

Sterling College

WORKING HANDS ♦ WORKING MINDS

Student Handbook

2012

TABLE OF CONTENTS

Greetings.....	1
Mission Statement.....	2
Calendar	3
A Sense of Place.....	4
Program of Study.....	5
Work Program	5
Community Organization	13
Community Behavior Guidelines.....	17
Drug and Alcohol Policy	17
Health and Counseling Procedure.....	18
Disciplinary Procedure.....	18
Effects of Alcohol Abuse.....	20
Federal and State Trafficking Penalties.....	20
Campus Security Information	27
Judicial Committee.....	28
Student Accounts/Refund Policy.....	29
Discrimination, Harassment and Sexual Assault.....	32
Academics.....	37
Evaluation of Student Performance	39
Student Records	45
How Things Work and Where Things Are.....	47
Wellness Resources	68
The Institution and Its People	70
Hours of Operation	73

Information contained in this handbook is subject to change without notice.

GREETINGS

As a student at Sterling College, you are part of a dynamic college community. Sterling has high expectations of you as a student and as a person. Those of us who deliver the program are committed to having you realize these expectations.

Sterling's Experiential Education classes are nicknamed "Boulder" because of their similarities to Outward Bound's programs – experiences originally created by Kurt Hahn. We practice Hahn's philosophy, believing "There is more in us than we know. If we can be made to see it, we will be unwilling to settle for less." The process of helping students find their own high expectations can be a difficult one. It sometimes involves encouraging students to take risks and often entails supporting students as they make choices.

This handbook is designed to facilitate your safe and productive transition into the Sterling community. At first glance, it may seem like a prodigious quantity of information to digest; nevertheless, it is imperative that you take time to read it carefully. After reading the handbook, please keep it for reference.

If you have questions, suggestions, or comments, feel free to share them with us. We welcome your input and constructive criticism.

Sterling Faculty and Staff

STERLING COLLEGE MISSION

The Sterling College community combines structured academic study with experiential challenges and plain hard work to build responsible problem solvers who become stewards of the environment as they pursue productive lives.

STERLING COLLEGE DIVERSITY COMMITMENT

We believe that all people deserve to be treated with respect and dignity, and that our community is strengthened through diversity.

Sterling College is committed to creating and maintaining a community which:

- Is free from racism, sexism, homophobia, and other prejudices
- Is free from the weight of hate, discrimination and fear
- Promotes and fosters physical and emotional safety
- Fosters civil and respectful dialogue

2011 – 2012 CALENDER

FALL SEMESTER 2011

Wednesday	September 7	Student Arrival & Registration (<i>Halls Open at 10:00am</i>)
Thursday	September 8	First Day of Fall Semester Classes – Fall Intensive Begins
Wednesday	September 21	All-College Work Day
Thursday	September 22	Fall Intensive Ends
Friday	September 23	No Classes
Monday	September 26	Long Block Classes Begin
Friday-Sun.	Sept. 30 – Oct. 2	Family Weekend
Friday	October 7	Add/Drop Course Deadline for Long Block Classes
Wed.-Sun.	November 23-27	Thanksgiving Break (Halls Close at Noon)
Sunday	November 27	Boulder Students Return for Overnight (<i>Halls Open at Noon</i>)
Tuesday	November 29	All Students Return to Campus
Wednesday	November 30	Classes Resume
Friday	December 9	Fall Long Block Ends
Mon.-Tues.	December 12-13	Final Exams and/or Presentations
Wednesday	December 14	Preparation for Expedition
Thu.-Sunday	December 15-18	Winter Expedition
Monday	December 19	Expedition Debrief
Tues.-Sat.	Dec. 20- Jan. 28	Winter Vacation (Halls Close at Noon)

SPRING SEMESTER 2012

Sunday	January 29	Students Return to Campus (<i>Halls Open at Noon</i>)
Monday	January 30	First Day of Spring Classes-Winter Intensive Begins
Friday	February 10	Winter Intensive Ends
Monday	February 13	Spring Long Block Begins
Friday	February 24	Add/Drop Course Deadline for Long Block Classes
Tuesday	March 6	Town Meeting Day – No Classes
Sat. – Sat.	March 10-17	Spring Break (<i>Halls Close at Noon</i>)
Sunday	March 18	Students Return to Campus (<i>Halls Open at Noon</i>)
Monday	March 19	Spring Long Block Continues
Wednesday	April 18	All-College Work Day
Thursday	April 19	Wood Show
Monday	April 30	Follow your Wednesday Schedule
Wed.-Thurs	May 2-3	Final Exams and/or Presentations
Thursday	May 3	Spring Long Block Ends

END-OF-YEAR CELEBRATION 2012

Friday	May 4	Family Dinner
Saturday	May 5	Commencement
Sunday	May 6	Halls Close at Noon

SUMMER SEMESTER 2012

Monday	May 7	Summer Internships Begin*
Sunday	May 27	Summer Session I Students Arrive (<i>Halls Open 10:00 am</i>)
Monday	May 28	Summer Semester Session I Begins
Friday	June 29	Summer Semester Session I Ends
Sat. – Sat.	June 30-July 7	Mid-Semester Break (<i>Halls Close at Noon on Saturday</i>)
Sunday	July 8	Summer Semester Session II Students Arrive
Monday	July 9	Summer Semester Session II Begins (<i>Halls Open at Noon</i>)
Friday	August 10	Summer Semester Session “II” Ends
Friday	August 24	Summer Internships End*

**The Internship is normally 10 weeks long. Exact dates for Internship positions will vary for individual students.*

A SENSE OF PLACE

Each individual in residence at Sterling College is a part of two communities: the Sterling community and the village of Craftsbury Common. Each of these communities makes special demands on the everyday lives of its members, demands that require a change in lifestyle for many of us.

Residents of Craftsbury Common and the region contribute a wealth of knowledge and experience to the Sterling curriculum. Our neighbors deserve respect and consideration. This requires an adjustment to quiet country ways, which may be quite a new experience for some of you. The first impressions we make as individuals may determine someone's attitude about the College for years to come. Our actions determine whether Sterling is a welcome and vital part of our region or a nuisance.

For Sterling College itself, the important objective is learning - academic, practical, personal, and interpersonal. Our programs are by design intensive, demanding, and may involve risk or danger. Each individual needs to be in full control of mental and physical faculties at all times. After effects of "the night before" can be not only unpleasant for the individual, but also extremely dangerous for the group. We have a great deal to accomplish during the academic year, and we want to keep ourselves focused on the tasks at hand.

Our program requires commitment and self-discipline. We feel that community support for an individual in trouble is very important and can help change a life for the better. At the same time, an individual who is not committed to Sterling's goals, who continually saps energy from more constructive activity, may be more productive in a program better designed for his or her needs.

We all hope, of course, that the year will run smoothly. We hope each individual will recognize the compromises that must be made to live as part of a larger community and will honor her or his commitment to that community. It is important, however, to define our community standards well in advance to prevent misunderstanding in case something goes wrong. If a policy or guideline seems unclear or unfair to you, please ask now. Don't wait until the crisis happens. Let's work together to prevent that crisis instead of picking up the pieces later.

THE PROGRAM OF STUDY

Sterling's curriculum begins with a first year structured to empower students to explore and expand their horizons through a combination of introductory courses and electives. After their first two years, students choose from among our six areas of study—Conservation Ecology, Northern Studies, Outdoor Education and Leadership, Sustainable Agriculture, Natural History, and Environmental Humanities—or they can opt to self-design a major either within or across our areas of study. Our approach to learning embodies the special distinctions that set a Sterling education apart: experiential academics, work experiences, challenge activities, field studies, and living and working in a unique community.

THE WORK PROGRAM: WORK-LEARNING-SERVICE

Sterling College is one of the seven members of the national Work Colleges Consortium. At each of these member colleges, work is an integral part of every resident student's regular schedule. The Work Colleges Consortium is a federally funded program and thus some of our policies and procedures are dictated by federal legislation. In order to graduate from Sterling College, students must receive a satisfactory grade in the Work Program for their final on campus semester. Two consecutive semesters of an unsatisfactory grade in the Work Program may result in suspension or dismissal from Sterling College.

WORK

The Sterling Work Ethic

Central to the Sterling work ethic is a conscious decision to be self reliant and work together to connect with one another and with the greater community. In an effort to educate responsible citizens, Sterling community members share responsibility for the cleanliness, maintenance, and upkeep of campus facilities and grounds. The student work contribution results in an immediate cost savings, since fewer professional staff are needed to do the work of the College, thus resulting in reduced tuition costs for everyone. In exchange for their work hours, students also receive a tuition credit.

Sterling is a small intimate community, which depends on everyone to carry their share. Students who choose not to contribute to or do not meet the expectations of the Work Program inevitably have a negative impact on the community.

Work Crew Positions

The work requirement at Sterling includes participation in the following: dishwashing, cleaning the residence halls, maintaining the College farm, participating in All-College Work Day as well as holding a Work Crew Position. Students earn the largest share of Work Program credits through Work Crew Positions on and off campus. Prior to each semester, descriptions of positions will

be made available. Students are encouraged to contact supervisors for information about specific positions.

Students apply for a first, second, or third choice job directly through the Work Program Office. Some jobs require particular skills or prior training; applicants will have to demonstrate their suitability before being hired. Assignments at Sterling are determined based on a variety of factors; just as getting a job in the wider world may involve various considerations. Experience, seniority, flexibility, suitability, and timeliness all figure in securing a Work Crew Position. The person supervising the job, in consultation with the Work Program Office, will decide placement. In some cases it may be necessary to place students in jobs that need doing on campus.

Once hired or assigned a job, student workers are expected to show professional work behavior. Unacceptable performance may result in the student being fired from a job (Please see pg. 11 for details on consequences).

LEARNING

Work Program Supervisors

During work assignments, faculty and staff members often work alongside students. A work supervisor's responsibility is to manage risk and evaluate student performance, as well as to help get the job done. The supervisor will communicate his or her observations immediately to the student.

Once a semester both student worker and supervisor will be given the opportunity to do a formal Midterm Evaluation. The purpose of this evaluation is to assess the student's work habits and skill/learning progression. In this way, students build on their strengths and improve on their weaknesses. At the end of each semester, students reflect on their work experience by completing a self-evaluation as well as an evaluation of the supervisor. Copies of these evaluations are kept in student files in the Work Program Office.

The Work Program allows students the opportunity to work with a variety of supervisors over the course of their tenure at the college. Faculty and staff often serve as supervisors, and students who have shown themselves to be responsible are sometimes placed in supervisory roles. Cooperation and respect among student workers and supervisors is critical to the success of the Work Program.

The Practice of Work

In both the Work Program and classes we encourage work habits such as:

- Understanding work objectives
- Balancing courses, class work, and Work Crew positions
- Appreciating the value and dignity of work
- Contributing to the Sterling College mission

- Effectively managing time
- Building self-confidence
- Being prompt and prepared
- Safely using and caring for tools and equipment
- Defining and solving problems
- Gaining the ability to work with others, with or without supervision
- Developing a sense of responsibility and accountability
- Working cooperatively in groups; working as a team member
- Developing and using effective leadership skills
- Getting along with people whose attitudes and opinions are different
- Recognizing and using effective verbal communication skills
- Providing suggestions to improve work-place quality

Aside from Work Crew Positions, students develop good work routines in the following courses:

- Tools and Their Applications
- Farm Projects
- Woodlot Practices
- Practicum in Environmental Stewardship (Internships)
- Reverence for Wood
- Summer Farm Program
- Senior Capstone Experiences

Work Program Hours and Assessment

The Work Program is an integral part of the academic curriculum at Sterling College. Students receive a grade of S (Satisfactory) or a U (Unsatisfactory) each semester they participate. Federal legislation requires that consequences for nonperformance or failure in the Work Program be similar to consequences for failure in the regular academic program. Missing chores or other work assignments means loss of monetary and/or program credit. **Two consecutive semesters of an unsatisfactory grade in the Work Program may result in suspension or dismissal from Sterling College.**

All on-campus resident students are required to participate in the Work Program by meeting a work obligation of 80 hours per semester (including Farm/Kitchen Chores, Hall Chores and the All-College Work Day. Students living off-campus are encouraged to participate in the Work Program by meeting a 50-hour obligation. Students meet their obligation in a variety of ways.

Summer semesters vary as there are usually no All-College Work Days, and there are more Farm Chores. See the Work Program Office for details.

In order to receive an S (Satisfactory) grade, on-campus students need to meet all of the following requirements*:

- Work hours must include between 18-21 chore hours [Farm Chores (15 including the bonus hour), Kitchen Chores (16 including the bonus hour), Hall Chores (5)]
- Participate in All-College Work Day (up to 6 hours)
- Complete a 54-56 hour Work Crew position
- Meet with supervisor to discuss Midterm Evaluation
- Complete an End of the Semester Evaluation and Reflection
- Work a total of 80 hours

In order to receive an S (Satisfactory) grade, off-campus students participating in the work program need to meet all of the following requirements*:

- Participate in All-College Work Day (up to 6 hours)
- Complete a 44-47 hour Work Crew position
- Meet with supervisor to discuss Midterm Evaluation
- Complete an End of the Semester Evaluation and Reflection
- Work a total of 50 hours

Completion of this work is designated with a Satisfactory grade (S) on a student's academic transcript.

*Summer Semester requirements may be adjusted.

SERVICE

Service-learning has always been an integral aspect of the Sterling College experience. Our setting in a rural location provides significant opportunities to serve the college's neighbors and the surrounding community.

Examples of service-learning initiatives at Sterling College include:

- Nutrition class students preparing healthy snacks for students at the local schools, and sharing food recipes and knowledge with Vermont residents in need
- Woodlot classes developing forest plots for local landowners, and providing firewood for those unable to heat their homes
- Outdoor Education students leading ropes course activities for children transitioning from elementary to middle school
- Ecology students investigating conditions in ice-covered lakes
- Sponsoring an Empty Bowls (www.emptybowls.net) fundraiser in collaboration with the Vermont Foodbank (www.vtfoodbank.org)

Through all these experiences students gain valuable work skills while providing support to Craftsbury and the surrounding areas.

All-College Work Days

At least once each semester, Sterling College suspends classes and dedicates an entire day to work. All students participating in the Work Program are expected to participate in these workdays. Special activities include the Garden Harvest Fest in the fall, large farm or woodland projects, and campus clean up for graduation in the spring. There are always plenty of opportunities to work with the greater Craftsbury community by sharing our work force and skills.

WORK-BASED AID THROUGH TUITION CREDIT

In addition to contributing to the campus environment and holding the line on costs, Sterling students earn direct tuition credit through their Work Program hours. At most colleges, only students with demonstrated financial need get financial aid. In effect, all Sterling students qualify automatically for financial aid. All on-campus resident students have a work obligation of 80 hours per semester.

Students receive financial credit for their work after signed time sheets are submitted weekly to the Work Program Office. The Dean of Work then notifies the Business Office once a month to have the hours worked credited to student accounts. Full credit means students receive \$800 per semester (\$10.00/hour) toward their tuition.

Missing chores or other work assignments means loss of monetary and/or program credit. Students are financially responsible for all hours not completed.

For the 2011-2012 academic year, students on campus all three semesters would be able to earn at least \$2,300 toward paying their tuition costs. Additional earnings are possible through student crew leader (Clerk of the Works), residence hall supervisor positions (RSs), off-campus internships, and federal Work Study jobs.

ENFORCEMENT and CONSEQUENCES OF UNSATISFACTORY WORK PROGRAM PERFORMANCE

WORK CREW POSITION POLICIES

While people do get sick and emergencies do happen, students are expected to notify supervisors as soon as possible when they cannot attend work.

LEVEL I - Meeting: Supervisor/Student Meeting

The first time a student displays unacceptable work behavior (absences, tardiness, failure to meet expectations) the supervisor will have a meeting with that student. This meeting is documented on a Work Program Intervention form and signed by both the student and supervisor.

LEVEL II - Warning: Work Program/ Supervisor/Student Meeting and Advisor Notified

The second time a student displays unacceptable behavior, s/he is placed on Work Program Warning status for the rest of the semester, and any further infraction may result in the student being fired. The supervisor should complete the second part of the Work Program Intervention form and submit it to the Work Program office. A meeting will be conducted to discuss the infraction with the student, supervisor, and a Work Program representative. Students' advisors are also notified of this warning status.

LEVEL III – Fired: Loss of Position/Potential Loss of Compensation and Unsatisfactory Grade

The third time a student displays unacceptable behavior s/he will be fired from the job. The student will meet with the Dean of Work; their advisor will also be notified. Being fired does not free a student from work obligations but necessitates finding a new job. The student may be in jeopardy of completing their 80-hour requirement and thus receiving an Unsatisfactory (U) grade for the semester. Students are financially responsible for all hours not completed.

Level IV - Probation

Students who receive an Unsatisfactory in the Work Program will be placed on Work Probation. The Dean of Academics, the Registrar, and the student's advisor will be notified of the student's probationary status. At the beginning of the semester the student will meet with the Dean of Work to create a plan for staying on target for the semester. Two consecutive semesters of an unsatisfactory grade in the Work Program may result in suspension or dismissal from Sterling College.

FARM AND KITCHEN CHORES POLICIES

Scheduling: At the start of each semester, the schedule of weeklong farm/kitchen chore responsibilities indicating weekly assignments of resident students is posted in the main foyer. The Work Program staff does their best to alternate farm and kitchen chores each semester so all students can experience both of these essential jobs. Chores begin on a Monday morning and end on Sunday evening.

Farm Chores – Students report to the Farm at 6:30 am and 4:30 pm every day of their assigned week.

Kitchen Chores – Students report to the Kitchen at 7:45 am, 12:15 pm, and 5:45 pm every day of their assigned week. Students are allowed to enter the food line first so they can have their meal before beginning their kitchen responsibilities.

Substitutes: Students may change their assigned chore weeks within the first month of each semester. To do this, a student must find another student with the same type of chores who is willing to switch from her/his original assignment and then submit a Chores Exchange form to the Work Program Office. The request must contain the type of chores to be switched, the dates, and each person's signature. When a switch is made, it is for the entire week, and the switch must be for the scheduled job only. For example, farm chores cannot be switched with kitchen chores.

Switching individual chore sessions is discouraged. Students should plan ahead and switch weeks, as noted above. If an emergency or illness requires missing one session or a full day of chores, students must arrange for a substitute with their chore supervisor.

Farm/Kitchen Chore Bonus: If the student shows up on time for every chore session of their assigned week they will get one bonus hour. Farm Chores total 14 hours of work plus one bonus hour for a total of 15 hours. Kitchen Chores total 15 hours plus one bonus hour for a total of 16 hours. Supervisors will add the total on the time card.

Farm/Kitchen Chore Violations

First Offense: If a Farm/Kitchen chores shift is missed, then a first offense warning will be issued by the Chore Supervisor. A clear statement that all chores need to be completed will be included in the warning.

Second Offense: If a second chores shift is missed, the student will receive a second offense warning. This written report will be signed by the student and be sent to the Work Program Office, where it will be entered in the student's Work Program file. This would be comparable to a Work Crew Position Level II Warning.

Third Offense: If a second offense is not corrected and chore work is not completed, the student may be terminated from chores and must meet with the Dean of Work. Being terminated from Farm/Kitchen chores could result in an unsatisfactory grade for the Work Program since students are required to complete at least 14-15 hours of farm/kitchen chores.

HALL CHORES POLICIES

Scheduling: Hall chores are assigned on a weekly basis at the start of each semester in consultation with Residence Supervisors. Chores begin on Monday morning and end on Sunday evening. During the assigned week students are expected to keep common spaces and bathrooms clean. Residents are expected to complete two hours of hall chores by Wednesday morning.

Substitutes: If a student discovers a conflict with their scheduled week of Hall Chores they should immediately seek out the Residence Supervisor and find someone who will switch their entire week. Switching midweek is not acceptable; there is enough flexibility with Hall Chore responsibilities that a student should have no problem completing the hours.

Residence Chores Violations

First Offense: If Hall Chores have not been initiated by 8:30 am Wednesday then a first offense warning is issued by the Residence Supervisor. A clear statement that chores need to be completed by a given time will be included in the warning.

Second Offense: In the event chores are not completed by the designated time of the first offense warning, the student will receive a second offense warning. This written report will be signed by the student and be sent to the Work Program Office, where it will be entered in the student's Work Program file. This would be comparable to a Work Crew Position Level II Warning

Third Offense: If a second offense is not corrected and chore work is not completed, the student may be terminated from chores and must meet with the Director of Residence Life. Being terminated from Hall Chores could result in an unsatisfactory grade for the Work Program since students are required to complete at least 5 hours of hall chores.

In addition, failure to complete chores (hall, kitchen, and farm) can result in one or all of the following:

- Students failing to complete chores will not be considered eligible to stay and/or work over breaks.
- Repeated failure to complete chores will result in losing the privilege of living on campus.
- An unsatisfactory in the Work Program

- Students failing to complete kitchen/farm chores will not be considered for kitchen or farm jobs.
- A returning student who has previously failed to complete hall chores will be granted on-campus housing only after the completion of a contract, which includes an agreement to complete hall chores. The contract will be developed by the Director of Residence Life and the student.
- Students failing to complete hall chores will not be considered/granted rooms/residence of their choice.

COMMUNITY ORGANIZATION

COMMUNITY MEETING

Community Meeting is an important forum for discussing issues. These meetings are designed so that anyone in the community can speak on relevant subjects. They have served in past years as a means of clarifying policies or exploring new issues as well as for making announcements of general interest. All members of the Sterling community are encouraged to attend.

ALL-COLLEGE MEETING

The Deans or President will call All-College Meetings as needed. Attendance at these meetings is required. An attempt will be made to post a notice on the bulletin board in advance to inform the community of the issues to be discussed so that community members can have the opportunity to think about the issues ahead of time. Any community member who feels that an All-College Meeting is needed should speak to the Deans or President.

STUDENT ACTIVITIES COMMITTEE

The Student Activities Committee seeks to provide a high standard of quality for student life at Sterling College by coordinating events, activities, and entertainment for the community.

A faculty or staff member advises the Student Activities Committee with the assistance of the Student Activities Coordinator, who is appointed by the Work Program.

The Student Activities Committee meets weekly to plan events and to approve financial requests from students who wish to utilize their Student Activities Fee. The Student Activities Coordinator establishes meeting times and location, and sets the agenda. Meetings generally keep to the following agenda:

- Budget update
- Past activities/events debrief
- Upcoming activities/events

- Financial requests
- General brainstorm

Student Activities Fee – The current Student Activities Fee is \$75 per semester per student. This is the budget for the Student Activities Committee and is spent in the following ways:

- Entertainment/Performers such as musical acts, storytellers, etc.
- Games/Toys/Equipment such as pool cues, sleds, scrabble boards
- Van/Gas money to cover transportation costs for off-campus events
- Residence Hall Activities such as pizza parties
- Local Events cost sharing for approved local events (concerts, Contra dances, etc.)
- Student Conferences/Events Scholarships see description below

Other funding has included the Student Yearbook, a senior trip, and a band for graduation weekend.

The Student Activities budget is meant to support activities for the entire Sterling community. This budget is not meant to fund trips for academic courses, personal items, or projects for individual use.

In order to make a request for funds, students must complete a Student Activities Financial Request Form and present it at a Student Activities meeting. The request will then be voted on, by a majority vote (considering thoughtful discussion), by the Committee members present at the meeting. If necessary, the faculty/staff advisor has the ability to make a final decision. The faculty/staff advisor or Student Activities coordinator will sign the check request forms to be turned into the Business Office. Requests in excess of \$500 must be announced at a Community Meeting prior to being voted on at a Student Activities meeting.

Student Conferences/Events Scholarships

- Students may apply for up to \$100 scholarships (per semester), if they are in good standing with the Business Office. Good standing means that students have either paid their bill to Sterling, or have a plan in place with the Business Office to do so.
- To apply students should complete a Student Activities Financial Request Form (including a signature from the Business Office) and present your proposal at a Student Activities Meeting, describing how the conference or event fit in with your personal, academic and/or professional goals and how you will contribute to the Sterling community in return. In the past, scholarships have been granted for events including NOFA, AEE, student leadership conferences and various craft and skill workshops.

This scholarship will not be granted to fund items for personal use or required course related field trips or expenses.

- Upon Return:
 1. Present your experience to the rest of the community by giving a presentation at Community Meeting or another time, leading a discussion about the topic, creating a display for the foyer, or another creative way! This community return must be completed two weeks after attending your event (although special circumstances will be considered.)
 2. All paperwork (for reimbursements, etc.) must be submitted no later than two weeks after attending your event.
 3. Scholarship recipients must come to the Student Activities meeting following your community return activity, to report on the event or report directly to the Student Activities Coordinator.

- If the community return does not happen, the scholarship funds will need to be returned, or your student account will be charged. Additionally, students will not be able to ask for funds in the future. The Student Activity faculty/staff advisor will keep records.

Student Activities Use of College Vehicles

Student Activities-related trips must have prior approval from the Student Activities Committee. If approved, the Student Activities Committee will cover fuel costs based on mileage. Trips must not exceed three hours driving time one way, and can only take place within the U.S. Trips must be scheduled and approved in advance through the Dean of Students and Plant Manager, or their designee, by submitting a Student Use of Vehicle Request Form. The Dean of Students and the Plant Manager will confer and contact the student with a decision (See College Vans-page 55 for more information).

Coordination and Facilitation of Events

1. Check the date and location with the on-line Sterling College events calendar www.sterlingcollege.edu/cal/. Add your event to the calendar at least one week in advance of the event.
2. Submit a completed Student Activities Financial Request Form if funds are required.
3. Fill out a Food Request Form and give it to the kitchen at least one week in advance.
4. File a Student Use of Vehicle Request Form if necessary.
5. Advertise! Posters, press releases (if including outside community). Ask faculty/staff advisor or Student Activities Coordinator for list of newspaper contacts and places to hang

posters. Press releases need to go out two weeks in advance; posters should be hung at least one week in advance of event.

6. If a band (or other potentially loud entertainment/activity) is playing in the Dining Hall, alert the nearby neighbors.
7. Set up space as necessary; gather any necessary props/materials (stage, etc.).
8. Clean Up!
9. Attend the next week's Student Activities meeting to give a report on how the event went (or tell the Student Activities Coordinator).

STUDENT RESIDENCES

Residence life is an important part of the total learning experience. New students are expected to live on campus their first two semesters however extenuating circumstances will be addressed on a case-by-case basis.

Residences are designed as places to study and rest. Quiet people often lose out in a contest of values among neighbors. Residence Supervisors will defend the right to peace and quiet, including their own and that of their neighbors. In the end, though, it is up to you to maintain a pleasant living environment for your neighbors and yourself.

Conflicts often develop when people of different lifestyles live in close quarters. Working out problems will contribute to important interpersonal and mediation skills. This process involves sacrifices by everyone. We need to be flexible while asserting our rights. If residents are not able to resolve a problem, the Residence Supervisor will be available or may refer the problem to the Director of Residence Life for consideration. (For residence guidelines see page 64)

STUDENT UNION

Students created the Student Union to improve communication between students and faculty regarding academic and related issues. The student body elects the Chair of Student Union who also serves as the assistant to the Dean of Students. The chair's responsibilities include: setting the agenda for biweekly meetings, serving as the student representative to faculty meeting, and facilitating the election of student representatives (One student from each residence hall and one off campus student representative). Together the Chair and the Representatives create a faster and more direct line of communication within the school, resulting in a well-balanced educational system respectful of all views. These elected representatives participate in various meetings with faculty and report back to the student body. Likewise, faculty may be invited to participate in student meetings. Names of representatives and meeting times are posted in the Foyer and all students are welcome and encouraged to attend meetings.

SUSTAINABLE STERLING

Sustainable Sterling is a renewed effort directed toward greening the campus and infrastructure of Sterling College. This initiative, started in 2004, challenges our college community members to live in accordance with the College's mission statement, as well as educate visitors about sustainability efforts on campus. Through Sustainable Sterling projects, we hope that Sterling College can model appropriately scaled and regionally suitable sustainable living practices – the idea behind *grassroots sustainability*.

Since the time of its establishment, Sterling College has been consistent in its attempts to lessen its ecological impact on the earth. We started our recycling and energy conservation programs in the 1970s and 80s and have gradually increased our use of Sterling-grown and locally grown foods in our dining hall through the last decade. Sustainable Sterling is a renewal of that commitment.

Student involvement is critical to the success of Sustainable Sterling. There are many ways to get involved, such as choosing a related Work College Job (such as the Sustainable Sterling Assistant or Green Bikes Baron/ness), and practicing energy and water conservation, waste reduction, and proper recycling. Additionally, students can undertake many related projects for class assignments, independent studies, or Senior Applied Research Projects. For more information about Sustainable Sterling, including a list of current projects, see the website at: <http://www.sterlingcollege.edu/A.sustainableSC.html>.

COMMUNITY BEHAVIOR GUIDELINES

Each student at Sterling deserves to have a positive learning experience. We consider two guidelines to be critical to our functioning as an educational community. Students who do not abide by these guidelines may be dismissed from the college.

1. Behavior that threatens the physical or mental health, security, privacy, property or learning experience or other members of the community will not be tolerated
2. Students must abide by the drug and alcohol policy

DRUG AND ALCOHOL POLICY

Possession, use, or distribution of illegal drugs (including alcohol for those under 21 years of age) is prohibited on the Sterling College campus. This policy includes being under the influence of such substances while on campus or participating in college-sponsored activities. Abuse of legal substances (including alcohol for those 21 years and older) which results in destructive behaviors will be addressed by the Dean of Students as a violation of the first guideline for Community

Behavior. Supplying underage drinkers with alcohol is also considered a serious offense by the State of Vermont and by Sterling College (see also pg. 47– Alcohol Use).

Sterling faculty consider themselves to be teachers and coaches, not police. We think it is important for faculty to feel comfortable visiting students anywhere on campus, without fear of being confronted by policy violations. If substance abuse violations come to our attention, we will proceed with the Sterling College Disciplinary Procedures (pg. 19).

By enrolling in Sterling College, or by accepting employment, individuals agree to abide by college substance abuse standards and certify awareness of this policy. (See pages 20-26 for information on health effects and legal penalties.)

Sterling College faculty reserve the right to excuse students from class who appear, or may appear, to be under the influence of drugs or alcohol. Further discussion will take place between the student and faculty member and may involve the Dean of Students.

At Sterling there are two alternatives for addressing drug and alcohol problems. The first is health and counseling services for those who voluntarily seek help with a substance abuse problem. The second is disciplinary action for students found to be in violation of the College drug and alcohol policy.

HEALTH AND COUNSELING PROCEDURES

A student who is aware of his or her own potential for substance abuse or is concerned about a friend may approach the Wellness and Counseling staff for assistance without disciplinary penalty. The Health and Counseling staff will recommend appropriate treatment. Information from these meetings will be part of the student's confidential medical record and will not be shared with the Judicial Committee.

NOTE: A student who has sought help voluntarily with a substance abuse problem but who is later apprehended in violation of the policy will be subject to the disciplinary procedure explained below.

DISCIPLINARY PROCEDURE

The Dean of Students will investigate accusations of violations of community behavior guidelines, and may bring cases to a Judicial Committee if there are questions of fact in a particular case (see page 28 for Judicial Committee procedures). If the Dean of Students or a Judicial Committee determines that a violation has occurred, the student will be issued a written warning, at a minimum, or potentially placed on Social Probation. Continued violations will result in students being placed on Social Probation.

Social Probation

Social Probation includes a contract signed by the student, that is designed to help the student reflect on their behaviors and to take corrective actions to prevent future infractions. Each contract is reflective of the individual and the nature of the incident. Each contract may include the following:

- A meeting with a Residence Supervisor or Faculty member to discuss the infraction and apologize for bad behavior.
- A structured activity designed to engage students in a social nature that promotes a healthy lifestyle.
- Time spent working with the maintenance crew – in the event there was physical damage.
- A paper summarizing how the conditions of Social Probation were satisfied; including a reflective piece on the lessons learned from this process.
- An agreement to remain substance free while on the Sterling College campus.

In the case of an alcohol or drug violation a student may be referred to an outside agency (e.g. Behavioral Medicine in Morrisville) for a formal assessment, to determine the extent of the problem. The cost, approximately \$200, will be paid by the student, who must sign a release form that allows the assessment staff to provide specific information to the Dean of Students. For minors, a parent must also sign the release. A student who does not wish to undergo such an assessment may be asked to withdraw from the college. Upon receipt of the assessment, the Dean of Students will meet with the student to draw up a contract with the goal of preventing continued substance abuse. Each contract reflects the individual nature of the incident. Some possible elements of a contract are listed below:

- Part of every contract will be an agreement to withdraw from the college if there is a repeat substance abuse violation.
- An educational assignment. Examples: Research physiological and mental effects of a particular drug; Research impacts of alcohol on college campuses; Write a paper or make a public presentation.
- Community service. May be related to the offense. For instance, organize drug-free alternative activities or perform work tasks at times of day when drinking or drug use might be most likely.
- Professional counseling. Costs will be paid by the student. The duration and frequency will depend upon the assessment.
- Attendance at Alcoholics Anonymous, Narcotics Anonymous, or (if available) on-campus support groups.
- If long-term residential treatment is recommended by the assessment, the student will need to withdraw or take a leave of absence. Such students

may return in the following academic year if they show evidence of progress. Individual details can be worked out with the Dean of Students and the Dean of Academics.

The following information about effects and penalties is provided in accordance with the requirements of federal law:

EFFECTS OF ALCOHOL ABUSE

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increases the incidence of a variety of aggressive acts. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described, including death.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol use is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

VERMONT STATE LAW REGARDING THE SUPPLYING OF MINORS WITH ALCOHOL

A person who provides alcohol to a minor shall be fined not less than \$500.00 nor more than \$2,000.00 or imprisoned not more than two years or both.

A person who supplies alcohol to a minor operating a motor vehicle on a public highway which results in death or serious bodily injury to himself or herself or to another person as a result of the violation, shall be imprisoned not more than five years or fined not more than \$10,000.00 or both.

VERMONT TRAFFICKING PENALTIES

Abstracted from Vermont Statutes Annotated Title 18 Sections 4230 - 4238

Substance/Amount Penalties for first offense

(Penalties for second or subsequent offense are up to 2 times fine and/or

imprisonment)

Possession/cultivation of marijuana

less than 2 oz. \$500 and/or 6 months
less than 2 oz. 2nd offense \$2,000 and/or 2 yrs.
less than 1 pound or 3 plants \$10,000 and/or 3 yrs.
less than 10 pounds or 25 plants \$100,000 and/or 5 yrs.
10 pounds or 25 plants or more \$500,000 and/or 15 yrs.

Sale of marijuana

less than 1/2 oz. \$10,000 and/or 2 yrs.
less than 1 pound \$100,000 and/or 5 yrs.
one pound or more \$500,000 and/or 15 yrs.

Possession of cocaine

less than 2.5 grams \$2,000 and/or 1 yr.
less than 1 oz. \$100,000 and/or 5 yrs.
less than 1 pound \$250,000 and/or 10 yrs.
1 pound or more \$1,000,000 and/or 20yrs.

Delivery of cocaine \$75,000 and/or 3 yrs.

Sale of cocaine

less than 2.5 grams \$100,000 and/or 5 yrs.
less than 1 oz. \$250,000 and/or 10 yrs.
11 oz. or more \$1,000,000 and/or 20yrs.

Possession of LSD

less than 400 micrograms \$2,000 and/or 1 yr.
less than 4,000 micrograms \$25,000 and/or 5 yrs.
less than 40,000 micrograms \$100,000 and/or 10 yrs.
40,000 micrograms or more \$500,000 and/or 20 yrs.

Delivery of LSD \$25,000 and/or 3 yrs.

Sale of LSD

less than 400 micrograms \$25,000 and/or 5 yrs.
less than 4,000 micrograms \$100,000 and/or 10yrs.
4,000 micrograms or more \$500,000 and/or 20 yrs.

Possession of heroin

less than 200 milligrams \$2,000 and/or 1 yr.
less than 1 gram \$100,000 and/or 5 yrs.
less than 2 grams \$250,000 and/or 10 yrs.
2 grams or more \$1,000,000 and/or 20yrs.

Delivery of heroin \$75,000 and/or 3 yrs.

Sale of heroin

less than 200 milligrams \$100,000 and/or 5 yrs.
less than 1 gram \$250,000 and/or 10 yrs.
1 gram or more \$1,000,000 and/or 20 yrs.

Possession of other depressant, stimulant, or narcotic drug

- less than 100x normal dose \$2,000 and/or 1 yr.
- less than 1,000x normal dose \$25,000 and/or 5 yrs.
- less than 10,000x normal dose \$100,000 and/or 10 yrs.
- 10,000x normal dose or more \$500,000 and/or 20 yrs.

Delivery of other depressant, stimulant, or narcotic drug

\$75,000 and/or 3 yrs.

Sale of other depressant, stimulant, or narcotic drug

- less than 100x normal dose \$25,000 and/or 5 yrs.
- less than 1,000x normal dose \$100,000 and/or 10 yrs.
- 1,000x normal dose or more \$500,000 and/or 20 yrs.

Possession of other hallucinogenic drug

- less than 10 doses \$2,000 and/or 1 yr.
- less than 100 doses \$25,000 and/or 5 yrs.
- less than 1,000 doses \$100,000 and/or 10 yrs.
- 1,000 doses or more \$500,000 and/or 15 yrs.

Delivery of other hallucinogenic drug \$75,000 and/or 3 yrs.

Sale of other hallucinogenic drug

- less than 10 doses \$25,000 and/or 5 yrs.
- less than 100 doses \$100,000 and/or 10 yrs.
- 100 doses or more \$500,000 and/or 15 yrs.

Manufacture or cultivation of a regulated drug other than marijuana

\$1,000,000 and/or 20 yrs.

Delivery of regulated drugs by an adult to a minor

\$25,000 and/or 5 yrs.

Sale of regulated drugs to minor-up to 10 yrs. in addition to any other penalties
Selling on school (not college) grounds-up to 10 years in addition to any other penalties.

CAMPUS SECURITY INFORMATION

Sterling has no security officers, and, since there are no local off-campus law enforcement services, there is no direct monitoring of off-campus criminal activity. A sense of community is fostered, and students are to monitor their residences for cleanliness, safety, proper behavior, and strangers. Weekly community meetings are a forum for discussing security problems and encouraging students to be responsible for security.

To report emergencies or suspicious/criminal activities a student should:

1. In an emergency, dial 911 and notify the nearest Residence Supervisor, faculty, or staff member.
2. Notify residence supervisor or faculty member in charge.
3. Report to the Dean of Students.
4. Non-emergency injuries should be reported to the Wellness Center.
5. Suspicious activity should be reported to the nearest Residence Supervisor, faculty, or staff member.

Students who are victims of criminal conduct of any kind have the right to call on local law enforcement agencies. The Dean of Students will assist in making contact as requested. S/he may also refer on-campus cases to a Judicial Committee.

The following statistics are provided in accordance with Title II of the Federal Student Right to Know and Campus Security Act. The listed criminal offenses were reported to the Dean of Students, the President of the College, and local police.

	6/10-6/11	6/09-6/10	6/08-6/09	6/07-6/08	6/06-6/07
Murder	0	0	0	0	0
Burglary	1	0	0	0	0
Motor Vehicle theft	0	0	0	0	0
Liquor law violation	0	0	0	0	0
Drug abuse violation	0	0	0	0	0
Weapons possess.	0	0	0	0	0
Rape	0	0	0	0	0
Sexual harassment	0	0	0	0	0
Other sex offenses	0	0	0	0	0

JUDICIAL COMMITTEE

Infractions of community guidelines may be referred to a joint student/faculty Judicial Committee. This committee consists of two faculty members and three students chosen at random. The Dean of Students will gather information about each case and will call meetings of a Judicial Committee. Consequences for a violation range from Social Probation to expulsion.

Judicial Committee Procedures

The Judicial Committee will hear cases of alleged violation of college guidelines brought by the Dean of Students. The Committee will follow the procedures outlined below.

1. The accused will receive written notice of: the time and place of meeting with the Judicial Committee, the accusation (including time, place and basic facts of the alleged offense), and the rules/policies allegedly violated. The committee will hear from the accused as well as from others involved in the incident. Both accused and accuser have the right to ask questions, present evidence, and to ask others to speak on his/her behalf.
2. In some circumstances the Dean of Students may choose to act without consulting the Judicial Committee.
3. Consequences for a violation will be determined by the Judicial Committee and may include Social Probation, community service, suspension, recommended expulsion, or other appropriate consequences to fit the individual case.
4. A student who violates a major guideline may be given the opportunity to voluntarily withdraw from the College. This depends largely upon the circumstances surrounding the violation. Students who withdraw under a guidelines violation or are expelled will vacate the campus immediately. Such students may be allowed to reapply in a future year.
5. Decisions of the Judicial Committee or the faculty may be appealed in writing to the Dean of Students. A student may appeal the Dean of Students' decision to the President of the College. The Judicial Committee must inform a student of the appeal process when it concludes a case. Appeals must be made within one week of notification of the decision. A response to the appeal will be given in writing within one week.
6. If the need should arise, the Dean of Students will be in communication with local and/or state police agencies.

STUDENT ACCOUNTS

STUDENT ACCOUNTS OFFICE

This office is located on the second floor of Mager Hall as part of the Business Office.

BILLING POLICY

Sterling College is a year-long commitment of multiple semesters. Students are billed by semester. Billing for the summer semester generally begins in March. Billing for the fall semester generally begins in July. Billing for the spring semester generally begins in November. Payment for each semester is due before classes begin; June, September and January.

PAYMENT PLANS

Sterling College offers flexible tuition payment schedules. Tuition schedules can help students and families cover the cost of attendance by spreading payment over the term of attendance. Some students and families find that this alternative alleviates the need to take out loans and/or makes it easier to get a student's account settled in a timely manner. Please contact the Student Accounts office for additional details.

LATE PAYMENT

Students who fail to make arrangements for the payment of their accounts by opening day will not be permitted to attend classes until payment, or a suitable payment arrangement, has been made. Second-year students will not be considered enrolled in internships until payment, or arrangement for payment, is made in full. At the end of the year, transcripts and diplomas will be withheld until the student's entire account (including payment of tuition, library fines, guest meals, parking tickets, etc.) is settled. Students' accounts are reviewed monthly. Accounts will be considered delinquent if not paid in full or if an approved letter of agreement is not on file within 30 days of the date due. We reserve the right to deny further participation in classes and access to the dining hall until the delinquency is resolved. If a delinquent account must be sent to a collection agency, an additional 35% will be added to the amount due.

REFUND POLICY

In the event a student voluntarily withdraws or is dismissed from the College after beginning classes, a partial refund of payments may be made. Students must notify the Dean of Academics in writing of their intention to withdraw from the College. The withdrawal date is the date the student provides official notification to the Dean of Academics, or the last date on which a student participated in any academically related activity. Any refund will be credited against a student's account based on the official termination date. Financial aid refund policies are largely determined by Federal law and involve very specific definitions and

calculation procedures. Students are cautioned to contact the Financial Aid Office and/or the Business Office if they have questions regarding the calculation of refunds and the settling of their accounts. It is the stated policy of the Federal government that students have the first responsibility in meeting school costs; therefore, Federal funds often must be repaid to the appropriate Federal program, leaving students with the obligation to pay their bills to colleges from their own resources. Sterling College Grants and awards are also reduced if a student withdraws before completion of the enrollment period.

Sterling College can determine a withdrawal date related to extenuating circumstances, which include illness, accident, grievous personal loss, or other such circumstances beyond the student's control, for a student who:

Left without notification because of the extenuating circumstances but when another party gave notification on the student's behalf.

If a student does not return from an approved leave of absence (based on the Federal definition of an approved leave of absence), the withdrawal date is the date the student began the leave of absence.

REFUNDS AT STERLING

The amount of any refund is determined by the charges that a student has incurred for the semester in which a withdrawal occurs, the amount of those billable charges that a student has actually paid, and the amount of financial aid, if any, the student is entitled to retain as of the date of withdrawal. Federal rules state essentially that students "earn" Title IV funds on the basis of the fraction of the total number of days of the semester that a student has completed upon withdrawal. If a student completes 35% of the semester, for example, the student is entitled to 35% of the Federal Aid allocated for the semester. Sterling Grants are earned in the same manner.

Institutional charges are calculated according to the percentage of weeks that the student has attended, or 10%, whichever is greater. A week is defined as a seven-day period during which the student is present one day or more. All charges will be made based on the following percentages:

Withdrawal between the first day of class and
the end of the first 10% of the semester: 10% charged

Withdrawal between the end of the first 10%
and the end of the first 25% of the semester: 50% charged

Withdrawal between the end of the first 25%
and the end of the first 50% of the semester: 75% charged

After the student has completed 51% of the semester, the only reduction in charges will be a refund based on the incremental cost of food at a rate of \$20 per week for each scheduled, on-campus, full week remaining in the student's semester based upon the official termination date.

If a student withdraws, his or her account will be settled according to the following steps:

1. Determine the date of withdrawal and from that the number of days completed and the number of weeks completed.
2. Determine how much financial aid, Federal and Sterling College, has been earned.
3. Determine if any state aid has been received and, if so, how much the student can retain and apply to Sterling charges for the period before withdrawal (state policies vary widely).
4. Determine the Sterling College charges that apply.
5. Subtract the total earned financial aid from the applicable charges. This is the amount that the student/family owes Sterling for the period of enrollment (bookstore and other incidental fees, if incurred, are added to the academic fees).
6. If the student/family has paid more than owed (as determined in Step 5), a refund is made for the amount of overpayment. If a balance remains, the unpaid portion is still due from the student/family even after withdrawal.
7. Return all unearned Title IV Federal aid in the order listed below:
 - a. to outstanding balances on the Federal Family Education Loans
 - b. to the Federal Pell Grant Awards
 - c. to the SEOG Awards

Second-year students completing internships during the summer between their first and second years will not receive Federal or Sterling aid for that period and will incur a per credit hour attempted charge for the period. Charges will be based on the completion percentages outlined if a student withdraws.

Further information and sample calculations are available from the Financial Aid Coordinator.

GENERAL COMMENTS

All students and their parents should understand that tuition and other charges create a personal liability to the College. Students receiving financial aid should be especially aware that while the charges for the entire semester are incurred upon enrollment, financial aid is credited to your account as received and on the premise that the student is in good standing. A student who withdraws at any

point during the semester or who fails to maintain good standing may be subject to a reduction in financial aid. A student receiving financial aid who leaves the College before aid can be fully credited incurs personal liability for unpaid charges.

APPEALS

Any appeal of the payment or refund policy must be addressed in writing to the President, Sterling College, Craftsbury Common, Vermont 05827. In the event of a conflict with Veterans Administration policy concerning enrolled veterans receiving V.A. benefits, the V.A. policy will prevail.

DISCRIMINATION, HARASSMENT, AND SEXUAL ASSAULT

GENERAL

Sterling College is committed to creating and maintaining a physically and emotionally safe environment for all students (see Sterling College Diversity Commitment, page 2) Sterling College recognizes that harassment, discrimination, and sexual assault are unlawful as well as damaging to both individuals and to the community, and therefore, constitute a violation of Sterling College policy (see Guidelines for Community Behavior, page 17). It is also unlawful for College employees to retaliate against persons who bring forward complaints regarding discrimination, harassment, and sexual offenses. Sterling College is committed to:

- fostering community responsibility, which promotes a safe environment;
- facilitating respectful dialogue about diversity issues and healthy relationships;
- providing education about the importance of consent in sexual relations;
- providing education regarding sex offenses;
- supporting people against whom offenses have been perpetrated, including making all reasonable efforts to provide a safe environment for pursuing complaints regarding offenses;
- responding with swift disciplinary action against offenders.

The Discrimination and Harassment Policy applies to all administrators, employees, admissions or employment applicants, students, members of the Board of Trustees, agents of the College and volunteers involved in College-related activities. The policy also applies to those who do business with the College in their interactions with members of the College community. Compliance with this policy is a term and condition of student enrollment and employment at the College. An individual who violates this policy may be subject to disciplinary action. Depending on the seriousness, sanctions for involvement in harassment or discriminatory activities could include Social Probation, loss of privileges, suspension, requirement to participate in counseling, or dismissal from the College.

The right to make a complaint is not limited to someone who is the direct target of the harassment. Anyone who has observed discrimination or harassment should report the incident(s) to the Dean of Students (for student to student incidents), to the Dean of Academics (for faculty to student incidents), or to the Title IX Coordinator (for sexual discrimination or harassment). All College personnel are obligated by law to report conduct that may be in violation of the College's Discrimination and Harassment Policy. The College Counselor is the only individual available to provide support and assistance on a confidential basis and will not release any information without the individual's permission except in circumstances in which he believes that the safety and welfare of the individual or others may be at risk or otherwise as required by law. Because of laws requiring that action be taken, the College cannot guarantee the confidentiality of information shared with anyone other than the College Counselor.

HARASSMENT DEFINITION

Harassment constitutes a form of discrimination that is defined as verbal or physical conduct directed at an individual's race, creed, color, national origin, ancestry, religion, sexual orientation, gender, marital or civil union status, veteran status or qualified disability, which has the purpose or effect of substantially interfering with the individual's employment or educational performance, or creating an intimidating, hostile or offensive environment.

Examples of Harassment:

Examples of kinds of conduct that may be harassment are unwelcome verbal, written or physical conduct, including but not limited to:

- Pervasive harassment: Threats of intimidation or contact which is not freely agreed upon by both parties; unwelcome touching, patting, pinching or leering; sexually graphic comments about a person's body; sexual advances, stalking; persistent, offensive verbal abuses including propositions, insulting or degrading comments or behavior, jokes, slurs, mimicking, gestures, innuendoes, vulgar language; obscene posters, notes or graffiti, telephone or e-mail messages; harassment in work assignments.
- Threats that a person's employment status, conditions of employment, and promotional opportunities will be adversely affected by not submitting to sexual advances.
- Teaching practices or communications that are demeaning, hostile, or alienating (while the College has a policy supporting academic freedom, behavior that focuses attention on discriminatory characteristics in a context that is irrelevant to the course constitutes a serious violation of the College's Harassment Policy);

- Inappropriate personal attention by an instructor or College official who is in a position to determine a student's grade or otherwise affect the student's academic performance or professional future.

OTHER SPECIFIC TYPES OF HARASSMENT

In addition to the forms of harassment listed above, other examples of specific types of harassment might include, but are not limited to:

Disability harassment: Verbal or physical conduct directed at the characteristics of an individual's disabling condition such as manner of speaking, manner of movement or necessary equipment.

National Origin harassment: Verbal or physical conduct directed at an individual's national origin such as negative comments regarding surnames, manner of speaking or customs.

Racial harassment: Verbal or physical conduct directed at an individual's race such as words emphasizing stereotypes, comments on manner of speaking and negative references to racial customs.

Religious harassment: Verbal or physical conduct directed at an individual's religion such as derogatory comments regarding surnames, religious tradition and religious clothing.

Sexual harassment: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education; or
- Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual; or
- The conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile or offensive employment, educational, or living environment.

Sexual Orientation harassment: Verbal or physical conduct directed at an individual's sexual orientation, such as negative name-calling and imitating mannerisms.

The Discrimination & Harassment Policy applies to all administrators, employees, admissions or employment applicants, students, members of the Board of Trustees, agents of the College and volunteers involved in College-related activities. The policy also applies to those who do business with the College in

their interactions with members of the College community. Compliance with this policy is a term and condition of student enrollment and employment at the College. An individual who violates this policy may be subject to disciplinary action. Depending on the seriousness, sanctions for involvement in harassment or discriminatory activities could include verbal or written reprimand, required participation in community projects, loss of privileges, suspension (with or without pay), probation, requirement to participate in counseling, or dismissal from housing, school or employment.

IF YOU HAVE EXPERIENCED HARASSMENT OR DISCRIMINATION

You can handle the situation in one of several ways. If the situation warrants, be aware that you can always call 9-1-1 to obtain police assistance.

Direct approach: You may make a direct approach to the offender, in person or by letter, describing the offensive behavior and its effect on you.

Consultation: You may consult with the Sterling College Counselor (Leland Peterson), your Advisor, the Dean of Students, or in the case of sexual harassment or discrimination, the Title IX Coordinator (Anne Morse), or a sexual harassment Advocate (Laurie Laggner or any Residence Supervisor) or anyone else whom you feel comfortable asking for help in addressing your concerns. The above identified people are trained to provide support, inform you of your options, and help you decide how you want to proceed.

Formal Internal Complaint: Anyone who believes that there has been a violation of the Discrimination and Harassment Policy may make a formal complaint with the Dean of Students, or in the case of sexual discrimination or harassment, the Title IX Coordinator (Anne Morse).

Formal External Complaint: You also have the right to go beyond the College and discuss harassment and discrimination concerns with your private attorney or to make a formal complaint to the Vermont Attorney General's Office (802-828-3171), the Regional Office of the US Department of Education Office for Civil Rights (1-800-421-3481), or the Equal Employment Opportunity Commission Office (617-565-3200).

SEXUAL ASSAULT

Sexual assault is legally defined as compelling another person to engage in a sexual act: without consent; by threats, coercion, or fear of bodily injury; by impairing the judgment of that person by administering drugs or other intoxicants without the knowledge or against the will of the other person; if the person is under 16 (unless the persons are married to each other and the act is consensual). Abuse is a crime, even if it is done by someone you know, such as a friend, teacher, or

partner.

If You Have Experienced Sexual Assault

- Find a safe environment away from your attacker (it need only be temporary). When possible, ask a trusted person to stay with you and assist you with getting help.
- To obtain immediate medical care or to contact the police, phone 911 (from most network campus phones, dial 9-9-9-1-1) for emergency services. (To provide proof of a criminal offense, evidence must be preserved. Do not use the toilet, bathe, brush your teeth, wash bedding, douche, or change clothing prior to a medical/legal exam.)
- Contact at least one member of the Sterling Emergency Support Team:
Anne Morse, Title IX Coordinator ext. 144
Leland Peterson, Counselor ext. 120
Jill Fineis, Dean of Students ext. 127

This team will provide immediate assistance with safety issues such as relocation to a safe place, and will support you throughout the emergency situation. They may go with you or meet you at the hospital, stay with you during the interview process, and assist you in contacting other support persons. This team will also provide support beyond the emergency situation, including supporting you in advocating for your needs, assisting you with filing complaints (if desired), and connecting you with health care and counseling resources. Obtaining these services is voluntary, and services are confidential.

Sterling College's Obligations/Commitments

Federal regulations require Sterling College to report sex offenses on campus including: sexual assault, aggravated sexual assault, prostitution, obscenity, lewd and lascivious conduct, discrimination and harassment.

Sterling College will keep confidential any reports of sexual assault, and such matters will not be brought before the Judicial Committee.

The College will cooperate with victims of sex offenses to make reasonable changes in academic or living situations if requested by the student. If a victim chooses to pursue legal protection, the college will cooperate in the enforcement of civil and criminal protection orders to support victim safety, perpetrator accountability, and educational opportunity.

ACADEMICS

ENROLLMENT IN COURSES

Time of Enrollment: Returning students enroll in fall semester courses prior to their arrival on campus. Most newly enrolled students take part in a two-week fall intensive semester in September. During this time new students will be able to review elective course choices and make selections for the remainder of the fall semester. During the add/drop period of each semester, students may in most cases, alter their course selection. Add/drop forms are available from advisors. Completed forms must be submitted to the Registrar. The add/drop period for long block courses and summer sessions is the first week of the semester. The add/drop period for intensive courses is during the first two days. Throughout the add/drop period, the Registrar reserves the right to change each student's schedule. Also, please note that any faculty member reserves the right to refuse enrollment after the final week of classes in the long block semester.

Late Enrollment: Students may petition the Dean of Academics to enroll in a course after the add/drop period with permission of the instructor. If the schedule, the size of existing classes, and the nature of the material already covered permit, the request may be granted.

Withdrawal from Courses: If a student is enrolled in an elective course beyond those needed to meet course load requirements he/she may withdraw from the course by filling out an add/drop form available from his/her advisor or on the Sterling College website. The course instructor as well as the advisor must sign this form, and the effective withdrawal date will be the date on which the Registrar receives the form. If a student withdraws during the add/drop period, the course will not be included on the permanent transcript. Thereafter, the course will be listed on the permanent transcript with a grade of W. A class dropped before the end of the 5th week of a long-block semester will not count toward the limit of 33 credits attempted. After this time, a dropped class will count toward that limit, and receive a grade of F, which will count toward the Q.P.A.

Cancellation of Courses: The College reserves the right to cancel classes due to insufficient enrollment or other unforeseen circumstances.

Auditing Courses: Matriculated students may audit courses with the permission of the faculty in charge of that course. Non-matriculated students may audit with permission of the Dean of Academics at a reduced cost per credit hour. Auditing entitles a student to attend all class meetings. An audited course will appear on the transcript but will not receive a grade or credit.

Part-time Students: Nonresidential students may enroll part-time in selected courses with permission of the Dean of Academics. Due to limits in class size, enrollment in some courses may require permission of the instructor. The charge is \$848 per credit. In most cases, SS105/110 (Experiential Education I & II) will not be offered to part-time students.

Repeating Courses: Students may petition the Dean of Academics in writing for permission to repeat a course or courses for up to 30 semester hours of credit toward the B.A. degree. Students should specify which course(s) they wish to repeat and explain the benefits to be derived from repeating them. In any course repeated, the second grade will be included in the Q.P.A. and it will be noted that the course has been repeated. To take a course a third time a petition must be submitted to the Dean of Academics two weeks prior to the start of the semester of enrollment. The first grades will remain on the transcript, but will not be included in the Q.P.A. In no case will credit be awarded more than once for a given course. Students will pay full tuition costs for any repeated course(s).

Incompletes: A student may apply for a temporary incomplete when extenuating circumstances prevent completion of course requirements by the last day of final exams. Extenuating circumstances are factors beyond a person's control, such as death of a loved one, serious illness, or a family crisis. An incomplete may be granted if such factors prevent a student from completing required coursework.

A proposal for incomplete status must be submitted to the course instructor by the last day of final exams. It should include an explanation of the extenuating circumstances and present a timeline for when unfinished work is to be completed. *Documentation of the extenuating circumstance, such as a note from a physician or counselor, must be submitted along with the proposal.*

Generally, all incomplete work should be completed by the end of the next semester. On rare occasions, an instructor may recommend taking two semesters to finish incomplete work, such as when a student misses Winter Expedition for health reasons and plans to finish Bounder I requirements by participating the following year.

If the instructor approves a proposal for an incomplete, she or he will complete a form to be filed with the Registrar. This form includes the student's current grade in the course. If the student fails to complete required work according to the proposed timeline, the incomplete will be changed to the current grade.

A student who, because of extenuating circumstances is unable to attend required course meetings presenting material that cannot be made up within the following

year will receive a permanent incomplete for that course. No credit is granted in such cases.

EVALUATION OF STUDENT PERFORMANCE

COURSE EVALUATION FOR COLLEGE CREDIT

Evaluation for college credit in all courses is on the basis of an A through F grading system, with the exception of Bounder classes and College Learning Skills, which are evaluated on a Pass/Fail (P/F) basis.

A student who, because of extenuating circumstances such as extended sickness or injury, is unable to attend required course meetings presenting material which cannot be made up at other times will receive a permanent incomplete for that course. No credit is granted in such cases. A report of grades is given to each student at the end of each semester. Sterling uses a weighted grade point average system (quality point average) calculated according to the following formula:

$$\text{Quality Point Average} = \frac{\text{Total Quality Points}}{\text{Number of Credits Attempted}}$$

Quality points are determined by multiplying the numerical grade values listed below by the number of credits attempted in each course where a grade was earned:

- A = 4.0
- A- = 3.75
- B+ = 3.25
- B = 3.0
- B- = 2.75
- C+ = 2.25
- C = 2.0
- C- = 1.75
- D+ = 1.25
- D = 1.0
- D- = .75
- F = 0
- P is not weighted.

Incompletes are treated as F's but are subject to appeal. *Permanent* incompletes (PI) are not included in the Q.P.A. calculation. W's are excluded from Q.P.A. calculations. Credits approved for transfer from other institutions are included in the Q.P.A. calculation.

First-time Sterling students who are transferring credits from other colleges will not have these credits included in Q.P.A.

EFFORT GRADES AND REPORTS

Participation in all courses is evaluated on an Excellent (E), Satisfactory (S), Unsatisfactory (U) basis. The following criteria are considered:

Attendance at and positive participation in scheduled meetings of a course is expected. Positive participation may be evaluated differently for different students due to variation in individual abilities, talents, and previous training, but all students are expected to demonstrate a willing attitude to take part in and contribute to class activities and to perform to the best of their abilities. Students must complete all assignments. Adequate preparation outside of class is also necessary. This includes completion of assigned readings and maintenance of personal and crew equipment.

It is expected that a student doing below-average college level work will make individual contact with the faculty as part of an effort to improve. If you are having problems with a course and do not see the faculty member in charge, your participation is unsatisfactory.

Students receive Progress Reports, including Effort Grades and comments, at the middle and end of each semester with their participation in each course noted. Students are encouraged to meet with their advisors at the beginning of each semester to discuss progress and objectives for the upcoming semester.

SATISFACTORY ACADEMIC PROGRESS

Definition and Consequences: The standard of Satisfactory Academic Progress is established to encourage students to perform adequately in their coursework. It defines the steps by which a student progresses toward the final degree.

- To earn second-year status, a student must have earned 27 credits with a Q.P.A. of 1.7
- To earn third-year status, a student must have earned 60 credits with a Q.P.A. of 2.0
- To earn fourth-year status, a student must have earned 90 credits with a Q.P.A. of 2.0.

Students may take up to six years of full-time enrollment (defined as at least 12 credits per semester and two or three semester per year) to earn a B.A. degree. Students working to remedy deficiencies, to meet a higher year's status may take Sterling courses on a part-time or full-time basis but will not be eligible for financial aid unless they are able to earn their degree within the stated maximum time frames. This means that candidates for the B.A. degree must achieve third year status no later than the end of their fourth year of full-time study.

Students unable to complete their degree requirements in four years may have the option to earn their degree by making up work after full-time enrollment at Sterling has ceased. For up to five years after completing their full-time

enrollment at Sterling, students may earn a Sterling degree by transferring credits from other institutions or by returning to take additional part-time credits at Sterling. Generally, such students will not be eligible for financial aid. The Dean of Academics must approve all such special arrangements.

COMMENCEMENT

May commencement ceremonies celebrate the achievement of students who have completed all of the requirements for the B.A. degree. Please consult the Sterling College catalog for details of the College's academic policies and degree requirements. Please direct any questions about this process to your Academic Advisor or to the Dean of Academics.

LEAVE OF ABSENCE

Students who wish to interrupt their studies for a period not to exceed two consecutive regular semesters may request a leave of absence. Students granted a leave of absence do not need to reapply to resume their studies at the College. The leave is not official until the Registrar and the Dean of Academics approve the request.

To apply for a leave of absence the student must complete a Leave of Absence Form available from his or her advisor or on the College's website. The Dean of Academics and Registrar may request the student to submit additional information in writing. A leave may be requested for one or two regular consecutive semesters (Fall and Spring).

EXITING FROM THE COLLEGE

A student voluntarily exiting from the College during or at the end of a semester must do so formally and in writing by completing a Student Exit Notification Form available from a student's advisor or on the College's website.

ACADEMIC PROBATION

If a student is making inadequate effort and/or unsatisfactory progress, s/he may be placed on Academic Probation. Evidence of inadequate progress might include repeated absences from class, late or incomplete assignments, or failure to meet with an advisor and/or course faculty about poor work. Students whose QPA is below a 2.0 for a given semester are given probationary status as a means to help support their work to achieve academic success. Depending upon specific circumstances, the first step in helping to support students on probation, they are encouraged or required to meet regularly with their advisors and develop a plan for academic success and for addressing challenges in specific classes. When performance improves, a student will be removed from probationary status by the Dean of Academics.

Students who continue to have probationary status for two or more consecutive semesters may be asked to leave the College.

Please see sections on Work Program (pg. 10) and Community Behavior Guidelines (pg. 17) for other Sterling College probation policies and procedures.

ACADEMIC HONESTY

Academic honesty is an essential standard in an educational institution. All students are expected to exhibit honesty in completing classroom and laboratory work. A student shall neither give nor receive unauthorized aid. Such unauthorized aid includes cooperation on quizzes, tests, work projects, or laboratory assignments unless such cooperation is specifically approved by the instructor. On regular homework assignments, students may advise and assist one another. However, a student shall neither copy another's work and represent it as his or her own nor fabricate data for laboratory or fieldwork. If you are unsure about specifics, please ask a faculty member.

Any materials taken from published sources must be specifically acknowledged. Plagiarism will not be tolerated. See "Plagiarism" below, for more information.

Violations of an academic honesty guideline will result in a penalty ranging from receiving no credit for that portion of the course to Academic Probation to dismissal from Sterling. The penalty will be determined by the Dean of Academics in consultation with the course faculty. The determination of the Dean may be appealed to the President.

PLAGIARISM

To represent another person's words or ideas as your own is called plagiarism and is a violation of the College's Policy on Academic Honesty. Whenever you write a research paper using direct quotes or paraphrased ideas from another source, you must always give credit where credit is due. Plagiarism has led to the downfall of more than one famous researcher, journalist, or politician, including a 1988 presidential candidate. In all circumstances ask yourself whether the concept or word you are using is wholly your own or taken from elsewhere. If borrowed or copied from any source, whether electronic, print, recorded, or spoken word, the original source must be acknowledged.

Styles for citing sources vary across academic disciplines. Scholars writing about literature or art history often follow format recommendations of the Modern Languages Association (MLA), while social scientists and many natural scientists may follow those of the American Psychological Association (APA). Since the majors at Sterling College are predominantly social science and natural science based, all students are expected to learn APA guidelines and use them when appropriate. Faculty will alert students when an assignment requires a format

other than APA. When in doubt, make sure you cite your sources (S) following recognized guidelines.

You must always cite the author in the following instances:

1. When using a word-for-word direct quote:
“Stay the course” (Bush 19).
2. When citing a statistic or research finding that is not common knowledge. You do not have to reference the statement, “The earth revolves around the sun.”
You do have to reference the statement,
“Bears prefer fish to fowl” (Marsdel 109).
3. When paraphrasing someone else’s idea (the wording is rephrased but the idea is the same).
He thought Charles DeGaulle looked like a startled Llama (Churchill 97).
4. When using someone else’s key words or phrases.
You must not only reference the words or phrases, but put them in quotations.
The economy is guided by the force of the “invisible hand” (Smith 177).

For more information on citation, please visit the Sterling College Brown Library webpage.

RESPONSIBLE CONDUCT

The faculty is responsible for the safety and security of all participants in college programs; students who are unwilling or unable to comply with safety procedures create an unacceptable risk for the College. A student who fails to live up to specific written guidelines for college courses or activities may be barred from further participation in activities which involve the assumption of risks, including any student who may be under the influence of drugs or alcohol.

LEARNING DISABILITIES AND ACCOMMODATIONS

Students bring a variety of learning styles to class. Let your instructors know how you learn best – whether it’s visual, auditory, or kinesthetic. Your instructors will do their best to plan classes that take advantage of your learning preferences. If you have a learning problem or disability, please check in with the College’s Learning Support Coordinator. This person can help you determine what accommodations you will need.

(See Learning Support pages 58)

CLASS ATTENDANCE AND LATENESS

In order to accomplish what we need to during our brief and busy time together, we at Sterling take strict approach to class attendance and timeliness. Many of our courses build on skills which progress week by week, and missing one class in a sequence jeopardizes the rest of that course. Attendance at all scheduled course

activities is expected of students. Students must see a physician/nurse for a medical excuse, if applicable. Students wishing an excused absence from a class for non-medical reasons should make arrangements in advance with the course faculty and the Dean of Academics. If you must miss a class, please see the faculty member immediately to see if it is possible to make up the work. Make-up work is at the discretion of the faculty member; it may not always be possible to make up missed quizzes and exams. The Registrar keeps records of class attendance.

Students who do not arrive on time for a scheduled class should inform the faculty of the reason for their lateness. Late attendance may also affect a student's final grade. When classes are traveling in Sterling vehicles, the vehicles are expected to leave promptly and will not wait for late students.

LATE CLASS WORK

Students are expected to complete all assignments. All assigned papers and projects should be submitted on or before the due date. Late work will affect a student's final evaluations and grade and may cause a student to earn a failing grade in a course. Please remember that this policy is designed to assure that you do not get behind in your work. See the course instructor early if you are having problems.

LAST DAY OF CLASSES

All course work, projects, and papers must be submitted to the appropriate faculty members preceding graduation ("see Commencement"). Work handed in after this deadline will not be considered for credit.

MAKING THE MOST OF YOUR STUDIES

When you are faced with a challenging situation while pursuing your studies, pause for a moment and evaluate your options for support, because you are not alone. Here's some advice from other students:

- First start by re-checking your course syllabus and any other materials given to you by your professor. It is important to evaluate what portion of the challenge can be addressed by you, the student
- If you still feel lost, you should approach your teacher at a mutually convenient time. Office hours are posted conspicuously. Our faculty is usually very receptive to comments, suggestions, and requests for guidance or assistance, especially when they see students taking initiative and making an effort on their own part to solve problems
- You may wish to consult your peers, seek assistance from the College Learning Center, or talk with our Counselor and Learning Support Coordinator
- Remember your advisor – it is a good idea to check in with them regularly throughout the year. Your advisor is able to advocate for you and your success, and to help you find solutions.

STUDENT RECORDS

The use of the term "student/parent" in the following refers to the person who controls the individual student records. This person is the student, if 18 years of age or older, or the parent or other legal guardian if the student is not yet of age. The age at the time of the request is the determining age.

Categories of information contained in student records

Directory Information: This is information that is known to be available from a variety of sources and is considered public information. It includes: name, home address, telephone number, date and place of birth, dates of attendance at Sterling, degrees or certificates earned, major field of study, participation in officially recognized activities, and most recent previous educational agency or institution attended by the student.

Restricted Information: This is information directly concerned with a student's relationship with Sterling. It includes: courses taken, grades earned, credits earned, academic and disciplinary actions taken by Sterling, financial arrangements between the student and Sterling, and letters of recommendation.

Confidential Information: This is information of several types that has been collected under a promise of no disclosure or in the context of a confidential relationship. It includes:

- records held by Sterling educational personnel which are in the sole possession of the author and which are not available to be revealed to any other person except a substitute.
- financial information of the student and/or parents contained in the FAFSA, SAR's, or income tax returns.
- all records created by a physician, psychiatrist, psychologist, or other professional which are maintained only for use in connection with the treatment of a student.
- letter of recommendation when a student has waived any right of access.

Access to and Release of Student Records

- Directory information may be released unless the student/parent has indicated otherwise, in writing, to the Registrar.
- As per federal regulations, Sterling College is obligated to release directory information only to any branch of the military upon request.
- Prior consent in writing for disclosure of restricted information is not required when records are released to:
 - a. other Sterling officials with legitimate educational interests.
 - b. an educational agency in which the student seeks or intends to enroll when such transfer is initiated by the student/parent.
 - c. authorized representatives of Comptroller General, Secretary of Education, or state educational authorities.
 - d. in connection with financial aid for which student has applied

(limited disclosure permitted).

- e. accrediting organizations to carry out accrediting functions.
- f. parents of dependent students.
- g. appropriate parties in health or safety emergency if the information is necessary to protect health or safety of the student.

Confidential information may be kept confidential by the author and may be released only upon written request of the student/parent and with the consent of the Sterling official having custody of such information.

General Policies

A written record of the release of any information should be placed in the student file including to whom records were released, what interest they have in the records, date, and who released the records. The exceptions are only:

- when the release is of Directory information only
- when Sterling has written request from student/parent
- when the release is to the student/parent
- when the release is within Sterling

No disclosures will be made for commercial purposes.

Right to challenge incorrect information:

Students may challenge the content of the records maintained by Sterling. They must be provided an opportunity to correct or delete any inaccurate, misleading, or otherwise inappropriate information contained, and to insert into such records a written explanation concerning their contents. It is hoped that any such difficulty can be resolved in an informal manner between the student and the appropriate Sterling official. If no informal agreement can be reached, the student may request that the matter be resolved by a Board of Three—one representative appointed by the student, one by the President of Sterling, and one by the Sterling official involved. The Board of Three will adopt its own rules, will render a written decision, and its decision will be final.

HOW THINGS WORK AND WHERE THINGS ARE AT STERLING

ADVISING

Entering students are assigned a faculty advisor. Students may choose an advisor after their first year. Advisors for third-and fourth-year students are associated with their major. The year-long goal of the advisor/advisee relationship is to help students get all they can out of their time at Sterling. Advisors assist you with course selection and meeting program requirements, including filling out a long-term study plan. Advisors and students discuss areas of strength and weakness so that advisees can identify and build on strengths and discover ways to improve areas of weakness. A student who does not feel comfortable with his or her assigned advisor should see the Dean of Academics about making a switch. All faculty and staff members act as resources available to the student. Our involvement in discussion of issues and interpretation of program goals has long been a strength of Sterling. Please feel free to approach us to discuss policies and events throughout the year.

ALCOHOL USE

Possession and limited consumption of alcoholic beverages by those students 21 and over are permitted within residence rooms only. Consumption of alcoholic beverages is not permitted elsewhere on campus, in college vehicles, or during college trips (See Alcohol policy on page 17).

THE BARN

The Barn is located in Kane Hall. The Barn serves as a student lounge and is open 24 hours per day. Sleeping is not permitted in the Barn. Because the Barn is a facility for the Sterling Community, activities that exclude any others because of noise or space demands should be avoided. The Barn is heated with a clean-burning wood-pellet stove. Please see the Plant Manager if you want to learn how to run the stove. A TV and VCR/DVD player are available for student use in this room.

BOOKS AND SUPPLIES

All books for Sterling College courses can be purchased online at [www.http://astore.amazon.com/sterlcolle-20](http://astore.amazon.com/sterlcolle-20) or by following the link at the Sterling College website (www.sterlingcollege.edu). Supplies and equipment needed for Sterling College courses, along with a selection of basic necessities, some clothing and some gifts, can be purchased at Stardust Books

BREAKS

Students are expected to depart campus during scheduled breaks. Students remaining on campus need to receive permission from the Director of Residence Life. Prior to the start of break the Dean of Work will post a listing of work positions. Students must apply for these positions *and* be hired in order to remain on campus.

BUSINESS OFFICE

This office is located on the second floor of Mager Hall. This is the place to go for a variety of services and information including the following: access to documents describing Sterling College's approval by various federal, state, and regional agencies; and questions about tuition and/or bills.

The Business Office will periodically bill students for outstanding library fines, room damages, parking tickets, guest meals, transportation fees, etc. and will collect payment for these bills. Checks can be cashed, up to a maximum of \$50, if there are no outstanding bills.

CAMPUS SECURITY

We are all encouraged to take responsibility for the safety of the community and its members and of our personal and college property. Although we work hard to maintain a safe campus environment, Sterling College cannot guarantee the safety of your possessions. Be prepared to lock up your bicycle and bring a locking box to store other valuables for security in your room. Please do not leave valuable items where they might tempt the casual by-passer (For security data provided in compliance with federal law, see page 27).

CAMPING

Camping on college property, for short periods of time (1-3 nights), is encouraged at the lean-tos and tent platform. Our chief concerns about camping in other areas are the impact on our neighbors and the danger from fire. Vermont state law and common courtesy require that you have the landowner's permission to camp on private land. If you want to camp nearby, we can suggest some areas. Please consult with Adrian Owens to ensure you are camping on Sterling College property. Long-term camping is prohibited.

CAREER RESOURCE CENTER

The Career Resource Center (commonly known as the CRC) is located on the second floor of Dunbar Hall (above the kitchen) and contains resources for students seeking off-campus work and study placements, information about international programs, career information and internship opportunities. The CRC also houses the Internship Program Office, Career Library, a classroom, and a student computer lab.

In addition to the management of the Internship Program, the CRC provides assistance to students and alumni seeking employment, career counseling, and graduate school information. On file are scholarship information, career books, GRE information, sources of summer or permanent jobs, announcements, educational travel opportunities, alternative education programs, and extensive online resources.

The resource room of the CRC and the computer lab are open 24 hours a day for student use except when a class is in session there. The staff maintains office hours, and students are encouraged to make an appointment or just drop in.

CHURCHES AND OTHER PLACES OF WORSHIP

Sunday worship services are held at the United Church on the Common at 10:00 a.m., the Presbyterian Church in East Craftsbury at 11:00 a.m., and Our Lady of Fatima in Craftsbury holds services at 7:00 p.m. on Saturdays. Quaker Meeting meets in Plainfield at 10:30 a.m. Sundays.

THE COMMON PLACE

The Common Place is a nonprofit umbrella organization under which Stardust Books and Café and The Art House Gallery, Studio & School can operate to carry out its mission to cultivate the artistic, literary, and creative interests in the Northeast Kingdom.

Stardust is located in the former Craftsbury Common Public Library next to the Craftsbury Common Post Office and offers a quaint, warm and inviting atmosphere. Products and services available include books, coffee, food, crafts and other items from local artists, author events, poetry slams, and free Wifi.

The Art House is located just south of Stardust Books and Café at the edge of Craftsbury Common. Downstairs the living and dining spaces have been converted into a fine arts gallery and gift shop. Upstairs are studios for student and artist use, a dark room, a classroom, and a writer's studio.

COMPUTERS

Sterling has a number of computers for student use within the curriculum. All computers are Microsoft Windows compatible. These computers are located in the Brown Library, the Career Resource Center and the Simpson 5 Lab.

General use student computers: Computers, which are located in the Library and the Career Resource Center, the Simpson 5 Computer Lab, are available 24 hours per day. Sterling's computers are for use by Sterling College students, faculty, and staff only, and are not for use by the general public.

Software: Sterling provides Microsoft Windows 2000, XP Professional, and Microsoft Office Professional 2003 on all computers, as well as other applications for use in specific courses. If you have files prepared from a different software package, please check with appropriate faculty. There is always a possibility that the files can be converted for use on Sterling's computers. You may not install your own software on Sterling's computers.

Internet: All computers are set up for access to the Internet. These connections are intended for student research. Please be considerate; if you are surfing the web, please yield to students who need access for academic projects. Instructions and policies are posted near the computers.

Internet Access: The purpose of the Internet is to facilitate communications in support of research and education, by providing access to unique resources and an opportunity for collaborative work. Transmission of any material in violation of any United States or obscene material, or material protected by trade secret. Use for commercial activities is generally not acceptable. Use for product advertisement or political lobbying is also prohibited.

Privilege: The use of the Internet is a privilege. The Sterling College administration is delegated the authority to determine appropriate use and may deny access to a user at any time based upon its determination of inappropriate use by a user.

Network Etiquette, Legal Considerations and Security: All users are expected to abide by the generally accepted rules of network etiquette and legal considerations. These include, but may not be limited to, the following:

- Do not violate software license agreements by copying Sterling College software or adding any software to Sterling College computers.
- Do not knowingly perform an act that will interfere with the normal operation of computer resources. This specifically includes, but is not limited to, additions, alterations, or deletions of software installed on Sterling College computers. This also includes downloading personal programs and/or games.
- Be polite. Do not intimidate, abuse, or harass in your messages to others. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- Do not engage in activities that are prohibited under state or federal law.
- Protect your personal information. Do not reveal your personal address or phone number or those of students or colleagues.
- Note that electronic mail (e-mail) cannot be guaranteed to be private.
- All communications and information accessible via the computer should be assumed to be private property, and therefore, require permission

from the author before copying to use in a public presentation.

- It is illegal to post or send sexually explicit, obscene, profane, defamatory, threatening, racially offensive, or other illegal material within or from Sterling College computers.
- Do not post anonymous messages.
- Do not SPAM (slang for unsolicited commercial e-mail). Sending unsolicited mail can result in Sterling College losing Internet service.
- Degrading or disrupting equipment, software, or system performance is prohibited.

Vandalism: Vandalism is defined as any malicious attempt to harm, modify, or destroy the computer hardware, data of another user, the Internet, or other network that is connected to the Sterling College computer system. This includes, but is not limited to, the uploading or creation of computer viruses and damaging computers or computer systems.

Procedures: All users have the same right to use the equipment. Therefore, users shall not play games or use the computer resources for other non-academic activities when other users require the system for academic purposes. In addition, users shall not waste nor take supplies, such as paper and ink cartridges that are provided by Sterling College. All users must talk softly and work in ways that will not disturb other users.

Consequences/Penalties for Improper use: Infractions of the provisions set forth in this document may result in the suspension or termination of access privileges and/or appropriate disciplinary action. Activities in violation of state and federal statutes will be subject to prosecution by those authorities. Disciplinary action may be taken by Sterling College as appropriate.

Storage: All students are encouraged to save their work on Sterling's student server. This server is backed up weekly, so should a user accidentally delete their work, it is easily retrievable. Sterling assumes no responsibility for the safety of student files. All users are encouraged to save to a flash drive.

Conservation: Proofread carefully and take full advantage of Print Preview to preview the appearance of your work. College laser printers are for final printouts only. If you need multiple copies of a finished work, print out only one copy on the laser printer, and use the copy machine to make the rest. College policy regarding free and open access to laser printers may come under review if evidence shows that a great deal of paper and energy are being wasted, so please be conservative in your use of the laser printers! When printing from the internet, select only the pages needed. If you're printing a draft, please use scrap paper.

Laws: Sterling College takes U.S. copyright law and issues of software piracy and licensing very seriously and will not permit the college to be exposed to potential liabilities by the actions of students, faculty, or staff with Sterling-owned computers.

Assistance: If something goes wrong, do not try to fix it. Fill out a Needs Service form describing the problem in detail. Give it to Barb Stuart on the second floor of Kane Hall.

DEAN OF ACADEMICS

The office of the Dean of Academics is on the second floor in Kane Hall. The Dean of Academics is responsible for academic programs and he can answer questions about independent study and self-designed study proposals, special topics classes, degree requirements, and special waivers of academic policies. The Dean of Academics works with faculty to plan and implement the curriculum.

DEAN OF STUDENTS

The office of the Dean of Students is located on the second floor of Dunbar Hall. The Dean of Students is responsible for promoting and cultivating a safe, productive, supportive social environment on the Sterling College Campus. This includes ensuring that community guidelines are upheld. The Dean of Students works with students who have violated community guidelines, using Social Probation to help students move forward while also making any necessary reparations. The Dean of Students also works with the Student Union to promote student leadership on campus and elicit student input on campus life and College wide issues.

DEAN OF WORK

The office of the Dean of Work is located on the second floor of Dunbar Hall. The Dean of Work is responsible for supervising and managing the Work Program and its operations, along with the Federal Work Study Program. This office can answer any questions about Work Program requirements, jobs, hours, supervisors, etc. The Dean of Work and supervisors ensure safe and productive learning environments that reflect the world of work. Student supervisors called Clerks of the Works serve important managerial roles within the program including guidance and feedback on the operations of the program.

DIRECTOR OF RESIDENCE LIFE

The office of Residence Life is located on the second floor of Dunbar Hall. The Director of Residence Life is responsible for cultivating a safe and comfortable environment in the residence halls. The Director supervises a team of Residence Supervisors who role model the community guidelines and create a living and learning atmosphere in which all residents needs are respected. The Residence

Life team addresses any housing related issues from room changes to quiet hours to leaky pipes to fire drills.

EMPLOYMENT

Due to the intensive nature of Sterling's programs and our rural location, off-campus employment opportunities for full-time students are limited. However, each resident student must commit some time to work in exchange for tuition credit on campus, including both rotating chores and individually assigned jobs. The Dean of Work makes chores assignments, and students find additional employment through this office. Students applying for a campus job must fill out a Job Choice Sheet, Job Voucher, and Student File Update and must furnish proof of U.S. citizenship, e.g. passport, driver's license, or other student visa information (1987 federal law). See page 5 for more information about the Work Program.

EQUIPMENT RENTAL

Rental of the college's outdoor equipment is encouraged, with guidelines outlined below:

Canoes

From May through October, if a student has successfully completed the SS105 course or has demonstrated capability with canoes, s/he may sign out a canoe, PFD, paddle, and foam roof racks for up to three days for flat-water trips. Curriculum needs may preclude the availability of canoes. Conditions for renting a canoe follow:

- The renter must inform the Equipment Manager of itinerary and trip plan.
- Canoes will be inspected before they leave and again when they return to ensure that they are in safe working order. The renter assumes any repair costs.
- The renter must realize that canoeing is a potentially hazardous activity and assume all associated risks.
- The renter must complete sign out arrangements (rental fee, damage deposit, and inspections) with the Equipment Manager.

Camping Equipment

Camping equipment such as tarps, tents, stoves, fuel bottles, bow saws, foam pads, sleeping bags, and sports gear such as snowshoes and cross-country skis may be rented for a fee by contacting the Equipment Manager. Curriculum needs may preclude the availability of some of this equipment.

Per day fees for non-curricular rentals:

Tarp	\$1	Sleeping bag	\$4
Tent	\$4	Felt-lined boots	\$3
Stove	\$2	Foam pad	\$1
Fuel Bottle + fuel	\$2	Snow Shovel	\$1
Bow Saw	\$1	Long underwear	\$1
Cooking Pot	\$1	Outerwear	\$1
Fire Pan	free		

Snowshoes and cross-country skis can be rented by the week or for the season. See the Equipment Manager for fees and rental times.

Late return of equipment will cost at least \$1.00 per item per day. There are also fees (full costs of replacement including time and shipping) for any damaged or lost equipment.

COLLEGE VANS

College vans may be used by qualified students for the purpose of a course-related trip, a Work College/service trip, and possibly a Student Activities related trip.

Driver Selection

- Minimum 21 years of age is required for the operation of any Sterling College vehicles transporting student passengers.
- Minimum 19 years of age for the operation of any Sterling College vehicle or rental vehicle not transporting student passengers.
- Driver must have three or more years of driving experience.
- Must maintain a Sterling College Driving Record with 2 or less strikes.

Motor Vehicle Record Policy

It is a Sterling College policy and requirement for employment that every employee position with driving duties require a motor vehicle record (**MVR**) that meets the grading requirements stated below. This MVR policy applies to all drivers of Sterling College owned and leased and rented vehicles.

MVR's will be examined prior to the start of employment and annually thereafter. Any job offer made to an employee-candidate for a position with driving duties shall be contingent upon and MVR meeting the required standards; continued employment in a position with driving duties also requires an MVR meeting the standards outlined below.

The standards for MVRs are as follows:

- All operators must have had a valid driver's license for at least 3 years.
- No Sterling College employee or student will be allowed to drive who has a borderline or poor MVR.

- Driving records must remain acceptable or clear as outlined in the Sterling College Driver Handbook (page 2).
- There should not be any DUI, DWI, or similar alcohol or drug-related offenses within the past five years.
- There will not be any exceptions for drivers who operate student occupied vehicles.

Curriculum needs may preclude the availability of the vehicles. Conditions for using a van include:

- Trips will need to have a minimum of 4 students for the minivan, and 8 students for a big van.
- Student Activities-related trips must have prior approval from the Student Activities Committee. These trips must not exceed three hours driving time one way, and can only take place within the U.S. If approved, the Student Activities Committee will cover fuel costs based on mileage.
- Trip must be scheduled and approved in advance through the Plant Manager, or designee, by submitting a Student Use of Vehicle Request Form. The Plant Manager will confer and contact the student with a decision.
- The college reserves the right to call off a trip due to weather, adverse conditions, or other unforeseen circumstances.
- Upon return, vehicles must be emptied of all trash and personal belongings.

See Sterling College Driver Handbook for further policies and procedures.

THE FARM

The Sterling College Farm has solar and wind-powered barns, pasture land, organic vegetable gardens and a small sugaring operation. Livestock include cattle, sheep, poultry, pigs, goats and draft horses. Anyone may visit the farm at any time, but we ask that visitors not feed the animals, refrain from smoking, close gates behind them and keep dogs on a leash. If visiting the gardens, please walk with care. Please do not drive on the farm road unless you have approval from the Farm Manager. The road gets muddy and rutted at times throughout the year. Please respect the animals' needs for quiet and a consistent routine. People may sleep at the barns only by assignment of the Farm Manager for such occasions as lamb watch or nursing sick or young animals. Leave animals in their stalls, don't give snacks between meals, and check to be sure gates and stall latches are shut before you leave. To conserve energy, please use lighting only during chores and classes. There will be absolutely no smoking or open flames of any kind in or within sight of the barns. Please report immediately to the Farm Manager anything you think might be amiss. If an animal is tangled or caught and is in danger of injury or death, release it if you will be safe doing so and then contact the Farm Manager.

FINANCIAL AID OFFICE

The Director and Associate Director of Financial Aid, located on the second floor of Kane Hall, are available for application information, questions about aid awards, information about refunds, should you withdraw from the program, and specific questions about Sterling College's Financial Aid and Title IV Federal Financial Aid.

FIRE ALARMS

The College has a variety of fire alarms and carbon monoxide detectors throughout campus, including one in each residence hall room. These systems must be in working order to ensure the safety of those who live and work in the campus buildings. Anyone found tampering with an alarm or alarm system will be fined \$300-\$2,000 depending on the nature of the damage.

FIRE RESPONSE

Upon finding a fire: Pull the nearest fire alarm.
 Alert a faculty or staff member.

Upon hearing an alarm or warning call:

- Put on warm footgear and take a heavy non-acrylic blanket, if available. Close windows. If room door is closed, first check for heat by feeling the door and the doorknob for excessive heat. If it is safe to enter the hall, proceed to the nearest exit. Close doors behind you. If door is hot, do not open it. Open the window, call for help or crawl out.
- Once out of the building, gather at the designated site for your building. Check in with the faculty/staff member in charge.

FIREARMS

Firearms and ammunition are permitted only under these conditions:

- Firearms must be registered with the College.
- Students who wish to keep firearms on campus must have proof of attendance at a hunter safety course.
- Firearms and ammunition must be kept in the designated gun room.
- Firearms must be returned immediately after use to the gun room. Firearms will not be allowed in other campus buildings.
- Firearms may not be stored long term in personal vehicles while parked on the Sterling College campus.
- Careless or threatening use of firearms on campus will lead to termination of the student's firearm privilege and may lead to expulsion.

GUESTS

- Notify Residence Supervisors when you will be having overnight guests in the residence. You are responsible for your visitor's conduct in accordance with the rules of the college. A three-day visit is the amount of time allowed. If there are special circumstances, see the Director of Residence Life. Overnight visitors must leave their cars in the student parking areas.
- Student guests may eat meals in the dining hall. There is a charge for meals which is your responsibility as host (for procedures see Meals, pg. 61).
- You will need to ask permission of course faculty if you want your guests to attend classes. In some cases, for reasons of liability, they may not be allowed to attend.

HAZMAT

Hazardous chemicals and biological materials are not allowed anywhere but in approved storage facilities that have primary and secondary exposure containment systems in place. Material containers must be properly labeled and approved for the material. MSDS (Material Safety Data Sheets) will be provided by the owner of the material and available at the site.

HEALTH AND COUNSELING SERVICES

The nurse and counselor are available at regular hours to consult on matters of general, physical, or mental health and to assist with insurance claim forms.

- All injuries and illness should be reported to the physician/nurse. If you cannot attend class due to illness, see the nurse as soon as possible. If you are unable to see the nurse yourself, pass word through another student and check in yourself at a later time. Talk to the instructors of any classes you miss to see about making up work.
- After consulting with you, the nurse will decide whether you should be taken to a clinic or hospital for examination by a doctor, be quartered in the Wellness Center, return to your residence, or return to classes.
- Transportation will be billed at the rate of thirty cents per mile if provided by Sterling or billed directly by the Rescue Squad at their rate. For routine appointments, please arrange your own transportation.
- The nurse can refer students who need counseling to professional counselors in the area. See the physician/nurse for information and assistance.
- There is a wealth of health resources in the area. See the nurse or counselor if you want help finding primary health care, support groups, help in finding transportation to appointments, etc.

HUNTING AND FISHING

Those who hunt or fish must have a Vermont license. Hunting and fishing licenses are available at the Town Clerk's office in Craftsbury village. To purchase a hunting license you must show proof of having completed an approved hunter safety program or proof of having held a valid hunting license in another state (Vermont state law). You will qualify for a resident hunting and fishing license (cheaper) after completing two semesters at Sterling. You will need a statement from the Registrar to verify this.

LAUNDRY

Coin-operated washers and dryers are located in Madison, Merlin, Houston House, and Hamilton Halls. Clotheslines are available between Madison and Merlin and outside of Hamilton.

LEARNING SUPPORT AT STERLING COLLEGE

College Learning Skills HM050:

Sterling College offers a College Learning Skills Course to first year and transfer students. Students explore time management, reading, writing, and note taking strategies. Students meet individually with the instructor to identify learning strengths and weaknesses. Students are encouraged to be proactive in identifying learning problems and in finding appropriate strategies to overcome these difficulties.

Individual Learning Support:

The Learning Support Coordinator can meet individually with students to plan and support learning strategies for dealing with learning challenges. Advisors meet regularly with students to advise and support students.

The Writing Center at Sterling College:

The Writing Center is located in Simpson 5. The Writing Center staff can help students get started on papers and other projects, provide constructive feedback on drafts, and assist students in learning and understanding the writing process. The writing center staff can also help revise, edit and proofread work.

Students with Learning Disabilities:

Accommodations are available for students with learning disabilities. The term, "Learning Disabilities," is a broad term that refers to a wide variety of learning difficulties with information processing, as manifested by interference with the organization, storage, retrieval, or expression of information. Students who are diagnosed as having learning disabilities can obtain accommodations for academic work.

An accommodation is an adjustment to a course or program that eliminates or minimizes disability related barriers. An accommodation is based on disability and a student's individual need. Examples of accommodations are: reducing course load, use of a laptop computer in class for note taking, or extended time for testing or submitting assignments.

The Accommodation Process: A Self-Advocacy Model

Students are encouraged to contact the Learning Support Coordinator as early as possible to discuss reasonable accommodations or services. The Learning Support Coordinator will determine eligibility for accommodations. Students must provide appropriate documentation (from a licensed professional), that is no more than three years old. The Learning Support Coordinator can only recommend accommodations for learning disabilities that are identified in the documentation. A student with a learning disability will meet with the Learning Support Coordinator at the beginning of each semester to identify reasonable accommodations for each course. The Learning Support Coordinator will provide the student with two letters for each course explaining the need for an accommodation(s). It is up to the student to then speak with the instructor of the course and provide the instructor with a letter. The student is also encouraged to provide a letter to his/her advisor. If the instructor has concerns or difficulties receiving accommodations, the student and Learning Support Coordinator will then meet and determine what the next steps should be.

Confidentiality:

The Learning Support Coordinator keeps all disability related information confidential to the extent required by law. Sometimes, in order to determine or provide the most effective accommodations, the Learning Support Coordinator may share limited information on a need to know basis with other Sterling College faculty or staff.

Appointments:

Appointments may be scheduled with the Learning Support Coordinator by phone at extension 120 or by e-mail at lpeterson@sterlingcollege.edu. The Learning Support Coordinator's office is located on the 2nd floor of Simpson Hall.

LIBRARY

The Brown Library at Sterling College is open 24 hours a day to students and staff during the school year. It operates on an honor system that requires a total commitment to the needs of others and a spirit of cooperation.

The Center for Northern Studies at Sterling College, located in nearby Wolcott, hosts a library on its second floor. There are 3,000 books housed at this library, as well as a 100 journal titles, various films, special collections, a map collection, an extensive herbarium, and a small faunal skeleton collection. Online library resources can also be accessed from computers at the Center for Northern Studies Library.

Some basic library guidelines:

- No food, smoking, or pets allowed in the library. Drinks (non-alcoholic) are allowed, preferably in covered containers. No drinks are allowed at computer stations!

- Check out all materials. (For details, see the directions posted at the circulation desk.)
- Return materials in the Book Return Box at the end of the circulation desk. Do not reshel materials. Leave them in a neat pile on a table for the library staff to shelve. This minimizes "lost" books which might be shelved out-of-order.
- Please get materials back on time. Renewals are allowed. Two notices will be sent for overdue items, after which they will be assumed lost and charged to your account. Long-term loans for ongoing projects can be arranged through the librarian.
- Keep the tables clear and clean up after yourselves.
- Be considerate of others; the library needs to be a quiet place.
- The following items must remain in the library:
 - a. reference books
 - b. course reserve materials
 - c. periodicals and newspapers
- Journals and magazines are available in the Periodical Room. Older back issues are stored upstairs and can be requested from the library staff. There are also several electronic journal databases accessible through the Library's home page.
- Books and journal articles that are not available in the Brown Library can be requested through interlibrary loan.
- Use of the photocopy machine and printer is covered by the annual technology fee. Public patrons are asked to pay 10 cents per page.
- The computers in the library are available for student and staff use. If you need assistance or have a problem with a computer, please notify the library staff. For guidelines on acceptable use, read the section labeled computers in this handbook. Wireless access is also available in the library.
- The Library's web page can be accessed from any Internet computer. Go to the Sterling website (www.sterlingcollege.edu) and select Campus Resources...Library. To help in your research, the Library's home page includes access to the Brown Library Catalog, Vermont Department of Libraries Catalog, several electronic journal databases, and a list of Internet links arranged by subject.
- The library is open to the general public from 8 a.m. to 8 p.m. After this time, the front door should be locked, and students and staff should enter and exit by the back door.

LOST AND FOUND

The lost and found is located in the package delivery room in Kane Hall.

MAIL AND FAX

Craftsbury Common Post Office

Students who wish to receive mail while living on campus must purchase a box at the local post office. Your address during the school year is your name, your Post Office Box #, Craftsbury Common, VT 05827. Mailbox fees are \$42.00 per year and are paid directly to the post office. Your box will need to be renewed each September. (You must provide two forms of identification to the post office, one of which must contain a photo)

Campus Mail

Students are assigned a box in Simpson Hall for campus mail. These boxes should be checked daily for returned assignments, and notices.

MEALS AND DUNBAR DINING HALL

Mission for Food Service

Manage the Sterling food system as an integral part of our educational programs by demonstrating a living what we teach philosophy.

1. Develop the dining hall menu to make best use of Sterling-grown, organically grown and locally produced foods when available.
2. Serve healthful nutritious foods that are pleasing to diners and provide a comfortable dining environment.
3. Choose, prepare, serve and recycle food in an environmentally conscientious manner.
4. Educate the students and other community members about the effects of their food choices on the environment and nutrition.
5. Run a cost efficient operation.

Dining Hall Policies

Meals are served at the following times (summer meal times may be slightly different):

Breakfast:	7:30 – 8:00 a.m. Weekdays 8:30 – 9:30 a.m. Saturday – Continental w/ juice & toast
Lunch:	12:00 noon - 12:30 p.m. Monday through Saturday 11:00 a.m. – 12:00 noon (Sunday Brunch)
Supper:	5:30 p.m. - 6:00 p.m. daily

Meal times are short in order to support students completing dish chores in a timely manner. Please respect these times and get your dishes into the kitchen promptly

Dishware

Coffee or tea mugs, dinnerware and food should not be taken out of the dining hall without permission of the kitchen staff.

Guest Meals

When you invite guests to a meal please pay the staff. The meal rates are:

Breakfast - \$7.75 Lunch - \$9.75 Supper - \$11.75 Brunch - \$8.75

Meal Plans

Meal plans are available for students not living on campus. Commuting students may purchase one of the following each semester:

Full Meal Plan for off campus students (20 meals/week): \$2,225

Plan A: Five meals per week for \$650 per semester.

Plan B: Ten meals per week for \$1,190 per semester.

Lunch Ticket: Any Twenty-five (25) lunches only: \$216.

All commuting students must indicate their preferred meal plan to the Registrar no later than the end of the add/drop period for a given semester. If no meal plan is purchased, meals will be available at guest rates (see #3 above).

Community Awareness

Due to state health codes, shoes and shirts must be worn at meals.

If you are unable to eat in the dining room because of illness, the physician's assistant/nurse or a faculty member may arrange with the kitchen to have food taken to your residence or the Wellness Center.

Please respect the needs of the kitchen staff for a clear workspace; do not walk in the area behind the posts unless you are working in the kitchen. Community members are asked to stay out of the kitchen (this includes coffee area) for one hour before meals are served, 6:30 a.m. to 7:30 a.m., 11:00 a.m. to noon and 4:30 p.m. to 5:30 p.m. The kitchen staff will turn on the dining hall lights when the meal is ready to be served. Please wait in hallway until that time.

Several times each year, the kitchen staff may conduct meetings to provide an opportunity for all members of the community to make suggestions about the food service.

MEDIATION

Faculty will be available to help students work out conflicts with peers or with faculty/staff members. Please use this resource to confront issues before they grow into major conflicts. The Senior Administrators and Residence Supervisors may refer cases to a mediator.

MOTOR VEHICLES

Students may have vehicles while enrolled at Sterling College as long as they follow Sterling College vehicle guidelines and drive responsibly. Vehicle privileges may be revoked if these guidelines are violated:

Student Vehicles

To keep a vehicle on campus, all students (residential and commuter) must register the vehicle on Opening Day or with the Business Office, pay an annual \$10 fee, and display a Sterling College parking sticker. The vehicle fee pays for maintenance of student parking areas, including snow plowing. Only legally registered vehicles (per home state regulations) may register to park on campus.

Parking

Student vehicles are to be parked only in the assigned student parking areas. Commuter students are asked to park in the lower lot on Auld Lang Syne Road. Out of respect for residents of the town of Craftsbury, students should not park in the public spots around the Common or along the side of the street. If a student has friends visiting for the day or for a few days, they must park in the student parking lot. The owners of vehicles parked in inappropriate spots will be fined. Parking tickets are \$5 for the first ticket, \$10 for the second ticket, and \$20 for the third ticket and thereafter. Anyone parking in a space marked Visitor Parking will be ticketed for \$50. Tickets are payable in the business office. This policy also applies to students living off campus. It must be understood that parking is at one's own risk; Sterling is not responsible for providing a secure parking lot. Students are responsible for the safe and environmentally sound disposal of any automotive fluids or parts – such as motor oil, antifreeze, tires or batteries. Abandoned vehicles left on the Sterling College campus are subject to towing and off-campus storage at the owner's expense.

OFF-CAMPUS LIVING

New students are expected to live on campus their first two semesters, however extenuating circumstances will be addressed on a case-by-case basis.

After two semesters of living on campus students may seek off-campus accommodations. Before any student makes a final decision to move off campus they should consult with the Financial Aid Office as well as with their Advisor as moving off campus may jeopardize financial aid. Students living off campus are required to provide the Dean of Students with a mailing address and telephone number.

PETS

Pets require intensive attention and increase wear and tear on facilities. Dogs, cats, rabbits, rats, mice, snakes, turtles, fish, etc. are not permitted on campus pets

as of September 2011.

PRIVATE PROPERTY

Please respect private property. Accordingly, you should stay out of all houses, cabins, barns, etc. unless you have been invited. Do not take leaves and twigs from trees growing on neighbors' lawns for your plant collection. Please take care to learn which properties are Sterling's and which are not. This is a small town, and we hope our neighbors can enjoy our presence.

REGISTRAR'S OFFICE

This office is located on the second floor of Kane Hall. The Registrar is the person to visit for course enrollment information, changes in course enrollment, and grades. See the Registrar to request copies of your official transcript or unofficial grade reports. Official transcripts must be sent directly to a receiving institution and must be requested in writing by filling out a transcript request form. Transcripts are free to currently enrolled students; the charge for graduates is \$10 per transcript. Course sign-up and scheduling are also handled by the Registrar.

RESIDENCES

The following guidelines ensure the safety of residents and protect college property:

Room Use Agreement: Students will be required to read and sign a room use agreement at their first residence meeting which details their responsibilities as temporary residents in campus housing. All students are issued a key to their room. Students not returning their key will be billed \$50.00.

Fire Hazards: As stated elsewhere, there is no smoking in the residences. Hallways are to be kept clear as fire exit lanes. Because of the potential for fire, cooking and other fire hazards such as incense or candles are not allowed in the residences. Exceptions to this policy include only the following: hot air popcorn poppers, coffee makers, and hot pots. (No submersible hot coils). The student kitchen is available for cooking meals and snacks.

Hygiene: Rooms are expected to be kept relatively clean and to meet a reasonable standard of hygiene and cleanliness. All students are required to have a mattress pad on their mattress for health reasons. From time to time throughout the semester, rooms, the common areas, and bathrooms will be inspected.

Deposits: There are two kinds of residence hall deposits.

Housing Deposit: This \$100 non-refundable deposit secures a room on campus. This deposit will be applied to a student's account upon arrival and check in.

Damage Deposit: Students are expected to take an active role in providing a clean, positive living environment. There will be a \$200 Damage Deposit each semester. It will not be returned until the room and the common areas of the residence have passed inspection for both damage and cleanliness. At the end of each semester, the Director of Residence Life and Plant Manager inspect the common areas of the residence and the rooms of departing students, and assessments are made for repairs or cleaning. Students will be charged for removal of extraneous furniture that has been left behind. Students are expected to return the room to the condition it was found in. No nails or tacks are to be driven into walls, beams, bunks, etc. Only free-standing shelves and racks should be used. Construction of any kind in the rooms must be done by the Plant Manager. Students failing to check out with a Residence Supervisor will automatically lose their Damage Deposit. This applies to moving/changing rooms, departure from campus, and/or end of the semester departure.

Roommates: Part of community living is learning how to live with others. Conflicts will arise between roommates. Our intention is to have students learn by resolving conflicts. If there are conflicts seek out the help of Residence Supervisors or the Director of Residence Life. If the conflict cannot be resolved through formal mediation a request to change rooms or swap roommates may be made with the Director of Residence Life to determine whether a change is possible. Room changes that are mutually agreed upon by the individuals involved must complete a Room Change Request Form.

RESIDENCE SUPERVISORS

Residence Supervisors (RS) are the first level of administrative office for the college, and Residence Life office. They are a direct link between the student residents and the Dean of Students. RSs represent the hall and are a source of information from the broader community to the residents. The job of the RS involves numerous roles and responsibilities including: opening and closing the halls; maintenance; advisor and advocate to residents with questions, problems, and/or crises; maintaining community norms, rules and regulations set by residents and the College; and implementing weekend and evening programming activities.

RSs become involved in a complex net of interpersonal relationships with residents, staff colleagues, supervisors and the public, and the broader community. The RS is often held responsible for the academic, social and

interpersonal climate of the hall s/he supervises. This demands sophisticated communication skills, the ability to exercise good judgment (especially in crisis situations) and the gathering, integration and communication of information. The RS is expected to continue as a full-time student or employee and to serve as a role model for hall residents.

SEXUAL HARASSMENT OR DISCRIMINATION

Sterling is committed to a policy of nondiscrimination on the basis of sex in all educational programs and activities sponsored by the College and in its employment practices. See page 26 for the definition of sexual harassment and for grievance procedures.

SMOKING

For reasons of health and fire protection, smoking is not permitted in any college building, in college vehicles, or in classes, whether indoors or outdoors. Smoking in any building, especially a residence room could result in probation or suspension. The use of any tobacco product is not permitted during class time or in college vehicles.

STUDENT ID

Students will be issued a student ID upon arrival. There will be a \$25 charge for a replacement ID if you should lose or misplace your current ID.

STUDENT KITCHEN

A student kitchen is located above the maintenance shop next to the Post Office. Basic cooking equipment is available, and students may feel free to contribute more or to improve the space. Students are responsible for cleaning the student kitchen. Supplies are provided. If it is not kept in a safe and healthy condition, it will be closed until it is returned to that condition. Please remember that this space adjoins private living quarters in North House.

STUDENT RECORDS: ACCESS AND RELEASE

Sterling maintains student academic and financial aid records. See page 39 for a description of what is contained in these records. See the Registrar for access to academic records, and the Financial Aid Coordinator for access to financial aid records.

STUDENT STORAGE

On a small campus storage is a premium for everyone. Storage is available only for students living on campus. Most residence halls have storage within the hall available for use during the semester. These storage areas need to be emptied at the end of each semester. A larger storage area located above the Maintenance Shop is available for students to store belongings between semesters or over a semester while not on campus. All items placed in the storage area above the

Maintenance Shop must be labeled with a name and date. Storage in this area may not exceed a period longer than six months. This storage area is cleaned out on an annual basis and the college will dispose of any unclaimed items.

On the lower campus, there is a bike shed where on-campus students can store personal bikes. This storage area is only for bikes, not skis or tires or other personal belongings. This area will be cleaned out on an annual basis and unclaimed items will be disposed of.

The college is not responsible for any damaged or stolen property stored in these areas.

TELEPHONE

A telephone is located in each residence. From these phones you may make local calls at no charge. Dial "9" then the seven-digit number. For long-distance calls you must call collect or use a calling card. For collect calls, dial "9" then "0" then area code plus seven-digit number. When giving someone your Sterling phone number, please use your residence hall number, not the office number. Numbers for college residences are listed as follows:

Merlin.....	802-586-2586
Hamilton.....	802-586-2584
Jefferson.....	802-586-2585
Madison.....	802-586-2582
Houston House	802-586-2024

Students who want to install a private phone may do so at their own expense. Sterling will not maintain the line or jack. See the Plant Manager, who will do the required internal wiring at his convenience.

Phones in office are not for student use.

TRANSPORTATION

Bus, rail and limited air transportation are available in Montpelier, forty miles from Craftsbury Common, or the Stowe/Waterbury area at about the same distance. Students traveling by rail should make their reservations to and from Waterbury. There is also bus and extensive air service in Burlington, seventy miles from the campus. If a request has been made the college will run a shuttle to these terminals at the start and end of each semester. To defray a portion of the cost of this service, there is a charge of \$60 per van for each trip. Please note that this same service provided by private transportation companies can cost up to \$150, so plan your travel wisely.

A student in need of this shuttle service should notify the Registrar as soon as

reservations are made. Sterling assumes no responsibility for transporting students who have not given at least 48 hours notice (in writing or by phone).

Please note: To save time and fuel, only one shuttle will run. Because students arrive at all hours of the day, you may have to wait several hours at the airport or station. Van pickups are made to accommodate the greatest number. Bring a good book.

WELLNESS CENTER

The Wellness Center, located on the first floor of Mager Hall, is staffed during scheduled hours for consultation on matters of general, physical, or mental health. If a doctor's examination is required, the Wellness Center staff will assist with appointments. Excellent facilities are available in Stowe, 30 miles away; in Hardwick, 10 miles from campus; at Copley Hospital in Morrisville, 20 miles away and at Planned Parenthood in Hyde Park, 22 miles away.

Over the counter medications as well as other standard first-aid and health supplies are available on a walk-in basis.

The College Counselor's office is located on the second floor of Simpson. The Counselor is available during scheduled hours to provide support and counseling services to students. Referrals to outside resources will be made as needed. The counselor also provides participatory workshops on health related topics.

WELLNESS RESOURCES

The following pages provide addresses and phone numbers of local wellness resources.

Sterling College Wellness Center	586-7711 x117
Sterling College Counselor	586-7711 x120

Police, Fire, Ambulance: 911

Physicians:

Stowe Urgent Care 1-802-253-2211 Dr. Fitzgerald, walk-in medical clinic.
Open Mon. – Fri. 11:00am – 6:00pm Sat. 9:00am – 3:00pm

Stowe Family Practice – walk-in	1-802-253-4853
The Women's Center at Copley	888-8100
Hardwick Area Health Center	472-3300

Physical Therapy:

Hardwick Physical Therapy	472-6186
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Pharmacies:

Rite Aid, Grand Union Shopping Ctr.	
Hardwick	472-6961
Morrisville	888-2226
Kinney Drugs, Morrisville	888-5244

Eye Care:
David Garbutt, Morrisville 888-3089

Dental:
Hardwick Dental Group 472-5005
Garry Morris, Morrisville 888-7766
Stowe Family Dentistry 1-802-253-4157

Other Area Resources:
Alcoholics Anonymous 1-802-334-1213 www.aavt.org

Alcohol and Drug Abuse Hotlines: 1-800-234-1253 or 1-800-274-2042

AWARE (Aid to Women in Abuse and Rape Emergencies) 472-6463
Behavioral Medicine, Morrisville 888-8320

Central Vermont Medical Center, Barre 802-371-4100

Clarina Howard Nichols Center, Morrisville 888-5256
provides support to recent and past victims of sexual assault, (and their family and friends). They have a 24-hr. staffed hotline, anonymous reporting, and personal support and advocacy at the hospital, police station or courtroom.

Copley Hospital, Morrisville, 888-4231

Lamoille County Mental Health Services, Morrisville 888-5026
emergency counselors available

Narcotics Anonymous 1-802-773-5757

Northeast Kingdom Mental Health Associates, Newport 1-802-334-6744

Northeastern Vermont Regional Hospital, Newport 748-8141

OUTRIGHT Vermont 1-800-452-2424

Planned Parenthood, Hyde Park 888-3077
*walk-in hours, Wed. 12:30-5:00 pm.
HIV testing, pregnancy testing and care, STI testing and treatment, comprehensive health care for men and women*

Poison Control Center, 1-802-658-3456

Tri-County Substance Abuse, Newport 1-802-334-5246
St. Johnsbury 1-802-748-1682

Vermont AIDS Hotline 1-800-882-2437

There are many more resources available. Please visit the Wellness Center for more information or if you would like help in setting up an appointment.

THE INSTITUTION AND ITS PEOPLE

Sterling College is a private, not-for-profit corporation. This means that it receives no public funds other than the fraction of financial aid provided by federal and state programs and a few other grants and contracts. All costs must thus be met by tuition charges and donations. On the average tuition covers about 70% of costs; donations must be received to cover the rest.

Overall control of the Institution is the responsibility of the Board of Trustees. The Board is charged with seeing that the College stays true to its mission and is operated in a responsible manner. Members of the Board volunteer their services and meet formally three times per year. The Board has officers including a chair, secretary, and treasurer. Board members are listed in the catalog; they include alums, parents of alums, and friends of the College who have a particular interest in the school and its programs.

Responsibility for the overall operation of the College is delegated by the Board to the President. The President delegates particular responsibilities to other administrators. The Dean of Academics administers academic programs. The Dean of Students and Director of Residence Life oversee student life and discipline, and the Dean of Work administers the Work Program.

As students, you will have most frequent contact with the teaching faculty who deliver the curriculum. The administrators work to make this delivery possible and may not be as visible to you. However, you will have contact with everyone during your time at Sterling.

What follows is a list of the Sterling personnel and whom to see about what. Please get to know us and feel free to ask questions when you need information:

STERLING PERSONNEL

Lynne Anderson	-Adjunct Faculty
Brinkley Benson	- Faculty, Garden Manager
Laura Lea Berry	- Assistant to the Academic Dean
Lynne Birdsall	- Director of Admissions
Farley Brown	- Faculty
Sue Brown	- Nurse
Louise Calderwood	- Adjunct Faculty
Alan Celley	- Maintenance Team Member
Pavel Cenkl	- Dean of Academics, Faculty
Deborah Clark	- Comptroller
Taylor Cocalis	-Adjunct Faculty
Ethan Darling	- Director of Website & Print Media
Carol Dickson	- Faculty, Director of Writing Center
Keren Ferrari	- Baker

Jill Fineis	- Dean of Students
Sydney Flowers	- Associate Director: Career Resource Center, Director of Residence Life
David Gilligan	- Faculty
Steve Gorelick	- Adjunct Faculty
Erik Hansen	- Adjunct Faculty
Gwyneth Harris	- Adjunct Faculty
Meredith Holch	- Adjunct Faculty
Ned Houston	- Vice-President of the College, Director of Financial Aid, Faculty, Foreign Student Advisor
Kevin Johnston	- Adjunct Faculty
Laurie Laggner	- Registrar
James Lovinsky	- IT Technician
Michelle Martin	- Administrative Assistant to the President and Development Office
Anne Morse	- Faculty, Title IX Coordinator
Ross Morgan	- Adjunct Faculty
Sarah Mutrux	- Admissions Counselor
Anne Obelnicki	- Director: Sustainable Food Systems
Jake Oudheusden	- Assistant Director of Admissions
Adrian Owens	- Faculty, Equipment Manager
Jeff Parsons	- Adjunct Faculty
Tim Patterson	- Director of Advancement
Jennifer Payne	- Dean of Work, Faculty, Director of the Career Resource Center, Director of Internship Program
Leland Peterson	- Counselor, Adjunct Faculty, Learning Support Coordinator
Charlotte Rosendahl	- Faculty
Leslie Rowell	- Library Clerk
Laryn Runco	- Associate Director of the Alumni and Annual Fund
Steve Smith	- Plant Manager
Stuart Soboleski	- Apprentice Farm Manager
Jody Stoddard	- Faculty, Sterling-Goddard Graduate Fellow
Barb Stuart	- Associate Director of Financial Aid/IT Dept.
Heather Stearns	- Adjunct Faculty
Paul Sweeney	- Head Cook
Kate Tagai	- Assistant Director of Admissions
Rick Thomas	- Faculty, Horse Manager
Raymond Toolan	- Adjunct Faculty
Allison Van Akkeren	- Faculty
Petra Vogel	- Librarian
Johanna Wildnauer	- Administrative Assistant, Admissions
Will Wootton	- President of the College
Steven Young	- Faculty Emeritus

John Zaber - Faculty
Dan Zucker - Adjunct Faculty

WHOM TO SEE ABOUT WHAT

Admissions - Lynne Birdsall, Sarah Mutrux, Kate Tagai,
Jake Oudheusden
Boulder Equipment - Adrian Owens
Boulder Food - Adrian Owens
Business Matters - Deborah Clark
Career Counseling - Jennifer Payne
Computer/IT Problems - Barb Stuart, James Lovinsky
Course Changes - Advisor, Laurie Laggner, Pavel Cenkl
Dining Hall - Anne Obelnicki
Evaluations & Grades - Faculty, Laurie Laggner, Pavel Cenkl
Facility Problems - Steve Smith
Farm Chores - Jennifer Payne
Financial Aid - Ned Houston, Barb Stuart
Firearms - Adrian Owens
Guest Meals - Kitchen Manager
Guests - Residence Supervisor
Illness or Health - Wellness Center
Internships - Jennifer Payne, Sydney Flowers

Jobs: - On Campus- Jennifer Payne
- Off Campus - Jennifer Payne, Sydney Flowers
Library - PetraVogel, Stuart Jackson
Logging Shop - Adrian Owens
Mediation - Anne Morse
Parking - Steve Smith
Personal Problems - Leland Peterson or Advisor
Residence Problems - Residence Supervisor or Sydney Flowers
Schedule - Pavel Cenkl, Laurie Laggner
Sex Discrimination - Anne Morse
Ski Room - Adrian Owens
Student Accounts - Business Office
Student Records - Laurie Laggner
Things Not Working - Steve Smith
Transportation - Laurie Laggner
Transcripts - Laurie Laggner, Barb Stuart
Withdrawals and Refunds- Pavel Cenkl, Ned Houston
Work Program Scheduling- Jennifer Payne

FACILITIES AND HOURS OF OPERATION

Facility	Hours of Operation
Career Resource Center	24 hours a day
Coin Laundry	24 hours a day Madison \$1.25 wash, \$1.25 dry Merlin \$1.25 wash, \$1.25 dry Houston House \$1.25 wash, \$1.25 dry Hamilton \$1.25 wash, \$1.25 dry
Craftsbury Public Library (on The Common)	Tuesday Noon-8:00pm Wednesday 9:00-noon Friday Noon-8:00pm Saturday 9:00-3:00pm Sunday 11:30-1:00pm
Farm Chores	6:30am (7:30 Saturdays & Sunday) 4:30pm (or as posted)
John W. Simpson Memorial Library (East Craftsbury)	Wednesday & 9:00-noon Saturday 2:00-5:00pm 7:00-9:00pm
Meals served: Breakfast	Monday-Friday 7:30-8:00am Saturday 8:30-9:30am Sunday Brunch 11:00-noon Lunch 12:00-12:30pm Supper 5:30-6:00pm
Post Office	Monday-Friday 8:00-noon Monday-Friday 12:45-4:30pm Saturday 8:00-11:30am
Sterling Library	24 hours
Town Clerk	Tuesday-Friday 8:30-4:00pm
Wellness Center	Posted on Bulletin Board