

## ***Non-Discrimination Statement***

Every member of the Vermont State Colleges should work to ensure non-discriminatory processes and practices with faculty, staff, and students.

Qualified students are recruited for, admitted to and participate in all college programs without discrimination on the basis of race, color, sex, sexual orientation, religion, creed, national origin, age, veteran status, or disability. The VSC will provide reasonable accommodations to create equal opportunity for students with known disabilities.

Faculty, administrators, and staff are employed without discrimination against individuals on the basis of race, color, sex, sexual orientation, religion, creed, national origin, age, veteran status, or disability unrelated to job requirements. The VSC will make reasonable accommodations to the known disability of an otherwise qualified applicant or employee.

Additionally, the VSC will engage in affirmative efforts to recruit, admit, and support students and to recruit, employ, and support employees in order to achieve the diversity which advances the educational mission.

The Vermont State Colleges complies with State and Federal laws related to equal opportunity and non-discrimination. Any questions or complaints about potential or perceived discrimination in violation of any State or Federal law should be directed to the appropriate individual or agency listed below:

- Lyn Sawyer, Director of Human Resources, Castleton State College (802) 468-1208;
- Director of Employee Relations and General Counsel, VSC Office of the Chancellor, Waterbury, VT (802) 241-2520;
- Equal Employment Opportunity Commission, 1801 L. Street NW, Washington, DC 29597 (800)669-4000;
- Office of ADA Civil Rights Division, US Department of Justice, 320 First Street NW, Washington, DC 20530 (202) 514-0301.

*This statement is in compliance with State and Federal law. It does not create any rights or benefits beyond those afforded by law. Castleton State College and the Vermont State Colleges also have specific policies related to non-discrimination which are outlined elsewhere in this handbook.*

## *Code of Conduct*

At Castleton, the students, faculty and staff join together to create a community of learners and teachers (an academic community).

Our community has a strong commitment to our traditions and to the innovation, creativity, and worth of each individual. Through the Code of Conduct and the policies and procedures in this handbook we outline the balance between personal freedom, and respect for the rights and needs of others, and the community. The College expects that each member will respect the rights of other members and use the principle of respect to guide his/her behavior.

Students are expected to abide by local, state, and federal laws. The institution will provide no sanctuary for those who violate such laws, and the College reserves the right to discipline students charged with criminal violations. While most disciplinary action will result from alleged infractions of College rules that occur while the student is on the campus, students involved in off-campus incidents may also be charged through the College's disciplinary procedures if it is judged by the President of the College or designee that the alleged incident jeopardized the College's positive relationship to the local community or if there are grounds for believing that the student may pose a threat to the safety of others or to the integrity of the educational function of the College.

The following are tenets of our code of conduct:

1. Offensive, disruptive or disorderly acts which interfere with the rights of any member of the College community are prohibited.
2. Plagiarism, cheating and academic dishonesty in all forms are prohibited.
3. Destruction or defacement of or tampering with College property or the property of others is prohibited.
4. Students are prohibited from carrying or storing firearms, ammunition, explosives or explosive chemicals, bows and arrows, air guns, sling shots, or any weapon capable of hurling a projectile, and other weapons on campus unless they have registered it with the Director of Public Safety and store it in one of the locked cabinets designated for such storage.
5. Falsification of information on College records or providing false information to the College or College officials is prohibited.
6. Stealing is prohibited.

7. Removal and/or displacement of books and/or materials from the College facilities (e.g., Library, Residence Halls, Gym, Offices, Dining Hall, Campus Center) without following prescribed procedures is prohibited. Students with improperly procured books and/or material in their possession will be considered as knowingly participating in the use of stolen articles.
8. Entering any College building or event except in accordance with established procedures is prohibited.
9. Setting fires, initiating false fire alarms, tampering with fire safety or fire fighting equipment, or failure to adhere to fire evacuation procedures are prohibited.
10. Harassment in every form is prohibited. Harassment is considered to be interference with the personal liberty of others which may lead to injury, emotional disturbances, physical discomfort, humiliation, or feeling threatened.
11. Failure to comply with directions of, and/or disrespectful behavior toward, College officials acting in the performance of their duties is prohibited as is direct interference with faculty, staff or other officers of the College in pursuit of their official duties. Example: Failure to produce College identification upon request of College official.
12. Use of physical means to resolve conflicts is prohibited as are threats of harm to person or property.
13. Violation of established health and safety procedures is prohibited.
14. Door-to-door soliciting by individuals or groups in the private areas of the residence halls is prohibited.
15. Possession or use of fireworks or other pyrotechnics on the College campus is prohibited.
16. Public intoxication resulting in disorderly conduct is prohibited. Minors found to be intoxicated shall be considered minors in possession.
17. Lewd or indecent behavior as defined by Vermont statute or reasonable community standards is prohibited.
18. Knowingly assisting in the violation of any College policy is prohibited.

The above regulations are established and set forth as guidelines for student behavior. The above actions and/or behavior are expressly prohibited. Violations of these guidelines or any other regulations or policies contained in the *College Catalog*, the *College Handbook*, or other official College publications may result in official disciplinary action by the College.

## *Due Process & Disciplinary Procedures*

The procedures contained herein protect the rights of students at Castleton and are followed in all College disciplinary

hearings. Students are responsible for knowing and following these procedures.

### **1. Temporary Suspension**

When a student is judged by the President or his/her designee to present a threat to person, property, or academic environment, the President or his/her designee may impose immediate temporary suspension pending disciplinary action. The terms of the suspension are to be stated in writing and may invoke either complete or partial suspension. Under normal circumstances, disciplinary proceedings shall be expedited so that the period of suspension may be as brief as possible. In cases, however, in which felony charges are possible or pending, the College may, on the advice of Counsel, postpone the adjudication of discipline charges until after the resolution of the criminal charges. To ensure a fair trial, disciplinary proceedings may be postponed until after the resolution of the criminal charges.

### **2. Complaints/Allegations of Violations**

When a member of the College community has a complaint against a Castleton student<sup>1</sup> or believes a student has violated one or more College policies, he/she should discuss the matter with the Dean of Students or designee. If, following investigation of a complaint, the Dean of Students determines that a disciplinary procedure is in order, the Dean of Students shall provide the charged student with a written notice of the alleged violation. This notice shall be presented in person whenever possible. In lieu of in-person delivery, notice of an alleged violation, and its resultant hearing, may be sent through intra-campus mail or, in matters of "serious allegations" (See 3, I.), shall be sent to the student via registered mail. The notice shall include:

- a. a statement of the charge(s), including the nature and circumstances of the alleged offense;
- b. the name of the person to contact to read the report(s) pertaining to said allegations of violations;
- c. a copy of the due process and disciplinary procedures in effect at that time; and
- d. the date, time, and place of the hearing. The hearing date shall be set no sooner than seven days after receipt of notice of an All-College Judicial

<sup>1</sup> Individuals may file sexual harassment complaints either through the College's Discipline Policy or through the Sexual Harassment Policy. In the latter case, an individual wishing to make or discuss a complaint should contact the Compliance Officer, presently the Director of Human Resources who may be reached at extension 1208. Charges of academic dishonesty may be initiated by a faculty member and processed as outlined on page 12.

Committee hearing and no sooner than three days after receipt of notice of an Administrative hearing or a Peer Judicial Board hearing. If a student fails to appear for a hearing, the disciplinary matter will be adjudicated in his/her absence.

### 3. Disciplinary Hearings

Disciplinary matters will be adjudicated by means of one of the following three types of disciplinary hearings.

**I. All-College Judicial Committee.** Matters involving allegations serious enough to result in dismissal from the College will normally be heard by an All-College Judicial Committee comprised of a College administrator appointed by the President or his/her designee, a faculty member appointed by the President of the Faculty Assembly, and a student appointed by the President of the Student Association. As a general rule, the administrative representative shall be the presiding officer of the disciplinary hearing; although each member shall have an equal vote, and a majority shall be required for a decision. All hearings will be closed to the public in order to protect the confidentiality of those involved as well as the integrity of the process. Although the hearing does not follow a judicial format, the student shall be informed at the beginning of the meeting (a) that the student is not required to make any response; (b) that the student has the right to have an advisor present but that the advisor may speak only to the student; (c) that the student has the right to confront and ask questions of witnesses through the panel; and (d) that the student has the right to present witnesses and/or evidence. At the conclusion of the hearing and after a review of the evidence by the committee, the presiding officer shall inform the student of the committee's decision and the penalty, if any. If a charge of sexual harassment was heard, Federal law requires the College to inform the plaintiff of the disciplinary outcome. In all cases, the hearing body has the discretion to make public its findings if it deems this to be in the best interests of the College community.

**II. Administrative Hearing.** Matters involving allegations of less serious infractions may be reviewed at a disciplinary hearing with the Dean of Students or designee. Additionally, the Dean of Students may delegate his/her authority for discipline to a duly constituted student judiciary (See below).<sup>2</sup> In these various procedures for hearing less serious charges, the accused student will be presented with the charges against him/her and the evidence for those charges and will be given the opportunity to respond to the charges and evidence as well as to present evidence in his/her defense. Students should be informed of the outcome of the hearing before the hearing is concluded.

<sup>2</sup> If a student judiciary has been duly constituted and if the Dean of Students has delegated her/his authority for discipline to that body, a student with a less serious infraction may have his/her case assigned to the student judiciary for adjudication.

**III. Peer Judicial Board.** As indicated above, the Dean of Students may delegate her/his authority for discipline in less serious matters to a duly constituted Peer Judicial Board. This body is required to abide by written principles governing the process and conduct of student judiciary hearings.

#### **4. Penalties**

Penalties imposed may include, but are not limited to, disciplinary probation; restitution; community service; "diversion"; mandated counseling, therapy or treatment; eviction; probation; suspension; and dismissal. Only the All-College Judicial Committee may impose the penalty of dismissal. A student who is dismissed from the College for disciplinary reasons may not enroll for any courses offered by Castleton unless specifically approved by the Academic Dean to do so and then not until after at least one full regular academic-year semester has passed. To be readmitted to matriculated status, a student must reapply through the Admissions Office and request in writing a clearance to return from the Academic Dean. Clearance to return is not guaranteed. A student found in violation of three or more violations, within a one year period, will automatically be placed on disciplinary probation for the period of one year beginning with the date of notification of the third offense. This does not limit the use of disciplinary probation as part of a sanction.

#### **5. Appeals**

Normally, the adjudicated student will be notified in person of the decision and penalty. This shall be followed by a written notification of the decision and penalty, including the name and campus address of the person to whom an appeal should be directed. Appeals must be made in writing to the designated appeals officer or body within seven calendar days and must cite specific procedural and/or substantive grounds. The appeals officer/body may refuse to hear an appeal or may agree to hear the case in whole or in part. In so doing, the hearing officer/body may conduct a hearing, speak with the parties involved, review records of the previous hearing, or take any action that will best serve the needs of the student and the College community. The appeals officer/body shall mail the notice of the decision to the individual who initiated the appeal and, if the appeal was not initiated by the defendant, to the student who had been charged. The decision of the designated appeals officer/body is final.

## *Academic Policies*

### **Academic Honesty**

As a community of scholars, the administration, faculty and students at Castleton ex-

pect all to maintain the highest integrity in scholarly work. All tests, papers, assignments, and projects must be the work of the individual or group assigned. Any work that is not original must be properly credited or it is plagiarized. Any violation of academic honesty will be considered cheating and will be dealt with accordingly by the individual instructor.

In any case of academic dishonesty, the instructor will notify the student in writing of the violation and of the penalty which has been levied. Penalties for academic dishonesty levied by the instructor may range from failure on the assignment to failure for the course.

Any penalty levied by the instructor may be appealed in writing to the Academic Dean or his designee within seven days from the date of the instructor's written notice. If a student feels that the instructor's findings are erroneous, he/she must arrange to meet with the instructor to discuss the matter prior to appealing to the Academic Dean or his designee. The decision of the Academic Dean or his designee is final.

A copy of the notification will be filed with the Dean of Students. The Dean of Students may, at his or her discretion, increase the penalty up to and including dismissal from the College for repeated or serious violations. In such cases, the Dean of Students will lodge a complaint against the student in accordance with the Due Process procedures outlined on page 9. If action beyond that of the instructor is to be taken by the Dean of Students, the student will be notified within 10 days of the receipt of a copy of the instructor's letter.

Students may request of the Dean of Students that a faculty advisor be assigned to them to advise in the appeal process.

### **Infractions of Academic Honesty**

The following are prohibited by Castleton State College's Policy on Academic Honesty:

A. Plagiarizing the work of others as defined below: "Plagiarism consists of offering as one's own work the words, ideas, or arguments of another person, without appropriate attribution by quotation, reference, or footnote. Plagiarism occurs both when the words of another are reproduced without acknowledgment and when the ideas or arguments of another are paraphrased in such a way as to lead the reader to believe that they originated with the writer."

B. Buying, copying/downloading from the Internet, or commissioning term papers, essays, or comparable documents and/or submitting the work of another as one's own.

C. Submitting work that had previously been prepared for another course in fulfillment of the requirements of a subsequent course, except when the student has obtained the explicit prior permission of the current instructor to do so.

D. Communicating during an examination session with the intent of supplying information to or receiving information from another student.

E. Receiving aid in taking examinations through such means as crib sheets or supplementary notes, excepting sources permitted by the instructor.

F. Soliciting, obtaining, or providing an examination or portions thereof either prior or subsequent to an examination session except as authorized by the instructor.

G. Substituting for another student at an examination session.

H. Knowingly assisting any person committing an act of academic dishonesty.

I. Altering, changing, or forging college academic records, for either oneself or another.

J. Infringing the rights of other students to fair and equal access to college library materials and comparable academic resources.

K. Degrading, erasing, or in any way tampering with the computer assignments or computer files of others.

L. Attempting to prevent other users from having access to the college's computers, computer terminals or other resources, or degrading the performance of computer equipment.

The above list is intended to illustrate the types of behaviors that are considered academically dishonest at Castleton. It is only a partial list; other behaviors may, in fact, violate the basic principles of academic honesty. Any student who is unsure whether a particular behavior is permissible under Castleton's policy on academic honesty should consult either the instructor of the course for which the work is being done, the student's faculty advisor, or the Academic Dean.

### **Class Attendance**

Students are expected to attend college programs and every class meeting of courses for which they are registered. Each student has an obligation to contribute to the academic performance of all by participating in the work of each class. Specific attendance regulations are set for each course by the instructor.

### **Classroom Decorum**

It is important that Castleton classroom environments have an appropriate academic atmosphere that promotes learning and makes it possible for faculty to be effective teachers and students to be effective learners. If the behavior of an individual student is having a disruptive effect on the academic environment, the instructor of the course may require the student in question either to discontinue the troublesome behavior or to leave the classroom. When it seems in the best interest of the class as a whole, the Academic Dean may, in consultation with the instructor, inform the student that he/she may not return to the class.

When the student's behavior is also thought to constitute a College disciplinary violation, disciplinary procedures may be initiated. Finally, if the disruptive behavior is associated with a serious medical or psychological condition, the Dean of Students may respond to the situation in accordance with the policy described in the *College Handbook* under the heading "Health" (page 48).

### **Grade Appeals**

Course grades assigned by instructors are normally final. However, a student who believes a serious grading error has occurred has several options. A student with a complaint about a grade should first speak with the instructor and explain why the student believes an adjustment is in order. If the student is not satisfied with the instructor's response, the student may speak with the chairperson of the department that offered the course, explain his/her point of view on the matter, and ask that the chairperson intervene on the student's behalf. Any student who continues to believe that a serious grading mistake remains uncorrected after these procedures has the right to appeal to the Academic Dean. Students must make such appeals in writing and explain why they believe they earned a grade higher than the one they were awarded. They should also include any evidence they have which supports their position.

## Academics

The following list consists of "thumbnail sketches" of many of the more important academic regulations, procedures, and definitions. It is not, by any means, a complete list, so you should be sure to read the *Catalog* from cover to cover, but you may find below a quick answer to one or more of your questions about the academic side of life at Castleton.

**Academic Honesty Policy:** See Academics Policies, page 12.

**Academic Standing:** Students whose cumulative index is below the minimum established for each class are subject to Probation, or Dismissal. (cf. *Catalog* p. 25, 35).

**Amelioration:** A chance to erase the negative effect of a poor semester. (cf. *Catalog* p. 26)

**Changes in Enrollment Status:** Full-time students may change to part-time status or part-time students may change to full-time status by registering for the desired credit load. (cf. *Catalog* p. 21)

**Computer Literacy Requirement:** To satisfy general education requirements, students must complete a specified 3-credit computer course, or a computing intensive course. (cf. *Catalog* p. 54)

**Dean's List:** Matriculated full-time undergraduate students who have achieved a scholastic index of 3.5 for the semester. (cf. *Catalog* p. 29)

**Declaration of Undergraduate Academic Program (DUAP):** Form used to declare a major. (cf. *Catalog* p. 31)

**Degrees with Distinction:** 3.5 - 3.69-cum laude, 3.7 - 3.89-magna cum laude, 3.9-4.0 summa cum laude. (cf. *Catalog* p. 33)

**Drop or Add Course:** Students may amend their original schedule through the drop/add form. The dates and fees for amending a schedule through the drop/add process are set each year and appear in the *Undergraduate Course Offerings* (cf. *Catalog* p. 20)

**Exemption and Substitution:** A student wishing to be exempted from certain academic requirements or to make course substitutions must complete a Request for Exemption/Substitution form available in the Student Service Center. (cf. *Catalog* p. 28)

**First-Year Seminar Program:** As a part of their first year at Castleton, all students with fewer than twelve previously earned college credits are required to enroll in a First-Year Seminar. The seminars are limited to eighteen students, and may be linked to a companion "learning community" course. Together, these courses form the nucleus of a student's first semester schedule. A special feature of the First-Year Seminar program is the weekly Common Hour meeting when faculty, staff, and students address issues that affect the college community. Faculty in the First-Year Seminar program serve as advisors for first-year students.

**General Education Curriculum:** The program of courses required of all students regardless of major. The purpose of this requirement is to broaden student knowledge and understanding. (cf. *Catalog* pp. 54-61)

**Grading:** Grades or "indicators" are issued at Mid-term (advisory only). Official grades are issued at the end of each semester. (cf. *Catalog* pp. 22)

**Last 30 Credits:** All students who are pursuing a degree at Castleton must earn 30 of their last 39 credits from this institution. Any exceptions to this policy must be approved by the Academic Dean. (cf. *Catalog* p. 32)

**Learning Community (Linked) Course:** An option for new students that links together two or more first-semester courses. Designed to facilitate connections, both academic and social, during the first year.

**Leave of Absence/Withdrawal:** Any student who wishes to apply for a Leave of Absence or to withdraw from the college should contact one of the following offices: STEP Center, Student Services Center, or the Associate Academic Dean's Office. A LEAVE IS NOT OFFICIAL UNTIL THE LEAVE REQUEST HAS BEEN RECEIVED AND THE DEAN HAS ISSUED WRITTEN APPROVAL. Students should complete an interview with one of the offices listed prior to requesting a leave. (cf. *Catalog* p. 34, 50)

**Matriculation:** A matriculated student is one who has been formally accepted into the college by the Admissions Office and is currently enrolled or on an official Leave of Absence. (cf. *Catalog* p. 19)

**Pass/No Pass Courses:** Certain courses may be taken for a grade of either Pass or No Pass instead of receiving a standard grade. (cf. *Catalog* p. 24)

**President's List:** Matriculated full-time undergraduate students who have achieved a semester g.p.a. of 4.0. (cf. *Catalog* p. 29)

**Prior Approval:** Students enrolled at Castleton may be permitted to take courses at other regionally accredited institutions and transfer them to Castleton by completing the appropriate approval form available from the Student Services Center. (cf. *Catalog* p. 28)

**Registration:** The official enrollment in courses. (cf. *Catalog* pp. 19)

**Repeating a Course for Grade Improvement:** Students may repeat a course for an improved grade by registering for the course again. The grade received for the repeated course, whether higher or lower, will replace the earlier grade in the calculating the g.p.a. The old grade will remain on the permanent record with a notation. It is the student's responsibility to inform the Student Services Center at the time of registration of any course being repeated for grade improvement by completing a Grade Improvement form. (cf. *Catalog* p. 26).

**Resignation:** A student who withdraws voluntarily is required to submit a letter of resignation to the Academic Dean. NO WITHDRAWAL IS OFFICIAL UNTIL THE RESIGNATION LETTER HAS BEEN RECEIVED AND ACKNOWLEDGED. (cf. *Catalog* p. 33, 50)

**Department Chairs**

Art	Bill Ramage	Ext. 1266
Business Administration	Angele Brill	Ext. 1331
Communication	Robert Gershon	Ext. 1267
Education	Harry Chaucer	Ext. 1325
English, Philosophy, Modern Foreign Language	Dennis Shramek	Ext.1297
History, Geography, Economics, & Politics	Elizabeth Sumner	Ext.1336
Mathematics	Dale Kreisler	Ext. 1317
Music	Randy Haldeman	Ext. 1261
Natural Science	Peter Kimmel	Ext. 1112
Nursing	Sue Farrell	Ext. 1236
Physical Education	John Feenick	Ext. 1370
Psychology	Peter Kimmel	Ext. 1112
Sociology, Social Work, CRJ	Bill Kuehn	Ext. 1284
Theatre Arts	Harry McEnery	Ext. 1260

## *Student Right-to-Know*

The U.S. Department of Education requires colleges to make available annual statistics related to our students' continuation and graduation rates.

In addition, the Department of Education requires colleges to compile statistics related to campus crime. Please contact our Admissions Office or Communications Office if you would like a copy of this information.

## *Student Records Review & Release*

In conformance with the Family Educational Rights and Privacy Act of 1974, as amended, Castleton State College provides students the

right to inspect and review their educational records and to challenge the contents of these records to insure that such records are not inaccurate, misleading, or in violation of the student's privacy or other rights. In addition, Castleton will not release personally identifiable records of students to any individual agency or organization without the prior written consent of the student, except as provided by the law. The college has a policy of disclosing educational records to Castleton and VSC officials with a legitimate educational interest without prior consent. Castleton will maintain directory information which includes the student's name, campus and home address, e-mail address, telephone number, campus phone extension, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous school attended, and current class schedule. This information will be available, at the discretion of College officials, unless the student notifies the College in writing that any or all of the information should not be released. Students who wish to restrict access to directory information may do so by completing a Confidentiality Statement each semester at the Registrar's office.

### **Parental Notification Regarding Alcohol/Drug Violations**

Recent changes in the Family Educational Rights and Privacy Act allow parents and/or guardians of students under the age of 21 to be notified of violations of law, or of college policy, governing the use or possession of alcohol or a controlled substance. The college will inform a parent or guardian in the case of multiple alcohol/drug violations. A single serious infraction may also result in notification.

A complete statement of Castleton policy regarding the Family Educational Rights and Privacy Act is available from the Registrar.

## *Alcohol & Other Drugs*

### **Alcohol Policy**

The Castleton State College Alcohol Policy is congruent with Vermont state law, local regulations, and the mission of

the College and is established to assure the appropriate distribution, consumption and possession of alcoholic beverages on the campus. Misuse of alcohol can have a detrimental effect on academic progress and can have a harmful and occasionally deadly effect on students' lives. Through this policy, the College encourages students, administrators, staff and faculty to make informed choices about alcohol use and to respect local and state laws as well as the rights of other members of the community.

The administration and interpretation of the Alcohol Policy rests with the Dean of Students or his/her designee. Any college official, including but not limited to representatives of the Public Safety Department and Residence Hall Staff, may take action as necessary to enforce this policy. Any exception to this policy must be approved by the President of the College or his/her designee.

Reasonable consumption of alcoholic beverages on College property is a privilege accorded under specified conditions to individuals of legal age as defined by Vermont Law. These individuals may drink alcohol in areas defined as private domiciles (i.e., individual student rooms, suite living rooms and the President's House) or at licensed events. Alcohol consumption is prohibited in all residence hall rooms or suites assigned solely to underage students. No open container of alcohol may be carried into or consumed outside of approved areas. Scheduled events must remain within the approved designated area.

Transportation and/or consumption of alcohol is prohibited in College vehicles.

College officials (including student staff) may request that a student or guest allow backpacks and other closed packages and containers be checked for illegal alcohol. If the person refuses, they must leave the premises immediately with the unsearched item(s). Refusal of the inspection is not a violation of policy nor may a violation be presumed.

### **College Regulations for On-Campus Events**

1. Recognizing that not all individuals may choose to consume alcoholic beverages, any hosts providing an alcoholic beverage must also provide two nonalcoholic beverages, as well as food attractively served and in adequate quantities for the number of guests. Sponsors of any event which includes alcohol may not publicize the availability of alcoholic beverages.

2. All sponsoring individuals or groups are prohibited from furnishing alcohol to minors.
3. Kegs, party balls, and alcohol in common source containers are prohibited unless served by a licensed caterer and with the permission of the Dean of Students or designee.
4. Attendance at the event may not exceed the occupancy limit of the area accommodating the event (i.e., in residence halls, 8 people per room or 25 people per suite).
5. A charge of no less than \$100.00 will be billed to the organization sponsoring an event if the facility used is not properly cleaned within eight hours after the function has ended.

### **Campus-wide, Licensed Events**

If an event is to be scheduled in Huden Hall, the Colleges' only facility permanently licensed to serve alcohol, the sponsoring organization must complete and have approved the Alcohol Permit and Event Scheduling Form at least seven days prior to the event (this form is available from the Student Life office). For events in all other areas, a minimum of 21 days advance notice is required to obtain approval from local and state liquor authorities. Completion of the Alcohol Permit and Event Scheduling Forms indicate an understanding of the Alcohol Policy and acceptance of responsibility to fulfill the regulations therein. The sponsoring organization or individuals must assume financial responsibility for all associated costs, including but not limited to security and damages.

### **Off-Campus, College-sponsored Events**

Events sponsored by the College or any organization of the College, held in off-campus locations, must also comply with applicable laws and items #1 through #4 of the College Regulations for On-Campus Events listed above.

### **Residence Hall Regulations**

1. Legal-aged guests and students visiting halls other than their own are limited to bringing the standard alcohol equivalent of a six-pack of 12 oz. beer containers (9 oz. of liquor or 42 oz. of wine).
2. Alcohol cannot be consumed in rooms/suites assigned solely to underage students. The primary responsibility for compliance with this policy lies with the room residents.
3. Legal-aged students are limited to one case of 12 oz. beer containers (or 36 oz. of liquor or 168 oz. of wine) per resident in their own rooms at one time.

4. No common source containers of an alcoholic beverage (i.e., kegs, party balls) are allowed in the residence halls. Possession of any common source container in the residence halls is a serious violation of College policy and may result in eviction from the residence halls.

5. Organized private parties where alcohol is served or brought by guests must be approved by the Area Coordinator. Parties are defined as private events at which alcohol is consumed and to which more than 6 individuals not assigned to the suite or 4 individuals not assigned to the room are invited. A Party Registration Form (available from the Area Coordinator) must be received 24 hours in advance of the party. One or more persons must be identified who will assume responsibility for hosting the party. The host must be a resident of the suite/room in which the party is held. Parties in residence halls can take place only between Friday at 6 p.m. and Sunday at 6 p.m. Normally, only one suite per hall may have a party in a given 24 hour period. The event must comply with all residence hall policies, including quiet hours restrictions. Attendance at the event may not exceed the occupancy limits of the area (i.e., 8 people per individual room or 25 people per suite). Private parties are restricted to invited guests of legal age. The availability of alcohol at a private party cannot be advertised.

Alcohol may not be sold under any condition at private parties. This includes the selling of cups or asking for donations. The amount of alcohol at each party will be limited to one six-pack of beer per person, or its standard alcohol equivalent. Food and non-alcoholic beverages must also be provided.

6. Empty alcohol containers are prohibited in rooms/suites assigned solely to underage students.

### **Responsibility and Liability**

For any party, the persons who sign the required Party Registration Forms or Alcohol Permit & Event Scheduling Forms are responsible for the safe conduct of the event and will be held accountable for any policy/law violations or damages which occur as a result of the event. Any individual who knowingly provides a location where minors consume alcohol will be held responsible for the minor's consumption regardless of how the alcohol was procured. Events and gatherings determined to be in violation of the Alcohol Policy may be immediately suspended by College staff. If a violation occurs, the event will be closed immediately and the sponsoring group or individual may be prohibited from sponsoring an event for the remainder of the academic year.

### **Drugs**

The laws of the State of Vermont pertaining to drugs—as well as all other laws, of course—bind students at Castleton as they do everyone else in the State. Illegal drug use and sale are prohibited. Drug paraphernalia is not allowed.

Violations of the College's drug policy or of State or Federal law are likely to result in disciplinary action and/or criminal charges. Any student found to be in possession of any drug declared illegal under the provisions of Title 18, Vermont State Statutes Annotated, Chapter 84, or in possession of any paraphernalia having the residue of any such drugs, will be subject to a disciplinary hearing as described on page 10 of this handbook.

### **Violations**

Violations of these policies may result in a monetary sanction, service hours, participation in an alcohol or other drug education program or any combination of the three. In addition, serious or repeated incidents may result in eviction, probation, suspension or dismissal. Other sanctions are possible as well. Violations of criminal law may be referred to and prosecuted by outside authorities.

### **Parental Notification Regarding Alcohol/Drug Violations**

Recent changes in the Family Educational Rights and Privacy Act allow parents and/or guardians of students under the age of 21 to be notified of violations of law, or of college policy, governing the use or possession of alcohol or a controlled substance. The college will inform a parent or guardian in the case of multiple alcohol/drug violations. A single serious infraction may also result in notification.

## Harassment

### VSC Policy 311A

The Vermont State Colleges is committed to Equal Educational Opportunity. The VSC, therefore, prohibits dis-

crimination based on race, creed, color, national origin, age, religion, marital status, veteran status, sex, sexual orientation, or disability as defined under applicable law pertaining to students being admitted to and/or enrolled in VSC educational programs.

### Statement of Policy

The Vermont State Colleges hereby prohibits unlawful harassment as a form of discrimination. Unlawful harassment is defined as verbal or physical conduct based on a student's race, creed, color, national origin, age, religion, marital status, sex, sexual orientation, or disability and has the purpose or effect of substantially interfering with a student's educational performance or creating an intimidating, hostile, or offensive environment. Sexual harassment is more fully defined in VSC Policy 311. See page 25.

Complaints filed under Policy 311-A may be processed using the same procedures for complaints as in Policy 311, or other disciplinary procedures as established and published by the College in their respective *College Handbook*.

## Hazing

Castleton State College prohibits conduct by individuals, organizations or groups affiliated with the College which

threatens a person's rights or self-respect. Hazing is any act, whether physical or psychological, which subjects a person, **voluntarily or involuntarily**, to abuse, mistreatment, degradation, humiliation, harassment or intimidation, and/or interferes with his/her regular academic work. Any person who is aware of hazing must notify a College official immediately. Any person who has hazed a person or failed to truthfully notify a College official of hazing can be subject to disciplinary action that could result in suspension or dismissal from the College.

## *Sexual Assault*

The College's standard for appropriate sexual behavior is that each participant has consented freely and without impairment to the

specific sexual activity. In the normal course of sexual activity, permission should be requested and consent given before sexual activity begins. Every person has the right to and should clearly state their preference not to participate in sexual activity without threats, coercion, or fear of harm.

Violation of the College's standard of behavior can be considered sexual misconduct, sexual assault, or rape depending on the specific activities.

### **Definitions:**

Sexual assault, rape, and sexual misconduct are violations of the policies of Castleton State College and state law. The college is committed to taking action against those who violate these policies and laws (Vermont Statutes Annotated, title 13, Sections 3252, 3253, 3254); assisting victims; and educating the college community about the seriousness, control, and prevention of these crimes.

Intentional sexual contact without consent of the other person is either sexual assault, rape, or sexual misconduct (unwanted sexual contact). These violations may involve threats, coercion, or fear of eminent harm. Sometimes these situations occur when drugs including alcohol impair the ability of a person to give consent, or have personal control. Impaired people can not give consent and impairment is not an excuse for committing sexual misconduct, sexual assault, or rape.

On a college campus, these situations can occur between students who may know each other or even have a close relationship. Regardless of prior relationship, sexual contact should not occur without consent of the individual.

### **Sanctions**

Anyone found, through the college disciplinary processes, or the Vermont State Colleges Sexual Harassment policy #311 (See harassment policy page 26), to have violated this policy can face sanctions up to and including suspension or dismissal from the college. In addition, any charges brought in state courts carry penalties of up to life imprisonment and a \$50,000 fine, or both.

### **Official Reporting**

Everyone is strongly encouraged to report violations. If the situation is reported to any official at the College (Dean, Area Coordinator, Public Safety Officer, etc.), the general information will become part of the College's crime statistics (names not included). Even after reporting it to a College official, one may still decide

what, if any, further action s/he would like to take. However, if one chooses to pursue official action:

1. S/he may report it to the state or local police who will investigate the situation and/or;
2. S/he may report it to the Dean of Students or the Director of Public Safety who will investigate it and follow through with appropriate judicial procedures, as outlined in the *College Handbook* or;
3. S/he may report it to the administrator for the College's sexual harassment policy for adjudication under the VSC policy #311 on sexual harassment.
4. S/he can choose not to request official action at the time. This does not preclude requesting action at a future date, although the process of adjudication becomes more difficult over time.

## **Victims**

Rape, sexual assault or sexual misconduct often create a difficult emotional issues for the victim. The following are important steps for a victim to take.

1. Get to a safe place as soon as possible. Contact a trusted person for support. Use advocates like a Area Coordinator, Wellness Center professional staff (x 1313, 1314, 1346), Public Safety, College advisor, the Assistant Dean for Campus Life, the Rutland County 24-Hour Rape Crisis Line (1-800-489-7273, or 1-800-228-7395, or 775-3232), or talk with parents or a trusted friend.
2. The victim should not wash, go to the bathroom, or change clothing, if it can be avoided. This will help to preserve physical evidence, should s/he decide to take legal action. If one must change clothing, put all of the clothing worn at the time of the assault in a paper bag, not plastic.
3. Seek medical attention as soon as possible. This will insure the victim is medically stable and evidence can be collected, should s/he decide to take legal action (no action is required).
4. Decide what actions you would like to take (See official reporting).

# *Sexual Harassment*

## **Purpose**

The purpose of this policy is to inform all VSC students and employees that sexual harassment is illegal and

that the VSC will not tolerate sexual harassment of its students and employees, nor will the VSC tolerate unprofessional conduct which leads to sexual harassment.

The Colleges and the Office of the Chancellor will establish procedures to ensure the implementation of this policy and shall annually distribute or make available copies of the policy and related college procedures for all students and employees. The colleges and the Office of the Chancellor will provide appropriate educational materials and programs to facilitate understanding and implementation of this policy for all students and employees.

## **Philosophy**

In the academic communities of the VSC, we seek to foster the fullest development of people's abilities and aspirations. The mission of the VSC and its institutions can be realized only in an atmosphere of mutual trust and respect within college communities. Actions which diminish such an atmosphere shall not be condoned or tolerated.

## **Definitions - Sexual Harassment**

In the academic context, sexual harassment may be used to describe a wide range of behavior between students, between employees, or between students and employees. These types of behavior are described in the Equal Employment Opportunity Commission guidelines below.

### **The EEOC defines sexual harassment as follows:**

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

The Vermont State Colleges hereby adopt the above definition of sexual harassment. Sexual harassment is also a form of unlawful harassment and means unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when: (a) submission to that conduct is made either explicitly or implicitly a term or condition of a student's education; (b) submission to or rejection of such conduct by a student is used as a component of the basis for

decisions affecting that student; or (c) the conduct has the purpose or effect of substantially interfering with a student's educational performance or creating an intimidating, hostile, or offensive educational environment. Such conduct is expressly prohibited.

In determining what conduct constitutes sexual harassment, the question shall be determined from the perspective of a reasonable person of the gender and position of the person filing the complaint.

Consistent with principles of academic freedom, course content and teaching methods remain the province of individual faculty members. At the same time, faculty members shall refrain from classroom behavior that focuses attention on sex characteristics in a context in which sex would otherwise be irrelevant.

### **Related Unprofessional Conduct**

Relationships between a student and an individual with professional responsibility for that student deserve particular attention. A college employee with professional responsibility for a student has real or potential power and authority over that student in a variety of roles including, but not limited to, instructor, advisor, coach, work study supervisor, committee member, etc. Such employees shall not abuse that power. Absent contradictory evidence, amorous and sexual relationships between a student and an individual with professional responsibility for that student are presumed to be exploitative, and constitute unprofessional conduct and interference with the educational/learning environment. The consensual nature of such a relationship does not necessarily constitute a defense to a charge of sexual harassment or related unprofessional conduct.

### **Resolution** (See also Due Process page 9)

Any student or employee of the VSC who believes that this policy has been violated may seek to resolve the problem informally, prior to filing a formal written complaint as outlined below. She/he may consult informally with the offending party or communicate that problem to a designated contact person and request advice and/or assistance to resolve the problem informally. As far as possible, such consultation shall remain confidential.

A student or employee may be unable to resolve the problem through the informal process, referred to above, or may not wish to use the informal process. If so, a student or employee who believes that this policy has been violated may file a formal written complaint directly with his/her immediate supervisor, Dean of Students or equivalent, Academic Dean, the College President or the Policy 311 coordinator designated by the President\* or with the VSC Vice President for Employee and Community Relations at the Office of the Chancellor. For a list of whom to contact at each of the Vermont State Colleges or at the Office of the Chancellor, please contact the Student Life Office. As necessary, contact

information will be updated on the electronic version of this policy on the Vermont State Colleges web site.

An individual may also elect to file a complaint initially with agencies designated to receive complaints of sexual harassment, including the Vermont Human Rights Commission, the Vermont Attorney General's Office, the Equal Employment Opportunity Commission, and the U.S. Department of Education's Office for Civil Rights. Please contact the Student Life Office for contact information for each of these agencies.

Any VSC employee with whom a formal written complaint is filed shall notify immediately the College President or the Chancellor. An administrator of the Vermont State Colleges will then investigate the complaint. The investigation shall be conducted with sensitivity to all involved and as confidentially as possible.

Any person who violates this policy shall be subject to prompt and firm disciplinary actions as determined by the President or the Chancellor. Such discipline may range from reprimand to dismissal or expulsion.

Upon completion of the investigation, the President, Chancellor, or designee shall meet with the parties to the complaint and shall, in confidence, discuss the final disposition of the matter.

### **Other Rights and Penalties**

Any student or employee may also seek other relief to which he/she is entitled by law, including the right to seek private counsel or to contact local law enforcement agencies. If the circumstances of the complaint warrant, the College President or Chancellor may take necessary action to alleviate the situation while the complaint is being resolved as outlined in this policy. No employee or student who files a complaint shall suffer retaliation for filing the complaint. The College or the Office of the Chancellor shall take steps necessary to assure that there is no retaliation.

VSC personnel designated to receive complaints of Policy 311 Violations are set forth on page 6 of this handbook\*.

State and Federal agencies designated to receive complaints of harassment and discrimination are set forth on page 6 of this handbook.

*\* At Castleton, the President has designated the Director of Human Resources, Lyn Sawyer, Ext. 1208.*

## ***Guidelines for Students as Citizens in the Community***

- A. Open avenues of communications through mutual initiative (e.g., Introduce yourself to your neighbors and make yourself approachable in any situation, and continue to contact neighbors. Have neighbors contact you in order to foster communication).
- B. Notify neighbors of any and every planned gathering involving more than twenty people and/or excessive noise.
- C. Avoid noise, no matter what time of the day, which disrupts the comfort of the individuals living within the general vicinity of you.
- D. There should not be gatherings of unreasonable noise after 11:00 p.m. weekdays and 1:00 a.m. on weekends; although noise before these hours is not acceptable if it disturbs your neighbors (as previously stated in above).
- E. Be responsible for all problematic and detrimental behavior exhibited by your guests; be willing to cooperate when requests from your neighbors are made.

In the event that guideline violations are brought to the attention of the Dean of Students, appropriate disciplinary action may be instituted in accordance with the current student Code of Conduct for Castleton State College. See page 7.

## ***Athletics & Extra-Curricular Activities***

**Responsibilities of the student.** Students have the following responsibilities:

**1. Making commitments that can be honored.** Both in terms of which courses they choose and in making commitments to teams and other extracurricular groups, students must make sure that they do not extend themselves beyond their ability to deliver on their commitments. When an unresolvable conflict exists between the needs of a student's academic program and the opportunity to participate in an extracurricular activity, the student's academic needs must be considered first. Students signing up for sports teams and other extracurricular activities should take the time to learn about what is expected of those who participate in these activities. Certainly, no student should sign up for a team, for example, which practices at a time that regularly conflicts with the student's course schedule.

**2. Communication.** When a student has undertaken commitments that do not impose unreasonable conflicts, the student must ensure that all parties are kept informed of conflicts that exist and how these will be resolved. While coaches and the Athletics Director, for example, have a specific role in communication directly with faculty, the student holds the ultimate responsibility for ensuring that his/her instructor receives adequate, timely notification of athletic contest schedules, etc. Similarly, when students must miss scheduled extracurricular events such as athletic practices and competitions because of class responsibilities, it is only fair that they give ample notice to the coaches or other individuals who have responsibility for organizing the event.

**3. Getting the work done.** While the policy guidelines that follow detail circumstances under which students may be excused from class attendance or be given the opportunity to make up class responsibilities, it must be stated that none of these guidelines are intended to relieve students of the responsibility for completing the academic work of their courses. Whether through attending make up laboratory sections, audio taping lectures, borrowing class notes from students, interviewing those who attended, or any other appropriate procedure, the student must do whatever it takes to ensure that participating in extracurricular activities does not interfere with the attainment of course learning objectives. Finally, students should not assume that faculty will grant them incomplete grades because of their involvement in extracurricular activities.

**Responsibility of Athletics Department.** The Athletics Department is strongly encouraged to schedule as many competitions as possible on weekends. No sport should hold more than two week day competitions within the same week that college is in session. The only expectation permissible would be the rescheduling of a cancelled contest, when not rescheduling the particular contest would result

in the team's failure to complete the minimum of competitions required to qualify for post-season tournaments.

**Responsibility of coaches and others organizing extra- and co-curricular activities.** Prior to the start of each intercollegiate sports season, each Castleton State College coach, or the Athletics Director on behalf of all coaches, will send the faculty of student athletes information regarding competition schedules for the season. Changes to these schedules should also be communicated. Information sent to faculty should include the estimated time of departure for competition. Similarly, faculty and others in leadership roles regarding field trips and activities which might justify excusing a student from a class obligation shall provide timely official notice to affected faculty. Coaches and organizers of other extracurricular activities must keep the educational commitments of their students foremost in their minds and offer appropriate encouragement and support to students to realize their academic potential.

**Faculty responsibilities.** Faculty are required to make accommodations for one category of students activities, namely, student athletes as well as those participating in certain other extracurricular activities identified below. They have the option of making accommodations for yet a second category of student activity participants; and they are expressly discouraged from making other accommodations.

1. **Varsity contests, concerts and plays, and certain governance roles.** The College officially recognizes three categories of student activities as deserving of special accommodation: varsity athletic competitions, performances officially sponsored by the Music and Theatre Arts Departments, and representation of the College at meetings of the Board of Trustees, Board Committee meetings and meeting of the Vermont State Colleges' Student Association. For these three types of events faculty are required to permit students to miss class and are required to waive, postpone, or agree to schedule makeup opportunities for students who would otherwise have been obliged to take a test or present an in-class project or assignment. This obligation for "no fault" excuses, however, extends to no more than 10% of the scheduled class meetings. The only exception made to this policy pertains to district, regional, and national varsity athletic competitions. Even students who have already taken excused absences equivalent to 10% of their class shall not be penalized for missing assignment and test due dates for participating in post-season competition.

2. **Co-curricular and Faculty - sponsored field trips.** Often in the course of the year, either related to specific courses that are being taught or growing out of departmental or club activities, field trips are organized that can be very educationally beneficial to students. These include, for example, trips to New York City to visit art museums, a visit to the United Nations organized by the faculty who advise the Political Discussion Group, occasional trips to the *Christian Science Monitor*

in Boston, etc. Faculty are not obliged to grant students excused absences from class to participate in these field trips but are strongly encouraged to do so as long as students can reasonably be expected to keep up with the academic requirements of the course. Similarly, while faculty are not required to reschedule evaluations and other class assignments, they are encouraged to do so in these cases.

**3. Rehearsals, athletic practices, club activities.** No students are guaranteed excused absences for attending athletic practices, play or concert rehearsals or for participating in club activities, including club sports. In such cases, the students may request to be absent from class without penalty. The instructor may use his or her own judgement as to whether to grant such permission. Instructors are expressly discouraged from rescheduling course evaluation procedures and/or deferring class-related presentations, etc, in these cases. Finally, faculty must inform students when the use of excused absences is, in the judgement of the faculty, beginning to jeopardize learning.

## *Campus Center Lobby Use*

The Campus Center is the co-curricular center of the Castleton community. As such, its services and programs are available to all members - students, faculty, staff, alumni, and their guests. Off-campus groups are welcome to use the facilities of the Campus Center under prescribed circumstances. The Lobby of the Campus Center is available for use by campus groups and outside vendors under the following conditions.

1. Normally only one group may be set up in the lobby at any given time. This is due primarily to space limitations and safety considerations. Exceptions may be made by the Assistant Dean for Campus Life.
2. Priority for lobby use is given as follows: a. Recognized student organizations; b. Other campus groups; c. Off-campus charitable organizations; d. Off-campus vendors.
3. Space must be reserved in writing with the Assistant Dean for Campus Life or his/her designee. Reservations may not be made more than a semester in advance.
4. Off-campus charitable organizations are not charged a fee. Off-campus vendor fees are as follows: Small businesses are charged a fee of \$25 per day or \$40 for two consecutive days. Corporations or representatives thereof are charged \$100 per day.

5. No credit card solicitors are allowed.
6. All lobby users are expected to adhere to all state and federal laws as well as College policies. This includes refraining from selling or distributing any merchandise which can be used to violate such laws and/or policies.
7. Lobby users should make special note of the following College policies:
  - a. Smoking is not allowed.
  - b. No alcohol is allowed on the premises.
  - c. No animals are allowed.
  - d. Materials may not be placed on entrance doors, glass, or obstruct vision or traffic in any way.
  - e. All materials must avoid demeaning, sexual or discriminatory reference to individuals or groups.
  - f. Offensive, disruptive or disorderly acts which interfere with the rights of any member of the College community are prohibited.
8. Vendors must refrain from obstructing, soliciting, or otherwise harassing Campus Center patrons.
9. Placement and content of all materials, displays or other items associated with building use is subject to approval of the Assistant Dean for Campus Life or other designated administrator. Castleton State College reserves the right to refuse use of the Campus Center Lobby to any individual, group, organization or vendor who fails to comply with any of the aforementioned policies or who poses a threat to the well-being of the College community. Responsibility for enforcement of this policy rests with the Assistant Dean for Campus Life.

## *Computing Policies*

### **VSC's Computing and Telecommunications Technology Conditions Of Use Policy**

Vermont State Colleges (VSC) owns and main-

tains computing and telecommunications technologies to support the education, research and daily work of its faculty, staff, and students. Vermont State Colleges computing and telecommunications technologies are collectively referred to as VSCnet. By connecting thousands of computers at Vermont State Colleges with each other and with national and international computer networks, VSCnet provides a wide range of educational benefits.

The purpose of this policy is to define responsible and ethical behavior of VSCnet users in order to preserve the health, availability, and integrity of VSCnet resources and promote the goals and values of the VSC. This policy also allows for the support of investigations of complaints under other policies such as sexual

harassment as well as state and federal laws on privacy and computer abuse. This policy applies to all users of VSCnet resources. The right to use VSCnet, its resources, and the Internet is dependent upon compliance with this policy.

In order to balance the values of our learning community with its legal rights and requirements, the VSC will enforce its right to track, monitor or access electronic mail or other files in accordance with this policy, with or without notice to the employee, student or other user, and may bypass any password. Under this policy, only a president (or designee in the president's absence), with the advice and consent of the Chancellor (or designee in the Chancellor's absence), shall have the power to authorize any tracking, monitoring or accessing of electronic mail or other files on VSCnet without notice to the person or persons involved. Authorization for such interception shall be based only on reasonable belief that one or more of Rules 1-24, listed below, are being violated by one or more persons.

The priorities for use of VSCnet resources are: **HIGHEST:** All education, research, and administrative purposes of Vermont State Colleges; **MEDIUM:** Other uses indirectly related to Vermont State Colleges purposes with education or research benefit, including personal communications; **LOWEST:** Recreation and entertainment.

The latest revision of this policy can be found at the URL: <http://www.vsc.edu/rupv81.html>

### **Not Permitted**

Selling access to Vermont State Colleges resources, commercial activities not sanctioned by the Chancellor's office, intentionally denying or interfering with service, unauthorized use or access that is forbidden by this or by local policy, reading or modifying files without proper prior authorization, using the technology to impersonate another, to send chain letters, to violate state and/or federal law or Vermont State Colleges policies, or more than minimal use of VSCnet and computing resources for recreation and entertainment purposes.

### **Rules**

1. VSCnet may not be used for threatening, obscene, harassing and or libelous conduct.
2. VSCnet may not be used for illegal purposes.
3. VSCnet may not be used to send unsolicited advertising, the propagation of computer worms and viruses or breaking into other machines within VSCnet or on the Internet.
4. Your password is issued for your use only. Sharing your password with others and allowing others to use your password or user identity or address is prohibited.
5. Using a password other than your own is prohibited.
6. Unauthorized access to any information resource without written owner permission is prohibited.

7. Tampering with the physical network (cables, hubs, computers and peripherals etc.) is prohibited.
8. Intercepting or attempting to intercept mail or other files is prohibited, except that the Vermont State Colleges (through its authorized managers or agents) may track, monitor, or access electronic mail or other files in accordance with this policy, with or without notice to the employee, student or user, and may bypass any password.
9. Originating or attempting to originate email from someone else is prohibited.
10. Logging on or attempting to log on to a machine without an account is prohibited.
11. Using or attempting to use any network address or identity not assigned to you by VSC or college authorities -- even on a machine you may own -- is prohibited.
12. Use of VSCnet for profit-making activities is prohibited.
13. Re-selling network access is prohibited.
14. Unreasonable use of VSCnet and computing resources for personal business is prohibited as well as using more than a fair share of such resources.
15. Publishing or otherwise making available on a web, ftp, file or other server any information, software, document, graphic or icon without permission of the copyright owner is prohibited.
16. Intentionally and substantively interfering with the freedom of expression of others on VSC premises or in VSC sponsored activities is prohibited.
17. Attempts to deny VSCnet access to others via mail bombs, chain email, spam, and similar automated processes is prohibited.
18. Persons who are not associated with the Vermont State Colleges and persons associated with the Vermont State Colleges who have been denied network access may not be granted access to end-user owned computers connected to the VSC network. Computer owners who violate this provision will themselves be denied the right to connect their computer to VSCnet.
19. The installation and/or removal of any software on a VSC or college owned machine without the prior written authorization of the local computing authority\* is prohibited.
20. The installation of any hardware device or component on a VSC or college owned machine or the removal of such a device or component from a VSC or college owned machine without the prior written authorization of the local computing authority\* is prohibited.
21. Connecting a computer to VSCnet without prior permission of the local computing authority\* is prohibited.
22. Operating a server of any kind on VSCnet without prior permission of the local computing authority\* is prohibited. Operators of approved servers must provide server passwords to the local computing authority\* on demand.
23. Registering a domain name associated with a VSC IP address without prior permission of the Director of Computing Services at the Chancellor's Office is prohibited.
24. Use of the VSCnet counter to the best interests of the VSC is prohibited.

## **Compliance**

Continued use of VSCnet requires compliance with this policy. Violation of VSC policy and rules concerning VSCnet use will be handled via existing college procedures. Violations by students may lead to a range of actions from denial of VSCnet access to expulsion from college. Violations by employees may lead to a range of disciplinary sanctions including, but not limited to: a warning, denial of access to VSCnet, and termination of employment. Violations will not result in suppression of any information disclosed as result of the violation.

## **Implementation**

These Conditions of Use are a condition of employment for all employees and a part of the Employee Handbook and the Student Handbook at all Vermont State Colleges. Subject to review and approval of the Chancellor, College Presidents or their designees will prescribe locally applicable rules to implement these Conditions of Use. Such rules will be posted and displayed with the VSCnet Conditions of Use.

## **Academic Computing Center (ACC) & General Student Lab Usage**

1. Students should sign-up to use an ACC computer whenever fall and spring classes are in session. Students may reserve computers in advance or just before use. It takes one or two minutes to sign-up with an ACC lab monitor on duty.
2. Academic usage of computing lab resources always has priority over non-academic usage.
3. The unauthorized installation of any software applications on student lab computers is strictly prohibited.
4. Failure to comply with these usage guidelines may result in disciplinary action.

## **Castleton State College Student Email**

Castleton state College recognizes the college's email system, e.g. firstname.lastname@castleton.edu, as an official means for college notifications and correspondences sent by a college administrator, staff, or faculty member delivered to a student's email account.

All students are expected to use this technology. It is recommended that students check their Castleton email accounts often, and frequently delete old or outdated messages. Failure to check email may result in a student being unaware of college requirements and expectations.

Castleton State College is not responsible for problems with mail delivered to non-college email accounts.

*\*Note: The "local computing authority" is a person designated by the President of each college and the Director of Computing Services at the Chancellor's office. At Castleton, the local computing authority is Gayle Malinowski, Chief Technology Office (Ext. 1389).*

## *Drug-Free Workplace*

Castleton State College affirms its commitment to maintaining a drug-free workplace. Since education is the primary mission of the college, the

administration, faculty, students and staff join together to insure that a drug-free environment is maintained to protect the education process. Individuals of every age are susceptible to the temptations of drug use and abuse, and Castleton is committed to assisting those within its purview to remain drug-free. In order to assure this atmosphere, the College affirms the following:

1. All students at Castleton State College, whether employed by the College or attending on a full or part time basis, are subject to the conditions of this policy and treated as "employees" under the above conditions.
2. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance by College employees is prohibited on college property or at any College function or activity controlled or sponsored by the College. Employees are to adhere to this provision, and are required to self disclose to the Dean of Administration any criminal drug statute conviction resulting from an infraction of the law while conducting any activity in our workplace, or in conducting any activity with a federal grant, no later than five (5) days after the conviction. Within thirty (30) days of receiving a self disclosure, the Dean of Administration may:
  - a. Take the appropriate personnel action, up to and including probation or termination of employment;
  - b. Require the mandatory participation in drug abuse assistance or rehabilitation programs;
  - c. Any other appropriate intervention which would assist the employee and College in eliminating the inappropriate activity.
3. Castleton State College will establish an EAP (Employee Assistance Program). The program will include the following components:
  - a. Adherence to the provisions of the Drug-Free Workplace Policy of the College;
  - b. Availability of counseling referral services and educational services related to the prevention of drug abuse in the workplace;
  - c. Notification of the penalties that may be imposed by the College on employees for drug abuse violations.
4. The College shall notify the federal contracting agency within ten (10) days after receiving notice of employee convictions for drug crimes in the workplace.
5. The workplace for the purposes of this policy is defined as any area of the campus and workspaces away from the campus where College activities take place.

## *Employee Assistance Program*

The Drug-Free Workplace component of the Employee Assistance Program is administered by the Director of Human Resources. The ser-

vices of the Castleton EAP include assessment, referral and short-term problem solving for employees who are experiencing substance abuse, or other personal problems associated with drug use and abuse which affect their job performance. As mandated by the Drug-Free Workplace Policy at Castleton State College, the following components are included in the program:

Through **notification and assessment**, the EAP will evaluate employees and appropriately assist them in returning to and/or remaining effective on their jobs when substance abuse alters their work performance. The EAP will notify employees of the penalties that may be imposed by the college on employees for substance abuse violations, and what adherence means in relation to the Drug-Free Workplace Policy of the college.

Counseling Services will maintain a **referral network** including agencies, clinics, private practitioners, hospitals, self-help groups and other community based services to assist employees. The referral services of the College will be made available, not only to employees, but to the family members of the employees of the institution.

**Supervisor training** is a vital portion of the Employee Assistance Program. Training will revolve around four main points to evaluate performance: observation, documentation, confrontation, and referral. Training sessions for supervisors will be held annually, and new supervisors will have a portion of their initial indoctrination dedicated to the performance-based evaluation and referral process. The training of supervisors will be coordinated through the Human Resources office. Supervisors will be trained in how to identify the early warning signs of early deterioration of workers in the workplace; how to document the observed attendance, conduct, or performance problem; and how to talk with the employee about the problems and how to make effective referrals from the workspace to the EAP program.

A focus of the EAP will be **education**. The college will provide workshops for its employees on the hazards related to drug use and abuse, and will use these opportunities to evaluate and foster **policy development** in all areas related to the topic of substance use and abuse.

*\*Employees needing counseling in other areas should contact the Counselor in the Wellness Center or the Human Resource department in Woodruff.*

Motor vehicle regulation is essential for the safety of all members of the College

## *Motor Vehicle Regulations*

community, visitors, and friends. The parking lots and roadways located on Castleton State College are the property of the College. They are Public

Roadways as defined by Vermont State Law. Castleton State College reserves the right to make traffic regulations, post traffic signs, restrict the use of the roadways and lots, and collect fees for violations of these regulations. These regulations have been developed to provide the maximum benefit for all concerned. Those persons operating a motor vehicle on the Castleton campus are expected to comply with the spirit as well as the letter of these regulations and are reminded that use of the parking facilities is a privilege and not a right. A parking permit does not ensure the availability of a parking space, but it grants the privilege of parking in specified areas when available. Abuse of this privilege can result in not being allowed to use Castleton's lots and roadways. Parking permits are issued at no charge from the College Public Safety Department. Student permits must be renewed yearly prior to or during the first week of the academic calendar.

The speed limit on campus is 15 miles per hour on all campus roadways and 10 miles per hour in all campus parking lots. Violations will result in a minimum fine of \$40.00 for each offense and careless driving may result in disciplinary action. Operating motor vehicles on campus walks, lawns, or areas not specifically designed as roadways is prohibited and subject to a fine and all repair or replacement costs. Operators of motor vehicles must comply with all traffic signs (yield, stop, do not enter, etc.) or the direction of a Public Safety Officer. Failure to stop on approach of an emergency vehicle, or Public Safety vehicle displaying amber lights, will be subject to a fine.

Persons who own, possess, or operate a motor vehicle on the Castleton campus are responsible for knowing the regulations. Ignorance does not constitute a valid defense for failure to observe them or absolve violators from any penalties. Castleton State College does not assume any responsibility for damage to, theft from, or theft of any motor vehicle parked on the College property.

Vehicles which are brought to campus by guests must receive a visitor's permit at the Public Safety Office.

### **Snow Emergencies**

Voice and e-mail distribution lists, voicemail, or other appropriate means will be used to inform students, faculty and staff of procedures to follow in a snow emergency. Failure to follow these procedures will result in towing. See also Class Cancellations, page 125.

## Citations

Individuals are responsible for any citation issued to a vehicle which they own or operate. Traffic citations may either be presented to the owner/operator, placed on the windshield of the vehicle, or, in special circumstances, mailed to the registrant. Persons who repeatedly violate the College's parking regulations, or fail to pay their fines may forfeit their use of campus parking facilities at the discretion of the Department of Public Safety. An appeal of such a decision may be made to the College Court within ten days of notice from the Director of Public Safety.

1. Unpaid fines will be placed on the student's bill. Payment of all fines will be made at the Student Services Center.
2. Vehicles without current decals after they have accumulated 2 tickets will be towed at the owners expense and lose campus parking privileges for the remainder of the current semester and the following semester.
3. Vehicles with current parking decals:
  - a. Which have accumulated 5 unpaid citations will be towed at the owners expense and lose campus parking privileges for the remainder of the current semester and the following semester.
  - b. Which have accumulated 8 citations in one year (two semesters) will be towed at the owner's expense and will lose their parking privileges for the remainder of the current semester.
4. Any person who has lost the privilege to park on campus will have their car towed each time it is parked on campus (legally or illegally) after the privilege has been revoked at the owner's expense and receive a minimum \$25 fine.

Appeals received from faculty, staff, and students within the ten day period will be reviewed by the Director of Public Safety and may be sent to the College Court, which will review the appeal and render a decision in writing to the individual who submitted the appeal. Appeals will be handled as swiftly as possible. Referrals to the College Court are made at the discretion of the Director of Public Safety.

## Parking Regulations

1. No vehicle may be parked on the College campus without a valid parking permit or other authorization. Parking decals will be color-coded. Parking in residential lots is limited to cars with residential stickers. Cars with residential stickers cannot park in commuter lots. Permits, which will hang from the rear-view mirror, are available for a fee.

Commuters and day visitors are restricted to commuter lots. Commuter lots must be vacated between 12 a.m. and 7 a.m.

2. Faculty, staff, and students will be held responsible for all parking citations involving their vehicles or any vehicle they operate on campus property. If any vehicle on campus is in violation of any of these regulations, the person in whose name the Castleton parking permit has been issued or the registered owner will be responsible for the citations.

3. Vehicles may not be parked in any area marked “No Parking;” on any crosswalk; on any campus street so as to obstruct the right-of-way; on any sidewalks or grass; Adams/Haskell Courtyard; or in any non-designated parking spaces within parking lots. Vehicles parked with tires off the pavement will be considered parked on the grass. Vehicles so parked may be towed.

4. All towed vehicles will be towed to an off-campus private facility and are subject to towing and storage fees at the owner's expense. Contact Public Safety for information on towed vehicles.

5. Any vehicle parked continuously in one place on College property for more than three days with no valid registration plate or permit, or clearly broken down or disabled without notification to the Department of Public Safety will be considered abandoned and may be towed.

6. Faculty, staff, or commuter students who find it necessary to leave their vehicles for more than 24 hours on College property, while on official College business, should notify the Department of Public Safety who will designate an appropriate location where the vehicle should be parked. Long-term parking over vacation periods without authorization is prohibited. Long-term parking for residential students is limited to the observatory lot.

7. No vehicle may be parked on campus so as to constitute a hazard or an interference with the normal operation of the College. This shall include vehicles with any fluids leaking. Such vehicles may be towed.

8. Parking is not permitted outside of painted lines, in any roadway, or any other area not listed as follows:

AREA 1: Main Parking Lot (Behind Library), and extension - commuter students parking with valid permit. Visitor parking; CLOSED 12:00 A.M. to 7:00 PM.

AREA 2: Observatory Lot (Behind Public Safety) - Open parking, vacation parking, visitor parking. This is a non-maintained lot for extended parking while on College related business;

AREA 3: Science Center Lot - Commuter parking except for designated spaces and faculty/staff area.

AREA 4: Campus Center Lot - Commuter, resident, handicapped and authorized parking as designated.

AREA 5: Upper Adams Lots - SHAPE (non-student) parking in the first two rows located closest to the gymnasium. Commuter and Resident parking in the remainder of the rows;

AREA 6: Lower Adams Lot - Resident student parking only with valid permit;

AREA 7: Ellis Hall- Resident student parking with valid permit, authorized parking as designated;

AREA 8: Huden Dining Hall Loading Dock - Authorized parking only;

AREA 9: Glenbrook Gymnasium main entry - Handicapped parking only;

AREA 10: Glenbrook Gymnasium rear lot - Faculty and staff only;

AREA 11: Library loading dock - Authorized parking as designated;

AREA 12: Lower Fine Arts Center Lot: Faculty /Staff only during business hours. Student parking from 6 p.m. to 12 midnight. Loading dock and chained access to Elm Street is a no parking area and tow away zone. This lot is closed 12 A.M. to 7:00 A.M. NO OVERNIGHT PARKING;

AREA 12a: Upper Fine Arts Center Lot (AKA Woodruff Lot): Faculty/Staff parking. Authorized parking as designated;

AREA 13: Leavenworth Hall lot - Faculty, Staff and handicapped as designated;

AREA 14: Wright House Lot - Staff parking with a valid permit. Admissions visitor parking.

AREA 15: Adams/Haskell Courtyard - As posted.

AREA 16: Old Chapel Lot - Commuter, handicapped, and authorized parking as designated.

AREA 17: Reed House Lot - No parking at this time. If this area becomes available for parking, signs will be posted. Please check the Public Safety Office web-site for more information.

### **Illegally Parked Vehicle**

*Definition:* Any vehicle in violation of stated Motor Vehicle Parking Regulations, or found to be parked outside painted parking spaces. It is the operator's responsibility to ensure that they are parked legally and properly. Following suit, because someone else is parked illegally or delineating lines being snow covered does not absolve violators from any penalties.

## **Parking Permits**

Parking permits are required on the vehicles of all faculty, staff, and students. This includes adjunct faculty members as well as those students registered in the day or evening division, residents as well as commuters. Faculty, staff, and student permits are available through the Department of Public Safety. All faculty, staff and student parking in the College parking areas without a permit or in violation will be subject to a fine and may be subject to towing.

When a motor vehicle is sold or transferred to a new owner or user, the parking permit(s) must be removed. The permit, or parts thereof, may be returned to the Department of Public Safety Traffic Division, where a new corresponding sticker or permit will be issued free of charge upon completion of an application. Requests for more than one replacement per year will be reviewed by the Director of Public Safety. An individual must notify the Department of Public Safety immediately of any change in their license plate number, vehicle registered, or their address. There is no fee for permits, but yearly renewal is required.

Students will have only one vehicle on campus at a time, unless approved by the Director of Public Safety.

## **Provisions for Handicapped Parking**

All vehicles parked in a handicapped parking spot shall display an appropriate plate issued from a state or federal authority. Failure to display this may result in a ticket and/or tow. Handicapped parking spaces are located in close proximity to entrances to College buildings, which are accessible to the handicapped with a permanent plate. Handicap parking spaces are federally mandated and are enforced and controlled by State and local authorities as well as the Department of Public Safety. All illegally parked vehicles will be ticketed and/or towed by either enforcement agency. At the discretion of the Director of Public Safety, temporary handicapped parking permits may be issued to those who are injured or otherwise temporarily disabled and have a note from their physician. Temporary permits must be renewed every month but may also be issued for shorter durations.