

Bard College

Policies, Regulations, and Procedures



Graduate Student Handbook

2024-2025

Last Updated: September 2024

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.

This handbook provides some basic information about academic requirements and regulations, a guide to resources and facilities, College policies and regulations, and a statement as to students' responsibilities and rights regarding their behavior on campus and their use of facilities. The handbook should be used in conjunction with the [Bard College Catalogue](#). Read both publications carefully; you are responsible for knowing and understanding their contents.

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 current as of August 8, 2024, but is subject to change without notice.

Bard College Policies, Regulations, and Procedures

Table of Contents

Bard College Statement of Commitment to Diversity	1
Notice of Nondiscrimination and Statement of Compliance	1
Bard: More Than a Place to Think	1
Free Speech Policy	4
Violation of this Policy	5
Nondiscrimination, Bias Incidents and Hate Crimes	5
Notice of Nondiscrimination	5
Reporting a Hate Crime	6
Reporting Bias Incidents or Hate Crimes	6
Community Response and Support	7
Office of Title IX and Nondiscrimination	7
Reporting Options and Immediate Assistance	8
Confidential Reporting	8
Reporting to the College (Private, Non-Confidential).....	9
External Reporting Line	9
Anonymous, and Criminal Reporting	10
Student Bill of Rights	11
Affirmative Consent	11
Consensual Relations Policy	12
Harassment, Discrimination, and Stalking Policy	13
Discrimination	13
Harassment	13
Stalking	14
Retaliation	14
Procedures for Investigation and Resolution of Discrimination, Harassment, Stalking or Retaliation Complaints under this Policy	14
Informal Resolution	14
Complaint Process.....	14
Complaints About Students.....	15
Complaints About Faculty and Staff	15
Confidentiality	15

Alcohol and Drug Policy	15
Dangerous Drinking	17
False Identification	17
Possession or Distribution of Alcohol, Illegal Drugs, and Improper Use of Prescription Drugs	17
Policy Violations	18
Anti-Hazing Statement	18
Alcohol and Drug Programming	18
Bard Self-Service Banner	19
New Student Bard ID Card	19
Campus Computing	20
Digital Millennium Copyright Act	22
Bard College Copyright and Fair Use Policy	22
Applicability of this Policy	23
Overview of Copyright Protection	23
Fair Use	23
Display/Performance of Films, Television Shows and Music in the Classroom and on Social Media	24
The TEACH Act and Online Learning	25
Copyright Exceptions for Persons with Disabilities	25
Obtaining Copyright Permission	25
Enforcement of this Policy	26
Interpreting and Implementing Authority	26
(Appendix A) Fair Use Checklist	26
(Appendix B) Copyright Notification and Potential Penalties for Infringement	28
Copyright Notification and Potential Penalties for Infringement	29
Disability Access Services	30
Mail Room	31
Shipping and Receiving	31
Sign Posting Policy	32
Smoking	33
Smoking Defined	33
Regulations	33

Compliance	33
Theft	33
Trash Disposal	34
Trespassing	34
Vandalism	35
Weapons	35
Bard College Socialn Media Guidance for Students	35
Safety and Security	38
Identification	39
Lockouts	39
Lost and Found	39
Annual Campus Safety and Security Reports	39
Driving Regulations and Violations	39
Fines	39
Motor Vehicle and Motorcycle Regulations	40
Parking Regulations	41
Restricted Parking	41
Extended Parking of Student Vehicles	41
Derelict Vehicles	42
Bicycle Policy	42
Golf Carts	43
Safety and Security Vehicles	43
Commencement	43

Bard College Statement of Commitment to Diversity

Bard College reaffirms its historical commitment to the maintenance of an educational community in which diversity is an essential and valued component. To that end, we believe that considerations for race, ethnicity, religious belief, sexual orientation, gender, gender identity, class, physical ability, national origin, and age should enrich intellectual engagement and development. In every aspect of the College's operations, therefore—in admissions, in student services, in faculty and staff appointments, in student life, in public events, and in the curriculum—our responsibility to diversity is expressed. Our students, faculty, staff, and administration stand united in support of an inclusive environment in which freedom of expression is balanced with a respectful standard of dialogue.

Notice of Nondiscrimination and Statement of Compliance

Bard College is committed to providing a learning and working environment free from discrimination and harassment. The College prohibits discrimination on the basis of sex, gender, race, color, national origin or citizenship, religion, age, disability (including pregnancy-related conditions), gender identity or expression, transgender status, sexual orientation, predisposing genetic characteristics or carrier status, marital or familial status, veteran status, military status, domestic violence victim status, known association or relationship with someone in a protected classification, or any other characteristic protected by federal, state, or local law. For additional information, please see the [Policy Against Discrimination and Harassment](#) and the [Gender-Based Misconduct Policy](#).

This policy is consistent with federal and state law, including Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Federal Educational Amendments Act of 1972, Section 504 of the Federal Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and NYS Education Law Articles 129-A and 129-B. Questions regarding the [Gender-Based Misconduct Policy](#), Title IX, and Articles 129-A and 129-B should be directed to the Title IX Coordinator at titleix@bard.edu. Questions regarding the [Policy Against Discrimination and Harassment](#), Title VI or VII, Section 504, and the ADA should be directed to the Dean of Civil Rights at 845-758-7542 or nondiscrimination@bard.edu. All written queries and requests regarding potential discrimination or harassment should be sent to The Office of Title IX and Nondiscrimination, Bard College, PO Box 5000, Annandale-on-Hudson, New York 12504-5000.

College Policies, Regulations, and Procedures

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 in the Student Handbook or in the Bard College Catalogue is not accepted, and formal conduct procedures may be initiated in response to such behavior. Additionally, any conduct that violates applicable statutes, rules, regulations, and ordinances is prohibited and would require action on the part of the College.

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, below are some expectations and responsibilities for the members of the College community members 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 respect quiet hours in campus facilities (between the hours of 10pm through 8am the following day) throughout the academic year, except where explicit administrative permission has been obtained.

To ensure that guests on campus (including students visiting a residence hall they do not reside in) 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.

Students should not engage in any of the following behavior whether as an individual or acting together or on behalf of a larger group:

Cause physical injury to each other nor threaten to do so.

Remove campus property or property under the care of the college.

Use campus property or property in the College's campus care without authorization from an authorized officer of the college. There is no right to set up a tent on the College's property. Students should not occupy tents without prior authorization.

Enter any private office of a staff or faculty member without implied or explicit permission.

Enter or remain in any campus building or facility for a purpose other than its authorized use or in such a manner as to obstruct its authorized use.

Remain in any building without authorization from a designated officer of the College after it is closed without authorization.

Refuse to leave a campus building or facility after being asked to do so by an authorized administrative officer of the College.

Obstruct the free movement of people and vehicles anywhere on campus.

Deliberately disrupt or prevent the freedom of any person to express their views, including invited speakers.

Knowingly have in their possession, any rifle, shotgun, pistol, revolver, or other firearm or weapon without written authorization of the president to do so, regardless of whether or not a license to possess the firearm exists.

Willfully incite any others to commit any of the acts prohibited in this section with the specific intent to procure them to do so

Take any action, create or participate in the creation of any situation, which recklessly or intentionally endangers the mental or physical health of anyone for the initiation into or affiliation with any organization.

Protest in ways that interfere with College operations, obstruct access to College facilities, disrupt the academic pursuits of the College, or otherwise violate the Student Handbook. Examples of such prohibited conduct may include, but are not limited to:

- Threats or gestures (explicit or implied) that would place a reasonable person or group of people in fear of unwelcome physical contact or harm;
- Intentional or reckless behavior that damages, or could potentially damage, College property or the property of individuals;
- Interference with any institutional activity, program, or event;
- Obstructing access (including entry or exit) to classrooms, offices, buildings, or any other College facilities;
- Unauthorized entry into or the occupation of any classrooms, offices, buildings, or any other College facilities, including such entry or occupation at an unauthorized time;
- Exceeding building limits on the number of people allowed in a particular space as well as any activities which present danger to persons; and

Such conduct may, in addition to violating this Handbook, violate another Bard College policy, such as the [Gender-Based Misconduct Policy](#) or the [Policy Against Discrimination and Harassment](#).

The College will hear complaints pertaining to conduct of Bard College students occurring on College property (including UBS, or Bard in New York), and will also consider hearing cases involving Bard College students that occur off campus, including in Red Hook, Tivoli, and its

environs. 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 and Nondiscrimination, or addressed through informal hearings with the Dean of Student Affairs, Residence Life & Housing staff, Student Activities staff, Safety and Security staff, the Vice President for Administration, the Dean of Graduate Studies, or their designees. Violations may result in disciplinary action as noted in the section on Discipline or Dismissal. Academic policy violations are reviewed through the offices of the Dean of Studies and/or the Dean of the College and/or the Dean of Graduate Studies.

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. Often, the best response to speech one disagrees with is more speech; however, it is a violation of this policy for any member of the College community to interrupt, impede, disrupt, or otherwise interfere with any College event or speaker, including student group or club events, that is complying with this policy.

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 process outlined in the Student Handbook and in the [Constitution of the Bard College Student Association](#). Violations of this policy are subject to the sanctions described in the Student Handbook. Students may file complaints regarding violations of this policy, in writing, with the Chair of the Student Judicial Board or the Dean of Student Affairs.

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.

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 Title IX and Nondiscrimination

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

Dean of Students

Hannah Zipple, Dean of Students
845-758-7452
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.

For additional information, please see the [Policy Against Discrimination and Harassment](#).

Office of Title IX and Nondiscrimination

Bard College is committed to providing a learning and working environment that is free of bias, prejudice, discrimination, and harassment – an environment in which all feel welcome, and are treated fairly and with respect. The Office of Title IX and Nondiscrimination is dedicated to preventing, responding to, and remedying any incidents of discrimination and harassment including gender-based misconduct throughout Bard and its affiliated programs. The Office ensures that fair, timely, and impartial processes are in place to address all complaints of discrimination and harassment. The College will not tolerate any kind of unlawful discrimination or harassment and will handle these types of reports following the process outlined in Bard's Gender Based Misconduct and Policy and Bard's Policy Against Discrimination and Harassment.

For additional information, please see the [Policy Against Discrimination and Harassment](#).

The College provides services and support for individuals who have been impacted by gender-based misconduct and other types of discrimination and harassment. As outlined in our policies, the College will provide accessible, prompt, and impartial methods of investigation and resolution when these reports of misconduct are made. Reporting forms and additional

information regarding the process for handling these reports (including a flow chart detailing the process) can be found here: [Reporting \(bard.edu\)](#).

Bard College strongly recommends reading its entire Gender-Based Misconduct Policy and Policy against Discrimination. Both policies can be found here: <https://www.bard.edu/nondiscrimination/policies/> or by request via email (titleix@bard.edu) or via telephone (845-758-7542). These policies 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 policies are not intended to stifle these freedoms. However, discrimination, sexual harassment, retaliation, and other forms of gender-based misconduct are neither legally protected expression nor the proper exercise of academic freedom.

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.

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. In case of emergency or an urgent situation contact 911 or Safety and Security at 845.758.7777.

Seeking assistance promptly can be important to ensure safety, obtain medical care, and preserve evidence. 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 or any other type of discrimination or harassment, please seek assistance.

A. CONFIDENTIAL REPORTING

Confidential Resources are not required 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 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	845-471-3033
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)

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 (i.e. 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 – Definition

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.

Additional definitions relating to Gender Based Misconduct can be found here by viewing the policy here: [Nondiscrimination Policies \(bard.edu\)](https://bard.edu/nondiscrimination-policies)

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.

Harassment, Discrimination, and Stalking Policy

Concerns of harassment, discrimination, or stalking based on gender or another protected identity should refer to the [Gender-Based Misconduct Policy](#) and the [Policy Against Discrimination and Harassment](#), which are available at the [Office of Title IX & Nondiscrimination website](#).

Discrimination and harassment of any kind will not be tolerated. Those believing that they have been unlawfully harassed or discriminated against on the basis of their 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, should contact the Dean of Student Affairs Office, Human Resources, or Office of Safety and Security.

Any person who feels uncomfortable, compromised, or otherwise unable to file a complaint through the channels set forth below may make a report via the Misconduct Reporting Line (888-323-4198). Reports of alleged violations of this policy may be made anonymously to the Misconduct Reporting Line. However, it is important to note that this is not a confidential reporting line. Individual identities may be disclosed through the process of investigation. Reports made to the Misconduct Reporting Line will be received by and responded to by a person outside of the Bard community. That person will determine, based upon the allegations made, whether this is a matter which constitutes an alleged violation of this policy. Alleged violations of this policy will be referred for investigation in accordance with the College's policies. Any reports received via the Misconduct Reporting Line will be filed for statistical purposes, even if made anonymously.

Discrimination

Discrimination is the unlawful and intentional act of unfair treatment of a person based 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-or offender status.

Harassment

Unwelcome, hostile, or inappropriate conduct directed toward an individual because of their protected status. Such conduct violates College policy if it (1) has the purpose or effect of creating an intimidating, hostile, or offensive working, living, or learning environment for the affected individual, or (2) substantially interferes with that individual's working, living, or learning

environment. This can include persistent comments or jokes about an individual's religion, race, age, or gender; verbal behavior, including insults, remarks, epithets, or derogatory statements directed at an individual or group; nonverbal behavior, including graffiti, inappropriate physical advances short of physical violence; and assault, including physical violence or the threat of physical violence.

Stalking

A course of conduct directed at a specific person that would cause a reasonable person to feel fear. Stalking behaviors may include pursuing or following, unwanted or nonconsensual communication or contact (including in-person contact, telephone or voice messages, electronic messages, social media messages, and text messages), unwanted gifts, trespassing, surveillance, and other types of observation.

Retaliation

To take an adverse action against an individual or subject an individual to conduct that has the purpose or effect of unreasonably interfering with that individual's educational experience, work or academic performance, or creates an educational experience or academic or work environment that a reasonable person would find intimidating or hostile because of something that individual did to further this policy. This may include complainants, respondents, witnesses, and other reporting persons.

Procedures for Investigation and Resolution of Discrimination, Harassment, Stalking or Retaliation Complaints Under This Policy

Informal Resolution

Any members of the College community who has observed or has been involved in an incident of discrimination, harassment, or retaliation may wish to attempt informal resolution of the matter first. Resources for informal resolution include: Office of the Dean of the College, Bard Community Response Team, Dean of Student Affairs Office, Office of the Dean of Graduate Studies (if graduate program), and Human Resources. If the matter cannot be satisfactorily resolved through such informal communications, or if an individual wishes to file a formal complaint, the following process should be employed:

Complaint Process

When a student, or any other member of the College community, believes that they have been discriminated against, harassed, stalked or retaliated against by a member of the community (including faculty, staff, and students), the complainant should notify the Dean of Student Affairs Office, the Office of the Dean of the College, Office of the Dean of Graduate Studies (if graduate program), or Human Resources.

All members of the College community have an obligation to make sure that complaints about discrimination, harassment, stalking, or retaliation are directed to the appropriate administrative office for investigation and evaluation.

Complaints should be filed as soon as possible after the date of the alleged misconduct, and a written complaint is required. Accommodations can be made in circumstances where this is not possible. The accused will be notified of the substance of the complaint.

Complaints About Students

Upon receipt of complaint against a student, an administrative committee composed of members of the Dean of Student Affairs Office or the Office of the Dean of the College or the Office of the Dean of Graduate Studies (if graduate program) will investigate the circumstances of the complaint and make a report to the Dean of Student Affairs or the Dean of the College. The report will: (a) review the facts of the case; (b) determine whether a disciplinary violation has occurred; and (c) recommend sanctions for any such violation. In appropriate circumstances, the committee may, in consultation with the Vice President for Administration, employ the services of an external investigator, who will conduct a thorough investigation and complete a report. The administrative committee will organize logistical components of the investigation and act as a resource to answer questions regarding the investigation or process. During the investigation, designated staff members may act as a support for involved student parties. At the conclusion of the investigation, the report is shared directly with the Dean of Students or the Dean of the College or the Dean of Graduate Studies (if graduate program) to make a final determination with respect to responsibility and any sanctions. Designated members of the Dean of Students Affairs Office or Office of the Dean of the College or Office of the Dean of Graduate Studies (if graduate program) will meet individually with the involved student parties to discuss the results of the investigation and implement any sanctions. Appeals may be directed to the Vice President for Student Affairs.

Complaints About Faculty or Staff

Complaints of discrimination, harassment, stalking, or retaliation by a faculty or staff member shall be investigated according to the [Bard College Employee Handbook](#).

External Remedies

Members of the Bard College community are always subject to local, state, and federal laws, and nothing in these procedures is intended to limit or postpone the right of an individual to file a complaint or charge with appropriate federal, state, or local departments or agencies. An individual is not required to use this complaint resolution procedure before pursuing other remedies.

Confidentiality

The College has an independent obligation to investigate potential misconduct, even if a complainant does not want to initiate an official process. Therefore, absolute confidentiality cannot be promised with respect to a complaint of discrimination, harassment, stalking or retaliation. The College wishes, however, to create an environment in which legitimate complaints are encouraged, while also protecting the privacy of all involved in an investigation. Complaints about violations of these policies will therefore be handled in strict confidence, with facts made available only to those who need to know in order for the College to promptly and thoroughly investigate and resolve the matter.

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

Bard Students, You can now view your current student activity, as well as make payments via credit card, ACH, or Western Union!

1. Go to bardssb.bard.edu
 2. **Click** "*Log In With Bard Account*"
 3. Login with your Bard College email and password
 4. **Click** "*Student*"
 5. **Click** "*Student Account*"
 6. **Click** "*View your Student Account Information*"
- **Student login help:** To reset your Bard College email password, please go to account.bard.edu
 - If you do not have a Bard College email and password, please contact the Bard Helpdesk (helpdesk@bard.edu or 845-758-7500)
 - A Parent/Authorized User Login must be created by the student before it can be used. For more information, please see the "Creating a User Login for Parents or Authorized Users" section.
 - Flex payments will be added to the corresponding flex account by the end of the next business day. **Monies deposited into Flex accounts must be used toward purchases and cannot be refunded or transferred.** For more information about flex accounts, please contact the Office of Student Accounts at 845-758-7520.

For more information about Bard Self-Service Banner please go to:
<http://www.bard.edu/studentaccounts/selfservice/>

New Student Bard ID Card

Submit a photo to be printed on your ID card. Navigate and login with your Bard Account credentials to our [online photo submission tool](https://studentid.bard.edu) (<https://studentid.bard.edu>). Follow the guidelines to submit a photo. If you have any issues using this tool, please contact your program administrator.

Wait to be notified. Bard's Security office is responsible for accepting or denying all photo IDs that have been submitted via the above linked tool. You will receive notification of acceptance or denial to your Bard Gmail account. If denied, please submit a new photo following the guidelines listed and wait for approval.

Pick up your new ID card. The Buildings and Grounds (B&G) Department processes all campus ID cards. Once you have received email notification of approval, you may pick up

your new card at the ID Card window at **B&G between 11:00 am - 12:00, and 12:30 pm – 3:00 pm Monday through Friday.**

For **graduate students** arriving after your program orientation or as a new student arriving for the Spring semester, you *may* fast track your new ID by going directly to the ID Card window at B&G, between 11:00 am - 12:00pm, and 12:30 pm – 3:00 pm Monday through Friday, to have your photo taken and receive your ID on the same day. This accelerated ID process requires you to bring with you either an email from your program administrator confirming your enrollment status and Bard ID, or Student Accounts new student paperwork for proof of identity.

Replacing a non-functioning ID card in your possession. Please visit the ID card window at B&G between 11:00 am – 12:00 pm, and 12:30 pm – 3:00 pm Monday through Friday. Present your current card and request a replacement. A new card will be printed while you wait.

Replacing a lost ID card. Please visit the Student Accounts window at B&G between 11:00 am - 12:00 pm, and 12:30 pm – 3:00 pm Monday through Friday and fill out the replacement paperwork. A fee of \$20 is required for your new ID card. After payment is received, your replacement will be printed at the ID card window down the hall.

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 or use 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 user's 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 policy regarding the use of Bard's computing resources. Users should refer to the Appropriate 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 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.

Bard College Copyright and Fair Use Policy

Bard College is a liberal arts institution fully committed to the intellectual and creative endeavors of its faculty, staff, and students. As part of this commitment, Bard College recognizes the importance of balancing the use of copyrighted works for educational purposes with the need to protect such works in accordance with the applicable provisions of the law. This Copyright and Fair Use Policy (the "Policy") is intended to provide instruction regarding the use of copyrighted works at Bard College.

The copyright law of the United States is contained in Title 17 of the United States Code and serves the purpose of promoting "the Progress of Science and useful Arts, by securing for limited Times to Authors and Investors the exclusive Right to their respective Writings and Discoveries," a mandate imposed on Congress by the United States Constitution. The Copyright Act of 1976, confers upon authors of copyrighted works the exclusive rights to do and authorize any of the following:

1. To reproduce the copyrighted work;
2. To prepare derivative works based on the copyrighted work;
3. To distribute copies of the copyrighted work to the public by sale or other transfer of ownership;
4. To perform the copyrighted work publicly; and
5. To display copyrighted work publicly.

Copyright protection is conferred as soon as an "original work of authorship is fixed in a tangible medium of expression." This means copyright protections apply as soon as the work can be shown to others, through visual (written) or audio means. However, many copyright owners also

choose to register their works with the United States Copyright Office, which confers a number of protections, as well as the ability to sue for copyright infringement.

I. Applicability of this Policy

This policy applies to all full-time and part-time faculty, visiting faculty, staff, students, student employees, graduate students, as well as any individual using college resources and facilities (the “Bard College Community”). All members of the Bard College Community must comply with applicable copyright laws and obtain proper permissions from copyright owners as required.

II. Overview of Copyright Protection

Copyright protection is conferred automatically to expressive or creative works. Works subject to copyright protection include literary works, musical works (including accompanying words), dramatic works (including accompanying music), pictorial/graphic/sculptural works, choreography, motion pictures and other audio-visual works, sound recordings, architectural works, computer programs, and compilations and derivative works.

However, the following are examples of things not protected by copyright:

1. Ideas, procedures, principles, methods, systems, discoveries, and devices;
2. Titles, names, short phrases, slogans;
3. Works that are “unfixed,” that is, not fixed in a tangible form of expression (for example, improvisational speeches or performances that have not been written or recorded);
4. Information that is common property with no original authorship (calendars, height and weight charts, rulers).

See Works Not Protected by Copyright, <https://www.copyright.gov/circs/circ33.pdf> (last accessed August 7, 2024).

III. Fair Use

Use of a copyrighted work by anyone other than the owner generally requires the explicit permission of that copyright owner. This should be in the form of a license agreement, or some other form of written agreement. However, permission is not required if the use falls within the Fair Use Doctrine, which provides a defense to copyright infringement.

Whether use of a copyrighted work constitutes “fair use” is determined by the specific facts of such use. There are four factors that must be considered when analyzing whether the use of a work is permissible under the Fair Use Doctrine. No single factor is determinative, but rather, the factors must be considered together:

1. The purpose and character of the use. For example, whether the use is commercial (weighing against a finding of fair use) or educational (weighing in favor of a finding of fair use).
2. The nature of the copyrighted work being used. For example, whether the work being used is of a highly creative nature (weighing against a finding of fair use).
3. The amount or substantiality of the portion of the work being used. For example, whether the entire copyrighted work being used (weighing against a finding of fair use) or just a small excerpt (weighing in favor of a finding of fair use).
4. The effect of the use on the market for, or value of, the work. For example, whether the use of the work being examined as part of the fair use analysis would have an impact on the sales of that work (weighing against a finding of fair use).

These factors must be balanced and weighed together when making an assessment of whether a use would fall under the Fair Use Doctrine. It is important to note that, while using copyrighted works for an educational purpose generally weighs in favor of a fair use finding, because all four factors must be considered, it is possible that a use is not permissible even in an educational setting.

All members of the Bard College Community must make a good faith effort to understand the basis of the Fair Use Doctrine and to take reasonable efforts to assess whether Fair Use applies to their anticipated use of a copyrighted work.

The Bard College Fair Use Checklist, attached as Appendix A, should be completed as a guide by members of the Bard College Community when making such a fair use analysis.

IV. Display/Performance of Films, Television Shows and Music in the Classroom and on Social Media

A. Films and Television Shows

Under the Fair Use Doctrine, a legally purchased full-length movie may generally be shown in an in-person classroom setting for educational purposes. However, full-length movies cannot be shown in the classroom if the copy being shown has been “ripped” from a source such as a DVD, even if the source was legally purchased. “Ripping” even legally purchased digital copies of films is a violation of the Digital Millenium Copyright Act (“DMCA”).

Copyrighted movies or television shows may not be shown outside of the classroom or for non-educational purposes without having obtained permission from the copyright owner. Please be advised that the terms of many streaming services, such as Netflix and Hulu, generally prohibit the showing of content in the classroom, subject to very limited exceptions.

Student clubs and groups that wish to show a film or television program must obtain permission from the copyright owner.

B. Music

Music is also protected by copyright law, and services such as Apple Music and Spotify should not be used to promote events. Any member of the Bard College Community that wishes to play or perform music at any college sponsored event must obtain permission from the copyright owner.

There may be songs available to you for use under the College’s agreement with ASCAP. Please contact Frank Corliss, Director, Bard College Conservatory of Music, at corliss@bard.edu for more information.

C. Social Media

Copyrighted music or any other content protected by copyright should not be included in any social media postings. Permission from the copyright owner should be obtained prior to using copyrighted content in any such posting.

Individuals permitted to post to Bard College owned and affiliated social media accounts should also not share or repost any postings that contain potentially copyrighted content.

V. The TEACH Act and Online Learning

The 2002 Technology, Education and Copyright Harmonization Act (the “TEACH Act”) addresses the use of copyrighted material in the virtual classroom setting.

In an online classroom setting, the TEACH Act permits:

1. The performance of nondramatic literary works or nondramatic musical works in their entirety (i.e., reading of books and poetry).
2. The showing of limited and reasonable portions of other works (i.e., clips of a movie).

However, under the TEACH Act, faculty teaching an online course are prohibited from performing or showing an entire dramatic literary or musical work (play, opera, musical, television show, movie, etc.).

Moreover, any content used in the online classroom setting must:

1. Be legally obtained;
2. Be limited in access to the instructor and students enrolled in the course;
3. Be displayed under the supervision of the course instructor as a regular aspect of instruction;
4. Be accompanied by a notice that the materials are under copyright protection and may not be distributed; and
5. Reasonable controls must be used to prevent dissemination and retention (i.e., streaming rather than allowing the download of a video).

VI. Copyright Exceptions for Persons with Disabilities

Section 121 of the Copyright Act (the Chafee Amendment) permits certain authorized entities (nonprofit organizations or governmental agencies that have a primary mission of providing specialized services relating to training, education, or adaptive reading or information access needs of blind or other persons with disabilities) to reproduce and distribute published literary or musical works in accessible formats for use exclusively by print-disabled persons. While there have been questions about whether colleges qualify as authorized entities, educational institutions argue they qualify due to their obligations under the Americans with Disabilities Act (ADA).

The Chafee Amendment does not apply to other types of accommodations (such as those to accommodate deaf persons) and thus, for all other instances of reproducing and distributing copyrighted materials for accessibility purposes (including the addition of captioning), the principles of “fair use” must be considered.

VII. Obtaining Copyright Permission

All members of the Bard College Community are responsible for obtaining copyright permission when necessary. Circumstances that may require copyright permission include, but are not limited to the following: use of materials or digital media in an in-person classroom setting, online (remote) learning, for posting on any Bard College or course website, research, for use in on-campus club activities, or for any Bard College-affiliated social media account. If you need assistance locating the proper individual(s) or entities to contact for such permissions, please contact the Dean of

Libraries. It is recommended that permission be sought as soon as the determination to use a copyrighted work is made, as such permission may take time to obtain.

VIII. Enforcement of this Policy

Members of the Bard College Community who do not comply with this Policy or the applicable copyright laws or fail to act in good faith when making Fair Use determinations are liable for their own actions. Failure to comply with this Policy may result in disciplinary action.

IX. Interpreting and Implementing Authority

The Office of the Dean of Libraries and the Office of the Dean of the College will be jointly responsible for the interpretation and implementation of this Policy.

Appendix A **FAIR USE CHECKLIST**

Name:
Project/Class:
Date:
Prepared by:

INTRODUCTION TO THE CHECKLIST

The Fair Use Checklist and variations on it have been widely used for many years to help educators, librarians, lawyers, and many other users of copyrighted works determine whether their activities are within the limits of fair use under U.S. copyright law (Section 107 of the U.S. Copyright Act). The four factors form the structure of this checklist. Congress and courts have offered some insight into the specific meaning of the factors, and those interpretations are reflected in the details of this form.

BENEFITS OF USING THE CHECKLIST

A proper use of this checklist should serve two purposes. First, it should help you to focus on factual circumstances that are important in your evaluation of fair use. The meaning and scope of fair use depends on the particular facts of a given situation, and changing one or more facts may alter the analysis. Second, the checklist can provide an important mechanism to document your decision-making process. Maintaining a record of your fair use analysis can be critical for establishing good faith; consider adding to the checklist the current date and notes about your project. Keep completed checklists on file for future reference.

THE CHECKLIST AS A ROAD MAP

As you use the checklist and apply it to your situations, you are likely to check more than one box in each column and even check boxes across columns. Some checked boxes will favor fair use and others may oppose fair use. A key issue is whether you are acting reasonably in checking any given box, with the ultimate question being whether the cumulative weight of the factors favors or turns you away from fair use. This is not an exercise in simply checking and counting boxes. Instead, you need to consider the relative persuasive strength of the circumstances and if the overall conditions lean most convincingly for or against fair use. Because you are most

familiar with your project, you are probably best positioned to evaluate the facts and make the decision.

CAVEAT

This checklist is provided as a tool to assist you when undertaking a fair use analysis. The four factors listed in the Copyright Statute are only guidelines for making a determination as to whether a use is fair. Each factor should be given careful consideration in analyzing any specific use. There is no magic formula; an arithmetic approach to the application of the four factors should not be used. Depending on the specific facts of a case, it is possible that even if three of the factors would tend to favor a fair use finding, the fourth factor may be the most important one in that particular case, leading to a conclusion that the use may not be considered fair.

PURPOSE	
Favoring Fair Use <ul style="list-style-type: none"> <input type="checkbox"/> The use is for the purpose of teaching in a non-profit educational institution (including multiple classroom copies). <input type="checkbox"/> Criticism, comment, news reporting, or parody or transforms the presentation or use. <input type="checkbox"/> The use is necessary to achieve an intended educational purpose. <input type="checkbox"/> Access restricted to students enrolled in course. 	Opposing Fair Use <ul style="list-style-type: none"> <input type="checkbox"/> The use is for commercial purposes. <input type="checkbox"/> The use is non-transformative, verbatim/exact copy without criticism, comment, news reporting, or parody or transformation of presentation or use. <input type="checkbox"/> The use is not necessary to achieve an intended educational purpose. <input type="checkbox"/> Distribution is not limited or controlled.
NATURE	
Favoring Fair Use <ul style="list-style-type: none"> <input type="checkbox"/> The work is published. <input type="checkbox"/> The work is non-fictional or factual in nature and the author's voice does not dominate the work. <input type="checkbox"/> The work is a "non-consumable" (published book or similar). <input type="checkbox"/> Essential for learning objectives. 	Opposing Fair Use <ul style="list-style-type: none"> <input type="checkbox"/> The work is unpublished. <input type="checkbox"/> The work is non-fictional in nature, and the author's voice dominates the work. <input type="checkbox"/> The work is a consumable work (workbook or test). <input type="checkbox"/> The work is a highly creative work (art, music, novels, films, plays).
AMOUNT	
Favoring Fair Use <ul style="list-style-type: none"> <input type="checkbox"/> A small amount of the work is used (e.g., a single article, a chapter, or other excerpt less than 10% of the work taking into consideration the nature of the total work). <input type="checkbox"/> Portion used is not central to entire work as a whole. <input type="checkbox"/> Amount is appropriate to education purpose. 	Opposing Fair Use <ul style="list-style-type: none"> <input type="checkbox"/> Large portion or entire work. <input type="checkbox"/> Portion used is central or the "heart" of the work. <input type="checkbox"/> Includes more than necessary for education purposes.

EFFECT ON THE MARKET

Favoring Fair Use

- ☐ User owns lawfully purchased or acquired copy of original work.
- ☐ One or few copies made/distributed.
- ☐ No significant effect on the market or potential market for copyrighted work.
- ☐ No similar product marketed by the copyright holder.
- ☐ Lack of licensing mechanism.

Opposing Fair Use

- ☐ Could replace sale of copyrighted work.
- ☐ Numerous copies made.
- ☐ Significantly impairs market or potential market for copyrighted work or derivative.
- ☐ Reasonably available and affordable licensing/permission mechanism available.
- ☐ It was made accessible via the Web or other public forum.
- ☐ Repeated or long-term use.

The Checklist and the preceding introduction are licensed by a Creative Commons Attribution License with attribution to the original creators of the checklist Kenneth D. Crews (formerly of Columbia University) and Dwayne K. Buttler (University of Louisville). [Creative Commons License](#).

Appendix B

Copyright Notification and Potential Penalties for Infringement

The Higher Education Opportunity Act (HEOA) requires Bard College to make an annual disclosure informing students that the illegal distribution of copyrighted materials may lead to civil and/or criminal penalties.

Bard College strictly prohibits the unauthorized distribution of copyrighted material. This includes illegal downloading and peer-to-peer file sharing. The Bard College Student Handbook and the Bard College Computing Policies prohibit students from using Bard College computing resources to act in violation of applicable copyright laws. Violations include:

- Using peer-to-peer applications that violate copyright laws; and
- Making unauthorized copies of copyrighted files or software or violating any software licensing agreements or copyright laws.

Any violation of these policies may result in disciplinary action and/or the loss of the ability to use Bard College computing and technology resources. Violations may also result in employee disciplinary action and potentially the discharge of employment. Additionally, individuals who violate these policies may face criminal and civil liabilities, from Bard College, individuals or entities whose rights are infringed and/or harmed, and/or law enforcement officials or agencies.

Civil Penalties for Violation of Federal Copyright Laws

Copyright infringement occurs when a work protected by copyright is used in violation of the owner's exclusive rights under Section 106 of the Copyright Act (Title 17 of the United States Code). These include the unauthorized distribution and copying of a copyrighted work or

downloading or uploading substantial parts of a copyrighted work without permission.

Copyright infringement may result in civil and criminal penalties. These include actual damages or statutory damages in an amount not less than \$750 and not more than \$30,000 per work infringed. If infringement is found to be “willful”, the award may be up to \$150,000 per work infringed. An infringer may also be ordered to pay costs and attorneys’ fees at a court’s discretion. See Title 17, United States Code Sections 504 and 505 for further details.

Criminal penalties can be imposed in an amount of up to \$250,000 per offense, and imprisonment of up to five years.

Copyright Notification and Potential Penalties for Infringement

The Higher Education Opportunity Act (HEOA) requires Bard College to make an annual disclosure informing students that the illegal distribution of copyrighted materials may lead to civil and/or criminal penalties.

Bard College strictly prohibits the unauthorized distribution of copyrighted material. This includes illegal downloading and peer-to-peer file sharing. The Bard College Student Handbook and the Bard College Computing Policies prohibit students from using Bard College computing resources to act in violation of applicable copyright laws. Violations include:

- Using peer-to-peer applications that violate copyright laws; and
- Making unauthorized copies of copyrighted files or software or violating any software licensing agreements or copyright laws.

Any violation of these policies may result in disciplinary action and/or the loss of the ability to use Bard College computing and technology resources. Violations may also result in employee disciplinary action and potentially the discharge of employment. Additionally, individuals who violate these policies may face criminal and civil liabilities, from Bard College, individuals or entities whose rights are infringed and/or harmed, and/or law enforcement officials or agencies.

Civil Penalties for Violation of Federal Copyright Laws

Copyright infringement occurs when a work protected by copyright is used in violation of the owner’s exclusive rights under Section 106 of the Copyright Act (Title 17 of the United States Code). These include the unauthorized distribution and copying of a copyrighted work or downloading or uploading substantial parts of a copyrighted work without permission.

Copyright infringement may result in civil and criminal penalties. These include actual damages or statutory damages in an amount not less than \$750 and not more than \$30,000 per work infringed. If infringement is found to be “willful”, the award may be up to \$150,000 per work infringed. An infringer may also be ordered to pay costs and attorneys’ fees at a court’s discretion. See Title 17, United States Code Sections 504 and 505 for further details.

Criminal penalties can be imposed in an amount of up to \$250,000 per offense, and imprisonment of up to five years.

Disability Access Services

Erin Braselmann

Dean of Disability Resources and Accessibility

Olin 106, phone: 7532

E-mail: disabilityservices@bard.edu

Website: www.bard.edu/accessibility/

Bard College strives to create an accessible, equitable, 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 through the Office of Accessibility and Disability Resources when a barrier to access exists. Students who may require particular accommodations to ensure access should register with Disability Services by June 1 (incoming students) or as soon as the diagnosis of disability is made. The student will generally 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 on the [Disability Access Services website](http://www.bard.edu/accessibility/).

Generally, students who have a properly documented disability are entitled to reasonable accommodations or modifications to help them meet academic standards and access the programs and services of the College. "Reasonable" is here understood to exclude any accommodation or modification that places an undue burden on the College or would require a fundamental alteration of programs or services. The particular accommodations afforded a student will be determined jointly by the student and the disability office through a dynamic, interactive process that includes the professional documentation and recommendations provided by the student, student history, and current academic requirements. What is considered appropriate for one student may not be considered appropriate for another student. Every consideration to prioritize the student's requested accommodation will be made, though the College reserves the right to provide an alternative accommodation if it will serve the student's needs equally as well and places less of a burden on the College.

To start the accommodations process, students must complete the [online registration form](#) and provide documentation. Please see the [Disability Access Services website](#) for documentation guidelines. If students have concerns about documentation, we encourage them to still register as we may be able to help in this regard.

Students who have a disagreement about their accommodation and/or the way a disability is being handled can contact Erin Braselmann (disabilityservices@bard.edu), Dean of Disability Resources and Accessibility, 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 can also speak to Hannah Zipple (hzipple@bard.edu), Dean of Students, regarding these complaints. 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.

Mail Room

Bertelsmann Campus Center, phone: 7537

Email: postoffice@bard.edu

United States Postal Service (USPS) mail and parcels should be addressed to you at:

Name **FIRST & LAST NAME ***

Bard College, **NAME OF GRADUATE PROGRAM** (MAT, CEP etc.)

PO Box 5000

Annandale-on-Hudson, NY 12504-5000

*** If mail arrives addressed only to a first name or a preferred name, IT WILL BE RETURNED ~ so help us help you receive your mail promptly!**

For Graduate Students, any mail received at the Mail Room will be delivered to your graduate program for distribution.

The Office of the Dean of Graduate Studies will provide the Mail Room located at the Bertelsmann Campus Center with a list of graduate students in each program.

Mail may be sent anywhere on campus via campus mail, using campus mailboxes or baskets in any office where there is a mail pick-up. To safeguard mail, follow these guidelines: do not mail cash; when sending money, use a postal money order or check that requires the bearer to present identification before it can be cashed; and use certified mail to send valuables and request a receipt.

Students may purchase packaging material at the campus bookstore, as the mail room does not supply these items. Transactions will be quicker and more efficient if all outgoing packages are sealed and addressed prior to shipping. **This is a cash only Mail Room. Domestic forever stamps can be purchased with cash. No International stamps are available. If you are mailing a package, you can pay by credit card.** Tampering with the mail is a federal offense and is subject to disciplinary action by the College. Only mail room employees are allowed behind the counter in the mail room. Direct any complaints of mail tampering to the mail clerk immediately.

The Mail Room at the Bertelsmann Campus Center is open **Monday–Friday:** 8:30am – 12:00pm and 12:30–5:00pm; and **Saturday:** 9:00am – 12:00pm.

Shipping & Receiving

Physical Plant, phone: 7653

Email: shipping@bard.edu

Instagram:

[bardshippingandreceiving](https://www.instagram.com/bardshippingandreceiving)

The correct address for packages shipped via **UPS** or **Federal Express** is:

Name **FIRST & LAST NAME (including preferred names)**
Bard College, **NAME OF GRADUATE PROGRAM** (MAT, CEP etc.)
30 Campus Road
Annandale-on-Hudson, NY 12504

The Office of the Dean of Graduate Studies will provide the Physical Plant Shipping and Receiving Department with a list of graduate students with their Bard email address in each program.

Packages are shipped and received at the Physical Plant. Contact the Shipping and Receiving Department for shipping specifications, such as size and weight limitations. All packages are signed for upon delivery to Bard. Shipping and Receiving is located in the Physical Plant (B&G) next to the RKC Science building.

UPS and **Federal Express** deliveries are left at the Physical Plant, where they are checked in. An email notification will be sent to you from <bardshippingandreceiving> once the parcel has been processed. The "Subject" will state "Shipping & Receiving - Initial Package Notification". You will be able to pick up your parcel at that time with a proper ID. Any packages that are delivered for you must be picked up immediately, as there is limited storage space.

The Physical Plant Shipping and Receiving Department is open Monday through Friday, 9:00 a.m. – 5:00 p.m.

Sign Posting Policy

The following policy is intended to provide a reasonable level of posterage and publicity on campus consistent with community standards. Everyone is advised to be mindful that our College community is made up of students, faculty, staff, alumni, and members of the local community.

Posters should include the full name of the sponsoring club, organization, or individual. The sponsor should also include the event date or the date by which the poster will be removed. All posters are expected to be taken down within 7 days of the end of an event. Posters not related to an event should be taken down after 14 days. There is a limit of one copy of a poster per bulletin board. You should not cover any other posters. Posters may not advertise or condone the use of alcohol or illegal substances.

Posting is permitted in approved areas only. Postings are not allowed on doors, windows, or walls. The Office Dean of Student Affairs must approve any exceptions. Some bulletin boards are designated for specific use and may require special permission and/or appropriateness of sponsor or topic. Please check with individual departments regarding their building's posting policies. If a board is not specifically identified, it is available for general posting by anyone. Posters should be affixed with pushpins. Stickers or postings that use glue adhesives will be considered vandalism, and their sponsors are subject to restitution for damages, in addition to a vandalism fine and/or a PRB or SJB hearing.

Bard College fosters and supports the exchange of information and expression of ideas. To that end, students are not allowed to remove posters or flyers that they find offensive but rather, any concerns over posters should be brought to the attention of: (i) the Office of Dean of Student Affairs; (ii) the Office of Student Activities; (iii) the Office of the Dean of the College; (iv) the

Office of Inclusive Excellence; or (v) the Office of Title IX and Nondiscrimination. The College reserves the right to investigate any posting. Postings that violate Bard's Free Speech Policy, Policy Against Discrimination and Harassment, or another College policy may be removed by the College, and sponsors may be subject to disciplinary action.

Sponsors wishing to attach, or post signs, banners, posters, or decorations of exceptional size on any part of campus property not covered by the policies listed above are responsible for obtaining prior approval from the Office Dean of Student Affairs.

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.

Theft

Most thefts on campus are crimes of opportunity. Therefore, students are encouraged to keep doors and windows locked, not to prop exterior doors, and not to leave belongings unattended.

Theft or destruction of College or personal property constitutes a violation of College regulations and potentially a criminal offense. The College may report theft or destruction of property to appropriate law enforcement authorities. Theft from the College Bookstore and Dining Services is a serious infraction and may lead to fines, restitution, and disciplinary proceedings inclusive of criminal charges. Students who use instructional and other College equipment are expected to return it on time and to maintain and care for it. Failure to comply with these regulations may lead to disciplinary proceedings inclusive of criminal charges. Food theft as well as the removal of dishes, utensils, and other wares from any of the College

dining facilities (including the Down the Road and Manor Cafés) will result in a \$50 fine. Second offenders will be subject to a \$75 fine and could result in disciplinary proceedings. Disposition of College property to another under the pretense that it is one's own is not permitted and may result in a \$50 fine and disciplinary proceedings.

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.

Trash Disposal

Off-campus residents may not bring trash, recyclables, or re-usable (FreeUse) materials from their off-campus houses for placement on campus, and will be fined \$50 per bag/item for the first offense. Further disciplinary action will be taken for subsequent infractions. Certain recyclable, compostable, and FreeUse items may be disposed of with prior approval through the Bard Office of Sustainability -- contact reduce@bard.edu. Please refer to the Bard Office of Sustainability (BoS) website for ideas on how to dispose of unwanted materials when you live off campus: <http://bard.edu/bos/people/community/>

Students who have questions about how to dispose of, compost, or recycle items should visit the BoS website at: <http://www.bard.edu/bos/recycling/>

Trespassing

Bard College reserves the right to escort non-community members with no legitimate purpose or those not compliant with College policies off campus. Those in violation may be subject to arrest.

Equally, students should be apprised that they may be subject to arrest for trespassing on private property in the local area if caught trespassing on lands owned by private residents, businesses, or Amtrak. If an individual fails to leave immediately after being asked to do so by an official of the College, they may be charged with trespassing.

Being a member of the community (or a guest) does not give an individual unlimited access to all areas of the College at all times of the day. An individual's legal right to be on Bard College property or in a specific part of the campus can also be rescinded. Behaviors considered to violate this policy include, but are not limited to, the entry of, attempted entry of, or remaining in any College-owned or operated building, area of a building, or campus facility without authorization or the legal right to do so.

Additionally, non-community members found to be in violation of this policy will be asked to leave campus and may be issued a "Persona Non Grata" letter prohibiting them from campus; they may also be subject to arrest for trespassing on College Property. Violations of this policy may result in disciplinary action as noted in section *Discipline or Dismissal of Students and Sanctions*; multiple violations may result in suspension from the College. College officials

include: Safety and Security, the Dean of the College, the VP of Student Affairs, the Dean of Students, the Dean of Graduate Studies, Human Resources and the VP for Administration.

Vandalism

Vandalism, malicious destruction, unintended damage as the result of pranks, actions requiring extraordinary cleaning, damage and theft that occurs, or maliciously receiving and possessing the property of the College or others, are serious violations that warrant serious sanctions. Violators will be subject to the full range of sanctions available to the College, including but not limited to a vandalism fine, restitution, probation, removal from housing, suspension, and expulsion. If an individual voluntarily turns themselves in to the Office of Safety and Security, Office of Residence Life & Housing, or the Dean of Student Affairs Office, the sanction may be lessened.

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.

BARD COLLEGE SOCIAL MEDIA GUIDANCE FOR STUDENTS

Bard College recognizes the value and importance of social media, as well as the opportunities it provides for communication, networking, and learning. Sites and applications such as Instagram, Facebook, Twitter/X, and Snapchat offer great opportunities to connect and explore, but the risks they present are often ignored or not recognized. It is important to recognize that online conduct is governed by the same laws, policies, and rules of conduct that apply to all other activities. Bard College urges students to be aware of the potential risks when making

personal information public, to think through the future implications and possible consequences of all posts, and to make safe and thoughtful decisions when using social media.

THE INTERNET IS REAL...AND SOMETIMES FOREVER

Your online life is real life. Your online activity affects other people's lives in big and small ways. Once you make a post online, you may lose control of it, even if you quickly delete it. Other people can save or screenshot your post, repost it, or share your post with other people without your permission. Your post can be cached by search engines or picked up by a media outlet. Once you make a post, it might be around forever, regardless of your wishes.

THINK ABOUT THE PERSONAL INFORMATION YOU SHARE ONLINE

Social media has blurred the line between public and private information. Some sites allow individuals to post phone numbers, class schedules, locations, and birth dates, but you should be extremely careful about what information you share online. Be aware that personal information shared online could be used for stalking and identity theft. Remember that people you don't know may be reading your posts. Use and understand the privacy settings on social media sites, but be aware that all online posts—even nonpublic ones—have the potential of being widely distributed.

COLLEGE POLICY APPLIES

Bard College policies apply to students' online conduct. College staff members do not "police" online social networks and the College is firmly committed to the principle of free speech. However, when the College receives a report of online conduct by a current Bard student implicating College policy (such as harassment or stalking), it can respond in accordance with the provisions of all relevant College policies including, but not limited to, the Student Handbook, Policy Against Discrimination and Harassment, and Gender-Based Misconduct Policy. This is true even when a student posts to a personal social media account using their own phone or computer while off campus or during a break. The College has the right to discipline students for misconduct wherever it occurs, including online.

FEDERAL AND STATE LAW APPLIES

Information you post online can be used in criminal prosecutions and civil lawsuits. You are responsible for the content of your posts. Be aware of copyright protections and seek permission before reposting someone else's content. Be careful when posting unverified information about another person. You can be sued for defamation or libel if you make posts about another person that they believe to be false or damaging. To reduce the risk of liability, the College recommends that you do not use social media to harass, threaten, insult, or defame another person or entity; or to engage in any unlawful act, including unauthorized access, identity theft, or other types of fraud. You are also responsible for complying with the terms of service of any social media service that you use.

YOUR POSTS HAVE IMPACT

What you post online can affect you and other people in profound ways, both positive and negative. Be aware that there are people on the other side of the words and images that you post. Before posting, consider the size of your audience and who may be affected by it.

THINK TWICE BEFORE POSTING

Once something is out there, it's out there. Even items you delete can remain on the Internet for years, or be seen or saved by another person before you delete it. It's important to realize that anything you post to social media, regardless of the privacy setting utilized, may become available to an unintended audience, such as College administrators, current or prospective employers, graduate school admissions officers, family members, and others. If you're not absolutely sure you want it read, don't post it. Also keep in mind that context, tone, and jokes can be misunderstood or overlooked online, so choose your words carefully and don't hesitate to take a conversation offline.

FUTURE EMPLOYMENT AND APPLICATIONS

Your digital footprint is larger than you are. Employers often search for information regarding prospective employees online. Information posted on personal websites and social networking sites may be available or accessible, even when privacy settings are used. When posting online, think about who may look at your online presence in the future and what you want them to find.

GET PERMISSION BEFORE SHARING

Think twice before sharing other people's information, posts, and pictures. It is good practice to obtain permission before sharing other people's content and before you post about them. Practice good social media etiquette by crediting other users—particularly artists, writers, and photographers—when you share their content. Nonconsensual posting or sharing of sexual images or videos is completely prohibited.

USE OF PSEUDONYMS

People often mask their identities online by using pseudonyms or handles other than their real names. Be aware that pseudonymity is not necessarily the same thing as anonymity, and that there are ways that posts can be traced back to their authors, even when using a pseudonym. You may want to use a pseudonym to protect your online privacy, which is not a bad idea, but don't think using a pseudonym enables you to make posts that will never be connected with your real name.

THINK CRITICALLY ABOUT WHAT YOU CONSUME ON SOCIAL MEDIA

Social media provides a valuable channel of new information, but be aware that not all information is accurate or true. Read closely, scrutinize claims and information, check sources and authors, consider the tone of the text, conduct your own research, talk to people offline, read more than one source or viewpoint, and assess the original source of the information.

TIME MANAGEMENT

Many students are unaware of how much time they spend on social networking sites and the impact this may have on academics and other student activities. If concerned about your use, call the Center for Student Life and Advising (x7454) or the Counseling Center (x7433).

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.

Lockouts

Students should lock their rooms and carry their room keys with them at all times. In the event a student is locked out of their room, they should contact security. A lockout call is not considered a priority, but a security guard will respond as quickly as staffing permits. During the Language and Thinking program, first-year students will not be charged, unless a student has excessive lockouts. After the completion of the Language and Thinking program, first-year students will be charged a \$10.00 fee per lockout. All returning students are expected to understand the lockout policy and will be charged a \$10.00 fee for each lockout.

Lost and Found

Community members should bring found items to the Office of Safety and Security in the Old Gym immediately. Likewise, community members should report lost items immediately. Items can be dropped off or claimed at the Dispatcher's office any time. Security is open 24 hours a day.

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.

Driving Regulations and Violations

Annandale Road is a public road, patrolled by local law enforcement that enforce speed limits and other county and state traffic laws. The interior campus speed limit is 15 mph. The Annandale Road speed limit is 25 mph. Bard is a walking and biking campus. Speeding vehicles represent a clear and present danger to staff and students. Driving while impaired, reckless driving, or any action deemed unsafe by the Office of Safety and Security will not be tolerated.

Violators will be disciplined, and failure to follow traffic laws can result in automatic suspension of on-campus driving privileges. Likewise, pedestrians, cyclists, and skateboarders need to respect Annandale Road as a public road and follow all county and state laws.

Fines:

The fines listed below are not exclusive, but are the common charges assessed to community

members.

- Moving violation fine - \$100
- Parking fine - \$25 per offense listed on the ticket
 - Parking in handicap spaces or fire lanes will add an additional \$100.00 fine
 - Unregistered vehicles will receive a fine of \$25.00 in addition to the required registration fee of \$200.00
- Towing fees - range from \$75 for on-campus tows to \$175 if a vehicle is towed off campus.

Motor Vehicle Regulations

The Office of Safety and Security is responsible for enforcing College regulations for vehicles on campus. All vehicles utilizing campus parking facilities on a continual basis must be registered with the Office of Safety and Security. To register a vehicle, community members should complete the Vehicle Registration Form online at <https://tools.bard.edu/tools/webforms/view.php?id=50807>. By completing this form, you agree to go to the Office of Safety and Security with a credit card, debit card, or check to pay your **registration fee of \$200, which is good for the entire academic year**. The College does not accept cash for vehicle registration.

To register a vehicle, present the following at the Office of Safety and Security:

- A valid driver's license
- Proof of registration
- Current insurance from the state in which the vehicle is registered
- Vehicle registration fee

Place the parking decal on the driver's side rear window.

Authorization for handicap parking privileges must be obtained from the Town of Red Hook or NYS.

Vehicles not registered with the Office of Safety and Security may be towed off campus at the owner's expense. The vehicle's owner is responsible for the tow charge, whether or not the vehicle is towed. Once the tow truck is called, the operator must be paid, even if the vehicle is moved before the truck arrives. Bard College is not responsible for any vehicle parked illegally or unregistered on campus or vehicles damaged while being towed.

Bard College students, faculty, staff, and visitors park at their own risk. While the Office of Safety and Security maintains patrols throughout the year, the College will not be held liable for vehicle damage incurred from vandalism, collisions, break-ins, or other destructive circumstances, including weather-related problems.

Motorcycles must be registered and are subject to the same rules and regulations as cars. It is a violation to drive a motorcycle on any pathway, or lawn, or any place from which a car is restricted.

Parking Regulations

There is limited parking on and around the Bard campus, particularly on the main campus. Students are encouraged to park their vehicles in one of the large student lots and walk or shuttle to classes or other activities on campus. As an environmentally aware and concerned community, typical issues concerning limited and convenient parking, blocked emergency access, tickets, and towing may easily be avoided by simply applying the “park and walk” philosophy. During the warmer months, students are encouraged to use bicycles.

Monday through Friday, 7:00 a.m. to 5:00 p.m., the Main Lot and the lot behind the Bito/Blum Complex are reserved for faculty and staff parking only. Students residing in Stone Row have a reserved row in the Main Lot and are issued special parking stickers allowing them to park in that row. If that row is occupied, students must find other parking accommodations. Olin Lot

is a commuter lot open from 6:30 a.m. until 11:30 p.m. Vehicles may not be parked overnight in the Olin Lot, due to special maintenance required for the permeable asphalt. Illegally parked vehicles will be ticketed and towed.

Restricted Parking

“No Parking” signs are evident in certain areas of campus. As is the case at many scenic rural campuses, the use of signs is restricted to preserve the natural beauty of Bard’s campus. Parking along roadways, on grass, or next to structures with no parking space allotment is prohibited and, therefore, will result in ticketing. Parking in any area that may restrict fire or other emergency vehicles from access or in handicap spaces will result in immediate towing at the owner’s expense.

Emergency access and fire lanes to all buildings must be kept clear at all times. Parking along the side of buildings, fire lanes, drop-off areas, or handicap or other specially designated areas could result in immediate towing and fines.

No parking is allowed on Faculty Circle, Campus Road, Annandale Road, or on any lawn or grassy area.

Extended Parking of Student Vehicles

An enrolled student requesting short-term vehicle storage outside the normal school calendar (i.e. semester breaks, overseas travel, etc.) may be accommodated, if the following requirements are met:

1. The Director of Security must be notified in writing of the student’s wish to store their vehicle for a period of time exceeding 96 hours, if outside the normal school calendar. It will be at the Director’s discretion to allow this courtesy for an agreed-upon specific period of time.
2. If the Director of Security grants permission to the student to store their vehicle for a specific

predetermined time, notification will be sent via campus mail. The notification must be signed by the student and returned to the Director of Security at least one week prior to leaving campus.

The student must follow these procedures:

- The vehicle must be parked in the location specified by the Director of Security.
- Keys must be sealed in an envelope with vehicle description, plate number, name of the student leaving the vehicle, and contact numbers and address where the student can be reached.
- Upon return to campus, the student must present a valid driver's license to the Director of Security for identification and reclamation of the vehicle.
- Noncompliance or violation of any of these procedures may result in request for storage being denied, now and in the future. If a student is not able to retrieve their vehicle at the agreed-upon time, he or she must notify the Director of Security in writing prior to the expected reclamation date. The Office of Safety and Security will use the listed contact numbers to remind the student of their obligation to reclaim their vehicle, if the student does not notify the office of any change in plans.

If, after a good faith effort to contact the student by telephone and mail elicits no response, the vehicle will be considered abandoned, subject to the New York State Vehicle and Traffic Law:

“Pursuant to Vehicle and Traffic Law section 1224(1)(d), motor vehicles are deemed to be abandoned, if left unattended for more than 96 hours on property of another, if left without permission of the owner.”

It is the student's responsibility to meet the agreed-upon obligations concerning their vehicle. Any costs incurred by Bard College concerning a vehicle in violation of this agreement will be charged to the student's account.

Derelict Vehicles

Community members will be contacted during the school year if a vehicle exhibits signs of deterioration (i.e. flattened tires, broken windows, outdated registration, or lack of license plates). Vehicles parked on campus must be movable in case of an emergency. Safety and Security staff members will attempt to contact the registered owner by using the office's vehicle registration database. All vehicles must meet road safety standards as set by the New York State Motor Vehicles Department or risk being towed from campus at the owner's expense. The Town of Red Hook Police Department will be notified of abandoned vehicles. The Town of Red Hook is empowered to dispose of abandoned vehicles in accordance with the provisions of Statute 1224(4) of New York State Vehicle and Traffic Law.

Bicycle Policy

Many students bring bicycles for use during warm weather. Bicycles should be secured with standard bike locks. Bicycle “borrowing” by fellow students is very common; an unattended and unlocked bicycle may end up at another location on campus. In the event a bike goes

missing, its owner should contact the Office of Safety and Security with a description of the bike and location where it was last seen.

Bicycles left on camps are at the owner's risk. Bikes left outside should be locked and secured in a bike rack. Do not secure bikes to trees, lampposts, fences or any other similar structure. Bard provides a limited amount of indoor bike storage for winter break. Bikes may not be stored in hallways as they impede egress causing a fire safety hazard.

Any bicycle not properly placed in a bicycle rack may be removed. Buildings and Grounds, in coordination with the Office of Safety and Security, will remove bicycles that are improperly secured to buildings, trees, or light poles, or that block access or egress to buildings (inclusive of hallways). Students should contact the Office of Safety and Security to reclaim their bikes. The College is not responsible for the damaged lock. Bicycles left on campus during the summer months will be considered abandoned. These bicycles will be collected and donated to charity or recycled. Once a bicycle is re-distributed, the bicycle cannot be reclaimed by the original owner.

Golf Carts

Students are not permitted to bring their own golf cart to campus. The college does provide an escort system.

Safety and Security Vehicles

Bard College Safety and Security vehicles are clearly marked and easily identifiable. Security vehicles are equipped with yellow emergency light bars which, when activated during emergencies, require that pedestrian and vehicular traffic clear the way. Security vehicles will activate these lights only during emergencies, including helping to guide emergency service vehicles on campus. If you request transport on campus from Security, never enter a vehicle that is not clearly identifiable as a Bard Security vehicle.

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.