### **Student Alcohol and Other Illicit Drugs Policy**

Effective 12/10/03

The College seeks to provide an environment free from the adverse effects of alcohol and other drug abuse. It is essential that the members of this community recognize that the misuse and abuse of alcohol and the use of illicit drugs constitutes a threat to the educational mission of the College, and community members are encouraged to become informed about substance abuse and its harmful effects. All members of the College community are responsible for being fully aware of the requirements of College policy as well as local, state, and federal laws regarding alcohol and other drugs. The College holds students accountable for behavior that violates College policy and may refer incidents which could constitute a violation of law to the appropriate officials.

The irresponsible use or abuse of alcohol and other drugs is dangerous and can lead to addiction or psychological dependence and serious physical health problems. Abuse is also harmful in other ways. It can destroy peer and family relationships. It results in reduced academic, athletic and work performance, and it increases the risk to personal safety because of the effect it can have on personal judgment and reaction time.

Referral to professional assistance and treatment is available to students who seek assistance for substance abuse problems. Please contact the Dean of Students or your Advisor who will refer you to the necessary treatment facilities.

This policy applies to students, student organizations, and their guests on College owned or leased property and facilities and/or engaged in a College activity.

Alcohol and other drugs possessed in violation of this policy are subject to confiscation. Possessing or using devices designed or intended to be used for the rapid consumption of alcohol (i.e. funnels, beer bongs, etc.), or engaging in behaviors intended to intoxicate (i.e. races, games, etc. ) may be considered aggravating circumstances when considering appropriate sanctions. The presence of empty containers or drug paraphernalia leads to a rebuttable presumption that the occupant(s) of the residential space in which the empties are located consumed the container's original contents.

The following actions are prohibited:

### **Alcohol**

- (a) Possessing or consuming alcohol if under the age of 21.
- (b) Possession or consumption of alcohol within common areas, regardless of age.
- (c) Misrepresenting one's age for the purpose of purchasing, possessing, or consuming alcohol.
- (d) Possessing, furnishing, or consuming alcohol in College owned or leased buildings, College grounds or lands except as otherwise permitted in this or other College policies.
- (e) Possessing, furnishing, or serving from a common source of alcohol (i.e. kegs, beer balls, punch bowls, or other approximate equivalent number of servings).
- (f) Purchasing, furnishing, or serving alcohol to or for an underage person.
- (g) Being intoxicated to the point when state law mandates being taken into custody.
- (h) Creating, offering, or engaging in drinking games and other behaviors designed for the purpose of becoming intoxicated through the use of alcohol.
- (i) Being under the influence of alcohol.

### **Illicit Drugs**

- (a) Possessing or using illegal substances, as defined by federal, state, or local statutes.
- (b) Possessing or using controlled substances as defined by federal, state, and local statutes. (Controlled substances may be consumed pursuant to a properly issued prescription, provided the controlled substance is taken as and in the amount prescribed.)
- (c) Distributing, selling, or possessing with the intent to distribute illegal or controlled substances, as defined by federal, state, or local statutes.
- (d) Possessing or using drug paraphernalia (including but not limited to pipes, bongs, etc.)
- (e) Being under the influence of illegal or controlled substances as demonstrated by actions and/or other evidence.

### **Enforcement**

Alleged violations of this policy will be referred to the Dean of Students and may be referred to the College Judicial Review Board and/or to local authorities.

### **Sanctions Applied for Violations of Policy**

The following sanctions apply for violations of the College Alcohol and Other Illicit Drugs Policy:

1. The First Offense will result in a verbal warning and a written notice placing that individual on probation.
  2. The Second Offense will result in a \$100.00 fine, mandatory Drug and Alcohol Assessment, notification to parents of the student if not of legal age, and written notification to the Dean of Students.
  3. The Third Offense may result in eviction from College housing where applicable, and referral to the College Judicial Review Board. If evicted, the student is responsible for all housing charges for the remainder of the semester in which evicted.
  4. Fines will be assessed by the Business Office and must be paid prior to the end of Semester, graduation or release of transcripts. Re-enrollment will not occur until payment is satisfied.
- The police will be called at the discretion of the College.
  - The selling of illegal substances will result in immediate notification of the police.

### **Summary of Some Relevant Provisions of Vermont Law**

Vermont law controls the possession and sale of alcohol beverages and illicit drugs within the State of Vermont. Violations of many of the specific legal rules result in criminal sanctions. Involvement with the criminal justice system is a serious matter even if maximum fines or prison sentences do not result. A criminal record can adversely affect job opportunities, admission to graduate or professional schools, and eligibility for training and financial aid opportunities. Examples of the specific legal rules and criminal sanctions currently in force are described below:

#### **Alcohol**

It is a crime for a person under twenty-one years old (minor) to procure, possess, or transport alcohol. Penalties for procuring, possessing, or transporting alcohol include a fine up to \$500 and/or imprisonment up to six months. It is a crime to sell or furnish alcohol to a minor. Penalties for selling or furnishing alcohol to a minor include a fine up to \$1,000 and/or imprisonment up to two years.

It is a crime to misrepresent one's age, possess a false identification card, use someone else's identification card, forge or alter an identification card, or loan an identification card to another for the purpose of obtaining alcohol.

### **Alcohol Incapacitation or "Detox"**

Being taken to "detox," as it is often referred, results from consuming dangerous levels of alcohol. When a law enforcement officer encounters a person who s/he deems to be "incapacitated," the officer is required by law to take the person into "protective custody." "Incapacitation" means that the person appears to be in need of medical care or supervision to assure his/her safety due to his/her level of intoxication. This is a civil action to protect the incapacitated person and others, and while it is extremely unpleasant and involves handcuffs, it is not necessarily an arrest.

After the person is taken into protective custody, the officer is required to get the person the appropriate treatment, either at the emergency room or ACT 1. If the person acts out, refuses to cooperate, or refuses treatment, then s/he will be taken to jail. Depending upon one's actions during the incident, individuals may be cited for civil and/or criminal violations. Because of the significant costs of responding to alcohol intoxication, any costs incurred as a result of a student being taken into protective custody will be paid by the student.

### **Marijuana**

It is a crime to knowingly possess, cultivate, deliver, or sell marijuana. Penalty for a first violation of possession includes a fine up to \$500 and/or imprisonment up to 6 months. Penalties for delivering or selling include a fine up to \$10,000 and/or imprisonment up to two years. Subsequent violations, cultivation, delivering, or sales of 1/2 ounce or more include much heavier fines e.g. up to \$500,000 and much longer imprisonment, e.g. up to 15 years.

### **Cocaine**

It is a crime to knowingly possess, deliver, or sell cocaine. Penalties for possession include a fine up to \$2,000 and/or imprisonment up to one year. Penalties for delivery include a fine up to \$75,000 and/or imprisonment up to three years. Penalties for selling cocaine include fines up to \$100,000 and/or imprisonment up to five years. Penalties for possession, delivery, or sales of 2.5 grams or more include much heavier fines and much longer imprisonment.

### **LSD**

It is a crime to knowingly possess, deliver, or sell LSD. Penalties for possession include a fine up to \$2,000 and/or imprisonment up to one year. Penalties for delivery include a fine up to \$25,000 and/or imprisonment up to three years. Penalties for selling LSD include fines up to \$25,000 and/or imprisonment up to five years. Penalties for possession, delivery, or sales of 400 micrograms or more include much heavier fines and much longer imprisonment.

It is also a crime to knowingly possess, deliver, or sell hallucinogenic drugs other than LSD. Penalties are very similar to those for LSD.

### **Heroin**

It is a crime to knowingly possess, deliver, or sell heroin. Penalties for possession include a fine up to \$2,000 and/or imprisonment up to one year. Penalties for delivery include a fine up to \$75,000 and/or imprisonment up to three years. Penalties for selling heroin include fines up to \$100,000 and/or imprisonment up to five years. Penalties for possession, delivery, or sales of 200 milligrams or more include much heavier fines and much longer imprisonment. It is also

a crime to knowingly possess, deliver, or sell depressants, stimulants, or narcotic drugs other than heroin or cocaine. Penalties are very similar to those for heroin or cocaine.

## **Disciplinary Procedures**

Disciplinary procedures will be commenced when either a student or College employee brings a written complaint to the Dean of Students' office upon the reasonable belief that a student has violated the Standards of Conduct, or other non-academic policy. Other non-academic policies include, but are not limited to the Drug and Alcohol policy, and the policies against Harassment, including Sexual Harassment. The Dean of Students may also commence disciplinary proceedings absent a complaint where the Dean of Students has reasonable grounds to believe a College policy has been violated. When the Dean of Students is not available, the Dean of the College or the President shall be responsible for carrying out the provisions of this policy.

The Dean of students will notify the accused student(s) of the complaint, or charge; conduct a factual investigation; allow the accused student to present evidence in his/her favor; and impose sanctions if the results of the investigation convince the Dean of Students that such action is warranted. The sanctions will be proportionate to the nature of the violation. The Administration retains the discretion to impose sanctions, as circumstances require. The Dean of Students will provide the student with a written decision summarizing the facts found during the investigation and the rationale for any sanctions imposed.

If the Dean of Students believes the student's continued presence on campus may threaten the health or safety of any member of the College community (including the student), the Dean of Students may temporarily suspend the student. The student must temporarily leave campus, returning only for scheduled meetings pertaining to the charges.

Students have the right to appeal the Dean of Students' decision. All appeals must be in writing and specify the grounds for the appeal, and the desired result of the appeal. All written appeals should be delivered to the President's office within 10 days of the date the Dean of Students' written decision is sent to the accused student(s). The President shall appoint an impartial college official to chair the appeal. The result of the appeal is final. Failure to abide by the results of the appeal may result in further sanctions, up to and including dismissal.

Nothing stated in this policy shall preclude the President, upon consultation with the Dean of Students, from taking appropriate summary action, including but not limited to suspension or dismissal of the student, where the student's behavior is so egregious as to display a fundamental disrespect for the innate dignity of other students, or college employees.

A more detailed version of Burlington College's disciplinary procedures is available in the Dean of Students, the Dean of the College and the President's office.

## Burlington College Academic Honesty Policy

APC approved April 18, 2002

### Application

This policy applies to all Burlington College students regardless of program or academic unit.

### Objective

In an academic community, genuine intellectual inquiry and dialogue presuppose the honesty of participants. Those who are dishonest preclude their own self-realization and undermine the integrity of the community that nurtures them.

Several forms of dishonesty thus constitute threats to the interests of Burlington College and violations of its Academic Honesty Policy....

### Violations

Violations of academic honesty are prohibited. Violations of academic honesty are acts that seek to secure an academic advantage for a member of the BC community by illegitimate or unethical means. Such violations include, but are not limited to, committing, knowingly assisting, or acquiescing in one or more of the following:

*Plagiarism.* Representing the words, ideas, arguments, or findings of another person or persons as one's own. For example, plagiarism occurs when one copies portions of another person's writing with only minor changes in wording or fails to give adequate and appropriate credit for others' concepts, theories, or conclusions. When making use of someone else's work, one must credit that person by using quotation marks, references, or footnotes, in accordance with one of the conventional documenting systems (e.g., that of the Modern Language Association [MLA] or the American Psychological Association [APA]). Submitting, as one's own, a homework assignment, a term paper, a laboratory report, or other comparable document prepared wholly or in part by others (or downloaded from the Internet) is also an example of plagiarism.

*Falsifying research data.* Presenting falsified data in papers or essays.

*"Double dipping."* Using the same or substantially the same written work, research paper, or essay to satisfy the requirements of more than one course, without the permission of the instructors involved.

*Failing to follow an instructor's directions governing examinations.* Although examinations are not the most common mean of assessing a student's progress at BC, examinations when specific to the course or workshop will be covered by the following academic policies. Communicating in any way with, or copying from, other students during in-class examinations or collaborating on take-home examinations, without the instructor's express permission.

Using crib sheets, notes, or comparable aides during a formal examination, except as specifically permitted by the instructor.

Seeking, obtaining, possessing, or giving to another person an examination or portions of an examination (not yet given), without permission of the instructor.

*Forging academic records.* Altering academic records, including attendance records, entering the signature of an academic staff member on any College form, presenting false information at an academic proceeding, or intentionally destroying evidence relevant to such a proceeding.

### **Reporting and Review Process**

Any student accused of academic dishonesty will be presumed innocent until determined to be guilty by a preponderance of the evidence.

#### **Minor offenses:**

These include infractions of a purely technical sort or in which the instructor sees no intent to achieve illegitimate or unfair academic advantage, such as, inadequate citation of sources, unauthorized collaboration with others on out-of-class assignments, etc.

The instructor will handle minor offenses. S/he will talk directly with the student about the alleged offense and about an appropriate sanction. The incident and the sanction may be documented in a report sent to the student's academic advisor for inclusion in the advising file.

Faculty members may consult with the Dean or seek his/her arbitration. While the Dean may arbitrate and ultimately decide on charges of a minor offense, s/he may also refer any offenses to the Academic Policy Committee (APC). If the student believes s/he has been unjustly accused or that the sanction suggested by the instructor or the Dean is unreasonable, the student may request an APC hearing through his or her academic advisor.

#### **Major offenses:**

These include violations through which, in the determination of the instructor, the student intended to achieve academic advantage, such as misrepresentation of substantial portions of written work, cheating, and other forms of significant dishonesty.

The Academic Policy Committee (APC) will handle major offenses. The instructor or the department chair must file, normally within 10 business days of discovery, a report detailing the specifics of an alleged instance of major academic dishonesty. This report may be filed with the Dean or the Academic Coordinator, who will prompt the student's academic advisor to obtain the student's written specifics about the offense. The report may suggest the instructor's preferred sanctions for the offense from the possibilities below.

The APC will then conduct a hearing using written and/or oral evidence. The parties may be present; however, attorneys are not permitted to represent either party's interests, and strict legal rules of evidence do not apply. The student's academic advisor may assist the student in preparing his/her testimony. In any case where the Dean's decision about a minor offense is being appealed, s/he will recuse her/himself from the hearing.

A student who has a pending academic dishonesty charge will not be allowed to drop a class to avoid the consequences of such a charge, receive transcripts or semester reports, be permitted to register for an ensuing semester, or be allowed to graduate.

### **Articulated Sanctions**

Two-thirds (2/3) of the members of APC present must vote to find a student in violation of this academic honesty policy.

If APC finds that there has been no violation, the student may continue in the course in which the charges arose or may decide to withdraw from the course, without academic or financial penalty.

### **Sanctions:**

The sanctions for cases of academic dishonesty range from a written warning to dismissal from the College. These sanctions may include one or more of the following or some other sanction, within this range, determined by APC.

For minor offenses, faculty members may propose only sanctions 1 or 2. Any violation considered to warrant a sanction other than 1 or 2 must be handled as a major offense.

1. A written warning.
2. No credit on the assignment in question.
3. Disciplinary probation for one or more semesters.
4. No credit for the course.
5. Suspension for one or more semesters.
6. Dismissal from the College.

If APC determines that a student has committed a second major offense, the student will be dismissed from the College.

Only if APC determines that there has been a second major offense will documentation of both offenses be kept permanently in the student's official academic file. If no second major offense occurs, any record of the first offense will be removed from the student's official file when s/he graduates.

APC will notify the student by certified mail of its decision in a case. The student may appeal in writing within 10 days of the receipt of the decision by delivering the appeal to the Office of the President of the College. The appeal will be limited to issues of procedural fairness or severity of sanction.

### **Academic Petition Process**

Under limited circumstances, a student may petition the Academic Review Committee for an exception to a College policy or practice. Such petition must be presented on behalf of the student by the student's academic advisor, or by the Director of the Paralegal Studies program, or by the director of the Independent Degree Program.

A student may request that a petition be brought to the ARC under the following circumstances:

- \* The student wishes to have letter grades assigned to her/his academic work in addition to the required faculty and student narrative evaluations;
- \* The student and a faculty member have been unable to agree on the credit awarded at the completion of a course;
- \* Extenuating circumstances exist that the student believes should be considered regarding attendance at or completion of a course or workshop (e.g., last-minute family or medical emergency prevents student attendance at a workshop);
- \* The student wishes to request a "rollover" of a course or workshop for which he/she is registered and is unable to attend;
- \* A student wishes to be exempted for any reason from an academic policy that applies to all students.

The student's advisor will present the petition to ARC and a recommendation of approval or denial. If the student disagrees with the ARC's decision regarding the petition, he/she may request to appear in person to discuss the decision at the next scheduled ARC meeting.

A copy of the student's petition noting the committee's decision will be provided to the student by the registrar within 48 hours of the ARC meeting at which the decision was made.

### **Computer Lab and Computer Accounts**

A computer lab with personal computers, printers, scanners and a variety of software is open approximately 60 hours per week including evenings and weekends when classes are in session. Support staff is available during most hours for instruction, problem solving, and answering questions. Classes are offered regularly in basic computer skills. In addition to the Computer lab room, several student computers are located in the library and in the second-floor student computer area. *Students should not eat or drink in the computer areas.*

**Students may never use staff computers without explicit permission.**

A detailed Computer System Usage policy is posted in the computer lab and Computer lab hours are posted on the door. The 1<sup>st</sup> Floor Computer Lab is not available for general student use when computer classes are in session. Computers are also available in the Student Lounge, Library, and in the 2<sup>nd</sup> Floor Computer Lab for use during these times. These workstations are available during all hours that the college is open.

### **Student Computer Usage Policy**

While the College encourages and supports the use of microcomputer systems, certain restrictions are necessary to avoid improprieties, ensure that established standards are met, and maintain appropriate security of computerized data. A fundamental restriction relates to the policy that College microcomputer systems are to be used for College purposes only. *College microcomputer systems are not to be used by persons who are not students, staff, or faculty at the college without special permission by the MIS department.*

### **Use of Software and Hardware**

To ensure compatibility between microcomputer systems and provision of adequate user support, the College has established standard software and hardware for commonly used applications. The Director of MIS is the only person who may authorize the use of specialized software or hardware other than those standard products and he/she must approve such requests. The use of unauthorized, non-standard software on College microcomputer systems is prohibited. Consequently, users (students, staff, and faculty) shall not install or use unauthorized software or hardware, including personally owned software or hardware, on College microcomputers. Non-standard hardware or software, discovered during routine maintenance operations, will be uninstalled and the person installing the software or hardware will have his/her computer account revoked.

### **Computer accounts**

All Students, matriculated or non-matriculated, will be issued computer accounts each semester. Students paying a computer fee will be assigned storage space on the Lab server and a personal e-mail account. They may also request remote access to the college computer system through dial-up network service or web access to our servers.

There will be no guest accounts but there will be an account for those individuals applying for admission to the college needing access to the college system to complete assessment evaluations. These students should check with the Admissions staff to make arrangements.

All students have access to the Internet, including access to InfoTrac, an online periodical database.

### **Safety and Security**

Each student computer account is issued a unique user name and password that must be used to logon to any BC computer. Students may not use any computer account not assigned to them. When completing work on a workstation, it is the responsibility of the student to perform the appropriate logoff procedure as outlined on each computer monitor to avoid providing access to that account. Failure to do this may result in the revocation of that computer account.

Each BC workstation is equipped with regularly updated McAfee Virus Scan software. Students should check all disks used on college workstations prior to their use, and again when finished to help avoid the spread of computer viruses and worms. In addition, students should use caution when opening e-mails and their attachments to reduce infection risk.

### **Networked Storage**

Students may save up to 50MB of data to their user directories on the LAB server. Students taking computer classes may extend this limitation up to 100MB of information. Those students who exceed these limitations may find files deleted without notice to bring them back into compliance. Any student needing additional space should petition the Director of MIS for an exception. Under no condition are students permitted to save files to local drives of workstations. These files will be deleted immediately upon discovery by MIS Department staff.

### **Installation of Software and Hardware**

Improper installation of software or hardware can damage a microcomputer system or cause it to malfunction. Consequently, all software and hardware is to be installed by the MIS Department staff. Any moving, relocating, or rearranging of microcomputer hardware should also be coordinated with the MIS Department. Installation and/or use of 'instant messenger' chat programs such as *AOL Instant Messenger* or *Yahoo! Instant Message* is strictly prohibited and may result in the revocation of your computer account.

### **Ownership and Confidentiality**

All software, programs, applications, templates, data, and data files residing on the College computer systems or storage media or developed on College computer systems are the property of the Burlington College. The College retains the right to access, copy, change, alter, modify, destroy, delete or erase this property. Data files containing Confidential or sensitive data should be treated accordingly and should not be removed from the workplace without proper authorization.

### **Copying Software, Programs, Applications, Templates, Etc.**

Users should notify the MIS Department and receive proper authorization before attempting to copy software.

In many cases, copyright laws and/or licenses for commercial software, programs, applications, and templates used by the College prohibit making multiple copies. The College and its constituents are required to abide by the federal copyright laws and to abide by all such licensing agreements.

### **Offensive material**

Students must comply with federal copyright laws as well as B.C.'s policy on Offensive material which specifically prohibits the use of any College-owned computing equipment for outside business purposes, harassment of any person or other violation of these policies, and pyramid and chain-letter messages. All accounts may be suspended or closed immediately upon detection of any illegal or improper use or in other instances as determined appropriate in the sole discretion of the College. Unauthorized or inappropriate use of computers and computer accounts will result in action that may include dismissal.

Use of the college computer system to view or distribute through email, transmissions of a pornographic or sexually harassing nature is strictly forbidden. This limitation is not intended to restrict First Amendment rights or limit the viewing of "Art" but rather an attempt to consider the rights of our fellow staff members and students who may consider some material to be offensive. Please be considerate of others when visiting websites of a questionable nature and do not use the college mail system to distribute off-color, or offensive material. Violators are subject to have their user accounts revoked.

### **Improper use of the College network resources**

Using the college network for personal profit, or uses that violate local, state and/or federal law, is prohibited. This includes, but is not limited to, sending unsolicited junk mail, "for-profit" messages or chain letters. Violation may result in revocation of the user account.

***Under no circumstances are students allowed to save files to the local drives of workstations, install or use unauthorized hardware or software, or change the configuration settings of any Burlington College computer. Failure to comply with this will result in his/her computer account being revoked and all computer use privileges being rescinded.***

### **Art Display**

Art, defined primarily as visual but including other forms such as performance, may be displayed in designated places throughout the building at Burlington College. College policy on what may be displayed is to balance freedom of expression for the artist with the rights of individuals who do not wish to view a display. Artists may be asked to remove works from hallway areas if they are offensive to individuals having to use the hallways. Exhibitions are managed by an individual appointed by the president or a designate; exhibits or shows from art classes may be mounted in the Community Room under the direction of the Chair of Humanities.

### **Campus Security**

During the day when the building is well staffed, students need not check in with the front desk receptionist, although all students should be prepared to show their student ID if asked. In the evenings when most of the regular staff has left, students and visitors should check in with the front desk receptionist before entering the building.

No unauthorized individual should be in the building; students who suspect that someone doesn't belong in the building should speak to the front desk receptionist. The receptionist has the authority to evacuate anyone not in compliance with the rules of Burlington College or anyone, including students and faculty, still in the building 15-minutes after the end of the last scheduled class.

A weekend receptionist is on duty during the school year (except when posted otherwise). The weekend receptionist has the same authority as the day and evening receptionists. During summer semesters, weekend hours of coverage may be limited to specific programs (for example, film editing area only may be open with coverage while the rest of the College remains closed).

Front desk receptionists conduct a thorough search and lock-up of the building before leaving. Students may not remain on the premises after the front desk person leaves the building.

In the event of an emergency, people are urged to contact appropriate authorities such as police or the fire department directly, then notify the front desk receptionist. In keeping with federal regulations, an annual report is provided citing major crimes that may have occurred during the previous year.

## **Ceasing Operation**

The College has adopted a Board-approved policy for closing Burlington College. Further detail may be obtained from the Office of the President

## **Children at Burlington College**

Children of students or employees are welcome to visit The College on occasion, so long as the children are supervised and do not create a disturbance that prevents employees and students from accomplishing their business. Children should not regularly be brought to class or to The College. Staff and faculty members should not be asked to “babysit” while in the building.

## **Copyright Policy**

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material.

Under certain conditions specified in the law, libraries and Archives are authorized to furnish a photocopy or other reproduction. One of these specific conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement.

All students must comply with federal copyright laws. Regulations on photocopying, reproduction of non-print materials (computer software, audio and video tapes, etc.) are available at the Human Resources office. A summary of regulations is posted near each photocopy machine. A copy of the regulations is available online at:

<http://www4.law.cornell.edu/uscode/17/>

## **Dogs and Other Pets**

No pets other than guide dogs are allowed in the building.

## **Dress Code**

Burlington College recognizes the right of the individual to express him/herself in the area of grooming and attire. However, all students must wear shirts and shoes. Any student who wears attire that causes a disruption of normal college functions may be asked to leave campus until he/she obtains appropriate attire.

## **Fire Safety and Emergency Exit Plan**

Approved 10/15/03

Burlington College is committed to providing a safe and healthful environment for its employees, students, and visitors. The following Fire Safety and Emergency Exit Plan designates areas of responsibilities and defines the processes for response to a fire safety or emergency exit situation. While no emergency plan can anticipate all possible variables that an emergency can present, it is the responsibility of every BC community member to be aware and to review and know the information and procedures as outlined below.

### Process for Alarm Notification

1. Fire alarm should be pulled at first indication of fire or smoke. NOTE: Small incidents of fire or smoke may be contained by using a fire extinguisher. However, students should not feel obligated to attempt to put out the fire. They should, instead, immediately notify the Front Desk Staff and the Burlington Fire Department.
2. Floor Monitors and Facilities staff will put on reflective vests and check their floors before exiting themselves.
3. Front desk (when possible) will put phones on Answering service.

### Fire Exits

A fire exit plan for each floor is posted next to each exit door. Your location is marked with a red "X".

### Floor Monitor Responsibilities

The following individuals have been designated for each floor to be responsible for ensuring that all individuals for that floor are out of the building and in a safe location. Their duties are as follows:

1. Wear reflective vests to clearly indicate their status.
2. Complete a walk-thru of their floor or area, making sure that no person is left behind before exiting themselves.
3. Lead all occupants to a safe, designated meeting area.
4. Receive instructions from Facilities staff as to further plans or actions.
5. Upon return to the building, checking that all individuals have returned to their floor.

Floor Monitors have been identified as follows:

<u>First Floor:</u>	Christa Henderson (Forward of Student Lounge) Teresa Faust (Back from Student Lounge)
<u>Second Floor:</u>	Joe Bookchin
<u>Third Floor:</u>	Barb Dengler
<u>Evenings:</u>	Front Desk

### Instructor and Student Responsibilities

Students and instructor(s) should plan to remain together at all times. Instructors for each class should be prepared to have their class enrollment files with them and to check attendance once outside. Upon return to the classroom, the instructor will once again check attendance and account for the presence of all individuals in their class.

### Individual Responsibilities

All non-essential personal items should remain in the classroom, office, or building. Pertinent items to take with you may include, but are not limited to, car keys, office keys, medications, and coats (***provided they do not prolong evacuation time***). Follow the instructions of the Floor Monitor for evacuation. Remain with your instructor, class, or Floor Monitor as much as possible.

## Designated Gathering Location

### Fire Alarms

All individuals should follow the instructions of the Floor Monitors. They will be instructed as to a safe location away from the building. Fire trucks and other safety vehicles will require space to maneuver around the building.

Alternate location: In case of inclement weather, bomb threat, or other factor, all individuals will follow the instructions of the Floor Monitors.

## Process for Bomb Threats

### **DO NOT PULL FIRE ALARM!**

In the event of a bomb threat (received either at front desk or thru email), all notification will be done **verbally**. Follow all other instructions as for Fire Alarms.

1. Front desk will notify Facilities Dept. (Tony or President's Office), who in turn will **verbally** notify Floor Monitors.
2. Front desk will call **911**.
3. Front desk (if possible) will put phones on Answering service.
4. Floor Monitors will notify all individuals **verbally** on their floors to vacate the premises immediately.
5. Floor Monitors will do a walk-thru of their floor or area, making sure that no person is left behind before exiting themselves.

## Designated Gathering Location

Alternative location: Due to the nature of this particular alarm, all individuals will immediately leave the premises, following the instructions of their Floor Monitors.

## Power Outages

In the event of a power outage that is determined to be of significant duration, the following procedures should be followed:

### Daytime/Normal Business Hours:

1. Management will determine the feasibility of staying open or closing the College.
2. If closing the College, all individuals within the premises will be notified both verbally and via e-mail.
3. Procedures for closing will be followed similar to that for snow closure (\*See Procedures for Closing the School).

### Evening/After-Hours:

1. Front desk will consult with staff on premises (or faculty member if none) in the building about feasibility of staying open or closing the College.
2. If closing the College, staff (or faculty) will verbally notify all individuals within the building to vacate the premises.
3. Front desk (or a staff member) will notify (at least one, if not all) the following individuals as to the course of events as soon as is feasibly possible:

President  
Maintenance

Jane Sanders  
Tony Blow

363-3791 (cell)  
862-6943 (h)  
865-8364 (h)

### **Resumption of Operations**

No one will be allowed into the building following a fire alarm or bomb threat until Fire Safety personnel or Facilities staff have designated the building safe.

Upon arrival, everyone should return to the location they were at prior to the alarm. Instructors will once again check their rosters. Floor monitors should conduct a walk-thru to confirm return of all individuals.

Front desk will remove the answering service and retrieve any messages.

The Director of Information Technology (Don Huffman) will check that no computer equipment has been compromised.

Facilities staff will conduct a check of any pertinent areas.

Fire drills will be held twice a year, possibly during class time.

### **Food on Campus**

Vending machines containing snacks and drinks are located in the student lounge. A water cooler is located on each floor of the building. Students should use the student lounge or kitchen when eating/drinking on campus. Absolutely no food or drink is allowed in the computer lab or near any of the computer stations.

Please note that the small refrigerators on campus are for staff use. There is a full sized refrigerator in the first floor kitchen that is available for student use. Please be sure to label your food with your name and the date. Please do not remove food, other than your own, from the refrigerators.

A microwave oven, coffeemaker, toaster, and dishware and utensils are also available in the kitchen. ***It is the responsibility of each student to clean up after themselves, washing their dishes and wiping countertops and tables.*** Cleaning supplies are provided for this purpose. Kitchen supplies are available for the benefit of everyone. They are not to be removed for home use. If you notice that supplies are getting low, please notify the Front Desk staff so that replacements can be ordered.

### **Graduation Ceremony**

Graduating students will be sent information in ample time to prepare for the graduation ceremony. The date of graduation is posted each year in the Academic Catalog, the Spring Semester Course Bulletin, this Student Handbook, and in student newsletters. In addition, all

students are notified of the graduation ceremony through their campus mailboxes and are invited to attend the ceremony.

## **Housing**

Burlington College does not offer Student Housing. Students wishing assistance in housing searches or for other housing matters should contact the Dean of Students, or in his absence, Admissions.

## **Injuries/Accidents/Emergencies**

In the case of an injury or accident, students should alert a staff member immediately. If the situation is an emergency, students should first call 911, then attempt to help only if able and willing. The front desk Receptionist should be informed as soon as possible in order to direct rescue workers.

Students should inform the Front Desk Receptionist, the Dean or College President of any circumstances involving violence or threats of violence made by any employee or student, or of any situation that could lead to violent actions at the College.

Students should inform the Front Desk Receptionist, the Dean or the College President of any potentially dangerous situations or conditions within the College's property.

## **Resolution of Complaints**

The following procedures are designed to resolve complaints of a general nature. If the complaint concerns the violation of a specific College Policy, procedures specific to that policy should be followed. These procedures do NOT supersede those involving administrative staff as defined in the Staff Personnel Policies.

Complaints may best be resolved through direct communication with those involved. If the direct approach is difficult, the complainant may ask an official of the College to assist in the process.

If this approach is not satisfactory or appropriate, the following procedures must be followed:

1. A formal, written complaint must be filed with the official of the College directly responsible for the matter at issue. When it is unclear which official is responsible, the complaint should be brought to the Dean, or in the Dean's absence, to the President.
2. The official of the College in receipt of the complaint is responsible for investigating the complaint. The official may investigate the complaint personally, identify another person to do it, or convene a hearing. Following the investigation, the investigating official will write a report summarizing the findings and recommendations. The ARC considers these reports and determines what action should be taken.
3. Any action taken by the ARC may be appealed to the president of the College. The president's review is usually limited to matters of procedure, and it is final.

Questions over this policy may be addressed to the Dean of the College.

## **Student Smoking Policy**

Burlington College, in order to maintain a safe and healthful atmosphere and to remain in compliance with fire and safety regulations, is a non-smoking institution. No smoking is allowed

within College vehicles and buildings, including residences. Smoking is permitted outdoors on College property, in designated areas or at least 15 feet from buildings, with the exception of areas where safety, health, or pedestrian traffic flow are overriding considerations.

Violations of the Smoking Policy will be addressed in the following manner:

1. The First Offense will result in a verbal warning and a written notice sent to the Dean of Students.
2. The Second Offense will result in a \$50.00 fine and written notification to the Student with a copy in the Dean of Student's file.
3. The Third Offense will result in a fine of \$100.00 and notification.

Subsequent fines will be increased by \$50.00 per fine, so the Fourth Offense will result in a fine of \$150.00, Fifth Offense \$200.00, etc. Fines will be assessed by the Business Office and must be paid prior to the end of Semester, graduation or release of transcripts. Re-enrollment will not occur until payment is satisfied.

Please use the appropriate receptacles for your cigarette butts – not the ground. To avoid fire, please do not put paper waste into the cigarette butt receptacles.

The success of this policy depends upon the thoughtfulness, consideration, and cooperation of smokers and non-smokers alike. All share in the responsibility for adhering to and enforcing this policy.

### **Snow Days/Other College Closings**

A decision to close the College temporarily because of snow or other severe weather conditions is made by the President or a person so designated for this task. Closure is announced on local radio stations (e.g., WOKO, WVMT, WIZN).

### **Solicitation/Canvassing and Fund Raising on Campus**

The distribution or display of political, social, religious or other promotional material on campus is limited to the Community Bulletin Board located in the hallway on the first floor. These materials may not be distributed through the campus mailboxes.

Any materials deemed offensive by the Student Association or Staff members will be removed.

### **Telephone Use/Messages**

Students have the use of a telephone located in the student lounge. Only outgoing, local calls are permitted on this telephone. **No long-distance calls should be made on this phone!** Students are asked to be considerate of others and keep calls short. This telephone is for occasional use only.

Students should not use staff phones without permission (this includes the front desk reception area).

The Front Desk Receptionist will not take personal student messages unless it is an emergency. The receptionist will accept phone messages from students who are contacting their instructor or a staff member. Students on-site are encouraged to use mailboxes in order to leave written messages for fellow students and faculty. Students may leave written messages for staff in the appropriate slot of the message carousel at the receptionist's desk.

# College Government

## Governance

### Trustees

Final authority at Burlington College is vested in the Board of Trustees, which consists of up to 30 individuals elected by other trustees for three-year terms, the president of the College (ex officio), and elected or appointed constituency representatives for one-year terms (two of these matriculating students\*, one faculty member, and one administrative staff member). Elections for representative trustees usually occur during the spring semester and for community trustees in March or June.

The Board usually meets in September, December, March, and June. The Board reviews the state of the College, hires and evaluates the president, and approves the policies, budgets, and Strategic Plan. It owns the assets of the College and is responsible for its fiscal health.

[\* The 2 student positions are each for two-year terms. The terms are staggered. Elections for student positions are administered by the Burlington College Student Association at the end of each spring semester.]

### President and Administrative Staff

The president of the College is hired and evaluated by the Board of Trustees. The president has overall responsibility for administering the College according to policies and budgets set by the Board. The president hires administrative staff and delegates to them the necessary authority to operate the College.

As illustrated in the organizational chart, staff is divided into five divisions according to their administrative functions. Each division is directly responsible to the president.

### Faculty

Faculty and adjunct faculty are defined as individuals who teach courses. Department chairpersons serve as continuing faculty members. Adjunct faculty are part-time and are recommended each semester by the department chairperson, APC, and the dean. Brief biographies of faculty, adjunct faculty, and workshop instructors are included in *Course Bulletins*.

### Students

The Burlington College Student Association (BCSA) was ratified by students and by the president of Burlington College and its Board of Trustees. The BCSA includes an Executive Committee of five elected students who meet regularly, several appointed representatives who attend most Burlington College committee meetings, and all non-auditing students taking 3 or more credits and paying a \$5 per semester fee.

A primary purpose of BCSA is to foster more open and effective communication among Burlington College constituents via All Student Forums and the BCSA newsletter. There are at least two All Student Forums each semester. The BCSA also serves as a student advocacy

board, organizes and sponsors student activities, and, within Burlington College governance, acts as the representational voice and will of students regarding matters that concern them. This association strives to empower Burlington College's student body by asserting and maintaining an appropriate, participatory, and vital role in Burlington College information dissemination, decision-making processes, and governance.

### **Philosophy and Practice of Governance**

The mission of the College calls for a system of governance that fosters "open communication and shared responsibility." Open communication is addressed in part by the policy that meetings of bylaw committees are open unless otherwise specified or unless an executive session is called to discuss sensitive and/or personnel issues, issues involving litigation, possible litigation, and restricted information. Major issues, including policy matters, are considered at weekly management meeting and semimonthly staff meetings. "Shared responsibility," means, in part, that those who make decisions try to involve those who will be affected by them.

### **Administrative Committees**

*Academic Review Committee (ARC)* is appointed by the president and chaired by the dean of the College. ARC consists of the chairs and directors of the academic departments, the academic coordinator, the registrar, and the IDP director. It is responsible for approving academic petitions and acting on student requests for waivers of fees and administrative requirements. ARC meets weekly.

*Management Committee* is appointed and chaired by the president of the College to coordinate administrative activities and services, such as registration and to recommend administrative policies to the president. The Management Committee is composed of the dean, director of admissions, director of administration and finance, and the director of management information services.

### **ByLaw Committees**

*Academic Programs Committee (APC)* is approved by the Board of Trustees in the bylaws and consists of two upper-division students, two senior faculty members, the chairs of the academic departments, the IDP director, and the academic coordinator. Chaired by the dean of the College, APC is responsible for developing curriculum, advising and approving faculty for hire, and recommending academic policy. APC meets weekly.

*Trustee Executive Committee* consists of the officers of the Board. It exercises the power of the Board when the Board is not in session. It conducts the president's evaluation.

*Scholarship Committee* is composed of the financial aid coordinator, an admissions counselor, the dean, and an academic counselor. Other staff may also be included. This committee responds to student applications for scholarship awards based on need. The committee meets when students have completed the appropriate application. Additionally, the committee meets in the spring to award the College's honorary scholarships.

## **Records**

### **Family Educational Rights and Privacy Act of 1974**

The Family Educational Rights and Privacy Act of 1974 (FERPA) pertains to student educational records maintained by Burlington College. The Act states that students and parents of dependent students, as defined by the IRS, can access their educational records and request that they be amended if the student believes the contents are inaccurate, misleading, or in violation of the student's rights of privacy. At the same time, the Act protects a student's rights to privacy by limiting the disclosure of records without their consent. The following guidelines are presented to assist all members of the Burlington College community to understand the provisions of the Act as they apply to Burlington College.

### **College Policy on Student Access to Educational Records**

All students and former students may examine their educational records during normal business hours under supervision of the person responsible for maintaining them. This includes photocopying any or all of their records at their own expense for personal use. A student who requests access to an educational record is expected to use good judgment as to the time and work problems of the office in which the records are maintained. Where the education records requested contain personally identifiable information of other students, the requesting student may only inspect those portions of the record that pertain solely to him/her.

The right to examine education records does not give a student a right to examine (1) financial records of the student's parents, (2) confidential letters of recommendation placed in a student's file prior to January 1, 1975, if the letters have not been used for a purpose other than that specifically intended, and (3) confidential recommendations over which the student has signed a waiver of his/her right to access written for the purposes of (a) admission to the College, (b) employment by the College, and (c) receipt of an honor or award.

### **Procedure for Amending the Contents of Student Records**

A student has the right to request that the contents of his/her education records be amended if he/she believes the contents are inaccurate, misleading, or in violation of the student's rights of privacy. The custodian of the record will decide whether to amend the record within 10 days of receipt of a student's written request.

If the custodian determines that the requested amendment would be inappropriate, the student will be given notice of that decision and advised of his/her right to a hearing to contest the custodian's decision. Upon receipt of this notice, it is the student's responsibility to make a written request for a hearing to the College Registrar. The Registrar will appoint a disinterested party to conduct the hearing, and provide notice of the date, time and place reasonably in advance of the hearing. The student will have a full and fair opportunity to present relevant evidence at the hearing. Through the hearing process, the student may be represented by an attorney, or assisted by other individuals.

The hearing officer will prepare a written decision summarizing the evidence presented at the hearing and providing reasons for the decision. The decision will be based solely on evidence presented at the hearing. If, after the hearing, the determination is that the student's records

are inaccurate, misleading, or in violation of the student's rights to privacy, then the custodian of the record shall amend the record and inform the student of the amendment in writing.

If, after the hearing, the determination is that the records are not inaccurate, misleading, or in violation of the student's privacy rights, the hearing officer will inform the student of his/her right to place a statement in his/her records stating the grounds for disagreeing with the contested record and/or the hearing officer's decision. If the student places such a statement in his/her records, the statement will be maintained for as long as the record is maintained, and disclosed with the record whenever the record is disclosed.

### **College Policy on Release of Education Records**

The College will not release an education record concerning a student unless a written statement authorizing such a release is received from the student. : In the following situations, the College may release a student's education records without the student's knowledge or consent:

1. Directory Information: The College considers the following information to be directory information: a student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, course of study, dates of attendance, grade level, enrollment status, participation in extracurricular activities, degrees, honors and awards received, and most recent educational institution attended prior to Burlington College.

Student's will be given annual notice of the right to refuse that any or all of his/her directory information be released without consent. At any time, the student can submit to the College Registrar a written statement indicating the directory information that should not be released without the student's consent.

- 2. College Officials: College officials with a legitimate educational interest in a record will have access to that record.

For the purposes of this policy, college officials are:

- supervisory, academic, research, and support staff employees of the College, or
- Board Members, or
- employees, or contractors, hired to perform special tasks.
- Examples include, but are not limited to, consultants, attorneys, auditors, insurers, evaluators, therapists, tutors, paraprofessionals, health staff, transportation staff, extra-curricular staff, and interns.

A college official has a legitimate educational interest when:

- fulfilling the duties of his/her job description/contract agreement;
- contributing to a student's education;
- participating in a disciplinary proceeding, or reviewing a complaint about the student;
- providing a service to the student and/or the student's family such as counseling, or job placement.

3. Officials at other institutions where the student seeks to enroll upon request by the institution.
4. Authorized federal and state officials in the process of administering educational programs.
4. Requirements for the administration of the Financial Aid program.
5. Accrediting organizations carrying out their accrediting function.
6. Parents of a dependent student as defined by the IRS.
7. Organizations conducting studies on educational programs, provided that the identity of the student is not revealed.
8. An emergency involving the health or safety of the student or other persons.
9. To comply with a judicial order or lawfully issued subpoena.
10. To give notice to parents of a student regarding the student's violation of local, state or federal law, or College policy, governing the use and possession of alcohol where the College has determined that the student has violated College policy and the student is under 21.

Students who wish to have a transcript of their academic record must submit a request in writing to the registrar. The first request is free; a fee is charged for all subsequent requests. A transcript is a written summary of a student's academic history at the College. It consists of a list of courses and other learning activities for which academic credit was awarded. Only activities undertaken for credit and passed are listed on the transcript.

Student records include:

<b>Admissions</b>	maintained in the Admissions Office until students matriculate, at which time they become part of their academic records in the Registrar's Office;
<b>Academic</b>	maintained in the Registrar's Office;
<b>Financial aid</b>	maintained at the Office of Financial Aid Services at VSAC;
<b>Advising</b>	maintained in the office of the student's academic advisor;
<b>Alumni/ae</b>	maintained by the Registrar's Office and the Director of Admissions;
<b>Fiscal</b>	maintained in the Business Office;
<b>Student support</b>	maintained by support staff; and
<b>Formal complaints*</b>	maintained in the Dean of Student's Office.

[\*Matters such as affirmative action, sexual harassment, or disruptive behavior]