Celebrating 150 years 1855–2005

In 2005, Bates celebrates its sesquicentennial, honoring a 150-year history that has, from its very earliest years, been marked by innovation and opportunity, while at the same time valuing deeply the traditions of the liberal arts and sciences, and their critical role in a just and civil society.
The Bates College Statement of Community Values

“Membership in the Bates community requires that individuals hold themselves and others responsible for honorable conduct at all times. Together we create the educational and social setting that makes Bates College unique, with an atmosphere characterized by trust and mutual concern. Our actions must support our ability to work, study, live and learn together productively and safely. We are dedicated as a community to intellectual honesty and to the protection of academic freedom. These values are fundamental to scholarship, teaching and learning. We expect each other to maintain the highest integrity in all of our academic and social undertakings.”
If you are new to Bates College, we offer you on behalf of the entire faculty and staff a warm welcome to the campus and to the student community with whom you will live, study and interact during your college years.

If you are a returning student, then we welcome you back to Bates and hope that this marks the beginning of a year even better and more exciting than the last.

You’ll notice that the handbook’s organization reflects the various dimensions of your life at Bates. First there is the section Who’s Who and What We Do, about the deans and other administrators. Academic Life is followed by Student Life (with subsections of Cocurricular, Residential and Extracurricular). Next comes the Offices, Services and Resources section, arranged alphabetically, providing information and contacts for sites and people across the campus. The section on College Codes and Guidelines contains the Student Code of Conduct, the Sexual Harassment Policy and other important material.

As you use this book, I encourage you to keep track of any additions that you feel would be useful for future editions. Write them down and one day when you happen to be in Lane Hall, drop by Room 103 and share your ideas with me. The Dean of Students Office wants to make this handbook something that constantly evolves to meet your needs.

Enjoy the handbook, use it well and often, and please accept our best wishes for an exciting and intellectually rich year at Bates.

Roland Davis ’92
Assistant Dean of Students
Lane Hall 103
Bates College
Who’s Who and What We Do

Starting early in your college career you will meet, get to know and work with faculty members. These relationships will grow and strengthen throughout your time at Bates. But there are many other people who work to make your Bates experience the best it can be. You’ll want to get to know many of these deans and other administrators who work closely with students.

College President

Elaine Tuttle Hansen, President

President Hansen is Bates’ seventh president and the College’s first woman president. Her office is on the second floor of Lane Hall. You will likely see her at lectures, concerts, games, meetings and other events around campus.

Office of the Vice President for Academic Affairs and Dean of the Faculty

Vice President for Academic Affairs and Dean of the Faculty

Jill N. Reich, 120 Lane Hall

The chief academic officer of the College, the vice president for academic affairs and dean of the faculty is responsible for policies, procedures and administration of academic programs, the faculty and related academic units.

Vice President for Information and Library Services and College Librarian

Eugene Wiemers, Ladd Library

Associate Dean of the Faculty

Margaret Maurer-Fazio, 120 Lane Hall

Margaret Maurer-Fazio’s areas of primary responsibility are in the social sciences and interdisciplinary studies.

Assistant Dean of the Faculty

Kerry A. O’Brien, 121 Lane Hall

Kerry O’Brien’s areas of primary responsibility are in grant development and student research.

Office of the Dean of Students

The deans of students are primarily responsible for the welfare of the student body and the provision of a wide range of student services. They are charged with the administration of the faculty advisory system for entering students, academic policies and procedures, health services, security, housing, residential and extracurricular matters, new-student orientation and the Multicultural Center.

Dean of Students

Tedd R. Goundie, 102 Lane Hall

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

Associate Dean of Students

Director, Off-Campus Study Programs

Stephen W. Sawyer, 110E Lane Hall

Dean Sawyer takes primary responsibility for off-campus study programs including college exchange, national off-campus study and international study programs. (See Off-Campus Study Programs in the Academic Life section for more information.)

Associate Dean of Students

James L. Reese, 101 Lane Hall

In addition to general advising, Dean Reese takes primary responsibility for working with international students.

Associate Dean of Students

Holly L. Gurney, 103 Lane Hall

Dean Gurney takes primary responsibility for working with first-year students, and works with Dean Foster Zsiga in areas of residence life and education.

Assistant Dean of Students

Roland S. Davis ‘92, 103 Lane Hall

Dean Davis takes primary responsibility for judicial affairs and working with sophomores. If you have an opportunity, drop by and ask Dean Davis about his years as a Bates student.

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Assistant Dean of Students
Keith M. Tannenbaum, Student Activities Office, Chase Hall
Dean Tannenbaum is responsible for all housing issues and works with Dean Gurney in the areas of residence life and education. She also serves as the College’s Alcoholic, Tobacco and Other Drug (ATOD) educator.

Other Administrative Offices

Dean of Admissions
Wylie L. Mitchell, Lindholm House, 23 Campus Ave.
The Admissions Office is responsible for the counseling and selection of new students.

Office of Student Life

Kevin K. Gurney, Assistant Director
Chase Hall
Dean of Student Life, overseeing all aspects of student life.

Offices of Student Services

Registrar and Director
Margaret R. Rotundo, Director, 163 Wood St.
Registrar and Director of Student Financial Services

Other offices include:
• Academic policies, regulations, requirements and petitions for exceptions to them;
• General counseling on academic and personal matters;
• Multicultural- and international-student advising, immigration and naturalization services and documents;
• Changes in courses, major, advisor or basic educational plans;
• Leaves of absence, and withdrawals and transfers;
• Transfer credits;
• Disciplinary actions;
• Off-campus study programs;
• Interdisciplinary majors;
• Residence life and housing;
• Any other question or concern that you have.

Members of the Dean of Students Office may be consulted about:

Director of Multicultural Affairs
Czerny Brasuell, Multicultural Center
Czerny Brasuell is responsible for planning, organizing and implementing programs, receptions, exhibits, lectures and readings for the Multicultural Center. (Please see description in Offices, Services and Resources section.)

Acting Director of the Office of the Chaplain
Rachel Herzig, 161 Wood St.
In addition to coordinating campus religious organizations, Rachel Herzig is available for personal counseling. Bates students are also served by a Roman Catholic chaplain and a Jewish chaplain. All chaplains keep regular office hours. Representatives of other religious traditions may be contacted through the chaplain’s office.

Assistant to Chaplain, Center for Service-Learning and Volunteer Projects
Martha Deschaines ’75, 163 Wood St.
Academic Life

Academic and intellectual engagement form the foundation of student life at Bates. You should always remember that the faculty is happy to assist students in their studies — both in and out of class. But wait, there’s more …

Because you are a member of the Bates College community, you also have a number of deans, administrators and staff members to whom you may turn for guidance. We’ll help you with answers about the general ins and outs, rules and regulations of the College, as well as any problems you might have. Take advantage of this easy access: The only foolish question is the one not asked, especially when it comes to the College’s general requirements, how you declare a major or what you must do to graduate.

Faculty, deans and others are happy to provide information, support and assistance all the way through the process — but you need to initiate that relationship by making an appointment and walking through our doors, because:

Students are ultimately responsible for meeting all requirements for the baccalaureate degree at the appropriate time.

Insiders’ Tip:
The sooner you begin getting to know your advisors, professors and the deans, the better off you will be. These people can help you. Moreover, the better they know you, the easier it will be for them to write complete, detailed and effective letters of recommendation, and to provide support in times of need.

Another issue of great importance to the academic and overall life at Bates has to do with freedom of expression. Here is Bates’ statement about freedom of expression and the implications for all community members:

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

All right, now that some of the overarching points have been made, let’s turn our attention to the nuts and bolts of academic life at Bates. While you don’t need to commit this information to memory, knowing where to find it, and reviewing it often, will help you stay on top and in control of your academic progress throughout your four years on campus.

First of all you’ll need an …

Academic Advisor
Academic advisors at Bates are generally members of the College faculty. You will have one advisor assigned to you upon entering the College and then another advisor within your major when you declare it. Here’s the general advising “path” for your time at Bates:

First Year: Often, your advisor will also be the professor who teaches the first-year seminar that you take in the Fall or Winter semester. You will stay with this academic advisor until you declare your major.

Second Year: All students must declare a major by the end of their sophomore year. To declare your major, you fill out a “Major Declaration Form.”

You can get this form in the Registrar and Student Financial Services Office, in Libbey Forum. To complete the form you need to meet with the chair of the department in which you wish to major. During that meeting the two of you will discuss who your academic advisor within your major will be. You will work with this advisor through the remainder of your time at Bates.

Insiders’ Tip:
You may want to get to know different faculty members in your anticipated department. That way you can find the faculty member who would be the best fit for you to work with. Then ask that person if she or he would be willing to be your advisor.

A good relationship with your advisor is important. These faculty (and sometimes staff) members are there to help you design an academic program that is balanced and meets your needs. They are also available to you as a resource as you begin to explore new intellectual ideas, cocurricular and extracurricular possibilities. Finally, they are there to listen, to mentor and to help when they can.

Note: You must have your advisor approve your course selections and release your pre-registration hold before you will be able to register — every semester. Your advisor is a very important person in your academic life. Get to know her or him.
Finally, as part of the advising system, students who are not performing well in courses are sent academic-deficiency letters by the deans of students when faculty members notify the deans. This usually happens around mid-term. If you get one of these letters, you should immediately talk to your instructor, your faculty advisor or a dean.

Now, as you get ready to meet with your advisor for the first, second or 34th time, you will undoubtedly find it helpful to know the basics regarding what it takes to graduate from Bates and what these General Education requirements are all about. And so, without further ado …

Requirements for a Bates Degree

In order to walk down that center aisle and graduate from Bates, you need to complete a number of specific requirements. While some of the basics are included in this section of the handbook, you will need to read each section of the Bates Catalog for the detailed information. Here are a couple areas of the Bates Catalog that you should not miss:

- The General Education and Requirements for the Baccalaureate Degree sections at the beginning of the catalog. These will detail all of the requirements you must meet in order to graduate from Bates.
- The section(s) in the catalog describing your department or program. Requirements for each major are presented in each department and program section.
- The General Education section in each department or program. This section will list the courses from that department that can be applied toward the College’s various General Education requirements. While most program courses, unless cross-listed with a department, do not count towards General Education, there are a few exceptions.

General Education Requirements

The chart opposite will provide you with a clear general overview of the General Education requirements that you must complete. Use this as a starting point, then go to the Bates Catalog for complete details and explanation. Courses that meet the various requirements come from different departments and programs. Check in the General Education section of each department or program in your Bates Catalog to find the appropriate courses.

**General Education Requirements**

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Number of Courses/Units Required</th>
<th>Additional Requirements</th>
<th>Areas of Study***</th>
</tr>
</thead>
<tbody>
<tr>
<td>Natural Sciences**</td>
<td>Three courses/units</td>
<td>Two courses, or one course and a designated unit, must complete a set.* One course/unit must be outside your major. Some units may serve to complete a set or may serve as the third required course.</td>
<td>Biology, Chemistry, Geology or Physics and Astronomy</td>
</tr>
<tr>
<td>Social Sciences**</td>
<td>Three courses/units</td>
<td>Two courses must complete a set.* One course must be outside your major. Some units may serve to complete a set or may serve as the third required course.</td>
<td>Anthropology, Economics, Education, Political Science, Psychology or Sociology</td>
</tr>
<tr>
<td>Quantitative Course**</td>
<td>One course</td>
<td></td>
<td>Many areas of study (Refer to General Education requirement descriptions in each major/program)</td>
</tr>
<tr>
<td>Humanities**</td>
<td>Five courses/units</td>
<td>Five courses must be from at least three different areas. One designated unit may serve as a humanities course.</td>
<td>Art, Classical and Medieval Studies, English, foreign languages and literatures, Music, Philosophy, Religion, Theater and Rhetoric, History</td>
</tr>
</tbody>
</table>

Every student must complete two 10-week Physical Education activity courses to be eligible to graduate.

**A “set” is a two-course combination defined by each academic department. The best way to be sure is to check each department’s program material in your Bates Catalog. Turn to the department program you are interested in. Find the heading “General Education.” This will give you each department’s rules and policies.

**Some first-year seminars may count towards General Education requirements if designated in the Catalog.

***Courses/units in programs typically do not count towards General Education unless cross-listed with a department.

Final Warnings and Suggestions

You should read and reread the material above and the sections of the Bates Catalog to which we referred you to see how they apply to you. Depending on heuray or a friend’s understanding of these requirements can be dangerous. If you have a question, ask your advisor, a member of the Dean of Students Office or the registrar.

The keys to the successful (and enjoyable) completion of all this can be summed up in the following checklist of insider advice.

- Work with your advisor. Plan ahead, but don’t obsess over the process.
- By the end of the sophomore year you must have declared a major and developed a four-year plan with your major advisor.
- Make every effort to complete your physical education (PE) activity requirements in your first year. PE requirements should be finished by the end of your sophomore year.
- Take a variety of course types (not all large, introductory-level courses).
- Get to know members of the faculty.
Course Registration Procedures

Except for incoming first-year students, who register over the summer, course registration for each semester takes place at an announced time during the preceding semester.

Here is a checklist to help you through the registration process:

• Consult with your faculty advisor before registering. (Your advisor must remove the “hold” on the Garnet Gateway allowing you to register.)

Insiders’ Registration Tip No. 1: Before you go to this meeting, make a selection of courses that you would like to take. This will provide material for you and your advisor to focus on and talk about. It will also help you do the necessary thinking and planning.

Insiders’ Registration Tip No. 2: Meet with your advisor as quickly as possible after courses appear on the Web. Many students get into trouble because they wait until the last afternoon before registration begins — and then can’t find their faculty advisor. No hold removal means no registration.

Insiders’ Registration Tip No. 3: If your faculty advisor is away from campus for some reason, come to the Dean of Students Office, in Lane Hall. One of the deans will meet with you and advise you in your course selection. If your advisor is away on leave, sabbatical or other extended absence, the dean of students will remove the hold so you can register.

• After you meet with your advisor and finalize your courses for the next semester, watch for the opening of registration (you will probably receive an e-mail reminder; it will also be listed in The Bates Daily, your Student Handbook calendar and your catalog).

• When registration opens, go to the Garnet Gateway and select your preferred courses. The Web address is www.bates.edu/admin/offices/reg.

Remember: This is the first step only. The fact that you have entered your choices does not mean that you will be enrolled in all of those courses.

Randomization and Petitioning

If more students register for a particular course than there are allotted spaces, the computer randomly selects students from those who registered to enroll in the course. The computer also leaves 10 percent of the available spaces open for petitions.

If you are not selected through randomization, you may petition the advisor of the course. If the advisor was not in class or risk being dropped from the course

Insiders’ Registration Tip No. 4: If you don’t succeed in enrolling in a particular class but still wish to take it, try registering for that same class in the future. If you request the exact same course a second time, your second request will rank higher in the randomization process.

If you do not get into all of the courses you wished to take, all is not lost. You may return to the Garnet Gateway and select different courses, on a space-available basis, any time between the end of the petitioning process and the last day to add courses (in the next semester). The Garnet Gateway is available 24-7 except for a brief period each day around 10 p.m. when it goes down for backup. (Registration is closed to upperclass students for about six weeks during July and August so that entering students may be registered.)

Insiders’ Registration Tip No. 5: If you did not succeed in gaining entry into a course that you really wanted, keep checking. There is a great deal of movement and change in course enrollment. You may find that a seat in that course opens up after petitioning ends or even at the beginning of the semester.

Important Registration Reminders

Failure to register during the appointed periods results in a late fee. Exceptions are made for students on leaves of absence or enrolled in off-campus study programs.

Registration for a new course will not be accepted after petitioning ends or even at the beginning of the semester.

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by the instructor. It is the instructor’s responsibility to inform students of the policy on attendance in the class. It is the student’s responsibility to meet all course obligations (including course evaluation at the end of the semester).

Dean’s excuses

Absences due to serious illness or official College representation (e.g., athletic contests, debates, class, field trips) are excused. All excuses from course obligations, including those for personal emergencies, must be obtained from the Dean of Students Office. Excuses for illness require substantiation by a physician or the College Health Center. Personal travel arrangements are an insufficient reason for excuses.

Insiders’ Tip:

It is important to remember that when you have course obligations (attendance, test, paper, etc.), personal travel arrangements will not mention a dean’s excuse — not even flight tickets.

Examinations

There are a number of guidelines that the College observes when it comes to exams:

• According to faculty policy, instructors are required to give their students one full week’s notice prior to an hour-long written examination.

• Hour examinations or quizzes should not be given on the first day after a vacation period.

• No course quizzes, hour examinations or final examinations should be given during the last five class days of a regular semester or on Rosh Hashana or Yom Kippur. (This provision does not apply to practical examinations given in laboratory work or to Short Term courses.)

• Students who miss hour examinations because of excused illness, personal emergency or official College representation are permitted to make them up at the mutual convenience of the instructor and student.

• Final examinations are given in courses unless otherwise announced by the instructor and included in the course schedule.

• Students who miss a final examination for any reason must immediately contact the Dean of Students Office.

Off-Campus Study Programs

One of the most exciting things about a Bates education is the opportunity to enrich your experience with study at a different U.S. college, in the center of London, in the Amazon region or in the shadow of the Himalayas.

There are exciting options for students at all stages in their Bates careers.

For a Year, Semester or Short Term

Each year, Bates faculty members sponsor one or more Fall Semester Abroad programs. These programs and off-campus Short Term units, also led by Bates faculty, are open to students in all classes.

Other programs are aimed at students in their junior year. These include the junior semester and junior year abroad programs; and consortium programs such as the ISLE program in Sri Lanka, SITA program in India and the Associated Kyoto program in Japan.

Opportunities exist for study elsewhere in the United States through the Washington Semester program; exchange programs with Morehouse and Spelman colleges in Atlanta; Washington and Lee University in Virginia; and the Research Internship Programs at Jackson Laboratory in Bar Harbor, Maine, and Memorial Sloan-Kettering Cancer Center in New York City.

Want to Know More?

More detailed information on these opportunities and College requirements for participation is available in the Bates Catalog, at the Off-Campus Study Office in Lane Hall and on the Off-Campus Study Web page: www.bates.edu/acad/offcampussudy.

Transferring Coursework to Bates

Some students choose to expand their Bates experience by attending classes at other institutions in the United States, from which they may receive transfer credit for completed courses. There are a number of guidelines for transferring credit to Bates from other institutions. These are outlined in detail in the catalog and on the Transfer Credit Application, available at the Registrar and Student Financial Services Office. (Some education loan repayments may begin if the leave is a personal leave.)

Students on a personal leave may take up to two courses elsewhere for Bates credit, subject to the Bates transfer policies.

Personal Leave

In some circumstances, students may need to interrupt their study at the College for health or personal reasons. In addition, students may take a personal leave of absence to pursue an internship or another nonacademic experience. Accordingly, the College permits students in good standing to apply to the Dean of Students Office for a personal leave of absence. Here are two important points to be aware of:

• You must complete a leave-of-absence form that must be approved by a dean and signed by officers from the Registrar and Student Financial Services Office. (Some education loan repayments will continue if the leave is a personal leave.)

• Students on a personal leave may take up to two courses elsewhere for Bates credit, subject to the Bates transfer policies.

Sometimes, a student takes a leave of absence for medical and/or psychiatric reasons. Students hospitalized or incapacitated for such reasons who wish to continue in college must demonstrate that their capacities have not been impaired to such an extent that they would be unable to function at Bates. Such decisions are made by the Dean of Students Office and are based on reports from the College physician or, when appropriate, psychiatric affiliates, and on discussions with the student.

Withdrawal, Dismissal and Reinstatement

You may withdraw voluntarily from the College at any time by informing the Dean of Students Office. If possible, you should also meet with someone in the Registrar and Student Financial Services Office. Failure to inform the Dean of Students Office will result in an automatic F in all courses. Since the deans are often responsible for providing letters of recommendation for purposes of transfer and job applications, a conference with them at the time of withdrawal is in your best interest.

Reinstatement after Withdrawal or Dismissal

The rules for reinstatement to the College after withdrawing vary depending upon the circumstances surrounding the withdrawal. Here are basic guidelines that we use for students who wish to remain in college.
• A student in good academic standing who with- draws from the College may be reinstated at the discretion of the Dean of Students Office, if the re-
instatement is within two years of the withdrawal.
• A student in good standing withdrawn for more than two years, a student not in good standing or a student who has been dismissed from the Col-
lege must apply for readmission to the Commit-
tee on Academic Standing through the Dean of
Students Office.
• Students not in good standing or dismissed must be separated from the College for at least one full
semester, and must provide evidence of serious pur-
pose and of academic or professional involvement.

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

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

Refund Policy
Sometimes you, or your parents/guarantors, will be eligible for a refund if you take a leave of absence or withdraw from the College. There are some guidelines that determine whether you can receive a refund and, if so, how much.

Refunds are issued by request to the Registrar and Student Financial Services Office after a leave or withdrawal has been granted.

Students withdrawing on or before the 50th day of a full semester receive a prorated refund of the annual charge as follows:

• 50 percent: 21–30 days after the first day of semester;
• 25 percent: 31–50 days after the first day of semester.
• No refund after 50 days.

Students who do not attend or who withdraw from Short Term are not entitled to a refund.

All off-campus, extra-cost Short Term units have an additional, nonrefundable $500 deposit due if a student registers for a unit. Additional charges are applied when a student registers and then drops the unit, depending upon costs incurred by the College on behalf of the student.

In accordance with federal regulations, the first day of the leave or withdrawal is the date indicated by the student on the leave-of-absence or withdrawal form. If no date is stipulated by the student, the first day of the leave or withdrawal is defined as the last day the student attended any class.

If you receive federal financial aid, you need to consult the financial aid policies in the Catalog and meet with a financial aid officer in the Registrar and
Student Financial Services Office.

Student Transcripts and Records
During your Bates career you may find that you need a copy of your academic transcript. There are two types of transcripts: official and unofficial. You can access an unofficial transcript by logging onto the Garnet Gateway and downloading a copy. However, you may need an official tran-
script to submit with an internship application, an off-campus study opportunity or as part of a job sub-
mission/application.

To request an official transcript, go to Libbey Forum and fill out a Transcript Request Form. * All requests must be in writing and you must sign and date them. Official transcripts issued to students are stamped “Issued to Student.” Every effort will be made to supply transcripts within three days of the request unless the record is in process of being updated. The College reserves the right to withhold transcripts of students with outstanding financial obligations.

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

1. FERPA affords the right to inspect and review the student’s education records within forty-five days of the day the College receives a request for access. Students should submit to the registrar, dean of stu-
dents, chair of the academic department or program, or other appropriate official written requests that identify the records they wish to inspect. The College official makes arrangements for access and notifies the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request is sub-
mitted, the official advises the student of the correct official to whom the request should be addressed.

2. FERPA affords the right to request the amend-
ment of the student’s education records that the stu-
dent believes are inaccurate or misleading. A student may ask the College to amend a record that he or she believes is inaccurate or misleading. The student should write the College official responsible for the record, clearly identify the part of the record he or she wants changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College notifies the student of the decision and advises the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures is provided to the student when notified of the right to a hearing.

3. FERPA affords the right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without con-
sent is disclosure to College officials, or officials of institutions with which the College has consortial agreements, with legitimate educational interests. A College official is a person employed by Bates in an administrative, supervisory, academic or sup-
port staff position (including Security and Health Center staff); a person or company with whom the College has contracted (such as an attorney, auditor
or collection agent); a person serving on the Board of Trustees; or a student serving on an official com-
mittee, such as the Committee on Student Conduct, or assisting another College official in performing or her tasks. A College official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her profes-
sional responsibility.

4. FERPA affords the right to file a complaint with the U.S. Department of Education concerning al-
leged failures by the College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is Family Policy
Compliance Office, U.S. Department of Educa-
tion, 400 Maryland Avenue SW, Washington, DC 20202-5901.

Bates College reserves the right to refuse to permit a student to inspect those records excluded from the FERPA definition of education records and to deny transcripts or copies of records not required to be made available by FERPA if the student has an unpaid financial obligation to the College or if there is an unresolved disciplinary action against him or her. Fees are not assessed for search and retrieval of the records, but there may be a charge for copying and postage.

The Office of the Registrar and Student Financial Services makes available copies of the federal regu-
lations and the institutional policy on educational records as well as additional information about the Family Educational Rights and Privacy Act of 1974.

Directory Information. Bates identifies the following as directory information: name; identification (ID) number; class; address (campus, home, and e-mail); telephone listings; major and secondary-concentra-
tion fields of study; participation in officially recog-
nized sports, extracurricular activities, and off-cam-
pus study programs; dates of attendance; degrees, honors, and awards received from the College; and individually identifiable photographs and electronic images of the student solicited or maintained directly by Bates as part of the educational record.

*In the 2005-06 academic year, Garnet Gateway tran-
script requests using your PIN will be implemented.*
Student Life

During your years at Bates you will be able to explore student life to the fullest degree. Indeed, most of you will make creative contributions to the development and improvement of our community in some way. This handbook looks at three primary areas of student life: cocurricular, residential and extracurricular. Whether you want to learn more about how the housing lottery works; explore volunteer service or internship options, or apply for fellowships; or throw a party for your residence hall, you will find the basic information you need to know in the next three sections of this handbook.

We encourage you to develop a rich, diverse and creative life as a member of the Bates community.

Cocurricular

Bates students have a long tradition of linking their studies and intellectual interests to work, play and exploration in areas on and off campus. In recent years a group of College administrators, faculty and staff have created a more unified system of cocurricular work called “connected learning.”

Connected learning challenges students to extend curricular connections to other learning activities. In doing this you can take more creative control over developing and shaping your learning experience. You will also meet people, gain opportunities, and generate ideas and actions that supplement and enrich the learning that you do in the classroom.

There are many different ways to connect your learning from class to class and between the classroom and the “real world.” Here are just some of the experiences you could use to extend and connect your learning:

• Internships
• Service-learning
• Off-campus study
• Summer or academic year employment
• Research
• Independent study
• Special fellowships
• Volunteer work
• Senior thesis/honors thesis

The key idea here is that you work with advisors, faculty and administrators to create the learning experience that you want. This enables you to tailor your activities and learning at Bates from your first year right through to your final semester. The goal of connected learning is to create a learning experience of considerable power, one whose entirety is more than the sum of its parts. The ability to make this happen is in your hands.

How to Learn More About Connected Learning

There are faculty, staff and administrators all over campus who will be eager to talk with you about engaging in connected learning in your own individual manner. Here are a few of the places where you might find people to discuss this dimension of your college life with:

• Your academic advisor’s office
• Off-Campus Study Office
• Dean of Students Office
• Service-Learning Program Office
• Volunteer Coordinator Office
• Summer Research Program in Dean of Faculty’s Office
• Office of Career Services
• Dean of Faculty’s Office

Residential Life

A fair amount of your life at Bates will be spent in your residence sleeping, studying, talking with friends, watching TV or just hanging around. Residential life is an important component in any student’s college experience. In this section we will tell you where to find information on the various residential halls and houses at Bates. We will introduce you to individuals who play extremely important roles in maintaining the quality of residential life, your JAs (Junior Advisors) and RCs (Resident Coordinators). We’ll talk about some of the less-attractive dimensions of residential life as we summarize the College’s position on, and procedures for handling, dorm damage. And we will talk about a topic near and dear to many hearts — your motor vehicle.

Smoking Policy

Use of any and all tobacco products is prohibited in all campus buildings, including residence halls. Smoking is also prohibited within 50 feet of all campus buildings, including residence halls. See the Smoking and Tobacco Policy on p. 52 for more details.
Housing

Bates offers a wide range of housing options. Some residences are known for their social atmosphere; others are regarded as quiet. Some living arrangements promote a sense of community within a room, a quad, a floor or a whole building. Sometimes, a residence or house will gain a reputation and people who want that living style will migrate there. Other times, students will completely challenge the “norm” and create their own unique ambience. Either way, on-campus living at Bates is a great social opportunity not to be missed! You can find information about each campus residence and the area dean affiliated with the particular building. These individuals work together to help advise and residents.

As you get ready to move to campus, it is important to remember that you have agreed to live by certain regulations. Remember the Residence Hall and Dining Services Regulations Contract that you signed? If you don’t remember this document, you can go to the Policies and Procedures section of this handbook to review its terms. Even if you don’t commit this admittedly long text to memory it will be a valuable reference. When you wonder whether you can do or add something to your room, you should first check the regulations. All students are required to abide by the principles and guidelines listed in the regulations.

Housing/Roommate Issues

We hope that you are thoroughly pleased with your residences, and that you and your roommate(s) become best friends, share a room through your years at Bates and then continue onward with a lifelong friendship . . . and now, back to the real world. Hopefully, that happy scenario will come true for some of you. Others may find that the “fit” with your roommate(s) just isn’t all you had hoped for. Or you may dislike your room and building intensely. While we can’t guarantee that we can fix these situations, we can offer steps you can take to explore your options, resolve difficult situations and work to make your residential living happier. Here are some beginning suggestions:

• Stick with the situation for a little while. Sometimes you will find that you do actually like that roommate. Perhaps you’ll find that your room really isn’t SO bad. It takes a little time to get used to sharing space with someone new.

• If you are unhappy with your current situation, talk to your roommate(s). You owe it to them and to yourself to attempt to resolve difficult situations. Sometimes it is difficult to open these conversations, but almost always both you and your roommate(s) will come away from the conversation with either a resolution to the problem or a clearer understanding of what must be tried next.

• Talk to your JA and/or RC. These folks are trained to help in situations just like yours. This is part of their job and one of the dimensions of being residential staff that they like the most.

• Try mediation. The JAs and RCs are qualified to serve as mediators. In addition, Dean Erin Foster Zsiga is an excellent mediator and will serve as such for you and your roommate (assuming you’ve tried the above possibilities).

If None of These Attempts Works

If there are still unresolved problems, go to the Housing Office, in Chase Hall. Just remember that there are only 375 singles on campus. Despite the ever-present challenge of a full campus, we will try hard to find a solution for truly irreconcilable differences and housing distress. Dean Zsiga is very good at helping people think through all their options.

The Housing Lottery

In March, rooms for the following year are selected by students through a lottery. Each student’s name is printed out by class, and each is assigned a random number that determines the order in which students in each class will pick a room. These lists are posted outside the Housing Office the week of your respective lottery night. Rising seniors pick the first night, then so on down to the rising sophomores. Rooming diagrams of each residence are posted in Chase Hall Gallery a week before the lottery.

Usually not all rising sophomores are able to pick rooms for the following year. Don’t panic! You can sign up for summer placement and get a room during the summer. The summer placement form gives you the opportunity to list priorities for building and room type. Don’t worry if it is the middle of the summer and you still don’t know where you will live next year, as placements are done in mid-August. This is when we have the most desirable spaces available.

Residential Coordinators/Junior Advisors

The residential life program at Bates rests upon a close working relationship between the RC or JA and the area dean and the students living in College residences. The roles played by RCs and JAs are many and varied. The roles listed below might give you an idea of how your RC and/or JA can work best with you to make the most of your time here at Bates.

Peer Advisor/Mentor

All conversations with your RC or JA are confidential. Many times an RC/JA can help: talking over a personal problem, an academic dilemma or a roommate situation might evoke new ideas for handling a particular issue. Your RC/JA is there for you.

Supplemental Academic Advisor

As part of the training, an RC/JA becomes aware of all kinds of academic programs and schedules. Often they can share first-hand experience with particular professors, classes or majors; sometimes they can point you to someone who could better help you. Either way, an RC/JA is a valuable resource, especially when your faculty advisor is hard to find.

Residential Life Resource and Programmer

The RC in your building is in charge of signing blue slips for events. (For information about “blue-slip ping,” see pp. 29–31.) Additionally, many RC/JAs will provide information about upcoming activities around the College and community, as well as plan dorm activities. If you have any fun ideas, drop by their room and talk to them!

College Liaison

Your RC/JA has weekly meetings with the Dean of Students Office and serves as a residential liaison between the faculty/administration and the students. If you have particular concerns you would like addressed, this is one avenue to try.

Information Central

RCs go through an intensive program at the beginning of the academic year that acquaints them with the many services Bates provides. If your RC/JA does not know the answer to a particular question, more often than not he or she knows someone who can help.

Friend, Advocate and Ally

One of the most important roles of the RC/JA is to represent and support you and your residence-mates in a safe, comfortable and encouraging environment.

Get to know your JA and/or RC. These individuals have been chosen by the Dean of Students Office and the College as resources and a support network for all students living in College residences. Aside from that, they can always be counted on to know about activities, organizations and fun things to do on and off campus. They are here to share their expertise with you.

E-Access and Room Keys

All students are issued a programmable BatesCard, an ID card that works keys entry to the student’s residence hall 24 hours a day and all other residences during specific hours. Some academic and athletic buildings may also be accessed with the card. In addition, the card is used for identification in the Ladd Library and Memorial Commons, and may be programmed for use as an ATM card for students with accounts at branches of TD Banknorth (formerly Peoples Heritage).

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

E-Access and Room Keys

The ability to access your room through an electronic key is determined by the individual key assigned to you. You can program the key to work with a card. In addition, the card is used for accessing accounts at branches of TD Banknorth (formerly Peoples Heritage).
Below are some examples of typical dorm damage items and the costs they will incur. For a complete copy of the dorm damage procedures and item costs, please refer to the College Codes and Guidelines section of this handbook.

<table>
<thead>
<tr>
<th>Item Charges</th>
<th>Fine Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baluster $82.43</td>
<td>$82.43</td>
</tr>
<tr>
<td>Door, interior $499.43</td>
<td>$499.43</td>
</tr>
<tr>
<td>Smoke detector $278.18</td>
<td>$75.00 $353.18</td>
</tr>
<tr>
<td>Wall damage, medium $170.62</td>
<td>$170.62</td>
</tr>
</tbody>
</table>

Who needs a parking permit on the Bates campus? All vehicles parked on campus (including motor cycles, mopeds and vehicles belonging to students who live off campus) must have a valid parking permit. Vehicles must be registered with Security.

If there are limited spaces, who decides which permits are issued? Distribution of permits is determined through a student lottery conducted by the student government.

How much do these permits cost? And if I am granted a permit, where can I pick it up? Parking decals are $75 and are billed directly to student accounts. Parking permits are distributed by Security.

Where do I display the parking decal on my car? The parking decal must be properly affixed to the left rear window. Improper placement constitutes a violation of the parking policy. Should there be a question about the placement of a parking decal, call Security. Any vehicle with an altered parking decal is in violation of College policy and the vehicle owner is subject to being fined and/or having the vehicle towed from campus property.

What happens if I lose my permit or it gets stolen? Lost or stolen permits must be reported to Security immediately.

What should I do with the permit if I sell my car and get a new one? If a vehicle is sold or involved in an accident that will prevent its return to campus, the permit must be removed and returned to Security for a replacement.

Who qualifies as a visitor? A visitor is any person not employed by or enrolled at Bates College who occasionally has business or another reason to be on campus. Students living off campus are not considered visitors and are required to have a valid parking permit. Visitors who receive five parking tickets will lose their parking privileges and may be towed without warning.

If a friend of mine drives to Bates to visit, what do we do about the car? All visitors desiring to park vehicles on Bates College property must register them with the Security Office upon arrival. A temporary parking permit will be issued to the visitor at no cost. Visitors must comply, however, with College parking regulations. For this reason it is the responsibility of any member of the Bates community who has invited visitors to the campus to inform them of the parking regulations.

What if I need to bring a different car to campus? Temporary permits will be issued only to those who already have a parking permit. Temporary permits will be issued in instances where a student is forced to bring another vehicle to campus. The student should go to Security to request a temporary registration. It will be verified that the student has a parking permit and a temporary permit will be issued.

Will the College warn me if my unregistered car is on campus? No. Any unregistered vehicle found parked on campus is subject to being fined and/or towed and stored at the owner's expense, without warning. If for some reason, you cannot properly register your vehicle or the vehicle of a visitor, contact the Security Office immediately and speak to a security officer.

Can a permit be transferred? Parking privileges cannot be transferred and may be revoked in the event of any application, permit or vehicle misrepresentation.

Who enforces parking regulations? Bates College Security is responsible for enforcing these regulations. Security officers require identification of any person on campus. Refusal to comply may result in the issuance of a citation as well as notification of the appropriate municipal police department. Parking regulations are in effect 24 hours a day, 365 days a year, and are constantly enforced.

Vehicles parked on campus outside of designated spaces or their allotted group location (e.g., faculty/staff parking, student parking, etc.) will receive a parking ticket. In addition, parking is prohibited in ways, building exits, fire lanes, on the grass or any place that would inhibit the access of emergency vehicles. In such cases, the vehicle will be towed and stored at the owner's expense.

Cars on Campus
Cars on campus and parking permits are hot topics at Bates College. These topics are in the Residential Life section of this handbook because, for many students, a car is an important part of residential life. We recognize that this is true. However, we also recognize the truth of the following statements: (1) Bates believes that you can obtain a college degree without maintaining a car on or near campus; and (2) parking is limited on campus.

Through either your experiences at Bates already or the first-year student materials sent to you during the summer, you know that parking permits are distributed through a lottery system, followed by an appeal and review process. This entire procedure is run by the Bates College Student Government.

Insider’s Tip: If you do not receive a parking permit but still need to have your car at Bates, try contacting the Campus Security Office for information about individuals or businesses near campus willing to rent a parking space to students.

Please don’t think that just because you don’t have a car, you are tied to campus. The Student Activities Office runs a weekend shuttle that stops at many spots in town (grocery store, pharmacy, restaurants, cinema complex). This office also offers several trips each month to points of interest in Maine and surrounding states. Destinations have included the Maine Mall, the Old Port in Portland, downtown Boston, Red Sox games, ski resorts and whitewater rafting.

For students who do receive a parking permit through the lottery, we have provided key information about vehicle registration and parking.

Parking Regulations
To make this very important information as clear as possible, we’ve set up the rest of this section in the form of questions and answers. If you don’t see your question, contact Security — they will probably know the answer.

Parking Fines
• Parking fines range from $10-$75 depending upon the violation.
• Owners of unregistered motor vehicles found on campus will be fined $20, which includes an additional administrative fee.

How can I find out where to park? It is the responsibility of each student, faculty and staff member of Bates College who desires to park on campus to obtain a copy of these regulations and a campus parking map. The map clearly designates where faculty, staff, students and visitors may park, and each person is responsible for being familiar with the map and the locations on campus where parking is permitted.

If I live off campus, should I still get a permit? Commuter permits are available to seniors who reside off campus at a cost of $60.
What do I do if I believe I’ve received a parking ticket in error?
An individual who wishes to appeal a parking enforcement action should pick up a Parking Appeals form at the Security Office. The completed form must be submitted within seven calendar days of the enforcement action to the Parking Appeals Board at the Security Office. (Note: Appeals received after seven calendar days will not be heard).

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

What happens if my parking permit is revoked?
Upon accrual of five or more parking tickets, parking privileges will be revoked for the remainder of the school year and the vehicle may no longer be parked on campus at any time. Banned vehicles will be issued a ticket carrying a $75 fine each time they are found parked on campus.

How do I find parking information?
General parking announcements are e-mailed to particular campus groups such as faculty, staff and students. Parking announcements will be titled “Parking Notice” or “Urgent Parking Notice.” All persons with vehicles or plans to have a vehicle on campus are responsible for all information in parking e-mails. E-mail should be checked daily.

I need to drop things off at a friend’s dorm. Will I be ticketed?
Vehicles may be parked temporarily in driveways close to buildings for up to 15 minutes for loading or unloading, provided that the emergency flashers are activated and the driver is available to move the vehicle. Vehicles parked for more than 15 minutes will be ticketed and/or towed.

Keep in mind that the driveways are fire lanes and/or emergency access points; therefore, the faculty has ruled that no extracurricular activity may be scheduled then.

When in doubt, call Bates Security at ext. 6254 or use a security phone and check before you park!

Parking Boardwell Street, for vehicles with permits only, is available to students, faculty, staff and visitors, but is prohibited on Bardwell Street and in the Olin Arts Center lot between midnight and 7 a.m., weekends included.

Again, students living off campus are not visitors to the College and are required to have a valid parking permit.

May I leave my car on campus during breaks?
Merrill Lot will be used for parking during College breaks.

Students who wish to leave their vehicles on campus over any break must contact Security with information about their vehicles, as well as where they may be contacted in case of an emergency.

Students who stay on campus during break may park in other designated spaces on campus during the day (weather permitting), but must park their vehicles in Merrill Lot at night. Vehicles left in any other lots on campus at night will be ticketed and/or towed.

It snowed last night! Do I have to move my car?!
Any vehicle impeding snow removal or required maintenance by moving his or her vehicle promptly when required.

NOTICES will be placed in all dorms and in The Bates Daily stating the dates and times of snow removal or required maintenance. Any vehicle impeding these operations will be towed and the owner will be responsible for all related expenses.

Insiders’ Tip:
Parking decals are not transferable from one student vehicle to another. Violations will result in a student conduct report to the Dean of Students Office, which may result in a loss of parking privileges.

Extracurricular Life

Student Activities
All students are encouraged to participate in the many opportunities that extracurricular life at Bates offers. There is such a variety of activities and student organizations on campus that, regardless of your likes and dislikes, you will surely find something in which to get involved. These activities and organizations have many benefits. You have a chance for engagement, social interaction, leadership development, learning new skills and having a good time. All you need to do to find out which opportunities you may wish to explore is ... keep reading.

But before we go any further, it is important that you clearly understand what the College expects from you as a participant in campus activities.

General Conduct Guidelines
Traditionally, Bates College has taken pride in the responsible attitude of its students and the social and educational atmosphere of its campus.

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

Student Activities Office
The Student Activities Office, in Chase Hall, coordinates extracurricular scheduling at Bates. There are many things that you can take care of with a visit to Claire Lavallee at the Student Activities Office. Here are a few:

- Reserve a room on campus or one of the College’s vans;
- Make photocopies (if you have the organization number of your club or group);
- Sign up for one of the College’s free bus trips (there are multiple trips each month);
- Find information you need to start a new club or organization.

The extracurricular calendar of the College is maintained in the Student Activities Office. Be sure to check the calendar before setting up a program or activity. Every event on campus must be blue-slipped (see pp. 29–31 for blue-slipping policies) through the Student Activities Office. The blue slip is also the means for arranging appropriate equipment or services that may be needed for an event, such as chairs, tables, beverages, etc.

Tuesday evenings are reserved for class meetings; therefore, the faculty has ruled that no extracurricular events may be scheduled then.
How to Start a New Student Organization

The Extracurricular Activities and Residential Life (EARL) Committee is a student-faculty committee responsible for basic policies regarding extracurricular life. These include the requirement that all student organizations be open to all Bates students. The College does not permit fraternities, sororities or closed societies.

The EARL Committee is responsible for the approval of constitutions of student organizations. This official recognition allows groups to use the name and facilities of Bates College. A constitution is a prerequisite for funding through the Student Government. Requests or questions regarding constitutions or budget allocations should be directed to the EARL Committee through the Student Activities Office. Please consult the Bates Catalog for descriptions of clubs and organizations. Feel free to bring any questions to the Student Activities Office.

The Student Government budget committee reviews the financial needs of all campus organizations each year. The College makes an annual allocation for the budget committee to disburse to all student clubs and organizations.

Scheduling Events

To reserve and use a common room or space on campus, an organization must “blue-slip” it. This term refers to a three-sheet form available in the Student Activities Office. Knowing blue-slip procedures and policies is key.

There are two types of blue-slipping procedures: one for alcohol-free events and one for events that include alcohol. Each is explained below.

Blue-Slapping Alcohol-Free Events

Individual students may not blue-slip a space; they must be sponsored by or represent a student organization or house council. Find out if the room or space you wish to use is available. If it is, fill out the blue slip for the event, including as much information as possible on the form.

Spaces that must be blue-slated include residence hall lounges and other spaces on campus where groups gather. It is possible to blue-slip the central area of the main Quadrangle (“Historic Quad”), bordered by the Chapel, Parker-Hathorn-Dana, Coram-Carnegie, and the walk along Campus Avenue. The hallway outside the Student Activities Office may be blue-slated for exhibitions. Films may be shown in many blue-slated locations, but not in Memorial Commons.

Campus Ban on Hard Liquor

In keeping with the recommendation of the 2000-01 Alcohol Task Force, hard liquor is not allowed on campus. Please refer to the College Alcohol and Drug Policy (pp. 51–52) for detailed information. If you have questions about the definition of hard liquor, please contact Dean Keith Tannenbaum or the Alcohol, Tobacco and Other Drug (ATOD) Educator, Erin Foster Zsiga, in the Student Activities Office.

Blue-Slapping Events Including Alcohol

The College maintains guidelines that must be observed by those holding events that include alcohol. It is VERY important for you to read this section carefully and often if you want to host private or campuswide parties that involve alcohol.

Here are a few key guidelines that you should know about before reading the particulars:

• Events taking place on campus must be registered in the Student Activities Office.

• Hard liquor is barred (see sidebar above).

• A dean of students or the assistant coordinator of student activities will meet with you prior to hosting an event with alcohol. They will explain your responsibility as it relates to being a social host under Maine law and the Bates College Alcohol Policy.

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

We encourage you to take the time now to go to the College Codes and Guidelines section of this handbook and read the complete Bates College Alcohol and Drug Policy (pp. 51–52).

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

Private Parties With Alcohol
• Parties for more than 10 people are not permitted in individuals’ rooms.

Posters and other notices are limited to bulletin boards and other designated areas inside buildings. No posting is allowed in any windows or on the outside of any building.
Private parties must be held in blue-slipped spaces.

Blue-slipped private parties may only be held in designated residential lounges and attendance cannot exceed 50.

Private parties are limited to a total of four hours.

Kegs and other common-source containers of alcohol are only allowed in blue-slipped spaces.

Bates Security will confiscate kegs that have not been blue-slipped, and the incident will be referred to the Dean of Students Office for disciplinary action. Taps found on unregistered kegs will also be taken. Neither the keg nor the tap will be returned.

Unused, untapped kegs from blue-slipped events must be returned by 6 p.m. the day following the event.

Kegs are not allowed in first-year centers because all residents are under 21 years of age.

Maine law permits contributions to defray the expense of alcoholic beverages by a limited number of persons 21 years of age or older. The group must make the contributions prior to the purchase of the alcohol to be served at the party. Money collected after the purchase of the alcohol constitutes the sale of alcohol without a liquor license and is illegal.

Party sponsors are responsible for distinguishing between those who are 21 years of age or older and those who are not by applying an identifying stamp to the backs of the hands of those 21 and older upon their arrival. Hand stamps are available from the Student Activities Office.

Party sponsors must refuse service or delivery of alcoholic beverages to any person without proper identification who claims to be 21 years of age or older upon their arrival. Hand stamps are available to those 21 and over.

Any person helping to run a private party with alcohol must remain sober throughout the event.

The alcohol must be served from behind a table.

Alternative chilled beverages without alcohol must be available at all events with alcohol. (One keg requires one 24-container case of soda, water or juice.)

The maximum number of kegs that you may have is two.

All-Campus Parties With Alcohol

All-campus parties are for more than 50 people.

All-campus parties are open to any member of the Bates community and his or her guests.

All-campus parties may only be sponsored by student organizations or house councils.

To sponsor an all-campus party you must contract with a licensed caterer to provide alcohol from a cash bar.

A licensed caterer must be contracted for any event with alcohol in the following spaces: Chase Hall, Benjamin Mays Center, the Gray Athletic Buildings (“Gray Cage”), the Den Terrace or the Library Arcade. Please check with the Student Activities Office about how to secure an authorized caterer. Alcohol service by an unauthorized caterer is prohibited.

If you charge admission to an all-campus party, the money from ticket sales cannot be used to defray the cost of alcoholic beverages served at the event and/or does not enable the ticket holder to consume alcohol at the event.

The sale of tickets to any campus party where the money is being used to defray the cost of alcohol and/or includes the privilege of drinking at the event constitutes the illegal sale of alcohol without a license and is prohibited.

The authorized caterer is directed to distinguish between those attendees who are under 21 and those 21 years of age or older by issuing a non-transferable bracelet to those 21 and over.

The easy way to host a blue-slipped event with alcohol

• Plan ahead. Allow at least a couple of days to do all of the necessary steps.
• Decide where and when you want to host the event. Find the Resident Coordinator for that building and discuss your intentions for the event. The RC will need to sign your blue slip and may not be available on Friday afternoons.
• Purchase your alternative beverages. You must provide an original receipt for one case (24 containers) of soda, water or juice for each keg you intend to have. The maximum number of kegs is two.
• Come ahead of time to the Student Activities Office, Chase Hall, to pick up the appropriate forms and to set up a time to meet about your blue slip. Usually meetings occur on Friday afternoons from 2 to 4 p.m.

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

All-Campus and Private Parties

• Alcohol may not be served after 1 a.m., and all events must end by 2 a.m.
• All parties must end by 1 a.m. or earlier on weeknights — depending upon the quiet hours determined by that residence.
• Parties at which alcohol is offered must have an abundant supply of quality non-alcoholic beverages conveniently available, prominently displayed and appropriately chilled.
• Proof of purchase of non-alcoholic beverages must be given to the assistant dean of students or the assistant coordinator of student activities prior to their signing your blue slip for an event with alcohol.
• A new proof of purchase must be produced for each event with alcohol that is sponsored.

• Alcohol may not be consumed or carried in open containers, cups or bottles outside of College residences unless within a blue-slipped area.
• Carrying an open container of alcohol in public view is also illegal and may result in a citation or summons from the police or liquor enforcement officers.
• Attendance at parties and other social events is restricted to members of the Bates community and their guests (who must be registered with party organizers).
• Non-members of the Bates community are not permitted at private parties or social events unless they are invited guests of a member of the community.
• Consumption of alcoholic beverages on campus but outside of a residence hall or house is expressly forbidden except by permission of the Dean of Students Office. Such permission will be granted at the time of blue-slipping on condition that all policies of the College are followed.
• All social events taking place outside of student rooms must be blue-slipped in the Student Activities Office at which time the assistant dean will review College policies as they apply to the particular event.

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

In an effort to reduce paper use and improve communication on campus, the Student Activities Office manages “Announce,” an e-mail announcement system for blue-slipped events sponsored by departments and student organizations, and for more general departmental announcements to students. The system reaches all students enrolled on campus. Others may subscribe by sending a “subscribe announce” request in the body of an e-mail to majordomo@abacus.bates.edu.

Approved messages may be sent to the entire student body or to individual classes using the following addresses:

announce@abacus.bates.edu
senior@abacus.bates.edu
junior@abacus.bates.edu
firstyear@abacus.bates.edu

Any Announce system user must observe a few guidelines:

- To avoid inappropriate or excessive use, the system is moderated, with messages reviewed and transmitted within 24 hours if received Monday through Thursday. (Friday and weekend messages are generally sent on Monday.)
- A maximum of two announcements is allowed per event.
- The announcement should include the date, time and location of the event, and a one-paragraph explanation or biography (similar to entries in The Bates Daily).

Student Activities Office

Stop by the Student Activities Office and get to know Claire Lavallee, Dean Keith Tannenbaum and whoever else happens to be there. Check to see where the weekend bus is going, pick up a schedule for the weekend shuttle that takes students around Lewiston and Auburn, or just hang out for a few minutes and chat.

Chalking Policy

On occasion, student organizations create public informational displays or promote public awareness of issues and concerns by “chalking” various areas of the campus grounds. A student self-governance board, including one representative each from the Dean of Students Office and Physical Plant, monitors the chalking policy and adjudicates controversial messages.

Here are guidelines for the chalking process:

- Chalking of the main Quad is permitted only when the space is blue-slipped.
- No libelous statements (those that injure someone’s reputation) or threatening messages promoting physical harm to persons or property are permitted.
- No one may write over or deface any existing chalked messages.
- Only chalk may be used — no permanent markers or paint.
- Any organization responsible for chalking must clean up the Quad on Friday of each week and will be provided the necessary cleaning materials by Physical Plant.
- Failure to comply with the cleanup requirements risks future chalking privileges being revoked as determined by the self-governance board, in addition to being charged for cleanup.

The Dean of Students Office reserves the right to rescind the chalking policy at any time if abuses are observed.

Hate Crime-Bias Incident Committee

The Hate Crime-Bias Incident Committee, established by the Dean of Students, responds to bias incidents and hate crimes motivated wholly or in part by bias based upon race, color, sex, ancestry, national origin, physical or mental disability, or sexual orientation. The Dean of Students Office convenes the Committee to determine whether a hate crime or bias incident, as defined by Maine state law, has occurred, and if so whether a public statement will be issued and what the content of that statement will be.

The composition of the committee varies with the nature of the incident, but generally includes the students targeted by the incident, leaders of the campus organization most closely related to the event, the Director of Affirmative Action, the Director of Security and Campus Safety, the Chaplain, the Dean of the Faculty, and the Dean of Students or their designees. Students are urged to report hate crimes and bias incidents to one of the deans, Security or other individuals on the committee.

Three-Strike Policy

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

The basic information that we want all students to be clear on is this: Student behaviors that violate Bates College policy, Maine state laws and/or federal laws concerning alcohol and drugs will result in the student receiving at least one strike.

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

The second strike involves a meeting with one of the deans of students, who will issue a verbal warning. A written copy of this second warning will be sent to the student, a copy will be placed in the individual student’s file, and a copy will be sent to the student’s parents. An educational sanction or community restitution component will be implemented as well. At this time the student will be notified that one more violation of the College’s alcohol and drug policies will constitute a third strike.

The third strike means the student will be referred automatically to the Student Conduct Committee for adjudication.

Two more pieces of information are crucial to an accurate understanding of these three-strike policies.

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

A few words about drugs

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

 Whenever illegal drug use is discovered, the general response of the College will be to assist that individual in obtaining counseling or medical assistance. If you have any questions or concerns regarding drug use or abuse, please contact:

Christy Tisdale, director of the Health Center; or
Dean Foster Zsiga, Alcohol, Tobacco and Other Drug (ATOD) Educator, Student Activities Office.
Offices, Services and Resources

There are many different offices, services and resources that you may use during your years at Bates. Some will help you with your academics. Some will help you diversify and expand your learning and social choices. At least one (the Health Center) will welcome you even when you are coughing and sneezing and sick.

Take a minute to look through these different services. More important, use these resources — they’re all here to help you make your college career more successful and enjoyable.

Office of Affirmative Action and Institutional Diversity

201 Lane Hall
786-6031

Bates values a diverse college community. Moreover, Bates College does not discriminate on the basis of race, color, national or ethnic origin, religion, sex, sexual orientation, marital status, age or handicap in the recruitment and admission of its students, in the administration of its educational policies and programs, or in the recruitment and employment of its faculty and staff.

Insofar as Bates College adheres to principles of non-discrimination, it provides equal opportunity for admissions, employment and advancement of its students, faculty members, staff and hourly employees.

The Affirmative Action office assures impartiality in the implementation and oversight of the College’s affirmative action policies. Bates recognizes that greater diversity of students, staff and faculty benefits all members of the College community. In conjunction with others, the office works to establish positive steps and procedures in the recruitment and encouragement of women and minority employees and students; and consults with and advises campus groups upon request.

The Affirmative Action office contributes to developing sensitivity to and awareness of cultural and ethnic differences through in-house and visiting speakers and educators. Programs are specifically designed to heighten the awareness of diversity campuswide. The Affirmative Action office also assists students with issues related to sexual harassment and/or discrimination and holds workshops on affirmative action issues for student groups.

Office of Alumni and Parent Programs

Lane Hall (third floor)
786-6127
alumni@bates.edu
www.bates.edu/for-alumni.xml

The Alumni Association encourages connections among alumni and promotes mutually helpful relationships between alumni and the College. All Bates graduates are automatically members, as are those students who attended Bates for at least a semester, honorary degree recipients, and those who hold other degrees from Bates. Two students are selected each year as voting members of the Alumni Council, the governing body of the Alumni Association.

Throughout the academic year, the Office of Alumni and Parent Programs (APP) offers opportunities to learn about its services and to connect with alumni. The office hosts an annual senior dinner and jointly sponsors events with the Office of Career Services, including internship programs, Alumni in Residence and JumpStart. Both provide great opportunities to network with alumni.

The office sponsors two other special programs: the Student Philanthropy Initiative, open to all students, and Bates SALT (Student Alumni Leadership Training), an alumni leadership program offered to senior class leaders.

After you graduate, APP can help you stay in touch with your classmates and the College. Bates Clubs in cities around the country sponsor a wide variety of events, from community service projects to book club meetings, concerts and joint events with Bates Athletics. The office also works closely with class officers to plan Reunion and to distribute annual class newsletters. APP will also help your class’s Social and Gift committees plan events for your reunions, from your fifth to your 60th.

The Alumni House, at 67 Campus Ave., serves as a meeting place for alumni and students. You are always welcome to contact the Alumni Programs office in Lane Hall whether you come as a student to inquire about opportunities to meet with alumni or as an alumnus/a to get your alumni ID, which will allow you to use Bates athletic facilities and the Ladd Library.
Athletics

Alumni Gym (director’s office)
786-6345

With choices including intercollegiate and intramural teams, athletic clubs and organizations, and specialty leagues (e.g., the First-Year Intramural League) you should never be at a loss for athletic opportunities at Bates. Whether you are taking your roller blades for a spin on the old track, running or biking the Montello Street “loop” or hefting weights in the weight room, there are many different ways to stay fit and healthy, compete and expand your life at Bates.

Varsity, Intramural and Club Sports

Varsity

Bates competes throughout the Northeast at the National Collegiate Athletic Association’s Division III level in a variety of intercollegiate sports. Most varsity teams participate in the CBB Championships sponsored by Colby, Bates and Bowdoin. We advise those interested in playing a varsity sport to speak to the appropriate coach. Varsity sports for men and women are listed in the Bates Catalog.

Intramural and Club

Reserved for students enrolled at Bates, club teams compete against their counterparts at other colleges but are organized and coached by students. Current intercollegiate club teams are listed on the athletics Web site at www.bates.edu/x25742.xmit#club.

Student coordinators and officials are needed for intramural activities and are paid at the campus hourly rate. To apply for a position or for rules and other information about intramurals, visit the Web site at www.bates.edu/IM.

If there is sufficient interest in a new sport it may be possible to start a club or intramural team. Contact Marsha Graef, faculty coordinator of intramurals and club sports, at ext. 6353.

Athletes for Healthy Choices

The Department of Athletics sponsors the Athletes for Healthy Choices Program. This group of student athletes provides alcohol-free programming and activities for the student body, such as the First-Year Intramural League. Students who volunteer for Healthy Choices are trained as Peer Educators who provide educational leadership on campus as well as with their respective teams. The focus is working with each First-Year Student Center to discuss means of achieving a healthy approach to college living and socializing safely on campus. For more information, please contact Marsha Graef in the athletics department (ext. 6353) and view the Web site at www.bates.edu/choices.

Athletic Facilities

We have a variety of athletic facilities — some, like the outdoor track and the AstroTurf field, quite evident and others housed in buildings across campus. Here are the buildings, what’s in them and where to call for more information.

Merrill Gymnasium
786-6366

• Pool (25 x 59m)
• Climbing wall
• Racquetball (available by reservation) and squash courts
• Tennis courts
• Badminton and volleyball nets
• Cardiovascular room with stair, cycle and rowing machines (Bert Andrews Room)
• Training room
• Indoor track (seven lanes)
• Equipment room

Alumni Gymnasium
786-6341

• Basketball court (wood floor)
• Two center baskets
• Four side baskets
• Equipment room
• Athletic department offices
• Training room
• Head trainer’s office

Gray Athletic Building (“Gray Cage,” a recreational gym)

• Two basketball courts
• Two volleyball courts

Underhill Arena
786-8260

• Regulation ice hockey rink (open Nov. 1–March 15)
• Davis Fitness Center, featuring free weights and selectorized machines

Sports Medicine

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

OCS divides its services into three related processes:

• Assisting with self-assessment
• Providing resources for information/research
• Building search skills for jobs or graduate schools

Office of Career Services

31 Faye Street
786-6232

www.bates.edu/career

(JumpStart page for first-year students: www.bates.edu/career/JumpStart/firstyr.htm)

The Office of Career Services is one campus resource that you really should not miss. Its hours make it easy for any student or alumni/a to make use of the facilities and career counselors.

Academic Year Office Hours
(from Convocation to Commencement)
8 a.m.–noon and 1–4:30 p.m. Monday–Friday

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

1-Hour Appointments
Monday–Friday

30-Minute Appointments
Thursdays

drop-in Hours
8 a.m.–noon and 1–5 p.m. Tuesdays

Insider’s Tip

OCS is not just for seniors! Take advantage of all three areas. The people who use OCS most effectively are those who begin visiting the office and the Web site during their first year at Bates — and continue to use it throughout their four years.

Core Services

OCS offers a great number of programs and resources to assist you during your time at Bates and to ease your transition from college to the professional world. Many students take advantage of the OCS as early as their first year at Bates.

• Individual, confidential career counseling: We offer 50-minute sessions throughout the week, and 30-minute sessions on Thursdays and by appointment. Call 207-786-6232 ext. 3.
• Career testing: Standard evaluating instruments can assist in choosing a major, focusing career options, exploring employment possibilities, making employment decisions and helping to understand job satisfaction relative to personal needs.
Internship programs: In addition to the internships available through outside organizations, OCS administers several major internship programs (Career Development Internship Program, Ladd and Venture) with alumni and friends of the College. In collaboration with 27 other colleges, we also have access to an extensive internship database listing more than 13,000 opportunities.

Recruiting programs: Through on- and off-campus recruiting programs, students have opportunities to meet with representatives from companies and organizations. Students have access to more than 400 employers annually through these programs. Our multi-purpose online recruiting database also affords access to employers and employment events.

Career directory assistance: The OCS library is an extensive collection of books and periodicals. Our Web site, www.bates.edu/career, contains valuable career information and access to resources including résumé and interview basics of resume writing and interviewing.

Workshops and training sessions: Interactive, conveniently scheduled workshops teach you the basics of resume writing and interviewing.

Drop-in hours: Designed for quick questions, drop-in hours are held from 8 a.m. to noon and 1 p.m. to 5 p.m. Tuesdays. A counselor is available at these times for five-to-seven minute conversations.

OCS Staff
- A. Charles Kovacs, Director
- Michael Wisniewski, Assistant Director
- Eileen Wisniewski, Assistant Director of Employer Relations
- Mariah Bumps, Assistant Director for Law, International Students and Work Abroad
- Sarah Jones, Assistant Director for Sciences and Health Careers
- Mark Sheldon, Career Information and Technology Coordinator
- Sue Cook, Project Administrator
- Bonnie Trundy, Assistant to the Director

Religious Life and Chaplaincy

161 Wood St. (behind Admissions)
786-8272
www.bates.edu/admin/offices/chaplain

The Chaplain’s Office at Bates offers a variety of opportunities to students, staff and faculty for the support and nurturing of their spiritual lives and learning. In addition to being available to all in the College for personal counsel and spiritual care, the Chaplain’s Office sponsors and supports programs and occasions for the development of soul and mind in the context of community.

We seek to encourage at Bates a climate of genuine religious pluralism in which the spiritual diversity and differences among us are respectfully and fruitfully engaged. People of all religious traditions, as well as those who do not identify with any religious tradition, are welcome to participate in all of the chaplaincy’s programs and to utilize our services.

Organizations
- The Chaplain’s Office supports the groups listed below and is eager to support people interested in developing new organizations.
- Bates Christian Fellowship
- Bates Hillel
- Bates Hindu Awareness Group
- Catholic Student Community
- Multifaith Council of the Chaplaincy
- Mushahada Association (Muslim students)
- Within Reach (progressive Christians)

Staff
- Acting Director of the Office of the Chaplain: Rachel Herzog
- Chaplaincy Office Coordinator: Martha S. Deschaines
- Associated Chaplains:
  - The Rev. William Cutler (Intervarsity Christian Fellowship staff member; advisor, Bates Christian Fellowship)
  - The Rev. Frank Murray (Catholic Student Community)
  - Rabbi Hillel Katzir

A complete list of area houses of worship is available at the Chaplain’s Office and on its Web site.

Dining Services

Chase Hall
Main Office: 786-6299
Catering: 786-6298

Located in Chase Hall, Dining Services provides daily meals to more than 1,700 students every academic year. Students on the meal plan access Commons by swiping their BatesCards (building access cards). Meal-plan students receive three bonus meals per semester.

Dietary Needs, Food Allergies
Should you have a special dietary need or food allergy, or you’d just like to discuss the options available in Dining Services, please contact Christine Schwartz, Director, at ext. 8279 or via e-mail at cschwart@bates.edu.

For Vegetarians and Vegans
Dining Services aims to meet the needs and wants of every student. Although there is always an ample supply of meat dishes, vegetarians and vegans are never overlooked. The Commons salad bar offers more than 30 choices, and usually at least one dish made using no meat or meat byproducts is offered, as well a vegan bar and vegan cooler.

For Burgers, Pizza, Caffeine or the 11 p.m. Snack
Located in the basement of Chase Hall, The Bobcat Den is a friendly lounge well-known for delicious Bates Burgers, pizza and Otis Spunkmeyer cookies. It is a relaxed setting where people from the whole Bates community can just sit, eat and relax.

College Store

Chase Hall
786-6121

Hours
8:30 a.m.–5 p.m. Monday–Friday
10 a.m.–4 p.m. Saturday
Short Term and summer hours: 8:30 a.m.–4:30 p.m. Monday–Friday

The College Store stocks textbooks, paperbacks, sundries, clothing, gifts, greeting cards, office and school supplies, as well as many other useful and interesting items. It also develops film and sells bus tickets and International Student Identity Cards.
Financial Aid Services
(see Registrar and Student Financial Services Office)

Bates College Health Center
31 Campus Ave.
786-6199
www.bates.edu/admin/offices/health

The Bates Health Center welcomes Bates students 24 hours a day when school is in session. The Health Center staff believes that you control your own well-being and emphasizes learning the skills necessary to make informed decisions about your health. The staff is here to help you have a healthy college experience and provide a foundation for a lifetime of wellness. All services are confidential and medical records cannot be released without your written permission. If you have questions, please visit us (next to Admissions) or call ext. 6199.

How We Can Help You
The Health Center provides the following services to Bates students:

- Confidential care
- Counseling
- 24-hour registered-nurse consultations
- Physician and nurse-practitioner consultations by appointment
- Women’s health services
- Men’s health services
- Inpatient facilities
- Referrals to community resources
- Allergy injections
- Travel medicine
- Support groups
- Health education programs
- Athletic and junior-year-abroad physicals
- Flu shots
- Student health insurance

Bates Emergency Medical Services will respond immediately to emergencies on campus. The Bates campus is located between two hospitals:

St. Mary’s Regional Medical Center
Central Maine Medical Center
Studios Rd.
Main Street
777-8100
795-0111

What to Do When You Need to Be Seen
Students may visit the Health Center free of charge when school is in session.

- To speak with a registered nurse confidentially, simply sign in as you enter by the front desk.
- After signing in, have a seat in the waiting room until your name is called.
- You needn’t disclose the reason for your visit at the reception desk.
- When necessary, you may be referred to our nurse-practitioner or physician. These health care providers are seen by appointment.
- When arriving for a medical appointment, please sign in at the reception desk.
- All visits are strictly confidential and you will not be charged for the consultation.
- Medications and lab tests may be billed.

Health Insurance and Charges
To supplement the benefits of the Health Center and to assure confidential care, Bates College provides its students with a basic academic-year plan for accident and sickness insurance. The first $300 of any medical or psychological concern is covered through this plan. This plan is then meant to coordinate with the student’s private insurance, as a secondary provider.

Although there is no charge for medical consultation at the Health Center, certain medications, immunizations and laboratory tests do cost. When these items are not covered by insurance or when they exceed the maximum allowance, they are billed to your student account. You may also choose confidential billing.

Counseling and Psychological Services
Personal counseling and psychological services are available at the Health Center and by referral elsewhere. Services include consultation, assessment, psychological testing, counseling, psychotherapy, and training in relaxation and other techniques for coping with stress. There is no charge for a limited number of appointments with on-campus counselors and psychologists.

Every effort is made to see students with urgent problems as soon as possible. But any students interested in psychological services should come to the Health Center. If you would like to make a counseling appointment, please come to the Center and sign in to see a nurse. You do not need to announce the reason for your visit. When meeting with a nurse, a brief intake interview will be conducted and an appointment made.

Psychiatric Services
A local psychiatrist is available to provide evaluation and/or therapy. Appointments are made through the health services director. The College assumes the cost of the first consultation.

Self-Care Clinic
Just follow the signs to the second floor to visit our Self-Care Clinic. The first area contains written instructions and over-the-counter remedies to assess and treat the common cold. In the second area, condoms and other safer-sex products can be purchased anonymously from 8 a.m. to 9 p.m. daily.

Check it out!

Health Education
Each semester, numerous campuswide health education programs are offered on contemporary college health issues. Topics include alcohol and other drugs, HIV, men’s health, women’s health, eating disorders, nutrition, sexual assault and mental health. The Health Center is a resource for information through individual counseling, group discussions, pamphlets and books. The Health Center maintains a library on the second floor where students can confidentiality borrow books. A health educator on staff can provide individual consultations on specific areas of concern.

In addition, student peer educators provide programs in residence halls.

Student Groups
Several student groups and organizations are directly linked to the Health Center. Any student is welcome to join these organizations (training may be required for certain of these organizations).

- Students Against Sexual Assault
The organization Students Against Sexual Assault is designed to meet the needs of both men and women affected by issues of sexual violence. SASA is wholly dedicated to increasing awareness in order to prevent and respond to sexual assault. It is a treasure chest of information, educational outreach and continuous support for the Bates community. Trained by the Sexual Assault Crisis Center in Lewiston, SASA advocates provide a network of student-to-student support.

- Peer Educators
The Peer Educators are students interested in health issues. They participate in a training program through the Health Center on eating disorders, stress, sexuality, sexually transmitted infections, contraception, alcohol and other drugs, and mental-health concerns.

Peer Educators conduct health education programs in residence halls and are available to all students as an additional resource for health information. Peers work with the health educator to help fellow students find the information necessary to make informed choices regarding their health. For more information, contact Cindy Visbaras, health educator, at ext. 6199.
Support Groups
• My Body My Life: Each semester a group for
women is offered around issues of food, weight
and body image. Advance registration is required.
Please call the Health Center for more information.
• Grief Support Group: A student-run grief support
group will meet for students who have experi-
enced the loss of a parent or sibling. Learn more
from Cindy Visbaras at ext. 6199.

Bates College Information and Library Services

The George and Helen Ladd Library

Hours
7:30 a.m.–1 a.m. Monday–Thursday
7:30 a.m.–10 p.m. Friday
10 a.m.–10 p.m. Saturday
10 a.m.–1 a.m. Sunday
(The schedule changes during breaks and holidays.
Please call ext. 6261 for information.)

The George and Helen Ladd Library is a
vital part of the Bates campus. Whether
you have research to do, need a place
to study, want to locate some media
materials or just want to plunk down on a couch
and read, the Ladd Library is there for you.

The Ladd Library houses many different materials and
offers an enormous variety of resources. Here are just
some of the things you can find inside the building:
• Periodicals in print and electronic forms
• Government publications
• Musical scores
• Maps
• Microforms
• Sound recordings including music and audio books
• Video recordings
• Access to on-line databases
• Materials on CD-ROM

Finding Things in the Libary

The central point of access for information is the
online catalog, with terminals located throughout
the library; it is also available over the campus net-
work. The system provides information about the
library’s holdings, which include nearly 600,000
print volumes, 31,600 audio and video record-
ings, 2,300 serials subscriptions and thousands of
electronic resources.

Ladd Library offers an online public access catalog, INNOPAC.

Through the Maine Info Net statewide catalog, users can find and directly request that materials
be sent here from Bowdoin and Colby colleges, the
University of Maine System and other academic and
public libraries across the state. The combined cata-
log offers 10 million items in more than 30 libraries.

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

Policies concerning the use of the collection are
available to students at the circulation desk and on
the Web.

Other Important Things to Know about the Library
and Its Services

• Materials on CD-ROM
• Access to on-line databases
• Video recordings
• Musical scores
• Materials on CD-ROM

Materials put on reserve for classes are accessible on
the main floor and in the audio facility on the ground
floor. Photocopying are available on multiple floors.

College librarians are available to apply their knowl-
edge to specific courses in the Bates curriculum, at-
tend one of your course sessions and help everyone
in the class enhance their research skills.

By appointment, members of the library staff are
willing to consult on an individual basis as you plan
and implement your research.

Interlibrary loan from resources outside the Maine
Info Net system is available, free, with a turnaround
of three to seven days.

The Edmund S. Muskie Archives and Special Col-
lections Library, located in the Muskie Archives
building, on Campus Avenue, contains rare books,
Bates archives and photographs, manuscripts and
other original materials (see next page for additional
information).

Insiders’ Tip:
Don’t waste time wandering around in the library.
One of the best ways to start a great year at Bates
is to take a tour of the library. Or ask a reference
librarian for help anytime. We all think we know
how libraries work, but there may be a lot of things
you don’t yet know about the Ladd Library. Take
a tour or just ask a question. Save yourself hours of
frustration and wandering during the midterm or
end-of-term research crunch times.

‘Being’ in the Library

Even though you will see many friends and people
you know in the library, please remember that
you’re not in Commons or out on the Quad. Every-
one is expected to maintain an atmosphere of quiet
that’s appropriate to a place of serious study and
research, or be subject to loss of library privileges.
Quiet study areas are designated, particularly on the
second and third floors.

Although this probably goes without saying, or
should, please do not remove material from the
library unless you’ve checked it out. A security sys-
tem monitors the withdrawal of materials. An exit
alarm sounds when books have not been properly
checked out from the library before a person leaves
the building. Patrons are asked to return to the
circulation desk when the alarm sounds. Fines and
replacement charges for lost materials are added to
to your college bill.

Did you know …
There are more than 850 study spaces in the Ladd
Library, including individual carrels, lounge chairs,
seats at tables, work stations, listening stations,
and viewing stations.

Computing and Media Services

Help Desk Services: ext. 8222

Bates College Information and Library Services (ILS)
supports the research, information and comput-
ing needs of the College community. Computing
services are offered to faculty, students and staff
free of charge, with 24-hour unlimited access to a
variety of network services. Use of these services
and resources is governed by the Bates College
Computer Use Guidelines (see page 53 or www.
bates.edu/ils/policies/computingPolicy.html). For
the latest information, including hours, locations
and other policies, please consult the ILS homepage
at abacus.bates.edu/ils.

Active virus protection and operating system updates are required in order to
connect to the campus network.

ILS supports common software applications for
word processing, spreadsheets, statistics, modeling,
graphics, Web authoring, text and image scanning;
access to national and international databases; on-
line access to library catalogs at Bates, in Maine
and throughout the world; electronic mail; and special-
ized programs used in classrooms and for research.

Instructional workshops and online resources for
supported software are offered throughout each
term. Workshops are announced via campus e-mail
and the ILS Web site.

Safeguarding Intellectual Property Rights

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

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

Edmund S. Muskie Archives and Special Collections
Library

70 Campus Ave.
786-6354

Hours
9 a.m.–4 p.m. Monday–Friday
(Additional hours are available by prior arrangement.)

Located on the Campus Avenue side of Alumni
Gymnasium, the Archives and Special Collections
Library holds the institutional records of the College;
rare books; manuscript collections on individuals and
organizations associated with Bates; and the
papers of Edmund S. Muskie (Bates ’36), a former
Maine governor, U.S. senator and U.S. secretary of
state. The Muskie Archives and Special Collections
Library is a rich resource of information about the
College and the history of Maine and the nation
since World War II.

The second-floor Muskie Room is frequently used
for receptions, meetings and an array of lectures,
symposia and other programs on public affairs.

Office of Multicultural Affairs/
Multicultural Center

63 Campus Ave.
786-8376

Hours
9 a.m.–10 p.m. Monday–Friday
Noon–10 p.m. Saturday–Sunday
(Schedule changes during breaks and holidays.
Please call for information.)

The Multicultural Center explores, promotes and celebrates the diverse cultural experi-
ences that each member of Bates College

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brings to the community. The center acts as a catalyst on campus by initiating discussions about cultural interactions, race, ethnicity, class, gender, nationality and sexual orientation. Lectures, seminars, workshops and exhibits presented by the Multicultural Center and its affiliated student organizations explore and support intellectual, political, cultural, spiritual and social experiences.

Director of Multicultural Affairs/Staff
The Director of Multicultural Affairs, Czerny Brusseau, also directs the Multicultural Center. She can be reached at ext. 8215. The program coordinator may be contacted at ext. 8376 and student employees may be reached in the resource area at ext. 8303.

Facilities
The Multicultural Center has a resource room that contains books, magazines, journals and computer facilities. There are two lounges with television/VCR entertainment systems and cable, as well as study areas and a fully equipped kitchen. The entire building houses a growing collection of art from different cultures as well as examples of programming sponsored by the department. There are three dedicated prayer rooms, for Muslim, Buddhist and Hindu adherents. The lounges are comfortable and offer quiet workspaces. The various lounges and the kitchen can be blue-slippered through the director of multicultural affairs for classes, meetings, screenings, dinners and other appropriate programming.

Events and Programs
The director of multicultural affairs, affiliated student organizations, faculty, students and staff organize and sponsor a multitude of programs:

• Seminars
• Speakers/lectures
• Workshops
• Film series
• Organizational meetings
• Forums
• Cultural immersions
• Off-campus programs

Student Organizations
There are several student cultural, religious and ethnic organizations affiliated with the center that, along with many other campus organizations, promote and support student interests. These include Amandal, Hillel, International Club, Mushahada, OUTfront, Sangai Asia and Latinos Unidos. See Student Organizations 2005–06 (page 28) for a complete list. Language/culture tables sponsored by the Center include the Creole Table.

Bates College Museum of Art
Olin Arts Center
75 Russell St.
786-6158
www.bates.edu/x29515.xml

Hours
10 a.m.–5 p.m. Tuesday–Saturday
(The museum is closed on major legal holidays.)

The Museum of Art offers students and the public opportunities to study the visual arts. It houses the College’s permanent collection of internationally significant works of art and maintains an active schedule of exhibitions that reflect the diversity and excellence of American, Asian, African and European art. Lectures, tours and workshops are offered as a part of the Museum’s educational program.

Student Employment and Internships
The Museum of Art hires a limited number of students through the Student Employment Office to work as museum attendants. The museum also provides student assistantships and an internship for credit in areas such as research and exhibitions, collections management and education.

Physical Plant
Cutten Maintenance Center
786-6207
786-6221
Reporting a problem (Work Order Line): 786-6449

Hours
7 a.m.–4 p.m. Monday–Friday

Physical Plant is a wonderful resource for Bates students. The office is located on the second floor of the Cutten Maintenance Center, next to Merrill Gym. Listed below are a few of the services that Physical Plant offers. If you have any questions, please call one of the numbers above.

• Keys: All keys are now issued through the Access Control Office, in the basement of Chase Hall.
• Bed boards/bookcases: Bed boards/bookcases can be picked up by students on a first-come, first-served basis at a location designated by Physical Plant, once school is in session.

• Repairs: Got a building problem? Call Physical Plant’s dedicated Work Order Line, ext. 6449. For after-hours repair emergencies, students must call Security at ext. 6254 and Security will contact the necessary person(s). For after-hours non-emergencies, a detailed message may be left on the Work Order Line and a work order will be generated.
• Lofts: Prior to building a loft, a loft permit and specifications must be obtained from the Safety Office at the Human Resources office, 215 College St., ext. 8226. Fines apply should a loft have no legal permit and disposal by the College becomes necessary.
• Custodial services: Custodial services include scheduled trash removal and cleaning of bathroom facilities and common areas. Students are generally responsible for their residence hall rooms and private baths. Vacuums and other cleaning tools are centrally located in residence halls for student use.
• “Stickies” and molding hooks: These great wall-saving devices for hanging posters, etc., are handed out for free at the Physical Plant office.

• Additional items for guests: Guest mattresses may be picked up and dropped off by students at Physical Plant. A $20 deposit is charged to the student account if the mattress is not returned by the specified date. Please call ext. 6207, prior to arrival at the office, to ensure a mattress is available for you.
• Storage and storage tags: The College cannot assume any responsibility for properly left in dormitory storerooms. A “current year” Bates College Storage Tag must be attached to each item placed in campus storage. Boxes or bags without securely fastened tags are subject to disposal! Tags may be obtained at the Physical Plant or Security offices. Students are responsible for placing their own items in storage. Refer to the Storage Room Information Sheet posted at each storage area or, for more detailed information, contact Physical Plant. The following items cannot be stored:
  • Furniture (lamps may be stored; they should be boxed or bagged)
  • Rugs (regardless of size)
  • Lumber/cinder blocks/lofts
  • Flammable liquids
  • Bicycles (contact the Security office for storage areas)
  • Large appliances (such as refrigerators more than three feet high)
  • These items will be disposed of.

No personal belongings may be stored in student rooms during the summer months. The College retains the right to dispose of any articles left in other than designated storage areas.

• Fire alarms: Students should familiarize themselves with the False Alarm Policy on page 80.

Work Order Line: Ext. 6449
Use to report trouble calls — e.g., broken shade, plugged toilet, leak in room, no heat, etc.

• Telephone/Internet problems: Call ext. 8222 (Information and Library Services Help Desk) for phone repairs, inquiry calls or Internet problems.
• Receiving large packages: Large UPS packages (1 cubic foot or greater) are received through Physical Plant. (See Post Office section, next, for information about small packages and addressing letters and catalogs.) Large packages only should be addressed to: <student name>
  c/o Bates College Physical Plant
  147 Russell St.
  Lewiston, ME 04240
Students with inquiries about large packages or expecting a large package should call Ron, in Physical Plant, at Ext. 6208.

- Hand trucks for moving items: Two-wheeled hand trucks may be available to help students transport their packages. Students must call ahead, pick up the hand trucks, leave their ID, and return them to Physical Plant.

Computing Help Desk: ext. 8222

Post Office
Chase Hall
786-6104

Mail is distributed to student post office boxes in Chase Hall Monday through Saturday. Stamps, certified mail and other postal services are available 10 a.m.–3:30 p.m. Monday through Friday and 10 a.m.–noon Saturday (no postage).

Small Packages
Packages smaller than 1 cubic foot should be addressed to:

(student name)  
Chase Hall — Box <student’s box number>  
56 Campus Ave.  
Lewiston, ME 04240

Office Services
1 Lane Hall
786-6226

Office Services offers copying, printing and mailing services, as well as products for the Bates community. This office coordinates the internal distribution of mail and print material arriving at the College. Large-quantity reproductions of printed materials (50 or more copies) are coordinated through this office.

- Folding
- Cutting
- Collating
- Padding
- Stapling or binding
- Labeling
- Laminating

Office Services coordinates centralized high-volume network printing for forms, envelopes and stationery. Office Services handles mass mailings to various constituencies including prospective and enrolled students, alumni, parents, staff, faculty and friends of the College.

Come by and use our extra services, which include postage stamps and other U.S. Postal Service products, as well as FedEx and UPS shipping. Ask us about posters, T-shirts and other printing work.

Registrar and Student Financial Services Office
Libbey Forum
44 Mountain Ave.
786-6096
E-mail: finaid@bates.edu, finoff@bates.edu, registrar@bates.edu
www.bates.edu/rsfs.xml

Located in Libbey Forum, the Registrar and Student Financial Services Office is a combined services unit providing comprehensive support for the many administrative aspects of college attendance. This office handles the registration process; it provides information and advice about academic and financial information. A short RSFS service list includes:

- Registration: We provide assistance with course registration and access to academic information on the Web via our online Student Records service, the Garnet Gateway.
- Financial aid counseling: Both comprehensive financial advising and answers to simple questions about aid are available from experienced aid officers. Personal and secure information about financial aid may be accessed on the Garnet Gateway.
- Student academic progress: We provide degree audits and general academic information regarding degree requirements and academic policies. The registrar and associate registrar are available to meet with students on a variety of academic issues.
- Payment plans and account balance information: Information about both financing a Bates education and your particular account is available from staff or through the secure Garnet Gateway.

Financial Aid
RSFS administers the College’s need-based aid program and coordinates the distribution of financial aid from federal, state and private sources. If you want to be considered for need-based assistance from the College, there are several things you need to do and remember:

- You must submit an application each year.
- The materials that need to be submitted include the Free Application for Federal Student Aid (FAFSA), the CSS/Financial Aid PROFILE application, and copies of student and parental income tax returns and W-2 forms. Additional materials may be required upon request.
- This information must be filed by April 15.
- Students and families who do not submit needed forms by the due date risk becoming ineligible for Bates financial aid. Financial aid decision letters for the following academic year are mailed to students at home in early July.

- If you are interested in applying for federal student loans, you may visit the office to obtain information and application materials. Information concerning parental loan and educational financing programs is also available.

Recycling
Recycling is a way of life on the Bates campus. Physical Plant administers the College’s comprehensive recycling program in all residential, academic and administrative buildings.

Each dorm room is equipped with two recycling bins. The blue bin is for mixed paper (e.g., copy paper and boxboard), the green bin for all other recyclables (e.g., bottles and cans). Students use the bins to collect recyclable materials conveniently in their rooms. When the bins are full, students bring them to the dorm recycling collection center and sort them according to material. In the recycling centers there are four color-coded bins:

- Blue, again, is for mixed paper (not including newspapers and magazines);
- Yellow is for redeemable cans and bottles (most bottled beverages are redeemable for five cents in Maine);
- Gray is for No. 2 plastic (see bottom of container), tin and glass;
- Red is for newspapers and magazines.

Each recycling center has a chart detailing category lists.

The recycling crew, part of Physical Plant, collects the recycled materials from the dorm recycling centers.

Other materials that can be recycled include corrugated cardboard, computer diskettes, styrofoam packing peanuts, laser and inkjet cartridges, batteries, Tyvek envelopes and overhead transparencies.

For collection information contact the grounds supervisor through Physical Plant at ext. 6207.

Security and Campus Safety
245 College St.
786-6254
Emergency: ext. 6111

Bates College’s full-time trained security officers patrol the campus on foot, on bicycles and in vehicles. Communication officers staff the Security Office at all times. They answer phone calls directed to security, including calls from the security phones (yellow phones marked with blue lights) located throughout the campus, and are in contact with security personnel by radio. In addition, officers on campus monitor buildings, lock and unlock doors and assist the campus community in a variety of ways.

Personal Safety
The personal safety of every student, on and off campus, is of the greatest importance to the College, as is the safety of faculty, staff and visitors to Bates. To this end, the College has taken steps to help provide a safe environment:

- The installation of security phones and electronic building access (see page 22);
- Improved lighting;
- The SafeWalk student escort program;
- The Shuttle system;
- The Whistle Alert program.

However, no program can create a perfectly safe environment. It takes the cooperation and participation of each person in looking out for their own safety and that of others to make our campus as safe as possible.

Crime Prevention Office
This office is a component of the educational process for students, faculty and staff within the community. We rely on teamwork: The responsibility for the reduction of crime lies with Security and Campus Safety, the individual and the campus community as a whole.
A Few Friendly Security and Safety Reminders

- Never carry your ID attached to your keys. Losing them both would pose a serious safety risk.
- Use the SafeWalk program. It only takes a phone call to have two Bates students keep you safe on your walk home.
- Security offers free whistles as part of its Whistle Alert program. Swing by the office, pick one up and put it on your key chain. But note that the whistle is for emergencies only. Misuse of whistles will result in a $75 fine.

- It’s tempting to leave your door open, especially if you’re leaving just for a quick trip to the bathroom or going down the hall to visit a friend. Lock it! Many things have been stolen from rooms with unlocked doors.
- Locate the fire exits and smoke alarms. When the fire alarm sounds, leave the building! You never know when it’s real and when it’s just an alarm. Err on the side of safety.
- Call if you see anything suspicious. Yellow phones (with the blue lights) connect directly to Security. Call ext. 6111 or pick up a yellow phone (look for the blue lights) connect directly to Security.
- Never carry your ID attached to your keys. Losing them both would pose a serious safety risk.

In an emergency... Call ext. 6111 or pick up a yellow phone (look for the blue lights).

The Service-Learning Program

163 Wood St.

The Service-Learning Program is part of the Harward Center for Community Partnerships and connects students with service opportunities in the local and wider community. You can become involved in service-learning through academic work. A course may require service-learning or offer it as an option, independent studies and thesis research at Bates are often rooted in community work. Past examples are as diverse as interviewing mill workers for an anthropology course and doing thesis research on lead exposure in children. You can also learn about volunteer opportunities or connect your passion with a local need. We help individuals, groups, clubs and teams find one-day or long-term commitments. Our volunteer program is managed by Student Volunteer Fellows: student leaders with extensive community experience who identify needs, recruit volunteers, organize events and arrange the logistics. Volunteering at Bates can be as simple and short term as a single visit to a local food bank to pack food boxes. It can also involve complex sustained projects such as mentoring a local child or cooking monthly dinners at an elderly housing complex.

We value the opportunity to work individually with students looking for unique connections. We oversee numerous competitive grant programs that support community work during the school year and the summer. Fellowships for individual summer projects are available. Students eligible for federal work-study funds can apply to do paid work in the community during the school year or summer. Recent summer fellowships placed students locally, nationally and internationally.

Consider being part of the Bates culture of service. At least half of all Bates students engage in community work. Typically, the Center can document more than 50,000 hours of student service each year.

More details about our current work, opportunities and grant programs are available on our Web site, www.bates.edu/service-learning.xml. Better yet — whatever your interest — come and see us at 163 Wood St.

- Martha Deschaines ’75, Volunteer Office Coordinator, 786-8273 or mdeschaines@bates.edu
- Holly Lasagna, Service-Learning Program Coordinator, 786-8319 or hlasagna@bates.edu
- Sue Martin, Assistant Director, 786-8235 or smartin@bates.edu
- Peggy Rotundo, Director, 786-8273 or mrotundo@bates.edu

Writing Workshop

53 Campus Ave. 786-6159

Hours
9 a.m.–noon and 1–5 p.m. Monday–Thursday (Additional evening hours will be posted.)

The Writing Workshop provides individualized instruction and assistance in writing. All workshop tutors are professional writers specifically trained to help college students become better writers. Serving all Bates students, from first-years to senior honors candidates, the workshop offers a variety of services:

- Individual writing conferences
- Writing assessments
- Resource library and informational handouts
- Orientation sessions
- Small-group workshops

Writing Workshop tutors do not proofread or edit student papers. Rather, the staff is trained to ask questions that encourage students to make decisions as writers. Individual sessions usually last 50 minutes. Tutors will not add extra assignments to students’ already busy schedules. Instead, sessions focus on papers already assigned by professors. Students can work with a tutor at any stage in the writing process — even in the early stages of idea generation before starting a draft.

Insider’s Tip:
Individual writing conferences are by appointment. As the semester progresses, the Writing Workshop becomes busier and busier. Book appointments early and often!

College Governance

Although the president and the Trustees of Bates College are by charter defined as the legal corporation and therefore ultimately the responsible governing body, Bates’ charter specifies that governance of the College, including responsibility for academic, social and residential policy, is vested in the faculty. Therefore, the faculty, which meets on the first Monday of each month, is of central importance to the ongoing life of this community.

The establishment of degree requirements, the determination of the curriculum, the calendar, the establishment of special programs (such as junior year abroad), the setting of residential policy, and the establishment of and responsibility for the procedures for student discipline are among the many areas of College life that fall within the purview of the faculty. The agenda and minutes of faculty meetings are posted at the Dean of the Faculty’s Office.

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

Since the faculty must carry on its business efficiently, while following carefully worked-out procedures, it relies on committees to do the bulk of research on policy matters and make careful recommendations for action. The work of faculty committees is key to the decision-making life of Bates. Through membership on certain faculty committees, students influence and help to shape the policies that define the quality and style of this institution.

There are a number of committees to which students are appointed by the BCSG’s Committee on Committees.

- Admissions and Financial Aid
- Athletics
- College Concerts
- College Lectures
- Curriculum and Calendar
- Educational Policy
- Extracurricular Activities and Residential Life
- First-Year Seminars and the Writing Workshop
- Honors
- Information Services Advisory Committee
- Library
- Off-Campus Study
- Student Conduct
- Department Councils

In addition, a number of other faculty-only committees function on the Bates campus. For a more complete description and discussion of these committees (and those listed above) refer to the Faculty Handbook, which can be found on the Bates Web site under the Dean of Faculty’s Office.

Of equal or even greater interest to students is the organization that meets to address issues of governance pertaining to students and student life, and which passes resolutions (or recommendations) on to the College faculty and the College president:

Bates College Student Government

The annual responsibilities of the BCSG include running the parking lottery, allocating more than $350,000 among campus organizations and appointing students to more than 20 student-faculty and other committees. The BCSG also oversees organizational office spaces in Chase Hall and at 45 Campus Ave. When not managing these day-to-day affairs, members engage in advocacy on behalf of the student body.
College Codes and Guidelines

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

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

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

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

The College Alcohol and Drug Policy

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

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

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

The Bates College Program to Prevent Alcohol and Drug Abuse

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

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

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

Drugs

The College will use all of its counseling resources to help students involved with drugs. The College, however, bears the major responsibility for the welfare of the student body. Therefore, possession, distribution or the use of any illegal drug (including use of prescription medication prescribed to another), renders a student liable to disciplinary action, including confiscation of materials, dismissal and referral to local police authorities.
Sanctions that may be imposed by the Committee include but are not limited to verbal warning; letter of censure; exclusion from various College social and/or ceremonial activities; disciplinary probation; mandatory referral to a counseling program; suspension for a designated period of time; suspension with readmission contingent on proof of counseling or successful completion of a rehabilitation program, and/or dismissal from the College.

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

Employees

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

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

Sanctions may include but are not limited to:

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

The College Smoking and Tobacco Policy

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

- Smoking, the burning of any type of pipe, cigar, cigarette, or similar product, and chewing tobacco are prohibited in all campus buildings, including residence halls, and in all vehicles, owned, leased or rented by the College. Smoking is also prohibited within 50 feet, approximately 20 paces, of all campus buildings, including residence halls.
- Organizers and attendees at public events using Bates facilities, such as conferences, meetings, lectures, athletic games or social and cultural gatherings will be required to abide by the College’s Smoking Policy. Organizers of such events are responsible for communicating and enforcing this policy.
- Distribution and advertisements of tobacco products on campus are prohibited.
- In an effort to support those who wish to quit smoking, the College will present a variety of tobacco-cessation and other health-related programs, as deemed appropriate and supportable by available budgets. Such initiatives may include: informational programs to support a smoke-free lifestyle; employee access to available services through the College’s health insurance program; health information and cessation assistance for students through the Health Center.

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

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

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

The College Computer Use Policy

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

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

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

Computer Use Guidelines

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

All files and computer output belong to someone and should be assumed to be private and confidential unless the owner has explicitly made them available to other users. A user should not alter, manipulate or inspect the contents of another user’s file area without the user’s knowledge and explicit permission. Similarly, a user should not attempt to alter, manipulate or inspect the contents of a public library or directory unless the owner has specifically authorized the user to do so. Users should also take steps to protect their data.

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

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

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

Networks such as the World Wide Web have greatly expanded the capacity of Bates users to view and interact with computers all over the world. A user should not use the Bates Education and Information Technology facilities for off-campus computing arrangements they have that may have an impact on Bates computing resources. Unauthorized access to and use of other computers may result in criminal and/or civil action.

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

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

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

A user should not abuse or mistreat Information Services’ equipment. All users should become thoroughly familiar with the proper operating procedure for a given device before attempting to use it. High-speed printers, plotters, multimedia equipment, scanners and similar equipment are delicate and easily damaged through careless or rough use. A user is held responsible for any damage to equipment caused by his or her own carelessness.

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

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

<table>
<thead>
<tr>
<th>Fine</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wall damage, small (gouge)</td>
<td>$85.30</td>
</tr>
<tr>
<td>Wall damage, medium</td>
<td>$170.62</td>
</tr>
<tr>
<td>Wall damage, large (greater than 4 ft. by 8 ft.)</td>
<td>$341.27</td>
</tr>
<tr>
<td>Screens</td>
<td>$72.02</td>
</tr>
<tr>
<td>Windows (unit)</td>
<td>$783.71</td>
</tr>
<tr>
<td>Window (half unit)</td>
<td>$392.86</td>
</tr>
<tr>
<td>Glass</td>
<td>$211.22</td>
</tr>
<tr>
<td>Ceilings, solid</td>
<td>$192.43</td>
</tr>
<tr>
<td>Ceilings, acoustic tile</td>
<td>$43.05</td>
</tr>
<tr>
<td>Lights</td>
<td>$204.82</td>
</tr>
<tr>
<td>Switch, receptacle</td>
<td>$47.74</td>
</tr>
<tr>
<td>Light, globes/bulbs</td>
<td>$93.62</td>
</tr>
<tr>
<td>Egress plan holder</td>
<td>$75.00</td>
</tr>
<tr>
<td>Smoke detector</td>
<td>$75.00</td>
</tr>
<tr>
<td>Thermostat</td>
<td>$153.18</td>
</tr>
<tr>
<td>Emergency light</td>
<td>$67.62</td>
</tr>
<tr>
<td>Exit sign</td>
<td>$59.72</td>
</tr>
<tr>
<td>Door, fire</td>
<td>$217.04</td>
</tr>
<tr>
<td>Door, fire</td>
<td>$327.02</td>
</tr>
<tr>
<td>Door, interior</td>
<td>$499.43</td>
</tr>
<tr>
<td>Door, exterior</td>
<td>$900.85</td>
</tr>
<tr>
<td>Door hardware (lever and closer)</td>
<td>$524.24</td>
</tr>
<tr>
<td>Door lockset</td>
<td>$436.58</td>
</tr>
<tr>
<td>Door closer</td>
<td>$326.45</td>
</tr>
<tr>
<td>Door hinges</td>
<td>$92.66</td>
</tr>
<tr>
<td>Door panic device (crash bar)</td>
<td>$835.49</td>
</tr>
<tr>
<td>Sink, lavatory</td>
<td>$372.09</td>
</tr>
<tr>
<td>Toilet, water closet</td>
<td>$381.97</td>
</tr>
<tr>
<td>Flush</td>
<td>$265.54</td>
</tr>
<tr>
<td>Faucet</td>
<td>$153.70</td>
</tr>
<tr>
<td>Baluster</td>
<td>$82.43</td>
</tr>
<tr>
<td>Floor, tile</td>
<td>$132.64</td>
</tr>
<tr>
<td>Floors, carpet</td>
<td>$231.83</td>
</tr>
<tr>
<td>E-Access, card reader</td>
<td>$440.00</td>
</tr>
<tr>
<td>E-Access, door position sensor</td>
<td>$176.11</td>
</tr>
<tr>
<td>E-Access, egress motion detector</td>
<td>$285.00</td>
</tr>
<tr>
<td>E-Access, electric door strike</td>
<td>$628.07</td>
</tr>
<tr>
<td>E-Access, local alarm</td>
<td>$701.87</td>
</tr>
<tr>
<td>Room cleaning charge, per person</td>
<td>$50.00</td>
</tr>
<tr>
<td>Life safety tampering</td>
<td>$75.00</td>
</tr>
</tbody>
</table>

2. Any repair that requires labor only will be billed on an hourly basis, at $33 per hour. This includes labor and administrative costs.

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

Furniture and Fixtures

<table>
<thead>
<tr>
<th>Item</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sofa</td>
<td>$277.10</td>
</tr>
<tr>
<td>Loveseat</td>
<td>$349.45</td>
</tr>
<tr>
<td>Upholstered chair</td>
<td>$374.02</td>
</tr>
<tr>
<td>End table</td>
<td>$190.87</td>
</tr>
<tr>
<td>Coffee table</td>
<td>$225.08</td>
</tr>
<tr>
<td>Game table</td>
<td>$462.29</td>
</tr>
<tr>
<td>Oak chair</td>
<td>$119.15</td>
</tr>
<tr>
<td>Television</td>
<td>$319.96</td>
</tr>
<tr>
<td>Television stand</td>
<td>$58.85</td>
</tr>
<tr>
<td>Table lamp</td>
<td>$66.20</td>
</tr>
<tr>
<td>Floor lamp</td>
<td>$77.23</td>
</tr>
<tr>
<td>Bed frame</td>
<td>$216.25</td>
</tr>
<tr>
<td>Mattress</td>
<td>$90.46</td>
</tr>
<tr>
<td>Desk</td>
<td>$374.02</td>
</tr>
<tr>
<td>Desk shelf</td>
<td>$168.81</td>
</tr>
<tr>
<td>Desk chair</td>
<td>$125.77</td>
</tr>
<tr>
<td>Dresser</td>
<td>$417.06</td>
</tr>
<tr>
<td>Mirror</td>
<td>$389.36</td>
</tr>
<tr>
<td>Cushion chair</td>
<td>$223.97</td>
</tr>
<tr>
<td>Metal cabinet</td>
<td>$268.12</td>
</tr>
<tr>
<td>Bookcase</td>
<td>$240.53</td>
</tr>
<tr>
<td>Mirrors, rest room or full-length</td>
<td>$101.91</td>
</tr>
<tr>
<td>Window shade</td>
<td>$63.98</td>
</tr>
<tr>
<td>Wallboard</td>
<td>$397.43</td>
</tr>
<tr>
<td>Recycling barrel</td>
<td>$91.99</td>
</tr>
<tr>
<td>Recycling bin</td>
<td>$44.13</td>
</tr>
<tr>
<td>Recycling/waste basket</td>
<td>$32.55</td>
</tr>
<tr>
<td>Iron</td>
<td>$50.05</td>
</tr>
<tr>
<td>Ironing board</td>
<td>$131.85</td>
</tr>
<tr>
<td>Lamp shade</td>
<td>$33.09</td>
</tr>
<tr>
<td>Soap dispenser</td>
<td>$39.72</td>
</tr>
<tr>
<td>Paper towel dispenser</td>
<td>$122.24</td>
</tr>
<tr>
<td>Toilet paper dispenser</td>
<td>$78.89</td>
</tr>
<tr>
<td>Toilet seat</td>
<td>$56.27</td>
</tr>
<tr>
<td>Shower curtain</td>
<td>$46.40</td>
</tr>
<tr>
<td>Vacuum</td>
<td>$59.29</td>
</tr>
<tr>
<td>Village plaques</td>
<td>$79.49</td>
</tr>
<tr>
<td>Mailbox</td>
<td>$213.79</td>
</tr>
<tr>
<td>Shower head</td>
<td>$60.81</td>
</tr>
<tr>
<td>Curtain rod</td>
<td>$41.13</td>
</tr>
<tr>
<td>Toilet</td>
<td>$134.20</td>
</tr>
<tr>
<td>Traverse rod</td>
<td>$79.44</td>
</tr>
<tr>
<td>Fire extinguisher recharge</td>
<td>$193.73</td>
</tr>
<tr>
<td>Fire extinguisher replace</td>
<td>$237.32</td>
</tr>
<tr>
<td>False alarm</td>
<td>$177.77</td>
</tr>
<tr>
<td>Smoke detector</td>
<td>$340.20</td>
</tr>
</tbody>
</table>
| Fire extinguisher total includes a $75 fine.

Dormitory Damage Categories and Descriptions

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

Wall damage, medium: All repairs larger than 4 feet by 8 feet. The repair may include sheetrock work, taping, compounding, sanding, priming and painting.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Door panic devices: Otherwise known as a crash bar and used for egress as required by the Life Safety Code. This cost includes procurement of a unit that meets UL requirements. This also includes the reworking of the door to receive the new unit. These units typically have interlocking internal hardware and are very difficult to install and are generally not repairable.

Sink, lavatory: Removal, procurement and installation of a new sink. It also assumes that the existing faucet can be reused. It also includes all plumbing and any wall/floor patching or repair that may be required.

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

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

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

Baluster: The vertical spindle associated with a handrail. This price includes repairing three spindles (typically when one is damaged the ones on either side of it are weakened). It also includes all carpentry and painting.

Floor, tile: This includes the replacement of 12 square feet of vinyl tile or 4 square feet of ceramic tile. This is typically the smallest area that can be replaced and still be able to blend in. This includes the cost of the tile and the associated floor work.

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

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

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

If religious groups engage in practices or behaviors that are detrimental or injurious to students and others in the College or are clearly and demonstrably contrary to the essential purposes for which the College exists, the College has the right and duty to intervene to stop such activity. When a person's or group's actions adversely affect public welfare, health or safety of the campus, such actions or behavior must not be allowed to continue.

The following list is intended to supply guidelines for practices and behavior related to religious organizations and their representatives and members on the Bates College campus.

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

- Actions that adversely affect the academic or vocational pursuits of students or the professional functioning of employees.
- Engaging in false or deceptive promotions and advertising concerning a group and/or its activities. (Posters and other methods of publicity are subject to the guidelines promulgated by the Office of the Dean of Student Conduct, including indicating the name of the sponsoring group.)
- Failure to honor the freedom of students, staff and faculty to investigate various belief systems and to make their own decisions about those beliefs as well as their freedom to decline invitations to such investigation.
- Intruding, through unwanted visits, phone calls or mailings, into residence halls, where students should properly expect privacy, or into work areas, where employees should properly expect freedom to perform their duties without undue interference.
- Sending to campus mailboxes or e-mail accounts mailings that the recipient has clearly indicated that she does not wish to receive; persisting in personal invitations of any kind to a group's meetings or activities or to private meetings with members of a group after the invitee has clearly expressed a desire not to participate in that group's life or activities.
- Soliciting membership for a religious organization by seeking to force or coerce any person, either physically or psychologically, into affiliation with a religious organization or community.
- Failure to identify the group's and/or its representatives' religious affiliation and purposes to College officials and to group members and potential members.
- Actions that by force or coercion (physical or psychological) cause students or employees to be absent from campus.
- Engaging in behaviors that meet the definitions of sexual harassment and assault, as defined by the College policy and all applicable state and federal laws; failure to abide by the College's regulations and policies as published in official College documents.

The College Code of Student Conduct and Disciplinary Processes

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

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

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

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

1. The College’s mission as a private residential educa-
tional institution establishes its identity as an inde-
pendent community with a distinctive history and culture.

2. The Charter and By-Laws of the College charge the faculty with responsibility for the welfare of students and the conditions under which they are to live and learn.

3. The College’s standards of conduct and the proce-
dures for determining responsibility for misconduct reflect its particular mission and history. These stan-
dards and procedures develop from legal and moral, and criminal legal processes, nor do they attempt to substitute for them. As an institution structured to accomplish its stated educational mission, the College has an independent interest in upholding standards of academic and social conduct, and these expectations may differ from those found in society at large. The College is committed to fundamental fairness in its student conduct procedures.

4. By the action of matriculation and registration at Bates College, students voluntarily enter an educa-
tional and residential community with standards of academic honesty and respect for persons and prop-
erty. In choosing to enroll in the College, each student becomes responsible in his/her conduct to those standards as stated in the Student Conduct Code.

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

Part 1: Bates College Code of Student Conduct

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

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

It is important that students know where to turn when they have questions, and for the College to be confident that those to whom they turn understand the student conduct system. In addition to the language of the Code itself, the College makes available a variety of “live” resources: The Office of the Dean of Students, members of the faculty, the Judicial Educator, Junior Advisors and Resident Coordinators (JAs and RCs), and mediators. If a student is in trouble, has a complaint and wants to know how to proceed, or simply has a general question about disciplinary policy, JAs and RCs should know enough about the standards of conduct and judicial pro-

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Plagiarism

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

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

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

In order to insure equal and fair treatment for all students, the College will not be expected to report to the Dean of Students any cases of plagiarism where there appears to be an intent to deceive, as well as cheating of any kind in student work. Absence of any obvious attempt on the student’s part to acknowledge the original sources will be taken as prima facie evidence of such an intent to deceive. If the evidence warrants, the case will then be brought before the Committee on Student Conduct for a hearing.

In instances involving questionable or faulty use of source material where culpable motives may not be involved, the instructor should warn and advise the student. At the beginning of each semester the instructor should discuss potential problems in the area of scholarship and plagiarism as they apply to the particular course involved. Specific reference to appropriate citations of resources are described in the Guide to Source Acknowledgments.

B. Social Misconduct

Social misconduct is fundamental to scholarship. In order to insure equal and fair treatment for all students, the College will not be expected to report to the Dean of Students any cases of plagiarism where there appears to be an intent to deceive, as well as cheating of any kind in student work. Absence of any obvious attempt on the student’s part to acknowledge the original sources will be taken as prima facie evidence of such an intent to deceive. If the evidence warrants, the case will then be brought before the Committee on Student Conduct for a hearing.

In instances involving questionable or faulty use of source material where culpable motives may not be involved, the instructor should warn and advise the student. At the beginning of each semester the instructor should discuss potential problems in the area of scholarship and plagiarism as they apply to the particular course involved. Specific reference to appropriate citations of resources are described in the Guide to Source Acknowledgments.

The College reserves the right to process cases of social misconduct deemed to be in violation of the General Guide for Social Responsibility:

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

- For purposes of handling disciplinary matters, a “student” is defined as someone who has matriculated to or has formally severed recognized-student status with the College. A student retains this status throughout his/her career at Bates, including academic terms, scheduled vacations, summer months, periods of leave or off-campus study.

- The College reserves the right to investigate and discipline alleged misconduct even when it occurs off campus. The College usually will apply the code in instances where the off-campus misconduct:
  1. occurs in connection with a College-sponsored event or when students are acting as representatives of the College, or
  2. directly affects another member of the Bates community, or
  3. suggests a potential danger or threat to others.

- General Categories of Social Misconduct
  - Cases of social misconduct usually fall into one of several general categories. While not exhaustive, the following categories illustrate the expectations of the College expressed in the General Guide for Social Responsibility, and provide examples of misconduct subject to College discipline. Many of these categories, and the accompanying examples, may have a counterpart in the State of Maine Criminal Code. The stipulated definitions of state and local criminal conduct and processes of the criminal judicial system are not part of the Bates Code of Student Conduct. Addressing a violation of the College’s code of conduct does not exempt the individual from prosecution by proper authorities under criminal or civil code.

- 1. Actions against persons
  - Damaging the property of another individual or of the College, or conduct which improperly converts another’s property to personal use may constitute an “action against property.”

- 2. Actions against property
  - Conduct which results in damage to property of another individual or of the College, or conduct which improperly converts another’s property to personal use may constitute an “action against property.”

- 3. Dangerous or disorderly conduct
  - Conduct dangerous to self or others, or conduct that could reasonably be expected to result in actual or potential harm to the ability of the College to carry on its essential functions may constitute “dangerous or disorderly conduct.” In accordance with the Drug-Free Schools and Communities Act, the College’s standards of conduct prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees, on the College’s property or as part of any of its activities.

- 4. Actions against the institution
  - The College’s judicial or disciplinary procedures

- 5. Obstruction of the College’s judicial or disciplinary procedures

- 6. Violating the College’s alcohol policy
  - Bates College observes state laws governing the use of alcoholic beverages within the State of Maine and does not condone violation of these laws by any student at any time. Students are held personally responsible for complying with all aspects of Maine laws and Bates alcohol policy. The prohibitions of the Bates Student Conduct Code and the state law include, but are not limited to, the following:

  1. The sale of alcoholic beverages by any person who does not have a license to sell such beverages in full force and effect at the time of the sale;
  2. The sale of alcoholic beverages by any person to a person who has not attained the age of 21 years;
  3. Consumption or purchase of alcoholic beverages by any person who has not attained the age of 21 years;
  4. The furnishing of, procurement of, or delivery of alcoholic beverages to a person who has not attained the age of 21 years;
  5. The furnishing of, procurement of, or delivery of alcoholic beverages to a person who is intoxicated;
  6. The presentation of any written or oral evidence of age which is false, fraudulent, or not a person’s own for the purpose of ordering, purchasing, or attempting to purchase or otherwise procuring or attempting to procure intoxicating liquor by a person who has not attained the age of 21 years;
  7. Transportation by automobile within the state of Maine of alcoholic beverages by any person who has not attained the age of 21 years.

- 7. Transportation by automobile within the state of Maine of alcoholic beverages by any person who has not attained the age of 21 years.

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

Examples of dangerous or disorderly conduct include:

- Illegally possessing, using, or distributing any scheduled drugs
- Possession, distribution, or the use of illegal drugs and narcotics, including amphetamines, marijuana, cocaine, heroin, and LSD, renders a student liable to disciplinary action, including confiscation of materials, disciplinary action up to and including dismissal, and/or referral to local police authorities.

- Sexual assault
  - Following Ch. 159 of Maine Public Laws, 1983, Bates prohibits injurious hazing, defined as “any action or situation which recklessly or intentionally endangers the mental or physical health of a student.” For example, hazing may occur when a group of students requires or pressures newcomers to undergo actions that tend to demean, embarrass, humiliate or otherwise cause the emotional or physical well-being of the persons who perform them. Such behavior includes coerced consumption of alcohol.

- Harassment Policy.

- Hazing
  - Harassment Policy)

- Sexual assault
  - (see Section 72 for description of Bates College Sexual Harassment Policy).

- Actions Against Persons
  - Conduct which involves force, threat of force, or intimidation directed at an individual or group of individuals may constitute an “action against persons.”

- Examples of actions against persons include:
  - Assault
    - This includes unwanted physical contact, as well as fighting and physical alterations.
  - Sexual assault
    - (see Section 72 for description of Bates College Sexual Harassment Policy).

- Actions Against Property
  - Conduct which results in damage to property of another individual or of the College, or conduct which improperly converts another’s property to personal use may constitute an “action against property.”

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

- Examples of dangerous or disorderly conduct include:

- Illegally possessing, using, or distributing any scheduled drugs
- Possession, distribution, or the use of illegal drugs and narcotics, including amphetamines, marijuana, cocaine, heroin, and LSD, renders a student liable to disciplinary action, including confiscation of materials, disciplinary action up to and including dismissal, and/or referral to local police authorities.

- Violation of the College’s alcohol policy
  - Bates College observes state laws governing the use of alcoholic beverages within the State of Maine and does not condone violation of these laws by any student at any time. Students are held personally responsible for complying with all aspects of Maine laws and Bates alcohol policy. The prohibitions of the Bates Student Conduct Code and the state law include, but are not limited to, the following:

  1. The sale of alcoholic beverages by any person who does not have a license to sell such beverages in full force and effect at the time of the sale;
  2. The sale of alcoholic beverages by any person to a person who has not attained the age of 21 years;
  3. Consumption or purchase of alcoholic beverages by any person who has not attained the age of 21 years;
  4. The furnishing of, procurement of, or delivery of alcoholic beverages to a person who has not attained the age of 21 years;
  5. The furnishing of, procurement of, or delivery of alcoholic beverages to a person who is intoxicated;
  6. The presentation of any written or oral evidence of age which is false, fraudulent, or not a person’s own for the purpose of ordering, purchasing, or attempting to purchase or otherwise procuring or attempting to procure intoxicating liquor by a person who has not attained the age of 21 years;
  7. Transportation by automobile within the state of Maine of alcoholic beverages by any person who has not attained the age of 21 years.

Violations of Maine law at reserved (“blue-slimmed”) College facilities or at scheduled events occur at the risk of the individuals involved and are not the responsibility of the College. A brochure, Drugs and Alcohol, Your Accountability and Responsibility at Bates, is distributed to each student. It describes specific sections of the law when “blue-slimming,” as well as reminding students of policies and guidelines for responsible behavior.
Conduct which involves the unauthorized accessing of information on or making unauthorized action from another's computer or telephone. “Violations of authorial integrity” includes any act by which a user has interfered with or altered the authorship of the work of others, or conduct which is disruptive, harassing or in any manner constitutes disorderly conduct.

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

Examples of actions against the institution include:

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

Visitors may include improperly accessing, or changing access to, or improperly changing information or removing information or actions from another's computer or telephone. “Violations of authorial integrity including plagiarism, invasion of privacy, unauthorized access, unauthorized copying, and copyright violations, may be grounds for sanctions against members of the student body, faculty, and students who have agreed to serve as advisors to students accused of misconduct.” The Dean of Students shall each year, or from time to time as necessary, issue a call to the Bates College community (i.e., students, faculty, staff) to serve as advisor, provided that this individual is willing and available to serve at the appropriate time, (i.e., without significantly delaying the investigation). The Dean of Students, annually or more frequently as needed, shall issue a general call to the Bates College community, inviting faculty, staff, and students to serve as advisors, and shall maintain a list of those wishing to serve in this capacity. A student may have an advisor present when s/he meets with the Dean. At the point where an investigation of major misconduct focuses on an individual student, a probable violator of the Code, that student shall be told by the Dean of his/her right to have an advisor and be encouraged to use the advisor. The student should at the same time be told that there are faculty members, staff members, or students ready to serve as advisors to accused students who wish to see any time a student meets with the Dean, and the Dean is investigating that student for potential disciplinary charges, the student should be informed of the nature of the meeting with the Dean.

6. The Dean of Students shall each year, or from time to time as necessary, issue a call to the Bates College community, inviting faculty, staff, and students to serve as advisors to students accused of misconduct when called upon to do so.

Any student called upon to provide information in connection with a disciplinary matter may ask a current member of the Bates College community (i.e., students, faculty, staff) to serve as advisor, provided that this individual is willing and available to serve at the appropriate time, (i.e., without significantly delaying the investigation). The Dean of Students, annually or more frequently as needed, shall issue a general call to the Bates College community, inviting faculty, staff, and students to serve as advisors, and shall maintain a list of those wishing to serve in this capacity. A student may have an advisor present when s/he meets with the Dean. At the point where an investigation of major misconduct focuses on an individual student, a probable violator of the Code, that student shall be told by the Dean of his/her right to have an advisor and be encouraged to use the advisor. The student should at the same time be told that there are faculty members, staff members, or students ready to serve as advisors to accused students who wish to see any time a student meets with the Dean, and the Dean is investigating that student for potential disciplinary charges, the student should be informed of the nature of the meeting with the Dean.

3. Students likely to serve as evidentiary witnesses are also to be reminded of their right to have an advisor when they meet with the Dean pursuant to an investigation. In cases involving an allegation of misconduct that falls into the category of “Actions Against Persons,” the accusing party is likely to be an evidentiary witness and should be encouraged to seek an advisor. Accusing parties should be informed that there are faculty members, staff members, or students ready to serve as advisors to accusing parties who wish their services. The accusing party may be an advisor to a College employee. In cases of an Action Against Persons, when the victim declines to be a witness or an accusing party, the Dean of Students may nevertheless proceed with a charge of misconduct if sufficient evidence, independent of the victim’s testimony, exists to support the charge. In such cases, there will be no accusing party. Examples of sufficient independent evidence may include circumstantial in which (a) there is sufficient testimony from an eyewitness other than the victim or (b) there is authentic videotape evidence which identifies the perpetrator and the victim and depicts the act or acts of misconduct.

5. While the Dean is preparing to bring charges against a particular student in a case that will go to the Student Conduct Committee (SCC), the student and his/her advisor should be encouraged to meet with the Judicial Educator, who explains the disciplinary process (see Part III, A.3.). The student bears the responsibility for deciding whether and when to exercise this right to meet with the Judicial Educator.

The “Dean’s Review” method of resolution is not a final form of resolution, and if the matter is not resolved, then it could be sent to the Deans. In extreme cases, a Dorm Council may recommend to the Deans that a student be held for a student conduct hearing to determine whether a student has engaged in conduct that warrants removing the student from campus housing.

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

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

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

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

The decision in a minor case of misconduct shall not be recorded on the student’s permanent record.
Mediation may be made available by the Dean when
3. Mediation
If the Dean makes a decision in a minor case of mis-
• Both parties agree to mediate their dispute. Each party
• The Dean, in consultation with the Co-Chairs of the
• The case involves social misconduct. Mediation is not
   - Here, the information obtained at the Dean's Review
   - The Dean, in consultation with the Co-Chairs of the
   - If all parties agree to mediation, they are provided
   • If mediation is successful, both parties sign the agree-
   • The mediation process is confidential. During
   • Mediation may be made available by the Dean when

3. Mediation
Some offenses now brought before the Student Conduct
   • The case involves social misconduct. Mediation is not
   • The investigation of the case has been carried far
   • The Dean, in consultation with the Co-Chairs of the
   • Both parties agree to mediate their dispute. Each party
   • A mediator meets with each party to determine open-

4. Student Conduct Committee
Cases of misconduct that are not resolved by Dorm
   • All major cases of misconduct shall be referred by the
   • If the mediator determines that the process has irre-

b. SCC Hearing
All authority for further deliberation and judgment
   • The President shall declare that no appeal replacemen-

necessary that he or she recuse himself or her-
self from the hearing. Individual members may con-
The Co-Chairs of the Student Conduct Committee may relieve an individual of the obligation to testify if a witness, after being called by the Co-Chairs to relieve the individual from testifying, would markedly serve the cause of fairness. The President has the authority to cause a case to be heard earlier or later in exceptional circumstances.

4. Prior to the hearing, the Co-Chairs of the Committee meet with the accused student to assure the student's understanding of his or her rights and of the pending procedures. The Co-Chairs also meet separately with the accusing party in cases involving allegations of Actions Against Persons. These “pre-hearing conferences” have several functions: to hear challenges to SCC hearing panel composition based on actual bias (see subsection a.2. above), to answer questions regarding the hearing process, to provide lists of potential witnesses to the accused student and to allow the Co-Chairs to preview the scope of witness testimony. Decisions regarding each of these issues are at the discretion of the Co-Chairs. In cases of alleged Actions Against Persons, when all pre-hearings have been held, the Co-Chairs of the SCC will share with the accused student and any accusing students, a list of all potential witnesses identified in the pre-hearings.

5. There are two types of witnesses who may be called to testify at a SCC hearing: "expert" and "character." Evidentiary witnesses have direct, i.e., first-hand, knowledge of events and circumstances relevant to the case. Character witnesses testify regarding the character of the person who has requested their appearance (either the accused student or an accusing party in cases alleging Actions Against Persons). Character witnesses must be members of the Bates community (i.e., current student, faculty, or staff). Evidentiary witnesses may be accompanied to the hearing by an advisor from within the Bates community.

6. All witnesses are called by the Co-Chairs of the Student Conduct Committee. All such witnesses are notified by the Dean of the time and place of the hearing. If the Dean of Students learns that a called witness is unlikely to appear at a Student Conduct hearing, the Dean shall notify the accused, and, in the case of alleged Actions Against Persons, an accusing party in cases alleging Actions Against Persons. Character witnesses testify regarding the character of the person who has requested their appearance (either the accused student or an accusing party). Evidentiary witnesses are notified that the witness seems unlikely to attend. Any student with knowledge of alleged misconduct may provide the Dean with names of possible evidentiary witnesses. The Deans of Students will provide the Co-Chairs of the SCC with a list of potential evidentiary witnesses whom the Dean has found to have direct knowledge of events and circumstances relevant to the case, be that knowledge favorable or unfavorable to the accused or the Co-Chairs.

7. The Dean of Students will also indicate to the Co-Chairs of the SCC the names of potential witnesses at whom the Deans deem so redundant in the information they have to offer as to be not needed in the hearing. The Deans will also indicate to the Co-Chairs of the SCC, the prima facie explanation for how that proposed witness might have direct knowledge of events and circumstances relevant to the case. The Co-Chairs of the SCC should be notified in advance of the hearing, preferably at the pre-hearing conference, whom parties wish called to give witness. The accused student and any accusing party, in cases alleging Actions Against Persons, may each propose to the Co-Chairs that the Committee call one character witness. The Co-Chairs shall call any proposed character witness, so long as the proposed witness is a member of the Bates community. The Co-Chairs will call specific evidentiary witnesses at the request of the accused and, in cases alleging Actions Against Persons, at the request of accusing students, subject only to the provisions noted below.

Evidentiary witnesses identified at the pre-hearing as potential witnesses to the accused student or any accusing party will be called by the Co-Chairs of the SCC, provided that (i) the party wishing to call the witness has established, to the satisfaction of the Co-Chairs of the SCC, a prima facie explanation for how that proposed witness might have direct knowledge of events and circumstances relevant to the case, (ii) the following evidence has not been considered by a previous party, (iii) the list of evidentiary witnesses proposed by any party exceeds six, the party wishing to call a witness to be called established, to the satisfaction of the Co-Chairs of the SCC, a prima facie explanation for why that specific witness is not redundant, given other witnesses. The Co-Chairs will exercise their judgment about the adequacy of each explanation so as to protect the integrity and effective functioning of the SCC, considerable latitude will be allowed in identifying evidentiary witnesses.

Evidentiary witnesses identified only after the pre-hearing as potential witnesses by the accused student or any accusing party will be called by the Co-Chairs of the SCC, subject to three provisions: (i) the party wishing the witness be called established, to the satisfaction of the Co-Chairs of the SCC, a prima facie explanation for how that proposed witness might have direct knowledge of events and circumstances relevant to the case; (ii) the following evidence has not been considered by a previous party; and (iii) the Co-Chairs conclude that the proposed witness' testimony will be helpful to the SCC, and (iii) the Co-Chairs conclude that adding the witness at that particular juncture in the process would unfairly burden other parties preparing for the hearing.

8. A student accused of misconduct who has been properly notified of the Committee hearing and who fails to appear is considered to have waived the right to be heard by the Committee, and the hearing may proceed without him or her.

9. The student may be accompanied to the hearing by an advisor from within the Bates community (see Part III, A.1.).

10. The hearing shall be private. Only the members of the Committee, the Dean, accused student and advisor, if any, may be present during any testimony which relates directly to him/her. Discretion on these matters rests with the Co-Chairs of the Committee.

11. Each member of the Committee and the Dean shall have the opportunity to question all witnesses. The accused student may question all witnesses through the Co-Chairs. In cases alleging Actions Against Persons, the accused student may also question witnesses through the Co-Chairs when testimony relates to that student. The Co-Chairs may instruct a student or witness not to answer questions which the Co-Chairs deem to be irrelevant or improper.

12. At the conclusion of all testimony and state-
14. When a student is found to have violated the conduct code, the Co-Chairs of the SCC shall orally convey to the student the Committee's rationale for its decisions with regard both to the violation and to the penalty.

15. Decisions of the Committee on Student Conduct shall be final, subject only to appeal by the accused student.

16. Any action decided upon by the Committee shall take effect two class days after the decision is made unless otherwise stated by the Committee, or unless the Committee decision is appealed.

17. The Co-Chairs of the SCC shall ensure that for every SCC hearing a professional secretary shall take detailed notes and that an audiotape recording is made of all portions of the hearing at which the accused student is entitled to be present. These notes shall be reviewed by the Co-Chairs of the SCC, together with the audiotape recording shall be the official record of the hearing. The office of the Dean or his or her designee shall be responsible for the custody of the audiotape recording and official notes of every SCC hearing. The official notes and the audiotape of an SCC hearing shall maintain this material in a secure location for a period of not less than seven (7) years after the last date of the hearing. The official notes and the audiotape of an SCC hearing will be available to an appealing student and/or to members of the ad hoc Appeal Panel only under controlled circumstances assuring that the official notes and the audiotape cannot be lost or altered. A partial or complete transcript of an audiocassette will be prepared under supervision of the Dean of Students only if (a) the accused student or the student's advisor makes such a request, or (b) at the expense of the College if the ad hoc Appeal Panel convened under Section II.D requests such a transcript. Subject to the above limitations, and upon conclusion of any Appeal all transcripts (and any copies made) must be returned to the Dean of Students.

c. Disposition of a Charge Without Hearing

At any time after an accused student has received a written statement of the charge under Section II.B.4.b.1 before hearing on the charge begins before the Student Conduct Committee, the accused student may seek to disposition of the charge without hearing by the Student Conduct Committee. Such a disposition without hearing may be achieved in either of two ways:

1. Disposition by Agreement

The accused student may seek resolution of a pending charge by asking the Dean of Students to conduct a disposition meeting called by the Co-Chairs of the Student Conduct Committee for approval of the proposed disposition. The Co-Chairs shall thereafter schedule a disposition review meeting as soon as possible to consider the proposed disposition and shall give notice of the place and time of that meeting to the Dean of Students, the accused student, and the accusing student.

The Dean of Students and the accused student shall attend the disposition review meeting called by the Co-Chairs of the Student Conduct Committee. The accused student's advisor and support person, if any, the accusing student, and the accusing student's advisor and support person, if any, shall have the right but shall not be obligated to attend the disposition review meeting. The Dean of Students, the Co-Chairs, the accused student, the accusing student, their advisors, their support persons, and a secretary, if necessary, shall take detailed notes of the meeting. At the meeting the Co-Chairs will inquire into the proposed disposition and the facts and circumstances supporting the proposed charge. If the Co-Chairs are satisfied after inquiry of those attending the meeting, determine that the proposed disposition is fair, appropriate, and in the best interest of the College, the Co-Chairs shall approve the proposed disposition, and shall prepare a written statement of the disposition and its approval. The disposition, once approved by the Co-Chairs, shall have the same force and effect as a decision and penalty imposed by the Student Conduct Committee and shall become effective immediately.

If the Co-Chairs do not approve the disposition, the charge shall be heard by the Student Conduct Committee. Any preliminary hearing will occur as soon as possible, and upon conclusion of any Appeal all transcripts (and any copies made) must be returned to the Dean of Students.

Nothing contained in this subsection titled “Disposition of a Charge Without Hearing” is intended to limit the Dean’s discretion to limit any penalty based on the matter at hand. In particular, even though the student accused of misconduct is allowed to request a disposition review meeting are not themselves admissible in a hearing before the Student Conduct Committee, the Dean may nevertheless use information contained in those statements to guide further investigation of the matter. Evidence gathered in such further investigation will be admissible in the subsequent Student Conduct Committee hearing.

2. Disposition by Withdrawal

An accused student has the right to withdraw from the College at the discretion of the Dean of Students and shall be final, subject only to appeal by the Student Conduct Committee.

The accused student must notify the Dean of Students of his or her intention to withdraw from the College. The withdrawal must be made effective immediately or on a date approved by the Dean of Students. A student who elects to withdraw from the College while charges are pending before the Student Conduct Committee shall have no right to apply for readmission. In exceptional circumstances, however, the Dean of Students may grant permission to apply for readmission to a withdrawing or withdrawn student. If such special permission is granted, readmission will not be automatic and may be denied or offered subject to such terms and conditions as the Dean deems to be appropriate.

The transcript of the Student Conduct Committee hearing on the charge considered in the proceeding will thereafter bear the notation “Voluntary withdrawal with disciplinary charges pending.” An accused student exercising his or her right to withdraw voluntarily under this subsection must, as a condition of such withdrawal, execute and deliver to the Dean of Students, on a form provided by the Dean, a written statement confirming (a) the student's voluntary withdrawal with disciplinary charges pending, (b) the date on which such withdrawal shall be effective, (c) the student's acknowledge ment that his or her official college transcript will thereafter bear the notation “Voluntary withdrawal with disciplinary charges pending,” and (d) any terms and conditions of his or her withdrawal.

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

d. Statement on Confidentiality and Public Reporting

In any proceeding, whether under Section II.A.2. or (b) an evidentiary hearing, the accused student at a disposition review meeting cannot, in itself, be entered as evidence at a subsequent SCC hearing on the charge considered in the disposition review meeting.

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

1. The formal charge and decision of the Student Conduct Committee;

2. A file of cases heard by the Student Conduct Committee maintained by the Dean, in cooperation with the Co-Chairs of the SCC, which shall include, but not be limited to, copies of the charge, the Committee's decision and the Dean, and any penalties imposed. In appealed cases, actions taken by the ad hoc Appeals Panel shall also be included; and

3. A report by the Co-Chairs of the Student Conduct Committee to the Faculty which shall be made at the last regular Faculty meeting of each semester on all action taken by the SCC since the preceding report.

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

The Dean shall be exempt from the rule of confidentiality in responding to inquiries meeting any of the exceptions contained in 34 C.F.R. § 399.31, issued pursuant to authority of the Family Educational Rights and Privacy Act (20 U.S.C. § 1232(g)), as may from time to time be applicable.

e. The Dean's Role Post-Hearing

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

A student found by the Committee to have violated the Code must abide by the penalties imposed by the Committee. Failure to abide by the terms of SCC penalties should be brought to the attention of the Office of the Dean of Students. A student who elects to withdraw from the College while charges are pending before the Student Conduct Committee shall have no right to apply for readmission. In exceptional circumstances, however, the Dean of Students may grant permission to apply for readmission to a withdrawing or withdrawn student.

Any penalty imposed by a Dorem Council or Dean’s Review, and any term(s) or conditions of Mediation, are similarly enforceable. If a student has appealed his/her penalty as imposed by the SCC, any prohibitions against contact between the accused student and non-involved students remain in place. The student should refrain from contact with any members of the SCC and the Appeals Panel. Any attempt to influence or intimidate should result in investigation and further disciplinary action.

In most cases, the Office of the Dean of Students releases information on the charge and decision of the Committee to the college community via The Bates Student. In some instances, for example where a case involves situations or charges which have not been brought before the SCC in the past, the Committee may choose to issue an explanation of the general policy which was followed in coming to their decision in the case. The Student Conduct
Committee is restricted from speaking about the rules and obligations of student life is essentially the responsibility of the Dean of Students Office and takes place outside the context of the student’s conduct hearing. The role of the advisor is one of support. The advisor may help the student identify appropriate witnesses.

4. Appeals

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

2. The grounds for appeal include the following:

• The hearing was not conducted fairly and in accordance with College procedure and policy, as outlined in the Code.

• Sanctions imposed by the SCC were grossly inappropriate.

• New evidence has come to light which would have affected the outcome if known at the time of the hearing.

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

3. The Co-Chairs of the Student Conduct Committee provide a written statement to the ad hoc Appeals Panel. The Co-Chairs determine the rationale for the Committee’s decision in the case now being appealed. This statement should present the rationale both for the finding that the student violated the Code as charged and for the Committee’s decision on penalty.

4. Any time the President is absent, the Dean of the Faculty shall act in his/her capacity for purposes of the appeals process. In this case, the Dean of Faculty appoints one member of the faculty to serve on the ad hoc Appeals Panel. When the Dean of Faculty is absent, the President may appoint a member of the Faculty or Administration to act in his/her place.

5. Upon receipt of an appeal the President establishes a seven-member ad hoc Appeals Panel constituted as follows:

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

6. All authority for further deliberation and judgment of an appeals case rests with the duly constituted ad hoc Appeals Panel. The ad hoc Appeals Panel will decide upon the scope and procedures of its deliberations.

7. The ad hoc Appeals Panel may, in whole or in part, affirm, reverse, vacate, remand, or delay the hearing (or the investigation). The ad hoc Appeals Panel may, in exceptional cases, delay the investigation and/or hearing. It is up to the student to decide whether and when she wants an advisor present; the student may choose not to exercise this option. There are always faculty members, staff members, or students who have agreed to serve as the advisor to any accused student who asks. There are also always faculty members, staff members, or students who have agreed to serve as the advisor to any accusing student who asks. The Dean of Students has the names of these willing advisors. In exceptional cases a particular standing advisor may be unavailable. Standing advisors are not intended to differ from other advisors whom students might select in any regard other than being generally available for service.

The role of the advisor is one of support. The advisor should assure that the student clearly understands all questions asked, and that the student clearly communicates his or her account of events. The advisor may wish to contact the Judicial Educator or the Co-Chairs of the Board to gain fuller understanding of the disciplinary process. The advisor assists the student prior to the disciplinary hearing, attends the pre-hearing conference with the Co-Chairs, and is present with the student while the student is before the Student Conduct Committee. The advisor also may help the student prepare for the hearing. During the hearing, the advisor may pose questions to witnesses through the Co-Chairs and may make a statement to the SCC at the end of the hearing.

8. The decision of the ad hoc Appeals Panel is the final decision of the College on the matter.

9. The President, through the Dean of Students, shall notify the student of the outcome of the appeal.

10. The President shall report to the faculty on action taken by the ad hoc Appeals Panel. Ordinarily this is done at the next faculty meeting subsequent to a decision.

E. Time

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

Part III: Resources, Rights, and Responsibilities

A. Resource Persons

1. Advisor

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

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

3. Judicial Educator

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

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

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

B. Summary of Student Rights and Responsibilities

1. Accused Student’s Rights and Responsibilities

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

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

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

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

2. Accusing Party’s Rights and Responsibilities

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

While all cases which are brought before the Student Conduct Committee are presented by the Deans, in some cases there is a principal witness who alleges to have been injured by the accused student. This second party, the “accusing party,” also has much at stake at the disciplinary hearing and, in some cases, the accusing party may challenge, on the basis of actual bias, the presence of a member of the SCC at the hearing.

The accused student or other witnesses (or parties acting on their behalf) at any time during or after the investigation and hearing.

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i. The right to bring to the attention of the Dean an incident of misconduct by another student. This does not include the right to insist on a hearing before the Student Conduct Committee, since it is the Dean who has authority to conduct an investigation and to determine whether a case should go forward.

ii. The right to meet with a Judicial Educator and to have an advisor, if s/he so chooses.

In cases of misconduct involving Actions Against Persons: the right to meet with the Co-Chairs of the SCC at a pre-hearing conference at which the accusing party may challenge, on the basis of actual bias, the presence of a member of the SCC at the hearing; to make a statement at the hearing; and to propose evidentiary witnesses, one character witness, and one expert witness; the right to be present at this conference and to propose questions to the student; the right to be informed of the decision of the Student Conduct Committee.

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The right to propose questions to the student; the right to be informed of the decision of the Student Conduct Committee.

The right to be free to be harassed from the accused student or other witnesses (or parties acting on their behalf) at any time during or after investigation and hearing.

The responsibility to testify truthfully at the hearing.

The responsibility to refrain from contact (direct or indirect) with accused student or other witnesses (or parties acting on their behalf) at any time during or after investigation and hearing.

The responsibility to make a good-faith effort at mediation when the option of mediation is chosen by all parties as an alternative method of resolution.

The responsibility to abide by the instructions of the Co-Chairs of the Student Conduct Committee, including instructions regarding witnesses and advisors (The Co-Chairs of the SCC always have the authority to remove from the hearing any individual whose conduct unduly interferes with the proceedings.)

Both the accused and accusing parties are reminded that they have a number of resources available to them when instances of misconduct are being addressed by the College. Being aware of these rights and responsibilities above, both have available to them the Judicial Educator as well as an advisor from within the Bates community. There are also resources outside of the College of which they may avail themselves. Any person who feels s/he has been the victim of misconduct or harassment is encouraged to go to local law enforcement officers and pursue the case through the criminal court system.

The accused or accusing parties may benefit from meeting with a psychological, religious or spiritual advisor to seek counseling and support. Both the College and confidentiality is maintained, in some instances parties to a conduct case may feel more comfortable receiving the assistance of someone not associated with the College, and they should feel free to do so.
The College Nondiscrimination and Sexual Harassment Policy

The following grievance procedures were revised in September 2000.

General Policies and Procedures

A. Policies

1) Nondiscrimination

Bates values a diverse college community. Moreover, Bates does not discriminate on the basis of race, color, national or ethnic origin, religion, sex, sexual orientation, age, marital status, sexual harassment, or disability, in the recruitment and admission of its students, in the administration of its educational policies and programs, or in the recruitment and employment of its faculty and staff.

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

2) Bates College Sexual Harassment Policy

Within our academic setting, a state of trust and openness among persons is the necessary condition for intellectual inquiry and hence academic excellence. Associations between faculty, students, and staff must reflect the mutual respect for one another which is essential to the free exchange of ideas. Harassment, including sexual harassment, destroys trust and openness. When any member of the Bates community determines that sexual advances or sexual or sexual advances are being made, or when unwanted sexual attention is accompanied by the promise of academic or employment rewards or reprisals, the harm can be great. If harassment occurs between persons, one of whom has any kind of supervisory, evaluative, or other authoritative responsibility in regard to the other, it is intimidation and coercive abuse of power.

Sexual harassment is one form of illegal sex discrimination, as defined by Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and Section 4572 of the Maine Human Rights Act. The College restates its policy that sexual harassment not be tolerated and hereby directs the President to see that appropriate steps are taken to ensure that Board’s intent, as expressed in this policy to the College’s faculty, staff, and students. The President shall advise the faculty, staff, and students that there are in effect adequate grievance procedures to facilitate prompt reporting of specific acts of sexual harassment at Bates, and urge the members of the College to report such acts so that appropriate action may be taken.

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

When offensive conduct against persons, including but not limited to assault, may occur, for which the offender may be charged with a criminal offense for such conduct to the requirements of the law and to the standards of the College community.

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

B. Procedures

1) Procedures for Charges of Discrimination

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

a) Voluntary Informal Consultation

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

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

b) Complaints

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

There are two forms of complaints:

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

2) Formal Complaints: The grievant may institute formal grievance proceedings whether or not the Director of Affirmative Action found no basis for an action.

The procedures herein shall not apply to grievances in regard to academic decisions affecting such individuals; academic advancement or employment; the criminal law and descriptive definitions of conduct and consent will be provided in published form to all students, faculty, and staff annually. These procedures are explained in the following sections.

Section I

(a) Formal grievance procedures shall be available to faculty members, employees, and students of Bates College, except where students are named as accused parties.

(b) The sole purpose of a hearing under formal grievance procedures is to determine if improper discrimination, sexual harassment, or sexual assault has occurred.

Section II

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

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

2) Formal Complaints: The grievant may institute formal grievance proceedings whether or not the Director of Affirmative Action found no basis for an action.
(b) The complainant shall file a formal complaint in writing with the Director of Affirmative Action or the Director of Human Resources. Upon receipt of the complaint, the Director of Affirmative Action or the Director of Human Resources shall immediately inform the respondent in writing and provide the respondent with a copy of the complaint.

(c) In cases of multiple complainants or multiple respondents, where any individual complainant or respondent refuses to designate members of the hearing board, such objection shall otherwise be compromised, that party may submit a request in writing to the Director of Affirmative Action and the Director of Human Resources informing the President of the need for a separate hearing. If the Director of Affirmative Action and the Director of Human Resources inform the President that it is unable to make a decision in the matter, and the President may take whatever action he or she deems appropriate.

Section IV

(a) The complainant shall, within seven (7) days of being notified of the formation of a hearing board, file with that board all documents and other tangible evidence available to the complainant which will be used in the hearing in support of any defense against the complaint and a list of all witnesses whom the complainant wishes to testify at the hearing in support of the complaint. Upon receipt, the chair of the hearing board shall make these materials available to the respondent.

(b) Within 21 days of receipt of such materials, the respondent shall file with the hearing board a written response to the charges made in the complaint, together with all documents and other tangible evidence available to the respondent which will be used in the hearing in support of any defense against the complaint and a list of all witnesses whom the respondent wishes to testify at the hearing in support of any defense against the complaint. Upon receipt, the chair of the hearing board shall make these materials available to the complainant.

(c) The chair of the hearing board shall notify in writing all parties in writing of a decision to do so.

Section V

(a) The chair of the hearing board, subject only to being overruled by a majority of the board, shall rule on all questions of evidence and procedure and may make such other rules and decisions, not provided for in these procedures, as are necessary to conduct the hearing fairly and expeditiously. This includes decisions on requests from complainants and respondents for separate hearings that arise after the hearing board is formed. Only evidence that a reasonable person would rely on to make judgements in serious matters shall be admitted and be considered by the hearing board in making its findings and conclusions.

(b) The complainant and respondent may have the assistance of an attorney during the hearing; however, the role of the attorney shall be limited to observing the hearing and offering advice to the party represented. The hearing board may have the assistance of College Counsel.

(c) The members of the hearing board shall maintain the confidentiality of all aspects of the complaint, response, hearing, evidence, and its deliberations. The hearing shall be private. Only members of the hearing board, parties, attorneys, and witnesses while testifying may be present. The hearing board may exclude all its members in order to deliberate on its findings and conclusions.

(d) The board shall allow a reasonable time for opening and closing statements by the complainant and respondent. The word “staff,” as used herein, shall not include student employees. If either the complainant or respondent neglects or refuses to designate members of the hearing board, the President shall choose them. Once the hearing board is established, the President shall give a copy of the complaint to each of the members.

(e) The hearing shall be electronically recorded, except that the private and confidential deliberations of the hearing board shall not be recorded. The President shall have custody of the recording and may, in his or her discretion, have a transcript made of the recording after the completion of the hearing.

Section VI

(a) The hearing board shall make specific findings of fact. The burden of proof shall be on the complainant, and the board shall make findings and conclusions in regard to the allegations in the complaint only when a majority of the board is convinced that those findings and conclusions are supported by a preponderance of the evidence.

(b) After reaching its findings and conclusions, the board shall report them in writing, within a reasonable time, to the President of the College, the complainant, and the respondent. The President shall make a brief announcement of the nature of the complaint and the findings of the hearing to the Bates College Community without mention of the names of parties or other participants. The President shall, within his or her discretion, determine what, if any, further action he or she will take in response to the report of the hearing board. The President shall commence any such action within seven (7) days of delivery of the report unless he or she deems some other period appropriate, in which case, the President shall inform all parties in writing.

(c) In accordance with Article V, Section 2 of the By-Laws of Bates College, the complainant and respondent may, in appropriate cases, seek indemnification from the College for its attorneys’ fees incurred for purposes of the hearing.

Section VII

The existence of these grievance procedures in no way precludes the College from taking immediate action to maintain the safety of the College community or individual members thereof.
Furnishings: Each resident student is furnished with a bed, desk, desk chair, bureau, mirror, wastebasket and recycling containers. A cushioned side chair will be available upon request, on a first-come, first-served basis. All furniture must remain in the original student's room. After students have vacated a room, anything remaining that was not originally allotted to the room will be removed and a disposal fee of $75 will be assessed. All lounge furniture must remain in the lounge space.

No service structure as a bar or facilitating the distribution of alcohol is allowed. Questions regarding the purpose of a structure will be referred to the Dean of Students Office for resolution.

Alterations in the structure or painting of rooms, including built-in furniture, are prohibited. Waterbeds are not permitted.

Loft-beds are permitted to be built only under certain circumstances consistent with room safety standards. None may be installed without prior approval/permit from the Safety Office, which is located in Human Resources, ext. 8226. Students interested in installing a loft in their dormitory room must obtain a “Loft Building Permit” prior to building the loft. Regulations regarding loft construction are attached to loft permits and should be used as a reference during construction. Within one week of permit issuance, all lofts will be inspected and if found acceptable, a “legal loft permit” sticker will be attached to the loft. Lofts found not in compliance with safety standards will be required to meet standards with or without a specified time frame, or will be removed and the appropriated fees assessed. If a legal loft has not been removed within the time frame, it will be removed and a fee of $75 will be charged to the student account. Should there be a loft in a room where no permit was obtained at the end of the term, items found in need of removal and a fee of $150 will be charged to the student account, covering the permit, removal and disposal fees.

Personal Items: Personal items must remain in student rooms or be in authorized storage areas. No decorations or personal items may be placed in hallways and other common spaces or on the outside of the buildings. Items that are deemed hazardous to life safety will be removed regardless of their locations. If these items are found a second time they will be confiscated and donated to a non-profit organization, or disposed of.

Telephones in Student Rooms: The college-wide telephone system provides a telephone in each student room on campus. There are no installation fees and no fixed monthly charges for local calls. A $40 charge for the installation of a telephone may be assessed if the phone is damaged. Any telephone problems should be reported to the Help Desk at ext. 8222.

Internet Connections in Student Rooms: The college-wide network system provides a network port in each room for use of the Physical Plant, free of charge. Nails, tape and paste are damaging to network cables. Students are required to use network outlets and if required may use network connections.

Personal Items: All furniture, electrical appliances and other personal items may be placed in hallways and other common spaces or on the outside of the buildings. Items that are deemed hazardous to life safety will be removed regardless of their locations. If these items are found a second time they will be confiscated and donated to a non-profit organization, or disposed of.

Any telephone problems should be reported to the Help Desk at ext. 8222.

Roofs: It is unsafe for students to be on roofs and therefore prohibited.

Pets: Small fish are the only pets allowed in residence halls. Upon receiving notice that animals have been located in a resident’s hall, the Dean of Students will send a letter to the student(s) who have animals residing in their residential room. This notification will require the immediate removal of the animal(s). A copy of the letter will be sent to the Office of Security and Campus Safety and logged there for follow-up by Security the next day. If the student(s) fail to remove the animal(s) from the college property, the following procedures will be implemented immediately:

A Security Officer will proceed to the room in question, make contact with the resident(s) of the room and remove the animal(s). A notice will be transported to the Security Office. Students may not deny the Security Officer entrance to the room.

A private contractor retained by the College will then be notified to pick up the animal(s) at the Security Office and transport to the local SPCA. Students will be billed $15 charge for the SPCA representation. If a legal permit is found to be unacceptable or non-existent the student will then be notified that the animal(s) have been removed.

There will be no second notification for repeat offenders, and these may be subject to disciplinary action through the Student Conduct Committee.

Vacation for Protection of students' safety and property, residences will be closed during some vacations. Students are not permitted access, except in the presence of College personnel. Rooms will be available for occupancy one day prior to the opening of each term and will be closed at the end of the examination period.

The College may provide residential accommodations for certain vacation periods. Students will be notified by prior arrangement. Whenever such an opportunity arises, the Dean of Students Office will notify all students in advance.

Social Responsibility

Any student who behaves disorderly and is involved in a disturbance interferes with the rights of others, damages property, or is involved in unacceptable social behavior, individually or as a member of a group, shall be subject to disciplinary action at the discretion of the Dean of Students Office and the Student Conduct Committee.

Students are reminded that excessive noise, unruly behavior and residence hall damage often compromise the quality of residential life and may result in disciplinary action, including removal from College housing.

Consistent with the Bates College Code of Conduct and the Student Conduct Committee, the College reserves the right to withdraw the privilege of attending college at Bates from any student. Neither the College nor any of its members shall be under any liability whatsoever for such exclusion.
Storage of Student Personal Items

The College has a limited amount of space that can be utilized for student storage. The College cannot assume any legal liability for property left in designated storage areas. The College, however, will attempt to safeguard all property left in these designated storage areas and charged in accordance with the storage policy and tagged with Bates College Student Housing identification (name, class year and address) should also be listed inside the package.

In the event that the exterior tag is separated from the package, the storage provided for graduating seniors and there is a one-year storage limitation for underclass students. After that time, the items will be considered not to exceed the electric line load limitations. Due to Electric line load limitations, Satellite dishes are not allowed. Failure to comply will result in a $150 fine.

Procedures may be dispensed with. Whenever possible, the materials must be removed from the premises, the above building integrity purposes.

Paraphernalia is seen in plain view. Students may be subject to charges. All electrical items should be hot plates, microwave ovens, air conditioners and space heaters are not allowed. All appliances using heating elements — including, but not limited to toasters and toaster ovens — must be used in a common area designated by the College. In all cases the heating element must be enclosed within the appliance. All appliances, fire extinguishers, sprinkler systems and fire alarms are not permitted. The burning of candles and other sources of open flame is not permitted and the student will be assessed a $75 fine. A $75 fine is assessed along with the repair/replacement cost of any life safety item that has been tampered with.

False Fire Alarm Policy: Bates and the City of Lewiston charge a $250 fine for the mishandling or misuse of fire alarms either produced by human error, faulty equipment, or premeditated waste for fire fighting and civilians.

A false alarm is defined as: “a visual or audible signal transmitted by an alarm system which indicates the existence of an emergency situation, when in fact no such emergency exists.” This includes the activation of an alarm system by the following means:

- The intentional and/or accidental pulling of a fire alarm pull station.
- Intentionally and/or accidentally introducing smoke or other objects into a smoke detector. Too many people smoking in a room with a smoke detector will activate the alarm system.
- The throwing of articles such as balls and Frisbees, which inadvertently activate a smoke or heat detector.
- The cooking or heating of food and water in a bedroom or private dining house.

The charges for false alarms in a building are:

- First false alarm — $75.
- Second false alarm — $150.
- Third and subsequent false alarms — $300.

Halogen lamps are prohibited in all residences. If found the lamp will be confiscated and a $75 fine will be charged to the student.

Firearms (including air guns), ammunition and combustible materials are not permitted anywhere on campus, except in a secure shed provided by the College or in locations provided by the Security Office. Please make arrangements for special times such as holidays.

For your convenience, a drop box is available at the door of the Access Control Office. This box may be used when the office is closed. Keys in the drop box must be identified with the student’s name, ID number and residence for proper identification.

Fire Protection, Firearms and Combustible Materials: A fire in a college residence is a disaster that can be avoided by joint effort. Candles, firecrackers, flares or explosives as well as the misuse of fire, escape aids, sprinkler systems and fire alarms are not permitted. The burning of candles and other sources of open flame is not permitted and the student will be assessed a $75 fine. A $75 fine is assessed along with the repair/replacement cost of any life safety item that has been tampered with.

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2006

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**Labor Day**

**Classes begin**

**Meal plan begins at dinner**

**September 2005**

**Last day for late registration**

**Autumnal Equinox**

**Homecoming Weekend**

**Convocation 4 pm**

**Activities fair**

**Parents and Family Weekend**

**Thanksgiving**

**Christmas Break**

**New Year’s Eve**

**Homecoming Weekend**

**New Year’s Day**
### October 2005

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### November 2005

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- **October 2005 Events:**
  - Columbus Day: October 9
  - Fall recess begins: October 23
  - Columbus Day: October 9
  - Thanksgiving: November 24

- **November 2005 Events:**
  - Election Day: November 7
  - Ramadan ends: November 9
  - Veterans Day: November 11
  - Eid al-Fitr begins at sundown: November 18
  - Thanksgiving: November 24

- **Other Dates:**
  - Daylight Saving Time ends: October 30
  - Columbus Day: October 9
  - Fall recess ends: November 23
  - Thanksgiving recess begins: November 18
  - Registration for Winter semester: November 29
  - Parents and Family Weekend: October 2
  - Rosh Hashanah begins at sundown: October 2
  - Rosh Hashanah: October 2
  - Rosh Hashanah: October 2
  - Ramadan begins at sundown: October 2
  - Ramadan: October 2
  - Yom Kippur begins at sundown: October 12
  - Yom Kippur: October 12
  - Rosh Hashanah: November 1
  - Ramadan: November 1
  - Eid al-Fitr begins at sundown: November 18
  - Ramadan ends: November 19
  - Meal plan begins at dinner: November 25
  - Parents and Family Weekend: October 2
  - Rosh Hashanah: October 2
  - Ramadan begins at sundown: October 2
  - Ramadan: October 2
  - Yom Kippur begins at sundown: October 12
  - Yom Kippur: October 12
  - Thanksgiving: November 24
  - Parents and Family Weekend: October 2
  - Rosh Hashanah: October 2
  - Ramadan begins at sundown: October 2
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  - Yom Kippur begins at sundown: October 12
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  - Thanksgiving: November 24
  - Parents and Family Weekend: October 2
  - Rosh Hashanah: October 2
  - Ramadan begins at sundown: October 2
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  - Yom Kippur begins at sundown: October 12
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  - Thanksgiving: November 24
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**February 2006**
- Meal plan ends at dinner
- Valentine’s Day
- Winter recess ends

**March 2006**
- Last day to withdraw from Winter semester courses
- Last day to request off-campus study
- Registration for Fall semester ends
- Last day to request off-campus study

**February 2006**
- Meal plan begins
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