



SAINT MICHAEL'S
COLLEGE FOUNDED
1904

Student Life Office | Colchester, VT 05439

Student Code of Conduct
&
College Policies

2024-2025

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Dear Saint Michael's College Student:

It is with a great deal of pleasure that we welcome you to Saint Michael's College.

The policies and guidelines outlined in the following pages reflect a comprehensive effort by the College President, Board of Trustees, faculty, staff, and students to update and maintain campus policies. Please familiarize yourself with these policies as you will be responsible for abiding by them. You may also want to refer to the Saint Michael's College Catalog for more detailed information on academic policies.

Saint Michael's College prides itself on providing a campus community where opportunities exist for students to learn and grow both in and out of the classroom. We encourage you to participate as fully as possible in the variety of academic, social and volunteer programs offered on campus. We trust that the academic year will be one of learning and growth for you.

Sincerely,

Dawn Ellinwood
Vice President of Student Affairs / Dean of Students

Jeff Vincent
Associate Dean of Students
Director of Residential Life and Community Standards

IMPLICATIONS OF THE MISSION OF SAINT MICHAEL'S COLLEGE FOR THE STUDENT CODE OF CONDUCT

“The mission of Saint Michael’s College is to contribute through higher education to the development of human culture and enhancement of the human person in the light of the Catholic faith.” Saint Michael’s strives to be an academic community, which promotes the pursuit of truth, the development of virtue, and high levels of excellence in all of its academic, social and religious programs with a view to bettering the human condition.

This is the mission of the academic community, which you have joined as a student at Saint Michael’s College. It is a community in which all members are expected to dedicate themselves to the pursuit of truth, a dedication in which honesty and integrity in academic work is a basic requirement for students and faculty alike.

Saint Michael’s is also a community in which students are expected to demonstrate and develop virtue, i.e., their personal dispositions to think and act in ways that contribute to the goodness of their relationships with others and with God. Among the virtues which Saint Michael’s expects in its students are the courage to act on one’s principles and in accordance with one’s conscience, the will to work hard in preparation for one’s life and career, the intelligent use of one’s talents and abilities, and the acceptance of personal responsibility, including the willingness to take initiative and to lead.

It is especially important in the Saint Michael’s community for each student to respect the dignity and rights of all other persons, to be attentive to the opinions and views of others and to demonstrate a respect for cultural diversity. A Saint Michael’s student should be unselfish and fair in relation to others, have personal commitment to serve those in need and to promote peace and justice both within the College and in the world outside. Saint Michael’s also expects reliability in its students, self-control, and respect for themselves and others; especially in personal relationships and in decisions surrounding the use of alcohol or other drugs. Of course, the behavior of Saint Michael’s students should always be characterized by common sense and good judgment.

This handbook describes various principles, which you are expected to abide by while a member of this community. Even more basic to the mission of Saint Michael’s, however, is your development as a human person “in light of the Catholic faith.”

We therefore hope that all your thoughts and actions will be guided by the principles, which Jesus Christ re-affirmed:

“You shall love the Lord God with all your heart, and with all your soul, and with all your mind, and with all your strength.

The second is this:

You shall love your neighbor as yourself. There is no other commandment greater than these.” (Mark 12:31-32)

STUDENT CODE OF CONDUCT AND COLLEGE POLICIES

Introduction

Saint Michael's College requires all students to adhere to certain policies and regulations. These policies and regulations exist to assure a setting wherein the educational purposes of the College may be achieved.

The purpose of the disciplinary process is to provide a fair system of adjudication through the procedures outlined below in light of the college community's expectations about personal accountability and responsibility.

For questions related to academic policies or procedures, please refer to the College Catalog or visit the Office of the Dean of the College.

General Regulations

Saint Michael's College policies and regulations call for a high degree of personal responsibility on the part of every student to promote individual and collective growth as well as the general welfare of both the student body and of Saint Michael's College as a whole. Students have an obligation to know and follow the regulations of Saint Michael's College.

These policies and regulations apply to any and all lands leased or owned by Saint Michael's College as well as to any location where a student is engaged in a College activity.

These policies and regulations apply to any student of the College regardless of whether they are engaged in in person or online learning, in all delivery modes and all locations, and to both undergraduate and graduate students.

These policies and regulations apply regardless of a student's role on campus, including but not limited to: athlete, intern, student employee, student volunteer, or student leader.

Students are responsible for the actions of their guests within the context of this Code.

Any student assisting in the alleged violation of any provision of this Code may be charged as a responsible participant.

Off Campus Violations

The College reserves the right to take disciplinary action against Saint Michael's College students involved in any off-campus incidents of criminal or non-criminal behavior where such

behavior is deemed by the College to have significant bearing on the College and/or the student's relationship with the College community.

The following and similar actions are prohibited by this Code. Also prohibited are violations of any College rule, regulation or policy as stated in the Student Code of Conduct, posted on College bulletin boards, contained in student contracts or otherwise published or promulgated by the College Code of Conduct. Violations may result in any of the disciplinary sanctions outlined in this handbook.

Disrespect for Persons and Property

Actions or statements that demonstrate disrespect for persons and/or property, including but not limited to the following, are prohibited:

- Assaulting, striking or in any way threatening or causing physical harm to another.
- Physical, verbal and/or other prohibited harassment towards individuals/groups.
- Any instance of sexual misconduct.
- Harassment as described in College policy, and as prohibited by law. College policy also includes procedures to be followed in the event of an incident of harassment (which, where applicable, will apply instead of the procedures outlined in this handbook).
- Destruction, damage, misuse or vandalism of property by deliberate or intended acts.
- Trespassing upon or forced entry onto Saint Michael's College premises.
- Violation of the College guest policy.
- Engaging in an act that would, in the College's judgment, violate criminal laws applicable where the act was committed, regardless of whether a criminal prosecution or criminal conviction occurs.
- Any student charged with a criminal or civil offense must immediately notify the Dean of Students Office of the nature of the allegations and any stipulations placed on the student by the Court of jurisdiction.
- Violation of the College policy on hazing (by individuals and/or organizations).
- Possession or use of firearms or weapons on campus, any property controlled or occupied by the College, or while engaged in a College program or activity.
- Tampering with or misusing fire alarms, fire-fighting equipment or safety equipment.
- Solicitation or sales in violation of the Solicitation policy.
- Violation of the Alcohol and Other Drug Policy.
- Violation of Saint Michael's College Residence Hall Policies.

- Failure to comply with the reasonable direction of any College official and/or their authorized agent(s) acting in the performance of the official's duties.
- Operation of a vehicle in violation of traffic rules or in a manner which endangers persons or property.
- Violation of College policy on animals.
- Ejecting objects from windows or balconies of College buildings.

Wrongful Utilization of Goods, Services or Information.

Wrongful utilization of goods, services, and/or information including, but not limited to, the following, is prohibited:

- Theft of any property or services from another person, group of people, corporation or other legal entity or association, or Saint Michael's College.
- Embezzlement, fraud, or procurement of money, goods, or services under false pretenses.
- Knowing possession, purchase or receipt of stolen property, money or services.
- Issuance of any check which lacks sufficient funds for its payment.
- Unauthorized use and/or abuse of College computer systems, access codes, or restricted computer services area.
- Falsely reported information entered on an administrative record or presented at an administrative hearing or other College proceeding.
- Theft, damage, destruction, or misuse of Saint Michael's College property, facilities, or services.
- Any willful act with the intent of interrupting the service functions of the Institution.
- Habitual Violations.

JUDICIAL SYSTEM AND DISCIPLINARY PROCEDURES

Administration

Student infractions of College policies, rules, or regulations will fall under the jurisdiction of the Student Life Office.

Disciplinary action usually begins with the witnessing of an action or event by a public safety officer, a residence hall staff member, a member of the College administration, faculty, staff or other student, which appears to violate a College policy, rule or regulation. An individual wishing to report an incident should contact an official in the Student Life

Office. An individual may be asked to submit a written complaint providing additional detail.

If the alleged incident is considered by the College to constitute a potential violation of a College policy, rule or regulation, the disciplinary process will be initiated. In such cases, the accused student will be notified of the alleged violation, and a reasonable opportunity will be given to the student to discuss the alleged violation with an appropriate official from the Student Life Office. Said official will resolve the case following such discussion, or provide the opportunity for such discussion before and/or after any reasonable investigation the official may wish to conduct personally and/or through others. In the event a student is found responsible for the alleged violation, a sanction shall be specified in accordance with the terms and definitions provided in this policy and the student shall be provided written notice of the sanction.

If the conduct at issue involves alleged conduct within the scope of the College's Sexual Harassment/Misconduct, Domestic Violence, Dating Violence and Stalking Policy, the standards and procedures outlined in that Policy, rather than this Judicial System and Disciplinary Procedures, will apply.

If the conduct at issue involves a student athlete, the College and/or the Department of Athletics and/or a coach may choose at its/their discretion to apply additional conduct standards to the extent deemed appropriate in matters that relate to the student athlete's status vis-à-vis athletics-related activities.

Judicial System

Judicial Review Board: The Judicial Review Board will hear cases referred to it by the Dean of Students or their designee. The Dean or designee shall review all cases involving serious or repeated infractions of College policies, rules, or regulations including all cases which, in the opinion of the Dean or designee, could result in suspension or expulsion from Saint Michael's College. In any case referred to the Judicial Review Board, accused students shall have a right to a hearing before the Board.

The Judicial Review Board shall consist of seven members appointed annually: three students appointed by the President of the Student Government Association, two faculty members appointed in accordance with faculty regulations, and two staff members appointed by the President of the College. Alternate members may also be appointed to serve where necessary. The Judicial Review Board will be convened by the Dean of Students or their representative. The Board will meet at regular intervals for training as well as to hear cases brought to its attention. The Board shall elect its own chairperson.

In the event that there are not seven members of the Board available or as deemed appropriate, the Board may elect from within itself a three-member Board, consisting of one student, one faculty member and one administrator, which may hear a case and make findings and conclusions regarding whether or not the student is responsible for a policy

violation. The Judicial Review Board shall recommend sanctions to the Dean of Students or designee.

The Dean of Students or designee shall have the authority to review any decision of the Judicial Review Board regarding responsibility, and may reverse or modify any decision. The Dean of Students or designee will decide what, if any, sanctions are appropriate.

Procedures

- **Notice:** Prior to answering charges before the Judicial Review Board, the student will be informed in writing of the specific charges which will be addressed at the disciplinary hearing. Such written notice will be provided in sufficient time (no less than three days prior to the hearing) to ensure the student an opportunity to prepare for the hearing.
- **Disqualification:** No member of the Judicial Review Board who is otherwise interested or involved in a particular case shall participate in a matter. This disqualification shall be at the discretion of the majority of the Review Board. If a member is disqualified, the matter may be handled by the remaining and available members of the Review Board, or an alternate may be appointed.
- **Right to Assistance:** A student appearing before the Review Board has the right to choose a support person from within the Saint Michael's College community to assist throughout the process. No legal counsel nor family members will be allowed as support persons. Campus support persons may attend hearings in a non-speaking, supportive role.
- **Proof and Process:** The Board will determine whether it is more likely than not that the potential violation occurred. Accused and accusing students, and anyone bringing a complaint forward, will be allowed to make an opening statement, to respond to questions from the Board, and to make a closing statement.
- **Right to Appeal:** Students found responsible for violations have a right to appeal the board's determination regarding a violation and/or the Associate Dean of Students' for Community Standards or designee's determination of sanctions. Within 10 working days after the student receives notification of the decision, the student may file an appeal. The appeal must be submitted in writing to the Vice President for Student Affairs and state the grounds of the appeal. Upon receipt of an appeal, the Vice President for Student Affairs may review the matter as they deem appropriate. The decision of the Vice President for Student Affairs is final.
- **Student Status Pending Final Action:** Pending final action on the charge, the student's status shall not be altered in any way unless the Dean of Students or designee determines that the student's continued presence in class or on-campus might endanger his or her own safety or well-being, or that of other members of the College community. Appeals of a change in status pending final action may be made

to the Vice President for Student Affairs, within 3 work days of the challenged decision.

- **Residential Review / :** A residential review/ is an administrative hearing where a student's behavior is discussed with members of the Residence Life / Dean's Staff. A Residential Review Conference will be called for more serious or repeat offenses of the Student Code of Conduct. Appropriate expectations and sanctions will be discussed with the student. Results of a Residential Review may be presented to the Dean of Students or designee for referral to the Judicial Review Board.

Various combinations of professional and graduate level staff will be assigned at the College's discretion to conduct residential reviews.

- **Administrative Hearing:** An administrative hearing is a hearing in which a student's behavior is discussed with sanctioning officers from the Office of Community Standards and Student Conduct. Appropriate expectations and sanctions will be discussed. The vast majority of violations of the Student Code of Conduct are addressed at this level.

DISCIPLINARY STATUS SANCTIONS

Saint Michael's College's response to Code of Conduct violations may include the following sanctions, among others:

- **Warning:** A sanction consisting of a written statement to a student that the student has violated a particular College policy, rule or regulation and warning that subsequent difficulties should not occur. The statement shall be placed in the student's file in the Student Life Office and may be removed according to conditions specified by the Student Life Office.
- **Probation:** A sanction consisting of a written statement to a student that the student has violated a particular College policy, rule or regulation and that any subsequent infraction during a stated period of probation may result in suspension or expulsion. A student may be excluded from College activities and privileges as a result of probationary status. The period of probation is determined by the individual responsible for imposing the sanction. That statement shall be placed in the student's file in the Student Life Office and may be removed according to conditions specified by the Student Life Office.
- **Disciplinary Suspension:** A sanction consisting of a written statement to a student that the student has violated a particular College policy, rule or regulation. Suspension shall mean exclusion from classes, from presence on campus, and from all other privileges or activities for a definite period of time.

The statement of suspension shall be placed in the student's file in the Student Life Office and may be removed according to conditions specified by the Student Life Office.

In cases of suspension a student must reapply for admission by writing a letter of request to the Dean of Students.

- **Expulsion:** A sanction consisting of a written statement to a student that the student has violated a particular College policy, rule or regulation. Expulsion shall mean immediate dismissal from the College. The statement of expulsion shall be placed in the student's file in the Student Life Office but may be removed at any time according to conditions specified by the Student Life Office.

Other Disciplinary Sanctions

- **Residential Relocation:** A sanction that moves a student to another area of on-campus housing.
- **Eviction from Residence:** A sanction that terminates a students' ability to remain in on-campus housing. Such eviction may be permanent or for a certain period of time to be determined by the Student Life Office and may include specific weekends throughout the course of the year.
- **Weekend Evictions** are issued in order to temporarily separate a student from the residential community. Weekend evictions involve the student leaving the campus after the student's last class of the week and returning on Sunday afternoon. Specific arrangements will be made between the Office of Residence Life and the student.

During a Weekend Eviction the student may not participate in any aspect of the College's residential program. The student may be on campus to participate in academic or religious activities only unless specific permission is obtained by the Office of Residence Life prior to the requested activity.

- **Weekend Eviction with a written plan:** A sanction that allows a student to stay on campus in lieu of a Weekend Eviction. This sanction may be for a certain period of time to be determined by the sanctioning officer and may include specific weekends throughout the course of the year. The Weekend Written Plan must be turned in to the sanctioning officer prior to the weekend sanctioned. Additionally, the student must make phone contact with the AD/RD on duty on Thursday, Friday, and Saturday as a means of accountability and support. Although a student is allowed to stay on campus, they are to have an academic only relationship with the College. All extracurricular activities will be suspended for the weekend assigned.

Further Definitions and Applications of Sanctions

Sanctioning Officer

Definition: The sanctioning officer refers to the representative of the Student Life Office who meets with the student who has violated one or more College policies. During the meeting, the incident is discussed and appropriate follow-up for the student, usually in the form of sanctions, is determined.

Application: For most first-time and minor violations, the Resident Director will usually meet with the student. Assistant / Associate Deans will meet with students for repeated or major first-time violations. As a student progresses through the Judicial System, other individuals and review boards will get involved, including but not limited to the Residential Review Conference, Senior Residential Review Conference, Director of Residence Life, Dean of Students, or Judicial Review Board. (although not necessarily in this order). Keep in mind that this is a “general” overview and that any Student Life Staff member can meet with a student at any time, depending on the circumstance.

Disciplinary Warning

Definition: A sanction consisting of a written statement to a student that the student has violated a particular College policy, rule or regulation and warning that subsequent difficulties should not occur. The statement shall be placed in the student’s file in the Student Life Office and may be removed according to conditions specified by the Student Life Office.

Application: A Disciplinary Warning is the most common sanction for first-time, medium-level violations. A student does not need to do anything when they receive a warning – only make good decisions with the understanding that further violations may result in them being placed on Probation.

Active Sanction

Definition: Active Sanction is defined as a student being asked to do something for the student's personal development, education, or to give back to the student's community. It usually consists of one or more of the following and usually includes a reflection paper to be completed afterward:

- Planning and implementing a bulletin board or program for a specified living area.
- Assisting with the coordination of a specified campus event.
- Attending a specified campus event (program, lecture, etc.).
- Participating in Community Service (unless already specified as a separate part of the sanction).

Application: The active sanction is usually used as a lower level sanction. Different staff members have different ways of implementing this sanction. Some ways include:

- Verification (written or verbal) from an RA or other staff member; Verification from the sponsor of the event.

- Contact made between staff member and student at the event
- Completion of a paper.

Attend Choices Class(es)

Definition: Choices is a confidential discussion group for students about alcohol and/or other drug use and abuse. The group, which meets every 2-3 weeks, is facilitated by one or more of the Bergeron Counselors. Students who are involved in alcohol and/or drug violations may be sanctioned to attend one or more sessions.

Application: Students who attend Choices will have the opportunity to “sign in” so that the Bergeron Counselors can share their name with Residence Life staff. After each class, the Bergeron Counselors will provide the Office of Community Standards and Student Conduct with a list of those in attendance.

Attend Respect & Responsibility Classes(es)

Definition: Respect and Responsibility is a workshop designed to reach out to those students who have had multiple involvements in the judicial process to assist them in becoming a positive member of the Saint Michael’s community and make positive decisions in the future. The class will be facilitated by Student Life staff members on a rotating basis and will meet at regular intervals throughout the semester.

Application: All sanctioning officers will receive a schedule of Respect and Responsibility classes at the beginning of each semester. The sanctioning officer and student will agree on the meeting(s) that will be attended, and what, if any, follow-up meetings or reflections should take place. After each class, the names of those in attendance will be provided to the Associate Dean of Students.

Community Service

Definition: Community Service is defined as a student giving or asking to give back to the community after violating one or more policies. It is sometimes offered to students (upon their request) in order to reduce the amount of a fine. Other times it is a sanction itself in addition to others. Community Service can take one of four forms: In-Hall, MOVE, Campus, or Off-Campus.

- **In-Hall:** The student works for the Resident Director to help with assigned tasks in the residential area. Examples of this could be helping the custodial staff in the building, helping an RA or RD with a hall program, or helping the RD with other operational tasks such as hall closing or opening.
- **MOVE:** The student participates in one or more activities with MOVE by signing up on the bulletin board in Alliot. The student does not need to inform MOVE that the service is related to a disciplinary process. They need to simply complete the service, and, if requested by the sanctioning officer, turn in documentation of the service and/or a reflection paper.

- **Campus:** The student works with a specific campus office (arrangements are made between the sanctioning officer and a specific office) to help with a specific project to better the campus. Examples of this could be working with Physical Plant (custodial or grounds), Public Safety (fire extinguisher checks), or Student Activities (large campus events such as concerts, dances, etc.).

Please note that this option is only available if the campus office agrees to it and if the student's assistance would be of help to that office. Depending on the time of year, workload, or staffing levels, offices may or may not wish to participate.

- **Off-Campus:** The student may participate in an off-campus community service activity either in the local community or in their home community if there is a school vacation coming up. This is helpful when none of the other options are possible, or if the student has a standing commitment with an outside organization. Since this option is not affiliated with Saint Michael's, documentation of the service is usually required.

Application: The sanctioning officer and student will agree on the type of service, number of hours, completion date, and if documentation of service or a reflection paper is necessary. All of this information should be documented on the sanction form.

Disciplinary Probation

Definition: A sanction consisting of a written statement to a student that the student has violated a particular College policy, rule, or regulation and that any subsequent infraction during a stated period of Probation may result in suspension or expulsion. A student may be excluded from College activities and privileges as a result of a Probationary status. The period of Probation is determined by the individual responsible for imposing the sanction. The statement shall be placed in the student's file in the Student Life Office and may be removed according to conditions specified by the Student Life Office.

Application: Students are placed on Probation after repeated violation of College policies, OR for first-time violations that are very serious in nature. Students on Probation may be subject to the loss of privileges on campus, including but not limited to parking, Sugarbush Pass, Cultural Pass, extracurricular activities including athletics, the ability to participate in certain aspects of the Room Lottery process, or the ability to remain on campus for weekends.

Students may be placed on Probation by any sanctioning officer at or above the Assistant / Associate Dean level. The length of Probation will be determined by the sanctioning officer and will be listed on the sanction form or in the sanction letter that the student receives. The length of Disciplinary Probation usually ranges in three month increments, but is dependent on the severity of the issue and judicial history.

Eviction / Weekend Eviction

Definition: A sanction that terminates a student's ability to remain in on-campus housing. This eviction may be permanent or for a certain period of time to be determined by the Student Life Office, and may include specific weekends throughout the course of the year.

Application: Weekend evictions have proven to be an effective sanctioning tool, by asking students who make poor decisions to remove themselves from the residential community for one or more weekends. Students who are placed on Disciplinary Probation are frequently issued one or more weekend evictions. The specific weekends will be determined by the sanctioning officer. During a Weekend Eviction, the student may not participate in any residential activities and may not be in any residential areas from the end of their classes for the week or 4:00 pm on Friday (whichever comes first) and may return after 3:00 pm on Sunday. The student may, however, go to the library, chapel, gym, the academic buildings, and Alliot (only for the purpose of having meals in the Dining Hall). The student is to have an academic only relationship with the College for the specified eviction time.

Weekend Written Plan

Definition: A sanction that allows a student to stay on campus in lieu of a Weekend Eviction. This sanction may be for a certain period of time to be determined by the sanctioning officer, and may include specific weekends throughout the course of the year.

Application: The Weekend Written Plan must be turned in to the sanctioning officer prior to the weekend sanctioned. Additionally, the student must make phone contact with the AD/RD on duty on Thursday, Friday, and Saturday as a means of accountability and support. Although a student is allowed to stay on campus, they are to have an academic only relationship with the College.

All extracurricular activities will be suspended for the weekend assigned.

Fine

Definition: Fines are usually issued for first- and second-time minor violations and are an automatic part of most sanctions. Fines are generally issued to serve as a deterrent to ensure that a behavior does not occur again. Monies collected from fines are used for various hall and campus programs as well as to improve the living environment in the residence halls.

Application: Fines can be assigned by any sanctioning officer. The student and sanctioning officer will agree on a due date for the fine.

Students have one option for paying their fine- having it charged to their student account.

Referral to Campus Offices

Definition: There are times when students may be referred to other campus offices as part of a judicial sanction. A referral typically fits into one of two categories. The first category is to assist a student with one or more issue(s) that he or she may be experiencing and would benefit from

one or more services that an office can provide. Examples of this would be Bergeron Wellness Center (medical), Bergeron Counseling (counseling), Career Development Office (career services), Academic Affairs (academic difficulties), and Edmundite Campus Ministry (spiritual).

The second category for a campus referral would be to help the student to establish a positive connection on campus through involvement in one or more activities. Examples of this would be MOVE (community service), Student Activities (involvement in campus clubs or groups), Adventure Sports Center programs (outdoor activities), and Athletics (recreation, intramurals, varsity athletics).

Application: Referrals may be mandated or encouraged. The sanctioning officer should have a brief conversation with the student about how he or she would benefit from meeting with someone from the particular office, and contact information should be listed on the sanction form. Whenever possible, the sanctioning officer should contact the office or individual in advance to inform them of the referral.

Residential Relocation

Definition: A sanction that moves a student to another area of on-campus housing.

Application: A residential relocation is issued when moving a student out of the student's current situation would be beneficial to both the student and the immediate community, to remove the student from potential negative influences, or when a student has somehow violated the standards of the community. The feasibility of residential relocation will depend on various factors, such as whether alternative spaces are available on campus. When there are spaces available, a student may be relocated on a permanent or temporary basis. The student will work with the Housing Coordinator and the Director of Residence Life to facilitate the relocation.

Judicial Review Board

Definition: The Judicial Review Board will hear cases referred to it by the Dean of Students or their designee. The Dean or designee shall refer cases involving serious or repeated infractions of College policies, rules, or regulations including all cases which, in the opinion of the Dean or designee, could result in suspension or expulsion from Saint Michael's College.

Application: When the need for a Judicial Review Board is determined, the Director of the Office of Community Standards and Student Conduct will prepare a letter for the student. The Assistant / Associate Dean of Students will present the letter to the student at least three days before the scheduled hearing.

The Director of the Office of Community Standards and Student Conduct will assemble a schedule of Judicial Review Board meetings at the beginning of each semester. This schedule will establish the day and time of each Review Board meeting as well as the members of the community who will serve on the Board. Unless a three-member Judicial Review Board is convened as provided above, each Judicial Review Board will be

composed of three students appointed annually by the Student Government Association President, two staff members appointed annually by the President of the College, and two Faculty members appointed annually according to the faculty regulations. There is a list of alternate members who will serve in cases where a regular serving member cannot serve.

Each student appearing before the Review Board has the ability to select a support person from among the College Faculty or Staff. This person is often a member of the Student Life staff, although students have also selected coaches, club advisors, or Faculty members to serve in that role as well. The student and support person will meet regularly before the hearing so that the support person can assist the student in preparing for the hearing. . Campus support persons may attend hearings in a non-speaking, supportive role..

During the hearing, information is presented by the Student Life Office as well as the student. After the presentation of information and questioning at the hearing, the Review Board members will close the hearing, deliberate amongst themselves and issue a decision. There are four possible outcomes of a Judicial Review Board Hearing:

- **Finding of No Responsibility:** The student is found not responsible for any College policy violations, and the matter is closed.
- **Retention with Conditions:** The student is found responsible for some violation of College policy, but he or she is retained at the College. Retention with conditions will involve a number of sanctions as well as a series of check-ins with Student Life staff and other members of the community to promote success, and a statement of what will happen if the student is involved in any future violations.
- **Suspension:** The student is separated from the College for a specified period of time. The Review Board will determine the length of suspension as well as indicate any conditions that must be met in order for the student to return. In all cases after suspension, the student must reapply through the Dean of Students. The suspension is usually effective immediately, although in certain circumstances (i.e. near the end of a semester) it may take effect at a later date.
- **Dismissal:** The student is permanently dismissed from Saint Michael's College. The dismissal is effective immediately.

After the conclusion of the hearing, the student will return to the Student Life Office with the student's support person and the Student Life staff to make arrangements for the appropriate follow-up.

Residential Review

Definition: An administrative hearing where a student's behavior is discussed with members of the Residence Life Staff. Appropriate expectations and sanctions will be discussed with the student. Results of a Residential Review may be presented to the Dean of Students or designee

for referral to the Judicial Review Board. Various combinations of professional and graduate level staff will be assigned at the College's discretion to hear cases as appropriate.

Application: Decisions will be made on Monday as to which student(s) (if any) will receive a Residential Review Conference (RRC). RRC's will take place on Wednesdays at predetermined times. Sanctions will be determined by the ADs and RDs present at the hearing, and will consist minimally of a Dean's Conference, Disciplinary Probation (usually for at least one semester), and at least three (3) weekend evictions. Other sanctions pertinent to the student's situation, including referrals to other offices, may be added.

APPEAL PROCESS

(does not apply to matters that fall within the scope of the Judicial Review Board process or the Sexual Harassment/Misconduct, Domestic Violence, Dating Violence and Stalking Policy)

The Right to Appeal

Any student found responsible for a violation of the Student Code of Conduct shall have the right to appeal the student's case (based on the grounds below) to the Disciplinary Appeals Committee.

Grounds for Appeals

Students who have been found responsible for a violation of the Student Code of Conduct may request an appeal on the grounds that:

1. Information that was not available at the time of the hearing is now available, and could reasonably be expected to have altered the outcome of the case.
2. The College disciplinary procedures were violated in a way that materially and adversely affected the outcome of the case.
3. The student had an extraordinary life event occur that would preclude them from completing the assigned sanctions.

Disciplinary Appeals Committee

The College disciplinary appeals committee is a Student Affairs committee set up to consider written appeals by students found responsible by any general conduct hearing.

Composition

The Disciplinary Appeals Committee shall consist of the Director of Community Standards and Student Conduct and two to four staff members from campus.

Role

The Disciplinary Appeals Committee is responsible for reviewing any appeals by students or organizations that are properly submitted.

Exceptions

As noted above, this appeal process does not apply to matters that fall within the scope of the Judicial Review Board or the Sexual Harassment/Misconduct, Domestic Violence, Dating Violence and Stalking Policy.

All appeal decisions are final with the Disciplinary Appeals Committee.

Withdrawal Pending Discipline

A student will not be permitted to graduate or receive academic credit for a program in which they are enrolled while a disciplinary matter is pending; the student's graduation will be held in abeyance until the matter is resolved. If a student withdraws with a disciplinary matter pending, the withdrawal will be considered a resignation from Saint Michael's College. Notation will be made in the student's permanent file that the student has withdrawn with a disciplinary matter pending, or with an appeal of a disciplinary outcome pending, as appropriate. Should the student be readmitted to Saint Michael's College, the disciplinary matter must be resolved either before the student's return, or immediately upon the student's return.

AMNESTY POLICY

The overarching priority of Saint Michael's College with respect to alcohol and other drugs is to promote the safety and well-being of our students. For those students who choose to consume alcohol or other drugs, Saint Michael's College expects that they will do so in moderation and thereby minimize the incidence of alcohol and/or other drug poisoning and alcohol- and/or drug-related injuries. The College also expects students to abide by local, state and federal laws governing possession and consumption of alcohol and drugs.

However, the College acknowledges there may be times when students may face medical emergencies involving excessive drinking and/or drug use. In these situations, students are expected to call for assistance (e.g., resident assistant, resident director, any on-call personnel like Public Safety, switchboard 654-2000 or 911) when concerned for their own health or welfare, or that of another student. In order to encourage students to seek prompt and appropriate attention for alcohol or any other drug intoxication, the College has instituted an Amnesty Policy.

Saint Michael's College's Amnesty policy is applicable to the student requesting medical assistance for oneself, the student seeking medical assistance for another person, and the student for whom medical assistance was sought.

The College values and promotes responsible decision making. When a report clearly documents that a student sought help for themselves or another student that was required because of excessive alcohol or other drug consumption, the incident will be referred to the Student Conduct Process as outlined in the Code of Conduct, but since the incident will typically be covered by the Amnesty Policy the sanctioning recommendations will focus

solely on getting the help and support needed to address the presenting concerns of the incident. Upon receipt of a report that a student was acting under the Amnesty Policy, the Office of Community Standards and Student Conduct (OCSSC) will reach out to the students involved, which may include the student(s) who sought medical assistance to process the incident. Students contacted are expected to cooperate with any instructions provided by the OCSSC. When the Amnesty Policy is applied to an incident, there will not be a formal hearing, however students may be required to participate in educational programs designed to help prevent future safety risks. Such programs can include, but are not limited to: CHOICES, Substance Abuse Assessments, and Wellness Center referrals. However, when processing an Amnesty incident, the Office of Community Standards and Student Conduct will not assign disciplinary fines or sanctions and will not report the incident, or any follow up to a student's extracurricular endeavors on campus.

To the extent permitted by FERPA, the College may inform a student's emergency contact of a student's transport to a hospital or medical facility for the reported misuse of alcohol or other drugs.

A record of the incident and use of the Amnesty Policy will remain on file. Please note that this policy does not excuse or protect those who repeatedly or flagrantly violate the Alcohol and Other Drug Policy. If the Amnesty Policy has been applied to a student for a prior incident, the availability of the Amnesty Policy for a subsequent incident is at the discretion of the Vice President for Student Affairs or designee. The Amnesty Policy for alcohol or drug violations, however, will not be given to students whose conduct placed the health or safety of any other person at risk.

Amnesty for Students Who Report Sexual Misconduct/Harassment

Saint Michael's College encourages reporting of sexual misconduct and seeks to remove any barriers to reporting by making the procedures for reporting an incident of sexual misconduct ("an incident") transparent and straightforward. The College recognizes that a student who has been drinking or using drugs at the time of an incident also may be hesitant to make a report because of potential disciplinary consequences for their own conduct. Thus, a student who reports sexual misconduct, either as a complainant or a third-party witness, will not be subject to disciplinary action by the College for their own personal consumption of alcohol or drugs at or near the time of the incident, provided that any such violations did not and do not place the health or safety of any other person at risk. The College may, however, initiate an educational discussion or pursue other educational remedies regarding alcohol or other drugs.

Recognizing Signs of Intoxication/Overdose

If you drink or have friends who drink, it's important to know the signs and symptoms of alcohol poisoning; it's not necessary for all of these symptoms to be present before you seek help. Those signs followed by an asterisk may also indicate opiate or sedative/hypnotic drug overdose.

- Vomiting
- Confusion, stupor *

- Seizures
- Slow breathing
- Irregular breathing *
- Blue-tinged skin or pale skin
- Low body temperature (feels cold and clammy to touch) *
- Unconsciousness (“passing out”) *

Signs of an amphetamine overdose may include:

- Rapid heartbeat
- Increased temperature / sweating
- Behavior changes indicated by increased anxiety, delirium, or psychosis
- Saucer-like dilation of pupils or unequal pupils in eyes

A person who is unconscious or can’t be roused is at risk of dying. Seek assistance!

Even if you don’t see the classic signs and symptoms, but suspect someone has alcohol poisoning, err on the side of caution and seek immediate medical care. In an emergency, follow these suggestions:

- If the person is unconscious, slow breathing, or has repeated and uncontrolled vomiting, call 911, call the switchboard at 654-2000, and get help. Remember that even when someone is unconscious or has stopped drinking, alcohol continues to be released into the bloodstream and the level of alcohol in the body continues to rise. Never assume that a person will “sleep off” alcohol poisoning.
- Don’t leave an unconscious person alone. While waiting for help, turn the person on their side; don’t try to make the person vomit. People who have alcohol poisoning have an impaired gag reflex and may choke on their own vomit or accidentally inhale (aspirate) vomit into their lungs, which could cause a fatal lung injury. Your assistance and support in helping keep yourself and your fellow students safe may be crucial when faced with these types of high-risk incidents.

CONFLICT MEDIATION

Philosophy

Saint Michael’s College realizes that on occasion situations arise where an individual needs to examine and think through the student’s options regarding a misunderstanding, a hurt (physical or emotional), or a violation of existing campus policy. Conflict Mediation has been established by the College to provide an invitational option for students who initially may not be sure whether to pursue formal judicial action.

Informal Resolution and Mediation Procedures

A person electing to explore conflict mediation should speak with one of the Conflict Mediators. These trained mediators will objectively provide the complainant with complete information regarding the various options available for addressing and resolving an issue, i.e., informal and

formal in-house procedures, and options beyond the College. A list of mediators is available in the Student Life Office.

Conflict mediation would not be utilized in cases involving allegations of sexual harassment/misconduct, domestic violence, dating violence or stalking. Please refer to the Sexual Harassment/Misconduct, Domestic Violence, Dating Violence and Stalking Policy for further information about formal and informal resolution options available in that context.

If the person chooses to try to resolve the matter on an informal basis, the Conflict Mediator will facilitate this process by helping the complainant to deal directly with the matter him/herself (such as by writing a letter to the alleged offender in order to set limits, etc.) or when appropriate, by providing mediation. The Conflict Mediator's role as a mediator will be to resolve the complaint if possible. The mediator will handle complaints independently and will generally follow certain procedures, which usually include:

- Speaking with the complainant and the individual accused to determine the nature of the incident and the context in which it occurred, and mediating and resolving the complaint informally, if possible.
- Informing the parties of the formal grievance procedures available when no resolution is forthcoming or if either party is dissatisfied with the progress of the mediation.
- Keeping confidential all information gathered during the investigation and all processes of the mediation and resolution to the extent reasonably possible within legal parameters.

Formal Grievance Procedures

To initiate a formal action, a student must notify the Student Life Office, the Vice President of Academic Affairs Office, or the Office of Human Resources (depending on whether the alleged offender is a student, a faculty member, or a staff member/administrator, respectively) and provide a written statement setting forth the nature and details of the complaint. This written complaint needs to be filed within 15 days after contact with one of the above offices. The alleged offender will be notified by the College Officer of the complaints against him/her within 3 days of receipt of the complaint.

Upon receipt of a formal student complaint against another student, the Dean of Students or designee will initiate an investigation (including fact-finding), offer formal mediation or if appropriate convene a Judicial Review Board, (see Saint Michael's College Judicial System). If the matter is referred to a Judicial Review Board, the procedures outlined in the Judicial Review Board section of this policy will apply.

If a student wishes to file a complaint with the College's accreditor, the New England Commission of Higher Education or with the Vermont Attorney General's Office, the contact information for each entity is, respectively, as follows:

- New England Commission of Higher Education, 209 Burlington Rd, Suite 201, Bedford, MA 01730-1433. Phone: (781) 271-0022; Fax (781) 271-0905. Web: www.neche.org.
- Vermont Department of Education, 120 State Street – Montpelier, VT 05620-2501. Phone: (802) 828-3135. Web: www.education.vermont.gov.
- Vermont Human Rights Commission, 14-16 Baldwin Street – Montpelier, VT 05633-6301. Phone: (800) 416-2010, x25; Fax: (802) 828-2481; (877) 294-9200 (TTY): Web: hrc.vermont.gov.
- Vermont Attorney General's Office, 109 State Street, Montpelier, VT 05609-1001. Phone: (802) 828-3171; (802) 828-3665 (TTY): Web: www.atg.state.vt.us.

A statement from the Vermont Department of Education about resolution of complaints regarding postsecondary education-related matters is available at:

http://education.vermont.gov/new/pdfdoc/pgm_postsecondary/EDU-Complaint_Resolution_Statement_for_Postsecondary_Education_Matters.pdf.

Conflict Mediators

The Resident Director Staff
Residence Life Office, (802) 654-2566

The Assistant and Associate Dean Staff
Student Life Office, (802) 654-2566

HARASSMENT AND DISCRIMINATION POLICY

Philosophy and Scope

Saint Michael's College seeks to maintain an educational environment where every member of our community is free from unlawful harassment as defined below which adversely affects their learning, working or living environment. Similarly, each member of the Saint Michael's community shares in the responsibility to respect each person in our community. This policy prohibits unlawful harassment and discrimination against students and third parties who are involved in education-related College programs and that does not involve harassment on the basis of sex, sexual orientation, gender identity, sex characteristics, pregnancy, or sexual harassment. The College maintains a separate policy that prohibits unlawful harassment of staff, administrators and faculty, and a separate policy that prohibits unlawful harassment on the basis of sex, sexual orientation, gender identity, sex

characteristics or pregnancy, and sexual harassment (please see below for information about the College's Sexual Misconduct/Harassment, Domestic Violence, Dating Violence and Stalking Policy). This policy applies to statements and/or conduct of all administrators, faculty, staff, students, members of the Board of Trustees, agents of the College, and volunteers involved in College-related activities. This policy also applies to those who do business with the College in their interactions with members of the College community, and to other visitors.

Definition

Harassment in violation of this policy constitutes a form of discrimination and is defined as verbal or physical conduct or communications directed at, or made because of, an individual's race, creed, color, national origin, place of birth, ancestry, religion, age, marital or civil union status, veteran or military service status, HIV-positive status or qualified disability, all as protected and defined by applicable law, or on the basis of any other status protected by law, this has the purpose or effect of substantially interfering with a covered individual's participation in College-related activities, or creating what a reasonable person would perceive to be an intimidating, hostile or offensive environment. The College will not tolerate unlawful harassment, and it will not engage in or tolerate unlawful discrimination (i.e., materially adverse treatment) against covered individuals. Harassment includes such conduct specifically directed at covered individuals based on stereotyped notions or beliefs, because of a person's identification with a particular group, or because of an individual's family member's protected characteristics or membership in a protected group. Harassment may also include but is not limited to – slurs or taunts in the guise of a joke, offensive graffiti or other written demeaning email and other electronic messages, disparaging references to members of a protected group, threats or acts of physical harm, and intimidation.

Saint Michael's College recognizes that the protection of free and open speech and the open exchange of ideas are essential to any academic or artistic community. It is, therefore, an important element in the "reasonable person standard" to be used in judging whether harassment has occurred. This harassment policy statement is meant neither to proscribe nor to inhibit discussion, in or out of the classroom, of complex, controversial or sensitive matters, when the judgment of a reasonable person, these discussions arise appropriately and with respect for the dignity of others.

Reporting and Resolution Procedures

In general, covered individuals who believe they may have been victims of harassment or discrimination as defined above, or members of the College community who have observed statements or behavior that they believe are in violation of this policy, are encouraged to report their concerns to a Conflict Mediator or a confidential resource on campus, i.e., Priest in Edmundite Campus Ministry, Bergeron Counselor or a nurse in our Bergeron Health Services. Any one of these individuals will objectively provide the complainant with complete information regarding the various options available for addressing and resolving a

discrimination or harassment issue. Additionally, any of these individuals may also assist the complainant in filing a formal complaint. A list of Conflict Mediators is available in the Student Life Office.

College officials who learn of or observe statements or behavior that they believe is in violation of this policy must report their concerns to an appropriate office, individual listed or Conflict Mediator. If a concern involves a statement or behavior by an individual designated to receive complaints, a report regarding that concern should be directed to another designated recipient. If a concern involves a statement or behavior by a member of the Board of Trustees, the report should be made to one of the offices, an individual or Conflict Mediators listed above, to the Office of the President, or to the Chair of the Board of Trustees via the secretary to the Board of Trustees and the President of the College.

Formal harassment complaints against students will be handled under the College's judicial system and disciplinary procedures. Formal harassment complaints against faculty and staff will follow procedures administered by the Office of the Vice-President of Academic Affairs and/or the Office of Human Resources, as appropriate. Complaints that involve discrimination or harassment on the basis of sex, sexual orientation, gender identity, sex characteristics, pregnancy or sexual harassment, involving both students and employees, will be addressed through the provisions and procedures outlined in the College's Sexual Harassment/Misconduct, Domestic Violence, Dating Violence and Misconduct, and Stalking Policy.

The College will take steps to prevent recurrence of any unlawful discrimination and harassment and to correct its discriminatory effects on the complainant and others, if appropriate. Individuals who are found to have engaged in discrimination or harassment will be subjected to disciplinary action, including but not limited to suspension, expulsion or termination of employment, as applicable.

The College strictly prohibits retaliation (directly by the person responding to the complaint, indirectly by the person's associates, or by others) against individuals who make complaints or raise concerns about issues covered by this policy, and/or who serve as witnesses or otherwise cooperate with investigations, regardless of whether the College ultimately determines that the alleged conduct constituted unlawful discrimination or harassment. Any complainant or witness who believes he or she has been subjected to retaliatory behavior should report the conduct to the Office of Student Life or the Office of Public Safety. The College will determine whether an investigation is appropriate, and if it is, it will initiate an investigation and make findings as it would in a case involving harassment or discrimination. Persons found to have engaged in retaliatory conduct are subject to disciplinary action including, but not limited to, dismissal or termination.

BIAS RESPONSE POLICY

As part of the College's ongoing efforts to promote an enhanced understanding of, and respect for, diversity in its many forms, the College has established this Bias Response Protocol as a framework to respond effectively to incidents of bias or perceived bias. This protocol is one of several initiatives that support and further the goal of promoting a campus climate in which all members thrive personally, professionally, and academically.

The Bias Response Protocol is a centralized system for reporting bias, an umbrella term that includes, but is not limited to, incidents of harassment, discrimination, identity-based harm, hate crimes, and microaggressions, at Saint Michael's College. This program does not replace or alter existing protocols and processes to resolve alleged violations of SMC policies regarding harassment, sexual misconduct, and discrimination, or violations of criminal law. Rather, the purpose of the Protocol is explicitly educational – to raise awareness and deepen conversations about complex, and often deeply sensitive issues. To this end, the Protocol serves as a mechanism to address incidents of bias affecting SMC community members by providing immediate, meaningful, and effective support to all parties that have been directly or indirectly impacted.

How the Bias Response Protocol Works

- Anyone who experiences or witnesses what they perceive to be a bias incident may report via the online form:

https://cm.maxient.com/reportingform.php?SaintMichaelsCollegeVT&layout_id=1

or to any member of the Bias Response Team (BRT). Once submitted, the report will promptly be submitted to the BRT facilitator. **In the event that a staff or faculty member is involved in a perceived bias incident, the Director of Human Resources (for staff-related issues) and/or the Dean of Faculty (for faculty related issues) must be involved immediately.**

- The facilitator, in consultation with the Vice President of Student Affairs (VPSA), will assess reports in consultation with the appropriate colleagues (for example, Academic Affairs, Human Resources, Student Financial Services, Campus Ministry, etc.) and convene the BRT as necessary. When convened, the BRT will consider the nature and gravity of the reported incident and investigate or designate others to investigate the reported incident as appropriate.
- An investigation will be conducted by the St. Michael's investigator. Timeliness of the investigation depends on many factors that may hinder a speedy process.
- The BRT will: consider the results of any investigation, and the nature and gravity of a reported incident; determine what, if any information should be communicated to the campus community; arrange for the support of those affected negatively by an incident; suggest ways to proactively address issues of difference, diversity, civility, and respect

via education, and training; and take other actions and make other recommendations as deemed appropriate.

- Disciplinary action against any individual or group, if warranted, will be governed by the Office of Student Conduct, Human Resources, or Academic Affairs (as appropriate given whether action is contemplated against students, staff or faculty) and established policies and procedures. The BRT will not, itself, take disciplinary action. State or local law enforcement agencies may also be involved as deemed appropriate.
- Team members and other persons responsible for receiving and acting on bias incident reports will make reasonable efforts to protect the confidentiality and privacy of the reporter, the respondent, and the witnesses; disclosure of information will only be made to persons with a need for information regarding the report, its investigation and/or resolution, and/or as necessary to investigate or address the effects of the incident on the community.

Key Definitions

- **Bias:** A bias is a tendency, inclination, or prejudice toward or against something or someone. Some biases are positive and helpful—like choosing to only eat foods that are considered healthy or staying away from someone who has knowingly caused harm. Biases are often based on stereotypes, rather than actual knowledge of an individual or circumstance. Whether positive or negative, such cognitive shortcuts can result in prejudgments that lead to rash decisions or discriminatory practices.
- **Bias Incident:** A bias incident is an act directed against a person, group, or property, expressing hostility or bias on the basis of perceived or actual race, color, national origin, ethnicity, sex, sexual orientation, gender identity, religion, disability, age, veteran status, or any other characteristic protected by applicable law or College policy. Bias incidents may consist of verbal, written, graphic, and/or physical conduct such as epithets, jokes, graffiti, negative stereotyping, and threatened or actual physical assault. A bias incident may rise to the level of a hate crime as defined by state and federal law.
- **Discrimination:** Adverse treatment based on an individual's membership in a legally protected category that is sufficiently serious to unreasonably interfere with or limit an individual's opportunity to participate in or benefit from a College program or activity, or that otherwise adversely affects a term or condition of the individual's employment or education. Legally protected categories are listed in SMC's policies for students and employees.
- **Harassment:** A form of discrimination (defined above) that encompasses an incident or incidents of verbal, written, visual, or physical communications and/or conduct based on or motivated by an individual's membership in a legally protected category that is sufficiently severe, pervasive, persistent or patently offensive that it has the effect of unreasonably interfering with that individual's work or academic performance, or that creates a hostile working, educational or living environment. Harassment may include the use of epithets, stereotypes, slurs, comments, insults, derogatory remarks, gestures,

threats, graffiti, display or circulation of written or visual material, taunts, and negative references related to any of these protected categories.

- **Microaggression:** a comment or action that subtly and often unconsciously or unintentionally expresses a prejudiced attitude toward a member of a marginalized group (such as a racial minority).
- **Hate Crime:** Vermont has a hate crime law that imposes increased penalties for crimes committed because of hatred or animus toward certain protected characteristics. Specifically, this law applies to “[a] person who commits, causes to be committed or attempts to commit any crime and whose conduct is maliciously motivated by the victim’s actual or perceived race, color, religion, national origin, sex, ancestry, age, service in the armed forces of the United States, handicap..., sexual orientation or gender identity.”

According to the Vermont Attorney General’s office, assaults, unlawful mischief (damage or destruction of property), telephone harassment and disorderly conduct (by public yelling of threats and abuse) are the most common hate crimes in Vermont.

Bias Response Team Members

The BRT is composed of representatives from academic and student affairs. In the event of a vacancy on the BRT, new membership will be determined by the president’s cabinet. Each faculty member will serve a two-year term on the team. The BRT will participate in relevant training on a regular basis. To report a bias incident, or if you have questions about a possible incident that you experienced or witnessed, or were informed about, please contact any of the BRT members listed below.

Bias Response Team (2024-2025)

Sarah Childs, Director of DEC

Dawn Ellinwood, Student Affairs

Jeff Favreau, Director of Public Safety

Gretchen Galbraith, Dean of Faculty

Peggy Imai, Director of Study Abroad

Contact

schilds@smcvt.edu

dellinwood@smcvt.edu

jfavereau@smcvt.edu

ggalbraith@smcvt.edu

pimai@smcvt.edu

Kerri Leach, Associate Dean of Students	kleach@smcvt.edu
Omara Rivera-Vazquez, Director, Institute for Equity & Justice	oriveravazqu@smcvt.edu
Kendra Smith, Director of Human Resources	ksmith8@smcvt.edu
Jeff Vincent, Director of Residence Life	jvincent@smcvt.edu
Yunga Webb, Associate Director of Human Resources	ywebb@smcvt.edu
Catherine Welch, Title IX Coordinator, Facilitator	cwelch2@smcvt.edu

Notice

This policy does not alter, amend, or modify Saint Michael’s Student Life Policies, the College Handbook (including but not limited to Saint Michael’s Harassment/Discrimination Policy and Policy Against Sexual Harassment/Misconduct, Domestic Violence, Dating Violence and Stalking), and/or other applicable Saint Michael’s policies. At the College’s discretion and/or as required, an investigation and process may be conducted under one of those policies in addition to, or instead of, any inquiry or intervention under this BRT policy. If any conflict or apparent conflict exists, Saint Michael’s Student Life Policy, College Handbook, and/or other applicable Saint Michael’s policy will control.

Confidentiality

All reports will be handled in a sensitive manner. Information will be shared with others only to the extent necessary to assess and manage the situation in compliance with Saint Michael’s policies, or state and federal law.

In general, the law recognizes and protects the confidentiality of communications between a person seeking care and a medical or mental health professional and religious clergy. The medical, mental health and religious clergy at Saint Michael’s College and their off-campus counterparts, respect and protect confidential communications from students, faculty, and staff to the extent they are legally able to do so. These professionals may have to disclose information when they perceive a serious risk of danger or threat to any person or property. In addition, medical and mental health professionals may be required by law to report certain crimes (e.g., any allegation of sexual and/or physical abuse of a person under 18). These exceptions to maintaining confidentiality are governed by the law of the state in which the confidential resource is located.

An individual who exclusively reports allegations to a confidential resource must understand that Saint Michael’s College will be unable to evaluate the allegations and/or pursue disciplinary action against any individual who may have engaged in prohibited behavior.

The Bias Response Team (BRT) will handle information with sensitivity and discretion. The BRT may need to disclose allegations and/or other information (including the identity of

parties and/or witnesses) to the extent necessary to allow Saint Michael's College to proceed with an investigation and/or adjudication under applicable policies.

Disclosure Required by Law

Saint Michael's College will not include the names of complainants or other identifying information in publicly available reports that are compiled as required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Saint Michael's College is part of a larger community, and a variety of additional factors and/or legal requirements may apply. As an example, if there is an investigation, lawsuit, or criminal proceeding related to a bias incident or hate crime, the parties, witnesses, and/or Saint Michael's officials may be required by law to provide testimony or documents (e.g., investigation reports, witness statements, and any other information gathered or obtained in the course of a particular matter).

Disclosure to Law Enforcement

In certain circumstances, Saint Michael's College authorities may report an incident to law enforcement authorities. Such circumstances include but are not limited to incidents that warrant the undertaking of safety and security measures for the protection of the individual and/or the campus community, or situations in which there is clear and imminent danger and/or when a weapon may be involved. Complainants may always choose to notify authorities directly with or without Saint Michael's College assistance, or may choose not to notify such authorities.

Retaliation

Retaliating directly or indirectly against a person who has in good faith made a report under this policy or who has supported or participated in an investigation related to a bias incident is prohibited. Retaliation includes but is not limited to ostracizing the person, pressuring the person to drop the report or not participate in the investigation or to provide false or misleading information, or engaging in conduct that may reasonably be perceived to adversely affect that person's educational, living, or work environment. Depending on the circumstances, retaliation may be unlawful, whether or not the report is ultimately found to have merit. An individual who engages in retaliation under this policy will be subject to discipline in accordance with the College's Handbook, Student Life Policies/General Disciplinary Processes, Harassment and Discrimination policy, or other policies applicable to the program or individual(s) at issue.

Reporting

In consultation with the Offices of the President and Marketing and Communications, the BRT will annually publish a report of the bias incidents reported in the prior academic year. This report will contain the following information:

- Category of the bias incident reported
- The number of incidents per category
- The number of incidents that the BRT substantiated as bias per category

This information will be recorded in the Annual Security Report (ASR) with an explanation of the BRT and the statistics.

SEXUAL HARASSMENT/MISCONDUCT, DOMESTIC VIOLENCE, DATING VIOLENCE, and STALKING POLICY

The full policy can be found here:

[2024-2025 policy](#)

For further information please contact:

Catherine E. Welch, Ed.D

Associate Dean of Student Success

Title IX Coordinator

Saint Michael's College I Colchester, VT

RESIDENCE LIFE POLICIES

The residence hall experience should provide opportunities for individual growth and development and an interpersonal environment that reflects responsible citizenship and a concern for others, as well as an atmosphere conducive to learning.

Residence halls should foster sufficient self-discipline among students so that a reasonable degree of order and a maximum degree of personal freedom and privacy prevail. To this end students develop “social contracts” with members of their living areas to define appropriate behaviors geared towards respect for one another and creating a non-intimidating environment. Students are then free to enjoy those personal growth experiences that come both through introspection and through interpersonal relationships, complementing and enriching the education gained in formal classroom instruction.

Housing & Meal Plan Requirements

All full-time undergraduate students are required to live on campus, with very limited exceptions. Exceptions include those students who live locally with their parents or students who are financially self-supporting according to federal guidelines (with appropriate documentation). Students who qualify for these exceptions should email housing@smcvt.edu to notify the College of their plan to live off campus. Housing requirements do not pertain to graduate students.

The Residence Fee is for room, board and campus services. The Apartment Residence fee is charged to students living in the Townhouses and Apartments. The Traditional Residence fee

is charged to students living in the remaining areas. Students living in College housing are required to have their meals in the College dining hall. Students in traditional housing will have a “Carte Blanche” meal plan. Students living in apartment housing will have a “40 Block” meal plan per semester.

Students on the 40 Block Plan have the ability to upgrade to the Carte Blanche plan, however students on the Carte Blanche plan cannot reduce to the 40 Block Plan. The College reserves the right to change meal plans as deemed appropriate. All meal plans cease at the end of each semester and are not transferable.

Prior to the beginning of each school year, each student shall sign a Residential Contract which states specific terms and conditions relating to College room and board. The contract is binding for the academic year. Termination of the contract can only be granted in exceptional cases, at the discretion of the Director of Residence Life.

Exceptions of On-Campus Residency Requirement

As outlined above, all full-time undergraduate students are required to live on campus, with very limited exceptions. Requests for exceptions to this policy must be made in writing to housing@smcvt.edu.

Students who receive an exception to live off-campus should understand that terms of the rental should be agreed upon between the student and the owner of the off campus residence. The College can in no way act on behalf of either party.

Once a student is approved to live off-campus, they are not eligible to participate in any future room selection process. Students wishing to move back onto campus must submit a written request to the Student Life Office and will be housed on a space available basis.

A student’s residential fee will be terminated once the student submits the appropriate paperwork and room keys have been returned (if during the semester).

Transportation Off Campus

Students who are transported off campus for violation of campus policy will be transported via the Colchester Police or Saint Michael's College Fire and Rescue. Students who need to be transported off campus for emergency medical or mental health needs will be transported via Saint Michael's College Fire and Rescue. If a student refuses to be transported by Saint Michael's College Fire and Rescue they will be responsible for their own transportation.

All other transportation to off campus appointments is the responsibility of the student.

Room Occupancy

Rooms may be occupied from the day before classes begin until twenty-four hours after the student’s last final examination or at the designated time specified in the student’s Residential

Contract, whichever comes first. The Residence Areas will be open during Thanksgiving and Easter break at no extra charge. In accordance with the Residential Contract, meals will be served during these times. The Residence Areas will be closed during periods between semesters and during Spring Break. In special circumstances, students may be allowed to stay in the Residence Halls during semester recess at the discretion of the Director of Residence Life. Students may be charged an additional fee to remain on campus during these times.

Students must have room changes approved by the Student Life Office. Unauthorized room changes are prohibited and may result in fines and /or further sanctions.

Rooms of all students should be kept locked when occupied. The College is not responsible for personal property missing or taken from rooms.

Saint Michael's College reserves the right to enter student rooms during all vacation and break periods for routine inspection for maintenance and safety reasons. Specifically, turning down radiators, unplugging electrical appliances, and closing and locking windows are some of the routine inspection tasks to be accomplished with the permission of the Dean of Students and/or their designee. Routine inspections will be done by Residence Hall staff members and/or Facilities department staff who will tour houses, apartments, halls, suites, and/or student rooms according to a plan approved by the Dean of Students. During these inspections, any property in open view to be Saint Michael's College food service, municipal or illegally possessed property will be documented by residence hall staff and reported to the student and the Student Life Office. The Student Life Office may follow up on any reports with room occupants with the intent of returning wrongfully possessed property to its rightful owners. Appropriate disciplinary or civil action may result in those cases where it is determined that a student is in possession of stolen or illegally possessed property.

Every effort will be made to respect the privacy of the occupants. However, the Dean of Students or a designee reserves the right to enter any room at any time where the Dean of Students or a designee believes that the safety of the occupants or other individuals may be at risk, or that serious violations of College policy may be occurring. Preferably there shall be at least one occupant present at the time of such entry, but this cannot be guaranteed under all circumstances.

The Student Life Office may require a student to move whenever the best interest of the College requires such action. Housing assignments may be altered by the Director of Residence Life or their designee in order to achieve the goal of accommodating students with special needs and/or if the best interest of the College requires such action.

Room Selection

Students will select housing for the following academic year during the spring semester. Information on the process, including dates, times, and procedures will be publicized to all students before the process begins.

Room Keys, Replacements, & Lockout Policies

Move In

Keys will be issued to each student at the beginning of each academic year. New students will receive a room key, a mailbox key, and a Knight Card. The Knight Card is used as the exterior key to the residence halls, and in some cases, for access to individual suites or apartments.

Move Out

At the end of the academic year, students must return all keys that were issued to them at the beginning of the year. Students should keep their mailbox key and Knight Card for the next academic year. If the student is not returning to Saint Michael's College, they should return their mailbox key and Knight Card. Students will be charged for any keys that are not returned.

Lost Room Keys

Residents **MUST** report lost keys immediately.

To minimize potential security risks, the lock core on the room door may be changed and new keys will be issued.

Lost / Replacement Knight Cards

In the event of a lost Knight Card, the replacement cost is \$40. (In the event that a Knight Card has become demagnetized, the replacement cost is \$15.)

Lockouts During Office Hours

Lockout keys and lockout fobs are available at the Student Life Office during business hours (Monday-Friday 8:30am- 4:30pm.) To obtain a spare key, students will need to present their Knight Card or an alternative form of valid identification.

Lockout keys will be provided at no charge for the first **three** requests. However, failure to return the lockout key or lockout fob will result in a fine (\$25 per key / \$100 per fob). Residents may be asked to verify that they are in possession of their original room key by presenting it when they return the lockout key.

When a resident exceeds three requests per semester, each new lock-out request during office hours will incur a fee of \$35 per incident.

Failure to return a lockout key within 48 hours may result in a charge to the students' account for a missing key.

Lockouts Outside of Office Hours

If you are locked out at a time outside of office hours, you may call the Switchboard (802.654.2000) for lockout assistance. Switchboard will contact the RA on Duty or a Public Safety Officer to assist.

Lockouts Outside of Office Hours Completed by Residence Life Staff Members

Lockout assistance will be provided by a Residence Life staff member at no charge for the first **three** requests. When a resident exceeds three requests per semester, each new lockout request will incur a fee of \$35 per incident.

Lockouts Outside of Office Hours Completed by Public Safety

Lockout keys will be provided by a Residence Life staff member at no charge for the first **three** requests. When a resident exceeds three requests per semester, each new lockout request will incur a fee of \$35 per incident.

Fees

All fees for room key replacement, Knight Card replacement, lockouts, and lock changes will be placed on a student's Student Account. The fee will show as "Key Replacement".

Other

College-authorized personnel may be issued resident room keys in order to carry out routine maintenance and to perform other duties. The College reserves the right to enter resident rooms to conduct repairs, to perform inspections, to respond to emergencies or to restore order, as is noted in the Code of Conduct. Reasonable efforts will be made to notify residents in advance.

Post Office Keys

Post Office Keys, combination locks, and mailbox assignments will be issued from the Post Office during regular Post Office hours. When a student graduates or withdraws from the college and if they do not return the student's Post Office keys, they will be billed for replacement. If a Post Office key is lost, a new key can be obtained from the Post Office.

Unauthorized Keys

Unauthorized possession of keys (including copies) to College buildings and facilities, and breaking and entering are offenses which may result in disciplinary action.

Exterior access to all residence halls is via a proximity card system. All Saint Michael's students must carry their College ID at all times, and especially as it serves as a residence hall key.

PLEASE DO NOT PUNCH HOLES IN YOUR ID AS IT WILL DEACTIVATE THE ELECTRONICS CONTAINED INSIDE THE CARD.

Room Alterations (Lofts)

Due to Federal and State building codes and/or fire safety standards, there are strict guidelines limiting the construction of lofts in residence hall rooms. Generally speaking, lofts may be installed for the purpose of raising beds so as to provide additional usable floor space in a room.

Key considerations in this policy are safety and function of the fire protection systems in residence hall rooms. There must be reasonable access to the room and bed, and the loft may not hinder in any way the function of the smoke detector or sprinkler head.

The following guidelines must be adhered to in the installation of any lofts:

The loft area may not exceed 150% of the surface it supports. (i.e. if a single mattress is 16 sq. ft. then a single loft may not exceed 24 sq. ft.)

The top of the mattress may be no less than 36 inches from the ceiling. Lofts may not be installed directly below a sprinkler head.

Access to the room may not be compromised in any way by the installation of a loft. Metal lofts are available and recommended. Any lofts constructed of combustible material (wood) must be painted or coated to retard combustion.

College beds must be incorporated into the structure of lofts and may not be removed from rooms. The College does not provide storage.

No structural or electrical changes may be made to the room, and lofts may not be bolted or nailed to walls.

Any loft that does not adhere to this guideline or is deemed to be unsafe may be ordered removed from the hall.

All lofts or other changes must be removed by the final day of the academic year and the room returned to its original condition.

Students departing prior to the end of the academic year will be responsible for ensuring that the loft is removed and that the room is restored to its original condition.

Failure to do so will result in a charge to cover the cost of removing any construction and the cost of reinstating the room to its original condition after the room is vacated.

Abandoned material must be carried to exterior trash dumpsters.

Room Condition / Damages

Saint Michael's College provides housing to students that will be safe, functional and well maintained. This creates a partnership between the students and the Residence Life, Public

Safety and Facilities staff. Through scheduled inspections and work orders, the SMC Facilities staff will work diligently to maintain the housing to these standards. Students living in campus housing are responsible for their space. When work orders are placed, Facilities staff will respond and perform the necessary work.

- Items that wear out or are broken due to normal wear and tear will be fixed at no cost to students.
- Items that are broken due to vandalism, mistreatment or blatant disregard for property or conditions will be charged to the student or students responsible for the space.

At the conclusion of the academic year, all rooms must be restored to their original or comparable condition. A final room check will be conducted by Residence Life Staff after students have vacated their rooms.

Students will be billed for any damage, missing furniture, or excessive cleaning of the room.

Charges will reflect amounts listed in the Repair and Replacement Price List that is made available to all students.

Students are responsible for their living area. If damage happens in a bedroom, the individual student is responsible. If damage happens in a suite or apartment, all residents will be held responsible.

All furniture issued by the College must stay in the room.

The painting or stenciling of any room, suite, or townhouse is considered damage.

Student Life staff will perform health and safety inspections at least twice during the academic year. These inspections will occur after the close of the residence halls for the fall semester and two weeks prior to the closing of the residence halls for the academic year.

Students are responsible for their living space and anyone in that living space including guests. If someone else causes the damage and they are willing to take responsibility, they will be charged. If not, all room/suite/apartment residents will be held responsible and will be charged accordingly.

Room Decorations

Pictures and decorations must be hung in such a way as to protect and not to damage the walls, ceilings, doors, and paint.

Because candles and incense are both open flames and considered fire hazards, neither are permitted in any residential facilities. Halogen torchiere lamps are prohibited in all residence halls/apartments/houses.

All holiday lighting must be UL approved and only used INDOORS.

Room Care / Sanitation

The College has tried, within its resources, to provide a comfortable and pleasant environment for its students as one of the means of achieving academic and personal success. It is a normal expectation that only a minimum amount of repair and renovation will be necessary from one year to the next to make living areas ready for new occupants. It is the responsibility of every student to help achieve this goal by maintaining a neat, clean, and damage-free living area.

Cooking

Any type of cooking except by low voltage microwave ovens and what is done in designated areas in residence halls is forbidden at all times. For safety reasons, hot plates and other cooking devices are not permitted.

Refrigerators

Refrigerators (4.0 cubic feet or smaller) are permitted in student rooms. For safety reasons, refrigerators are never permitted in the corridor of any student residence hall.

Pets

No pets may be kept in residence halls and campus apartments or brought into any buildings on campus. Service or emotional support animals for individuals with disabilities, the presence of which is required by law, are not considered pets for purposes of this policy; service and emotional support animal requirements are outlined below. Students found in violation of this policy would be subject to a fine and/or disciplinary action.

Cinder Blocks

Cinder blocks are not allowed in any residential area.

Quiet Hours

Being courteous to your neighbor is a value that is important to the development of positive communities. In this light, courtesy hours are in effect at all times and quiet hours have been established between 9:00 p.m. and 9:00 a.m. Sunday through Thursday and 11:00 p.m. - 9:00 a.m. on Friday and Saturday.

During the final exams periods there will be 24-hour quiet hours in all residence halls and apartment buildings. This period will begin on the last day of classes and go through the end of the final exam schedule.

Hall Sports

Games or sports including but not limited to activities such as hockey, golf, bouncing balls, water fights and bike riding are not permitted in the residence halls. Concern for safety of students and disruption to the living community serve as rationale for this policy.

Common Areas

Bathrooms, kitchens, hallways, lounges, and laundry rooms are considered common areas, and are made available to all students. Personal items, such as, but not limited to clothing, bicycles, and athletic equipment may not be stored in common areas.

Students will be held responsible for damages occurring in common areas. If the individual student(s) who are responsible cannot be identified, charges will be divided among all students who live in the affected building. Stairways and hallways must be kept free from all furniture and personal belongings as such objects can pose a fire safety hazard.

Smoking

Saint Michael's College is a tobacco and other smoke free institution and smoking and vaping is not allowed in any area on campus. Please see the **Tobacco Free Campus Policy**.

GUEST POLICY

As a Catholic college, Saint Michael's College is committed to respecting the inherent dignity of each person, and this value must be of greatest priority to all of our students. For Saint Michael's College resident students, the right to sleep, study, and remain in one's living space should always take precedence over the privilege of having guests. Furthermore, reflective of Catholic values and moral teaching, Saint Michael's College encourages relationships between young adults that foster physical, emotional, and spiritual well-being and, as such, the College does not permit cohabitation.

A guest is defined as a non-student, a family member, an alumnus, or another Saint Michael's College student not assigned to a particular room. Whether during the day or overnight, guests are only permitted to be in that individual residence hall room with the consent of a resident's roommate(s). Students are expected to communicate with each other in order to work out arrangements for guests within a shared room. Members of the Residence Life staff are available to assist students who may require support or guidance in working with a roommate about the presence of guests in their shared space/suite/house, especially in cases where a roommate displays a lack of consideration for others or abuses the privilege of hosting guests.

All non-student guests must be registered in accordance with the online guest registration process and must carry a valid photo I.D. and printed out guest form at all times. All Saint Michael's College student hosts must inform their Resident Director of any guest visitors. The online guest registration process may be accessed at this link:

Individuals who have been trespassed from College property or are restricted for any reason may not be registered as a guest.

Students are permitted to host no more than two guests during any period of time. Guests cannot stay beyond two days / nights in a one-week period. If a guest is under the age of 18, the student must obtain permission from the Director of Residential Life.

Students are responsible for the conduct of their guests and for ensuring that guests adhere to all College policies. Student hosts must be with their non-student guest(s) at all times unless authorized by their Resident Director. *If a non-student guest is found without a host or in violation of College policy, they may be immediately removed from campus.*

Students in violation of this policy are subject to the College's Community Standards process and may receive sanctions including, but not limited to, loss of guest privileges.

ANIMAL POLICY

For reasons of health, safety, compassion for animals, and inconvenience to other students; animals other than Service Animals and approved Emotional Support Animals, the presence of which is required by law, are not permitted in College buildings or on College properties.

SERVICE ANIMALS POLICY

Saint Michael's College recognizes that Service Animals can play an important role in facilitating the independence of some individuals with certain types of disabilities. In addition, the health and safety of Saint Michael's College students, faculty, and staff are important concerns. Therefore, Service Animals that meet the criteria described below will be exempt from the College's Animal Policy.

College community members who have questions or concerns about the presence of Service Animals on campus should direct those questions to the Dean of Students, Director of the Bergeron Wellness Center, or the Director of Accessibility Services.

Service Animals

A Service Animal is defined for purposes of the Americans with Disabilities Act and similar federal and state laws as any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability. The work or task must be directly related to the person's disability. Examples of such work or tasks include guiding a person with impaired vision, alerting a person with a hearing impairment, pulling a wheelchair, alerting and protecting a person who is having a seizure, reminding a person with mental illness to take prescribed medications, and/or performing other duties. Trained Miniature Horses are also considered to be Service Animals in some cases. Service Animals are working animals, not pets. The provision of emotional support, well-being, comfort, or companionship does not constitute work or tasks for

the purposes of this definition (see the College's "Emotional Support Animal" Policy). Service Animals in training who are with a member of the College community who has a disability, and with whom the animal will be working as a Service Animal, are considered to be Service Animals for the purposes of this policy.

Students with Service Animals are permitted generally to bring their Service Animals in all areas of a place of public accommodation, such as classrooms, residence halls (including the private residence assigned to the student), activities and events, and dining facilities. However, Service Animals are not permitted if they pose a direct threat to health or safety, if their presence constitutes a fundamental alteration to the nature of a program or service, if they cannot effectively be controlled, or if they are not housebroken.

Students planning to bring a Service Animal to campus are encouraged to work closely with the Student Life Office and the Office of Accessibility Services. Students intending to keep a Service Animal in a residence hall are encouraged to provide notice to the Director of Residence Life at least 30 days in advance on an accommodation form obtained from the Student Life Office. When it is not readily apparent that the animal is a Service Animal, the Director of Residence Life may ask the student if the animal is required because of a disability, and what work or task the animal has been trained to perform, but will not ask about the nature of the student's disability for this purpose. The Director of Residence Life will not require documentation about the training of a Service Animal.

Students are encouraged to provide identification that the animal is a Service Animal so that others are aware it is a working animal.

See below for a description of the student's responsibilities and the reasons for removal of Service Animals.

Requirements of Service Animals and their owners include:

- The owner of the animal must be in full control of the animal at all times.
- Animals must be licensed in accordance with municipal regulations and, if appropriate, must wear a valid vaccination tag.
- Animals must be in good health. Any service animals occupying College housing must have an annual clean bill of health from a licensed veterinarian.
- Service Animals should wear some type of easily recognized identification symbol (i.e., harness, backpack).
- The owner is responsible for appropriate waste clean-up and overall cleanliness of the animal.
- The owner is responsible for the appropriate management of his or her animal in all College facilities. Disruptive and/or aggressive behavior on the part of the animal may result in the owner being asked to remove the animal from College facilities.

- The owner is responsible for any property damage or personal injury caused by the animal, or pest control (i.e. flea treatment) required because of the animal.

Etiquette with Service Animals

- Allow a Service Animal to accompany their owner at all times and everywhere on campus except where Service Animals are specifically prohibited.
- Do not pet a Service Animal without permission of the owner; petting a Service Animal when the animal is working distracts the animal from the task at hand. Service dogs typically wear a leather harness, scarf or sign to indicate they are working animals.
- Do not feed a Service Animal. The animal may have specific dietary requirements.
- Do not deliberately startle a Service Animal.
- Do not separate or attempt to separate an owner from her or his Service Animal.

EMOTIONAL SUPPORT ANIMALS POLICY (ESAs)

Saint Michael's College recognizes that Emotional Support Animals (ESAs) can play an important role in facilitating the independence of some individuals with certain types of disabilities. In addition, the health and safety of Saint Michael's College students, faculty, and staff are important concerns. Therefore, ESAs that meet the criteria described below will be exempt from the College's Animal Policy.

College community members who have questions or concerns about the presence of an ESA on campus should direct those questions to the Director of Housing Operations or the Director of Accessibility Services.

Emotional Support Animals

An ESA is any animal that does not meet the definition of "Service Animal" outlined in Saint Michael's College policy but that provides emotional support that alleviates one or more symptoms or effects of a residential student's disability.

With advance approval, a student with a disability may have an ESA in their residence hall as an accommodation. The ESA must either be: within the confines of the owner's residence hall; with the owner on the grounds immediately surrounding the hall; or with the owner in other outdoor areas where animals are not prohibited. Only ESAs that do not pose a direct threat to the health or safety of others, that do or would not cause substantial physical damage to College property or the property of others, or that do or would not fundamentally alter housing operations will be allowed. Though a request may be made at any time, the Student Life Office of Student Life and the Bergeron Wellness Center requests appropriate documentation for need to be made at least two weeks prior to an ESA's arrival on campus, so that the College can review the request thoroughly.

Qualifications and Process

1. Students who are interested in having an ESA on campus should contact the Office of Accessibility Services or the Bergeron Wellness Center to initiate the process. The Emotional Support Animal Request Form will be made available to the student.
2. The request must be supported by documentation from a licensed mental health professional (e.g., psychologist, psychiatrist, social worker) or otherwise qualified medical professional (e.g., a physician or physician's assistant) who is providing on-going treatment for the condition that causes the disability, which documentation must include the information requested on the College's Request for Information Re: Emotional Support Animal form. That form requires the student and their treating professional to provide, in general, information about:
 - The student's physical or mental impairment and how it substantially limits one or more major life activities;
 - The proposed ESA; and
 - Why, in light of the student's disability, the ESA is necessary to provide the student an equal opportunity to use and enjoy College housing.
3. Once submitted, the request will be reviewed by:
 - a. Director Of Accessibility Services
 - b. Director Of The Bergeron Wellness Center
 - c. Director of Housing Operations
 - d. Director of Residential Operations and Systems

And the student will be notified of the outcome of the request.

4. If approved, the student must provide a physical description of the animal, and must agree that if their request to reside with an ESA is granted, they will comply with all of the terms and conditions of the College's Emotional Support Animal Agreement, which include the "Responsibilities of the Owner" specified below. It is recommended that the animal is at least 12 months old and has been in the possession of the owner or family for at least 6 months.

Responsibilities of the Owner

Owners granted the accommodation of an ESA in their residence hall unit will be subject to the following rules, in addition to any other College rules not specifically related to ESAs. The owner must:

- **Keep the Animal in Residence Hall Unit or Other Approved Areas.** An ESA must either be: within the confines of the owner's residence hall; with the owner on the grounds immediately surrounding the hall; or with the owner in other outdoor areas where animals are not prohibited. The animal must be contained within the owner's

privately assigned individual living accommodations except to the extent the owner is taking the animal out for natural relief. When the animal is outside the private individual living accommodations, it must be in an animal carrier or controlled by a leash or harness. ESAs are not allowed in any College facilities other than the housing to which the resident is assigned.

- **Keep the Animal under Control.** The ESA must be properly housed and restrained or otherwise under the dominion and control of the owner at all times. No owner may permit the animal to go loose or run at large. If an animal is found running at large, the animal is subject to immediate removal from College housing. Likewise, the animal cannot exhibit aggressive behavior towards other animals or people. Such behavior will be grounds for immediate removal of the animal from campus.
- **Abide by Laws and Policies.** The owner must abide by current city, county, and state ordinances, laws, and/or regulations pertaining to licensing, vaccination, and other requirements for animals. It is the owner's responsibility to know and understand these ordinances, laws, and regulations. The College has the right to require documentation of compliance with such ordinances, laws, and/or regulations, which may include a vaccination certificate and license. Additionally, the owner must abide by all equally applicable residential policies, such as assuring that the animal does not unduly interfere with the routine activities of the residence or cause difficulties for other individuals who reside there.
- **Ensure the Animal is Well Cared For.** The owner is required to ensure that the ESA is well cared for at all times. Any evidence of mistreatment, abuse, neglect, or leaving the animal unattended for unreasonably long periods of time may result in immediate removal of the animal and/or discipline for the responsible individual pursuant to the Saint Michael's College Student Code of Conduct and/or any housing-related sanctions. College personnel will ***not*** provide care or food for any animal including, but not limited to, removing the animal during emergency evacuation for events such as a fire or fire alarm. Emergency personnel will determine whether to remove an ESA and may not be held responsible for the care of, damage to, or loss of the animal. Additionally, ESAs may not be left overnight in College housing to be cared for by any individual other than the owner. If the owner is to be absent from the residence hall overnight or longer, the animal must accompany the owner. The owner is responsible for ensuring that the animal is contained appropriately when the owner is not present during the day if attending classes or engaging in other activities.
- **Be Responsible for Property Damage.** The owner is required to clean up after and properly dispose of the animal's waste in a safe and sanitary manner and, when provided, must use animal relief areas designated by the College. The College may charge an individual accompanied by an ESA for any damage caused by their ESA beyond reasonable wear and tear to the same extent that it charges other individuals for damages beyond reasonable wear and tear. The owner's living accommodations may also be inspected for fleas, ticks or other pests if deemed necessary. If fleas, ticks or other pests

are detected through inspection, the owner will be billed for the expense of any pest treatment above and beyond standard pest management in the residence halls. The College will have the right to bill the owner's account for unmet obligations under this provision.

- **Notify the Office of Student Life if ESA is No Longer Needed.** An ESA is allowed in College housing for only so long as it is necessary because of the owner's disability. The owner must notify the Office of Student Life if the ESA is no longer needed or is no longer in residence. If an owner wishes to replace an ESA, the owner must, at a minimum, provide with respect to the proposed replacement ESA the information about proposed ESAs that is requested on the Information About the Proposed ESA portion of the Request for Information Re: Emotional Support Animal form; the College will determine on a case-by-case basis what if any other information and related documentation needs to be provided with respect to a proposed replacement ESA, and will determine whether to approve or deny a request for a replacement ESA. The College will inquire annually regarding any potential changes in a student's need for an ESA.
- **Remove the Animal if Directed by the College.** The College reserves the right to direct the student to remove the animal from campus if:
 - The animal poses a direct threat to the health or safety of others or causes substantial property damage to the property of others, including College property;
 - The animal's presence results in a fundamental alteration of a College program;
 - The owner does not comply with the Responsibilities of the Owner set forth above and/or an Emotional Support Animal Agreement signed by the owner; and/or
 - The animal or its presence creates an unmanageable disturbance or interference with the College community.

Violations of this policy will be referred to the Office of Student Conduct and Community Standards..

SAINT MICHAEL'S COLLEGE TOBACCO-FREE CAMPUS

Preamble

Saint Michael's College is committed to providing a healthy working and learning environment for the entire campus community. To that end, the College prohibits the use of tobacco and smoking of any kind on campus. The purpose of this policy is to reduce harm from tobacco use and secondhand smoke, provide an environment that encourages persons to be tobacco-free and smoke-free, and promote a campus culture of wellness.

Definitions

College property: All college-owned property, which includes but is not limited to college grounds (including North Campus), campus buildings, residential buildings, parking areas, walkways, recreational and sporting facilities and college-owned vehicles.

Tobacco Use:

Use of all forms of tobacco, including but not limited to cigarettes, cigars, shisha, pipes, water pipes (hookah), electronic cigarettes, and all forms of smokeless tobacco including but not limited to chew, snuff, sticks, strips, and orbs.

Policy

Saint Michael's College is a tobacco-free and smoke-free campus. This policy applies to faculty, staff, students, contractors, vendors and visitors. The use of tobacco, e-cigarettes, vapor pens and any and all smoking products are not permitted on any College-owned property.

The sale, advertisement, distribution, and sampling of all tobacco products and tobacco-related merchandise are prohibited at College properties and its owned, leased, or operated buildings. Institutional Review Board-approved research on tobacco or tobacco-related products is not covered by this policy.

Education

Educational information and smoking cessation services, programs, and resources are available to students, faculty and staff through Student Health Services and the Office of Human Resources.

Roles and Responsibilities

It is the shared responsibility of all members of the campus community to respect and abide by this policy. Administrators, deans, directors, department chairs, supervisors, and event sponsors will communicate the policy within their areas of responsibility.

Saint Michael's College will provide access to tobacco cessation resources to SMC students and employees.

Visitors refusing to comply with this policy may be asked to leave campus.

Implementation

The successful implementation of this policy depends on the courtesy and cooperation of the entire campus community. Appropriate signage will be posted in campus facilities, on the SMC website and elsewhere to inform members of the campus community and visitors of the Tobacco-Free Campus Policy.

The policy will be communicated in College publication and contracts as appropriate. College publications include but are not limited to electronic notifications, handbooks, brochures and other College-generated materials.

This policy shall be effective on September 1, 2016. Compliance with this policy is expected.

If an individual has a difficult time complying with this policy, the student should talk to a supervisor or the Division of Student Affairs to access resources for stopping tobacco use.

Resources

For more information about the Tobacco-Free Campus Policy and/or tobacco cessation resources and services, contact Student Health Services at (802) 654-2234.

Saint Michael's College appreciates your compliance with this policy for the benefit of everyone deserving access to a campus that promotes health and wellbeing for all.

ALCOHOL AND OTHER DRUG POLICY

Philosophy

A goal of Saint Michael's College is to encourage preparation of our students for living, learning and working as responsible members of our community. Given this goal, the College pursues two fundamental goals:

- To provide an atmosphere in which students are encouraged to make informed and responsible decisions.
- To demonstrate reasonable care to keep our campus free from conditions that create or increase the risk of harm.

Information available through Student Health Services, the Personal Counseling Office, the Student Life Office, and the Student Association enhance education efforts regularly presented on campus, to help provide students with the information, resources and support necessary to make responsible decisions regarding alcohol use and abuse. A variety of services are available from these offices as well for students who seek assistance for substance abuse problems. Saint Michael's College seeks to construct a learning and living environment in which students will behave responsibly. Activities that promote or encourage abusive drinking, such as drinking games, drinking paraphernalia, multi-liter containers or rotational parties are considered by the College to be irresponsible and in violation of College policy. Such activities hinder the College's attempt to eliminate conditions that create or increase the risk of harm.

Alcohol Policy

Our policy is framed with the following consideration in mind: Vermont State Law dictates that in order to legally possess or consume alcohol and individual must be 21 years of age.

Vermont Law, and therefore, Saint Michael's College:

- Prohibits misrepresenting one's age for purposes of purchase or consumption of alcoholic beverages.

- Prohibits those of legal age from serving an individual who is visibly intoxicated.
- Prohibits those of legal age from purchasing for and/or serving alcohol to minors.
- Prohibits operating a motor vehicle while under the influence of alcohol.
- Mandates that any individual who is dangerously intoxicated be taken into protective care.

In light of these considerations Saint Michael's College has established the following goals:

- To stress moderation, safety and individual accountability.
- To provide an atmosphere free from social pressure to drink.
- To maintain and encourage a sense of community where the effects of alcohol abuse are minimal and where problem behavior is reduced.
- To provide information and education which encourages responsible decision making with regard to alcohol use.
- To provide an atmosphere where we can further encourage programming that is not alcohol related.
- To provide confidential and effective counseling services for those with special needs related to alcohol abuse and alcoholism.
- To minimize the potential liability of both the individual and the institution.

Guidelines

Common sources of alcohol (kegs, beer balls, or their equivalent) are permitted at a College-approved event when catered by a licensed caterer. (See Approval of Events Involving Alcohol). Otherwise, kegs and beer balls, whether empty or full, tapped or untapped, will be confiscated by the College. Possession of a tap will be regarded as evidence of a violation of the keg policy. Outdoor drinking on College grounds is permitted at an organized and catered event approved by the Dean of Students or appropriate designee.

Alcohol is not permitted on or near the athletic fields during intercollegiate, club or intramural athletic contests.

At events sponsored by the College, College organizations, or employees where underage students are in attendance no alcoholic beverages will be served with the exception of those approved events served by licensed caterers. Carrying open containers of alcoholic beverages or consuming them in any public area of campus is prohibited. Student groups, organizations or clubs which sponsor an event where alcohol is sold/served may not use Student Association monies to purchase or provide by any means alcoholic beverages for the event. It is a violation of these policies to be intoxicated to the point of significant impairment of mental or physical ability. Students who are intoxicated at that level may be mandated by the

Dean of Students or designee to attend a College alcohol education program and may also be subject to disciplinary action. Students who procure alcoholic beverages for, or who serve underage individuals are not acting in a responsible manner and are violating this policy. A student who contributes in any way, however minor, to the intoxication of another person may be held personally liable for any injury or damage the intoxicated person causes or in which the student becomes involved.

Approval of Events Involving Alcohol

Events where alcohol is present may be approved depending on the nature of both the event and the facility and capacity of the facility, age distribution, and demonstration by the sponsoring organization of its ability to comply with State law and College regulations.

Only those of legal drinking age may have and consume alcohol in TOWNHOUSES AND GRADUATE (AND APARTMENT TYPE) HOUSING. Consumption of alcoholic beverages is prohibited in the remainder of campus housing.

The approval of the Student Life Office for events involving alcohol is required, and such events must be registered with the Student Life Office.

Methods for the accomplishment of these guidelines will be outlined by the Student Life Office during the event planning process. These methods include the following:

- All events must end by 1:00 a.m.
- All parties are prohibited Sunday through Thursday except with special permission.
- Sponsors are responsible for supervision of the event.
- Public Safety must be notified and hired when deemed necessary by the Student Life Office. Access must be restricted and accommodation limits (in conformance with Vermont fire/safety laws and the Student Code of Conduct) must be adhered to.
- Non-alcoholic beverages and food must be provided. A guest roster is required.
- Sponsors are responsible for cleanup.

Approved campus-wide events involving alcohol must be catered for and licensed in accordance with Vermont State Law.

Alcoholic beverages may only be sold at catered events. To request money (donation, tickets) as a condition of admission to a non-catered event is comparable to selling alcohol without a license and is therefore a violation of Vermont State Law and College policy.

Alcoholic Beverage Advertising, Marketing, and Promotion

Policy

Events at which alcohol is served may be advertised on campus only when the service of alcohol is in full compliance with a valid liquor license or catering license and appropriate state regulations. Alcohol must not be the primary focus in any publicity. The sponsoring group is responsible for any advertising/publicity that is disseminated in conjunction with the event. The sponsoring group also bears the responsibility for the cleanup of any and all advertising materials related to the event. Alcohol must not be used as an inducement to participate in an activity.

Advertisements must avoid demeaning sexual or discriminatory portrayals of individuals or groups. Promotion of alcohol must not encourage misuse or place emphasis on quantity or frequency of use. Drinking must not be portrayed as contributing to the personal, academic or social success of students or individuals. Alcohol advertising must subscribe to the philosophy of responsible or legal use. Alcohol must not be associated with the performance of tasks that require skilled reactions, such as the operation of a motor vehicle or machinery.

Promotion / Sponsorship

Departments, programs or officially recognized organizations of Saint Michael's College must not enter into any promotional agreements or advertising agreements with alcoholic beverage distributors/companies or their agents. Student organizations, and programs affiliated with the College should ensure that any alcohol advertising and promotional activity accepted by their organization adhere to the guidelines outlined above.

Drug Policy

Vermont State Law and Saint Michael's College prohibits the use, possession or transfer of controlled drugs, and subjects the offender to fine and/or imprisonment (18 VSA 4205; 18 VSA 4224). Transfer under this section is defined as including both sale and gift. Any violation of these laws will be considered serious and dealt with accordingly. Any person possessing or transferring illegal drugs shall be subject to disciplinary action. Sale and distribution may result in immediate dismissal.

The College also prohibits the possession, use or distribution of all types of paraphernalia. Possession of such paraphernalia will be considered sufficient evidence that a violation of the College drug policy has occurred.

Marijuana is classified as a Schedule I drug according to the Controlled Substances Act. Thus, the use, possession, cultivation, or sale of marijuana violates federal policy. Federal grants are subject to college compliance with the Drug Free Communities and Schools Act, and the Drug Free Workplace Act. Campuses found in noncompliance of these laws risk loss of federal funding for financial aid. Any violation of the federal law governing Marijuana is a violation of campus policy and will be dealt with accordingly.

Medical Marijuana Policy

Saint Michael's College students and employees should understand that possessing, using or selling marijuana in any form is prohibited on campus and during College activities. Although students, staff, and faculty who legally obtain a medical marijuana "registration card" from the Vermont Dispensary are allowed to possess and consume certain quantities of marijuana, doing so is not permitted on the Saint Michael's College campus or at SMC sponsored events.

Marijuana is classified as a Schedule I drug according to the Controlled Substances Act. Thus, the use, possession, cultivation, or sale of marijuana violates federal policy. Federal grants are subject to college compliance with the Drug Free Communities and Schools Act, and the Drug Free Workplace Act. Campuses found in noncompliance of these laws risk loss of federal funding for financial aid.

If a student is registered as a medical marijuana user and intends to possess and use marijuana the student must confine that use to off campus locations. If that student is subject to the required residency policy, the student may present the student's VERMONT medical marijuana registration to the Office of Student Life and request a waiver of the residency requirement so that the student may reside off campus. The card must be a Vermont medical marijuana registration card. No other state cards will be recognized.

FIRE AND LIFE SAFETY POLICIES

The following policies and procedures are in place as part of a preventive program that is designed to promote safe living and working environments in the Saint Michael's College residence halls and to eliminate the conditions that may pose danger to life and property as a result of fires, or unsafe conditions, occurring in or around the residence halls.

Fire, Health, and Safety Inspections

The College reserves the right to inspect any residential space when it is deemed necessary. In addition, the professional staff members of Residence Life and Public Safety have the right to enter residential spaces at any time for any reasonable cause. The primary purpose of entering is to take those precautions that College officials deem necessary to protect the health and life safety of the occupants and/or of other persons therein, and to enforce College policy.

Each semester, the Department of Residence Life and the Department of Public Safety will conduct fire safety inspections, and health and safety inspections of residential buildings and rooms on campus. The inspections will occur at a reasonable hour during the day or evening.

The fire safety inspections will be conducted by Public Safety staff on an on-going basis and will occur at random throughout the semester. Students will be reminded at the beginning of each semester that the inspections will occur. If someone is found to be in violation of fire safety policies, and it is a non-life-threatening violation, they will have twenty-four (24) hours to correct the issue. Life-threatening violations will require immediate correction and will be subject to a fine and/or disciplinary action. Any materials causing violation of the policy will be

confiscated at the time of inspection. If any violations are found during an inspection, students may be subject to fines and/or disciplinary action.

The health and safety inspections will occur twice a semester and will be conducted by the Residential Life staff. Notice will be given prior to the start of the health and safety inspection.

If blatant violations that could affect student safety are observed by other college staff members who are entering rooms as part of their job assignments (i.e., Facilities), they will be reported to the Residence Life office and/or the Public Safety office.

Fire Emergency / Drill Procedures

When the fire alarm sounds, residents are required to evacuate the residence hall/apartment. Failure to evacuate in a timely fashion, or at all, will lead to a fine and/or disciplinary action.

If a fire alarm sounds, residents should check their doors by feeling for heat and/or if smoke is coming under the door, making sure it is safe to exit. If it is safe to exit, students must evacuate immediately, by way of the nearest exit. Residents should not use elevators during a fire emergency or drill.

Residents must not prop doors and must keep hallways and stairways clear. Once students have exited the building, they should stand at least 50 feet away from the building, and should not stand in or near fire lanes. Students are not allowed to re-enter the building until the Fire Department and/or Public Safety has allowed them to do so.

If personal safety permits, Public Safety staff and Residence Life staff will assist with evacuations; however, it is the responsibility of the individual to evacuate when the alarm sounds. Students must not wait for staff to tell them to evacuate.

Once a semester, the Department of Public Safety will conduct an unannounced fire drill in each of the residence halls and apartments on campus. The objective of the drill is to practice evacuating in a timely fashion and becoming familiar with the procedures. Students will need to evacuate the building and will be able to re-enter once the Public Safety staff allows it. Full cooperation of all residents is expected.

False Alarms

Causing a false alarm is extremely dangerous. Multiple false alarms can lead to resident complacency. Causing a false alarm is a very serious offense and is subject to a fine of not less than \$500.00 and may be automatically referred to the Judicial Review Board by the Student Life Office for possible suspension or dismissal. Eviction from campus housing may be the consequence for any resident who pulled a false alarm. Furthermore, a false alarm under some circumstances may be a criminal offense.

Fire Safety Equipment

The use of fire alarms, fire protection equipment, or firefighting equipment for any purpose other than for what it is intended is prohibited. Impairment of any of the systems could cause loss of life, and severe damage to personal and College property.

Residents found tampering with, obstructing, covering, removing, disconnecting, falsely setting off and/or damaging fire safety systems and equipment will be subject to fines and/or disciplinary action. Residents will also be responsible for any cost associated with repairing or replacing damaged equipment. Fire safety systems and equipment includes fire alarms, alarm equipment, pull stations, smoke detectors, smoke detector batteries, carbon monoxide detectors, heat detectors, sprinklers, sprinkler pipes, standpipes, standpipe connections, fire extinguishers, fire hydrants, emergency exits, emergency exit signs, emergency exit lights, fire doors, emergency phones, and any other equipment or sign associated with the above-listed equipment.

Exits and Egress

All exits and egresses are to be kept free from obstructions at all times. These areas include hallways, stairways, landings, emergency exit doors, bedroom doors, hallway doors, windows, and fire escapes. Bicycles, other sporting equipment, and furniture are prohibited from being in any of the areas listed above. Fire escapes may only be accessed during fire drills or for a fire emergency.

Prohibited Actions / Items

For the safety of all residents on campus, the following actions and items are prohibited and considered fire safety violations. Residents found to be in violation will be subject to fines of \$100-\$500 and/or disciplinary actions:

- Candles, of any kind / shape / size (including decorative candles)
- Devices designed to melt wax
- Incense
- Potpourri
- Burners
- Hookahs
- E-cigarettes and vapes of any kind
- Fireworks
- Items suspended from sprinkler head and pipes
- Temporary dividers or partitions
- Cinder blocks
- Unauthorized locks on any door
- Appliances that have exposed heating elements, such as toasters, hot plates, electric frying pans / grills (including “George Foreman” grills), toaster ovens and rice cookers

are prohibited in Residence Halls. (Town House 100's, 200's, 300's, 400's, Cronogue Hall and Hodson are exempt and can have a toaster / toaster oven only in the Kitchen).

- Irons (unless equipped with automatic shut-offs)
- Coffee makers (unless equipped with automatic shut-offs)
- Sun lamps
- Fog machines, smoke machines
- Halogen lamps
- Portable heaters or space heaters (including kerosene)
- Dangerous or hazardous chemicals / materials
- Air conditioners
- Spider / Octopus style extension cords
- Electric water coolers
- Waterbeds
- Hair straighteners or curling irons (unless equipped with an automatic shutoff)
- Oversized refrigerators (larger than 4.0 cubic feet)
- Oversized microwaves (larger than 500 watts)
- Firearms/weapons
- Holiday lighting that is not UL approved
- Exterior holiday lights
- Larger carpets with foam or rubber backing
- Rooms that are overly congested with furniture or are extremely untidy
- Live Christmas trees or other live décor
- Outside décor attached to TH units
- Drapes or tapestries that interfere (or cover) with egresses, sprinkler head, or smoke detector
- Electric blankets
- Wall coverings (covering more than 50% of the wall)
- Coverings on doors
- HoverBoards / Battery powered skateboards
- Drones

Smoking

Smoking is prohibited in any College space. Please see the **Tobacco Free Policy**.

Outdoor Cooking / Outdoor Fires

Any type of outdoor fire or open flame is prohibited on campus. This includes campfires, bonfires, portable fire pits, and/or torches. Propane or charcoal grills are allowed on campus for cooking purposes and must be placed 20 feet from any building when in use. The grills must be attended to at all times while in use. Propane tanks or canisters are not to be stored inside any residential area.

Residential Maximum Capacity Limits

Overcrowding in the residential areas is a concern for when evacuations are necessary, and people need to evacuate in a timely fashion. Dangerous situations can occur when people are unable to evacuate quickly and efficiently. The College has set maximum capacity limits for the different types of residential areas on campus. Failure to abide by the capacity numbers listed below will be considered a fire safety violation. Residents will be subject to fines and/or disciplinary action if their residential space is found to be over capacity.

Townhouses 100s, 200s, 300s, 400s	Maximum of 45 people
Hodson, Ethan Allen Apts, Cronogue	Maximum of 30 people
Suites Common Areas (Canterbury, Cashman, Pontigny)	Maximum of 25 people
Aubin Common Areas	Maximum of 25 people
Triple Rooms	Maximum of 15 people
Double Rooms	Maximum of 12 people
Single Rooms	Maximum of 7 people

Judicial Process for Fire and/or Life Safety Violations

First time offenses will result in a campus citation being issued immediately. The fines will be as follows (categorized as listed above):

- Fire Safety Equipment - \$100.00 - \$500.00 per person involved
- Prohibited Actions / Items - \$100.00 - \$500.00 for each action and/or item per person
- Smoking Violations - \$100.00 per person
- Residential maximum capacity limits - \$100.00 per resident of the townhouse / apartment / suite / room

Second time offenses will result in the same fines as stated above AND referral to the Office of Community Standards and Student Conduct. For all malicious and/or deliberate fire alarm activations, the offender(s) will be immediately referred to the Office of Community Standards and Student Conduct. If the violation or cause of the alarm is in a common space and no individual(s) take(s) ownership, then a fine will be issued to all residents of the townhouse/apartment/suite/room. Any student who is issued a campus citation by Public Safety

will have 10 days to appeal the citation and 15 days to pay the citation to Public Safety. A copy of the ticket will go to the Fire and Life Safety Officer, who will enter the citation and handle any appeals or follow up that is needed. The Office of Community Standards and Student Conduct will be notified of any and all citations via Maxient; however, the Office of Community Standards and Student Conduct will not need to take action until the second offense.

GAMBLING POLICY

Students are expected to abide by all federal and state laws prohibiting illegal gambling. Students who are experiencing serious difficulties with gambling are urged to call the Personal Counseling Office at (802) 654-2547 or Gamblers Anonymous Nationwide at 1-888-GA-HELPS.

HAZING POLICY

The College defines hazing as any action or activity committed by a person, whether individually or in concert with others, against a student in connection with pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization, group or team affiliated with the College, and which intentionally or recklessly endangers the physical or mental health of a person, which violates the dignity of another person, or which humiliates, intimidates, demeans, degrades, abuses, or endangers them. Purported consent is not a defense to disciplinary action under this policy, given the socially coercive nature of hazing activities.

Hazing also includes soliciting, directing, aiding or otherwise participating actively or passively in the sorts of acts described in this policy. Hazing either on or off the College's campus is prohibited equally. Initiation activities and initiation parties fall into this category.

Hazing activities may include, but are by no means limited to the following: use of alcohol and other drugs; paddling in any form; branding or shaving of heads; creation of excessive fatigue; physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips, or any other such activities carried on or off-campus; wearing of apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and any other activities which are not consistent with state and local law (including legal drinking age laws), or the regulations and policies of the College. The College will treat the action of even one member of a group constituting hazing as hazing by the entire group. Saint Michael's College has a zero tolerance for hazing and the consequences can be severe. Participation in hazing activities may lead to individual disciplinary actions (which can include but are not limited to suspension or expulsion), organization, group or team disciplinary actions, and/or sanctions that may include but are not limited to termination, revocation or suspension of an organization's, group's or team's operations or permission to exist within the College's purview.

Sanctions will apply to those initiating the hazing and may apply to those subjected to the hazing as well. The College may suspend the activities of any student organization, group, or team, or individual members thereof, pending the outcome of an investigation.

Many hazing activities would violate Vermont law. The College will report allegations of hazing to law enforcement authorities when, in the judgment of the College, the nature of the allegations suggests that the hazing activity, if it occurred or is occurring, presents a risk of serious harm to students or other persons, or involves a potentially serious violation of law. All members of the College community are encouraged to report any actions or activities that could potentially involve hazing as defined in this policy to the Dean of Students or designee, to the Athletics Director or designee, or to other College officials.

COLLEGE COMMUNICATIONS POLICY

Saint Michael's College has two means of official communication with students:

- Electronic (MikeNet email)

Saint Michael's College provides each student with an email account on the College network. Students using another account bear the responsibility of checking their College account on a regular basis.

- On College letterhead and distributed to campus PO Box and/or permanent address.

Saint Michael's College provides each student with a post office box. Students residing off-campus should make sure the College has their current mailing address.

Any one or both methods may be used at any time to communicate official College business and time-sensitive information. Official communications might include, but are not limited to, faculty/student communication, administration/student communication, course registration information, storm-related delays or closings or other emergency announcements. Students will be expected to check both means of communication on a regular basis and will be responsible for their timely response to the information provided.

DEMONSTRATIONS

Philosophy

Central to the functioning of an academic community is the free and full exchange of ideas. Although differing points of view are best reconciled by honest and open discussion, the College community recognizes that orderly demonstrations can communicate ideas and are a valid means of speech and assembly.

Definition

Disorderly demonstrations are those, in the judgment of the Dean of Students or their designee that would: Threaten to endanger the safety of any members of the College community, or pose a threat to the physical facilities, or significantly obstruct or disrupt the normal functions of the College, or attempt to deny others the ability to engage in free of speech or assembly.

Policy

For reasons of good order and safety, the Dean of Students must be notified at least 2 days prior to a planned demonstration. The Dean of Students or their designee may impose reasonable restrictions on the time, place, and manner of demonstrations with reasonable discretion.

Participants in a disorderly demonstration shall be accountable for their actions and may be subject to judicial action where injury or damage occurs, or the rights of others are violated. Negotiations will not take place while any member of the College community is under duress because of a demonstration.

Campus Facilities

Campus facilities and grounds are principally intended for use by approved College programs, activities, and operations. Requests for use by persons, groups, or organizations, internal or external to Saint Michael's College, will be resolved in accordance with the time, place, and manner restrictions expressed in this policy, all of which will be administered in a manner reasonably designed to advance the mission of the institution, preserve the order necessary to conduct customary to SMC operations and activities, protect the safety of persons and security of property, and maintain the aesthetic appearance of the campus. Requests for facilities or grounds use for an event or activity by individuals or organizations must be submitted to the Dean of Students at least two days prior to a planned demonstration or event.

Unauthorized use of College grounds, facilities, and other resources may violate this policy, other applicable SMC policies, and/or civil and criminal laws. A demonstrated violation of policy or law may result in disciplinary or legal action against violators. In addition, SMC reserves the right to promptly discontinue unauthorized uses, without compensation to persons, groups, or organizations acting in violation of this policy. The College also reserves the right to charge for appropriate services, insurance and/or room rental fees.

ELECTRONIC INFORMATION SYSTEMS POLICY

This document identifies the rights and responsibilities of those who use the electronic information resources at Saint Michael's College. This includes the academic and administrative computer systems, the networks, the on-campus information resources, and the Internet resources reached through Saint Michael's College systems.

Introduction

The computing systems at Saint Michael's College are provided for the purposes of instruction, research, personal development, and administration. This policy informs users of the rights they

may expect and their responsibilities. This policy applies to all users of SMC computing resources, including those who access these resources from off campus.

Rights

The College will provide an environment in which there is respect for freedom of inquiry and expression; opposition to censorship; privacy and confidentiality; freedom from sexual and other unlawful harassment and related retaliation; and protection of intellectual property. In particular, the same standards and principles of intellectual and academic freedom already supported by the College in other areas extend to material received through the network. This extends also to publication: the same standards of intellectual and academic freedom developed for faculty and student publication in traditional media are applicable to publication in computer media.

Responsibilities

Users are expected to abide by the policies of the College, whose existence makes the use of these resources available. Every user is also expected to be considerate of the rights of other users. Examples of infringements of these principles may include, but are not limited to the following:

- Using the Saint Michael's College system for illegal or criminal purposes.
- Unauthorized use of resources for commercial enterprises.
- Substantially and willfully interfering with another person's authorized use.
- Obstructing other people's work by consuming gratuitously large amounts of system resources (e.g., network bandwidth or printers). This includes but is not limited to game playing or monopolizing information resources for entertainment or personal use.
- Allowing unauthorized access to accounts and passwords. Violating license agreements.

Illegal File Sharing Issues

Students must recognize that the illegal distribution of copyrighted materials (including unauthorized peer-to-peer file sharing) may subject them to criminal and civil penalties. The College will take steps to detect and identify such distribution and will cooperate fully with law enforcement agencies and copyright owners. In addition, internal disciplinary action, including but not limited to termination of network access, may be taken.

A list of legal alternatives for downloading music and other copyrighted material is available on the College's Website. The following is a summary of civil and criminal penalties for violation of federal copyright laws:

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute copyrighted work. In the file-sharing

context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties.

In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For detail, see Title 17, United States Code, Section 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the Website of the U.S. Copyright Office at www.copyright.gov, especially their FAQ’s, at www.copyright.gov/help/faq.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

The Family Educational Rights and Privacy Act of 1974 (“FERPA”) pertains to student educational records maintained by Saint Michael’s College. The Act provides that students can have access to their educational records, and limits the disclosure of student educational records, unless the student consents to disclosure or an exception applies. The following guidelines are presented to assist all members of the Saint Michael’s community in understanding the provisions of the act as they apply to Saint Michael’s College.

College Policy on Student Access to Educational Records

All current and former students can have access to their educational records upon written request to the applicable office. Each office will comply with all requests within a reasonable length of time, but not later than forty-five days from the date of receipt of the written request. Educational records include academic records, disciplinary records, confidential letters and statements.

Records not covered by FERPA include, for example, any record received prior to January 1, 1975, financial records of parents, private notes of faculty and administrative officers, law enforcement records/campus public safety records, and medical or psychiatric records. A physician or psychiatrist may review medical or psychiatric records if requested by a student.

Students may waive, in writing, access to recommendations and evaluations. A waiver must be filed with each individual office. FERPA does not provide for blanket waivers of access to all educational records.

A student who requests access to their educational records is expected to present valid identification.

Students may request unofficial copies of any educational record and also request that official copies be sent directly to other institutions. A fee will be incurred; please contact the **Registrar's Office** to inquire about applicable fees.

FERPA Provisions Regarding Release of Records

FERPA provides that student educational records should not be released absent student consent, unless an exception applies. For example, records may be shared, without student consent:

- With faculty, staff, administrators, other professional or service providers employed by or contracted with the College who have legitimate educational interests in the record (“school official”). A school official typically includes a person employed by the College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the College who performs an institutional service or function for which the College would otherwise use its own employees and who is under the direct control of the College with respect to the use and maintenance of personally identifiable information from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College.
- Upon request, to officials of another school in which a student seeks or intends to enroll.
- With authorized federal and state officials in the process of administering educational programs.
- To satisfy requirements of administration of the Financial Aid Program.
- With accrediting organizations carrying out their accrediting function.
- With parents who provide documentation that the student is a dependent for IRS tax purposes.
- Consistent with the Directory Information provisions below.
- With organizations conducting studies on educational programs provided that the identity of the student is not revealed.
- To comply with a judicial order or lawfully issued subpoena.
- To appropriate officials in connection with a health or safety emergency, subject to 34 C.F.R. § 99.36 and § 99.31(a)(10)).

The College will advise all recipients of student records that only authorized persons may see the records. Each College office will keep a record of all individuals requesting or receiving student records except as noted in item number one above.

Students who wish to give a blanket authorization for the College to share information from their educational records with parents, legal guardians or other designated persons may file a release authorization form with the Registrar's Office.

Directory Information

The College may release to the public certain information regarded as directory information. If a student does not want this information publicized, the student must submit a request in writing to the College's Registrar, on an annual basis, that such information not be published. Saint Michael's College considers the following to be "Directory Information":

Name

Home address (while enrolled at SMC)

Campus address (if applicable)

E-mail address

Photograph

Dates of attendance and graduation

Class standing, e.g., first-year student, sophomore, junior, or senior

Major field(s) of study

Degrees received

Honors and awards received

Heights and weights of members of sports teams

Hearings

A student may challenge any educational record that the student feels to be inaccurate, misleading, or a violation of privacy. This policy does not apply to academic grades received for course work except when there is reason to believe that an error was made in recording grades to the transcript.

When a student desires to challenge a record, every effort should be made to resolve the question with the office involved. If this is not possible, the student must submit in writing to the College Registrar, Founders 112, 802-654-2571, a statement outlining the alleged inaccurate, misleading or inappropriate date or statement contained in the record. The coordinator will appoint an impartial college official who will conduct a hearing within forty-five days of receipt of the written request. The results of the hearing will be transmitted in writing to the student and all other parties involved. The student may appeal the decision to the President of Saint Michael's College. The President's decision will be final.

PHOTO RELEASE POLICY

Unless a written statement to the contrary is filed with the Office of Marketing, all students, faculty and staff give permission and authorization to Saint Michael's College to use any still photograph of themselves that is taken or is authorized by a Saint Michael's College staff member for instructional or promotional purposes. By granting permission, individuals release the College from any and all claims or damages for libel, slander, or invasion of privacy.

SOLICITATION POLICY

For purposes of this policy, **commercial solicitation** shall be defined as activity which promotes or tends to promote the sale of goods or services, including events, and/or the exchange of money. Commercial solicitation materials shall include posters, flyers, banners, signs, notices, leaflets and similar material used in connection with commercial solicitation.

For purposes of this policy, **non-commercial solicitation** shall be solicitation, which does not meet the definition of commercial solicitation. It may involve the promotion of ideas or the encouragement of activity. Examples of non-commercial solicitation include voter registration or health promotion. Non-commercial solicitation materials may include posters, flyers, banners, signs, notices, leaflets and similar materials used in connection with non-commercial solicitation.

All commercial solicitation on campus must be approved by the Office of Student Activities and must be sponsored by a student organization, a group affiliated with the College or an administrative office. All non-commercial solicitation on campus must be approved by the Office of Student Activities.

Exceptions to this are solicitations at athletic events or in residence halls. Solicitations at athletic events must be approved by the Director of Athletics. Within residence halls all solicitation is prohibited unless specifically approved by the Director of Residence Life. This is to insure and maintain the safety, public safety and expected privacy of the living areas and an environment conducive to academic pursuits.

Solicitation of external sources for funds or advertising is not permitted without the approval of the Vice-President for Institutional Advancement or designee.

The College reserves the right to withhold approval to solicit or vend from any organization. The following applies to both commercial and non-commercial solicitation as indicated:

General

Commercial solicitation is prohibited in the residence halls. The distribution on campus of any commercial/non-commercial solicitation materials must be approved by the Director of Student Activities prior to distribution. The placement of commercial and non-commercial solicitation materials inside campus buildings is restricted to designated bulletin boards. Commercial and non-commercial solicitation materials shall not be affixed to any building, statue, walkway, plant, tree or vehicle. Commercial and non-commercial solicitation materials which consist of sheet signs, banners or other such notices may be hung outside buildings or across pedestrian walkways or roadways only with prior permission of the Office of Student Activities, Residence Life and where appropriate, the Director of Physical Plant, who will ensure that safety hazards are not created. All commercial and non-commercial solicitation and all commercial and non-commercial solicitation materials shall avoid demeaning sexual expression in innuendo and discriminatory portrayals of individuals or groups.

Alcohol Advertising

Events at which alcohol is served may be advertised on campus only when the service of alcohol is in full compliance with a valid liquor license or catering license and appropriate state regulations. Alcohol shall not be the primary focus of any solicitation or solicitation material. For more specific information on alcohol beverage advertising and solicitation, please refer to Alcohol and Other Drug Policy in this book. The sponsoring group is responsible for any solicitation material that is disseminated in conjunction with any event. The sponsoring group also bears the responsibility for the cleanup of any and all solicitation material relevant to the event.

STUDENT ORGANIZATIONS AND CO-CURRICULAR ACTIVITIES

Saint Michael's College aims to contribute to the intellectual and personal growth of its students through classroom experiences and co-curricular activities.

The College takes note of the individual needs and talents of its students and recognizes the concept of a student's development as an integral part of the college experience.

By its recognition and support of a wide variety of clubs and organizations, Saint Michael's College reinforces its commitment to stimulate the intellectual and personal growth of its students. In addition, the leadership opportunities available in Student Activities assist in preparing students to meet the needs of a changing world.

Club Recognition Guidelines

Recognition

The Student Association shall have the authority to recognize and regulate all student organizations. The financial accounts, activities, rules and statutes of all student organizations are subject to the supervision of the Student Association.

The College reserves the right to review the recognition of clubs and organizations to ensure compatibility with the Mission of the institution.

Advisors

Each student organization is to have one or more advisors chosen from the faculty or full-time staff by vote of the organization. It is the responsibility of the club president to maintain regular contact with the advisor concerning all of the activities of the organization.

Use of College Facilities

For use of rooms and facilities on campus, all recognized student organizations and groups must make reservations in advance with the Office of Conferences and Special Events.

Contracts

All contracts involving student organizations and activities may be initiated by club and organization officers. However, all contracts must be submitted for approval by the Secretary of Finance for the Student Association, the Office of Student Activities and the Vice-President for Finance.

Club Recognition Process

For official recognition, a student club or organization must fulfill the following requirements: It must meet a need not currently being met by other clubs, organizations, or departments on campus. It must demonstrate that it contributes to the overall educational mission of Saint Michael's College. It must demonstrate that its activities will contribute to the advancement of the social, cultural, intellectual, or spiritual development of its individual members and the College community. It must provide the following information to the General Assembly:

- A statement of goals (mission statement) including a list of standing officers, an inventory of all equipment, and a journal of financial holdings.
- A constitution in keeping with the guidelines set forth by the Student Association.
- The name of at least one faculty/staff advisor chosen by the majority of the members of the organization.

The views of a recognized club may or may not be those held by Saint Michael's College or the Student Association.

Club Privileges

Subject to reasonable regulation by the College, recognized students organizations will generally enjoy the following privileges:

- Use of College facilities in accordance with applicable policies for meetings and activities.
- Solicitation of membership on campus under the organization's name.
- Listing of the organization in any official publications of the College.
- Use of campus bulletin boards and other designated posting areas.
- Access to campus services, resources and equipment and the expertise of a faculty/staff advisor.
- Ability to seek funding under guidelines established by the Student Association.

Club Responsibilities

Any club seeking recognition shall follow provisions granted by the Student Association Constitution and by-laws available in the Student Association Office in the Student Activities Center. It is the responsibility of all clubs and organizations to adhere to the rules and regulations outlined in the Student Code of Conduct. Each club must have on file with the Student Association a constitution, a mission statement, and the name of the club's leadership and its advisor(s).

The College has a right to expect that freedom of expression will be exercised in a peaceful, non-disruptive manner and with appropriate consideration and respect for opposing points of view. Student organizations at the time of their recognition should agree to the policies and procedures appropriate to their activities and conduct both on and off campus.

The name Saint Michael's College or any name implying affiliation with Saint Michael's College, may only be used if such organization is officially recognized and approved as in good standing with the Student Association.

PARENTAL NOTIFICATION

The College reserves the right to notify parents or guardians, regardless of the student's age, status, or conduct, in health or safety emergencies, hospitalizations, or when in our judgment, the health or well-being of the student or others may be at risk.

MEDICAL WITHDRAWAL

Responsible Official: Vice President for Student Affairs or designee after consultation with Director of Counseling, Bergeron Wellness Center

Policy Statement

Saint Michael's College is strongly committed to supporting students in their intellectual and extracurricular endeavors. When illness or significant personal hardship intrudes upon a student's ability to successfully meet the requirements of his or her course of study, it is College policy to assist with the student's withdrawal from the College for the purpose of focusing on those matters requiring attention. Prior to re-matriculation, it is the College's intent to provide students with information about resources which may be of use to them as they resume their studies and to provide support where possible in order to optimize the likelihood of a successful return to campus life.

It is the College's goal that all students are able to participate fully in the academic community. In usual circumstances, however, when a student's illness causes him or her to pose a threat to self or others or creates a significant disruption to the activities of the campus community, the student may be required to withdraw from the College.

Reason for the Policy

It is the goal of the College to foster an environment in which each student is able to fully pursue their academic goals. When illness prevents a student from achieving these goals, it is the intent of the College to provide a mechanism whereby the student may withdraw from their studies and return to them when able. In unusual circumstances, illness may cause a student to pose a threat to others that significantly disrupts the life of the community. In such circumstances, the College may find it necessary to involuntarily withdraw a student from the College.

Strategic Direction

This policy supports the following goal in the College's Strategic Plan:

- Student Experiences: Provide a distinctive College experience that prepares students for success as accountable leaders in the 21st century.

Applicability of the Policy

This policy applies to all undergraduate and graduate students at Saint Michael's College and is in force for the entirety of each academic calendar, including summer.

Procedures

Medical Withdrawal

1. Students who seek to withdraw from the College because of illness must meet with or submit a written request to the Director of Counseling at the Bergeron Wellness Center (Kathleen Butts). If the director is unavailable, the student may meet with the Vice President for Student Affairs (Dawn Ellinwood). As necessary, the Director of Counseling or the VP will confer with appropriate campus medical or psychological professionals in order to make the final determination regarding the student's request. In unusual or complicated situations, the VP or designee may convene a committee composed of representatives from the Bergeron Wellness Center.
2. Students who are granted a withdrawal because of illness will receive a "W" for all courses attempted during that term.
3. Students granted a medical withdrawal will have a hold placed upon their registration by the VP's office pending successful petition for re-enrollment to the College.
4. Graduate and undergraduate students granted a medical withdrawal should address the impact of withdrawal on the continuation of scholarship, research, graduate assistantship or other forms of educational support with the appropriate program administrator in their academic department, the Dean of the School or College, and for graduate students, the Dean of the Graduate College. Any adjustment to the student's tuition will be made in accordance with standing College policy.

Students who wish to appeal the outcome of their request for medical withdrawal may do so by submitting their appeal in writing to the Director of Counseling, Bergeron Wellness Center, Kathleen Butts (kbutts@smcvt.edu).

It is the intention of the College to support students in a successful return to the College community when illness has necessitated withdrawal. To this end:

1. Students will be informed that the College expects the leave to be of sufficient duration to allow the student to address the issues involved in their medical leave. It is common for students who withdraw because of serious physical or mental illness to take a minimum of one full semester away from the College in order to enhance the likelihood of success

upon return, but the College does not impose any mandatory minimum leave duration, and will consider objective information provided by qualified professionals who are working with the student and/or who are affiliated with the College.

2. Students wishing to return to their studies following medical leave must complete the following steps:
 - a. Notify the Director of Counseling at the Bergeron Wellness Center (Kathleen Butts) of their desire to return to the College.
 - b. Submit documentation from their treating clinician to the Medical Leave Committee (in the care of Kathleen Butts, Box 259, One Winooski Park, Colchester, VT 05439 or to kbutts@smcvt.edu) attesting to the student's ability to resume studies with a reasonable likelihood of success. It must outline, as appropriate, a plan of treatment to be followed upon return, to the extent necessary for the College to understand the student's likelihood of success. All documentation will be held in strict confidence by the College; it will be maintained in the student's health record. Upon request, the student will authorize the Medical Leave Committee to secure any additional information necessary to assess the student's readiness for readmission.
 - c. Submit documentation by the following dates: July 1st for the fall semester, December 1st for the spring semester, and April 1st for the summer term.
3. The Medical Leave Committee will consult with appropriate resources in considering the student's request.
4. When the Medical Leave Committee has concerns about the likelihood of the student's success, the committee's designee will communicate this to the student and, with the student's permission, to the treating clinician.
5. Students are expected to meet with Kathleen Butts, Director of Counseling at the Bergeron Wellness Center within two weeks of the first day of classes for the purpose of assessing their experience thus far and reviewing support resources available for them. An appointment can be made by calling 802.654.2234. A plan shall be outlined by the student and the Director of Counseling to determine the plan of care and resources for the student.

Involuntary Withdrawal

1. The College may require a student to involuntarily withdraw from classes or require conditions for continued attendance when, as a result of a medical or psychological condition, one of the following transpires:
 - a. The student threatens the safety of others.
 - b. The student causes or threatens to cause significant property damage.
 - c. The student significantly disrupts the activities of the College.

- d. The student demonstrates evidence of significant impairment and is unable to make an independent determination that voluntary leave is needed.
2. When a student exhibits any of the behaviors described above, he or she may be brought to the attention of the Vice President of Student Affairs. The VP or designee, in consultation with appropriate medical, psychological, or academic resources, may involuntarily withdraw a student from his or her classes or place conditions on the student's continued education.
3. Under certain circumstances involving the safety of the College community, the Office of the Vice President may mandate that the student undergo a psychological or medical assessment to assist in evaluating the student's ability to participate successfully in College life.
4. The results of the requested inquiry will be shared in written form with the student.

If a student is involuntarily withdrawn from classes, the VP of Student Affairs, in consultation with appropriate campus resources and the Medical Leave Committee as necessary, will determine the length of separation from the College and describe the conditions under which the student may seek to return. A hold will be placed on the student's registration until the student has been granted readmission.

5. A student may appeal the results of the College's decision to involuntarily withdraw him or her from classes to the Vice President of Student Affairs and the Director of Counseling at the Bergeron Wellness Center. These individuals will review all available information and render a final decision. This result will be shared with the student.
6. Students involuntarily withdrawn from classes will receive a "W" for all courses attempted during that semester.
7. Students seeking readmission to the College following involuntary withdrawal must follow the same procedure outlined for students returning following voluntary withdrawal.
8. All records concerning involuntary withdrawal will be kept separately from the student's academic record in accordance with the college's policy on the confidentiality of student records.

Concerns Regarding Discrimination

Any student who believes they have been discriminated against under the policy because of their medical condition should discuss their concerns with the representative for Affirmative Action and Equal Opportunity and may file a complaint with that office. You can reach out to either of the Human Resources Directors: Howie LeBlanco at (802) 654-2729 or Kendra Smith at (802) 654-2587.

Contacts

Questions related to the daily operational interpretation of this policy should be directed to:

Vice President for Student Affairs

Dawn Ellinwood

(802) 654-2566

dellinwood@smcvt.edu

-Or-

Director of Counseling, Bergeron Wellness Center

Kathleen Butts

(802) 654-2310

kbutts@smcvt.edu

Related Documents / Policies

- Medical Withdrawal Request Form
- Medical Withdrawal Re-Entry Student Self-Report Form
- Mental Health Community Provider Report
- Medical Community Provider Report

EMERGENCY PLANNING

Saint Michael's College has an emergency response plan in place to guide staff in dealing with various emergencies that might affect the campus. The College has a fully operational fire department and rescue squad on campus and is in a unique position to manage many of its own emergencies utilizing its own resources.

Emergency communication is a pivotal element of a functional response plan. Among the communications media to be utilized during an emergency is a text messaging system. All members of the campus community are urged to register with the system so that updates and information can be delivered to their mobile devices during critical emergencies. The service provided at no cost and registration is simple by logging on to www.getrave.com.

Additionally, the College has a Hostile Intruder Community Guideline in place. This guideline and other pertinent emergency information can be found on the Public Safety offices webpage. www.smcvt.edu/publicsafety.

Emergency Calls

For all emergency calls, tell the Dispatcher the name, location and type of emergency. Stay on the line until all pertinent information is clearly understood. The Dispatcher has direct radio

contact with Public Safety, Fire and Rescue agencies, and can provide immediate response to any emergency.

- **On Campus:** Call Telephone & Dispatch Services by dialing 911 from any campus phone or pick up any emergency phone, no dialing necessary.
- **Off Campus:** Fire and Rescue: (802) 655-3212 or (802) 654-2911 (**both are Emergency Only**)
- **Public Safety:** Public Safety is available 24 hours per day. Dial (802) 654-2374 during regular business hours, Monday through Friday, 7:30 am – 4:00 pm or the Dispatcher by dialing “654-2000” Public Safety and the Dispatcher are in constant radio contact with each other.

CARE TEAM

Saint Michael’s College has a committee of staff who meet weekly to discuss the best way to support students. The goal of our “CARE Team” is to support all of our students to be successful in their endeavors here at Saint Michael’s, and in particular, supporting “Students of Concern.”

What is a Student of Concern?

A student of concern is any student who is displaying behaviors that may hinder a student’s ability to be successful at Saint Michael’s.

Sometimes small changes in personality or actions are the first indicator that a student may need more assistance. Other times, behaviors are being noticed by many members of our community and create a significant amount of concern. While Saint Michael’s does its best to give individual time and attention to every student, there are some behaviors that may go unnoticed until a caring person tells us about them.

We invite you to share your concerns so that our CARE Team can reach out and provide support to students who may need more assistance. Faculty and staff can play an invaluable role in helping students who may need support. Your expression of interest, concern, and compassion may be the connection a student needs to get the assistance they need. It is important to note that the College does not expect you to assume the role of counselor, therapist, or police officer. For those responsibilities, Saint Michael’s has trained professionals who are ready to assist you with students who are of concern to you.

The CARE Team meets weekly to discuss the best way to support students who are of concern. All meetings are confidential with the main goal of success for each student. Additionally, while confidential resources are a part of these discussions, at no time is confidential information shared with this group or people making reports.

If you have a concern about a student, please feel free to contact anyone listed here or call Student Life directly at (802) 654-2566:

Catherine Welch, Title IX (Chair of CARE Team)

Kathy Butts, Personal Counseling

Sarah Childs, DEC

Greg Davis, Student Financial Services

Dawn Ellinwood, Vice President of Student Affairs & Dean of Students

Jeff Fontaine, Public Safety

Choeden Lama, DEC

Kerri Leach, Student Activities

Anna Leavey, Health Services

Brian Lee, Student Life

Tim Mackin, Academics

Megan Ohler, Student Life

Marnie Owen, Registrar's Office

Kaitlyn Root, Resident Director

Heidi St. Peter, Purposeful Learning

Jeff Vincent, Residence Life

Mary Wright, Academic Support

Rosemary Yargici, International Student Services

Additionally, if you want to report an anonymous concern about a student, please contact Public Safety's Anonymous Tip Line at:

<https://www.smcvt.edu/student-life/health-and-safety/public-safety/helpful-forms/silent-witness/>

THREAT ASSESSMENT

Violence Prevention Begins with You.

Violence is a part of our society. There's just no way of getting around it. Mention the names of Columbine, Virginia Tech, or Sandy Hook to most people and they know exactly what you are talking about. Could events like those happen here in Vermont? Unfortunately, the answer is "yes." That's the harsh and simple truth of it, but working together we can head off acts of violence before anyone gets hurt. If you observe worrisome behavior or suspect that a potentially dangerous situation is developing, speak up. If you are wrong, no harm is done. But if you are right, you could avert a tragedy. Violence prevention depends on all of us.

At Saint Michael's College, we have a Threat Assessment Team – a group of trained professionals who are able to receive, analyze, and respond sensitively to reports of potential violence.

Threat Assessment Team

The Threat Assessment Team is appointed by the Vice President for Student Affairs of Saint Michael's College and is responsible in part for: receiving reports and gathering and analyzing information regarding acts of violence, behavior of concern or statements and/or potential threats posed by individual(s); developing, implementing and monitoring intervention strategies and management plans, which are designed to respond appropriately to statements, behavior and/or circumstances that generate concern that an individual may pose a risk of harm to a member of the College community, including, but not limited to, incidents of violence, threatening behavior or statements, unwanted pursuit, stalking, and harassment; and coordinating with appropriate authorities, including law enforcement, medical personnel, and other outside agencies, as appropriate.

Individuals may make a report to any member of the Threat Assessment Team:

Jeff Favreau
Director of Public Safety
(802) 654-2559
jfavreau@smcvt.edu

Jeff Fontaine
Investigator / Liaison Officer, Public Safety
(802) 654-2864
jfontaine@smcvt.edu

Mary Wright
Academic Support, Director
(802) 654-2818
mwright@smcvt.edu

Anna Leavy
Bergeron Wellness, Director
(802) 654-2234
aleavy@smcvt.edu

Kathy Butts
Counseling, Director
(802) 654-2546
kbutts@smcvt.edu

Jeff Vincent
Director, Residential Life and Community Standards
Associate Dean of Students
(802) 654-2754
jvincent@smcvt.edu

Kendra Smith
Director, Human Resources
(802) 654-2587
ksmith8@smcvt.edu

Tim Mackin
Dean of Undergraduate Studies
(802) 654-2347
tmackin@smcvt.edu

Megan Ohler
Senior Associate Dean of Students
(802) 654-2248
mohler@smcvt.edu

Dawn Ellinwood
Vice President of Student Affairs/Dean of Students
(802) 654-2566
dellinwood@smcvt.edu

The Vice President for Student Affairs/Dean of Students serves as the chair of the Threat Assessment and Management Team and, in consultation with other College officials and other resources as appropriate, will assess the reported information and determine whether to convene the Team.

Threat Assessment and Response Policy

Saint Michael's College is committed to maintaining a campus and workplace environment that is safe and secure for all students, staff, faculty, and visitors. As part of this commitment, Saint Michael's has established a Threat Assessment Team, which is empowered to assess risk and, in cooperation with other College teams or offices as appropriate, formulate an appropriate response in situations where an individual's behavior and/or statements generate concern that he or she may present a threat to the health or safety of others. The Team seeks to mitigate potential risks before they result in harm. Nothing in this policy shall be construed to amend Saint Michael's Student Code of Conduct and Policies or other applicable Saint Michael's policies.

Threat Assessment Team

The Vice President for Student Affairs/Dean of Students appoints the members of the Team and names its chair and appoints new or different team members as necessary. The Team will usually consist of representatives from the Department of Public Safety, Academic Affairs, Student Affairs, Human Resources, Health Services and Personal Counseling. The College's legal counsel serves as an advisor to the Team. Members of the Team are identified above and in other College publications, as appropriate. Other College personnel and outside resources with relevant areas of specialization and responsibility may be called upon to assist the Team, including but not limited to Residence Life staff, supervisors, law enforcement agencies, medical personnel, or other outside experts. The Office of the President will be kept apprised of the team's work as appropriate.

Purpose

As appropriate to the circumstances of a particular situation, the Threat Assessment Team may engage in activities that may include, but are not limited to, the following: receiving reports and gathering and analyzing information regarding acts of violence, behavior concern or statement and/or potential threats posed by individual(s); developing, implementing, and monitoring intervention strategies and management plans, with or without the involvement of other College teams or offices as appropriate, that are designed to respond appropriately to statements, behavior and/or circumstances that generate concern that an individual may pose a risk of harm to a member of the College community or the College community in general, including but not limited to, incidents of violence, threatening behavior or statements, unwanted pursuit, stalking, and harassment; coordinating with appropriate authorities, including law enforcement, medical personnel, and other outside agencies, as appropriate; implementing reporting protocols and developing strategies to encourage reports from the College community; and assisting in conducting periodic campus-wide awareness education for students, staff, and faculty regarding threat assessment, threat management, pertinent information, sharing issues, and the Team's responsibilities. Such training and education will be coordinated with College departments such as the Department of Public Safety, Human Resources, Academic Affairs, and the Dean of the College. The College will keep apprised of best and promising practices and participate in periodic training in threat assessment and management.

Reporting Potential Threats

All students, faculty and staff should be committed to promoting the safety and security of the campus and workplace environment. As such, anyone who believes that an individual has committed or may commit an act of violence, is engaging in behavior or making statements that generate concern about the potential for violence, or otherwise may pose a threat to the health or safety of any member of the College community should **call the Department of Public Safety immediately at 802.654.2000. In case of emergency, please dial 911.**

Individuals may also make a report to any member of the Team. The Team membership is listed in the previous section.

The Vice President for Student Affairs/Dean of Students (or designee) will serve as the chair of the Team and, in consultation with other College officials as appropriate, will assess the reported information and determine whether to convene the Team.

In cases where an appropriate level of assessment indicates that a report involves a person who poses a threat to self only, the matter will be referred to the appropriate College official. In cases where available information suggests that the person may pose a threat to self and others, the Team will remain involved and will involve other College officials as appropriate. In cases where a referral is made, the Team may be re-involved as necessary and appropriate.

In situations where an individual has concerns about someone's behavior but is unsure whether such behavior constitutes a "threat" to self or others, the individual should report the information to the Department of Public Safety or other College official, as appropriate, to allow the College the opportunity to assess the situation and respond as necessary.

Students

Concerns about statements and/or behavior of students may be reported to the Vice President/Dean of Students, Senior Associate Dean of Students, Associate Dean of the College, Public Safety, or any member of the Threat Assessment Team.

Faculty or Staff

Concerns about the behavior of faculty or staff may be brought to the appropriate supervisory authority or any member of the Threat Assessment Team.

Confidentiality

All reports under this policy will be handled in a sensitive manner. Information will be shared with others only to the extent necessary to assess and manage the situation and in accordance with state and federal law. In general, the law recognizes and protects the confidentiality of communications between a person seeking care and a medical or mental health professional or religious advisor.

The medical, mental health and religious professionals at Saint Michael's College respect and protect confidential communication from students, faculty, and staff to the extent that they are legally able to do so. One of these professionals may have to breach confidence, however, when he or she perceives a serious risk of danger to another person or property. Saint Michael's College is also part of a larger community and context. If there is an independent investigation or lawsuit relating to an act of violence or a potential threat, those involved, or others may be required by law to provide documents, testimony, or other information.

Retaliation

Retaliating directly or indirectly against a person who has in good faith made a report under this policy or who has supported or participated in an investigation or threat assessment process is prohibited. Retaliation includes but is not limited to ostracizing the person, pressuring the person

to drop the report or not participate in the investigation, or to provide false or misleading information, or engaging in conduct that may reasonably be perceived to affect adversely that person's educational, living, or work environment. Depending on the circumstances, retaliation may be unlawful, whether or not the report is ultimately found to have merit. An individual who engages in retaliation under this policy will be subject to discipline in accordance with the College's Employee Handbook or Student Code of Conduct and Policies or other policies applicable to the program at issue.

Outline of Potential Team Activities

The following outline of potential Team activities is intended to provide insight into some of the options that may, among other strategies, be utilized by the Team when it is assessing and managing potential threats. It is not intended to be and should not be construed as an all-inclusive or exclusive list, a mandatory procedure, or a "checklist." The Team will assess and manage each situation in accordance with its best judgment and other applicable College policies, and any of the potential activities listed below may or may not be engaged, depending on the circumstances of a particular situation. The Department of Public Safety and/or other law enforcement agencies will usually coordinate all action in cases of a violent incident or imminent threat of violence on campus.

Once information of concern is received by the Team, the information will be evaluated and, if appropriate, representatives from the Team will be convened (based on the College program and persons involved, and team member availability).

The Team, or the Team's Chair or designee, will first determine whether there is an imminent threat of harm or other emergency situation that requires immediate intervention. If so, the Team, Chair or designee may notify law enforcement, seek the assistance of Public Safety, seek emergency medical assistance, or take other appropriate measures to address the imminent threat or situation. If not, the Team or some portion of the Team will usually conduct an initial screening to determine whether a full inquiry is warranted.

If the Team determines that there does not appear to be an emergency or imminent threat of harm, but that a full inquiry is warranted, the Team will conduct a full inquiry to determine whether the person or situation of concern may pose a threat of violence or other harm. As part of its inquiry, the Team may obtain information from multiple sources including, but not limited to, faculty, student life staff, coaches, family members, or others who may have relevant knowledge or information. Community members are encouraged to cooperate fully with and provide information to the Team.

The Team will evaluate the information obtained in the course of the inquiry to determine whether the person or situation in question appears to pose a threat of violence or other harm.

If the Team determines that the person or situation poses a threat of violence or other harm, it usually will then develop, implement, monitor, and document a management plan designed to intervene and reduce the risk of harm that may be posed by the individual. The management plan

may include, but is not limited to, the following (as circumstances and resources may dictate): family/parental notification; law enforcement intervention; disciplinary review and action; a behavioral contract, voluntary referral for mental health evaluation or treatment; mandated psychological assessment or other medical treatment; voluntary or involuntary withdrawal or suspension from the College; expulsion or dismissal of a person of concern; modification of the environment or other reasonable accommodations to mitigate risk; collaboration with the identified alleged target(s) to decrease vulnerability; engaging with the person of concern to de-escalate the situation; and ongoing monitoring.

If the Team determines that the person of concern does not pose a threat, the Team may take no action or may opt to monitor the person or situation for a period of time and re-evaluate the case, as necessary.

Cases handled by the Team will generally remain open until it appears that a management plan is no longer necessary.

ACADEMIC CONDUCT POLICY

Saint Michael's College is dedicated to the pursuit of knowledge through the free expression and exploration of ideas. Instructors seek to develop and maintain a learning environment which is both open to differing opinions and respectful of all members of the campus community. While the principle of academic freedom protects this freedom of inquiry as essential to our academic mission, it does not protect conduct that is disruptive to the classroom environment in which learning occurs. Students, in adherence to the Saint Michael's College Code of Conduct, are required to follow course policies, expectations, and instructions regarding behavior and interactions with peers and instructors. The Code of Conduct applies to all courses and course-related work offered by the College, including in person, on-line, and hybrid courses, video meetings and discussion boards, and any course-related interactions or communications involving peers, staff, and faculty. Unacceptable student behavior may include, but is not limited to, the following types of disruptive conduct in or out of the classroom:

- Rude or disrespectful behavior directed at peers, staff, or faculty, including unwanted interruptions and failure to adhere to instructors' directions in a classroom activity.
- Inappropriate and/or physically or verbally abusive language or behavior and other forms of intimidation in any setting.

Students must also respect a right to privacy and cannot record, capture, photograph, or share any class-related material, such as online video, faculty or student presentations, class content, faculty or student postings, correspondences, etc., with any third party (which includes other students) without express permission of all parties.

A student may be temporarily removed or withdrawn from a course for not complying with these standards of behavior. The normal procedure for responding to unacceptable behavior is the following:

- The instructor is advised to keep careful written records regarding any incident of disruptive conduct.
- Following an initial incident, the instructor may choose to give an informal verbal warning to the student or may decide to inform their department chair and the Associate Dean’s Office immediately. This decision is the prerogative of the instructor, depending on the severity of the incident.
- Depending on the severity of the incident and the input of the instructor, the Associate Dean may require a meeting along with a formal written warning to the student. This will be followed by a one-week probationary period, which will be noted in the student’s file. If there is no further disruptive behavior the probationary period will be terminated.
- If the disruptive conduct recurs at any point during the probationary period, the student may be withdrawn immediately from the course. Such a decision would be made by the Associate Dean, in consultation with the instructor.
- Egregious violations of the Code of Conduct will be addressed by the Vice President of Academic Affairs and may result in suspension or expulsion from the college.

POLICY ON ACADEMIC INTEGRITY

Scholarship, teaching, and learning are possible only in an environment of academic integrity characterized by honesty and mutual trust. Every member of the College community—students, faculty and administrators—has the responsibility to ensure that the highest standards of academic honesty and integrity are maintained.

To achieve this end the College has established policies and procedures regarding breaches in academic integrity.

OFFENSES AGAINST ACADEMIC INTEGRITY

The following are examples of offenses to academic integrity that are prohibited by Saint Michael’s College. The passages in italics constitute the Academic Regulations regarding academic integrity. These are followed by a brief discussion of the policies. Given the complex nature of the topic, the discussion does not include every possible offense against academic integrity but provides some typical examples.

1. PLAGIARISM:

Presenting another person’s ideas or content generated by artificial intelligence (AI) as one’s own, by directly quoting or indirectly paraphrasing, without properly citing the original source. This includes inadvertent failure to properly acknowledge sources.

When using ideas, arguments, and/or data from other sources, students must clearly define the sources using appropriate quotations and citations. Plagiarism may occur even when not using the exact words of another author. Paraphrasing a section of an article, book, or website without the proper attribution is considered plagiarism. Students should ask their professor if there is any question about the proper use and citation of material from other sources.

Compositions, term papers, or computer programs acquired either in part or in whole from other students, the Internet, commercial resources, or any other source and submitted as one's own work shall be considered plagiarism. If the work contains the thoughts or words of others or of generative AI, and the student inadvertently fails to acknowledge the source(s), this action is considered plagiarism. Plagiarism applies to printed sources, electronic sources, video/audio sources, social media and material obtained through network sources, including e-mail and generative AI.

2. UNAUTHORIZED ASSISTANCE:

Giving or receiving assistance during an examination or in the preparation of other assignments without the authorization of the instructor.

There are many possible instances of unauthorized assistance. Using cell phones and other electronic resources, any unauthorized notes during an exam, or use of artificial intelligence is prohibited unless the professor provides explicit permission. Copying from another individual's examination or providing information to another student during an examination is a breach of academic integrity. Soliciting, obtaining, possessing, or providing to another person an examination prior to the administration of the exam, or unauthorized use of generative artificial intelligence for the completion of exams or assignments, is prohibited.

Take-home exams, papers, and other outside work, such as online assignments, are the sole responsibility of the individual student. This does not prohibit group study sessions and consultation with other students to clarify points under study. In certain instances, a professor may permit and even encourage students to work together on certain projects. This is generally not the case when the work is represented as the student's own effort. If students have any questions they should ask the professor to provide clear guidelines regarding what assistance is authorized.

3. INTERFERENCE:

Interfering with the work of any other member of the College community by: (a) compromising academic materials (laboratory reports, papers, presentations, etc.) or (b) infringing on the fair and equal access of all to the academic resources of the College.

Any action that limits another student's access to the academic resources of the College or modifies their work is considered interference. For example, the unauthorized removal or

relocation of library material is forbidden. Any tampering with another student's lab work or other academic work is a breach of academic integrity.

4. INTERFERENCE USING INFORMATION TECHNOLOGY:

Interfering with the work of any other member of the College by using information technology to: (a) alter another person's files, reports or data; (b) Compromise data housed in the College's academic information systems; or (c) engage in any unauthorized access to computer material whether on a College system, on a personal device located at the College, or over the Internet using College systems.

Accessing computer data of any sort without authorization is a violation of academic integrity. This includes stealing or decoding passwords, destroying or modifying data, and reading or altering another person's files (including e-mail). In addition, any dissemination of computer-generated material such as viruses or spam, as well as preventing legitimate access to information via technology, are violations of this policy.

5. MULTIPLE SUBMISSIONS:

Submitting the same academic work to fulfill the requirements for more than one course without authorization of all instructors involved.

Submitting the same assignment for more than one course is a breach of academic integrity. There may be instances where a student may want to extend the research completed on a different project. In these cases, the student must obtain the explicit permission of the instructors involved.

PROCEDURES

1. OFFENSES IN A COURSE:

If a breach of academic integrity occurs in a course, the primary responsibility for dealing with alleged offenses rests with the instructor. The instructor should meet with the student to thoroughly discuss the evidence of the offense and the sanction to be imposed. If a meeting is not possible, the instructor may notify the student in writing. Any course-specific sanctions for academic integrity violations should be noted in writing on the course syllabus. The instructor should also file an Academic Integrity Offense Report with the Dean of Undergraduate Education, noting the nature of the incident and the sanction imposed.

When an instructor has filed an Academic Integrity Offense Report, a Success Advisor or representative from the Dean of Undergraduate Education's office will meet with the student to discuss the matter and the sanctions imposed. The Advisor or Dean will ensure that the student has a full understanding of the seriousness of the offense, the procedures to be followed, and the possible consequences of the breach of academic integrity, and will ask the student to sign a form acknowledging the offense and accepting the imposed sanctions.

If a student does not accept the determination of the instructor and prefers to not sign the form accepting the sanctions, the Dean may return the case to the faculty member for further discussion or let the report and sanctions stand. If a student contests a report, that fact must be noted in the student's record and made clear in the event of a Judicial Review.

If upon the submission of an Academic Integrity Offense Report the Dean of Undergraduate Education determines the student has a prior offense, the Dean will inform the student of the additional sanctions outlined by College policy and discuss the appeal and Judicial Review processes outlined below.

2. OFFENSES OUTSIDE A COURSE:

In instances of alleged academic "vandalism" outside the context of a specific course, such as interfering with another's work using information technology systems, the case shall be presented to the Dean of Undergraduate Education for review. The Dean of Undergraduate Education shall undertake a thorough investigation of the alleged offense, and if sufficient evidence warrants further action, the Dean of Undergraduate Education shall refer the case to a Judicial Review Board. When an offense occurs outside the context of a course, the Judicial Review Board will determine the sanctions imposed for each offense. These sanctions may include: (a) suspension from the College for a determined amount of time; or (b) expulsion from the College.

SANCTIONS

When an offense occurs in a course, the instructor will determine the specific sanctions imposed for each offense. These sanctions should be outlined in the course syllabus and may include but are not limited to

- Repeating the assignment with or without a reduction in grade for the assignment
- Failure or zero credit for the specific assignment
- A reduction in the student's grade for the course
- Failure for the course

Additional College sanctions for violations of the Policy are as follows:

- 1st Offense: meeting with Success Advisor or a representative of the Dean of Undergraduate Education's office but no additional sanctions
- 2nd Offense: automatic failure of the course
 - o Students cannot avoid failure by withdrawing from the course, and students who've already withdrawn will have the W/D replaced with an F.

- 3rd Offense: automatic failure of the course plus suspension for subsequent Fall or Spring semester
- 4th offense: automatic failure of the course and expulsion from the College

Students have the right to appeal any of these sanctions by submitting a formal appeal to the Judicial Review Board.

JUDICIAL REVIEW BOARD AND APPEAL PROCEDURES

The Judicial Review Board examines alleged offenses to the Academic Integrity Policy when they occur outside the context of a course and when students appeal a sanction mandated by the College's Academic Integrity Policy.

The Judicial Review Board consists of three members: one student chosen from the Judicial Review Board Membership and two faculty members appointed in accordance with the Faculty Regulations. The Dean of Undergraduate Education convenes the Judicial Review Board. A Success Advisor may accompany the student to the hearing for guidance, but friends, family, and/or representatives from outside Saint Michael's College may not.

The Judicial Review Board shall hear all relevant evidence from the involved parties on the matter. Based upon its determination of the facts, the Board can vote to uphold, reduce, or repeal any sanctions but cannot increase them. The Vice-President of Academic Affairs shall have the power to review any decision of the Judicial Review Board and to reverse or modify any decision.

CONFIDENTIALITY

Academic integrity reports are confidential and not part of a student's permanent record, and they will not appear on the student's transcript. However, suspensions and/or expulsions due to academic integrity violations do become part of a student's permanent record. Academic Integrity offenses will be reported to outside organizations requesting a background check so long as we have received a signed release from the student of record.

For further information, please contact:

Office of the Dean of Undergraduate Education
Klein Hall 105, 802.654.2347

Grade and Academic Conflict Resolution Procedure

Instructors have broad leeway to assign grades according to their professional judgment. Instructors should evaluate work according to sound academic standards and in alignment with clearly specified policies and procedures on course syllabi, assignments, and communications.

Students may contest a grade if they feel it meets one or more of the following conditions:

- An error in the calculation of the grade.
- The assigned grade is inconsistent with criteria and policies articulated in the course syllabus, and/or inconsistent with any stipulated conditions for course requirements and assignments.
- The grading standards were inconsistently or inequitably applied.
- The grade was given for factors other than academic performance, including personal bias or any criteria that would fall under the College's non-discrimination policy.

Students pursuing an appeal must follow the conflict resolution procedure outlined below, and the student assumes the burden of proof in the appeals process.

A student who believes that course work has been unfairly evaluated, or who has another conflict regarding academic matters other than Academic Probation/Dismissal or Academic Integrity Policy should use the following procedure:

1. As soon as possible, no later than the end of the sixth week of the following semester, the student must approach the faculty member to discuss the issue. In the event of a grade dispute, the student should seek an explanation of the method of evaluation and seek a determination that no error has been made.
2. If the student is not satisfied with the results of this conference, a meeting has already taken place, or a meeting with the faculty member was not possible, the case must be presented in writing with supporting documentation to the department chair or program coordinator.
3. If, after consultation with the faculty member and after a review of the written evidence, the department chair finds legitimate cause for complaint, they will work toward an equitable solution with the student and faculty member. If this fails, the student may formally appeal the dispute by contacting the Dean of Undergraduate Education.

Procedures for a Formal Grade Appeal

Formal appeals are heard by a panel consisting of the Dean of Undergraduate Education and two members of the Curriculum and Educational Policy Committee (CEPC), selected by that committee's chair. If the decision involves a grade change, the department chair will be consulted by the Dean to help determine the final grade.

Prior to the hearing, students must submit in writing the reasons for the appeal, along with any supporting documentation. The materials should address how the grade violated the conditions for a grade appeal outlined above. Students must be given adequate notice to prepare these materials, along with the opportunity to address the committee and answer any questions directly. Faculty who assigned the original grade may attend the hearing in person or submit

their position in writing. Students can be advised by a Success Advisor, who may accompany them to the hearing at the student's request. Family, friends, and/or representatives from outside Saint Michael's College are not permitted in the hearing.

After reviewing all relevant documents and information related to the grade and appeal, the committee has within its purview the following outcomes:

1. Uphold the original grade.
2. Assign a new grade.
3. Allow the student to withdraw from the course with a grade of W/D.
4. Allow the student to receive a pass for the course, provided the course does not count toward a major, minor, or the core curriculum.

The committee will communicate the decision as soon as possible, though it may not be immediate if it needs to collect additional information. The decision of the committee is final, and there will be no further opportunities to appeal the grade.

CAMPUS DISPLAY POLICY

Campus Temporary Display Application Process

Responsibilities of the Sponsoring Organization

1. The sponsoring organization must complete the Campus Temporary Display application form at least (5) five business days before the organization wishes to display with the Office of Student Activities. The request must include a short rationale as to why the group would like to have the display and the intended value to the Saint Michael's College community. A picture or diagram of the display must accompany the application form. Only displays proposed by a Saint Michael's College SGA recognized organization/College department will be considered. A request does not guarantee approval.
2. Requests can only be made during the current academic year beginning on the first day of classes in the Fall Semester.
3. Upon approval, and for proper execution of the display process, the display must be presented to the Office of Student Activities at least two business days prior to the approved date, if appropriate. Additionally, the sponsoring organization must supply a completed Information Sheet as defined above which will be displayed in a display case.
4. Displays will remain throughout the approved period (including through the night), not to exceed (4) four weeks.

5. Displays must be picked up on the last day of the period by 4:30pm. If not picked up by the assigned date/time, the display will be discarded.
6. Saint Michael's College is not responsible for theft or damage to any displays. In the event of damage, the College will investigate and take appropriate action when possible.
7. If an unauthorized display is erected, College personnel will take down the display immediately.

Review Committee

A committee of campus representatives will review proposals weekly. The committee will be made up of faculty, students and staff from Student Activities, Facilities and Campus Ministry. This committee will respond via email to proposals in a timely manner, not to exceed (5) five business days from submission. If the committee needs additional information to decide, the committee will reach out to the person who submitted the proposal.

Grounds for Decisions

All decisions will consider the following:

1. Public/Campus Safety/Pedestrian Traffic
2. Preservation of the College's Facilities
3. Consistency with the College's Code on Free Expression
4. Catholic Mission

Permanent Displays

Proposals for permanent displays on campus should follow the aforementioned process. Proposals for permanent campus displays will be forwarded to and reviewed by the President's cabinet.

Campus Display Online Form

https://cm.maxient.com/reportingform.php?SaintMichaelsCollegeVT&layout_id=2

SPEECH CODE POLICY

Introduction

We think it best for a speech code to be concise enough to include in a student handbook so that it will actually be read, and clear enough that it can be easily understood. Our purpose should not be to confuse or ensnare the unwary but to guide community members to better conduct. Sanctions should be held in reserve and employed only as a last resort.

By way of explanation, we intend to make it clear that uninhibited speech and debate should be the norm on a college campus. Exceptions should be few, narrow and relatively clearly defined so that potential speakers are given fair notice of what is tolerated and what is not. In addition, we want to confine the discretion of enforcing authorities who are equally subject to human misjudgments.

Vague or overly inclusive definitions of prohibited speech are an invitation to selective enforcement. Exceptions should be justified as a sort of Roberts Rules of the public forum and only as necessary to maintain order, to protect the rights of others, or as necessary to further the institutional mission.

We have described nine categories of behavior that are over the line. The first two are, to use some first amendment jargon, “content-neutral” in that the prohibition is not based on what is said, but rather objects to disruptive or invasive conduct. We include them here because such disruptions or invasions are frequently accomplished by speaking, but the objection would apply equally well to simple noise or physical blockage. Even in a public institution (like UVM or Castleton State), these would raise no first amendment issue in the absence of evidence of selective enforcement.

We also preserve the special status of the Chapel as a place of worship.

The next seven categories are content-defined and so touch directly on free expression. All but the last one closely tracks accepted first amendment theory that recognizes that some speech may be subject to sanction because, 1) it does not meaningfully convey ideas or contribute to public debate, and 2) the words are harmful by their very utterance, i.e., no esoteric or eccentric interpretation is required to understand their immediately harmful impact. A good way to understand this is to ask, does the utterance convey a contestable proposition and do the circumstances permit refinement or correction of that proposition through further speech? (One exception—for defamation we do not distinguish between public and private figures, a distinction we think unnecessary outside of a lawsuit and unworkable in a small community like SMC.)

Only in the last category of prohibited expression—hate speech—do we substantially depart from first amendment doctrine and go in another direction. Under the first amendment, the Supreme Court has made it clear that hate speech can be punished only if it also takes the form of harassment, true threat, fighting words or incitement. Most democracies are not so tolerant.

Compelling arguments can be made on both sides of the question. We are comfortable restricting such expressions at SMC because, 1) the College is a private institution and so not bound by the first amendment, 2) SMC is a smaller and more intimate community than the United States, and 3) unlike the liberal state, the College has a moral foundation—“to contribute through higher education to the enhancement of the human person and the advancement of human culture in light of the Catholic faith” and “to encourage the

development of an empathetic understanding and respect for the differing views of others derived from their history, status or unique philosophical or religious belief” in which ”the dignity of each person needs to be acknowledged.” These require curtailment of certain kinds of expression. We seek to lessen the obvious tension here by restricting the protected classes of persons to named ascriptive groups, those individuals do not choose to join (with one exception) but usually find themselves born into and from which they cannot easily depart, and which are understood to be historical victims of exclusion or victimization.

Finally, we include a disclaimer meant to protect existing rules of confidentiality.

Freedom of Expression and Civility

Saint Michael’s College is dedicated to the promotion of education in the liberal arts and sciences in light of the Catholic intellectual tradition and in service to humanity. Towards this end, the College will seek to encourage the exploration of all subjects and to foster dialogue among all points of view. This means the College will be protective of free expression that cultivates an open and critical exchange of ideas and opinions among faculty, staff and students. At the same time, the College recognizes the need to foster a community built upon civility and mutual respect for all persons, including those of diverse backgrounds, identities and belief systems. It is critical that all members of the community are included in this mission on the basis of equality and perceive that they are included on the basis of equality. Of necessity, these goals require some restraint on the kinds of expression the College will tolerate. It will be the responsibility of groups that sponsor outside speakers to take reasonable steps to ensure that guests are in compliance with this speech code.

In the Classroom or other Learning Spaces (including library, lecture halls or theater)

Speech or actions that are disruptive of the educational process to which the space has been dedicated, including efforts to silence the expression of others or to block access to events, are an affront to the very purpose of an academic community as well as a violation of the rights of students, faculty and staff will not be tolerated.

In the Chapel

The Chapel is a place of learning, listening, reverent silence, and of speech, but it is first and foremost a place of worship according to the tenets of the Catholic Church. While secular events are from time to time presented in the Chapel, it should be understood that all expression there should support and conform to its primary purpose, facilitating theocentric encounter, always commensurate with the Catholic faith, and secondarily be compatible with other theocentric faith traditions.

In Residences

Students have a privacy right of seclusion and protection from unwanted speech in their residences, as citizens have in their living spaces. Behavior or targeted speech that invades this privacy interest will not be tolerated.

Protection of privacy or academic functions, as well as public safety, may require some reasonable regulation of the time, place or manner of such speech-enhancing conduct as protests, rallies, marches, or the hanging of signs or banners. Such regulation will be applied in an ideologically neutral fashion. Department of Public Safety regulations will be observed at all times.

In the Public Spaces

The College values the free expression of ideas, even recognizing that expression may at times be vehement or unpleasant. Free discussion of ideas should be uninhibited, robust, and wide-open to the greatest degree compatible with the needs of a civil community. Nonetheless, certain forms of expression that do not contribute in any meaningful way to the exchange of ideas and that are injurious by their very utterance should have no place on the Saint Michael's College campus.

Expression that is not tolerated will be exceptional, but will include communication through, for example, words, gestures, displays, images, symbols, skits or costumes taking any of the following forms:

- **Incitement to Illegal Conduct**—including statements that urge or instruct unlawful conduct, in a context where such conduct is likely to follow.
- **Obscenity**—including explicit sexual depictions that, when judged by the average member of the community, evaluating the dominant theme of the work when taken as a whole, are found to appeal to a prurient interest in sex; and are found to be patently offensive in that they far exceed community standards of decency and candor in discussing sexual matters; and are found to lack serious political, artistic, scientific, or literary value.
- **Defamation**—including untrue statements intended to undermine or have the effect of undermining another person's reputation for good character, when delivered to third persons.
- **True Threat**—including statements that seek to intimidate or to cause fear of imminent physical harm, communicated to their targeted victim.
- **Harassment**—including a pattern of unwanted and intrusive expression that persists regardless of the target's stated objections.
- **Fighting Words**—including personally insulting statements directed at an individual or small group that risk provoking a violent response or breach of the peace.
- **Hate Speech**—including expression that vilifies, intimidates, disparages or diminishes individuals on the basis of the following ascriptive group affiliations, creating a hostile learning or working environment:
 - Race/color/ancestry/national origin/place of birth
 - Age
 - Religion

- Sex, gender, or gender identity
- Sexual orientation
- Disability or HIV-positive test result status
- Veteran or military service status

This provision will not limit in any way classroom-related academic discussions of history, literature, art, philosophy, natural or social science.

Confidentiality

The normal functions of a college frequently include communications of a confidential nature regarding matters such as student academic records, disciplinary proceedings, letters of recommendation, employment records, medical records, etc. Nothing in the statement shall be deemed to alter any existing confidentiality practices.

STUDENT PARKING REGULATIONS

Parking regulations are enforced 24 hours a day, seven days a week using a system of warnings, citations, and/or removal of vehicles by towing.

- All motor vehicles must be properly registered for campus parking and have a valid campus parking permit.
- Parking for visitors or non-affiliates of the College needs to be registered by reaching out to parking@smcvt.edu three days prior to visit.
- First-year students are approved for a car on campus *only* after the first semester has ended and based on availability. First-year students will be eligible to park in Ross/Tarrant only.
- Motor vehicles deemed inoperable for any reason will not be allowed campus parking or storage. Owners/operators of these vehicles must contact parking services immediately and are responsible for removing them from campus within three days.
- When a parking sign conflicts with the parking map or information on this website, the parking sign will always supersede the parking map. In the absence of a sign at the entrance to a lot, refer to the parking map to determine parking regulations for that lot.
- All vehicles must be parked within the marked boundaries of one parking space or stall.
- Any area not specifically designated for parking is considered a no parking zone. Parking will be enforced accordingly.
- Incorrect information submitted within any parking transaction, such as but not limited to permit sales or parking payment transactions, whether intentional or not, may constitute a violation of College policy.

- Faculty/Staff, and students must inform the Department of Public Safety of any vehicle changes immediately.
- Permit holders must be aware that at certain times their assigned zone may not be reserved. These times include but are not limited to, days when special events bring large numbers of visitors to campus such as athletic events, commencement, and move-in/move-out, parents, family & alumni weekend. There is no proration for the permit for these exceptions.
- Parking permits are the property of Saint Michael's College. Permits cannot be transferred to another user and may not be re-manufactured, resold, altered, or photocopied under any circumstances. Permits are only valid with the authorization of Saint Michael's College parking. Willfully falsifying information in any transaction, including registering or attempting to register vehicles not following College regulations, will constitute a violation of College policy. Vehicles found in violation of this regulation will be subject to ticketing and towing without notice, and their owners may be referred to the Office of Student Life, and may be subject to Student Conduct Board proceedings and/or revocation of campus parking privileges.
- Temporary permits (for special situations) and visitor permits can be obtained by emailing parking@smcvt.edu. The email is checked Monday through Friday from 7 am to 3 pm. Please ensure that your request is submitted with enough time for processing.
- Vehicles that present a hazard, are parked in Tow Zones, Fire Lanes, blocking sidewalks, crosswalks, dumpsters or are parked in a Handicap space without displaying government-issued authorization are subject to immediate towing at the owner's expense without further warning.
- Handicap parking spots, including side hash-marks, and lots marked as restricted are subject to towing at the owner's expense without warning.
- SMC does not issue disabled permits, they must be applied for to the State of Vermont with a physician's certificate, and a STATE issued permit must be displayed. Handicap parking regulations are enforced strictly.
- A vehicle or permit holder who accumulates three or more parking citations will be considered a chronic offender and may be ticketed, booted, or towed for each subsequent violation without further warning.
- Issued parking citations are placed under the windshield wiper of the vehicle. Failure to receive an issued parking citation does not invalidate the issuance of the citation.
- A person ticketed has the option of paying the citation or appealing the citation online at <https://smcvt.thepermitstore.com/>. Appeals must be made within 10 days of the issue date and through Iparq.
- Permits are no longer valid when a person is no longer a student or employee of the College.

- In situations involving extreme weather conditions or other unplanned events (e.g., severe snow or rain storms, fires or damage to adjacent structures, etc.), it may become necessary to temporarily relocate vehicles from their assigned parking zones. In these instances, notice will be forwarded to the affected students/faculty and staff via email, directing the vehicles to be moved to a designated area. Failure to comply with this request may result in ticketing and towing without further notice.

Fees –

Parking citations - Start at \$25 and increase based on the violation(s).

Booted vehicle - \$50 for the boot plus the appropriate parking citation(s).

Tow - The towing company's fees, any impound lot fees, and the relevant parking citation.

COVID ADDENDUM

Any COVID-related guidelines will be in place until further notice by Saint Michael's College. The College may amend such guidelines at any time due to the changing nature of COVID-19. Failure to adhere to any COVID-related guidelines may result in loss of in person learning, loss of on campus housing, suspension or expulsion. Decision regarding compliance with COVID-related guideline violations will be made by the Dean of Students and the Director of Residential Life and Community Standards.

This Student Handbook has been compiled after consultation with representatives of the Saint Michael's College Administration, Faculty, and Student Association. The Student Handbook is the official statement of College policies concerning student life.

This Student Handbook outlines student responsibilities, College policies and expectations, and your individual rights as a member of this community. Please remember that as a student you are expected to become familiar with campus regulations and policies and to abide by them.

Student members of the Saint Michael's College community must also be aware that they are members of the larger society. The College is committed to observance of state, federal and municipal laws and regulations. Students are not immune to prosecution by local, state or federal enforcement agencies, whether or not the College acts on a violation.

The President of the College shall have the power to suspend any section or sections of this Handbook when they determine that due to the seriousness of a condition or action the College would be best served by such a decision. Such suspension may include forthwith imposition of disciplinary sanctions on students.

Saint Michael's College reserves the right to make modifications pertaining to matters included in this Handbook when such modifications are deemed necessary. In such cases, reasonable notice shall be provided to those affected by modifications.

Saint Michael's College is an equal opportunity institution. It does not discriminate against students, employees, or applicants for admission or employment, on the basis of race, color, sex, age, national origin, place of birth, marital status, veteran or military service status, HIV-positive status, ancestry, ethnicity, religion, disability, sexual orientation, gender identity or any other characteristic protected by law, to the extent and as such characteristics are defined by applicable law.

This Student Handbook was last updated August 2024.