

Bard College
Policies, Regulations, and
Procedures



Graduate Student Handbook
2023-2024

Last Updated: June 2023
Off-Campus

Accreditation

Bard College is accredited by the Middle States Commission on Higher Education. The courses of study leading to the bachelor of arts, bachelor of music, and bachelor of science degrees at Bard are registered by the New York State Education Department. The programs of study leading to the master of arts, master of arts in teaching, master of arts in economic theory and policy, master of fine arts, master of business administration in sustainability, master of education in environmental education, master of music, master of science in environmental policy, master of science in climate science and policy, and master of science in economic theory and policy degrees and the master and doctor of philosophy degrees in decorative arts, design history, material culture at Bard are registered by the New York State Education Department, Office of Higher Education, Room 977 Education Building Annex, Albany, NY 12234; phone 518-486-3633.

Bard is also a member of the American Council on Education, American Council of Learned Societies, Association of American Colleges and Universities, College Entrance Examination Board, Commission on Independent Colleges and Universities, Educational Records Bureau, and Environmental Consortium of Colleges and Universities.

Educational Rights and Privacy Act

Bard College complies with the provisions of the Family Educational Rights and Privacy Act of 1974. This act assures students attending a postsecondary institution that they will have the right to inspect and review certain of their educational records and, by following the guidelines provided by the College, to correct inaccurate or misleading data through informal or formal hearings. It protects students' rights to privacy by limiting transfer of these records without their consent, except in specific circumstances. Students have the right to file complaints with the Family Policy Compliance Office, U.S. Department of Education, Washington, D.C. College policy relating to the maintenance of student records is available, on request, from the Office of the Registrar.

Be advised that the provisions of this handbook are not to be regarded as an irrevocable contract between the student and Bard College or its officers and faculty. The College reserves the right to make changes affecting admission procedures, tuition, fees, courses of instruction, programs of study, faculty listings, academic grading policies, and general regulations. The information in this handbook is subject to change without notice.

Bard College Policies, Regulations, and Procedures

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Bard: More Than a Place to Think

Everyone who lives, works, or studies at Bard is here by choice and, as part of that choice, is encouraged to behave civilly. Participation in the College's intellectual and social activities contributes to the community's vibrancy. In an open educational environment, there will be a frequent and often intense exchange of ideas, even ones that are unpopular and can make others uncomfortable. Each of us should bear this in mind when considering our interactions with others in Annandale-on-Hudson and all places where the College is engaged. The community is strengthened when each member fosters civil interactions. Bard believes firmly in free speech. All members of the College are responsible for maintaining and promoting an open academic and living community. When conflicts arise, they should be resolved among the affected parties. The community is designed to support informal resolution through its members, including peers, faculty, administrators, and staff.

Behavior that violates policies articulated in the Student Handbook or in the Bard College Catalogue is not accepted and formal procedures may be initiated in accordance with the Student Handbook.

The College expects all of its students, whether or not they are on campus or are currently enrolled as degree candidates, to behave in a mature and responsible manner. If the College determines that a student has violated the college's Facilities Use Agreement and/or College policies, regulations, and procedures, the College may discipline the student. Since the College expects students to show good judgment and use common sense at all times, not all kinds of misconduct or behavioral standards are specifically identified in this handbook. It is the goal of the College to help provide an environment that is supportive of and conducive to the maximum intellectual, psychological, social, physical, and spiritual growth of all its students. In this spirit, College policy was written with the understanding that students would take on the following responsibilities:

- To treat all members of the College community in a civil and respectful manner.
- To carry and present College identification to authorized College officials upon request, including but not limited to Safety and Security officers, Residence Life & Housing staff, Dean of Student Affairs staff, and Student Activities staff.
- To refrain from the use of force against persons or groups, the abuse of another person, or disruption in the form of coercion or violence.
- To respect the property of individuals, groups, and the College itself.
- To ensure that guests on campus (including other students within one's residence hall room) behave in a manner consistent with the policies and procedures of the College.
- To act as good citizens.
- To observe all duly established College, local, state, and federal regulations.

The College will hear complaints pertaining to conduct of Bard College students occurring on Bard College property (including UBS, or Bard in New York), or in Red Hook, in Tivoli, and its environs. The College will also consider hearing cases involving Bard College students that occur off campus. The College's disciplinary process will not be used merely to duplicate the function of federal, state, or local laws; but where the institution's distinct interests as an academic community are involved, the College may invoke its disciplinary authority in response to infractions of the laws of the off-campus community.

In cases of College policy violations, the College first determines the appropriate process to employ based on the individual set of circumstances surrounding the infraction. Cases may be

referred to the Student Conduct system, Office of Title IX Coordination, or managed through informal hearings with Residence Life & Housing staff, Student Activities staff, Safety and Security staff, Vice President for Administration staff, or Dean of Student Affairs staff. Academic policy violations are reviewed through the Dean of Studies and/or the Dean of the College's Office.

Students wishing to appeal a decision made by a member of the staff should submit a written letter of appeal outlining the reasons for the appeal to the original administrator within two business days of the issuance of the sanction.

Free Speech Policy

Speech and expression, for the purposes of this policy, are understood to include speaking and writing, visual and auditory representations, and postings in online forums and social media.

The freedom to communicate, speak, inquire, question, and express oneself is a core value of Bard College as an academic and a civic institution. The College's commitment to this value expresses, most importantly, its belief in the equality and dignity of all those who make up our community. It is a constitutive feature of our life together. It is how we can make intellectual discoveries, challenge intolerance, express our values, protest injustice, come to shared understandings, and demarcate essential differences.

Bard values the ability to address one another as equals, as colleagues and peers, and to treat each other as fellow creators of the space we inhabit together.

At Bard we are committed to listening and to respecting the rights of others to address us in turn, even or especially on matters of the most serious disagreement.

Speech or expressive conduct that employs force or the threat of force is prohibited, as is speech or expressive conduct that constitutes harassment, coercion, incitement to imminent violence, defamation of individuals, invasions of protected rights to privacy or confidentiality, the destruction of property or documents, and acts threatening or causing physical harm. Such speech or expressive conduct may, in addition to violating this Free Speech Policy, violate another Bard College policy, such as the Gender-Based Misconduct Policy or the Harassment, Discrimination and Stalking Policy.

Further, while protest and dissent may accompany the pursuit of knowledge and community life, deliberate conduct that egregiously interferes with or prevents another's speech or expression (via physical or visual obstruction, for instance) particularly in the regular academic and intellectual pursuits of the College, is prohibited.

Free speech can involve advocating ideas and using expressions that are marginal, unpopular, controversial, untrue, subversive, or offensive. Likewise it can involve challenging and opposing those ideas and expressions. While not necessarily constituting a violation of this or other Bard College policies, speech or expression that is disrespectful, intolerant, bigoted, or hateful is to be condemned. The College and members of the community may voice their rejection of such expressions through private or public condemnation, the organization of forums, and calls for more speech and open debate. However, such

condemnation is subject to this and other applicable Bard College policies and should not violate them.

Violations of this Policy

Violations of this policy will be resolved through the disciplinary procedures outlined in the [Discipline or Dismissal of Students](#) and [Student Judiciary Board](#) sections of the Student Handbook and in the [Constitution of the Bard College Student Association](#). Violations of this policy are also subject to the same sanctions as discussed in the Student Handbook [Sanctions](#) section. Students may file complaints regarding violations of this policy, in writing, with the Chair of the Student Judicial Board or the Dean of Students.

As stated above, speech or expressive conduct that violates this policy may also violate other Bard College policies. Such incidents will be evaluated on a case by case basis. Should speech or expressive conduct violate more than one policy, Bard College may choose to consolidate the alleged violations (regardless of originating policy) and resolve them using only one disciplinary process. In that case, Bard College will select the disciplinary process to be utilized from among the disciplinary processes outlined in the violated policies; in certain cases, such as if speech or expressive conduct violates this policy and also constitutes sexual harassment as defined in Title IX, a particular disciplinary process may be required to be used. Possible sanctions, however, will be governed by the originating policy for the violation regardless of the disciplinary process chosen. Alternatively, Bard College may choose to divide the allegations based on the governing policy and address each policy's violations separately and pursuant to the process outlined by that particular policy. In that case, the student may be subject to different disciplinary processes simultaneously.

Bias Incidents

Nondiscrimination, Bias Incidents and Hate Crimes

Notice of Nondiscrimination

Bard College is committed to ensuring equal access to its educational programs and equal employment without regard to an individual's sex, gender, race, color, national origin, religion, age, disability, gender identity, sexual orientation, predisposing genetic characteristics, marital status, veteran status, military status, domestic violence victim status, ex-offender status, or any other characteristic protected by federal, state, or local law. Students, employees, applicants and other members of Bard College community (including, but not limited to, vendors, visitors and guests) shall not be subject to discrimination or harassment prohibited by law or otherwise treated adversely based upon a protected characteristic. Similarly, the College will not tolerate harassing, violent, intimidating, or discriminatory conduct by its students, employees, or any other member of, or visitor to, the College community. This includes, without limitation, sexual harassment, sexual assault, sexual violence, dating violence, and domestic violence.

While Bard College is committed to the free and open exchange of ideas and to the view that the expression of controversial ideas and differing views is a vital part of campus discourse, it does not condone harassment or expressions of bias or hate aimed at individuals or groups. Speech or expression that is not prohibited, but is rude, lacking in respect, disruptive, or hateful is discouraged. The College may voice its disapproval of such expression through private communications, public condemnation, the organization of public forum and calls for more speech and open debate.

Bias Incidents and Hate Crimes

A bias incident is an event, behavior, or action that is personally directed against or targets an individual or group based on perceived or actual characteristics such as race, ethnicity, sex, gender identity/expression, religion, sexual orientation, national origin, physical or mental disability, age, or military veteran status. The kinds of incidents that may constitute a bias incident include, but are not limited to, hostile and/or abusive verbal, written, or electronic communication, graffiti, stalking, and vandalism. A hate crime is a bias incident that includes a definable crime, such as: threats of violence, property damage, personal injury, and other illegal conduct.

Reporting a Hate Crime

If you think you have been the victim of, or a witness to, a hate crime, you may, in addition to the reporting mechanisms described below, file a report with the New York State Police or local law enforcement agency. What constitutes a criminal act will be defined by the penal code of the jurisdiction in which the misconduct allegedly occurred.

To file a criminal report, contact:

New York State Police (845-876-4194)
Red Hook Police Department (845-758-0060)

Reporting Bias Incidents or Hate Crimes

Bard College strongly encourages the reporting of all bias incidents and hate crimes that occur on campus, at college-sponsored events, or activities occurring off campus. If you believe that you have been the victim of a bias incident or hate crime, or if you believe one has occurred, you are strongly encouraged to report it as quickly as possible. For emergencies, contact the Bard College Office of Safety and Security at 845-758-7777 or go to the Old Gym. You can also use the [online reporting tool](#) or contact any of the offices below; in either case, it is important to indicate that you are making an official report to the College of a bias incident or hate crime.

Office of Safety and Security

Peter Verdesi, Director
845-758-7460
845-758-7777 (emergency #)
pverdesi@bard.edu
Old Gym

Human Resources

Kimberly Alexander, Director
845-758-7428
hr@bard.edu
Ludlow

Office of Gender Equity

Lauren Gretina,
Title IX and Civil Rights Coordinator
845-758-7452
titleix@bard.edu
Sottery Hall

Dean of Students

Hannah Zipple, Dean of Students
845-758-7454
hzipple@bard.edu
Sottery Hall

Dorothy Albertini, Assoc. Dean of Students
845-758-7454
albertin@bard.edu
Sottery Hall

Corey Sullivan Assist. Dean of Students
845-758-7454
csullivan@bard.edu
Sottery Hall

Sharif Rosen, Assoc. Dean of Students
845-758-7454
srosen@bard.edu

Cylon George, Assist. Dean of Students
845-758-7454
cgeorge@bard.edu

Community Response and Support

In addition to its commitment to investigating reports of bias incidents and hate crimes, the College is committed to providing support to individuals who are directly or indirectly impacted by them and to developing programs and policies to reduce their incidence. In addition to the offices and individuals listed above, community members who are affected by bias can seek support from any member of the Bard College Chaplaincy, Counseling Services, and Bias Incident Community Response Team.

Office of Title IX and Nondiscrimination

Bard College is committed to providing a learning and working environment free from unlawful discrimination, harassment, and gender-based misconduct. Bard College is committed to providing learning and working environments free of sexual and gender-based harassment and discrimination, sexual assault, sexual exploitation, stalking, and intimate partner violence (inclusive of dating and domestic violence) (hereafter referred to as “gender-based misconduct”).

Bard will not tolerate any kind of unlawful discrimination, harassment or gender-based misconduct; the College will handle these complaints in a prompt, equitable, and transparent manner.

Bard’s Gender Based Misconduct Policy prohibits all forms of gender-based misconduct. The College provides services and support for individuals who have been impacted by gender-based misconduct, as well as accessible, prompt, thorough, and impartial methods of investigation and resolution of incidents of gender-based misconduct.

Bard College strongly recommends reading its entire Gender-Based Misconduct Policy, which can be obtained online by visiting www.bard.edu/titleix/policy/, or by request via email (titleix@bard.edu) or via telephone (845-758-7542).

Additionally, the College provides educational and preventative programs for employees and students throughout the academic year that promote awareness of gender-based misconduct. These include: primary prevention and awareness, definitions of domestic and

intimate partner violence, dating violence, sexual assault, stalking, consent, bystander intervention techniques and safe practices, and risk reduction in the form of recognizing warning signs and how to avoid unwelcome interaction.

The Gender-Based Misconduct Policy should be interpreted and applied in a manner consistent with the principles of free inquiry, free expression, and free speech to which Bard College is committed. The College's policy is not intended to stifle these freedoms. Prohibited sexual harassment, retaliation, and other forms of gender-based misconduct are neither legally protected expression nor the proper exercise of academic freedom.

Reporting Options & Immediate Assistance

Any person who believes they have been subjected to gender-based misconduct is encouraged to seek support and assistance. The Office of Title IX and Nondiscrimination is located in Sottery Hall, Room 107. You can also contact the office by email TitleIX@bard.edu or Nondiscrimination@bard.edu or by phone 845.758.7542. Any Additional resources are listed below. Seeking assistance promptly may be important to ensure safety, to obtain medical care, and to preserve evidence.. Behaviors that do not rise to the level of policy violations may also be reported, The College's primary concern is the health, safety, and wellbeing of its community members, guests, and visitors. If you, or someone you know, have experienced gender-based misconduct, please seek assistance.

A. CONFIDENTIAL REPORTING

Confidential Resources are not required by law or College policy to relay reports of gender-based misconduct to the Bard College Title IX Coordinator. Information provided to the confidential resources listed below will not be disclosed without stated permission, except in extreme circumstances, such as a health or safety emergency. Rules of civil and criminal procedure and law may result in records and information maintained by Confidential Resources, and persons serving as Confidential Resources, being subject to subpoena. Information shared with confidential resources may only be shielded or protected from disclosure if shared with a medical, licensed counseling, or pastoral provider covered by a legal privilege or protection.

Information shared with Confidential Resources may be reported for statistical purposes without identifying information in accordance with the Clery Act.

On-Campus Confidential Resources

Counseling Services	845-758-7433
Health Services	845-758-7433
EAP (Employee Assistance Program)	800-272-7255
Chaplaincy	845-758-7335
BRAVE 24/7 Counselors (ask for BRAVE)	845-758-7777

Off-Campus Confidential Resources

Family Services Rape/Sexual Assault Hotline (Dutchess)	845-452-7272
Family Services Domestic Violence Hotline (Dutchess)	845-485-5550

Grace Smith House	845-452-7155
LGBTQ Antiviolence	212-714-1141
RAINN (Rape, Abuse, and Incest National Network)	800-656-4673
National Domestic Violence Hotline	800-799-7233

Anonymous reports made within the Bard community are filed and reported for statistical purposes only in accordance with the Clery Act. Reports made to off-campus resources are filed and reported for statistical purposes without identifying information if Bard is made aware of such reports.

B. REPORTING TO THE COLLEGE (PRIVATE, NON-CONFIDENTIAL)

1. Institutional Report

Any member of the community who wishes to file a report of gender-based misconduct with the College may do so by following the procedures outlined below. Bard College offices and employees who cannot guarantee confidentiality will maintain your privacy to the greatest extent possible. Information you provide to a non-confidential resource at the College will be relayed to the Title IX Coordinator and the Title IX Coordinator will follow up with you regarding your options on how to proceed.

All faculty and staff are obligated to share any allegations of gender-based misconduct with the Title IX Coordinator. Upon receiving a report, mandatory reporters should inform the reporting individual of their responsibilities (ie that they are obligated to share this information with the Title IX Coordinator).

.. Climate surveys, classroom writing assignments, human subjects research, and events such as Take Back the Night or similar speak-outs do not constitute notice to the College

Reports can be submitted by contacting the Office of Title IX and Nondiscrimination, either:

- By phone (845-758-7542);
- By email (titleix@bard.edu);
- Through campus mail to Sottery Hall; or
- In-person at Sottery Hall, Room 107
- Through the online form (www.tinyurl.com/BardTitleIX/).

2. External Reporting Line

Misconduct Reporting Line: 888-323-4198

Any person who feels uncomfortable or otherwise unable to file a complaint through the channels set forth above may make a report via the Misconduct Reporting Line. The Misconduct Reporting Line is administered by an external entity hired by the College to receive reports on a non-confidential basis. Reports of alleged violations of this policy may be made anonymously to the Misconduct Reporting Line. However, individual identities may be disclosed through the process of investigation.

Alleged violations of this policy will be referred for investigation in accordance with the procedures set forth herein. Any reports received via the Misconduct Reporting Line will be

filed for statistical purposes, even if made anonymously. Reports regarding alleged misconduct by the Office of Title IX and Nondiscrimination may be made through this line.

3. Anonymous Report

Anonymous reports may be submitted to the Title IX Coordinator or online at: www.tinyurl.com/BardTitleIX/

Due to restricted identifying information, the College's ability to investigate and respond to anonymous complaints may be limited.

False Reporting: An individual who is determined to knowingly have made a false complaint or accusations, or who provided false information during an investigation, may be subject to disciplinary action by the institution. This provision does not apply to reports made in good faith, even if the facts alleged in the report cannot be substantiated by subsequent investigation.

C. CRIMINAL REPORTING

Individuals have the right to decide whether to file or decline to file a report with the New York State Police or the local law enforcement agency where the misconduct occurred. The Title IX Coordinator and other campus authorities are available to assist individuals in reporting to law enforcement.

What constitutes a criminal act will be defined by the penal code of the jurisdiction in which the alleged misconduct occurred. The College system and legal system have investigation processes that work independently of each other and can happen concurrently. The standard of proof in a criminal proceeding is beyond a reasonable doubt, which is higher than the standard of proof for violations of Bard's Gender-Based Misconduct Policy, which utilizes the preponderance of evidence standard (whether it is more likely than not that a policy violation occurred). To file a criminal report, individuals may contact the following, and/or any other appropriate law enforcement agency:

New York State Police	845-876-4194
New York State Police Campus Sexual Assault Victims Unit	844-845-7269
Red Hook Police Department	845-758-0060

Students' Bill of Rights

All students have the right to:

- Make a report to local law enforcement and/or state police.
- Have disclosures of domestic violence, dating violence, stalking, and sexual assault taken seriously.
- Make a decision about whether or not to disclose a crime or violation and participate in the judicial or conduct process and/or criminal justice process free from pressure by the institution.
- Participate in a process that is fair, impartial, and provides adequate notice

and a meaningful opportunity to be heard.

- Be treated with dignity and to receive from the institution courteous, fair, and respectful health care and counseling services, where available.
- Be free from any suggestion that the reporting individual is at fault when these crimes and violations are committed or should have acted in a different manner to avoid such crimes or violations.
- Describe the incident to as few institution representatives as practicable and not be required to unnecessarily repeat a description of the incident
- Be protected against retaliation by the College, any student, the accused and/or the respondent, and/or their friends, family and acquaintances within the jurisdiction of the College.

- Access to at least one level of appeal of a determination.
- Be accompanied by an advisor of choice who may assist and advise a reporting individual, accused, or respondent throughout the judicial or conduct process, including during all meetings and hearings related to such process.
- Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or judicial or conduct process of the College.

Affirmative Consent

Affirmative consent is a knowing, voluntary, and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions as long as those words or actions create clear permission regarding willingness to engage in the sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent. The definition of consent does not vary based upon a participant's sex, sexual orientation, gender identity, or gender expression. Previous consensual sexual activity and/or consent to one sexual act does not constitute consent to any other sexual act. Consent is required regardless of whether the person initiating the act is under the influence of illegal substances and/or alcohol. Consent may be initially given but withdrawn at any time.

Consent cannot be given when a person is incapacitated, which occurs when an individual lacks the ability to knowingly choose to participate in sexual activity. Incapacitation may be caused by a lack of consciousness or being asleep, being involuntarily restrained, or if an individual otherwise cannot consent. Consent cannot be given when it is the result of coercion, intimidation, force, or threat to harm. When consent is withdrawn or can no longer be given, sexual activity must stop.

Bard College strongly recommends reading its entire Gender-Based Misconduct Policy, which can be obtained online by visiting www.bard.edu/titleix/policy/, or by request via email (titleix@bard.edu) or via telephone (845-758-7542).

Bard College Consensual Relations Policy

Bard College prohibits sexual, dating, or romantic relationships (“intimate relationships”) when one individual has actual or perceived power or authority over the other individual. Entering into these types of relationships may compromise freely given consent and undermine the trust and integrity that are essential to Bard’s learning and working environment. Relationships where one individual has actual or perceived power or authority over the other individual, can give rise to unconscious or perceived bias and favoritism, thereby undermining the College’s inclusive environment and intellectual climate.

Accordingly, faculty, administrators, and other employees who educate, supervise, employ, coach, or who make educational or employment decisions and/or recommendations, should understand the fundamentally unbalanced nature of the relationship and not enter into these intimate relationships. The responsibility and obligation to follow this policy falls upon the person in a position of authority and not the student or subordinate.

The following intimate relationships are prohibited at Bard:

- Faculty member/instructional staff and student;
- (ii) Advisor and student;
- (iii) Administrator/Non-student staff and student;
- (iv) Coach and student-athlete; and
- (v) Dean/Supervisor/Manager and employee over whom they have supervisory control.

This is not an exhaustive list and there may be other relationships where a power differential exists, which may also violate this policy. “Student” shall mean an individual who is enrolled and/or participating in any of Bard College’s educational programs. In the context of employment at Bard, “supervisory authority” is defined as having the ability to materially impact another individual's employment. This includes, but is not limited to: hiring, promoting, managing, disciplining, scheduling, evaluating, and compensation.

Consensual intimate relationships between graduate students and faculty members not in the same degree granting program should be disclosed to the Director of Human Resources but are not necessarily prohibited. In certain instances, exemptions may be granted for intimate relationships between staff and students when it can be demonstrated that the relationship would not interfere with or compromise Bard’s learning and working environment; these relationships must be disclosed to the Director of Human Resources.

If an intimate relationship already exists - or if a relationship not previously prohibited becomes prohibited due to a change in circumstances - the person in power or authority should recuse themselves of the supervisory or academic responsibility. The relevant supervisor or Dean may, in consultation with the Director of Human Resources or the VP for Student Affairs, set reasonable conditions so that there is no actual or perceived conflict of interest, abuse of authority, exploitation, bias, and/or preferential treatment. This policy does not prohibit pre-existing relationships or joint appointments where both people are working within the same academic department. In these cases, as stated in the Faculty Handbook, the College prohibits an individual from participating in activities or decisions (including, but not limited to, evaluations) that may reward or penalize another faculty member with whom they had or have a romantic or sexual relationship.

Individuals who violate this policy will be referred to the appropriate office or department at Bard. When allegations of gender-based misconduct exist, they will be addressed by Bard's Gender-Based Misconduct Policy. The College may take additional steps as deemed necessary.

NOTE: This Policy is effective as of March 9, 2023. As of this date, it will be used going forward.

Alcohol and Drug Policy

Bard College is committed to providing a healthy learning environment that facilitates the highest level of academic achievement and fosters the full development of all students. The community strives to support and promote safe and legal behavioral norms and standards with respect for individual integrity coupled with our shared responsibility to create a safe and vibrant academic environment. The purpose of policies related to alcohol and illegal drug use is to:

- Stress safety, well-being, and individual accountability for all Bard College students;
- Provide an atmosphere free from coercion to abuse alcohol, illegal or prescription drugs;
- Discourage and prohibit the illegal use of alcohol and drugs or misuse of prescription drugs;
- Prohibit the manufacturing, sale, and distribution of illegal and prescription drugs;
- Prevent problem behavior, and to combat alcohol and drug abuse;
- Provide prevention and intervention information and education for all students;
- Provide students with information about confidential on- and off- campus resources to address issues related to alcohol and drug use and abuse.

Every member of the community is responsible for abiding by the alcohol and drug policy and for encouraging others to do the same. The College expects that all members of the community will, through year-round educational programming and orientation events, familiarize themselves with the physical risks of and legal constraints on alcohol and drug use, and that they will make informed decisions regarding their own behavior. The use, sale, transfer, or manufacturing of illegal drugs, the abuse of alcohol, and the abuse of prescription medications disturbs and offends members of the Bard community bringing unintended consequences that create an atmosphere of fear and distrust at odds with the educational mission of the College.

Students are recognized as adults and, therefore, held responsible for their own behavior. All students are expected to obey all local, state, and federal laws as well as college policies and regulations. The College expects moderation, restraint, and care in the use of alcohol for students of legal age; only students age 21 or older may consume alcohol in designated campus locations or at college-sponsored events. Those students are permitted to consume alcohol only at registered college events that have been approved to serve alcohol. Possession of open containers of alcohol outside a registered venue will result in disciplinary action. The responsible use of alcohol on campus by those of legal age is a social privilege which, if abused, may be revoked. A room whose occupants are under 21 cannot have any alcohol stored or consumed in it.

Safety and Security, Residence Life and Housing and Dean of Student Affairs staff will confiscate alcohol if a student is not of age or quantities are considered larger than individual

servings. Drinking games and other activities that encourage rapid ingestion of alcohol are not permitted.

All members of the Bard community must take responsibility for their own actions and comply with the laws of New York State and the Drug-Free School and Communities Act. The major points of the law are as follows:

- **Legal Age and Intoxicated Individuals:** No person shall sell, deliver, give away, cause, permit, or procure to be sold, delivered, or given away any alcoholic beverages to: (1) any person actually or apparently under the legal age (21); or (2) any intoxicated person or any person under the influence of alcohol.
- **Dram Shop Liability:** Any person who shall be injured in person, property, means of support, or otherwise by an intoxicated person or by reason of the intoxication of any person, whether resulting in death or not, shall have a right of action against any person who shall, by unlawfully selling to or unlawfully assisting in procuring liquor for the intoxicated person, have caused or contributed to the intoxication. In any such action, the injured person will have a right to recover actual and exemplary damages.
- **Social Host Liability:** If intoxication results in injury or damages to a third party, anyone who knowingly furnishes alcoholic beverages to any intoxicated person under the legal age of purchase, can be held subject to civil liability.

Dangerous Drinking

The safety and health of students is the College's overriding concern. Any member of the community who observes another member involved in dangerous drinking should feel a responsibility to discourage the behavior and help the intoxicated individual. In cases of intoxication, alcohol poisoning, or alcohol and/or drug overdose, individuals are asked to call for medical assistance (x7777) for themselves or for any members of the Bard community. The College believes it is the personal responsibility of each student to call for medical assistance in cases of an alcohol or drug-related medical emergency. Special consideration for policy infractions will be given in cases where students voluntarily seek medical attention for themselves or other members of the community. Serious sanctions may result in cases where students do not seek appropriate medical treatment for intoxication or overdose.

False Identification

Any person under the legal age of purchase who is found to have presented or offered false or fraudulent written identification of age for the purpose of purchasing or attempting to purchase alcoholic beverages will be sanctioned and the false identification will be confiscated.

Possession or Distribution of Alcohol, Illegal Drugs, and Improper Use of Prescription Drugs

An academic environment is incompatible with the use of illegal drugs, the abuse of any drugs, and the use of drugs not medically prescribed and supervised. Federal and New York State law prohibit the possession of illegal drugs that are defined as controlled substances which cannot be obtained legally or which, although available legally, have been obtained illegally. This includes prescription drugs that have not been lawfully prescribed for the individual (see the Federal Controlled Substances Act for a list of controlled substances).

While the College's emphasis is on preventive and educational approaches to substance use and abuse, the College will not protect students from local, state, or federal laws. The College

prohibits the unlawful possession, use, manufacture, or distribution of alcohol or illegal drugs, or misuse of legal or prescription drugs by students. Bard College cannot and will not protect students from prosecution under federal, state, or local law; nor are students immune from legal investigation or arrest by civil authorities resulting from the unlawful possession, use, manufacture, or sale of any dangerous drugs. The sale, transfer, or manufacturing of alcohol or of illegal or prescription drugs, will result in prompt and forceful action and include immediate removal from campus and possible prosecution under Section 220.000 of the New York State penal code. Information received about drug dealers is shared with local police agencies. Further, persons suspected or found using illegal drugs or voluntarily being in the presence of their use are potentially subject to disciplinary action by the College.

Paraphernalia includes those items made expressly for the purpose of supporting the use or distribution of illegal drugs, or items made for another purpose, but used for the distribution or use of drugs. Items with the purpose or effect of facilitating the abuse of alcohol are considered in this category. Items considered to be paraphernalia may be confiscated and become property of the College, including paraphernalia identified as having been used in a drinking game, including tables.

Policy Violations

Violations of these policies will result in disciplinary action. Penalties will reflect both the degree and number of offenses and may include written warnings submitted to the student file, restitution to community, fines, social probation, mandatory alcohol and drug evaluation, mandatory attendance in educational programs, loss of housing privileges, loss of scholarship, disciplinary leave, suspension, and expulsion. Those whose drinking or illegal drug use repeatedly leads to problem behavior will be dealt with more severely because of the predictable relationship between the use and the behavior that follows.

In compliance with the Family Education Rights and Privacy Act, the College may notify parents or guardians of violations of the College's alcohol and drug policy. The College reserves the right to notify parents or guardians when a student is found in violation of the alcohol and illegal drug policy, including hospital transport for alcohol or illegal drug-related overdose.

Anti-Hazing Statement

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

Alcohol and Drug Programming

Early recognition and treatment of drug and alcohol abuse is important for successful rehabilitation; to this end, the College encourages the earliest possible diagnosis of and treatment for alcohol and drug abuse or problematic use and, whenever possible, will assist students in overcoming substance abuse by referring them to appropriate on- or off- campus resources.

It is the College's intent to inculcate a positive sense of independence and originality in the culture of Bard students. We work on developing constructive initiatives designed to engage the hearts and minds of students in ways that reduce the allure of self-destructive behavior. The College provides educational programs and counseling services to increase awareness of the issues of alcohol and illegal drug use and to assist those in need of help, including students struggling with addiction and chemical dependency. Helping someone to get treatment for problem or addictive use is an act of legitimate and reasonable concern, and the College will respect and protect the privacy of students who voluntarily seek assistance.

The College's BRAVE Counselors, Peer Counselors, Peer Health Educators, and the College's Wellness Committee work to educate the community on issues related to substance use and abuse, and promote and support healthy lifestyles through programs and promotional campaigns. These resources support students in the majority, who choose to abstain from the use of alcohol and drugs or who choose to use alcohol in a legal, safe, and responsible way.

Bard Self-Service Banner

Students: Bard Graduate Center (BGC, MBA, Global Studies)

How to access online viewing and payments :

1. Go to <https://commerce.cashnet.com/bardpay>
2. Click on " Students, click here to login with your Login and Password ."
3. Login with your student ID number and PIN
 - o Student Login - Student ID number (9 digit number on the front of your ID card)
 - o Password - this will be your 2 digit month and 2 digit year of your birthday and the last 4 digits of your SSN (format ex: MMY1234)
 - o If you do not have your student ID number, please contact the administrator of your program
4. Click "Login"

Navigating the website:

- To view your Student Account Activity

1. Click the "Account Activity" link located in the menu bar at the top of the page or located in the box labeled "Your Account."

- To make a payment on your Student Account

1. Click the " Make Payment " link located in the menu bar at the top of the page or located in the box labeled "Your Account."

2. Select the applicable payment type.

Campus Computing

Bard provides electronic information systems for the campus community in order to support the educational mission of the College. These systems serve important needs for our faculty, staff, and students. Electronic mail messages, like telephone and paper mail communications, are private and privileged exchanges deserving protection and security. Bard views with most serious concern any fraudulent action or any violation of security related to electronic communications and is prepared to take appropriate corrective and punitive actions in response to such behavior.

As citizens of the Bard College community, we bear the responsibility to avoid libel, undocumented allegations, and attacks on personal integrity. The same standards of civil discourse and etiquette that govern our face-to-face interactions must apply to online communications including: composing, sending, or redistributing electronic mail or voice messages, and creating or publishing postings online (including images, message boards, and social network sites such as Facebook or Twitter).

With today's technology, messages are disseminated more rapidly and more widely than ever before; a single damaging statement is likely to "live" for years online. We all then must also be aware of and responsible for the "life" of our comments and messages beyond the original posting.

The College expects that the community of people who use electronic information resources will do nothing in that action that infringes upon the rights or safety of others on this campus or elsewhere and will not apply campus information systems in any fraudulent ways.

Bard College email is provided for use during the time students are actively pursuing academic credit at Bard College. Access to Bard email accounts and associated data within Google Workspace will be disabled after graduation (six month grace period) or other separation from the College (may be removed immediately). It is strongly recommended that students not use College email to sign up for external services that may need to be accessed after graduation. Bard email accounts must not be used to conduct private, for-profit endeavors.

Thus, all users agree to the following:

1. College computer facilities will not be used for activities that are in violation of campus, local, state, or federal rules and laws. This includes:

- Copyright infringement;
- Cheating;
- Theft;
- Vandalism;
- Software piracy (the unauthorized duplication and distribution of copyrighted software);
- Media piracy (the unauthorized duplication and distribution of copyrighted text, still image, video, and audio files, e.g. MP3);
- Sending messages that encourage or promote violation of the above or other college, local, state, or federal regulations.

2. Use of College computer facilities for commercial purposes or personal profit is forbidden with the exception of the publication of scholarly works which may incidentally provide revenues to the author(s).

3. Users will respect an individual's right to privacy and freedom of expression and will not read, copy, or print material written by others that is not intended for public inspection. Inappropriate use includes:

- Sending messages in such a way that makes them appear as though they originated from a different person or that deliberately misrepresent yourself or your authority;
- Sending messages that are severely abusive or threaten an individual's safety or for sexual, ethnic, religious, minority, or other harassment;
- Deliberately flooding a users mailbox with automatically generated mail;
- Sending mail that is deliberately designed to interfere with proper mail delivery or access;
- Attempting to gain access to another person's files regardless of the intent or result;
- Broadcasting messages to large numbers of recipients without regard to the relevance of the material;
- Sending messages or engaging in other conduct intended to suppress or disrupt debate;
- Sending messages that are designed to interfere with normal system operation;

4. Users will refrain from any activity that threatens the integrity of the computer system at Bard. This includes, but is not limited to:

- Modification of system services and utilities;
- Permitting others to access College resources from outside of Bard;
Installing any hardware or software that threatens the integrity of the overall campus network, "hacking," or other sabotage;
- Activities that interfere with public access to computer resources.

5. Every user is personally responsible for the integrity of the account assigned to that individual. Usernames are not transferable to other users or publicly distributable without prior authorization from Bard Information Technology.

Violations of these rules will be reported to the appropriate campus judicial body. Any punitive actions will be determined by that body and could include disconnection from the campus network.

Digital Millennium Copyright Act

Individuals using computers and networks at Bard College are responsible for complying with all copyright laws and the college's procedures regarding the use of Bard's computing resources. Users should refer to the Acceptable Use Guidelines posted on the Bard Information Technology website: <https://www.bard.edu/it/computing-policies>. The Digital Millennium Copyright Act of 1998 specifically prohibits the circumvention of the copy-protection technology on copyrighted material. Many digital audio and video files contain copyrighted material. The download, copying, adapting, and public display and distribution of these materials is prohibited by the DMCA, and further is not considered an acceptable use of academic computing resources.

Disability Access Services

Erin Braselmann, Dean of Disability Resources and Accessibility

Disability Access Services

Olin 106, phone: 7532

E-mail: disabilityservices@bard.edu

Website: www.bard.edu/accessibility/students

Disability Access Services

Bard College strives to create an accessible and welcoming campus community for students with disabilities. The College is committed to maintaining compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the ADA Amendments Act of 2008, by providing otherwise qualified individuals with disabilities equal access to academic courses, programs, and activities. In support of this mission, the College provides services and reasonable accommodations to students when a barrier to access exists. Students who may require particular accommodations to ensure access should register with Disability Access Services (DAS). The student will be asked to complete the disability registration form and present documentation that verifies the disability, details the impact of the disability, and provides suggested accommodations to mitigate the impact. Registration forms and additional information can be found at bard.edu/accessibility/students.

Disability and Access Services strives to support students with disabilities holistically, offering accommodations and additional support. We work with all campus constituents to create a campus environment that is inclusive for students with disabilities, by promoting accessibility across campus.

Requesting Accommodations

Students who would like to request services and/or accommodations should register with DAS. Our Office utilizes an interactive process to determine accommodations, including documentation and information gathering through direct communication with individual students. We believe inclusion for disabled people is a social justice matter. Our approach to accommodations is to assess environmental barriers and limitations, not limitations of the disability or individual.

For further information about this process, please consult Disability Access Services at disabilityservices@bard.edu

Registration Process

Students who request disability accommodations should:

1. Complete the [Disability Registration Form](#) (Please allow two to three business days for a response; for Annandale campus students only).
2. Provide disability documentation to disabilityservices@bard.edu.
3. Meet with Disability Access Services to discuss potential accommodations.

Disability Documentation

Students requesting disability-related accommodations should provide current documentation that outlines the existing disability and need for disability accommodations. In addition to documentation, Disability Access Services uses an interactive process of ongoing engagement

and dialogue with students to determine their accommodations.

We recognize that barriers to documentation may exist for a variety of reasons. If you do not have documentation or have concerns about documentation guidelines, please complete the [Disability Registration Form](#) on our website and provide as much information as possible.

Grievance

Students who have a disagreement about their accommodation and/or the way a disability is being handled can contact Disability Access Services (disabilityservices@bard.edu) to discuss potential mitigation of barriers and solutions. Students who believe that they have been discriminated against on the basis of a disability can contact Lauren Gretina (lgretina@bard.edu), the College's Civil Rights Coordinator, in the Office of Title IX and Nondiscrimination (OTN) to discuss their options and how to move forward with either an informal resolution or the formal complaint process. Students who file a complaint are protected against retaliation in any form. If a student suspects that such retaliation has occurred, the student should contact OTN.

Smoking

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

Smoking Defined

To "smoke" and "smoking" means creating smoke by lighting a cigarette, cigar, pipe, or other smoking products, including e-cigarettes and vaping products; it also means puffing on, carrying, or holding a lighted cigarette, cigar, pipe, or other smoking products, including e-cigarettes and vaping products.

Regulations

Smoking is prohibited in all indoor spaces, including common areas, individual student bedrooms, and Bard owned vehicles (including the Campus Shuttle).

Smoking is permitted in designated areas outside college buildings provided that the areas are located far enough away (minimum of 25 feet) from doorways, windows, and ventilation systems to prevent smoke from entering these facilities.

Compliance

The success of this policy requires the thoughtfulness, consideration, and cooperation of smokers and non-smokers alike. It is the responsibility of each member of the campus community to adhere to this policy. Violators may be fined a minimum of \$100 and 20 hours of community restitution, to a maximum of \$500. Further violations will be referred to the appropriate judiciary body or supervisory authority for resolution.

Students are encouraged to protect their personal belongings by engraving the objects and retaining the serial numbers, make and model in a safe location, perhaps at home. Students who are victims of theft or vandalism are encouraged to file a report with the Office of Safety

and Security for insurance purposes. Students are encouraged to file a formal police report for thefts exceeding \$100 in value. The College accepts no responsibility for lost or stolen items. Students should obtain insurance for personal property, whether through a parent's homeowner's policy or renters insurance.

Weapons

The use or possession of any chemical explosives, firearms, hunting knives, switchblades, swords, daggers, machetes, ammunition, firecrackers, fireworks, BB guns, sling shots, air rifles, paintball rifles, fencing foils, bows and arrows, any projectile firing device and the like, is prohibited. Students who have paintball guns, bows and arrows or fencing foils for legitimate club purposes must be approved through the Director of Safety & Security and stored in approved club storage. Chemical deterrents (i.e. pepper spray) must be approved by the Director of Safety & Security in accordance with the NY State Penal Law (article 265). Any item used with the intention of threatening, causing harm or damage to another individual or property will be considered a weapon. Replica fire arms, simulated fire arms are prohibited from campus, unless approved by the Director of Safety & Security. The possession of any of these items will result in serious sanctions. The Penal Law of the State of New York (section 265.01) defines criminal possession of a weapon in the fourth degree as follows: "A person is guilty of criminal possession of a weapon in the fourth degree when he knowingly has in his possession a rifle, shotgun, or firearm in or upon a building or grounds used for educational purposes, of any school, college or university, except the forestry lands, wherever located, owned, or maintained by the State University of New York College of Environmental Science and Forestry, without the written authorization of such educational institution. Violation of the above code is classified as a Class A misdemeanor and is punishable by a one-year sentence and/or a \$1,000 fine."

Items discovered on campus, or sent to the Bard College Campus through the United States Postal Service, United Parcel Service, FedEx, or any other parcel delivery company will be held for inspection. The Community Member whose name is on the delivery package will be asked to open the package in the presence of the Director of the Office of Safety and Security at Bard College, or other Bard College Administrator. Prohibited items will be repackaged and returned to sender, at owner's expense.

Safety and Security

Bard College is a close-knit community that offers students, employees, and neighbors a space and atmosphere for study, recreation, and reflection.

The Office of Safety and Security, located in the Old Gym, is available 24 hours a day to assist all members of the College community. It is service-oriented, providing assistance and information to students daily, often successfully solving student problems without the need for outside intervention. Security is responsible for maintaining public order, enforcing campus regulations and policies, and helping to protect the Bard campus community from loss or damage to personal and college property.

The College has taken steps to make the campus as safe as possible. While every effort is made to protect members of the Bard community from being victims of crime, no community is risk-free. Thefts, assaults, and other violations of the law sometimes occur. Many incidents can be avoided if community members take basic precautions to reduce the risk of harm, such as walking with a friend during daytime and in groups at night, keeping interior and exterior residence doors locked at all times, locking bicycles when not in use, and not leaving laptops and other valuable items

unattended.

Community members should call Security at **845-758-7460 (x7460)** to report any crimes, policy violations, concerns, or situations that appear suspicious. Suspected crimes may also be reported directly to local law enforcement. Community members choosing to report to local law enforcement are encouraged to notify Security of this action, as the College needs to be aware of incidents occurring on or near College property.

In the event of a life-threatening or emergency situation, students should immediately call the College emergency line at **845-758-7777 (x7777), or 911, if necessary**. If 911 is called first, please follow up with an immediate call to the College emergency line. Security assists in coordinating emergency medical transportation for the college community. All members of the department are trained in basic first aid and are supported by Bard Emergency Medical Services (BEMS). Security will assist emergency responders, providing mutual aid if necessary.

Security investigates policy violations, accidents, and assorted complaints, and cooperates with local law enforcement in the investigation of reported or suspected crimes. In addition to patrolling buildings and grounds, Security is responsible for the registration of motor vehicles and enforcement of parking and traffic regulations on campus, assists in emergency transportation of sick or injured students, provides escort services, and maintains a lost and found in the Old Gym.

Community members should report suspicious activity or persons on campus to Security immediately. Unauthorized persons, including unregistered guests, may be asked to leave the campus. Trespassers will be prosecuted in accordance with the New York State Criminal Code.

The Office of Safety and Security is always open, and community members are welcome to speak with the Director of Security at any time to discuss policy, personnel, or personal problems.

Identification

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

Annual Campus Safety & Security and Fire Safety Reports

Bard College publishes an Annual Campus Safety & Security Report in compliance with The Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. This report includes statistics for certain crimes that occurred on campus, near campus, and on property frequently used by students, as well as about fire safety policies, information, and statistics. The report is available at <http://www.bard.edu/security/>. You can view the reported statistics for Bard and other colleges by using the Department of Education's data tool at <http://ope.ed.gov/security>. Physical copies of the Annual Campus Safety & Security Report are available in the Safety and Security Office. If you would like a physical copy of the report, please stop by the Office of Safety and Security in the Old Gym or request a copy to be sent to your campus mailbox by emailing security@bard.edu.

COMMENCEMENT

There is a \$120 Graduation Fee for graduate students. The fees help make Commencement a college-wide celebration of each and every one of Bard's academic programs, a celebration at which each and every graduating student is celebrated for their achievements and contributions to the College and the community. The small contribution that graduation fees make to Commencement expenses helps make it possible for every student to participate in the celebrations and, whether or not they attend, to acknowledge and share in the collected accomplishments and achievements of all the graduating students. You might think of the fee as an acknowledgment of the contributions that your graduating cohort and your program's faculty and staff have made to your and your fellow students' achievements.

The fees are not intended to make a profit for the College, and they are not meant to penalize students who don't attend Commencement. The fees cannot be waived and are nonrefundable whether you attend Commencement or not. Commencement expenses go far beyond the contribution made by student graduation fees.

A digital Commencement packet will go out to graduate students the first week of April to the students' email address. The package will include: a note from the Dean of Graduate Studies, a Commencement Invitation, a Commencement Post-Card, a Graduate Brunch Invitation, a graduate brunch menu, a post-graduate Reception Notice, and Commencement instructions.

Please note: Commencement invitations are not necessary to enter the tent. The tent will open at 1pm. Guests should plan accordingly.