

# We Welcome Your Suggestions...

Please send comments and suggestions for future issues of the *Student Handbook* to:

Barbara Casey, Associate Registrar for Student and Faculty Services (e-mail: [barbara.casey@williams.edu](mailto:barbara.casey@williams.edu)).

## ***The Mountains***

College Song by Washington Gladden, 1859

1. *O, proudly rise the monarchs of our mountain land  
With their kingly forest robes to the sky  
Where Alma Mater dwelleth with her chosen band,  
And the peaceful river floweth gently by.*

### CHORUS:

*The mountains! the mountains! we greet them with a song,  
Whose echoes, rebounding their woodland heights along,  
Shall mingle with anthems that winds and fountains sing,  
Till hill and valley gaily, gaily ring.*

2. *The snows of Winter crown them with a crystal crown,  
And the silver clouds of Summer round them cling;  
The Autumn's scarlet mantles flows in richness down,  
And they revel in the garniture of Spring.*
3. *O, mightly they battle with a storm-king's power;  
And conquerors shall triumph here for aye  
Yet quietly their shadows fall at evening hour,  
While the gentle breezes round them softly play.*
4. *Beneath their peaceful shadows may old Williams stand  
'Til sun and mountains never more shall be  
The glory and the honor of our mountain land,  
And the dwelling of the gallant and the free.*

The corporate name of the College is  
*The President and Trustees of Williams College.*  
Williams College is accredited by the  
New England Association of Schools and Colleges.

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# Williams College

## Student Handbook 2011-2012

The *Williams College Student Handbook* is published annually as a reference guide to the College, its services and aspects of its student life. Please read the *Handbook* and keep it available for reference. It includes descriptions of various programs and policies of the College as well as the regulations governing student life. Academic regulations appear in full *Williams College Course Catalog that's available online*:

[web.williams.edu/Registrar/catalog/](http://web.williams.edu/Registrar/catalog/)

Students are required to be thoroughly familiar with College regulations as stated in the *Course Catalog* and this *Handbook*. The entrance and continued presence of a student at Williams College shall be considered as signifying his or her willingness and expressed consent to abide by these regulations. Students are also held responsible for all official College notices published throughout the academic year online in the Williams College *Daily Messages*, sent via email or distributed to mail boxes; and such publications or distribution of any announcement or appointment constitutes official and sufficient notification to all students.

The information in this handbook was complete and accurate at the time of publication. Williams College reserves the right, however, to make from time to time such changes in its operations, programs, regulations and activities as the trustees, faculty and officers consider appropriate.

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Additional information about Williams College and its educational programs can be found in the *Online Course Catalog* and the *Williams College Prospectus and Application*.

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Williams College, in compliance with state and federal law, does not discriminate in admission, employment, or administration of its programs and activities on the basis of race, color, sex, national origin, religion, age, disability, marital status, sexual orientation, gender identity or expression, ancestry, or military service.

The following person has been designated to handle inquiries concerning the College's non-discrimination policies: Dean of the College, Williams College, Williamstown, MA (413) 597-4171.

Of the 532 new first-year students who entered in the fall of 2004, 91% graduated from Williams within 4 years and 95% within 6 years; of the 536 who entered in 2005, 89% graduated within 4 years and 95% within 6 years. Additional information on this topic is available at the Office of the Registrar.

# DAILY PLANNER

Watch for the following graphic icons in the *Daily Planner*.

-  Dean's Office Deadline
-  Financial Aid Office Deadline
-  Registrar's Office Deadline

Home varsity athletic events for fall are noted in the *Daily Planner*. You should reference the online schedule of athletic events (<http://www.williams.edu/Athletics/>) for the most current information, including a list of winter study and spring events.

Religious Holidays which may affect participation in important aspects of College life by those who practice a particular tradition are listed. This is not an exhaustive list of "all major religious holidays." (Note: Those with a double asterisk (\*\*)) denote occasions on which the precept of a particular tradition, and the practice of nearly all its adherents, includes significant restrictions on academic activity. For holidays associated with Christianity, the following notations are used to denote observance by particular strands of the Christian tradition: RC—Roman Catholic; P—Protestant; O—Orthodox.)

## Special Events

Here are a few selected major events which one should begin thinking about a few days in advance...



**Homecoming:** This annual event typically falls on the first or second weekend in November (Nov. 12 in 2011). Eph-people descend upon campus for a weekend of sports dominance, where the Williams sports teams of every flavor put a big hurt on the opposition. The dining halls usually pull out all the stops and serve up something pretty special for dinner and you can count on the evening activities to be beyond the norm. Parents are encouraged to venture out, especially if they are alums, for "The Village Beautiful." Activities abound and the tailgating and excitement both on and off the gridiron is not to be missed.

**Winter Carnival:** After a whole month of lounging around someone believed you must slowly be brought back into the rigors of Eph-life. This "someone" concocted Winter Carnival. WC is a weekend loaded with activities. Most of them you have not tried since you were in a full snow-suit and moonboots. From snow-sculpture contests to an all-campus snow-ball fight, the weekend is basically what you might do on a snow-day in middle school. But beyond the fun in the snow, Williams (nearly-Olympic) Division I Nordic and Alpine ski teams compete against the best on the East coast for all-day races on both Friday and Saturday. And then there is the host of soirees spanning the campus and usually requiring a bit more than the jeans and sweater combo. One suggestion is to wear some forgettable shoes (boots are good) because they are bound to pick-up all kinds of goodies by the nights end.



**Spring Fling/Spring Concert:** A multi-day affair packed full of fun and games, food and fantastic music.

# CALENDAR 2011-2012

## 2011

Aug. 31 - Sept.	6	Wednesday through Tuesday	First Days
September	7	Wednesday	First-Year Student Advising
September	8	Thursday	First day of classes Fall Semester
September	10	Saturday	Convocation
October	TBA	One of the first three Fridays	Mountain Day
October	10-11	Monday & Tuesday	Fall Reading Period
October	28-30	Friday through Sunday	Class of 2015 Family Days
November	12	Saturday	Homecoming
November	23-27	Wednesday through Sunday	Thanksgiving Recess
December	9	Friday	Last day of classes Fall Semester
December	10-13	Saturday through Tuesday	Reading Period
December	14-19	Wednesday through Monday	Final Examinations
December	20	Tuesday	Vacation begins

## 2012

January	3	Tuesday	First day of Winter Study Period
January	26	Thursday	Last day of Winter Study Period
February	1	Wednesday <i>(classes to follow a "Thursday" schedule)</i>	First day of classes Spring Semester
February	2	Thursday	Claiming Williams Day, no classes
February	3	Friday	Classes resume a normal schedule
February	17-18	Friday & Saturday	College Holidays (Winter Carnival)
March 17 - April 1		Saturday through Sunday	Spring Recess
May	11	Friday	Last day of classes Spring Semester
May	12-15	Saturday through Tuesday	Reading Period
May	16-21	Wednesday through Monday	Final Examinations
June	2	Saturday	Class Day
June	2	Saturday	Baccalaureate Service
June	3	Sunday, 10:00 a.m.	Commencement
June	7-10	Thursday through Sunday	Alumni Reunions

NOTE: Because no Williams student should ever have to choose between important religious, academic and athletic commitments, College policy provides for students who wish to participate in religious observances that conflict with other obligations to make arrangements with their instructors to do so.

The policy, approved in 1984 by the faculty and trustees in compliance with the laws of the Commonwealth of Massachusetts, states that "Any student who is unable, because of his or her religious beliefs, to attend classes or to participate in any examination, study, or work requirement on a particular day shall be excused from any such requirement, and shall be provided an opportunity to make up such requirement which s/he may have missed because of such absence now—provided, however, that such makeup examination or work shall not create an unreasonable burden upon the College. No adverse or prejudicial effects shall result to any student" who makes use of this provision of college policy.

The faculty (including coaches) receive annual reminders of this policy, and are encouraged to work carefully with students in anticipating and resolving conflicts to their mutual satisfaction.

# IMPORTANT DATES 2011-2012

## FALL 2011

September	6	Tues Eve	PeopleSoft/SELFREG opens for drop/add
	7	Wednesday	First-year Advising
	8	Thursday	First day of classes
	10	Saturday	Convocation
	16	Friday	Last day of drop/add period
	19	Monday	Last day for refunds for Fall Semester books at Water Street Books
	29	Thursday	Last day to submit WSP 99 proposals to faculty sponsors Last day to register for WSP travel courses
October	10-11	Mon-Tues	No classes—Fall Reading Period
	19-23	Wed-Sun	Registration for Winter Study Period
	24	Monday	Last day to choose grading option in pass/fail courses
Oct. 31-Nov.	7	Mon-Mon	Preregistration for Spring 2012
	18	Friday	Last day to withdraw from a course
December	2	Friday	Last day to claim exam hardship
	9	Friday	Last day of classes for Fall Semester
	10-13	Sat-Tues	Reading Period
	10-18	Sat-Sun	Period for Self-Scheduled and Take-Home Final Exams
	14-19	Wed-Mon	Period for Scheduled Final Exams

## WINTER STUDY 2012

January	3-26	Tues-Thurs	Winter Study Period
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## SPRING 2012

January	30	Mon Eve	PeopleSoft/SELFREG opens for drop/add
February	1	Wednesday	First day of classes for Spring Semester <i>(classes to follow a "Thursday" schedule)</i>
			Organizational meetings 7-9 p.m. <i>(for courses that do not meet the first two days of classes)</i>
	2	Thursday	Claiming Williams Day, no classes
	3	Friday	Classes resume a normal schedule
	10	Friday	Last day of drop/add period
	13	Monday	Last day for refunds for Spring Semester books at Water Street Books
	17-18	Fri-Sat	No classes—Winter Carnival
March	17	Saturday	First day of Spring Recess
April	1	Sunday	Last day of Spring Recess
	5	Thursday	Last day to choose grading option in pass/fail courses
	23-30	Mon-Mon	Preregistration for Fall 2012
	27	Friday	Last day to withdraw from a course
May	4	Friday	Last day to claim exam hardship
	11	Friday	Last day of classes for Spring Semester
	12-15	Sat-Tues	Reading Period
	12-20	Sat-Sun	Period for Self-Scheduled and Take-Home Final Exams
	16-21	Wed-Mon	Period for Scheduled Final Exams
June	2	Saturday	Class Day/Baccalaureate Service
	3	Sunday	Commencement

# FALL 2011 SCHEDULE

MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY	
<b>A</b>				<b>A</b>				<b>A</b>	
8:00 - 8:50	<b>O</b>	<b>L</b>		8:00 - 8:50	<b>O</b>	<b>L</b>		8:00 - 8:50	<b>O</b>
<b>B</b>	8:30 - 9:45	8:30 - 9:45		<b>B</b>	8:30 - 9:45	8:30 - 9:45		<b>B</b>	8:30 - 9:45
9:00 - 9:50				9:00 - 9:50				9:00 - 9:50	
<b>C</b>		<b>M</b>		<b>C</b>		<b>M</b>		<b>C</b>	
10:00 - 10:50		9:55 - 11:10		10:00 - 10:50		9:55 - 11:10		10:00 - 10:50	
<b>D</b>	<b>P</b>	<b>N</b>		<b>D</b>	<b>P</b>	<b>N</b>		<b>D</b>	<b>P</b>
11:00 - 11:50				11:00 - 11:50				11:00 - 11:50	
<b>E</b>	11:00-12:15	11:20 - 12:35		<b>E</b>	11:00-12:15	11:20 - 12:35		<b>E</b>	11:00-12:15
12:00 - 12:50				12:00 - 12:50				12:00 - 12:50	
<b>R</b>		<b>T</b>		<b>W</b>	<b>X</b>	<b>R</b>		<b>T</b>	
1:10 - 2:25		1:10 - 2:25			1:10 - 2:00	1:10 - 2:25		1:10 - 2:25	
					<b>Y</b>				
<b>S</b>		<b>U</b>			2:10 - 3:00	<b>S</b>		<b>U</b>	
2:35 - 3:50		2:35 - 3:50		1:10 - 3:50	3:10 - 4:00	2:35 - 3:50		2:35 - 3:50	
					<b>Z</b>				

## Evenings

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Hour K, Monday from 7:00 - 9:40 PM., is the only evening class hour that has been approved by the College				

# WINTER STUDY 2012 SCHEDULE

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00 - 8:50				
9:00 - 9:50				
10:00 - 10:50				
11:00 - 11:50				
12:00 - 12:50				
1:00 - 1:50				
2:00 - 2:50				
3:00 - 3:50				

## Evenings

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<p>Hour K, Monday from 7:00 - 9:40 P.M., is the only evening class hour that has been approved by the College</p>				

# SPRING 2012 SCHEDULE

MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY	
<b>A</b>				<b>A</b>				<b>A</b>	
8:00 - 8:50	<b>O</b>	<b>L</b>		8:00 - 8:50	<b>O</b>	<b>L</b>		8:00 - 8:50	<b>O</b>
<b>B</b>	8:30 - 9:45	8:30 - 9:45		<b>B</b>	8:30 - 9:45	8:30 - 9:45		<b>B</b>	8:30 - 9:45
9:00 - 9:50				9:00 - 9:50				9:00 - 9:50	
<b>C</b>		<b>M</b>		<b>C</b>		<b>M</b>		<b>C</b>	
10:00 - 10:50		9:55 - 11:10		10:00 - 10:50		9:55 - 11:10		10:00 - 10:50	
<b>D</b>	<b>P</b>	<b>N</b>		<b>D</b>	<b>P</b>	<b>N</b>		<b>D</b>	<b>P</b>
11:00 - 11:50	11:00-12:15	11:20 - 12:35		11:00 - 11:50	11:00-12:15	11:20 - 12:35		11:00 - 11:50	11:00-12:15
<b>E</b>				<b>E</b>				<b>E</b>	
12:00 - 12:50				12:00 - 12:50				12:00 - 12:50	
<b>R</b>		<b>T</b>		<b>W</b>	<b>X</b>	<b>R</b>		<b>T</b>	
1:10 - 2:25		1:10 - 2:25			1:10 - 2:00	1:10 - 2:25		1:10 - 2:25	
					<b>Y</b>				
<b>S</b>	<b>U</b>				2:10 - 3:00	<b>S</b>		<b>U</b>	
2:35 - 3:50	2:35 - 3:50			1:10 - 3:50	3:10 - 4:00	2:35 - 3:50		2:35 - 3:50	
					<b>Z</b>				

## Evenings

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Hour K, Monday from 7:00 - 9:40 P.M., is the only evening class hour that has been approved by the College				

# 2011

## January 2011

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## April 2011

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

## July 2011

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## October 2011

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## February 2011

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

## May 2011

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## August 2011

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## November 2011

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

## March 2011

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## June 2011

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

## September 2011

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

## December 2011

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

# 2012

## January 2012

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## April 2012

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

## July 2012

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## October 2012

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## February 2012

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

## May 2012

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## August 2012

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## November 2012

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

## March 2012

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## June 2012

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

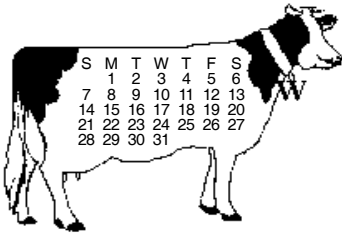
## September 2012

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

## December 2012

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

# August



**Week of Aug. 29-Sept. 3**

International students:  
please bring passports  
and I94 cards to the  
Dean's Office to have  
them copied

**August 29**

Rhodes, Marshall,  
Mitchell campus  
deadline

**August 29**

Spring textbooks  
available in-store at  
Water Street Books

**August 31**

First-year dorms open;  
keys will be in your  
mailboxes in Paresky  
8 a.m.-8 p.m.

Monday

29

Eid-al-Fitr (end of Ramadhán) begins at sundown\*\*

Tuesday

30

Eid-al-Fitr (end of Ramadhán) ends at sundown\*\*

Wednesday

31

## Events

**Aug. 31-Sept. 6**

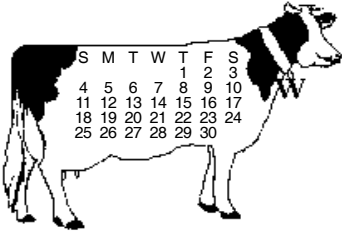
First-Days Orientation for new  
students

# September

Thursday	1
Friday	2
Saturday	3
Sunday	4

**September 1**  
Dorms open;  
keys will be in your  
mailboxes in Paresky no  
earlier than 8 a.m.

# September



**September 6**  
PeopleSoft/SELFREG  
opens in the evening for  
drop/add

**September 5-9**  
PE registration for  
upperclass students  
online at PeopleSoft

**September 7**  
First-year Advising

Monday

Labor Day  
5

Tuesday

6

Wednesday

7

# September

<p><b>Thursday</b> <span style="float: right;"><b>8</b></span></p> <p>Fall Semester classes begin 8:30 a.m.</p> <p>Organizational Meetings for classes that don't meet the first two days of classes 7:00-9:00 p.m.</p> <p>Students should talk with instructors about potential conflicts with classes or other required activities</p>
<p><b>Friday</b> <span style="float: right;"><b>9</b></span></p>
<p><b>Saturday</b> <span style="float: right;"><b>10</b></span></p>
<p><b>Sunday</b> <span style="float: right;"><b>11</b></span></p>

**September 8**  
Fall Semester classes begin

**September 8**  
Organizational Meetings 7:00-9:00 p.m.

**September 8**  
Last day to submit student health insurance enrollment/waiver forms

**September 8**  
All student vehicles registered/decals displayed

**September 8-9**  
PE registration for first-year students (must attend orientation first)

## this MONTH

Caps and gowns will be issued to seniors prior to Convocation. *(See email that was sent in August for instructions.)*

Hopkins Forest Fall Festival  
Seasonal celebration featuring hikes and interpretive walks, cider-pressing, scientific experiments and displays, music, refreshments, kids' activities, old-fashioned woodworking demos and tours of the canopy walkway.

## Events

**September 8**  
Organizational Meetings for classes that don't meet the first two days of classes 7:00-9:00 p.m.

**September 9**  
Williams Chamber Players 8 p.m. Brooks-Rogers

**September 10**  
Convocation

Cross Country  
(Coed Relays/Intrasquad 5K) TBA

Women's Tennis  
(Williams Invitational) TBA

**September 11**  
Women's Tennis  
(Williams Invitational) TBA

# September



**September 12-16**  
Meal Plan Changes  
(Droppers House)

**Library Carrel  
Registration:**

Contacts:  
Sawyer: Susan LeFaver  
Schow: Sara Feathers  
September 12—seniors writing  
theses  
September 13—all other seniors  
September 14—juniors

Monday

12

Tuesday

13

Wednesday

14

## Events

**September 14**  
Men's Soccer  
(Hamilton) 4:15 p.m.

# September

Thursday	15
Friday <b>R</b>	16
Saturday	17
Sunday	18

**September 16** **R**  
Last day of drop/add period

**September 18**  
Math and Science Resource Center opens for the semester Sunday-Thursday, 8 p.m. until midnight

## Events

**September 17**  
Endorsement interviews with Fellowship Alumni Committee for Marshall, Rhodes candidates

Women's Tennis (Wesleyan) 10:30 a.m.

Women's Soccer (Messiah) 11 a.m.

Field Hockey (Trinity) noon

Men's Soccer (Trinity) 1 p.m.

Women's Tennis (Tufts) 2 p.m.

**September 18**  
Women's Soccer (Oneonta) 1:30 p.m.

# September



**September 19**  
Last day for refunds for  
Fall Semester textbooks  
at Water Street Books

**September 20**  
Fulbright Scholarship  
campus deadline

Monday 19

Tuesday 20

Wednesday 21

## Events

**September 20**  
Study Away General Information  
Meeting  
4 p.m. Paresky Auditorium

**September 21**  
Study Abroad Fair  
11 a.m.-3 p.m.  
Lasell Gymnasium

Women's Volleyball  
(Southern VT) 7 p.m.

# September

Thursday	22
Friday	23
Saturday	24
Sunday	25

## Events

### September 23

Men's Tennis  
(USTA/ITA New England  
Regional) TBA

Faculty Recital: Ronald Feldman,  
cello  
8 p.m. Brooks-Rogers

### September 24

Men's Tennis  
(USTA/ITA New England  
Regional) TBA

Cross Country  
(Purple Valley Classic) 11:30 a.m.

Men's Golf  
(Williams Invitational) 11:30 a.m.

### September 25

Men's Tennis  
(USTA/ITA New England  
Regional) TBA

Men's Golf  
(Williams Invitational) 8 a.m.

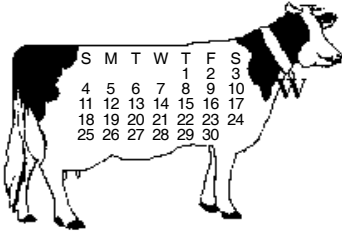
Field Hockey  
(Bowdoin) noon

Women's Soccer  
(Bowdoin) noon

Men's Soccer  
(Bowdoin) 1:30 p.m.

Women's Tennis  
(Wellesley) 2 p.m.

# September



**September 26**  
 Watson/Chandler  
 Fellowship campus  
 deadline

**September 26**  
 Luce Scholarship  
 campus deadline

**Monday** **26**

**Tuesday** **27**

**Wednesday** **28**

Navaratri (first of nine nights)  
 Rosh Hashanah begins at sundown

## Events

**September 27**  
 Women's Volleyball  
 (Union) 7 p.m.

**September 28**  
 Medical Apprenticeship Info  
 Session  
 6:00 p.m. Weston 10

# Sept.-Oct.

Thursday <b>R</b>	29
Friday	Rosh Hashanah ends at sundown 30
Saturday	1
Sunday	2

**September 29** **R**  
Last day to submit WSP 99 proposals to faculty sponsors; last day to register for WSP travel courses

**September 30**  
International students: apply to Christmas International House for December break housing

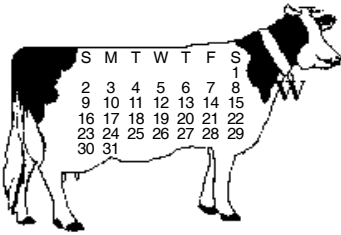
## Events

**September 29**  
Women's Soccer  
(Springfield) 4:15 p.m.

**September 30**  
Field Hockey  
(Skidmore) 6 p.m.

**October 1**  
Visiting Artist: Forward Kwenda, mrimba  
8 p.m. Brooks-Rogers

# October



**Week of October 3**  
Campus Fulbright  
interviews to be held

**October 4**  
Mitchell Scholarship  
national deadline

**October 4**  
Rhodes Scholarship  
national deadline

Monday 3

Tuesday 4

Wednesday 5

## Events

**October 4**  
Women's Soccer  
(Hamilton) 4 p.m.

**October 5**  
Williams-Exeter (WEPO)  
Information Meeting  
7 p.m. Faculty Club Downstairs  
Lounge

# October

<b>Thursday</b>	Dusserah/Vijayadashami Last day of Navaratri <b>6</b>
<b>Friday</b>	Yom Kippur begins at sundown** <b>7</b>
<b>Saturday</b>	Yom Kippur ends at sundown** <b>8</b>
<b>Sunday</b>	<b>9</b>

## Events

### October 7

Field Hockey  
(Amherst) 5 p.m.

Women's Volleyball  
(Bowdoin) 6 p.m.

### October 8

Football  
(Bates) TBA

Women's Golf  
(Williams Fall Classic) TBA

Women's Volleyball  
(Bates) 11 a.m.

Men's Soccer  
(Amherst) noon

Women's Soccer  
(Amherst) 1:30 p.m.

Women's Volleyball  
(Colby) 1:30 p.m.

Violin Master Class:  
Jennifer Koh  
5 p.m. Brooks-Rogers

### October 9

Women's Golf  
(Williams Fall Classic) TBA

Women's Soccer  
(Trinity) noon

Visiting Artist:  
Jennifer Koh, violin  
3 p.m. Brooks-Rogers

# October



**Week of October 10**  
 Campus Fulbright  
 interviews to be held

**October 10-11**  
 Reading Period  
 (no classes)

Columbus Day Observed

## Monday 10

Reading Period (no classes)

## Tuesday 11

Reading Period (no classes)

Sukkot (1st 2 days) begins at sundown

## Wednesday 12

## Events

**October 11**  
 Men's Soccer  
 (Westfield State) 4:15 p.m.  
 National Coming Out Day

# October

Thursday	13
Friday	14
Saturday	15
Sunday	16

Sukkot (1st 2 days) ends at sundown

**October 13**  
Textbook overstock returns to publishers

**October 15**  
Gates-Cambridge Scholarship deadline

## Events

**October 14**  
Berkshire Symphony  
8 p.m. '62 Center, MainStage  
(7:15 pre-concert talk TBD)

**October 15**  
Cross Country  
(Little Three) 12:30 p.m.

Piano Master Class: Fred Moyer  
2 p.m. Brooks-Rogers

Visiting Artist: Fred Moyer,  
piano  
8 p.m. Brooks-Rogers

# October



**October 17**  
Fulbright Scholarship  
national deadline

**October 17**  
Churchill Scholarship  
campus deadline

**October 17-21**  
PE registration for  
second quarter online at  
PeopleSoft

**October 19-23**  
Registration for Winter  
Study Period

Monday

17

Tuesday

18

Wednesday

Birth of the Báb begins at sundown  
Shemini Atzerat begins at sundown

19

## Events

**October 19**  
Field Hockey  
(Hamilton) 6 p.m.

# October

Thursday

Shemini Atzeret ends at sundown  
Birth of the Báb ends at sundown  
Simchat Torah begins at sundown

20

**October 23** R  
Last day to register for  
Winter Study Period

Friday

Simchat Torah ends at sundown

21

Saturday

22

Sunday R

23

## Events

### October 21

Workshop: Anonymous 4  
4:15 p.m. Brooks-Rogers

Visiting Artist: Anonymous 4  
8 p.m. Brooks-Rogers

### October 22

Women's Soccer  
(Colby) 11 a.m.

Field Hockey  
(Colby) 11 a.m.

Cross Country  
(Alumni Bowl) 12:30 p.m.

Men's Soccer  
(Colby) 1 p.m.

Football  
(Tufts) 1:30 p.m.

# October



**October 24** R  
Last day to choose  
grading option in  
pass/fail courses

Monday R 24

Tuesday 25

Wednesday Deepavali (Diwali) 26

## Events

**October 26**  
MIDWEEKMUSIC  
12:15 p.m. Greylock Hall

# October

Thursday	27
Friday	28
Saturday	29
Sunday	30

## Events

**October 28-30**  
Class of 2015 Family Days

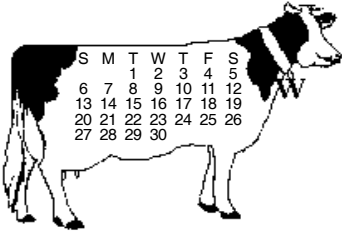
**October 28**  
Williams Chamber Players  
8 p.m. Brooks-Rogers

Study Away General Information  
Meeting  
7 p.m. Paresky Auditorium

**October 29**  
Football  
(Hamilton) 1:00 p.m.

Williams Jazz Ensemble  
8 p.m. '62 Center, MainStage

# Oct.-Nov.



**Oct. 31-Nov. 7**  
Spring Preregistration

**October 31**  
Dr. Herchel Smith and  
Martin-Wilson  
Fellowships deadline

**November 1**  
Luce Scholarship  
national deadline

**November 2**  
Watson Fellowship  
national deadline

## Monday

Halloween  
**31**

## Tuesday

All Saints Day (RC, P)  
**1**

## Wednesday

All Souls Day (RC, P)  
**2**

## Events

**November 2**  
MIDWEEKMUSIC  
12:15 p.m. Greylock Hall

# November

Thursday	3
Friday	4
Saturday	5 <small>Eid al Adha begins at sundown</small>
Sunday	6 <small>Daylight Saving Time ends Eid al Adha ends at sundown</small>

**November 3-12**  
NSF national deadlines;  
date varies by discipline

## this MONTH

Sophomores interested in the Contract Major should contact the Dean's Office and schedule a meeting with the Contract Major Advisor.

Sophomores are invited to apply to be a JA for the incoming class (JA applications will be available in the Dean's Office; pick up forms before Thanksgiving break and return them during the first week of Winter Study)

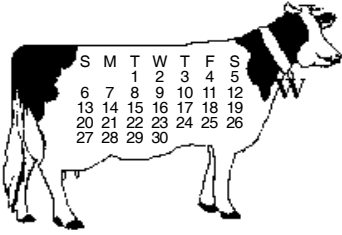
Latina/o Heritage Month

## Events

**November 5**  
Cross Country  
(ECAC) 11:00 a.m.

Williams Concert Choir  
8 p.m. Thompson Chapel

# November



**November 7** R  
Last day to preregister  
for Spring Semester

**November 8**  
Churchill Scholarship  
national deadline

Monday R

7

Tuesday

Election Day  
8

Wednesday

9

## Events

**November 9**  
MIDWEEKMUSIC  
12:15 p.m. Thompson Chapel

# November

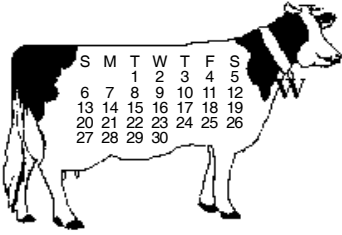
Thursday	10
Friday	<small>Veterans' Day</small> Birth of Bahá'u'lláh begins at sundown 11
Saturday	<small>Birth of Bahá'u'lláh ends at sundown</small> 12 Homecoming
Sunday	13

## Events

**November 11**  
Berkshire Symphony  
8 p.m. '62 Center, MainStage  
(7:15 pre-concert talk TBD)

**November 12**  
Football  
(Amherst) TBA

# November



**Week of November 14**  
Juniors who will be abroad in the spring semester should meet with the Fellowships Office about post-graduate fellowship opportunities

Monday 14

Tuesday 15

Wednesday 16

## Events

**November 15**  
Study Away Spring Pre-Departure Meeting 4 p.m. Paresky Auditorium

**November 16**  
MIDWEEKMUSIC  
12:15 p.m. Greylock Hall

# November

Thursday	17
Friday <b>D</b>	18
Saturday	19
Sunday	20

**November 18**  
Last day to withdraw  
from a course

**D**

## Events

### November 17

Composition Reading:  
Daedalus Quartet  
2:30 p.m. Brooks-Rogers

Chamber Music Class:  
Daedalus Quartet  
4:15 p.m. Brooks-Rogers

### November 18

Visiting Artist: Daedalus  
Quartet  
8 p.m. Brooks-Rogers

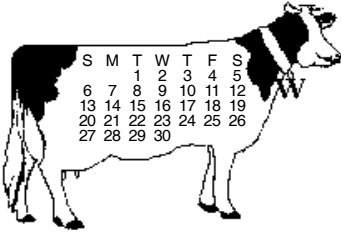
Kusika and the Zambezi  
Marimba Band  
8 p.m. '62 Center, MainStage

### November 19

Kusika and the Zambezi  
Marimba Band  
2 p.m. '62 Center, MainStage

Kusika and the Zambezi  
Marimba Band  
8 p.m. '62 Center, MainStage

# November



**November 21**  
St. Andrew's  
Scholarship campus  
deadline

**November 22**  
Thanksgiving Recess  
begins at 3:50 p.m.

Monday

21

Tuesday

22

Wednesday

23

Thanksgiving Recess (no classes)

# November

<b>Thursday</b> Thanksgiving Recess (no classes)	Thanksgiving Day <b>24</b>
<b>Friday</b> Thanksgiving Recess (no classes)	<b>25</b>
<b>Saturday</b> Thanksgiving Recess	Hijra New Year 1432/1st of Muharram <b>26</b>
<b>Sunday</b> Thanksgiving Recess	First Sunday of Advent (O) <b>27</b>

# November



**November 28**  
Thanksgiving Recess  
ends at 8 a.m.

**Nov. 28-Dec. 3 & 5-10**  
Hopkins Forest closed  
due to hunting season  
(open Sunday, Dec. 4)

Monday

28

Tuesday

29

Wednesday

30

## Events

**November 30**  
MIDWEEKMUSIC  
12:15 p.m. Greylock Hall

# December

Thursday <b>F</b>	1
Friday <b>D</b>	2
Saturday	3
Sunday	4

**December 1**  
Truman Scholarship  
campus deadline

**December 1** **F**  
Deadline for *Study  
Away Budget Sheet* for  
financial aid students  
who will be away for the  
Spring Semester 2012

**December 2** **D**  
Last day to claim a  
hardship for a final  
exam

## Events

**December 2**  
Visiting Artist: Peter Serkin, piano  
8 p.m. Brooks-Rogers

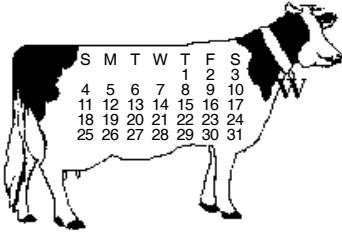
**December 3**  
Lessons and Carols  
4 p.m. Thompson Chapel

Williams Percussion Ensemble  
8 p.m. '62 Center, CenterStage

**December 4**  
Lessons and Carols  
4 p.m. Thompson Chapel

Ashura begins at sundown

# December



Monday

Ashura ends at sundown

5

Tuesday

6

Wednesday

7

## Events

**December 7**  
MIDWEEKMUSIC  
12:15 p.m. Greylock Hall

Music 212 Recital  
7 p.m. Brooks-Rogers

# December

<p><b>Thursday</b></p> <p style="text-align: right;">Feast of the Immaculate Conception (RC, P) Bodhi Day <b>8</b></p>
<p><b>Friday</b></p> <p style="text-align: right;"><b>9</b></p> <p>Fall Semester ends at 3:50 p.m.</p>
<p><b>Saturday</b></p> <p style="text-align: right;"><b>10</b></p> <p>Reading Period; First day of Self-Scheduled and Take-Home Exams</p>
<p><b>Sunday</b></p> <p style="text-align: right;"><b>11</b></p> <p>Reading Period</p>

**December 8**  
Math and Science Resource Center closes for the semester at midnight

**December 9**  
Last day of classes for Fall Semester

**December 9**  
Late return date for Fall sports equipment

**December 9-10**  
Sawyer Library—open until 2:30 a.m.  
  
Schow Library — open until 3 a.m.

**December 10-13**  
Reading Period

**December 10-18**  
Period for *Self-Scheduled* and *Take-Home* Final Exams

## Events

**December 8**  
Small Jazz Ensembles  
7 p.m. Brooks-Rogers

**December 9**  
Williams Symphonic Winds & Chamber Winds of Williams  
8 p.m. Thompson Chapel

**December 10**  
Finalist interviews with alumni selection committee for Smith/Donovan-Moody Fellowships

Williams Student Symphony  
8 p.m. Thompson Chapel

# December



**Week of December 12**  
International students:  
please visit the Dean's  
Office to have your I-20  
or DS-2019 signed

**December 13**  
Last day of Reading  
Period

**December 14-19**  
Period for *Scheduled*  
Exams

**December 14-19**  
Textbook buyback at  
Water Street Books

## Monday

12

Reading Period

## Tuesday

13

Last day of Reading Period

## Wednesday

14

First day of Scheduled Exams

## Events

**December 13**  
MIDWEEKMUSIC  
12:15 p.m. Greylock Hall

# December

Thursday	15
Friday	16
Saturday	17
Sunday	18

All Self-Scheduled and Take-Home Exams must be completed and returned to the Registrar's Office by 8:30 p.m.

**December 15**  
St. Andrew's  
Scholarship deadline

**December 16-17**  
Sawyer Library open  
until 2:30 a.m.  
  
Schow Library open  
until 3 a.m.

**Dec. 15-Jan. 13**  
Winter Study books  
available for purchase  
at Water Street Books

**December 18**  
All Self-Scheduled and  
Take-Home Exams  
must be completed and  
returned to the  
Registrar's Office by  
8:30 p.m.

# December



**December 19**  
Last day of Scheduled Exams

**December 19**  
Sawyer Library open until 8 p.m.

Schow Library open until 7:30 p.m.

**December 19**  
Water Street Books—last day for rental check-in

**December 20**  
Dorms close at noon

**Dec. 20-Jan. 2**  
Winter Break

## Monday

19

Last day of Scheduled Exams

## Tuesday

Charukah begins at sundown

20

Winter Break; dorms close at noon

## Wednesday

21

Winter Break

# December

<b>Thursday</b> Winter Break	<b>22</b>
<b>Friday</b> Winter Break	<b>23</b>
<b>Saturday</b> Winter Break	<b>24</b>
<b>Sunday</b> Winter Break	<small>Christmas (RC, P)</small> <b>25</b>

# December



Monday

Kwanzaa begins

26

Winter Break

Tuesday

27

Winter Break

Wednesday

Chanukah ends at sundown

28

Winter Break

# Dec.-Jan.

**Thursday**

**29**

Winter Break

**January 1**

Dorms open at 8 a.m.;  
students returning from a  
leave can pick up keys in  
their Paresky mailboxes

**Friday**

**30**

Winter Break

**Saturday**

**31**

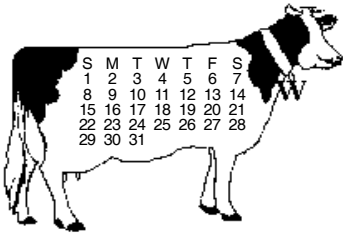
Winter Break

**Sunday**

New Year's Day  
Kwanzaa ends **1**

Winter Break; dorms open at 8 a.m.

# January



**January 3-26**  
Winter Study Period

**January 3**  
PE registration for  
Winter Study—just go  
to class; registration is  
done at class

**January 3** D  
JA applications are due  
in the Dean's Office

**January 4**  
Delores Liebmann  
Fund Fellowship  
campus deadline

## Monday 2

Winter Break

## Tuesday D 3

Winter Study begins 9 a.m.

## Wednesday 4

# January

Thursday	5
Friday	Epiphany (RC, P) Christmas (Armenian Orthodox) 6
Saturday	Nativity of Christ (Christmas) (O) 7
Sunday	8

## Events

### January 5

After Hours: Iota Ensemble  
10 p.m. '62 Center, Dance  
Studio

### January 6

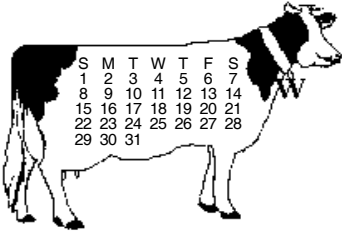
THE BOX—music by living  
composers  
8 p.m. '62 Center, CenterStage

### January 7

Out of THE BOX  
2 p.m. location TBD

Percussion Ensemble & Opus  
Zero Band  
8 p.m. '62 Center, CenterStage

# January



## Week of January 9

Sophomores and juniors interested in a career focusing on the environment are eligible for the Udall Scholarship; the campus deadline will be early February

## Week of January 9

Juniors planning to attend graduate school in the humanities or social sciences are eligible for the Beinecke Scholarship; interested students should meet with the Fellowships Office this month

Monday

9

Tuesday

10

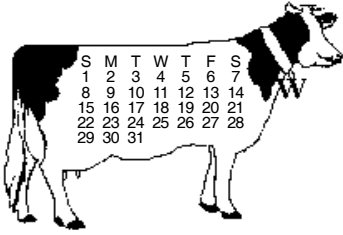
Wednesday

11

# January

Thursday	12
Friday	13
Saturday	14
Sunday	<small>Martin Luther King, Jr.'s Birthday</small> 15

# January



**January 16**  
Spring term payments due

Monday

Martin Luther King, Jr. Day  
**16**

Tuesday

**17**

Wednesday

**18**

## Events

**January 16**  
Martin Luther King, Jr. Day  
Celebration  
watch for details

# January

Thursday

19

**January 20**  
Spring textbooks  
available online at Water  
Street Books

Friday

20

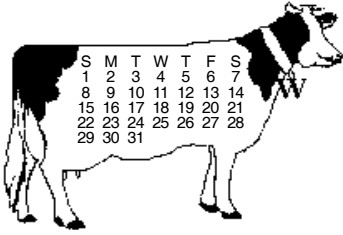
Saturday

21

Sunday

22

# January



**January 25**  
Spring textbooks  
available in-store at  
Water Street Books

Monday

Chinese New Year  
**23**

Tuesday

**24**

Wednesday

**25**

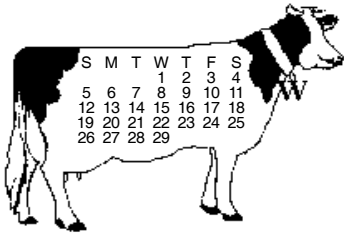
# January

<b>Thursday</b>	<b>26</b>
Winter Study ends 3:50 p.m.	
<b>Friday</b>	<b>27</b>
no classes	
<b>Saturday</b>	<b>28</b>
<b>Sunday</b>	<b>29</b>

**January 26**  
Last day of  
Winter Study Period

**January 26**  
Copies of first-semester  
theses due in the hands of  
the department by 5 p.m.  
(Please note that individual  
departments may have stricter  
deadlines.)

# Jan.-Feb.



**January 30**  
PeopleSoft/SELFREG opens in the evening for drop/add

**Jan. 30-Feb. 3**  
PE registration for third quarter online at PeopleSoft

**February 1**  
Autobiography for medical school applicants due in the Health Professions Office

**February 1** D  
Draft of Contract  
Major proposals due to Dean's Office

**February 1**  
First day of classes for Spring Semester  
*(classes follow a Thursday schedule)*

**February 1**  
7-9 p.m. organizational meetings for courses that do not meet during the first two days of the semester

**February 1**  
Last day to submit student health insurance enrollment/waiver forms (applies only to students who returned to campus for WSP and/or Spring Semester)

**February 1**  
Students returning from a leave can pick up keys in their Paresky mailboxes

## Events

**February 1**  
Organizational Meetings for classes that don't meet the first two days of classes  
7:00-9:00 p.m.

### Monday 30

no classes

### Tuesday 31

no classes

### Wednesday 1

Spring Semester classes begin 8:30 a.m.; *students should talk with instructors about potential conflicts with classes or other required activities*

7-9 p.m. organizational meetings for courses that do not meet during the first two days of the semester

# February

<b>Thursday</b> Claiming Williams Day (no classes)	Groundhog Day <b>2</b>
<b>Friday</b> Classes resume a normal schedule	Maha Shivarati <b>3</b>
<b>Saturday</b>	<b>4</b>
<b>Sunday</b>	<b>5</b>

**February 2**  
Claiming Williams Day  
(no classes)

**February 3**  
Classes resume a  
normal schedule

## this MONTH

Black History Month

Seniors on Financial  
Aid—think about  
signing up for housing  
of family in Mission Park  
for commencement

## Events

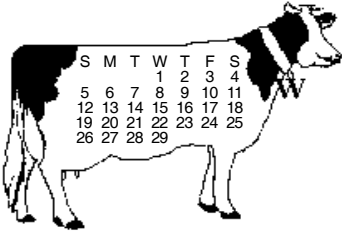
**February 2**  
Claiming Williams Day  
watch for details

WCMA exhibition opening  
*Asco: Elite of the Obscure, A  
Retrospective, 1972-1987*  
(ends July 29, 2012)

**February 3**  
Jazz Workshop: Fred Hersch  
1 p.m. Brooks-Rogers

Visiting Artist: Fred Hersch,  
piano  
8 p.m. Brooks-Rogers

# February



## Week of February 6

International students:  
initiate practical training  
application process if  
pursuing off-campus  
summer employment

## February 6-10

Meal Plan Changes  
(Droppers House)

Monday

6

Tuesday

7

Wednesday

8

## Events

### February 8

Berkshire Soloist Pre-Competition  
Recital #1  
7 p.m. Brooks-Rogers

# February

Thursday	9
Friday <b>R</b>	10
Saturday	11
Sunday	<small>Lincoln's Birthday</small> 12

**February 10** **R**  
Last day of drop/add period

**February 12**  
Math and Science Resource Center opens for the semester Sunday-Thursday, 8 p.m. until midnight

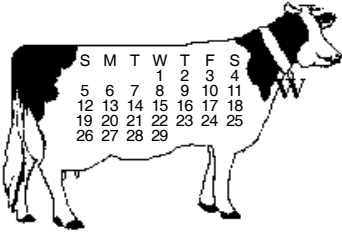
## Events

**February 9**  
Study Away General Information Meeting  
7 p.m. Paresky Auditorium

**February 10**  
Williams Chamber Players  
8 p.m. Brooks-Rogers

**February 12**  
Berkshire Soloist Pre-Competition Recital #2  
3 p.m. Brooks-Rogers

# February



**February 13**  
Last day for refunds for  
Spring Semester  
textbooks at Water  
Street Books

**February 15**  
Undergraduate travel  
and research fellowships  
deadline

**February 15**  
Wilmer's Language  
Fellowship deadline

Monday

13

Tuesday

Valentine's Day  
14

Wednesday

Nirvana Day  
15

## Events

**February 15**  
Berkshire Symphony Soloist  
Competition  
6 p.m. Brooks-Rogers

# February

Thursday <b>D</b>	16
Friday	17
Winter Carnival (no classes)	
Saturday	18
Winter Carnival	
Sunday	19

**February 16** **D**  
WEPO applications  
due by 3 p.m.

**February 17-18**  
College Holidays/Winter  
Carnival (no classes)

## Events

**February 18-19**  
Winter Carnival

# February



Monday

Presidents' Day  
20

Tuesday

21

Wednesday

Washington's Birthday  
Ash Wednesday, Lent begins (RC, P) 22

# February

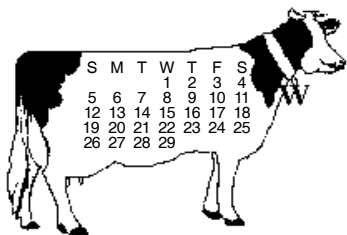
Thursday	23
Friday	24
Saturday	25
Sunday	26

## Events

**February 24**  
Zambezi Dance Party  
8 p.m. '62 Center, CenterStage

**February 25**  
Zambezi Dance Party  
2 p.m. '62 Center, CenterStage

# February



Monday

Lent begins, Clean Monday (O)

27

Tuesday

28

Wednesday

29

## Events

February 29  
MIDWEEKMUSIC  
12:15 p.m. Chapin Hall

# March

Thursday	Nineteen Day Fast begins	1
Friday <b>D</b>		2
Saturday		3
Sunday		4

**March 2** **D**  
Pink Study Away  
Petitions due 4 p.m.  
(online form)

## this MONTH

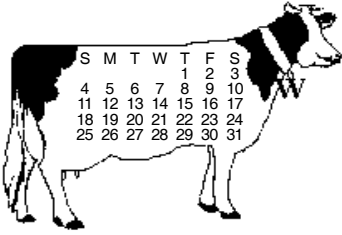
**Hopkins Forest Maplefest**  
A seasonal celebration featuring tree-tapping, sap boiling, syrup tasting, pancake sampling, syrup bottling, sugar-on-snow, and wood splitting.

## Events

**March 2**  
WEPO Admits Orientation  
4:30 p.m. Paresky Auditorium

Berkshire Symphony  
8 p.m. Chapin Hall  
(7:15 pre-concert talk  
Brooks-Rogers)

# March



**Week of March 5**  
 International students:  
 please visit the Dean's  
 Office to have your I-20  
 or DS-2019 signed

Monday

5

Tuesday

6

Wednesday

Purim begins at sundown

7

Ephraim Williams' birthday  
 (founder of Williams College; born 1715)



## Events

**March 7**  
 MIDWEEKMUSIC  
 12:15 p.m. Chapin Hall

# March

Thursday Purim ends at sundown  
8

Friday 9

Saturday 10

Sunday Daylight Saving Time begins  
11

## Events

**March 10**  
Williams Chamber Players  
8 p.m. Brooks-Rogers

# March



**March 12-16**  
PE registration for  
fourth quarter online in  
PeopleSoft

Monday 12

Tuesday 13

Wednesday 14

## Events

**March 14**  
MIDWEEKMUSIC  
12:15 p.m. Chapin Hall

# March

<b>Thursday</b>	<b>15</b>
<b>Friday</b>	<b>16</b>
<b>Saturday</b>	<b>17</b>
<b>Sunday</b>	<b>18</b>

Spring Recess begins at 3:50 p.m.

St. Patrick's Day

Spring Recess; dorms close at noon

Spring Recess

**March 16**  
Late return date for  
Winter sports equipment

**March 16**  
Archival copies of  
first-semester theses due  
in the Acquisitions/Serials  
Departments of Sawyer  
Library by 4 p.m.

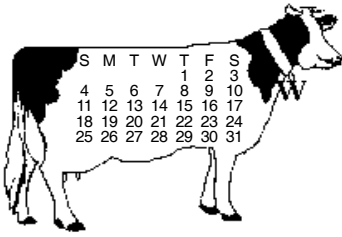
**March 16**  
Textbook overstock  
returns to publishers

**March 17-April 1**  
Spring Recess

**March 17**  
Dorms close at noon

**March 17**  
All vehicles parked in  
Mission Park for break

# March



Monday

19

Spring Recess

Tuesday

Naw-Ruz begins at sundown  
Nineteen Day Fast ends

20

Spring Recess

Wednesday

Naw-Ruz ends at sundown

21

Spring Recess

# March

**Thursday**

**22**

Spring Recess

**Friday**

**23**

Spring Recess

**Saturday**

**24**

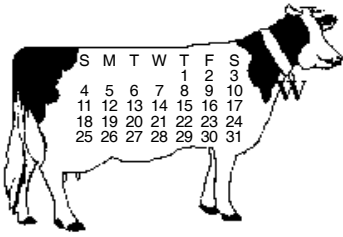
Spring Recess

**Sunday**

**25**

Spring Recess

# March



Monday

26

Spring Recess

Tuesday

27

Spring Recess

Wednesday

28

Spring Recess

# March-April

**Thursday**

**29**

Spring Recess

**March 30**  
Dorms reopen at 8 a.m.

**April 1**  
Last day of Spring  
Recess

**Friday**

**30**

Spring Recess; dorms reopen at 8 a.m.

**Saturday**

**31**

Spring Recess

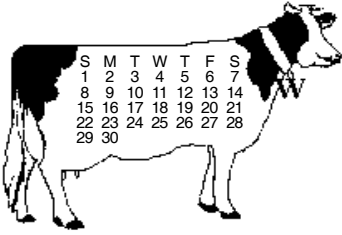
**Sunday**

Palm Sunday (RC, P)

**1**

Last day of Spring Recess

# April



**April 2**  
Spring Recess ends;  
classes resume at 8 a.m.

**April 2**  
Summer Housing  
Applications available  
in Facilities

## Monday

2

Spring Recess ends; classes resume at 8 a.m.

## Tuesday

3

## this MONTH

Seniors will be able to reserve Baccalaureate tickets (limit of two) online. An electronic memo with instructions will be emailed to seniors in early April. All tickets (indoor Commencement, Baccalaureate, any other ticketed events) will be distributed prior to Commencement with the caps and gowns.

## Events

### Week of April 2

All students are invited to attend information sessions on post-graduate fellowships with fall deadlines. Watch Daily Messages for date and location.

### April 4

MIDWEEKMUSIC  
12:15 p.m. Chapin Hall

## Wednesday

4

# April

Thursday **R**

Maundy Thursday (RC, P, O)

**5**

**April 5**  
Last day to choose  
grading option in  
pass/fail courses

**R**

Friday

Good Friday/Holy Friday (RC, P)  
Pesach (Passover) begins at sundown

**6**

Saturday

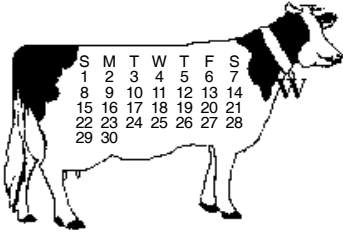
**7**

Sunday

Easter/Pascha (RC, P)  
Palm Sunday (O)

**8**

# April



Monday

9

Tuesday

10

Wednesday

11

## Events

April 11  
MIDWEEKMUSIC  
12:15 p.m. Chapin Hall

# April

Thursday	12
Friday	Holy Friday (O) 13
Saturday	Pesach (Passover) ends at sundown 14
Sunday	Easter/Pascha (O) 15

## Events

### April 13

Berkshire Symphony: Soloist  
Gala  
8 p.m. Chapin Hall  
(7:30 pre-concert talk  
*Brook-Rogers*)

### April 14

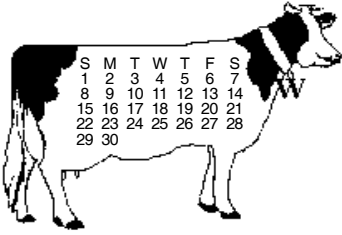
Piano Master Class: Simone  
Dinnerstein  
2 p.m. Brooks-Rogers

Williams Brass Ensemble  
8 pm. Chapin Hall

### April 15

Visiting Artist: Simone  
Dinnerstein, piano  
3 p.m. Chapin Hall

# April



### Week of April 16

Sophomores who will be abroad next year should meet with the Fellowships Office now about junior year and post-graduate fellowship opportunities

Monday

16

Tuesday

17

Wednesday

Yom HaShoah begins at sundown

18

## Events

### April 16-22

#### Earth Week

A week of lectures, activities, concerts and outdoor event

### April 18

#### MIDWEEKMUSIC

12:15 p.m. Thompson Chapel

# April

Thursday	Yom HaShoah ends at sundown	19
Friday	First day of Ridván begins at sundown**	20
Saturday	First day of Ridván ends at sundown**	21
Sunday	Earth Day	22

## Events

### April 20

Williams Chamber Choir  
4 p.m. WCMA

Williams Percussion Ensemble  
8 p.m. Chapin Hall

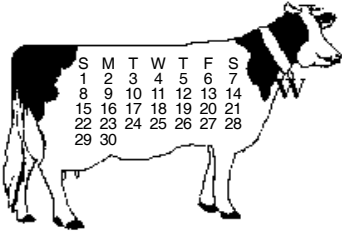
### April 21

Williams Chamber Choir  
4 p.m. WCMA

### April 22

Visiting Artist: Gema  
Corredera, Cuban popular  
music singer  
3 p.m. Brooks-Rogers

# April



**April 23-30**  
Preregistration for  
Fall 2012

Monday

23

Tuesday

24

Wednesday

Yom Ha'Atzmaut begins at sundown

25

## Events

**April 25**  
Pre-Departure Meeting for Students  
Studying Away Fall and Full-year  
4 p.m. Paresky Auditorium

# April

Thursday	Yom Ha'Atzmaut ends at sundown	26
Friday <b>D</b>		27
Saturday	Nineth day of Ridván begins at sundown**	28
Sunday	Nineth day of Ridván ends at sundown**	29

**April 27**  
Last day to withdraw  
from a course

**D**

## Events

**April 26**

Pre-Departure Meeting for WEPO  
4 p.m. Hopkins Rogers Room

**April 27**

Vocal Master Class: David Farwig  
4:15 p.m. Brooks-Rogers

Williams Jazz Ensemble with guest artist Sean Jones, trumpet  
8 p.m. Chapin Hall

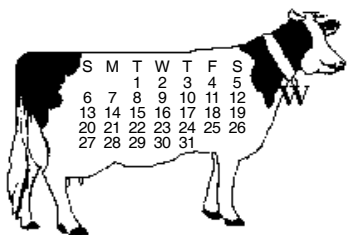
**April 28**

Visiting Artist: David Farwig, baríton  
8 p.m. Brooks-Rogers

**April 29**

Visiting Artist: Electronic composers  
3 p.m. Chapin Hall

# April-May



**April 30** R  
 Last day to preregister  
 for Fall 2012

**Effective April 30**  
 Facilities requires 10  
 working days prior  
 notification on moves  
 and setups

Monday R

30

Tuesday

Twelfth day of Ridván begins at sunset\*\*

1

Wednesday

Twelfth day of Ridván ends at sunset\*\*

2

## Events

**May 2**  
 MIDWEEKMUSIC  
 12:15 p.m. Chapin Hall

# May

Thursday	3
Friday <b>D</b> <b>F</b>	4
Saturday	5
Sunday <small>Wesak (Buddha Day)</small>	6

**May 4** **D**  
Last day to claim a hardship for a final exam

**May 4** **F**  
Deadline for submission of all required 2012-2013 financial aid documents to the Office of Financial Aid

## Events

**May 4**  
Williams Concert Choir  
8 p.m. Thompson Chapel

Kusika and the Zambezi  
Marimba Band  
8 p.m. '62 Center, MainStage

**May 5**  
Kusika and the Zambezi  
Marimba Band  
2 p.m. '62 Center, MainStage

Kusika and the Zambezi  
Marimba Band  
8 p.m. '62 Center, MainStage

Williams Concert Choir  
8 p.m. Thompson Chapel

# May



## Week of May 7

International students:  
please visit the Dean's  
Office to have your I-20  
or DS-2019 signed

## May 9

Copies of second-  
semester or year-long  
theses due in the hands  
of the department by  
5 p.m.

(Please note that individual  
departments may have stricter  
deadlines.)

Monday

7

Tuesday

8

Wednesday

9

## Events

### May 9

MIDWEEKMUSIC

12:15 p.m. Chapil Hall

Small Jazz Ensembles

7 p.m. Brooks-Rogers

# May

Thursday	10
Friday <b>F</b>	11
Spring Semester classes end at 3:50 p.m.	
Saturday	12
Reading Period; First day of Self-Scheduled and Take-Home Exams	
Sunday	13
Reading Period	
<small>Mother's Day</small>	

**May 10**  
Math and Science Resource Center closes for the semester at midnight

**May 10** **F**  
Deadline for Financial Aid Petition for summer earnings relief

**May 11**  
Spring Semester classes end 3:50 p.m.

**May 11**  
Late return date for Spring sports equipment

**May 11-12**  
Sawyer Library — open until 2:30 a.m.  
  
Schow Library — open until 3 a.m.

**May 12-15**  
Reading Period

**May 12-20**  
Period for *Self-Scheduled and Take-Home Final Exams*

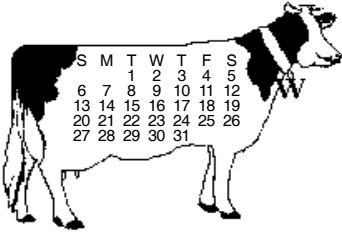
## Events

**May 11**  
WCMA Senior Studio Art Majors Exhibition opening  
(ends June 3, 2012)

Williams Symphonic Winds and Chamber Winds of Williams  
8 p.m. Chapin Hall

**May 12**  
Williams Student Symphony  
8 p.m. Chapin Hall

# May



**May 15**  
Last day of Reading  
Period

**May 16-21**  
Scheduled Final Exams

**May 16-21**  
Textbook buyback at  
Water Street Books

## Monday

14

Reading Period

## Tuesday

15

Last day of Reading Period

## Wednesday

16

First day of Scheduled Exams

## Events

**May 15**  
MIDWEEKMUSIC  
12:15 p.m. Chapin Hall

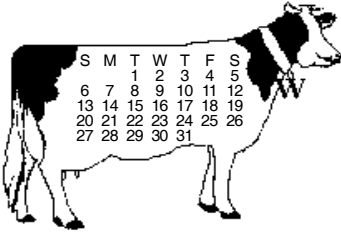
# May

<p>Thursday</p> <p style="text-align: right;">Ascension of Christ (RC,PO) 17</p>
<p>Friday</p> <p style="text-align: right;">18</p>
<p>Saturday</p> <p style="text-align: right;">19</p>
<p>Sunday</p> <p style="text-align: right;">20</p> <p>All Self-Scheduled and Take-Home Exams must be completed and returned to the Registrar's Office by 8:30 p.m.</p>

**May 18-19**  
Sawyer Library—  
open until 2:30 a.m.  
  
Schow Library —  
open until 3 a.m.

**May 20**  
All Self-Scheduled and  
Take-Home Exams  
must be completed and  
returned to the  
Registrar's Office by  
8:30 p.m.

# May



**May 21**  
Last Day of Scheduled Exams

**May 21**  
Sawyer Library open until 8 p.m.  
  
Schow Library open until 7:30 p.m.

**May 21**  
Archival copies of year-long or second-semester theses due in the Acquisitions/Serials Departments of Sawyer Library by 4 p.m.

**May 21**  
All Library carrel keys due back

**May 21**  
Water Street Books—last day for rental check-in

**May 21-25**  
JA Spring Training

**May 22**  
Dorms close at noon for non-seniors

## Monday

21

Last day of Scheduled Exams

Declaration of the Báb begins at sundown

## Tuesday

22

Dorms close at noon for non-seniors

Declaration of the Báb ends at sundown

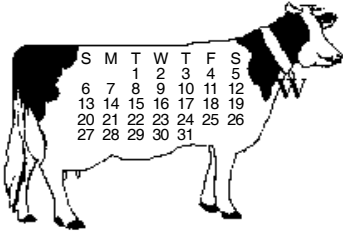
## Wednesday

23

# May

Thursday	24
Friday	25
Saturday	<small>Shavuot begins at sundown</small> 26
Sunday	<small>Pentecost Shavuot ends at sundown</small> 27

# May



## May 29

Due date for all library materials charged out to seniors



## Monday

Ascension of Baha'u'lláh begins at sundown\*\* <sup>Memorial Day</sup> 28

## Tuesday

Ascension of Baha'u'lláh ends at sundown\*\* 29

## Wednesday

30

# May-June

Thursday	31
Friday	1
Saturday	2
Sunday	3

Commencement 10 a.m.



**June 3**  
Dorms close at 5 p.m.

**June 11**  
Deadline for opening  
summer SU boxes

## Events

**June 1**  
Champagne Brunch for Seniors,  
sponsored by The Society of  
Alumni

**June 2**  
Class Day

Senior Class Day Recital  
11 a.m. Brooks-Rogers

Multi-faith Baccalaureate  
Service  
5 p.m. Chapin Hall

**June 3**  
Commencement 10 a.m.

# June

S M T W T F S

						1	2
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	Flag Day	21	22	23
Father's Day	24	25	26	27	28	29	30

# July

S M T W T F S

1	2	3	4	5	6	7	
Canada Day			Independence Day				
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	31					

# August

S M T W T F S

			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

# September

S M T W T F S

						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

# **NOTES**

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# HANDY RESOURCES

## *Billsville and Vicinity*

### Accommodations in the Area

#### **Williamstown, MA 01267** area code: (413)

Berkshire Hills Motel, Cold Spring Rd., Rt. 7	1-800-388-9677
Chimney Mirror Motel, 295 Main St., Rt. 2	458-5202
Cozy Corner Motel, Sand Springs Rd., Rt. 7	458-8006
1896 Motels, Cold Spring Rd., Rt. 7	458-8125
Field Farm, 554 Sloan Rd. (B&B)	458-3135
Goldberry's, 39 Cold Spring Rd., Rt. 7 (B&B)	458-3935
Green Valley Motel, Simonds Rd., Rt. 7	458-3864
The House on Main Street, 1120 Main St. (B&B)	458-3031
Howard Johnson Inn, 213 Main St., Rt. 2	458-8158
Maple Terrace Motel, 555 Main St., Rt. 7	458-9677
Northside Motel, 45 North St., Rt. 7	458-8107
The Orchards, 419 Main St.	458-9611
Privacy Campground, Rt. 43 (campsite)	458-3125
Quarter of Eight B&B, 745 Main St., Rt. 2	458-8295
River Bend Farm, Simonds Rd., Rt. 7 (B&B)	458-3121
Steep Acres Farm, 520 White Oaks Rd. (B&B)	458-3774
Upland Meadow House, 1249 NW Hill Rd. (B&B)	458-3990
The Villager Motel, Simonds Rd., Rt. 7	458-4046
The Williams Inn, On the Green, 109 Main St.	458-9371
Williamstown B&B, 30 Cold Spring Rd., Rt. 7	458-9202
The Willows Motel, 480 Main St., Rt. 2	458-5768

#### **North Adams, MA 01247** area code: (413)

Blackinton Manor, 1391 Mass. Ave. (B&B)	663-5795
Hotel North Adams, 40 Main Street	663-6500
The Porches, 231 River Street	664-0400
The Redwood Motel, 915 State Road	664-4351

#### **Hancock, MA 01237** area code: (413)

The Country Inn at Jiminy Peak, Brodie Mtn. Rd.	738-5500
Hancock Inn, Rt. 43	738-5873
Jericho Valley Inn, Hancock Rd., Rt. 43	1-800-537-4246
Mill House Inn, P.O. Box 1079, Rt. 43	738-5348

#### **Lanesboro, MA 01237** area code: (413)

Whippletree, Bailey Rd. & Rt. 7 (B&B)	442-7468
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#### **New Ashford, MA 01267** area code: (413)

The Best Western Springs Motor Inn, Rt. 7	458-5945
Carriage House Motel, Rt. 7	458-5359
New Ashford Motor Inn, Rt. 7	458-8041

#### **Pittsfield, MA 01201** area code: (413)

Crowne Plaza Pittsfield, Berkshire Common, Rt. 7	499-2000
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#### **Pownal, VT 05261** area code: (802)

Best Value Inn and Suites, Rt. 7	1-800-261-5233
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#### **Bennington, VT 05201** area code: (802)

Best Western-New Englander, 220 Northside Dr.	442-6311
Catamount Motel, 500 South Street, Rt. 7	1-800-213-3608
Five'n Drum Motel, Rt. 7 South	442-4074
Kirkside Motor Lodge, 250 West Main Street, Rt. 9	447-7596
Paradise Motor Inn, 141 West Main Street, Rt. 9	442-8351
South Gate Motel, Rt. 7	447-7525

### Local Businesses, Restaurants & Services

#### **Banks:**

Adams Co-Operative Bank 31 Eagle Street North Adams	664-4571
Berkshire Bank 37 Main Street North Adams	664-4061

Citizen's Bank (Stop & Shop Plaza) 876 State Road (Rt. 2) North Adams	662-2166
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First National Bank of the Berkshires NA 102 Main Street North Adams	664-6521
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Greylock Federal Credit Union Rt. 2, Main Street Williamstown	458-4441
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Hoosac Bank 296 Main Street Williamstown	458-9503
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South Adams Savings 273 Main Street Williamstown	458-2141
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TDBanknorth Massachusetts 57 Spring Street Williamstown	458-8321
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Williamstown Savings Bank 795 Main Street Williamstown	458-8191
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#### **Bicycles:**

The Mountain Goat 130 Water Street Williamstown	458-8445
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The Spoke 279 Main Street Williamstown	458-3456
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#### **Books:**

Barnes & Noble Bookstore 555 Hubbard Avenue Pittsfield	496-9051
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Papyri Books Eagle Street North Adams	662-2099
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Water Street Books 26 Water Street Williamstown	458-8071
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#### **Bowling:**

Bennington Lanes 219 Northside Drive Bennington, VT	(802) 447-7100
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Candle Lanes Inc. 255 North Street Pittsfield	447-9640
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Mt. Greylock Bowl Roberts Drive North Adams	663-3761
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Valley Park Inc. Curran Highway North Adams	664-9715
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#### **Clothing Stores:**

American Eagle Outfitters Berkshire Mall Lanesborough	499-0058
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The Cottage 24 Water Street Williamstown	458-4305
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. . . H A N D Y R E S O U R C E S

Label Shopper 14 American Legion Drive North Adams	663-3741	Target Berkshire Mall Lanesborough	236-4210
The Mountain Goat 130 Water Street Williamstown	458-8445	Wal-Mart 830 Curran Highway North Adams	664-4004
Nature's Closet 61 Spring Street Williamstown	458-7909	<b>Dry Cleaners/Launders:</b> Royal Cleaners Main Street Williamstown	458-2390
Peebles Steeple City Plaza, Main Street North Adams	663-5159	Thrifty Bundle Laundromat 255 State Road North Adams	664-9007
Ruby Sparks 37 Spring Street Williamstown	458-2226	Royal Cleaners 66 Spring Street Williamstown	458-9416
The Browns 16 Water Street Williamstown	458-1618	<b>Florists:</b> Mt. William's Greenhouses 1090 State Road (Rt.2) North Adams	663-8665
The Williams Shop 15 Spring Street Williamstown	458-3605	Quadland's Flowers & Gifts 90 Holden Street North Adams	663-3737
Women's Exchange (Consignment Shop) 277 Cole Avenue Williamstown	458-5853	<b>Gift Shops/Greeting Cards:</b> Carlton Cards Berkshire Mall Lanesborough	448-3676
<b>Copy/Fax Centers:</b> The Mail Room 43 Union Street North Adams	663-7004	Collector's Warehouse 105 North Street Williamstown	458-9686
Pip Printers 53 Main Street North Adams	663-3414	The Cottage 24 Water Street Williamstown	458-4305
The UPS Store 228 Main Street Williamstown	458-8033	Countryside Gifts 655 Cheshire Road Lanesborough	499-6613
Williams News Room 30 Spring Street Williamstown	458-2205	Crafty Creations Main Street North Adams	664-4032
<b>Department Stores:</b> JC Penney Berkshire Mall Lanesborough	499-7956	Library Antiques 70 Spring Street Williamstown	458-3436
Macy's Berkshire Mall Lanesborough	499-3600	Persnikety Toys 15 Eagle Street North Adams	662-2990
Peebles Steeple City Plaza, Main Street North Adams	663-5159	Quadland's Flower's and Gifts 90 Holden Street North Adams	663-3737
Sears Berkshire Mall Lanesborough	448-9200	Things Remembered Berkshire Mall Lanesborough	443-7182
<b>Discount Store:</b> Dollar Tree 30 American Legion Drive North Adams	664-8235	Where'd You Get That 100 Spring Street Williamstown	458-2206
Family Dollar 45 Veteran's Memorial Drive North Adams	664-7759	Wilderness Berkshire Mall Lanesborough	443-5033
		<b>Grocery/Convenience Stores:</b> Big Y 45 Veteran's Memorial Drive North Adams	663-6549

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Ephorium 20 Spring Street Williamstown	597-9800	R. K. Miles 385 Cole Avenue Williamstown	458-8121
Price Chopper State Road North Adams	663-9415	<b>Houses of Worship:</b> (for the most up-to-date information see <a href="http://www.williams.edu/Chaplain/">http://www.williams.edu/Chaplain/</a> )	
Stewarts Route 7 Pownal, VT	802-823-5176	<b>Williams College Chaplaincy</b>	<b>597-2483</b>
Super Stop & Shop 876 State Road (Rt. 2) North Adams	664-8100	<i>Bahá'í Community</i> (Makepeace Room, Greylock Dining Hall) 2nd & 4th Wednesdays: 7:00p.m.	
West's Package and Variety 367 State Road (Rt. 2) North Adams	663-6081	<i>Christian Fellowship</i> (Dodd Living Room)	Friday: 6:30p.m.
Wild Oats Co-Op (Health Food/Groceries) Rt. 2 Williamstown	458-8060	<i>Jewish Religious Center</i> (24 Stetson Court)	Friday: 6:30p.m.
		<i>Muslim Students Association</i> (Thompson Memorial Chapel-lower level)	Friday: 12:00p.m.
		<i>Newman Catholic Association</i> (Thompson Memorial Chapel-basement)	Sunday: 4:30p.m.
<b>Hair Salons/Barbers:</b>			
Clip Shop Spring Street Williamstown	458-8585	<i>A.M.E.N. Zion Church</i> (45 Chestnut Street, North Adams)	663-3057 Sunday: 11:00a.m.
C G's Hair Design 1 Post Office Square North Adams	664-8126	<i>Bethel Pentecostal Church</i> (55 Harding Avenue, North Adams)	663-8998 Sunday: 10:30a.m. Wednesday: 7:00p.m.
Colonial Cuts Colonial Shopping Plaza Williamstown	458-0111	<i>Community Bible Church of Williamstown</i> (160 Bridges Road)	458-5556 Sunday: 9:30a.m.
Hair Express Berkshire Mall Lanesborough	445-4933	<i>Congregation Beth El—Reconstructionist</i> (225 North Street, Bennington, VT)	802-442-9645 Saturday: 10:00a.m.
L A Trends American Legion Drive North Adams	663-5273	<i>Congregation Beth Israel—Reform</i> (53 Lois Street, North Adams)	663-5830 Friday: 5:00p.m. Saturday: 9:30a.m.
Man's World Styling Salon Marshal Street North Adams	663-7741	<i>First Baptist Church</i> (731 Main Street)	458-4811 Sunday: 10:00a.m.
The Men's Den 36 Park Street Adams	743-4381	<i>First Congregational Church</i> (906 Main Street)	458-4273 Sunday: 10:30a.m.
St. Pierre's Barber Shop 18 Spring Street Williamstown	458-5861	<i>First United Methodist Church</i> (777 Main Street)	458-3183 Sunday: 10:00a.m.
Shear Creations 45 Ballou Lane Williamstown	458-3845	<i>St. John's Episcopal Church</i> (35 Park Street)	458-8144 Sunday: 8:00a.m. & 10:00a.m.
Unisex Palace Of Hair Design Berkshire Mall Lanesborough	445-7653	<i>Saint Patrick's Catholic Church</i> (63 Southworth Street)	458-4946 Masses: Sunday: 9:45a.m., 11:15a.m., 4:30p.m. Saturday: 4:00p.m.
<b>Hardware:</b>		Confession: Saturday: 3-3:30p.m. & by appointment	
Aubuchon Hardware Main Street Williamstown	458-3000	<i>Second Congregational Church</i> (81 Hancock Road)	458-3467 Sunday: 9:00a.m.
Greenberg's Curran Highway North Adams	664-4576		

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<i>Society of Friends—Quakers</i> (Bennington, VT)	802-442-6010 Sunday: 10:00a.m.	
<i>Unitarian Universalist Church</i> (175 Wendell Avenue, Pittsfield)	443-7903 Sunday: 10:00a.m.	
<i>White Oaks Congregational Church</i> (480 White Oaks Road)	458-4633 Sunday: 11:00a.m.	
<b>Insurance:</b>		
CPD&C Insurance Agency, Inc. 296 Main Street Williamstown	458-8119	
Farm Family O'Mara Insurance 610 Main Street Williamstown	458-5584	
Greylock Insurance Agency 552 Main Street Williamstown	458-5724	
<b>Jewelers:</b>		
Crown Jewelers Allendale Plaza Cheshire Road Pittsfield	442-9073	
Di Legos Jewelers 16 Ashland Street North Adams	663-8140	
Goodman's Jewelers 32 Spring Street Williamstown	458-8452	
Hannoush Jewelers Berkshire Mall Lanesborough	445-8895	
Kay Jewelers Berkshire Mall Lanesborough	445-7866	
<b>Movie Theaters:</b>		
North Adams Cinema 6 Steeple City Plaza, Main Street North Adams	663-5873	
Berkshire Mall Regal Cinemas Berkshire Mall Lanesborough	499-2558	
Cinema 7 319 Northside Drive Bennington, VT	(802) 442-8170	
Colonial Theatre 111 South Street Pittsfield	997-4444	
Hathaway's Drive-In Theater Route 67 North Hoosick, NY	(518) 686-7768	
Images Cinema 55 Spring Street Williamstown	458-5612	
Pittsfield Cinema Center West Housatonic (Rt. 20 West) Pittsfield	443-9639	
<b>Newsstands:</b>		
Williams News Room 30 Spring Street Williamstown		458-2205
<b>Opticians:</b>		
American Vision Center Berkshire Mall Lanesborough		448-2740
Berkshire Optical Company 85 Main Street North Adams		663-6511
Family Eye Care 151 Ashland street North Adams		662-2020
Optical Care Associates Allendale Plaza Cheshire Road Pittsfield		443-4404
Robert Brownsword Opticians 85 Main Street North Adams	664-9359, 663-5507	
The Spectacle Shop 115 Main Street North Adams		662-2151
<b>Pharmacies/Health &amp; Beauty:</b>		
Rite-Aid Main Street Williamstown		458-2138
CVS Pharmacy Store Veterans Memorial Drive (Big Y Shopping Center) North Adams		664-8712
Harts' Pharmacists ( <i>no prescriptions</i> ) 40 Spring Street Williamstown		458-5757
Little's HSC Pharmacy 155 Eagle Street North Adams		663-6450
Nassif's Professional Pharmacy, Inc. 51 Ashland Avenue North Adams		663-3711
Stop & Shop Pharmacy 876 State Road (Rt. 2) North Adams		664-8550
Wal-Mart Pharmacy 830 Curran Highway North Adams		664-4040
<b>Photo Processing:</b>		
Rite-Aid Main Street Williamstown		458-2138
CVS Pharmacy Veterans Memorial Drive (Big Y Shopping Center) North Adams		664-8512
Harts' Pharmacists 40 Spring Street Williamstown		458-5757
Ritz Camera Berkshire Mall Lanesborough		499-7547
Wal-Mart 830 Curran Highway North Adams		664-4004

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## **Records/Compact Discs/Tapes:**

Best Buy	445-8914	Subway 384 Main Street	458-7014
Berkshire Mall Lanesborough		Subway 51 Spring Street	458-2600
FYE	447-7279	Taconic Golf Club 19 Meacham Street	458-5211
Berkshire Mall Lanesborough		Thai Garden 27 Spring Street	458-0004
Toonerville Trolley Records 131 Water Street Williamstown	458-5229	That's A Wrap 60 Spring Street	458-6118

## **Restaurants:**

### **Williamstown**

'6 House Pub Rt. 7 south (1896 House)	458-1896	The Donut Man Simonds Road and Sand Spring Road	458-3163
Chef's Hat 905 Simmonds Road	458-5120	The Purple Pub 8 Bank Street	458-0095
Chopsticks Chinese Restaurant Main Street	458-5750	Tunnel City Coffee 100 Spring Street	458-5010
Colonial Pizza Colonial Shopping Plaza	458-8014	Water Street Grill Water Street	458-2175
Coyote Flaco 505 Cold Spring Road	458-4240	Williams Inn (Continental) On the Green (Rtes. 2 & 7)	458-9371
Cozy Corner Restaurant 850 Simonds Road (Rt. 7)	458-3854		
Desparados Mexican Restaurant Colonial Shopping Plaza	458-2100		
Ephorium 20 Spring Street	597-9800		
Hobson's Choice 159 Water Street	458-9101		
Hops and Vines 16 Water Street	884-1372		
Hot Tomatoes Pizza 100 Water Street	458-2722		
Lickety-Split 69 Spring Street	458-1818		
Leo's Luncheonette Cole Avenue	458-8098		
Mezze Bistro & Bar 777 Cold Spring Road (Route 7)	458-0123		
Moonlight Diner 408 Main Street (Rt. 2)	458-3305		
The Orchards 222 Adams Road	458-9611		
Pappa Charlies Deli & Sandwich Shop 28 Spring Street	458-5969		
The Red Herring 46 Spring Street	458-2808		
Saigon Vietnamese Cuisine 66 Spring Street	458-3588		
Spice Root 23 Spring Street	458-5200		
Spirit Shoppe & Deli Station 280 Cole Avenue	458-3704		

### **North Adams**

Angelina's Sub Shop 152 American Legion Drive (Oasis Plaza)	664-0315
Big Shir's Kitchen 780 Massachusetts Avenue	664-2070
Boston Seafood Restaurant American Legion Drive	663-8740
BrewHaHa 20 Marshall Street	664-2020
Burger King 74 American Legion Drive	664-4779
China Buffet 41 Main Street	664-4972
Domino's Pizza 1 River Street	663-6363
Freight Yard Restaurant & Pub Heritage State Park (Rt. 8)	663-6547
Friendly's 245 State Road (Rt. 2)	664-4300
Gramercy Bistro 24 Marshall Street	663-5300
Golden Eagle Mohawk Trail, Rt. 2 East	663-9834
Hot Dog Ranch State Street	
The Hub 55 Main Street	662-2500
Isabella's 896 State Road	662-2239
Jack's Hot Dog Stand 12 Eagle Street	664-9006
Lickety-Split 87 Marshall Street	663-3372
McDonalds 17 Union Street (Rt. 2)	664-7272

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Supreme Pizza and Wings 117 Main Street	663-3770	Jelley's Auto Sales & Service 7532 Route 7 Pownal, VT	(802) 823-7996
Papa Ginos North Adams Center (American Legion Drive & Main Street)	664-7811	Monroe Muffler/Brake 211 State Road (Rt. 2) North Adams	664-0306
Pizza Works 315 Ashland Avenue	663-6661	T & M Auto 512 Curran Highway North Adams	662-2316
Red Sauce 139 Ashland Street	662-2200	Purple Valley Automotive Service 391 Main St Rt 2 Williamstown	884-6025
Richmond Grille 40 Main Street	663-6500	<b>Shoes:</b> Footlocker Berkshire Mall Lanesborough	445-4950
Sushi House 43 Main Street	9388	Lady Footlocker Berkshire Mall Lanesborough	499-9817
Subway of North Adams 1 Main Street	664-8020	Payless Shoesource Berkshire Mall Lanesborough	499-7519
Village Pizza 51 Eagle Street	664-4134	Shoe Dept. Berkshire Mall Lanesborough	499-6150
<b>Nearby</b>		<b>Shoe Repair:</b> King's Shoe Service 164 North Street Bennington, VT	(802) 447-0606
Drummonds at Jiminy Peak Hancock	738-5500 x378	<b>Sporting Goods:</b> Champ Sports Berkshire Mall Lanesborough	448-2123
Founders Grille Jiminy Peak Ski Area Hancock	738-5500 x378	Goff's Sports 15 Spring Street Williamstown	458-3605
Mill on the Floss 342 Rt. 7 New Ashford	458-9123	The Mountain Goat 130 Water Street Williamstown	458-8445
Rattlesnake Cafe (Mexican) 230 North Street Bennington, VT	(802) 447-7018	Nature's Closet 61 Spring Street Williamstown	458-7909
At the Berkshire Mall (Lanesborough):	445-4400	Olympia Sports 80 Main St # R North Adams	662-4059
Bavarian Pretzel (Kiosk)		<b>Stereo Equipment:</b> Best Buy Berkshire Mall Lanesborough	445-8914
Chick-Fil-A		Central Radio Appliance & Furniture Center 1 Roberts Drive North Adams	664-9685
China Max		<b>Travel:</b> Berkshire World Travel 59 Main Street North Adams	663-7646
Coffee Beanery		The Travel Store 620 Main Street Williamstown	458-5786
Country Fair Fries and Dogs			
DQ-Orange Julius (Kiosk)			
Gertrude Hawk Chocolates			
Little Italia Pizza			
Original Philly Steaks			
Ray's No. 1 Pizza			
Ruby Tuesday			
Subway			
Turkey and Salad Sensations			
<b>Service Stations:</b>			
Braytonville Garage 10 State Road (Rt. 2) North Adams	663-8815		
Carpinello's Service Center 364 Main Street Williamstown	458-2528		
Dave's Auto Repair 610 North Hoosac Road Williamstown	458-0256		
Earl's Service Station 251 North Street Bennington, VT	(802)-447-7090		
Flamingo Motors 339 Cole Avenue Williamstown	458-2222		



## College Committees

Numbers in parentheses indicate respectively the number of faculty members, ex-officio members (often officers of administration) and student members. The faculty, staff members and students for 2011-2012 as well as ex-officio members appear in brackets.

**Academic Standing (CAS)** (6-4-0): Responsible for maintaining academic standards. Reviews records of students with inadequate academic performance; rules on requests for the waiving of academic regulations or other unusual academic activities; and decides on some requests for readmission. [Marlene Sandstrom, *Chair*, Gene Bell-Villada, Christopher Bolton, Amy Hopzappel, Paul Karabinos, Allison Swain, Dave Johnson\*, Richard Nesbitt\*, Sarah Bolton\*, Charles Toomajian Jr.\*]

**Appointments and Promotions (CAP)** (3-3-0): advises the President and trustees about faculty appointments and advancement. Although students do not sit with the committee, the CAP receives student opinion about faculty from the departments. Departments gather student opinion through student advisory committees, direct interviews with students, and the Student Course Evaluation Survey. In addition, students may volunteer evaluations to department chairs or the Dean of the Faculty directly. [Denise Buell, Lee Park, D. L. Smith, Adam Falk\*, Will Dudley\*, Peter Murphy\*.]

**Calendar and Schedule** (3-2-3): Deals with proposing the academic calendar to the faculty and with approving the class hour schedules submitted by the departments. [Jon Bakija, *Chair (fall)*, Cesar Silva, *Chair (spring)*, Cesar Silva (*fall*), Tanselli Savaser (*spring*), Ed Gollin, Bud Fisher\*, Stephen Sneed\*, Barbara Casey\*, Tiffany Chang '14, two student to be announced.]

**Discipline** (8-1-8): Hears and rules upon cases of alleged violations of College regulations. All the student members also serve as the Student Honor Subcommittee, which hears cases of alleged violations of the Honor Code and recommends appropriate action to the Dean. Four faculty members of the Discipline Committee serve in an advisory capacity to the Honor Committee. [Cheryl Shanks, *Chair*, Liz Beazley, Kerry Christensen, Dave Edwards, Scarlett Jang, Zafi Levy, Gretchen Long, Anand Swamy, Sarah Bolton\*, students to be announced.]

**Diversity and Community:** The Committee on Diversity and Community focuses on issues of diversity and community on campus and makes recommendations on both curricular and extracurricular matters with the intention of promoting better understanding between and among groups on campus. [Claire Ting, *Chair*, faculty to be announced, Jennifer Chan '14, Veronique Hob-Hob '13, David Lee '14, Reema Sharma '13, Monica Torres '13, Lily Wong '12.]

**Educational Policy** (7-4-6): Recommends educational policy and maintains a College-wide overview of the curriculum. [Guy Hedreen, *Chair*, Rob Baker-White, Brent Heeringa, Chip Lovett, Jim Mahon, Tara Watson, Amanda Wilcox, Sarah Bolton\*, Peter Murphy\*, Charles Toomajian Jr.\*, Adam Falk\*, Michael Girouard '13, *Student Chair*, Nneka Denie '13, Michael Gold '14, Ahn Nguyen '13, Amy Nguyen '12, Krista Pickett '13.]

**Faculty Steering Committee** (6-0-0): discusses topics of particular interest to faculty and meets with student groups from time to time to discuss issues in common. [Laurie Heatherington, *Chair*, Colin Adams, Mea Cook, Sarah Dubow, Gage McWeeney, Bernie Rhie.]

**Honorary Degrees** (3-2-3): Makes recommendations to the President and Trustees on honorary degree recipients and speakers at Commencement and Convocation. [Daniel Aalberts, Karen Merrill, Jim Shepard, Jefferson Strait\*, Keli Kaegi\*, students to be announced.]

**Information Technology** (4-5-3): Recommends policies for use of computers and word processors in courses and for research; advises on the acquisition of hardware and software needed to support academic computing. [Kevin Jones, *Chair*, Ken Kuttner, Shawn Rosenheim, Steve Souza, Will Dudley\*, David Pilachowski\*, Denny Taylor\*, two administrators appointed by the Provost\*, Margaret Richmond '12, two students to be announced.]

**Lecture** (4-0-4): Schedules and makes arrangements for visiting lecturers. [Christian Thorne, *Chair*, Cathy Johnson, Omar Sangare, David Tucker-Smith, Pat Megley, *Student Chair*, Katie Aldrin '12, Rose Courteau '14, Robin Grimm '14.]

**Library** (3-3-3): Makes recommendations on matters of library policy, including the allocation of the purchasing budget among the academic departments. [Marjorie Hirsch, *Chair*, Stewart Johnson, Steve Sheppard, Peter Murphy\*, David Pilachowski\*, Robert Volz\*, David Michael '13, *Student Chair*, Sharona Bollinger '14, Emily McTague '12, Margaret Moore '12.]

**Priorities and Resources** (4-7-3): Reviews trends in the annual College budget and consults with the Provost, Vice Provost and Treasurer on them as well as on matters relating to priorities in fundraising and resources for capital expenditures, principally for middle-to-long-range spans of time. [Andrea Danyluk, *Chair*, Ilona Bell, Morgan McGuire, Safa Zaki, Will Dudley\*, Tom Dwyer\*, Steve Klass\*, John Malcolm\*, Diana Prideaux-Brune\*, Fred Pudderster\*, Chris Winters\*, Andrea Lindsay '13, two students to be announced.]

**Undergraduate Life** (5-3-6): Recommends policy on all non-academic aspects of student life including faculty-student relations, student governance, student housing, and athletic activities. [Mihai Stoiciu, *Chair*, Lois Banta, Dan Greenberg, Sarah Jacobson, Glenn Shuck, Laure Berk '12, *Student Chair*, Courtney Alexander '13, Kate Flanagan '14, James Mathenge '12, Peter Skipper '13, David Zackheim '12.]

**Winter Study** (5-4-4): Recommends policy on the Winter Study Program and administers it, including review of all faculty and student projects for approval and allocation of funding. [Ollie Beaver, *Chair*, David Eppel, Nate Kornell, Darel Paul, Holly Silva, Barbara Casey\*, Paula Consolini\*, Jonathan Morgan-Leamon\*, Jodi Psoter\*, Rebecca Fallon '14, Jalyne Figueroa '13, Veronique Hob-Hob '13, Ben Kane '12.]

## Computer Commands and Online Resources

### Student Online Registration System (SELFREG)

PeopleSoft/SELFREG is web-based. You should use Internet Explorer to access SELFREG.

The web address for logging in to your PeopleSoft account is <https://sarah.williams.edu>, or from the Williams home page, [www.williams.edu](http://www.williams.edu), follow the links for *Epecially for > Students > Academics > PeopleSoft/SELFREG*. (In some versions of IE you can set favorites for this and other pages.) The system is available at all times except for occasional maintenance.



For password problems, use the forgotten password link on the login page. If you lock your account with 10 unsuccessful attempts, e-mail to [selfreg@williams.edu](mailto:selfreg@williams.edu) to have the account unlocked. Please memorize your UserID, but if you forget, you can also e-mail to [selfreg@williams.edu](mailto:selfreg@williams.edu) for help.

### What's the Difference between Preregistration and Drop/Add?

The way course requests are handled is different depending on whether the registration period is preregistration or drop/add. And Winter Study registration is an entirely different process.

Preregistration takes place in late April for the following fall semester and in late October for the following spring semester. During preregistration, all courses are open—no enrollment limits. Preregistration is not first-come/first-serve and does not guarantee a spot in a course, but departments try to accommodate course requests as much as possible. Students should preregister for the 4 courses they most want to take. After preregistration closes, academic departments review the course enrollments. Departments may add sections for a course in high demand or cancel a course with low demand, or students may be dropped from courses which have been overenrolled. Students dropped from an overenrolled or cancelled course will be notified and given the opportunity to select an alternate course before drop/add begins.

Drop/add takes place starting the day before the semester begins and runs through the first seven class days. This is the student's final chance to select courses for the semester. At the end of drop/add, each student should be enrolled in 4 graded courses; students may also select a 5th course on a pass/fail basis. Courses may have enrollment limits and/or instructor permission flags set at this point. Students should try to finalize their schedule as early as possible during drop/add. Some courses are open and can be added directly in SELFREG; for those which are closed and/or require permission of instructor, see information below.

### Drop/Add Instructions

You must enter your drop/add course changes on SELFREG; signed add cards are required only in certain cases as noted below.

If you have problems entering your course changes on SELFREG, please call the Registrar's Office at x4286, come in to the office for help, or send e-mail to [selfreg@williams.edu](mailto:selfreg@williams.edu). We read e-mail often, including evenings and weekends, and will respond as soon as we can.

Below are some guidelines and information on making course changes. Please read this carefully. Please note that anywhere we say "the instructor may...", we mean both that the instructor might and that the instructor has the right to.

**Drop/add opens early.** SELFREG will open for drop/add on the Monday evening before the semester classes begin. You may need to log in a number of times during the drop/add period to record your changes.

**Drop early.** If you know definitely that you are dropping a course, please do so early, even if you aren't yet sure what you are adding. This will let the instructor know who intends to take the course and may open up a space for another student.

**Add early.** You may add most courses before the first class meeting (exceptions are noted below) and if you are sure what you intend to take, please add early. Again, this will let the instructor know who intends to take the course.

**First class meetings are important.** If you do not attend the first-class meeting of a course you are registered for, the instructor may drop you from the course. The instructor may refuse you permission to add a course if you have not attended the first class meeting, even though you may be able to add it on SELFREG. If you want to add a course for which you did not attend the first meeting, make sure you have the instructor's approval to do so.

**Add controls**—some courses have an enrollment limit and/or an instructor consent flag.

- ◆ Either using the Class Search in the Student Center or Enrollment sub-menu, or using the Search while adding classes, the Status field will reflect each section as Open or Closed. If you try to add a closed section, you will receive a "Not Enrolled, Class is Full" error message.
- ◆ Either using the Class Search in the Student Center or Enrollment sub-menu or using the Search while adding classes, click the section link to drill down to class details. If the course is instructor consent or has prerequisites enforced, this will be listed under an "ENROLLMENT INFORMATION" section. If you try to add an Instructor Consent section, you will receive a "Permission to enroll in this class is required" message.
- ◆ **Course closed/No Instructor Consent flag**—very few courses are like this. It's worthwhile to check SELFREG again later—as other students drop, the course may open. It's also worthwhile to contact the instructor or go to the first-class meeting.

◆ **Instructor Consent Flag**—who may add will be resolved by the instructor at the first meeting. Many of these courses overenrolled and some students have been dropped already and instructors may have a wait list. Please keep in mind that space may not open and you should have a back-up plan. Others may specify in the catalog permission of the instructor or department chair. To add the course, go to the first class meeting. Note that organizational meetings are first class meetings. If the course was closed, it may be worthwhile to check SELFREG again before the class meets to see if any spots have opened up. Check the catalog description for any indication of whether certain majors or class years get preference for slots available. Any adds allowed may be handled by e-mail notice from the instructor to the Registrar's Office or by signed add cards; the instructor will let you know which.

◆ **Add Cards for closed or Instructor Consent courses.** An instructor may agree to allow you into a closed or Instructor Consent course by signing an add card which you must bring to the Registrar's Office. These cards are available from the Registrar's Office. Most instructors use e-mail rather than add cards.

**Thesis and Independent Study.** If you are adding a thesis or project, you need a signed add card from the instructor you will be working with or from the department chair. To add an independent study course 397, 398 or 497, 498 you need a petition signed by the instructor and the department chair. An independent study petition should be turned in to the Registrar's Office.

**Multi-Sectioned Courses with Virtual Sections.** Some of the large multi-sectioned lab and conference courses which need to limit enrollments per section have 'virtual' sections to accommodate section changes. These virtual sections are indicated in the class hour directory and have a 'V' section number.

How to use the virtual section? If you are adding the course, or need to make a section change, try first to add the section you want. Checking the schedule of classes for open sections will be helpful. If you can't add into any open section, add the virtual section. This at least gets you into or keeps you in the course. As other students drop/add, closed sections may open; it will be worthwhile to check later to see if a space has opened up in a section you want. Don't be afraid to use the virtual section; if nobody moves, the section changes will gridlock. If you can't get out of the virtual section into a real section; section assignments will be sorted out during the first full week of classes. Instructors may ask you to change sections to accommodate other students and to keep the sections balanced.

**Multi-Sectioned Courses without Virtual Sections.** Smaller multi-sectioned courses also need to keep a reasonable enrollment balance between sections. If a section you need to add is closed but others are open, check with the instructor about adding. Instructors may ask you to change sections if your schedule allows and the section you are in has become overenrolled. Instructors will sort this out during the first few class meetings.

**Placement and Prerequisites**—Please check the course catalog descriptions for prerequisite requirements. If you think you may have the equivalent of a prerequisite in non-Williams coursework, you should discuss this with the course instructor or department chair. Possible use of Advanced Placement or International Baccalaureate test results is indicated on your Academic Progress Report.

## Registering for a 5th (Pass/Fail) Course

### *How do I sign up for a pass/fail course?*

During the drop/add period at the beginning of each semester, you are allowed to add a fifth course on a pass/fail grading basis. The fifth course must be designated as pass/fail initially, even if you intend to change it to graded at mid-semester. Some courses are not permitted as pass/fail—this will be indicated in the Catalog description or by the instructor in the first class meeting. You must indicate on SELFREG, which of your five courses is the extra, pass/fail course. Pass/fail designation must be done before the end of the drop/add period. To add another pass/fail course beyond the fifth one, you must speak to someone in the Registrar's Office.

Think carefully about which course(s) you designate pass/fail. Past the end of the drop/add period, you may not drop one of your four regular courses and replace it by changing your fifth course to a fourth graded course, and you may not change which course is designated pass/fail.

### *How do I drop my pass/fail course or change it to regular grading?*

Around mid-semester, you will receive an email from the Registrar's Office which will provide the option to drop the course from your schedule without penalty, or else to remain in the course for the rest of the semester, either on the pass/fail or regular A-E grading basis. This option is available only for the course which you designated as your fifth, pass/fail course. If you decide before mid-semester that you want to drop your 5th course, you may do so; please check with the Registrar's Office for procedures.

### *What difference does the grading basis make?*

If the course is completed on a pass/fail basis, it will not be used when calculating your GPA and it may not be used to fulfill distribution or major requirements, or to make up an academic deficiency. If you change the course to regular grading, your grade will be used when calculating your GPA and, if the grade received is D- or higher, the course may be used toward fulfilling distribution or major requirements and may be used to make up an academic deficiency from the previous semester. Unless being used to make up an academic deficiency, an extra graded course may not be used as one of the thirty-two semester courses required for the degree.

## Registering for a Gaudino Option Course

The Gaudino Option (G-option) attempts to encourage students to engage in courses of interest beyond their area of focus or "expertise." You can declare one of your four graded courses at Williams as one of your two G-options

any time during the drop/add period of any semester, starting as early as the spring semester of your first year and as late as the fall semester of your senior year. You cannot un-declare the G-option after the end of drop/add. You can sign up for at most one G-option course per semester, and at most *two* in your undergraduate career. You *cannot* invoke the G-option on a course used to satisfy divisional or other college requirements (ED1, Q, W). You *cannot* invoke the G-option for any course that fulfills major or concentration requirements *unless* it is the very first course you take in that major or concentration. You will have up to 30 days after grades are posted to elect to invoke the G-option for a course from the previous semester. If your course grade is above a certain floor and the instructor of the course approves, then the course grade will be changed to **G** on your transcript and the GPA will not be affected by the original grade. The course *will* count toward graduation, but the transcript will reflect that you declared the course to be an intellectual stretch. Any course can be taken with the G-option unless the course description in the *College Bulletin* explicitly states otherwise. (See [http://www.williams.edu/Registrar/aprilreg/G\\_OptionInfoForStudents.pdf](http://www.williams.edu/Registrar/aprilreg/G_OptionInfoForStudents.pdf) for more details about The Gaudino Option.)

### Changing the Grading Designation of a Course (*only available during drop/add*)

You can change a course to pass/fail or Gaudino option at the same time as adding or swapping to the course by changing the grading basis on the Enrollment Preferences step, then proceed with the add or swap.

- ◆ To designate a course pass/fail or Gaudino option after you have enrolled, navigate to the Edit Class page, select the course from the drop/down in “Classes you are allowed to edit” then click “Proceed to Step 2 of 3”. If a course is not allowed on a pass/fail or Gaudino option, it will not be in this list.
- ◆ Change the grading dropdown from “Graded” to “Pass/Fail” or “Gaudino”, then click “Next”.
- ◆ Click “Finish Editing”.
- ◆ Check for “Success” or “Errors”. if you don’t understand the error message, contact the Registrar’s Office.
- ◆ Check your Class Schedule to confirm your pass/fail or Gaudino option designation.

Until the end of drop/add you can switch which courses are pass/fail or Gaudino option by updating the grading options as above. If you designate one course pass/fail, then drop a regularly graded course, make sure you change the pass/fail course back to graded. By the end of drop/add, you must have four graded courses on your schedule (one of which may be “Gaudino option” for eligible students).

### Auditing a Course

If you wish to audit a course in addition to your regular semester courses, you should discuss this with the instructor of the course during the drop/add period. The instructor must approve your auditing the course and he or she will decide the level of your participation in the course, e.g., whether or not you should take tests, etc. You may do this without any interaction with the Registrar’s Office. *You should **not** add the course on SELFREG.*

If you decide during the semester that you cannot continue auditing the course, it would be courteous to inform the instructor. If you continue auditing through the entire semester and want a formal record of the audit to appear on your transcript, you should pick up an audit validation form from the Registrar’s Office during the last week of classes, have the instructor sign the form and return it to the Registrar’s Office before the end of the exam period.

If you are taking a fifth course on a pass/fail basis and decide by mid-semester that you must drop the course but would like to continue in it as an audit, discuss this with the instructor and proceed as above in auditing the course, but remember to drop the course as a pass/fail course.

### Some Useful Web Pages

*Williams College* ([www.williams.edu/](http://www.williams.edu/))—the official College site, with links to informational pages and departmental pages.

*Williams College Catalog* (<http://catalog.williams.edu/>)—the official College catalog.

*Williams Students Online* ([wso.williams.edu/](http://wso.williams.edu/))—a student organization which offers student webpages, runs a public Media Lab, and operates web-based services like the *Online Facebook* and the Housing Plans.

*Office for Information Technology* ([www.williams.edu/go/oit/](http://www.williams.edu/go/oit/))—includes help pages and software downloads.

*Williams College Library* ([www.williams.edu/library/](http://www.williams.edu/library/))—library hours and information, electronic databases, and the library catalog.

*College-Wide Message Service* ([www.williams.edu/messages/](http://www.williams.edu/messages/))—campus announcement system for events and important notices. Message summaries with links to the full texts are e-mailed at midnight after each work day to members of the college community; the full texts, a submission form, and more information are available on this site.

*Google* ([www.google.com/](http://www.google.com/))—one of the smartest search engines on the Net: quality over quantity.

*MapQuest* ([www.mapquest.com/](http://www.mapquest.com/))—door-to-door driving directions, and maps.

*New York Times Online* ([www.nytimes.com/](http://www.nytimes.com/))

## ***Department and Program Chairs 2011-2012***

<b><u>Department/Program</u></b>	<b><u>Chair (Administrative Assistant)</u></b>	<b><u>Telephone</u></b>
Africana Studies	Shanti Singham	x3570
American Studies	Liza Johnson	x3382
Anthropology and Sociology	James Nolan	x2460
Arabic	Christopher Bolton (Lucy Green)	x2391
Art	Peter Low (Beverly Sylvester)	x3578
Asian Studies	Cecilia Chang	x2558
Astronomy, Astrophysics	Jay Pasachoff (Michele Rech)	x2482
Biochemistry and Molecular Biology	Amy Gehring	x3227/2184
Bioinformatics, Genomics, and Proteomics	Chip Lovett	x2124/3402
Biology	Steven Swoap (Dawn Jamros)	x2126
Center for Development Economics	Thomas S. Powers	x4229
Chemistry	David Richardson (Deborah Morandi)	x2323
Classics	Meredith Hoppin	x2554
Cognitive Science	Kris Kirby	x3142
Comparative Literature	Christopher Bolton (Lucy Green)	x2391
Computer Science	Tom Murtagh (Lorraine Robinson)	x3218
Contract Major	Charles R. Toomajian (Cynthia Haley)	x4261
Critical Languages	Jane Canova	x2392
Dance	Sandra Burton	x2410
	Michael Glier	x2377/3578
Economics	Peter Montiel (Kathy Butterfield)	x2476
English	John Limon (Patricia Malanga)	x2114
Environmental Studies	Jennifer French (Katherine Fletcher)	x2346
Geosciences	Paul M. Karabinos (Patricia E. Acosta)	x2221
German	Gail Newman (Lucy Green)	x2391
History	Chris Waters (Linda Saharczewski)	x2394
History of Science	Donald deB. Beaver	x2239
Interdisciplinary Studies	Peter Just	x2552
International Studies	Magnus Bernhardtsson	x2223
Jewish Studies	Alexandra Garbarini	x2528
Latina/o Studies	Carmen Whalen	x2224
Leadership Studies	Nicole Mellow	x3730
Legal Studies	Cheryl Shanks	x2102
Maritime Studies	Ronadh Cox	x2297
Materials Science Studies	Lee Park	x2191/4526
Mathematics and Statistics	Cesar Silva (Marissa M. Barschdorf)	x2438
Music	Jennifer Bloxam (Michelle Picard)	x2127
Neuroscience	Heather Williams	x3315/4059
Performance Studies	William Darrow	x2147
Philosophy	Steve Gerrard	x2157
Physical Education, Athletics, and Recreation	Lisa Melendy (Karen Ware)	x3511
Physics	Daniel Aalberts (Michele Rech)	x2482
Political Economy	Darel Paul	x2327
Political Science	James E. Mahon (Nancy V. Bellows)	x2168
Public Health	Lois Banta	x4330/4347
Psychology	Betty Zimmerberg (Beth Stachelek)	x2441
Religion	Denise Buell	x2990
Romance Languages	Soledad Fox (Lucy Green)	x2391
Russian	Gail Newman (Lucy Green)	x2391
Science and Technology Studies	Donald deB. Beaver	x2239
Williams Program in Teaching	Susan Engel	x4522
Theater	Robert Baker-White (Corissa L. Bryant)	x2342
Women's and Gender Studies	Kathryn Kent	x2549



## Getting Around—Transportation, Directions and Nearby Places to Visit

### Berkshire Regional Transit Authority Buses

- ◆ Complete schedules and fare listings are available at the stop in front of Goodrich. The bus typically runs late, especially later in the day and sometimes up to half an hour late.
- ◆ Besides the major stops that are listed, the bus will also pick you up at other points along its route. After stopping at the Williams Inn, buses are scheduled to stop outside Goodrich 10-15 minutes after the hour on Saturdays and 15-30 minutes after the hour on Weekdays. No buses run on Sundays.
- ◆ Bus fares are \$1.25 within Williamstown; \$2.50 to or from North Adams; \$3.75 to or from Adams; \$4.50 to or from Berkshire Mall, Cheshire or Pittsfield. BRTA buses also go to also go to Lanesboro, Hinsdale, Dalton, Great Barrington, Stockbridge, Lee, and Lenox, and have separate routes within some of these. Within North Adams, buses also go to Mohawk Forest and North Adams Regional Hospital.
- ◆ Get a transfer slip if you are planning on changing buses.
- ◆ If you have questions, contact the BRTA at 800-292-2782.

### Free Weekly Shuttle Service

Williams Transport and several other campus groups have worked together to bring the student body the free shuttle service. A Williams College van will depart from Goodrich Hall and travel to Stop & Shop, MOCA, Wal-Mart, Downtown North Adams (Burger King) and the Berkshire Mall. It is perfect for those of you who want to stock up on supplies or just get off campus for a couple of hours. So, who needs a car...come on down and use this great service.

G = Goodrich (*side entrance*)

SS = Stop & Shop (*by recycling center*)

W = Wal-Mart (*exit doors*)

MOCA = Massachusetts Museum on Contemporary Art (*courtyard*)

BK = Burger King

#### Friday (p.m.):

4:00 Pickup and Depart G  
 4:05 Drop at SS  
 4:10 Drop at MOCA  
 4:25 Drop at W  
 4:30 Pickup SS (short time)  
 4:35 Arrive and Pickup at G  
 4:40 Depart G  
 5:15 Drop at Berkshire Mall  
 5:45 Pickup at W  
 5:55 Pickup at MOCA  
 6:05 Pickup at SS  
 6:10 Drop at G  
 6:15 Depart G  
 6:20 Drop at SS  
 6:25 Drop at W  
 6:35 Drop at BK  
 7:00 Pickup at W  
 7:10 Pickup at SS  
 7:15 Drop at G  
 7:20 Depart G (*no Pickup*)  
 8:22 Pickup at Berkshire Mall  
 8:57 Drop at G (*no Pickup*)  
 9:15 Pickup at BK  
 9:30 Drop at G (*no Pickup*)

#### Saturday (p.m.):

1:00 Pickup and Depart G  
 1:05 Drop at SS  
 1:10 Drop at MOCA  
 1:25 Drop at W  
 1:30 Pickup at SS  
 1:35 Arrive and Pickup at G  
 1:40 Depart G  
 2:15 Drop at Berkshire Mall  
 2:45 Pickup at W  
 2:55 Pickup at MOCA  
 3:05 Pickup and Depart SS  
 3:10 Drop at G  
 3:15 Depart G  
 3:20 Drop at SS  
 3:25 Drop at W  
 3:35 Drop at BK  
 4:00 Pickup at W  
 4:10 Pickup at SS  
 4:15 Drop at G  
 4:20 Depart G (*no Pickup*)  
 5:22 Pickup Berkshire Mall  
 6:15 Pickup BK  
 6:30 Drop at G (*no Pickup*)

#### Sunday (p.m.):

1:00 Pickup and Depart G  
 1:40 Drop at Mini Golf,  
 then Berkshire Mall  
 2:40 Depart Berkshire Mall  
 3:20 Arrive at G  
 3:30 Depart G  
 4:10 Arrive Berkshire Mall  
 5:10 Depart Berkshire Mall,  
 then Mini Golf  
 5:50 Arrive at G

Please note that all rides are round trip. For example, please do not plan to be dropped off at the Berkshire Mall by a friend and then take the Shuttle home, as it may be full. Priority for Shuttle rides goes to Williams College students. Guests of students may ride the shuttle if space permits at the discretion of the Shuttle drivers. The capacity of the Shuttle is 10 students plus the driver. If you have questions or concerns, please feel free to contact Rachel Hudson ([motorcoach@wso.williams.edu](mailto:motorcoach@wso.williams.edu)). For up-to-date information, visit [motorcoach.williams.edu/?page\\_id=13](http://motorcoach.williams.edu/?page_id=13).

### Williams Transport Motorcoach Service

**Check online for the current schedule information:**

[motorcoach.williams.edu](http://motorcoach.williams.edu)

#### Frequently Asked Questions:

*Where Can I Find The Service Schedule?*

The schedule can be found on the 2010-2011 Motor Coach Schedule page ([motorcoach.williams.edu](http://motorcoach.williams.edu)).

***When Can I Purchase Tickets?***

An e-mail will be sent to all students about upcoming Motor Coach departures a few weeks before each break. Tickets can be purchased online on the "Book Tickets" page. Confirmation will be sent to you by e-mail. You may purchase tickets until 9:00 PM the day before your departure.

***How Do I Cancel a Ticket?***

Go to the "My Reservations" page, select the "Cancel" checkbox for the ticket you'd like to cancel, and click on the "Cancel Reservations" button.

***How Much Do Tickets Cost?***

Tickets to Albany cost \$20, tickets to Boston are \$30 and tickets to New York are \$32.

***How Do I Pay For My Tickets?***

Tickets will be charged to your student term bill. If you do not wish to have the charge on your term bill, you may take cash or check to the Bursar's Office on the 1st floor of Hopkins within ONE WEEK of returning to campus.

***What If I Miss The Ticket Reservation Deadline?***

With our online reservation system you can purchase tickets until 9:00 PM the day before the motor coach's departure. Tickets cannot be purchased after this time.

***Can I Get A Refund?***

You may cancel your tickets until 9 PM the day before your departure. We cannot offer refunds after this point because final passenger counts must be delivered to the motor coach companies and our student conductors.

***How Do E-Tickets Work?***

E-tickets replace conventional tickets by giving you a confirmation number, which you will receive by e-mail after making your reservation on our online website. A designated Student Conductor will check your confirmation number as you board the board.

***What Is A Student Conductor?***

As a Student Conductor, you are personally responsible for making sure that all passengers have reserved tickets before they board. In exchange for fulfilling your responsibilities, your ticket will be free. In order to serve as student conductor, you must attend a student conductor training session, offered several times throughout the year.

**RESPONSIBILITIES:**

- You will receive a list by e-mail of the names and confirmation numbers of all the passengers on your
- Student Conductors must arrive 25 minutes before the scheduled departure of their motor coach
- Check-in with the Driver upon arrival
- When students start to board, take their names and confirmation numbers down. If any students wish to board who are not on the list, take down their Name, 7-digit Williams ID, Unix ID, SU Box, and Phone Numbers. In order to receive your refund, you'll be asked to submit these electronically after the trip in a "Conductor Trip Report."
- If there are any problems or you need assistance, talk with the Driver

***Where Do The Motor Coaches Depart From On Campus?***

Departures are on Stetson Road, close to the Dennett end of Mission Park.

***Where Exactly Do The Motor Coaches Travel?***

- Albany Airport Departures will pick up and drop off students in front of the airport's Main Terminal.
- New York City Departures will drop off and pick up students on 8th Avenue, between West 30th and 31st Street. Please note, however, that the drivers do not have a designated parking spot, so keep an eye out for a "Dufour" bus in the general vicinity.
- Boston/North Station Departures will first drop off students at the corner of Causeway Street and Canal Street, which is directly outside of North Station. Students returning to campus from North Station will be picked up at this same location.
- Boston-Logan Airport Departures will drop off students in front of the airline of their choice. All students returning from Logan Airport will be picked up at Terminal B, at the American Airlines arrival area (upstairs).

***How Long Do The Motor Coaches Take?***

Our motor coach companies estimate the following travel times to/from Williams College:

- Albany Airport: 1 hour and 15 minutes
- New York City: 4 hours and 30 minutes
- Boston's North Station: 3 hours and 15 minutes
- Boston's Logan Airport: 3 hours and 30

Please Note: These are only estimates and may vary due to traffic and weather conditions.

***How Early Do I Need To Be At My Airport?***

We strongly suggest arriving at your airport at least two hours prior to your scheduled departure, which means departing campus at least three hours and 15 minutes before your scheduled departure from Albany. The Williams Transport is not responsible for any costs due to missed flights or other connecting transportation. This includes, but is not limited to, cab fare, hotel rooms, meals, plane tickets, and incidental or consequential damages arising from the use of this service.

*Do The Motor Coaches Depart On Time?*

Motor Coaches departing Williamstown are strictly instructed to depart precisely on time. Students have planes to catch and they must get to their destination on time. We strongly urge arriving at the departure location 15 minutes prior to your scheduled departure from Williamstown. Please do not email us asking whether or not the motor coach can wait for you.

Note: Motor Coaches returning to Williamstown are not under such stringent time pressure. If a large number of passengers are not on a motor coach at its scheduled departure time (drivers have exact passenger counts), the motor coach may wait a few minutes, at the driver's sole discretion. The last motor coach of the day usually waits longer than earlier ones.

*I Missed My Motor Coach Departure. What should I do?*

If you are returning to campus from Albany, please take the next motor coach to campus. The Motor Coach Service is not responsible if you miss your bus and will not reimburse the cost of privately arranged transportation. If you are stuck at the Albany Airport and need to get back campus, call Veteran's Taxi at (413) 663-8300. If you need to speak to someone at Williams College during a vacation period, please call Williams College Security at (413) 597-4444.

*What's The Weather Cancellation Policy?*

Cancellations due to weather will be at the sole discretion of the motor coach company, whose decision is final. This decision will be made and announced only at. Please do not call to see if a coach will be delayed; this decision will be made at the last possible moment. If departures are delayed, they will resume as soon as meteorologically possible. If you are unable to use your ticket because your motor coach is cancelled or delayed due to weather, you will receive a refund of the motor coach ticket price.

*Who Should I Contact With Additional Questions?*

If your question is not answered here, please contact Rachel Hudson by e-mailing her at motorcoach@wso.williams.edu or calling at (413) 884-5436.

**Williams Zipcar**

Williams Zipcar is a rental car system for Williams students, faculty, and staff. Once registered for Zipcar, you can rent any of the four Williams Zipcars by the hour or by the day. (And if you're over 21, you can rent Zipcars from locations outside of Williamstown, too!) For more information about how to rent one go to [www.williams.edu/resources/zipcar](http://www.williams.edu/resources/zipcar).

**Directions (Roadtrips)**

The directions outlined below should provide a general sense of some of the more common roadtrips you might take while at Williams. Since we've translated the information from a variety of sources and have not actually followed any of the directions word for word, we cannot guarantee their accuracy. In short, we would suggest you verify these directions by referring to one of the many map tools available on the Web (e.g., [www.mapquest.com](http://www.mapquest.com)) or investing in a map before debarking.

**Airport, Bus and Train Stations**

**To Albany Airport:** Take US 7 N (Mass/VT) to Rte 346 W to Rte 22 N to Rte 7 W (NY) to I-87 S to Exit 4. Follow signs to airport.

**To Albany Bus Station:** Take US 7 N (Mass/VT) to Rte 346 W to Rte 22 N to Rte 7 W (NY) to I-787 S to Madison Avenue Exit. At the second set of lights, take a right. Terminal will be on right.

**To Hartford Airport:** Take US 7 S to US 20 SE to I-90 E (portions toll) to I-91 S to Exit 40. Follow connector to airport.

**To Rensselaer Train Station:** Take US 7 S to 43 S to Rte 4. Take left on Rte 4 (this is also 43). About 1 mile, Rte 43 splits to the right at the set of lights (Grand Union and shopping plaza). Follow Rte 43 until you see signs for train station.

**Colleges**

**Amherst College, Amherst, MA:** Take State Rte 2 E to State Rte 8 S to Rte 116 S to 8A to Rte 9 E. Follow this route into the center of town to Rte 116 S/South Pleasant Street. (third light at crest of large hill)

**Bates College, Lewiston, ME:** Take State Rte 2 E to I-91 NE to State Rte 2 E to I-495 NE to I-95 NE to Exit 13; proceed on off-ramp to stop sign. Turn left at stop sign, following signs for Lewiston, which will take you to Lisbon Street (Rte 196 W). Continue 1.6 miles to a major intersection. Turn right on East Avenue (Rte 202 and 4 N). Go straight for 1.2 miles through two lights and just before you get to the third, turn left on Campus Avenue. Proceed through one more light and past St. Mary's Regional Medical Center to a stop sign. To reach the Admissions Office, follow Campus Avenue to Wood Street. Turn left on Wood Street. Parking is available on the right.

**Bennington College, Bennington, VT:** Take US 7 N (Mass/VT) to Bennington. In the center of town at the "Four Corners" intersection with Rte 9 (first set of lights), continue on US 7 N. At the third traffic light you will see signs North to Manchester. Take a left at the traffic light on to Northside Drive, which becomes 67A. Follow for approximately three miles. Just past the Price Chopper, and at the flashing light, you will see a sign for the entrance to the College on the right.

**Boston College, Chestnut Hill, MA:** Take US 7 S to US 20 SE to I-90 E (portions toll) to Exit 17. At the first set of lights off the exit ramp, take a right on Centre Street. Follow Centre Street to the fourth set of lights, and turn left on Commonwealth Avenue. Follow Commonwealth Avenue 1-1/2 miles to Boston College.

**Boston University, Boston, MA:** Take US 7 S to US 20 SE to I-90 E (portions toll) to Exit 18, Brighton/Cambridge. Exit left. Follow signs to Cambridge to the second set of lights. Turn right at the lights; this is Soldiers Field Road/Storrow Drive. Exit Storrow Drive at the Kenmore exit. At the first set of traffic lights, turn right on Beacon Street. At this point, the road forks; the right fork is Bay State Road. Take Bay State Road for the Office of Admissions, the Towers Residence Hall, and Upper and Lower

Bay State Road Area Residence Halls. The left fork will take you into Kenmore Square (the large building on the right is the Myles Standish Residence Hall). Bear right at the far end of Kenmore Square on Commonwealth Avenue. The Warren Towers Residence Hall, the main campus, and the South and West Campus areas and Residence Halls are located on or near Commonwealth Avenue.

**Bowdoin College, Brunswick, ME:** State Rte 2 E to I-91 NE to State Rte 2 E to I-495 NE to I-95 NE to Exit 22 (Topsham-Brunswick, Route 1). Proceed to business district and turn right on Maine Street, following signs to the College.

**Brown University, Providence, RI:** Take US 7 S to US 20 SE to I-90 E to I-95 S to Exit 20 to Interstate 195, heading east and exit at Exit 2, “Wickenden Street.” Follow the loop on Benefit Street and continue on Benefit for approximately one-half mile to College Street. Turn right and head up the hill. Brown’s famous Van Wickle Gates will be directly in front you at Prospect Street.

**Bucknell University, Lewisburg, PA:** Take US 7 N (Mass/VT) to Rte 346 W to Rte 22 N to Rte 7 W (NY) to I-787 S to I-87 S to I-84 W to Rte 81 S to Rte 80 W to Exit 30 (Rte 15 S). At 7th traffic light, turn left.

**Colby College, Waterville, ME:** State Rte 2 E to I-91 NE to State Rte 2 E to I-495 NE to I-95 NE to Exit 33 and turn east on Kennedy Memorial Drive. Take the second left, First Rangeway, at the traffic signal opposite the Inland Hospital. Continue for approximately a mile, then turn left on Mayflower Hill Drive and up the hill to the campus. Visitor parking is available in most campus parking lots.

**College of the Holy Cross, Worcester, MA:** Take US 7 S to US 20 SE to I-90 E to (Auburn Exit 10) I-290 to Exit 11 (College Square). After exiting I-290 at College Square turn right at the traffic light on College Street. Then turn left through the main gate, marked by a large Holy Cross sign. Drive up Linden Lane to the brick building with a large white porch, O’Kane Hall, where parking is available.

**Columbia University, New York, NY:** Take US 7 S to US 44 to State Rte 22 S to I-684 to Cross Westchester Expressway SE to I-95 S (portions toll) to Hutchinson Parkway SW to I-95 W to George Washington Bridge. Join the Henry Hudson Parkway (Westside Highway) South. Use the 95th Street off-ramp and turn left on Riverside Drive. Proceed north (uptown) to 116th Street. A right turn at 116th Street leads you to the campus gate. Street parking can be found in the neighborhood, and there are parking garages located on the east side of Broadway between 114th and 113th Streets and on 122nd Street between Broadway and Amsterdam Avenue.

**Connecticut College, New London, CT:** Take US 7 S to US 20 SE to I-90 E (portions toll) to I-395 S to Exit 78. At the end of the exit ramp, turn right at the blue sign that says “Waterford.” Bear left. Proceed for 2.5 miles and the entrance to the College is on the left.

**Dartmouth, Hanover, NH:** Take US 7 N to State Rte 9 to I-91 N to Exit 13 at Norwich, Vt. Bear right off the exit, across the Ledyard Bridge spanning the Connecticut River. Continue up the hill (West Wheelock Street) to the top of the hill and to the traffic light in the center of town, nine-tenths of a mile from the interstate exit. To your left at the light is the Dartmouth Green; to your right is the Hanover Inn.

**Fordham University, Bronx, NY:** Take US 7 S to US 44 S to State Rte 22 S to I-684 S to Cross Westchester Expressway SE to I-95 SW (portions toll) to Exit 8C/Pelham Parkway West. Pass the exits to the Bronx River Parkway (the New York Botanical Garden will be on your right), and stay to the right, avoiding the underpass. At the light, turn right on Southern Blvd./Dr. Theodore Kazimiroff Blvd. After 1/4 mile, turn left at the light into the University.

**Georgetown University, Washington, D.C.:** Take US 7 N (Mass/VT) to Rte 346 W to 22 N to Rte 7 W (NY) to I-787 S to I-87 S to Garden State Parkway SW to New Jersey Turnpike SW to I-295 NW to I-95 W. Follow I-95 to the Capital Beltway. Then take I-495 West, toward Silver Spring.

**Hamilton College, Clinton, NY:** Take US 7 N (Mass/VT) to Rte 346 W to 22 N to Rte 7 W (NY) I-890 W to I-90 W (portions toll) to Westmoreland (Exit 32), turn right after the toll booth, and then turn left on State Rte 233 S. Drive 5.2 miles, passing through two traffic lights, until reaching a flashing red light at the intersection of 233 and College Hill Road. Turn right at this intersection and drive up the hill for 0.4 miles. The Admission Office, the Elihu Root House, is the yellow house on the left.

**Hampshire College, Amherst, MA:** Take State Rte 2 E to State Rte 8 S to Rte 116 S to 8A to Rte 9 E. Follow this route into Amherst. At the town center, turn right on Rte 116 and follow it south three miles to Hampshire.

**Harvard University, Cambridge, MA:** Take US 7 S to US 20 SE to I-90 E. Get off at Cambridge (Exit 18). Turn left immediately on Soldiers Field Road (west). Take Harvard Square exit, bear right across Anderson Bridge, and drive straight into Harvard Square. For Byerly Hall, proceed through two lights—the first just before the Square (and Out of Town News), the second after passing through the Square. After the second light, get in the left-hand lane, bearing to the far left. Upon taking a sharp left turn at the next light, move directly to the right-most lane and follow it on Garden Street. The Admissions Office is across the street on your left at 8 Garden Street, in Radcliffe Yard. Parking: On-street parking is scarce in Cambridge. There are public parking lots and garages, however, and the Harvard University Parking Office, 29 Garden Street, sells day passes in University lots for \$5.

**Massachusetts College of Liberal Arts, North Adams, MA:** Take State Rte 2 E to North Adams. Follow signs for “downtown” which will bring you down a ramp on to Main Street. Go through three sets of lights. As you pass the monument, bear right on to Church Street. Proceed about a half mile down Church Street; Massachusetts College of Liberal Arts will be on the right.

**Massachusetts Institute of Technology, Cambridge, MA:** Take US 7 S to US 20 SE to I-90 E (portions toll). Follow I-90 east to the Cambridge/Brighton exit (Exit 18). Following the signs to Cambridge, cross the River Street Bridge, and continue straight about 1 mile to Central Square. Turn right on Massachusetts Avenue and follow Massachusetts Avenue for about a half mile. The main entrance to MIT will be on your left. If you cross the river again, you have gone too far.

**Middlebury College, Middlebury, VT:** Take US 7 N for about 2.75 hours. For less traffic and more scenery, take Rte 346 W to 22A N to 74 E to 30 N.

**New York University, New York, NY:** Take US 7 S to US 44 S to State Rte 22 S to I-684 S to Cross Westchester Expressway SE to I-95 SW (portions toll) to Hutchinson Parkway SW to I-95 SW. Take the Bruckner Expressway, I-278, to the Tri-Boro Bridge. Cross to Manhattan. Take the FDR Drive South to Houston Street, then west to La Guardia Place and North 3 blocks to Washington Square.

# H A N D Y R E S O U R C E S . . .

**Princeton University, Princeton, NJ:** Take US 7 N (Mass/VT) to Rte 346 W to 22 N to Rte 7 W (NY) to I-787 S to I-87 S to the New Jersey Turnpike. Follow the New Jersey Turnpike South to Exit 9—New Brunswick. After the toll booth (use a booth on the far right), turn right on the ramp to Highway 18 N. Soon after, turn into the left-hand side of the fork of the road, staying in the right lane (you will see a Bennigan's restaurant ahead and to your right as you bear left). You will immediately bear right for an obscured exit to US 1 S, Trenton. These three turns occur in rapid succession. Follow US 1 about 18 miles to the exit at Rte 571 (Washington Road). Turn right and follow Washington Road (Rte 571) across a bridge until you come to your first light. Take a left at this light on Faculty Road. Take your first right on and unmarked road. This road is marked as Elm Road on your map, but there is no street sign. Proceed to the guard booth and the Public Safety officer on duty will assist you.

**Rensselaer Polytechnic Institute, Troy, NY:** Take US 7 N (Mass/VT) to Rte 346 W to Rte 22 N to Rte 7 W (NY). Follow signs for Rte 7 W to Hoosick Street in Troy. Watch for signs and turn left (south) on 15th Street. Continue through the 3rd traffic light on 15th Street. The entrance to the Visitors Information Center is on the left immediately past the pedestrian bridge passing over 15th Street. Visitors' parking is adjacent to the VIC.

**Skidmore College, Saratoga Springs, NY:** Take US 7 N (Mass/VT) to Rte 346 W to Rte 22 N to Rte 7 W (NY) to I-87 N. Take Exit 15. After the exit, follow Rte 50 toward the city of Saratoga Springs, turning right on East Avenue. Make another right turn where East Avenue intersects with North Broadway and proceed north about a quarter of a mile to the College's main entrance.

**Smith College, Northampton, MA:** Take Rte 2 E to I-91 S. Take Exit 18, and follow Rte 5 north into the center of town. Turn left on Route 9. Go straight through three sets of traffic lights, turning left into Smith's main entrance (College Lane) shortly after the third set. The Office of Admission is on your right, overlooking Paradise Pond. (Campus maps are available there.) Parking is available next to the office or along Route 9.

**Swarthmore College, Swarthmore, PA:** Take US 7 N (Mass/VT) to Rte 346 W to Rte 22 N to Rte 7 W (NY) to I-787 S to I-87 S to I-287 S to I-78 W to State Rte 523 SW to State Rte 31 SE to I-95 SW to US 1 S to I-276 W to I-476 to Exit 2, Swarthmore/Media. At bottom of exit ramp, follow sign for Swarthmore by turning left on Baltimore Pike. Stay in right lane and in less than 1/4 mile turn right on Route 320 S (At the next light, Rte 320 turns right.) Proceed through second light at College Avenue to the first driveway on your right to visitor parking at the Benjamin West House. The Benjamin West House is the College's visitor center and has someone there to hand out maps and directions 24 hours.

**Tufts University, Medford, MA:** Take State Rte 2 to I-91 NE to State Rte 2 E to US 3 E to State Rte 16 E, Alewife Brook Parkway. Follow Rte 16 through two full traffic lights. Take the next right, a sharp turn, on Powder House Boulevard. Proceed to Packard Avenue, the third left, which leads to the campus and to visitors' parking.

**Trinity College, Hartford, CT:** Take US 7 S to US 20 SE to I-90 E (portions toll) to I-91 S to I-84 W; keep to the right once you reach Hartford and travel through a short tunnel. After tunnel take Exit 48, Asylum Avenue. At the end of the exit, turn left on Asylum. Staying in the right-hand lane, follow the roadway to the right, hugging Bushnell Park. Bear right through the brownstone arch on Trinity Street. Staying in the left lane, go to the second stoplight. The Bushnell Memorial Hall will be on your left, the State Capitol on your right. Turn left past the statue of Lafayette on horseback on Washington Street. Proceed straight ahead on Washington Street for 8 traffic lights (total of 1.1 miles), passing hospital complex on left. At 8th light, turn right on New Britain Avenue. Go .3 miles to the next traffic light at Broad Street. If you want to reach buildings and parking areas in the southeastern part of campus (e.g., Austin Arts Center, Ferris Athletic Center), turn right on Broad Street, look for the Trinity College gate, and turn left into the driveway. If you want to reach the western and northern areas of campus (Admissions and other administrative offices), proceed on New Britain Avenue to traffic light at Summit Street. Turn right, between the brick gateposts, into campus.

**Union College, Schenectady NY:** Take US 7 N (Mass/VT) to Rte 346 W to Rte 22 N to Rte 7 W to Schenectady. Bear right on Union Street. Continue on Union Street for 2.7 miles and enter the campus through Payne Gate on the right.

**University of Massachusetts, Amherst, MA:** Take Rte 2 E to I-91 S to Rte 116 Exit (Whately). Take a left at top of the exit ramp, then immediately right on Rte 116. Follow Rte 116 S to "UMASS" exit (approximately 9 miles).

**University of New Hampshire, Durham, NH:** Take State Rte 2 to I-91 NE to State Rte 2 E to I-495 NE to I-95 NE to Exit 4 (NH Lakes and Mountains, Spaulding Turnpike). Continue North to Exit 6W and follow Rte 4 W past the UNH/Durham Rte 108 Exit. Exit at Rte 155A and turn east toward Durham. Follow 155A through a short stretch of fields to the UNH campus. After passing through a blinking light and a traffic light, take the second left on Garrison Avenue. Directly ahead on your right will be Grant House, the Office of Admissions. Parking is available behind Grant House.

**University of Pennsylvania, Philadelphia, PA:** Take US 7 N (Mass/VT) to Rte 346 W to Rte 22 N to Rte 7 W (NY) to I-787 S to I-87 S to I-78 W to State Rte 523 SW to state Rte 31 S to I-95 SW to I-676 W toward Center City. From I-676 exit in less than two miles taking "exit only" ramp towards the airport marked I-76 East. Proceed less than a mile to Exit 40, South Street, which exits on the left. Turn right on South Street to enter the campus.

**Vassar College, Poughkeepsie, N.Y.:** Take US 7 S to Rte 43 W to Rte 22 S to Rte 295 W to Taconic Parkway to US 44. Go 9 miles on Rte 44 and turn left on Van Wagner Road (which becomes Raymond Avenue) and proceed about one mile to Vassar. A stone archway, the main entrance, is on the left.

**Wesleyan University, Middletown, CT:** Take US 7 S to US 20 SE to I-90 E (portions toll) to I-91 S. Take Exit 22 to Rte 9 S. At Exit 15, turn right on Rte 66 W (Washington Street). Follow the signs to Wesleyan.

**Yale University, New Haven, CT:** Take US 7 S to US 20 S to I-90 E (portions toll) to I-91 S. Take Exit 3 (Trumbull Street Exit). Stay in the middle lane and continue straight through the traffic light on Trumbull Street.

## Nearby Places to Visit (Daytrips)

**American Museum of Fly Fishing, Historic Route 7A, Manchester, VT** (802) 362-3300 (*Approximate travel time: 50 minutes.*): Founded in 1968 in historic Manchester Village, where America's fly fishing industry got its start in 1856, the museum's collections and library are indispensable to historians and researchers. The museum is steward to a growing collection of rods, reels, flies and other tackle, as well as photographs, art, printed books, manuscripts and related materials, which tell the history of the sport. Every season the museum holds four to six exhibits of art in one of its galleries. Open weekdays year-round, 10-4 and weekends from May through October, 10-4. General admission \$3; children under 12 free.

**Arrowhead, Holmes Road, Pittsfield, MA** (413) 442-1793 (*Approximate travel time: 25 minutes.*): Arrowhead was the home of Herman Melville from 1850-1862. It was at Arrowhead that Melville wrote his most famous work, *Moby Dick*, along with three other novels, *Pierre*, *The Confidence Man*, and *Israel Potter*; a collection of short stories entitled *The Piazza Tales*; all of his magazine stories; and some of his poetry. Arrowhead is now a house museum interpreting the life of the Melville family in the Berkshires. Open daily from Memorial Day weekend to Halloween, 9:30-5; tours given every hour on the hour, the first at 10 and the last at 4. Open by appointment from November 1 to Memorial Day weekend. Admission \$5 adults (16-59), \$4.50 seniors (60+), \$3 students (16-25 with valid ID), \$1 children 6-15, and free to children under 5.

**Bennington Museum, West Main Street, Bennington, VT** (802) 447-1571 (*Approximate travel time: 20 minutes.*): Tracing its roots to 1875, the museum is one of the oldest and largest in the region. Collections document the early years of Vermont, as well as the adjacent areas of New York and Massachusetts. Special strengths focus on Vermont decorative and fine arts, Bennington pottery, military history, and the art and life of America's favorite folk artist, Grandma Moses. Open daily, November 1 through May 31, 9-5 and June 1 through October 31, 9-6. General admission \$5.

**Berkshire Botanical Garden, junction of Routes 102 & 183, Stockbridge, MA** (413) 298-3926 (*Approximate travel time: 45 minutes.*): Founded in 1934, the Berkshire Botanical Garden, within its 15 acres of gardens, offers a rare chance to learn about everything you see along the roads as you drive through the Berkshires. The Garden showcases the natural beauty of the Berkshires and complements its many cultural enterprises. Gardens open May to October; center open year-round. Admission \$5 adults, \$4 seniors; \$3 students; children under 12 are free.

**Chesterwood, Williamsville Road, Stockbridge, MA** (413) 298-3579 (*Approximate travel time: 45 minutes.*): Chesterwood was the summer estate, with its home, studio, and grounds, of sculptor Daniel Chester French, creator of The Lincoln Memorial. It houses nearly 500 pieces of sculpture, including molds, life casts, and studies—one of the largest collections of fine art devoted to a single American sculptor and period. Open daily, May 1 through October 31, 10-5. Admission charged.

### **City Destinations: (Albany, Boston, New York)**

Albany, NY, just over an hour's drive from Williamstown, offers a wide variety of restaurants, shopping, and cultural events. The Pepsi Arena, which is located in the downtown area, hosts a variety of events. You can access their calendar at [www.pepsiarena.com](http://www.pepsiarena.com). If you're yearning for the bright lights of a major metropolitan city, it takes about 2 hours and 45 minutes to get to downtown Boston. If you don't want to drive in Boston, you can park at the Ale Wife garage (on Rte 2 about 2 1/2 hours from Williamstown) and take the subway to the center of the city. It takes about 4 hours to get to New York City; your best bet is to drive about two hours to Dover Plains on Rte 22 and take a commuter train (another 2 hours) to Grand Central Station.

**Crane Museum, Main Street, Dalton, MA** (413) 684-6481 (*Approximate travel time: 30 minutes.*): The museum, first opened in the autumn of 1930, is on the National Register of Historic Places. Exhibits trace the history of American papermaking from Revolutionary times, with special emphasis on the durable, distinctive Crane papers made for currency, bonds, stock certificates and elegant stationery. Since 1879 Crane & Company has produced all the paper that United States Currency is printed on. Open from early June through mid-October, Monday-Friday, 2-5. No admission charged.

**Hancock Shaker Village, Hancock, MA** (413) 443-0188 (*Approximate travel time: 40 minutes.*): Hancock Shaker Village is an outdoor history museum of Shaker life on 1200 acres in the scenic Berkshire Hills of western Massachusetts. Its twenty original buildings and historic working farm and gardens preserve and interpret the life of America's most successful communitarian society. The third of 19 Shaker communities established in New England, New York, Ohio, Kentucky and Indiana in the late 18th and early 19th centuries, Hancock was home to members of the communal, religious society from 1790 to 1960. It became an outdoor history museum in 1960. Today its buildings, collections and programs interpret three centuries of Shaker life and work, with activities which appeal to visitors of all ages. Open daily from 9:30-5. Admission \$7 for adults; \$6.25 for students; \$3 (ages 6-12).

**Historic Deerfield, Deerfield, MA** (413) 774-5581 (*Approximate travel time: 1 hour.*): Historic Deerfield is a museum of New England history and art within the carefully preserved 328 year old western Massachusetts village of Deerfield. Each year thousands of visitors come to Deerfield to see a collection of 18th and 19th century houses filled with some of the great decorative arts treasures of early America. The buildings and the objects in them are set in The Old Deerfield National Historic Landmark—a thousand acres of rich farmland surrounding one of New England's most beautiful and unspoiled villages. Deerfield is truly what New England travellers hope to find! Open daily from 9:30-4:30 except Thanksgiving, Christmas Eve and Christmas Day. General admission is \$10 for adults, \$5 for children ages 6-17. Come to the Hall Tavern Information Center for tickets and information. Most museum houses are on the guided tour.

**Howe Caverns, Howe Cave, NY** (518) 296-8900 (*Approximate travel time: 1 hour and 30 minutes.*): According to scientists, the story of Howe Caverns began millions of years ago, during one of the many ice ages that covered what is now New York with glacial ice hundreds of feet thick. As the glacier receded and melted, its water seeped into the ground and into the limestone bedrock below. Almost imperceptibly, the water began to dissolve the limestone to create what is now one of the world's most famous geological formations: Howe Caverns. It wasn't until 1842, however, that Lester Howe—drawn to a rock ledge in search of his cows—discovered the cavern that now bears his name. Today, the cavern is easily accessible to everyone, thanks to elevators installed in 1929 and brick walkways that now span the entire tour length of the cavern. You'll also see much more than the early visitors did, due to special lighting that has been positioned throughout the cavern to highlight its most unique features. Open daily from 9-6. Admission \$11.50 for adults; \$6 for ages 7-12.

**Lebanon Valley Dragway, West Lebanon, NY** (800) 700-1320 (*Approximate travel time: 45 minutes.*) Lebanon Valley Dragway is one of the best tracks in the country. (The track won the NHRA Northeast Division 1 Drag Strip of the Year in 1994 and 1995). D.I.R.T.-sanctioned stock car racing, weekends mid April through mid September; NHRA sanctioned drag racing, weekends April through October. Spectator admission fees for regular shows: adults \$10.00; children 12 and under free. Gate opening times may vary with each event. Please call for up-to-date information.

**Massachusetts Museum of Contemporary Art (MASS MoCA), Marshall Street, North Adams, MA** (413) 664-4481 (*Approximate travel time: 10 minutes.*): Located in downtown North Adams in a vast historic mill complex, MASS MoCA is inextricably linked to its physical site and the economic and social history of New England over the past hundred years. MASS MoCA is a creative platform for art forms that literally extend beyond the boundaries of conventional museums. It serves as a substantial and coherent institutional home that is visually compelling, properly scaled, and conducive to cross-disciplinary collaboration for art forms such as light and sound environments; installation art of dramatic dimensions; site-specific performances; works that merge sculpture, dance, architecture and landscape design; and multimedia productions that need new technologies and high-bandwidth telecommunications. Gallery open daily, June 1 through October 3, Sunday-Thursday 10-5 and Friday and Saturday 10-7. Admission \$8 adults, \$3 children, free for under 6.

**Naismith Memorial Basketball Hall of Fame, Springfield, MA** (413) 781-6500 (*Approximate travel time: 1 hour and 30 minutes.*): Located in Springfield, Massachusetts, the birthplace of basketball, the Hall of Fame is a 48,000 square-foot museum with three levels of entertaining and educational exhibits. Dedicated to the game's inventor, Dr. James Naismith, the Hall's original purpose was to provide a showcase honoring basketball's greatest players, coaches, teams and contributors. The Hall has certainly stuck to that mission, but it has steadily evolved into much more. It's a marriage of history and modern technology, asking all who visit to feel rather than just read why the game of basketball is so special. Visitors can experience basketball firsthand through interactive exhibits that honor the game's great players, teams, coaches, officials and contributors. Open September through June, 9-5; July through Labor Day, 9-6. Admission for adults is \$8.00; ages 7 to 15 is \$5.

**National Baseball Hall of Fame, Cooperstown, NY** (607) 547-7200 (*Approximate travel time: 1 hour and 45 minutes.*): The birthplace of baseball has been established at Cooperstown, NY, where folklore has it that an inspired Abner Doubleday chased the cows out of Elihu Phinney's cow pasture one afternoon in 1839 and drew up the rules for a game that quickly became our national pastime. The National Baseball Hall of Fame was dedicated on June 12, 1939 to honor the game's greats and to present the exciting history of the sport through the display of artifacts, photographs and memorabilia. Over the years, the Hall of Fame has evolved into the custodian of the game's treasures, and today, over 6,000 artifacts occupy the Museum's 60,000 square feet. The institution now stands as the definitive repository for the game's treasures and as a symbol of the most profound individual honor bestowed on an athlete. It is every fan's "Field of Dreams" with its stories, legends, and magic to be passed on from generation to generation. May 1 through September 30, 9-9; October 1 through April 30, 9-5. Admission \$9.50 (over 12 years of age); \$4.00 (ages 7-12).

**Norman Rockwell Museum, Stockbridge, MA** (413) 298-4100 (*Approximate travel time: 45 minutes.*): The world's largest collection of original paintings and the studio of America's favorite illustrator is found here. Set on 36 acres overlooking the Berkshire Hills, the museum's changing exhibits feature the works of other illustrators as well. The museum is open year-round. May-October, open daily 10-5; November-April, weekdays 11-4; weekends 10-5.

**Saratoga Equine Sports Center, Saratoga Springs, NY** (518) 584-2110 (*Approximate travel time: 1 hour and 45 minutes.*): Located in the southeastern outskirts of Saratoga Springs, New York, two miles from downtown. (From Northway (I-87) take Exit 13N or 14. Harness racing is featured from February 1 through November 29. Post times: 7:40 evenings; 1:05 matinees. General admission \$2. Clubhouse admission \$3.

**Sterling and Francine Clark Art Institute, South Street, Williamstown, MA** 458-9545 (*Approximate travel time: 5 minutes.*): The Institute is known for its French Impressionist paintings, including more than 30 by Renoir. The museum has noteworthy old master paintings and a significant group of American works by Homer, Sargent, Cassatt and Remington.

**Tanglewood Music Center, West Street, Route 183, Lenox MA** (413) 637-1600 (*Approximate travel time: 45 minutes.*): Tanglewood is the summer home of the Boston Symphony Orchestra (BSO). In addition to the BSO's concerts each weekend, Tanglewood also features evening chamber music recitals by outstanding soloists and ensembles, and other special events throughout the summer. And the Tanglewood Music Center presents more than forty additional concerts throughout the eight week season, including orchestra, opera, and chamber music.

## **Getting Rid of Stuff: Where to Recycle, Compost, and Give Things Away**



Paper: white and colored. <i>(No cardboard or paperclips.)</i>	Red bins
Metal and plastic (except for plastic grocery)	Green bins
Magazines/Newspapers	Newspaper/magazine racks in dorm trashrooms and other buildings (magazines—top shelf; newspapers—bottom shelf)
Cardboard	Flat by newspaper/magazine racks in trashrooms
Batteries/Ink Jet Cartridges/Laser Cartridges	Boxes in Jesup, and Office Services
Organic matter/compostables, such as pits, peels, old leftovers, dead plants.	Compost bins—in Mission or Driscoll Lounge during meals, anytime by the back door of CES. Co-ops can get smaller bins and weekly pickup of compost.
Clothing	Many options! Leave it in clothing drive boxes when you see them in Greylock, donate it in May to the ABC clothing sale, or consign it at the Women's Exchange on Cole Avenue.
School supplies	In May, watch for Newman Catholic Association's school supply drive to benefit needy local children.

## Getting To and From Williamstown

### General Info

It's a good idea to make reservations early for vacation travel.

The journey by car from either Boston or New York is three hours. From Boston, you can either travel Rt. 2 all the way to Williamstown, or take the Mass Pike to the Lee Exit, and then Rt. 20 West and North to U.S. Rt. 7 North. From New York City, the preferred route is up the Taconic Parkway to Rt. 295 East to Rt. 22 North to Rt. 43 East to Rt. 7 North. From the Albany area, the shortest route is along state Rt. 7 East, turning right on Rt. 278, then left on Rt. 2.

There are no commercially scheduled flights into or out of the Berkshires, but major airlines serve the nearest major airport in Albany, New York, about an hour away by car. A wider range of flight choices is available at Bradley International Airport in Hartford, Connecticut, a bit more than two hours away by car. Rental cars are available at both airports. Several independent taxi services, including some in North Adams, provide transportation from Williamstown to Albany or Hartford and back. The Albany Amtrak terminal in Rensselaer, New York is about an hour away by car.

During extended breaks (Thanksgiving, Winter and Spring Breaks, and at the end of the year), the College Council usually arranges for College transportation to and from the Albany Airport and Grand Central Station. Information is available online ([www.williamstransport.org](http://www.williamstransport.org)).

### Bus

Bus service is available to Williamstown from New York City, Boston, and other points in New England. Buses stop adjacent to campus at the Williams Inn (413-458-2665).

Peter Pan (800-343-9999 or 800-751-8800, [www.peterpanbus.com](http://www.peterpanbus.com))

Greyhound (800-231-2222, [www.greyhound.com](http://www.greyhound.com))

*Other pertinent numbers:*

Albany, NY bus terminal	(518) 436-9651
Bennington, VT depot	(802) 442-4808
Pittsfield, MA terminal	(800) 322-7465

### Plane

The nearest major airport is Albany (NY) International, about an hour from Williamstown. Bradley International Airport in Hartford, CT, is about two and one-half hours away. Information about transportation to and from the airports can be found on their websites. Arrangements for rental cars should be made in advance.

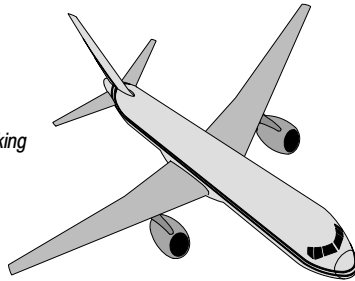
Albany International Airport (518-464-5010)  
[www.albanyairport.com](http://www.albanyairport.com)

Bradley International Airport (860-292-2000 or 888-624-1533)  
[www.bradleyairport.com](http://www.bradleyairport.com)

*There are also municipal airports in North Adams, 10 minutes, and Pittsfield, 40 minutes from campus, for private aircraft parking and charter service.*

Harriman & West Airport, North Adams (413-664-4585)  
[www.airnav.com/airport/KAQW](http://www.airnav.com/airport/KAQW)

Pittsfield Municipal Airport (413-448-9790)  
[www.airnav.com/airport/KPSF](http://www.airnav.com/airport/KPSF)



### Taxi/Limousine

Limousine service is available to and from Albany/Rensselaer, Bradley Airport (Hartford, CT), JFK/Newark/LaGuardia, and Logan/Boston. One-way fares run from \$75 (Albany/Rensselaer) to \$250 (New York area airports).

*Vets Taxi/Norm's Airport Limo Services* (800-486-4946 or 413-663-8300/6284)

*Airport Limousine Service* (from Albany) (518-869-2258)

A taxi trip from the Albany airport to campus costs \$75. Groups of five or more may reserve a 10- or 15-passenger van at a cost of \$20 per person.

*Jenkins Livery* (413-684-1893, 413-822-6092 or [JenkinsLivery189@aol.com](mailto:JenkinsLivery189@aol.com))

*Capitol Region Limousine, Inc.* (from Albany) (518-479-2020 or [info@crlimos.com](mailto:info@crlimos.com))  
(Limousine and sedan service—[www.crlimos.com](http://www.crlimos.com))

*Paladin Livery* (Keith Hartman—413-663-3188 or 413-441-0039, cell)

### Train

Amtrak serves the Albany/Rensselaer, NY station, about an hour from campus by car. Call 800-872-7245 or visit [www.amtrak.com](http://www.amtrak.com) for more information. Rental cars are not available on site.

## HOURS

### BOOKSTORE (Water Street Books) (458-8071, www.waterstreet.bkstr.com)

Regular hours: June-January—Sunday, 12-5 p.m.; Monday-Saturday, 9:30 a.m.-6:00 p.m.  
 Extended hours will be posted during busy textbook periods.

### CHAPIN LIBRARY/Williams College Archives

Monday-Friday, 10:00 a.m.-5:00 p.m.

### DINING SERVICES

Driscoll/EcoCafé (x4160)—Molly O'Brien      Mission Park (x3946)—Gayle Donohue      Grab 'n Go/Lee Snack Bar (x3487)  
 '82 Grill (x4820)—Jerry Byers      Paresky (x2889)—Jerry D'Acchille, Jr.

#### Whitmans'

Monday- Saturday	Full Breakfast	7:30-10:30 a.m.
	Lite Lunch	10:30-11:30 a.m.
	Full Lunch	11:30 a.m.-2:00 p.m.
	Dinner	5:00-8:00 p.m.
	Late Night	8:00 p.m.-1:00 a.m.
Sunday	Brunch	11:00 a.m.-2:00 p.m.
	Dinner	5:00-8:00 p.m.
	Late Night	8:00 p.m.-1:00 a.m.

#### '82 Grill'

Monday-Friday	Lunch	11:30 a.m.-2:00 p.m.
Sunday-Thursday	Dinner	5:00-8:00 p.m.
	Late Night	8:00 p.m.-1:00 a.m.

#### Lee Snack Bar

Monday-Friday (cash, credit card, Eph points) .. 8:00 a.m.-3:30 p.m.

#### Driscoll & Mission Park

Monday-Saturday	Full Breakfast	7:30-10:30 a.m.
	Lite Lunch	10:30-11:30 a.m.
	Full Lunch	11:30 a.m.-2:00 p.m.
	Dinner	5:00-8:00 p.m.
Sunday	Continental Breakfast	8:00-9:30 a.m.
	Brunch	11:00 a.m.-2:00 p.m.
	Dinner	5:00-8:00 p.m.

#### Grab 'n Go

Monday, Wednesday, Friday 10:00 a.m.-2:30 p.m.  
 Tuesday and Thursday 9:30 a.m.-2:30 p.m.

#### Eco Café

Monday-Friday 7:30 a.m.-2:30 p.m.

### STUDENT MAIL, JESSICA H. PARK MAIL ROOM

(Paresky, x2150 or x2690)

Monday-Friday, 9:00 a.m.-4:30 p.m.

Saturdays—no window service

(Hours are adjusted during Winter Study, Breaks and Summer)

### HEALTH SERVICES

*Nurse Practitioner Clinics:*

Monday through Friday, 9:00 a.m.-noon and 1:00 p.m.-5:00 p.m.

*Physician Assistant Clinics:*

Monday through Friday, 12:30 p.m.-5:00 p.m.

*General Physician Clinics:*

Monday through Friday, 3:00 p.m.-5:00 p.m.

*Orthopedic Clinics:*

Monday and Thursday, 4:00 p.m.-5:00 p.m.

*Gynecological Clinics:*

By appointment.

## **HOURS (continued)**

### **INFORMATION TECHNOLOGY (Jesup Hall)**

Access to Jesup is available 24 hours, 7 days a week with Williams ID swipe card. Student Technology Consultants are on duty for help:

#### **Fall, Winter Study, and Spring Semesters:**

Monday-Thursday, 10:00 a.m.-midnight

Friday, 10:00 a.m.-8:00 p.m.

Saturday, noon-6:00 p.m.

Sunday, noon-midnight

Hours may change. Check the Office for Information Technology home page for up-to-date listings.

#### **Student Support**

The Office of Information Technology employs 40 Williams students as Student Technology Consultants. The STC's staff the Student Support Desk during the academic year. They can be reached by coming to Jesup Hall, calling the Student Support Desk at 597-3088 during these hours, or by email (stchelp@williams.edu). STC's are available to help resolve issues with computers experiencing software problems, answer technical questions, diagnose and report network issues to the administrators responsible. A member of Desktop Systems team is also available to work on more complicated software issues as well as hardware problems. The Student Support Desk also serves as a drop off area for Dell computers under warranty that are waiting to be serviced by a Dell technician.

### **SAWYER LIBRARY**

Monday-Thursday, 8:00 a.m.-2:30 a.m.

Friday, 8:00 a.m.-10:00 p.m.

Saturday, 9:00 a.m.-10:00 p.m.

Sunday, 9:00 a.m.-2:30 a.m.

Hours are extended at the end of the Fall and Spring Semesters; check the Library website for details.

### **MATH AND SCIENCE RESOURCE CENTER**

Sunday-Thursday, 8:00 p.m. until midnight

### **PEER HEALTH SERVICES**

Information available on numerous health topics. Paresky 212, Sunday-Thursday, 7-10 p.m.

### **SCHOW SCIENCE LIBRARY**

Monday-Thursday, 8:00 a.m.-3:00 a.m.

Friday, 8:00 a.m.-8:00 p.m.

Saturday, 11:00 a.m.-8:00 p.m.

Sunday, 11:00 a.m.-3:00 a.m.

### **STERLING AND FRANCINE CLARK ART INSTITUTE**

Tuesday-Sunday, 10:00 a.m.-5:00 p.m. (Daily, 10:00 a.m.-5:00 p.m., July and August)

### **WILLIAMS COLLEGE ARCHIVES/Chapin Rare Book Library**

Monday-Friday, 10:00 a.m.-5:00 p.m.

### **WILLIAMS COLLEGE MUSEUM OF ART**

Tuesday-Saturday, 10:00 a.m.-5:00 p.m.; Sunday, 1:00 p.m.-5:00 p.m.\*

(\*note: the Museum is open on Labor Day and Columbus Day)

### **THE WRITING WORKSHOP**

*Sawyer workshop:*

Sunday-Thursday, 7:45 p.m.-12:15 a.m., 3rd floor

*Schow Science Library:*

Sunday-Thursday, 7:45 p.m.-12:15 a.m., Room 010

## Running Around— Basic Road Loops from Campus



### Hiking Trails

We pondered reprinting the WOC Trail Guide and Map but figured, one, we wouldn't do justice to the average hiker, two, we'd be violating a copyright law and, three, we are getting kickbacks from the Guide's sale...so, it's best to contact the Outing Club directly at x2317 or purchase a copy of the *North Berkshire Outdoor Guide*. Guides are sold in the WOC equipment room and in local bookstores. WOC members receive a discount.

### Running/Walking

**2-3 Miles: "Lost Frosh Trail"**—Take Rt. 2 down to the Power Plant on the left (brick building before bridge, yellow sign, electric stuff behind) and run behind the building and follow a path which will suddenly appear once you get beyond the fence. Take the path along the water and after little under a mile you will see a path slant up to the left after you pass a cement structure which a few teenagers should be behind standing on at all times, smoking and swearing freely. A short uphill path will lead you to the residential area behind the Spirit Shop on Cole Avenue. Go left on Cole and then any of the road on the right will lead you back to campus. To be safe you can run on Cole until it hits Rt. 2 and then make a right to get back on campus.

**3 Miles: "Bulkeley and Main"**—From the Village Rectangle take Rt. 7 past parking garage to Bulkeley Street and take it up to Hopkins Forest and then upon reaching the Hopkins Forest sign, turn around and come home.

**3.2 Miles: "Gale"** (the lde cutoff is 3 miles)—Take South Street past Clark Art and follow it around until it hits Green River Road (Rt. 43) and then take that back to Rt. 2 and make a left back to campus.

**3-4 Miles: "Stone Bench"**—Go out to the Clark and go behind to the pasture where you will find a path which will lead you up a hellacious hill until you reach the legendary Stone Bench (see me if you care to hear the tale behind it) and then make a left and follow the path down to the Clark. (Please feel free to improvise around this neck of the woods for extended runs, I found great path going straight past the bench to Scott Hill (@ 7 Miles). Take a right at Scott Hill and then Rt. 43 (or Green River Road) back to campus.

**5 Miles: "HoFoSho"**—Go to that Village Green with the luxurious 1753 House and follow Rt. 7 to Bulkeley up to Hopkins Forest where you will take the short loop and return (be wary of the short-loop cutoff, you'll know you missed it if you are approached by a Canadian lumberjack wearing short shorts).

**5.2 Miles: "Blair Road"**—South on Green River Road. (Rt. 43 for those who weren't paying attention) for 1.5 miles until you hit Blair Road on left, take it and go up a series of three hills and follow it back to Rt. 2, left to campus.

**6.4 Miles: "Bee Hill"**—A personal favorite. Take Rt. 7 South until you notice a fairly hidden stone wall on the right leading up to a steep-looking dirt road known as "Bee Hill." Rumor has it several apiarists were lost in rather unusual Civil War battle where a host of Abolitionist townspeople were bent on releasing the host of worker bees kept at the farm (hence Bee Hill). Take the hill up and up for a while; the view appearing on the left should provide an ample amount of adrenaline. Upon reaching the top, you may turn around (5 miles) or take a left on Rt. 2 and then another left once you hit Rt. 7 back to campus. (There are close to ten various routes one can choose at the Rt. 2 Junction, so seek out a X-C man or Pete if you can to take Bee Hill to the next level).

**7.5 Miles: "HoFoMoFo"**—The same as HoFoSho but take the long loop. Canadian lumberjacks will be the norm along this route, so be prepared to talk about "Strange Brew."

**8 Miles: "Mt. Hope"**—Take Rt. 43 out to the Mansion grounds, loop around mansion, and return. It is recommended that one reads the Advocate before venturing out there to find out whether it's College property for the given week and also avoid this area during deer hunting season (wearing orange did not help me much).

X-C people are good sources for additional routes, of which there are several hundred more. Also, if you are completely new to these you may want to have someone who has been on them before go with you, because these directions are not fool-proof. In any case, get out and enjoy the Berkshires.

## Williams College Offices and Facilities

### Offices

#### **Central Office Services** (x2379, Weston Hall Basement)

This office is the duplicating center for the campus. Duplicating services generally are available there (at a reasonable price) to meet the legitimate needs of students and student organizations. The manager of Office Services offers advice on the various methods of duplicating and practical instruction in the use of the machines.

For instance, when requesting résumés, you should check with someone at Office Services before purchasing heavy weight or expensive paper. If you choose to supply Office Services with your own paper, they will not be held responsible if they encounter machine malfunctions while using your paper. They will not replace your paper if this should happen. You do so at your own risk.

Central Office Services will not print or distribute materials unless the names of the author or the campus organization responsible for authorship appear clearly on the materials.

#### **Center for Community Engagement** (x2139, Paresky Center 204)

Outreach to the community beyond the campus for service and social change takes many forms at Williams. The Center for Community Engagement in the Paresky Student Center (Suite 204) is the first stop for students exploring possible volunteer commitments or seeking resources (including transportation) for community engagement activities—locally, nationally, and globally. Planning for nearly a dozen annual student-led “alternative spring break” service trips also begins here. The CCE is also the campus headquarters of the Lehman Council, the official student umbrella group, which supports several dozen student-run community projects (tutoring in local schools at all grade levels, Habitat for Humanity, Berkshire Food Project, Target Hunger, Sweetbrook Nursing Home, and many others), as well as the “Winter Blitz” winterization project, Run for a Cure, the spring Great Day of Service, and other annual events. The work of the Center for Community Engagement is coordinated by Stewart Burns and Rick Spalding (Chaplain to the College). The staff includes America Reads/America Counts coordinator Kaatje White and administrative assistant Nancy Luczynski. Together they coordinate the myriad and growing partnerships between the College and the larger community.

#### **Controller’s Office** (x4412, Hopkins Hall)

The Controller’s Office is responsible for processing all financial transactions at the College including billing, payment of vendor invoices, and maintenance of the computerized financial accounting system. The Controller’s Office produces financial reports for all student organizations who maintain agency accounts at the College. These reports may be viewed via the web. See page 152 for details concerning payment of College bills.

#### **Dean’s Office** (x4171, Hopkin’s Hall)

See page 128.

#### **Dining Services** (x2121, Droppers House)

Dining Services is a regular department operated by the College. Students are welcome to dine at any of the dining venues: Driscoll, Mission Park, Whitmans’, Grab ‘n Go, Lee Snack Bar, ‘82 Grill or the Eco Café (see page 147 for a list of available meal plans). The department is also responsible for the operation of Catering, Faculty House/Alumni Center, Beverage and Snack Vending, Laundry Services, and the Jessica H. Park Mail Room in Paresky. Office hours at Dropper’s House are Monday through Friday, 8:30 a.m.-4:30 p.m.

#### **Financial Aid Office** (x4181, Hopkin’s Hall)

See pages 129-132.

#### **Health Services**

See pages 131-128.

#### **Public Affairs Office** (x4277, Hopkins Hall)

The Public Affairs Office disseminates information about the College and its activities.

#### **Registrar’s Office** (x4286, Hopkins Hall)

See page 132.

#### **Office of Student Life** (x4747, Paresky 219)

The Office of Student Life oversees upperclass residential programs (the Neighborhoods and the Baxter Fellows); student housing assignments, processes, and procedures; student activities and involvement; student centers management and programming; and campus-wide room bookings.

#### **Student Loan Office** (see *Financial Aid*)

### Facilities

#### THE ARTS

##### **Art** (x2377, Lawrence Hall and W.L.S. Spencer Studio Art Building)

The art department is housed in two separate buildings. The studio classrooms are located in W.L.S. Spencer Studio Art Building, while the majority of art history courses are offered in Lawrence Hall.

The art history lecture halls, the slide library, and faculty offices are located in Lawrence Hall, one floor down from the main entrance to the museum (WCMA). The Lawrence slide library houses half of the extensive local slide collection; the other half is located in the library at the Clark Art Institute. The slide library in Lawrence Hall houses all of non-western painting, drawing, sculpture, and decorative arts, all the architecture slides, all slides of ancient art, and a wonderful collection of lantern slides. Slides of western painting, drawing, sculpture, and decorative arts are located at the Clark.

The W.L.S. Spencer Studio Art Building houses the studio classrooms, faculty offices, an art gallery, and a multi-media seminar room. Spencer has facilities for the practice of printmaking, sculpture, painting, architecture, photography, video, and drawing. While access to these studios is limited to students enrolled in art courses, there are a number of opportunities for all interested undergraduates to

participate in the visual arts. During both semesters, there is a non-instructed life-drawing session open to all students. The Wilde gallery, located on the first floor of Spencer, is operated by the studio wing of the art department and regularly exhibits work by students as well as visiting artists.

**Dance** (x4814, x2410)

Williams College Dance Department is located in the '62 Center for Theater and Dance. Students may take classes for academic and or physical education credit. Dance technique courses offered include modern, ballet, African dance and percussion, Irish dance and Pilates. Other courses focus on history and composition. Students may also addition to participate in any of our five companies: Dance Company (modern, contemporary styles and ballet), Kusika (African dance, music and storytelling), Zambezi Marimba Band (classical and contemporary marimba, gyl and mibra), Sankofa (Step and Hip Hop traditions) and INISH (Irish dance, music and storytelling). Company members study and perform throughout the academic year and often participate in residencies with artists such as Philobolus, New York City Ballet, Orflaith Ni Bhriain, Ronald K. Brown, Obo Addy and Anouk van Dijk. The department is an active member of the American College Dance Festival Association and collaborates with Mass MoCA and Williams College Museum of Art. For further information contact Isabelle Holmes, Dance Department Administrator.

**Music** (x2127, Bernhard Music Center and Chapin Hall)

The Music Department presents over 150 free concerts and events each year as part of its academic program, in addition to those by student-run groups. Departmental ensembles include the Williams Jazz Ensemble, Symphonic Winds, Berkshire Symphony, Williams Concert and Chamber Choirs, Kusika (African dance and drumming), Zambezi Marimba Band, Clarinet Choir, Brass Ensemble, Percussion Ensemble, Jazz Combo, Woodwind Ensemble, Marching Band and Student Symphony. Students taking vocal and instrumental lessons (Music 251-258 or Chamber Music 261-268) give frequent solo performances on department Studio Recitals throughout the year. The Department also sponsors concerts by well-known jazz, classical, and world music artists each year. The annual Music Department Open House is held during First Days to provide students with the opportunity to meet the faculty and staff (over 40 individuals) and to provide information about courses, lesson signup, ensemble auditions, etc. Practice space and music lockers in Bernhard Music Center are available on a limited basis to all students, regardless of major. See Michelle Picard in the Music Office for further information.

**Sterling and Francine Clark Art Institute** (458-2303, 225 South Street)

The Sterling and Francine Clark Art Institute is an art museum and research center separate from Williams College but with close associations. Representative Western art from the Renaissance to about 1900, the collections are especially strong in nineteenth-century art, particularly French Impressionism. Regular lectures, concerts, and various programs are offered to Williams undergraduates. Internships are also available. See page 121 for information on the Clark library.

<b>Hours</b>
Tuesday-Sunday, 10:00 a.m.-5:00 p.m. (Daily, 10:00 a.m.-5:00 p.m., July and August)
Admission is free to students, faculty and staff.

**'62 Center for Theatre and Dance** (x2425 Box Office, Sept.-May, [www.williams.edu/go/62center](http://www.williams.edu/go/62center))

The '62 Center for Theatre and Dance is equipped with facilities to accommodate all aspects of the performing arts. It houses three primary performance venues: the MainStage, a 550-seat proscenium theatre with two balconies, fly system, and full orchestra pit; the renovated Adams Memorial Theatre, with a permanent extended apron stage for smaller productions; and the innovative CenterStage, a highly flexible and technologically advanced space for more experimental work.

The Center also contains workshop, studio, and classroom spaces, along with full scenic and costume shops. Both the Theatre Department and the Dance Department reside and perform in the '62 Center. The CenterSeries events and programs, (approx. 4-5 per year) bring innovative, professional artists, theatre and dance companies to perform at the Center, and also engages students, faculty and members of the community through workshops, master classes and open rehearsals.

WilliamsTheatre, the production arm of the Department of Theatre, provides undergraduates with opportunities for acting, directing, playwrighting, design, and technical work. Seasons are chosen so as to give great breadth to the undergraduate theatrical experience, and productions range from Greek classics, to Shakespeare, to contemporary and original work. Members of the College community are encouraged to take part in any aspect of Williamsitheatre productions.

**Williams College Museum of Art** (x2429, Lawrence Hall)

The Museum's permanent collection of more than twelve thousand objects spans the history of art and includes works in every medium. Changing exhibitions emphasize areas of strength in the collection: American art, contemporary art, and the art of non-Western cultures. Student and community volunteers in WCMA's Museum Associates program lead group tours of the museum and participate in museum outreach work with area schools. Summer and academic-year internships provide opportunities for students with interests in school outreach, curatorial projects, and research.

<b>Hours</b>
Tuesday-Saturday 10:00 a.m.-5:00 p.m.* Sunday 1:00 p.m.-5:00 p.m. (*note: open on Labor Day and Columbus Day)
Admission is free.

**CENTER FOR ENVIRONMENTAL STUDIES** (x2346, Harper)

In addition to the academic curriculum in environmental studies, the Center for Environmental Studies consists of: Harper House, which contains the Matt Cole Memorial Reading Room, seminar room, student lounge, faculty and staff offices, a geographic information systems laboratory, student computer lab, and kitchen. The Center for Environmental Studies also encompasses the Environmental Analysis Laboratory in Morley Science Science Center (equipped with instrumentation for analyzing field samples and data), as well as the Hopkins Memorial Forest, a 2600-acre field station located 1-1/2 miles northwest of the campus. The Hopkins Forest is used in a variety of courses, and for faculty and student research projects including senior honors theses. The Rosenberg Center at the entrance to the Forest contains laboratories, classroom facilities, and an exhibit hall. Hopkins Forest is also available for forms of recreation compatible with a field station. Hiking and cross-country skiing are encouraged on eight miles of woodland trails. Bicycles, other wheeled and motorized vehicles, fires, and camping are prohibited in the Forest, including the Taconic Crest Trail. Horseback riding is limited to specific trails.

**CHILDREN'S CENTER** (x4800)

Williams College operates a childcare center for infants, toddlers, and pre-schoolers on the College campus located at 44 Whitman Street. There is also an after-school program. The Center serves faculty and staff as well as community families. The Center welcomes student involvement. We hope students will volunteer on a regular basis or share special talents. Classes make use of the Center for observation and research. We encourage students to present projects and research ideas to their professors and the

# H A N D Y R E S O U R C E S . . .

Director. We also hope students consider us for Federal Work Study or for long-term internships. Please contact Sarah Becker, Director for more information and requirements.

## HOPKINS OBSERVATORY (x2165/3030)

The Hopkins Observatory operates in collaboration with the Astronomy Department. Students and faculty under Hopkins Observatory sponsorship use astronomical equipment at observatories and at solar-eclipse and planetary-occultation sites. On campus, a magnificent 0.6 meter telescope was dedicated in 1992 and a 18 cm planetary refractor was added subsequently. They can be used visually or with sensitive imaging electronic detectors. They are located in a dome atop the Thompson Physics and Astronomy Laboratory. Alongside it are solar and other nighttime telescopes, including those in two new domes on the Morley Science Laboratory. The Old Hopkins Observatory contains the Milham Planetarium, which is used to simulate the behavior of the night sky and to demonstrate certain astronomical phenomena to students in the elementary astronomy classes and for public shows run by Williams College students. A Zeiss Skymaster ZKP 3/B optomechanical planetarium projector and an Ansible Microdome digital projector were added in 2005. The Old Hopkins Observatory houses the Mehlman Museum of Astronomy, which contains both historic and modern astronomical exhibits. As part of the museum, the historic Alvan Clark telescope of 1852 is mounted in its original dome.

Students and faculty participate in the Keck Northeast Astronomy Consortium, which has brought to Williams electronic imaging and advanced computer workstations plus a student summer exchange research program and a yearly student research symposium. Consortium members are Williams, Wellesley, Wesleyan, Middlebury, Vassar, Colgate, Swarthmore, and Haverford.

## SCIENCE CENTER (x2167)

The Science Center contains instructional and research laboratories, classrooms, lecture halls, and faculty offices for all Division III departments as well as Psychology and History of Science. With approximately 250,000 net square feet of space, the Morley Science Laboratories and Schow Science Library link the three renovated Thompson Laboratories (Physics, Chemistry and Biology) with the Bronfman Science Center providing up-to-date research and instructional facilities for the entire division in one contiguous complex. A sampling of the specialized teaching, research and support facilities housed in the Center includes scanning and transmission electron microscopes, atomic force microscopes, a geographical information systems laboratory, nuclear magnetic resonance instrumentation, a 24-inch telescope, an environmental analysis laboratory, a laser physics research suite, and machine and electronic shops. Throughout the Science Center, students are engaged in research through term-time employment, WSP projects, senior theses, as well as a very active summer research program involving more than 150 undergraduates

## Libraries (library.williams.edu)

The Williams College Libraries consist of collections in the humanities and social sciences in Sawyer Library; the sciences and psychology in the Schow Science Library; Archives and Special Collections; and other specialized collections. Most of the College's 965,000 volumes and 352,000 government documents are available to students in open stacks. The library is a founding member of a new borrowing/lending partnership with other New England colleges and universities, NExpress. Williams is a member of the Boston Library Consortium. The BLC offers the virtual catalog for online borrowing and on-site use of member libraries' collections. Our students have easy access to some 30 million volumes through the two consortia.

### Hours

SAWYER LIBRARY HOURS (x2501)		SCHOW LIBRARY HOURS (x4500)	
Monday-Thursday	8:00 a.m.-2:30 a.m.	Monday-Thursday	8:00 a.m.-3:00 a.m.
Friday	8:00 a.m.-10:00 p.m.	Friday	8:00 a.m.-8:00 p.m.
Saturday	9:00 a.m.-10:00 p.m.	Saturday	11:00 a.m.-8:00 p.m.
Sunday	9:00 a.m.-2:30 a.m.	Sunday	11:00 a.m.-3:00 a.m.

**Loan Policies:** Books are charged out from the circulation/service desk on a student's I.D. They are loaned for 30 days and may be renewed 12 times, but are subject to recall after 14 days if requested by another borrower. Books needed for reserve may be recalled at any time.

Materials selected by faculty for class assignments are placed on reserve. At Sawyer Library reserve materials are charged out from the Access Services desk located on the main floor. At the Schow Science Library reserve materials are charged out at the library services desk. Because of the demand, substantial fines are charged for overdue reserve materials. Reserve journal articles are available through e-reserve system from the campus network.

Audiovisual materials housed and located on the lower level of Sawyer Library and the Library Shelving Facility may be checked out at the Access Services desk for 7 days.

**Carrels and Lockers:** Seniors and juniors may register for a carrel at the circulation/service desk at either Sawyer or Schow Science Library at any time for the entire academic year. The library also provides lockers to all students for personal materials.

**Research and Reference Services** (Sawyer x2505, Schow x4500): Reference librarians are available in Sawyer and Schow libraries to work with students on their research projects. Librarians may also be reached via email through the 'Ask a Librarian' service or by scheduling an individual research consultation (<http://library.williams.edu/askalibrarian/>). Subject guides providing an introduction to resources in various disciplines are available at <http://library.williams.edu/subjectguides/>.

### Library Shelving Facility

Constructed as a component of the library building project, the LSF houses bound periodicals, VHS films, government documents, and collections from the College Archives and the Chapin Library of Rare Books. Material housed here is identified in the FRANCIS online catalog and can be requested by the article or item, as appropriate. Delivery is twice daily, Monday through Friday.

**Williams College Archives** (x4200, Southworth Schoolhouse, 96 School Street, Apt. 3; [archives.williams.edu](http://archives.williams.edu)) The Archives works with students on projects pertaining to the history of the College and our region. Although the majority of the collections are inaccessible until the opening of the new Sawyer Library, a small working collection of manuscripts, publications and photographs is available for use in the Archives/Chapin Library reading room. This is located on the first floor of the Southworth Schoolhouse, and is open 10 a.m.-5 p.m., Monday through Friday.

**Chapin Library** (x4200, Southworth Schoolhouse, 96 School Street, Apt. 3; chapin.williams.edu)

The Chapin Library contains rare books, manuscripts, and other special materials from the ninth century to the present. Although most of these are unavailable until the opening of the new Sawyer Library in 2014, a significant working collection is maintained on the first floor of the Southworth Schoolhouse and available to classes and individual students for use in the Chapin/Archives reading room, Monday through Friday, 10 a.m.-5 p.m. Staff will gladly assist students with research questions.

**Sterling and Francine Clark Art Institute Library** (458-2303, 225 South Street)

The Clark's library is a non-circulating research and reference collection of books and periodicals on art and art history from the Middle Ages to the present. It is open to the public weekdays from 9:00 a.m. to 5:00 p.m. Williams College faculty and students may obtain reader's cards entitling them to use this library from 8 a.m. to 11 p.m. Monday through Thursday, 8 a.m. to 8 p.m. Friday, 9 a.m. to 6 p.m. Saturday, and 9 a.m. to 11 p.m. Sunday.

**Other libraries**

A library for development economics is maintained in its building. The Center for Foreign Languages, Literatures and Cultures in the North Academic Building has foreign periodicals as well as small reference collections in the modern languages. The Jewish Religious Center contains a collection in Judaic studies. The Multicultural Center has the Salem Samir Gafsi Memorial Library and the Carlos Egon Collection which feature books, periodicals, and videos with multicultural themes.

**OFFICE FOR INFORMATION TECHNOLOGY** (x3088, Jesup Hall)

The Office for Information Technology houses the core facilities and support staff for the campus-wide support of information technology.

**Instructional Technology:** Instructional Technology provides support for the effective integration of technology into the teaching and scholarly work of the faculty. The group provides faculty members with support for specialized software and hardware, including scanners, CD/ROM/DVD recorders, digitizing tablets, film recorders, and video editing systems. The group also assists faculty in using technology for teaching and scholarly work by arranging access to network resources, lab and classroom facilities, appropriate lab and classroom hardware and software, and audio-visual equipment.

**Lab Computers:** Williams maintains a collection of labs in Jesup Hall and other buildings on campus. Over 288 up-to-date computers, including a mixture of Apple and Dells, are available for use by the Williams community. Fifty of these machines are located in Jesup Hall and are available for use 24 hours a day. Student consultants are on duty during Jesup's hours of operation. Much of the College's instructional and research activity makes use of these networked computers.

**Networks:** The Office for Information Technology operates a number of UNIX and Netware servers. Students are provided with accounts and can use these systems for email and class-related work. OIT supports administrative computing including student, personnel, and financial record systems. Virtually all computers on campus, including those in the residence halls, are connected to one another via the campus network. Network users have access to a wide variety of software, email, printers, the library catalog and other library resources, the campus directory, and the World Wide Web. An ever-growing number of resources critical to academic discourse is available over these national and international networks.

**PHYSICAL EDUCATION, ATHLETICS AND RECREATION**

Sports at Williams includes formal intercollegiate teams, the Physical Education program, organized intramural competition, the many activities of the Williams Outing Club, and the extensive use of the athletic facilities for purely recreational purposes. The main objectives of the Physical Education program are to expose students to a wide variety of physical activities and to develop in each participant a greater understanding of fitness and ways to improve it.

For the list of sports and activities in which instruction is offered under the Physical Education program, see the *Course Catalog*. Contact the Athletic Department for the list of sports for both men and women in which Williams competes intercollegiately. For information on sports accident insurance, see "Student Health Insurance and Sports Accident Insurance" on page 144.

Participation in intramural athletics is voluntary and receives no physical education credit. Campus groups, residential houses, and entries enter teams in soccer, volleyball, basketball, tube water polo, flag football, broomball, and softball. Teams are co-ed except where separate, single-sex sports are offered.

The purpose of the Williams Outing Club is to stimulate participation in and appreciation for outdoor activities such as hiking, camping, mountaineering, rock climbing, mountain biking, canoeing, kayaking, downhill and cross country skiing, ice climbing, and snowshoeing. The club also lends equipment, maintains a lean-to, a cabin, and many miles of trails in the area, and organizes the Winter Carnival. In addition, the Outing Club Provides wilderness leadership training for interested students and participates in adventure-based therapy for disadvantaged youth.

Williams offers to its students, faculty, and staff the use of College athletic facilities for personal recreation. This program includes the use, on a regular schedule, of tennis courts, the Lasell Gymnasium, the John Wesley Chandler Athletic Center including a 50-meter pool, squash courts, Chapman Rink for skating and in season for indoor tennis, and the Towne Field House for a variety of activities. Students register online for classes.

**STUDENT CENTERS** (x4191, Paresky 219)

**The Paresky Center** (39 Chapin Hall Drive)

The Paresky Center is the primary hub for campus life at Williams. The building's interactive, open-air design combines elements of modern style along with ski-lodge warmth and comfort. The centerpiece of the building is Baxter Hall, a large, vaulted-ceiling living room complete with comfortable furniture, a wood-burning fireplace, and clerestory windows. The building includes several food venues (Whitman's, Lee Snack Bar, '82 Grill, and Grab 'n Go), seating areas for dining, the Jessica H. Park Mailroom, five meeting rooms, a 150-seat auditorium, a reading room, the Luetkemeyer Lounge (which includes billiards, foosball, air hockey, ping pong, and television), the Henze Family Fireplace Lounge, the Class of 1958 Lounge, an open-access balcony, a large covered front porch, and an open patio. The Student Activities Resource Center (SARC) is located on the 2nd floor, and is an open resource area for all student organizations to use and share. The Nutting Family Williams Record Office and Peer Health can also be found on the 2nd floor. The Office of Student Life, the Chaplains' Office, the Center for Community Engagement, Academic Resources, and the Grossman Outing Club Office can all be found on the 2nd floor. The bake shop for Dining Services is also located in Paresky.

**Goodrich Hall** (863 Main Street)

Goodrich Hall serves multiple roles on campus. As a structure initially designed with broad open spaces, Goodrich offers a large assembly space with a mezzanine level, as well as the Goodrich Coffee Bar. Student dance practice rooms can be found on the first and second floors. An enclosed link to the Athletic Complex through Lasell Gymnasium gives easy access between the buildings.

**Greylock Hall (Main Street)**

The second floor of Greylock Hall serves as a multi-use space for student and campus events and programs. The first floor includes five classroom spaces.

**The Log (Spring Street)**

The Log offers space for meetings, receptions, light meals, entertainment, pizza parties, etc. The building is a long structure with a rustic feel and has been used for a variety of purposes over the years, including as an alumni house.

**The Center for Social Leadership**

**Jeness House** (x3340, 10 Morley Drive)

Jeness House is the home of the administrative staff of the Multicultural Center and serves as an educational resource center. Its common space includes a classroom, a kitchenette/lounge area, the Salem Samir Gafsi Memorial Library which houses the Carlos Egan Book Collection and the Multicultural Center video archives. The Library/Resource room is equipped with four on-line computers for student use. Jeness House also contains office and meeting space for student organizations. The house is wheelchair accessible. To use the classroom or the kitchenette/TV lounge, a reservation must be made with the Departmental Administrative Assistant, x3340.

**Hardy House** (House Phone x2155, 20 Morley Drive)

Hardy House is a mixed-use building for student activity and houses the Office of Special Academic Programs (OSAP). The house has a library, a living room, a kitchen and dining room. The Library/Resource room contains four on-line computers and a substantial holding of literature about gender and sexual orientation including the Barstow-Jones, the Robert J. Galipeau, and the John D. Rawls collections. The living room is equipped with a TV and DVD/VCR and can be used for small gatherings, receptions, meetings, or studying. Hardy House also houses the staff of the Office of Special Academic Programs, which includes a Coordinator and an administrative assistant. It also contains offices and meeting space for many Minority Coalition (MINCO) student organizations. To use the living room and/or the kitchen, a reservation must be made through the Departmental Administrative Assistant, x3340.

**Rice House** (House Phone x2543, 30 Morley Drive)

Rice House is the home of the Williams Black Student Union (BSU) and allies such as the Minority Coalition (MINCO). The house is wheelchair accessible. On the first floor it contains a large kitchen, dining room, and a living room. On the second floor there is a library dedicated to Alana Haywood, a TV lounge, a student group boardroom/study area, and the BSU office. The living room is available for workshops, receptions, discussions and meetings and may be reserved through the Departmental Administrative Assistant, x3340.

**Water Street Books—The Williams College Bookstore**

Water Street Books provides new and used textbooks and general reading books to Williams College students, faculty and the community. Some of the services available include textbook sales and rental, school and computer supplies, special order processing, event coordination, author appearances and books for on-campus events.

Water Street Books maintains a web site at [www.waterstreet.bkstr.com](http://www.waterstreet.bkstr.com), which offers a range of services and information for students, including the ability to purchase or rent textbooks on-line. Delivery options include direct shipping to your home or Student Union box. You may also use the prepay option for in-store pickup.

*Important Bookstore Dates:*

**Fall 2011:**

- Textbooks available for purchase—On-line August 16th / In-store August 29th
- Purchases with ID card for term billing—August 29th-September 21st
- Last day for textbook refunds\*—September 19th
- Textbook overstock returns to publishers—October 14th
- Major buyback period—December 14th-19th
- Last day for rental check-in is December 19th

Winter Study books available for purchase in-store December 15th-January 13th

**Spring 2012:**

- Textbooks available for purchase—On-line January 20th
- Last day for textbooks refunds\*—February 13th
- Purchases with ID card for term billing—TBA
- Textbook overstock returns to publishers—March 16th
- Major buyback period—May 16th-21st
- Last day for rental check-in is May 21st

\*Please contact store for detailed refund policy

*Hours of operation:*

Regular hours: Sunday, 12-5 p.m.; Monday-Saturday, 9:30 a.m.-6:00 p.m.  
 Extended hours will be posted during busy textbook periods.

*Location and contact information:*

Water Street Books  
 26 Water St.  
 Williamstown, MA 01267  
 Phone: (413) 458-8071  
 FAX: (413) 458-0249  
 Store Manager: Richard D. Simpson (Email: [rsimpson@williams.edu](mailto:rsimpson@williams.edu))  
 Course Materials Manager: Kevin Orell (Email: [0506txt@fhg.follett.com](mailto:0506txt@fhg.follett.com))

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# SUPPORT SERVICES AND RESOURCES

The College offers a wide range of support services and resources to help students. The staff in the offices of the Dean of the College, Academic Resources, the Office of Special Academic Programs, Campus Safety and Security, the College Chaplain, Health and Psychological Services, the Registrar, Financial Aid, Career Counseling, and the Multicultural Center are available to assist and offer guidance to students. In addition, the faculty provides academic advice on a regular basis as First-Year Academic Advisors, as advisors to majors and to pre-professional or other groups, and to any student who seeks it.



## Academic Advising Partnership

A variety of academic advice and counsel is offered to students during the course of their undergraduate education. Instructors, departmental and administrative officers and some special programs are available to partner with the individual student to help each explore and develop their academic interests and talents and take advantage of the academic and intellectual opportunities available through the College.

In the first-year each student is assigned an Academic Advisor who is either a member of the regular teaching faculty or an administrative officer whose responsibilities keep him or her in close contact with the curriculum of the College. The Deans of the College also advise undergraduates, transfer, exchange, and international students. The Deans of the College coordinate the first-year advising program, review the academic progress of individual students, and—when appropriate—call students in to discuss their situations.

In the sophomore year, students continue their relationship with their first-year advisor and it is recommended that they seek advice from deans, other advisors, and instructors, along with pre-professional and other special advisors (see page 125). Sophomores are also encouraged to discuss major options and requirements with faculty members from departmental and programs in which they have an interest before declaring a major in the spring semester.

Students interested in medical, dental, and veterinary schools should consult with the health professions advisor during their first year to decide upon course selection. In planning for other professional or graduate education, students should consult departmental advisors, the office of career counseling, Academic Resources, or the dean's office.

In the junior and senior years students are advised by faculty from their major departments or programs. Each department or program determines its own advising system for its majors, although chairs are regularly available for consultation.

Advising of Williams students wishing to study elsewhere in the junior year is coordinated by Dean Laura McKeon. Advising of transfer students is coordinated by Dean Charles Toomajian. Special orientation and information meetings are held during the fall semester for new students and for students wishing to study abroad. Orientation and counseling of international students is arranged by the International Student Advisor, Laura McKeon. As International Student Advisor, Dean Laura McKeon is also the designated official at Williams for issuing Immigration and Naturalization Service (INS) forms as well as helping student in all dealings with the INS.

Additional programs of academic assistance are also available through Academic Resources. Any student who desires extra help in a particular course that he or she is registered may request a tutor who has been recommended by the respective departments to the Academic Resources office; costs of this tutoring are covered by Academic Resources. Students seeking to enhance their writing skills in any course may take advantage of the Writing Workshops. Trained and supervised by a coordinator, student writing tutors provide assistance on papers already corrected and with drafts of papers in any stage of the writing process.

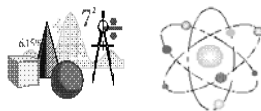
All students are encouraged to take full advantage of these academic resources. For more information about academic assistance, contact the Director of Academic Resources, Joyce.P.Foster@williams.edu or stop by the Academic Resources office, Paresky 202, x4672.

## Other academic advising resources:

### Math and Science Resource Center

x4672 Thompson Physics 113, 114 and 207

([www.williams.edu/Resources/Acad\\_Resources/Math\\_Science/](http://www.williams.edu/Resources/Acad_Resources/Math_Science/))



**Hours**  
Sunday-Thursday  
8 p.m. until midnight

The Math and Science Resource Center (MSRC), a drop-in help center staffed by student tutors who come highly recommended from the respective departments, is also available to students of Biology 101, 102, and 202, Chemistry 151, 153, 155, 156, 251, 255, 256, Mathematics 100, 101, 103, 104, 105, and 106, Physics 131, 132, 141,

and 142. The MSRC which is open from 8 p.m. to 12 midnight Sundays through Thursdays throughout both academic semesters works in close cooperation with the faculty teaching those courses. [www.williams.edu/resources/acad\\_resources/math\\_science/](http://www.williams.edu/resources/acad_resources/math_science/)

## Office of Special Academic Programs

x3747 Hardy House

The Office of Special Academic Programs (OSAP) administers programs designed to support and enhance the academic success of Williams students, and, in some cases, ALANA and first generation college students in particular. The Mellon Mays Undergraduate Fellowship and the Williams College Undergraduate Research Fellowship both provide opportunities for students to engage in graduate-level research projects under the guidance of faculty mentors. OSAP provides support for research endeavors, GRE preparation, and workshops and counseling related to graduate school applications and other topics in academia. The OSAP staff consists of Molly Magavern, Director, and Bob Blay, Assistant for Special Academic Programs, whose offices are located on the second floor of Hardy House.

## Special Advisors

*Architecture:* Ann McCallum x2307

*Business Schools and Business Opportunities:* Robin Meyer x2311

*Divinity Schools:* Richard Spalding x2483

*Engineering:* Jefferson Strait x2008

*Faculty Fellowships:* Peter Murphy x4351

*Federally Funded Faculty Fellowships (NSF, Fulbright, HHMI, etc.):* Tom Dwyer x4243

*Graduate Fellowships and Scholarships:* Katerina King x3044

Churchill Scholarship

Fulbright Predoctoral Grants

Luce Scholars Program

NSF Scholarships

Rhodes, Marshall, Mitchell Scholarships

Harry S. Truman Scholarship

Udall Scholarship

Watson Fellowship

*Graduate Schools of Arts and Sciences:* Department Chairs (see page 105)

*Health Professions Advisor:* Jane Cary x2598

*International Student Advisor:* Laura McKeon x4262

*Law Schools:* Dawn Dellea x2311

*National Science Foundation:* Department Chairs (see page 105)

*Peace Corps:* Dawn Dellea x2311

*Public and International Affairs Schools and Foreign Service:* James McAllister x4373

*Special Academic Programs:* Molly Magavern x3747

*Student Writing Tutorial Program:* Stephanie E. Dunson x4615

*Study Abroad Programs:* Laura McKeon x4262

*Teaching, M.A.T. Programs:* Susan Engel x4522, John Noble x2311

*Williams College Fellowships:* Katerina King x3044

*Winter Study Practice Teaching:* Susan Engel x4522

## Study Away

x4262 Dean's Office, Hopkins Hall

Many students decide to study at another college or university, in this country or abroad, during their undergraduate education. The College encourages students to think about the option of study away as they begin the process of considering major fields and course requirements during their sophomore year.

All students in good standing with no deficiencies, including financial aid recipients, may study away on approved programs during all or part of the junior year. Academic credit is earned after evidence of the satisfactory completion of the program. A student wishing to enroll in another institution or program in this country or abroad, and to transfer credits earned on this program to Williams, must consult with Dean Laura McKeon and the appropriate department chair early in the Fall Semester of the sophomore year. Students are responsible for reading the *Guide to Study Abroad* available online. They should also consult faculty members with expertise in the area or region of interest to them. All students who are curious about the off-campus study option should browse through the reference library in the Dean's Office and Weston Hall and attend one of the general information meetings which Dean McKeon offers throughout the autumn and in February. After attending an information session, students are free to schedule an appointment with the Dean. Approval is required from the chair of the student's major department, Dean McKeon, and the Committee on Academic Standing. Students wishing to study away for any portion of the junior year must request approval in March of the sophomore year by submitting a pink petition to Dean McKeon.

When a student has decided to accept an offer of admission from a program, he or she must notify the Dean's Office. The Committee on Academic Standing will make a final decision at that time. Students must attend a pre-departure meeting and meet all the guidelines as directed in the *Guide to Study Abroad*. Upon return to Williams, students must complete a program evaluation in order to receive credit.



## The Writing Workshops

www.williams.edu/resources/acad\_resources/writing\_workshop  
x4672 Stephanie.Dunson@williams.edu, Paresky 202

### Writing Workshops Hours

*Sawyer workshops:*

Sun-Thurs, 7:45 p.m.-12:15 a.m.,  
3rd floor

*Schow Science Library:*

Sun-Thurs, 7:45 p.m.-12:15 a.m., Rm. 010

In the Writing Workshops, peer tutors help other students to plan, develop, organize, compose, and refine their essays. Although tutors do not comment on the content of an essay, they are practiced in sharpening the focus of a thesis and in strengthening organization. In addition, tutors can improve sentence structure, vocabulary, spelling, grammar, and punctuation. Writers who need intensive practice in grammar and punctuation should contact Joyce Foster, who will schedule special tutorial sessions.

Students are invited to sign up for an appointment outside of Sawyer Room 3C and Schow Science Library whenever they need to talk about an assignment, organize an outline, get a fresh reaction to a first draft, or just to discuss challenges involved in writing.

The tutors of The Writing Workshops aim to help the entire undergraduate community. Experience proves that they are just as effective with advanced writers as they are in teaching basic skills. In fact, tutors themselves regularly use the workshops for help with their own writing.

## Campus Safety & Security

x4444 Hopkins Hall

The Williams College Campus Safety and Security Department is available 24 hours a day to assist all members of the College community. Call x4343 during regular business hours.

Students should telephone x4444 to report any incident that appears suspicious or to report any crimes. In the event of a life threatening situation, students should immediately call 9-911. Campus Safety and Security officers will assist emergency responders and will provide mutual aid if necessary.

In addition to patrolling buildings and grounds, Campus Safety and Security is responsible for student I.D. photographs, registration of motor vehicles, and enforcement of parking regulations. It also investigates accidents and complaints, transports sick or injured students, provides an after-dark escort service, and maintains a lost and found department.

Sick or injured students may request transportation to the Health Center and to and from classes or other college educational functions. Students needing transportation to routine, scheduled medical appointments are encouraged to use public transportation or make their own arrangements. The Berkshire Regional Transit Authority (BRTA) provides bus transportation hourly between North Adams and Williamstown. Campus area stops include Spring Street and the Williams Inn. Students requesting escort service will be transported by a campus safety officer or, within a reasonable walking distance, accompanied by student escorts through the Student Escort Service at x4400. Campus Safety and Security transportation is not available for purely social activities, to transport luggage or other personal belongings, or to serve as a taxi service in bad weather.

Items turned in to the lost and found are tagged and stored for six months before disposal. Items can be claimed at the Campus Safety and Security Office during regular business hours. Lost items can be reported to Campus Safety and Security 24 hours a day.

Students should lock their rooms and carry their room keys with them. Campus Safety and Security will open or lock a room once without charge during the academic year. There will be a \$10.00 charge for each additional request.



## Career Counseling

x2311 Weston Hall—995 Main Street (until Fall 2011)

Mears House—75 Park Street (starting in mid Fall)

e-mail: occ@williams.edu (Website: <http://www.williams.edu/go/careers>)

Hours: Mon-Fri 8:30 to 5:00; Walk-in Hours: Mon-Fri 11:00 to 4:00

The Office of Career Counseling (OCC) exists to help students and recent graduates discover, create, and pursue careers that will not only draw upon their talents, interests, and skills, but will also contribute to the community at large. The Route 2 Program is a program that encourages students to explore multiple pathways when thinking about life after Williams. The program strengthens, and expands the Williams network in many ways. OCC maintains valuable alumni connections to implement alumni networking opportunities and expand program offerings to both students and alumni. By way of our resources, events, networks and other support, Route 2 advances students' experiences with career related activities during and after college.

The Route 2 Program focuses on particular career fields, helps develop expertise in those fields, and provides support and training to launch effective job/internship searches. In short, the focus of the Route 2 Program is to provide you with career information directing you to resources that will help you secure a start to an exciting career.

**Career Counselors**—Students tap the expertise of the counseling staff at OCC by making an appointment to explore their various career interests. Our counselors have developed particular areas of expertise and will help students think carefully about their specific career choices. Counselors are also available to those who need help focusing on where to start their searches, how to integrate academic interests with career interests, and when to begin the process. Additionally, counselors are available to answer brief questions during open walk-in hours for all students every day between 10:00 and 4:00.

**Partner Advisors**—beyond its own staff, the OCC works closely with a number of faculty and other staff at the college who provide guidance and advice on specific career fields. For example, students will find the Center for Environmental Studies a rich resource of information and networking. The Program for Teaching is another resource for Williams students to test their interest in and aptitude for teaching in public schools. OCC also works with the Fellowships Office, Multicultural Center, Alumni Affairs, and the Special Academic Programs Office.

**Faculty**—Finding inspiration at Williams is not hard to do; our faculty provide it every day in their classes in every department. Students take advantage of the interaction with their professors by seeking advice beyond the classroom and into the field. OCC works closely with the academic departments to help students think creatively about how their academic interests might connect with their life after Williams. Students thinking about pursuing graduate study will find expert advice in each of the departments. Also, OCC's professional school advisors and library are sources of extensive information about advanced study.

**Peers**—If students want to know about a particular internship or summer job who better to ask than a fellow Williams student who has just returned from that experience? OCC keeps evaluations by students of recently completed internships to help their colleagues decide which internships to pursue and which to pass by, and these students are more than willing to discuss the pros and cons of their internships in person; primary sources are always the best.

**Alumni**—Once students have made some initial decisions about the career fields they would like to explore, Williams College alumni can be excellent sources of information and connections. Our alumni are an enthusiastic group eager to help students learn the inside story. Many alumni visit campus to be a part of career panels and seminars. The alumni database is the first window into the vast resource that our alumni represent. Students may also attend one of many workshops offered on networking skills.

**Career Skills Workshops**—Every job search presents the challenge of creating the perfect resume and cover letter, of acing the interview, and succeeding at networking. The OCC holds regular workshops addressing each of these aspects of the job search. Workshops are held at appropriate times throughout the year and at different hours of the day to accommodate even the most packed schedule. Check the OCC website and calendar for the next series.

**Career Panels**—Students are often shy about contacting alumni out-of-the-blue. We bring the alumni to students in many programs throughout the course of the year. Panels of alumni are presented on a variety of industries and career fields, including the arts, the nonprofit world, mass media, entertainment, law, the sciences, and many more. In addition, other programs and centers on campus also offer programs bringing alumni to their doorstep for networking and information exchange.

**Williams College Alumni Sponsored Internships**—Through the generosity of many Williams College alumni, funds are available to help sophomores and juniors participate in summer internships in community service, women's issues, healthcare, the arts, entertainment, public policy, journalism, and other fields that are otherwise unable to provide stipends. The program is run as a joint effort of OCC, alumni, students, faculty, sponsors, and administration. Students may attend internship information sessions at OCC to learn more.

**On-Campus Recruiting**—This program brings representatives from graduate schools, private businesses, independent schools, and public service organizations to interview students here in Williamstown. Information about recruiting is detailed on OCC's website and students interested in interviewing with employers and graduate schools should attend orientation meetings and learn how to use the on-line Route 2 System. There is also a spring job and internship fair that brings employers to campus on one day in February.

**The OCC Website and the Route 2 System**—We maintain a website that gives information on OCC events and services, links to career planning, employment, fellowship, and advanced study websites. It also is the on-line link to our Route 2 System database of hundreds of jobs and internships, and also offers career related listservs that deliver e-mails matching interests. We also maintain a small physical library of print materials to supplement those that exist on our website.

**Contact List**

*The Career Counselors*

John Noble, Director—career decision making and education and teaching

Jane Cary, Associate Director—health professions, mathematics, the sciences, technology, and computer science

Dawn Dellea, Assistant Director—law school advising, government, public policy, print and broadcast journalism

Ron Gallagher, Assistant Director—nonprofits, the environment, international NGOs, the arts and entertainment

Robin Meyer, Associate Director—business, finance, consulting, advertising, public relations, and book & magazine publishing

*Our Partner Advisors*

Lili Rodriguez, MultiCultural Center—diversity concerns (x4605)

Paula Consolini, Office of Experiential Education—service learning (x4588)

# S U P P O R T S E R V I C E S . . .

Susan Engel, Program for Teaching—schools and teaching (x4522)  
Joyce Foster, Academic Resources—academic careers (x4672)  
Sarah Gardner, Center for Environmental Studies—the environment (x2346)  
Molly Magavern, Special Academic Programs—academic careers (x3747)  
Rick Spalding, Chaplain's Office—vocational reflection and human services (x2483)  
Katerina King, Fellowships (x3044)  
Jeff Strait, Physics Department—engineering (x2008)

## *The Resource Team*

Kristen McCormack, Assistant Director of Recruiting  
Linda Moran, Student Services  
Diane Perault, Webmaster and Information Systems Specialist

## ***The Center for Social Leadership (The Center)***

x3340 Jenness House

The Center examines the diverse perspectives surrounding race, ethnicity, gender, religion, and sexual orientation.

Fostering connections across social identities and ideas, we invest in the well-being of the entire campus and global community. Through thought-provoking programs, trainings, courses and research projects aimed at stimulating critical thought and compassionate dialogue, we hope to inspire social justice advocacy. We organize specific programs during First Days (Voices and Bridges), Dr. Martin Luther King, Jr. Day and heritage programs throughout the year led by the Minority Coalition (MINCO).

We support the holistic identity development of students, faculty, and staff; develop student leaders and advocates; increase awareness and appreciation of diverse cultures, backgrounds and perspectives; and encourage mutual respect as we work towards social change together.

The Center staff, located in Jenness House, consists of a Director, two Assistant Directors, Program Coordinator, Administrative Assistant, and a Faculty Fellow. Come on in and chat with us about your interests and ideas.

## ***Chaplains' Office***

x2483 205 Paresky Student Center  
[www.williams.edu/Chaplain](http://www.williams.edu/Chaplain)

Religious advisors at Williams include: The Reverend Rick Spalding, Chaplain to the College, who oversees religious and spiritual life at the College generally as well as offering particular spiritual support to Protestant Christians and to unaffiliated students, seekers, and members of underrepresented religious groups; Fr. Gary Caster, Catholic Chaplain, serving the Williams Roman Catholic community; Cantor Robert Scherr, Chaplain to the Jewish community and Bilal Ansari, Muslim Chaplain. The chaplains provide spiritual direction and counseling, offer programs and lead service projects, and collaborate to encourage the vitality of more than 30 religious and spiritual traditions represented in the student body. They are assisted in this work by many local clergy and religious professionals who work in close consultation with the Chaplains' Office in giving care and spiritual support to students at Williams.

Regular worship services are conducted by many of these communities, including Jewish, Muslim, and Christian (Protestant and Roman Catholic) congregations (see page 96 for more details, or consult the "Communities at Worship" link on the Chaplains' Office website or at the office in the Paresky Student Center, Room 205). The Meditation Society organizes regular sittings at the College Zendo; Hindus, Bahá'ís, Quakers, Unitarians and other groups gather regularly, depending on student interest. Speakers, discussions, workshops, and occasions of inter-religious dialogue are frequent, and are open to the entire College community. The calendar for each academic year includes occasions for multi-faith worship during Family Weekends, Martin Luther King Day, and Baccalaureate. The Williams labyrinth is available for walking meditations several times each year.

The Chaplains' Office handles requests for the use of the Jewish Religious Center and facilities of Thompson Memorial Chapel.

## ***Dean's Office***

x4171 Hopkins Hall

The Office of the Dean of the College provides guidance and assistance for all areas of undergraduate life, both academic and social. The deans are available to talk with students about academic, disciplinary, financial, health, psychological, or social concerns. Students should call the Dean's Office to make an appointment, or they may drop by to see if a dean is available.

## ***Academic Advising***

Students may see a dean about any academic concern they may have. Some areas where consultation with a dean is strongly suggested, or even necessary, follow below:

Students should see one of the deans about a number of issues and procedures that arise in planning academic programs:

- ◆ **Committee on Academic Standing:** Those students who are submitting petitions to the Committee on Academic Standing might wish to discuss the matter with one of the deans. (All the deans sit with the Committee on Academic Standing to advise its members on student cases; the Dean of the College and the Associate Dean for First-Year Students are voting members of that Committee.)
- ◆ **Complaints About Grading:** Except in those cases where a grievance committee has found an assigned grade to have been the result of discrimination, nothing in the grievance procedure affects the responsibility and authority of individual members of the faculty to evaluate and grade the work of students in their courses. In the event of other allegations of improper or unfair grading, the Dean of the College may investigate and mediate, but final responsibility for grading rests with the instructor.
- ◆ **Contract Majors:** Sophomores interested in designing contract majors should contact the Dean's Office to set up an initial conference before the end of Winter Study period. This conference will help them to prepare their applications, which are then due early in the spring semester.
- ◆ **Withdrawing from a Course:** First-year and first-semester transfer students may be permitted to withdraw from one course (incurring a deficiency but no grade penalty) as late as the tenth week of the semester. Upperclass students also may once in subsequent years withdraw from a course under the same conditions. A withdrawal, recorded on the transcript as a "W," is granted only with the approval of the instructor and a dean and only if there is complete agreement between the instructor and the dean that, despite conscientious effort to do the work, continuation in the course would be detrimental to the overall educational interest or health of the student. The deficiency thereby incurred must be removed in the normal manner.
- ◆ **Withdrawing, Transferring, or Returning:** About 40 or 50 students each year request personal leaves of absence and withdraw from the College in good standing. Such time away, often as a period of reassessment and self evaluation, can prove to be educationally beneficial. A single withdrawal in good standing is granted for not less than one year and not more than three years. Students who withdraw in good standing are readmitted with the approval of the Associate Dean of the College and are expected to complete the degree without further interruption. Students may request permission from the Associate Dean of the College to withdraw at any time. To withdraw in good standing during a term, however, a student must withdraw no later than eight weeks into the term. The Williams College Refund Policy, including dates in effect for 2010-2011, appears on page 162. Students who are considering transferring from the College, and those planning for or returning from a leave of absence, are expected to contact the Associate Dean of the College.

### General Advising

While respecting students' privacy and confidentiality, the deans may at times refer students to the Health Center, to the Psychological Counseling Service, or to the Chaplain's Office.

Students who feel they have been the object of harassment (including sexual harassment) or discrimination should consult the Dean's Office in accordance with the procedures on pages 178-182 and 186-187.

## Financial Aid

x4181 Hopkins Hall



The Office of Financial Aid determines the degree of financial need of each student applying for aid and the combination of scholarship and loan and/or job by which it will be met. The staff provides information and recommendations to students and their parents about various financing options, as well as help with any difficulties in the processing of applications.

### Need Based Financial Aid

Financial assistance is given only to students with demonstrated financial need. Williams believes that the financing of undergraduate education is primarily a parental responsibility and that the College's resources should be used to assist students whose family means clearly are lacking. Consequently, the College normally does not acknowledge a student's financial independence and expects both natural parents—whatever their marital status or legal understanding—to help with educational costs according to their means.

**Determination of Financial Need:** Williams determines family contributions using a consistent evaluation of parents' income and assets, including home equity. Consequently, there may be a significant difference between the expectations derived from Federal Methodology (FM) and *our* analysis which is based on actual tax return and wage statement figures, as well as information from the Financial Aid PROFILE, and supplementary documents. Differences may also occur in cases which involve divorced/separated parents, or where other siblings attend lower-cost colleges, are less than full-time undergraduate students, or are graduate students. We evaluate family financial situations annually, and therefore, often increase or decrease the family's expected contribution from one year to the next depending on changes in family income, siblings entering or leaving college, retirement, extended unemployment, etc. We make every effort to treat comparable family situations alike. Parents are expected to notify the Office of Financial Aid of any change in financial circumstances in excess of \$3000 or if fewer family members are in college than reported. Failure to do so can result in reduction of aid during the current or subsequent year.

Financial aid awards which are based on projected year income will be re-evaluated mid-year with updated actual income figures. Therefore, if projections are lower than actual income, the Williams scholarship will be reduced accordingly for the entire academic year.

## ***Financial Aid Awards***

Williams' financial aid awards generally consist of a "package" which includes a campus job, student loan and scholarship/grant aid. Most upperclass students receiving aid for 2011-2012 are expected to contribute a minimum of \$1,950 from summer earnings. Assistance with the remaining need is set on an individual basis. In general, the first \$2100 by a campus job offer, and the rest by scholarships and grants. Financial aid awards may range from several hundred to over \$50,000 per year, with the average award amounting to \$40,000.

## ***Federal and State Sources of Aid***

Williams participates in the following student aid programs financed by the Federal Government (Title IV): Federal Pell Grant, Federal Supplementary Educational Opportunity Grant (SEOG), Federal Work Study, Federal Perkins Loan; William D. Ford Federal Direct Stafford Loan and Federal Direct Parent Loan for Undergraduate Students (PLUS). In addition, students from the following states may be eligible for state grants: Connecticut, Massachusetts, New Hampshire, Pennsylvania, Rhode Island, and Vermont.

## ***Application and Renewal—Requirements, Deadlines, and Policies***

All current student aid recipients must reapply each year. Renewal awards will reflect changes in College costs as well as in family financial circumstances. The Office of Financial Aid will email all financial aid application renewal information in January to the student. All forms must be completed and submitted by May 1 to be considered for the following academic year. Students whose applications are incomplete as of August 15 will not be eligible for Williams scholarship assistance for the Fall Semester. Students applying for aid for second semester *only* must submit completed applications by December 1.

## ***Study Away***

Financial aid recipients studying away from Williams for credit for a year or a semester are eligible for aid based on the budget of their particular program. Such aid cannot, however, exceed what the student would receive if attending Williams. Financial aid students studying away must complete the regular financial aid forms and also submit a Study Away Budget Sheet to the Financial Aid Office. For students studying away for the second semester *only* the Budget Sheet is due by December 1.

## ***Satisfactory Academic Progress and Eligibility***

Students receiving funds under the Federal Title IV financial aid programs listed above are expected to meet the academic standards required of all Williams students. Students placed on academic probation remain eligible for both federal and institutional financial aid. First-year students are eligible to receive aid for a maximum of eight semesters (6 semesters for incoming sophomores, 4 semesters for incoming juniors).

## ***Withdrawal from the College***

Before making a decision to withdraw from the college, students considering withdrawal should meet with a financial aid officer and the associate dean to discuss the financial ramifications. Students receiving aid from any source—federal, state, or College—who are withdrawing from the College, for whatever reason, are required to have an exit interview with a financial aid officer and the Assistant Bursar. Recipients who withdraw from the College late in the semester may not be eligible for any Williams Scholarship aid during the semester in which they return. Exceptions may be granted on a case by case basis. (See page 162 for more details about the College's refund policy.)

## ***Verification***

A number of Free Applications for Federal Student Aid (FAFSA's) are randomly selected by the processor for federal verification. Students whose applications are selected may be required to submit additional documentation. The Office of Financial Aid will notify students who are required to submit additional information.

## ***Internal Revenue Service Reporting Regulations***

Internal Revenue Service (IRS) regulations require students whose scholarship and grant dollars exceed the cost of tuition, fees, books, and supplies in a given calendar year (January 1-December 31) to report this excess on their federal income tax return. Students will receive W-2 statements for campus job earnings which must also be reported. Students with questions should contact their own tax advisor or the IRS—NOT the Office of Financial Aid.

## ***Impact of Drug Conviction on Federal Financial Aid Eligibility***

See page 164.

## Health Services

### Health Center

x2206 Thompson Health Center, Hoxsey Street  
Director of Health Services, Ruth Harrison x3166

The Health Center, open Monday through Thursday, 8:30 a.m.-8 p.m., Friday, 8:30 a.m.-6 p.m. and Saturday through Sunday, 1 p.m.-8 p.m., provides care for common illness and injury. Doctors are available for consultation Monday through Friday at regular hours, and experienced nurses are on duty during Health Center hours. Prevention is a primary concern. No charges are made for most treatment and medicines provided by the Health Center. Laboratory work is sent to an outside laboratory and the fees are charged to the student's insurance.

Several special services are provided at the Health Center. Orthopedic and gynecological clinics are available twice weekly. Appointments for the gynecological clinic should be made in advance by calling x2206. The Health Center Nutritionist is available by appointment.

Dental treatment and fitting of glasses are not provided by the College nor is any form of elective surgery. These needs are ordinarily met at home during vacation periods, but if students, while residents at the College, require any type of specialized care not provided at the Health Center, they can be referred to a dentist or a doctor in the area. Medical programs, such as allergy treatment, initiated or requested by a student's home physician can ordinarily be continued at the Health Center.

In addition to providing standard medical services, the staff endeavors to respond to a broad range of student health needs. These may include questions about health careers or anxiety about the health of a friend or family member. There may be a need for better self-understanding or for help with a troubled personal relationship.

#### Policy Issues:

- ◆ The Health Center is closed when the College is not in session.
- ◆ The College assumes no responsibility for the cost of care provided outside the Health Center, nor for consultation with the specialists not on the College medical staff.
- ◆ If a student ceases to be enrolled in the College for any reason, he or she is no longer eligible for medical care.
- ◆ Massachusetts law requires all students to participate in a qualifying health insurance plan. See *Health Insurance*, page 144, for more information.

### Health Education and Substance Abuse Prevention

x3013 or x3165 Thompson Health Center

Donna Denelli-Hess, Health Educator

Laini Sporbert, Substance Abuse Counselor and Health Educator

Health Education is an integral part of Williams College Health Services. In addition to information provided by our doctors and nurses, health educators are available for individual consultation with students on health issues such as eating disorders and body image concerns, stress management, rape and sexual assault, harassment, and sexual health.

The staff also provides substance abuse education and counseling for students. Students seek our services for tobacco cessation, responsible drinking, and general information on alcohol and other drugs. We also offer support for students from substance abusing families. ***Straight Dope***, a marijuana education program, is available on an individual basis. ***Drink Smart*** is a group based alcohol education program offered to students.

Health Educators offer workshops for the campus community and provide ongoing support to Junior Advisors, Peer Health, and the Rape and Sexual Assault Network.

Students who have questions about health issues or health education programs should call Laini Sporbert at x3165 or Donna Denelli-Hess at x3013.

### Sexual Assault Survivor Services (SASS)

The College Health Center offers assistance to survivors of sexual assault and sexual violence through the services of Sexual Assault Survivor Advisors. The advisors are part of the Health Center's non-medical staff. They can provide overall support, information and follow-up; advise students of on- and off-campus options for counseling and other services, and coordinate on-campus services as requested.

Advisors are available 24 hours a day, 7 days a week and can be reached through Campus Safety (413-597-4444) or directly by calling 413-441-6783.

#### Hours

##### Nurse Practitioner Clinics:

Monday through Friday, 9 a.m.-noon and 1-5 p.m.

##### Physician Assistant Clinics:

Monday through Friday, 12:30-5 p.m.

##### General Physician Clinics:

Monday through Friday, 3-5 p.m.

##### Orthopedic Clinics:

Monday and Thursday, 4-5 p.m.

##### Gynecological Clinics:

By appointment.



## Peer Health Services

Peer Health is a student-run organization at Williams College that provides the Williams community with information about health and sexuality. We serve as a bridge between the student body and Psychological Counseling Services and the Health Center. Through our Stall Talks and other outreach programs, we deal with issues including: eating concerns, drugs and alcohol, sexual assault, women's and men's health, sex and sexuality, pregnancy options, sexually transmitted diseases, and stress. Please feel free to call x3140. All services are confidential. (Email: Peer.Health@gmail.com).

## Psychological Counseling Service

x2353 Thompson Health Center

For most students, the college years are a period of rapid personal and social, as well as intellectual, change and development, often accompanied by inner conflict and stress. The opportunity to discuss these feelings with experienced psychotherapists can help to clarify and ameliorate conflicts.

The clinical therapists of the Counseling Service are available for consultation to all students at no cost. Discussions may deal with personal or family problems, social and interpersonal concerns, eating concerns, sexual anxieties, depression, academic worries, uncertainties about career or the future, or anything else on a student's mind.

In order to facilitate open and honest discussions, the Counseling Service maintains strict standards and procedures of privacy and confidentiality. Students should be aware that the exception to this policy occurs if there is a serious threat to the student's life or welfare, or to the life or welfare of another student or the community at large.

Appointments may be made by phone or in person with the Administrative Assistant of the Counseling Service at the Health Center.



## Rape and Sexual Assault Network of Williams

x4100

### Hours

24 hours  
7 days a week  
**x4100**

The Rape and Sexual Assault Network of Williams is available 24 hours a day, 7 days a week while school is in session. Anyone who needs to talk about rape, incest, any other sexual assault recent or past, or a bad hook-up, is encouraged to call. The Network is staffed by trained student volunteers who can answer specific questions about rape and sexual assault as well as provide counseling and support. All calls are confidential. (Email: hotline@wso.williams.edu).

## Registrar's Office

x4286 Hopkins Hall

Students should contact the Registrar's Office with any questions about credit earned at places other than Williams, registration, course changes, degree requirements, directory information, or any aspect of their records. This office also furnishes transcripts of academic records upon written request by the student, verification of attendance, and certification of student status for social security and veteran's benefits. Students may review their records any time during normal office hours or have a piece of candy, which is always available. See page 157 for more details about student records and directory information.

## Student Employment Opportunities

Student workers are an essential part of the overall College operation and to local Federal Work Study employers. Through the student employment experience on- and off-campus, we hope to give students the opportunity to acquire and enhance workplace skills, knowledge, and abilities which can also be the foundation for building a resume. Approximately 1,400 undergrads work in positions across campus, ranging from kitchen assistant to photographer; from library assistant to lifeguard. Individuals receiving financial aid are given priority in hiring. To review detailed student employment guidelines, available jobs, and standard pay rates, visit <http://hr.williams.edu/student-employment>. General inquiries can be emailed to [StudentEmployment@williams.edu](mailto:StudentEmployment@williams.edu), or contact James Cart, Student Employment Coordinator, in the Office of Human Resources at 413-597-2681.

For information on the Federal Work Study program, please contact Candy Marlow in the Office of Financial Aid. For information on summer jobs throughout the country, students should consult the Office of Career Counseling.

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# POLICIES, PROCEDURES, AND REGULATIONS

Regulations governing housing, motor vehicles, and other aspects of undergraduate life are detailed in this section of the *Student Handbook*. Students should consult the *College Catalog* for academic regulations. Williams College expects its students to observe all academic regulations and to adhere to the principles and procedures of the College's Honor Code set forth below. In matters of conduct, the College expects students to behave as responsible members of the community.

## ***Academic Honesty and Honor Code***

All students are expected to be familiar with the Williams College Honor Code and to reaffirm their commitment to the Statement of Academic Honesty by signing an Honor Code pledge at the beginning of each academic year. The Honor Code covers all aspects of academic honesty, including the writing of papers and laboratory reports as well as all quizzes, hour tests, and examinations. For a self-directed citation tutorial, please see *The Eph Survival Guide* at: [www.williams.edu/resources/acad\\_resources/survival\\_guide](http://www.williams.edu/resources/acad_resources/survival_guide).

### **Statement of Academic Honesty**

As an institution fundamentally concerned with the free exchange of ideas, Williams College has always depended on the academic integrity of each of its members. In the spirit of this free exchange, the students and faculty of Williams recognize the necessity and accept the responsibility for academic honesty.

A student who enrolls at the College thereby agrees to respect and acknowledge the research and ideas of others in his or her work and to abide by those regulations governing work stipulated by the instructor. Any student who breaks these regulations, misrepresents his or her own work, or collaborates in the misrepresentation of another's work, has committed a serious violation of this agreement.

Students and faculty are to report violations and alleged violations of this agreement. Such reports are to be submitted to the Student Honor Committee, consisting of the eight student members of the joint Faculty-Student Honor System-Discipline Committee. This committee is responsible for determining the guilt or innocence of the accused person or persons and for recommending to the Dean appropriate punishments. Several faculty members sit with the Student Honor Committee in an advisory capacity.

A quorum of three-quarters shall be required for the Committee to meet. A vote of guilty by at least three-quarters of those present is necessary for conviction. A recommendation for dismissal must be made by unanimous vote of those present and shall be carried out only with the assent of both the Dean and the President of the College.

Any amendments to this statement must be made through a student referendum in which two-thirds of the student body votes, and in which two-thirds of those voting support the amendment. These alterations must be ratified by the faculty.

### **Guidelines**

Instructors are encouraged to submit to the Honor Committee a written statement defining how the Statement of Academic Honesty applies to their courses or laboratories and to explain such guidelines to their students. Instructors may set any type of final examination or hour test, ranging from closed-book, alternate-seating classroom exercises to open-book, "take-home" examinations or papers, and any requirements for laboratory exercises. Some instructors encourage cooperation among students but others do not. If a student is unsure how the Honor Code applies in a particular situation, it is ultimately the student's responsibility to find out from his or her professor, or from a member of the Honor Committee, how the Honor Code applies in that situation. An open and highly individualized system can last only as long as both the students and the faculty work together to create a true academic community.

In written material, students are expected to avoid the possibility of even unintentional plagiarism by acknowledging the sources of their work. Careful observance of accepted standards of reference and attribution is required. The basic rules are summarized below. Students are further advised to consult a recognized style manual to learn how to acknowledge sources correctly. While academic honesty does not demand a footnote on statements of common fact, it does require that a student provide clear footnotes or other appropriate documentation and give credit in the bibliography to ideas, interpretations, and facts that particular sources have contributed to the student's final work.

The basic rules of attribution require that:

1. A direct quotation (whether a single word or a phrase, sentence, paragraph, or series of paragraphs) must always be identified by quotation marks, by indenting and single spacing, or by reduced type size of the quoted material, and a note must be used to state the exact source.

2. A paraphrase of the work of another must be acknowledged as such by a note stating the source.
3. Indebtedness to the specific ideas of others, or the summarizing of several pages, even though expressed in different words, must be acknowledged by a note stating the source.
4. Every instance, the use of another student's laboratory reports, computer programs, or other material must be acknowledged by a note.
5. Even the use of a student's own previous work must be acknowledged; thus, a student must obtain the prior permission of all instructors concerned before submitting substantially the same paper in more than one course.

## **Procedures for Alleged Violations**

Students or faculty who wish to report what they suspect to be violations of the Honor Code should contact the faculty or student chairperson of the Honor Committee, who will also inform the Dean's Office of the suspected violation. If, in consultation with the faculty chair of the Honor Committee, the dean determines that there is sufficient evidence to warrant a hearing, the Dean's Office will arrange a meeting of the Honor Committee with the accused student(s) and any relevant faculty members. A quorum of three-quarters shall be required for the Committee to meet.

In advance of the hearing, the student chair of the Honor Committee will meet with the accused student(s) to explain the hearing procedures, review generally the evidence that led to the accusation, and discuss what the accused student(s) will need to do to prepare for the hearing.

An accused student may also have in attendance at the hearing an advisor of his or her choice from the student body, faculty, or staff of the College. The advisor helps with the preparation for the case and may be present when the case is heard but may not directly address the Committee during the hearing.

At the hearing, the person bringing the charge will present the evidence to the Committee in the presence of the accused student, who may then speak in his or her own defense, both with and without the accuser present. If the accused student speaks without the accuser present, the Committee may, but need not, apprise the accuser of the accused student's account, for the accuser's response. After both the accused student and the accuser have left the proceedings, the Committee will determine if a violation has occurred and, if so, will recommend an appropriate penalty to the Dean. A finding that a violation has occurred requires a vote of at least three-quarters of those present. A recommendation for dismissal requires a unanimous vote of those present.

Depending on the nature and circumstances of the violation, the penalty(ies) imposed by the Dean may include but are not limited to a directed grade of E in the course, disciplinary probation, or temporary or permanent separation from the College. A dismissal from the College may be made only upon the unanimous recommendation of the Committee members who heard the case and must be approved by the President.

The accused student may request a reconsideration of the Committee's decision on the basis of substantial new evidence or improper procedures. A request for reconsideration must be made in writing to one or both of the Committee chairs within one week of the Committee's decision, or the decision is deemed to be accepted. A request for reconsideration may be granted by a vote of a majority of the Committee members who heard the case. The Committee may reconsider the case in its entirety, or one or more aspects of the case, and in doing so may receive or review any information it determines in its discretion is relevant to the reconsideration. Following its reconsideration, the Committee will refer its decision to the Dean for the Dean's action, if any, as appropriate. There is no right to seek reconsideration of any decision by the Dean.

## **Advanced Placement and International Baccalaureate**

At the discretion of the appropriate departments or programs, students presenting satisfactory scores in Advanced Placement tests or International Baccalaureate higher level examinations may be placed in advanced courses not regularly open to them and/or may receive course credit toward the major or concentration. Therefore, if granted, this credit may be used as a prerequisite or in partial fulfillment of the major or concentration requirements. AP and IB credit, however, may not be used to reduce the normal course load of any semester, to make up a deficiency incurred at Williams, to satisfy the Distribution Requirement, or to reduce the 32 semester and 4 Winter Study Project course requirement.

Questions about AP or IB credit should be directed to the Registrar's Office.

## **Advertising and Distribution Policy**

Display areas and bulletin boards are provided in Williams College buildings to provide information to students, faculty, and staff. Across campus, posting is permitted in designated approved areas. Materials may not be posted on windows, entrance doors, walls, or in classrooms. All materials for posting or for distribution through student mailboxes must clearly display the sponsor of the program, service, or announcement. All posted materials must be taken down within 7 days after the event. Anyone wishing to erect, attach, or post signs, banners, posters of exceptional size (beyond 11"x17") or decorations in non-student-center buildings are responsible for obtaining prior approval from the designated manager of that building or area.

Additionally, in the Student Centers, general posting is permitted on the two designated boards in the Jessica H. Park Mailroom area in Paresky. Students, student organizations, and campus offices may post items on other general bulletin boards in Paresky, on the bulletin boards/strips in Goodrich, and on wood surfaces in Paresky using masking tape. Anyone wishing to erect, attach, or post signs, banners, posters of exceptional size (beyond 11"x17") or decorations in the Student Centers not covered by the policies listed above are responsible for obtaining prior approval from the Student Centers Coordinator (Paresky 219).

Posted materials not in compliance with this policy will be immediately removed and may be disposed of. The College will not be held responsible for retaining or returning such removed items.

## **AIDS Policy**

Standard medical rules of confidentiality will apply to cases of student(s) with HIV/AIDS; i.e., the privacy of the student will be protected in accordance with the procedures outlined on page 176.

This policy applies also to any external requests for information about student(s) such as applications for health insurance, references, et al.

## **A-Level Examinations**

Upon petition from the student, the Committee on Academic Standing may award two course credits toward the Williams degree for each grade of A or B received on an A-Level Examination in a liberal arts discipline. These credits may be used to accelerate graduation but may not be used to lower the course load during a semester in residence.

Normally, the student must have completed at least one full year of study at Williams and have met minimum academic standards before the CAS would consider the petition. The petition must include certification that all degree requirements, including a major, can be fulfilled if the credit is awarded.

## **College Standards of Conduct**

As a residential college, Williams believes that for each student the experience of living with other students has an educational importance that should parallel and enhance his or her studies. For students to profit from living and working together, they must respect the rights of other members of the community in which they live and work—a community which includes students, members of the faculty and staff of the College, and other residents of Williamstown. The President, Trustees, faculty, and students of Williams College have established the codes of conduct described below to foster the learning that comes from living and studying with men and women of diverse backgrounds and from learning to honor opinions and beliefs that may differ from one's own.

The College Laws authorize the faculty to make rules for the proper conduct of students and to establish penalties for failure to comply with the faculty's regulations or for failure to conform to those laws and standards of conduct by which the larger community safeguards individual rights and social order. Students must respect the rights of others, their persons and their possessions, and refrain from any disturbance to the peace of the College or the community around it. The College will hold students responsible if they fail to maintain good conduct on the campus or elsewhere.

**Individual Rights:** Williams College does not discriminate on grounds unrelated to its educational objectives; it is committed to being a community in which all ranges of opinion and belief can be expressed and debated, and within which all patterns of behavior permitted by the public law and College regulations can take place. The community is varied, including people of diverse races, religions, national or ethnic backgrounds, gender expressions and gender identities, and sexual orientations, and its members may from time to time disagree with one another's ideas and behavior. The College seeks to assure the rights of all to express themselves in words and actions, so long as they can do so without infringing upon the rights of others or violating standards of good conduct or public law.

Accepting membership in this community entails an obligation to behave with courtesy to others whose beliefs and behavior differ from one's own; all members and guests of this community must be free of disturbance or harassment, including racial and sexual harassment.

**Public Law:** The College does not give students protection from the consequences of violations of federal, state, and local laws, and public authorities may act independently to investigate and prosecute any such violations. When students are charged with legal violations committed on or off-campus, the Dean of the College may also initiate disciplinary proceedings. The accused student, however, may request of the Dean of the College a suspension of the disciplinary proceedings until the conclusion of the court case. If the Dean of the College determines that the student is a potential threat to the personal safety or security of individuals, then the Dean may impose appropriate restrictions, up to and including suspension, without prejudice to the student's record, until the conclusion of the court case. Interim suspensions, in such circumstances, are subject to an appeal to the President.

This request may be denied. In the case of a graduating senior, in the event the College disciplinary proceedings are suspended until the conclusion of the court case, the degree may be withheld.

## Disciplinary Proceedings

Violations of individual rights, the general rules of conduct, or the specific rules of conduct listed below subject a student to disciplinary proceedings. The College does not attempt to describe every act that constitutes a violation of the code of conduct; but rather the College reserves the right to make determinations on a case by case basis. If in the judgment of the President the best interests of the College so require, a student may be immediately removed from the College.

### *Specific rules of conduct include, but are not limited to:*

**Alcohol and Drugs:** Williams prohibits the abuse of alcohol and expects members of the College community to abide by federal, state, and local regulations concerning the possession and use, purchase, and distribution of alcohol. The College prohibits the unlawful manufacture, sale, distribution, dispensing, possession, or use of illegal drugs, or the unauthorized use of prescription drugs. See page 164 for the *legal sanctions* concerning alcohol and drugs.

**Disturbances:** The College has the basic obligation to maintain orderly and equitable conduct of its affairs, free of intimidation and harassment. While peaceful and orderly protest and dissent are the right of all members of the College community, any action from any quarter which obstructs or interferes with the fulfillment of this basic obligation cannot be permitted. Such obstruction or interference will be subject to disciplinary action, which may include dismissal from the College. College personnel may require students to leave public events at the College for improper behavior.

**Weapons, Fireworks and Hazardous Chemicals:** The possession or use of firearms, ammunition, air guns, spring guns, slingshots and paintball guns, or hazardous chemicals is forbidden. Possession or use of a knife with a double-edge blade, a spring blade, or a blade over 4 inches in length is prohibited by College policy and is against Massachusetts state law. Possession or use of fireworks in Williamstown is forbidden by College, local, and state law, and violators will be fined.

**Fraternities:** Williams students may neither join nor participate in fraternities during their time at the College. (See page 140 for details of this policy.)

**Hazing:** Hazing is prohibited by the College and is against the law in the Commonwealth of Massachusetts. (See page 143 for laws concerning hazing.)

**Personal Safety:** Actions that threaten or endanger in any way the personal safety or security of an individual are grave offenses.

**Property:** Theft or damage to the property of individuals or the College subjects students to disciplinary action. Financial responsibility for vandalism to College property will be fixed in the manner described under "Damage and Billing Procedures" on page 144. The residential house (or entry or floor) will be billed if the individuals responsible are not identified.

### **Sexual Misconduct:**

**Non-Consensual Sexual Intercourse:** Any sexual intercourse (anal, oral or vaginal); however slight; with any object; by a man or a woman upon a man or a woman; without effective consent.

**Non-Consensual Sexual Contact:** Any sexual touching; however slight; with any object; by a man or a woman upon a man or woman; without effective consent.

**Mutual Incapacitated Sexual Intercourse:** Any sexual intercourse (anal, oral or vaginal); however slight; with any object; occurring between parties who are mutually incapacitated by the use of alcohol or other drugs.

**Sexual Exploitation:** Occurs when a student takes nonconsensual, unjust or abusive advantage of another; for his/her own advantage or benefit; or to benefit or advantage anyone other than the one being exploited; and that behavior does not otherwise constitute rape, sexual assault, or sexual harassment. Examples of sexual exploitation include prostituting another student, nonconsensual video or audiotaping of sexual activity, going beyond the boundaries of consent (such as letting your friends watch you have consensual sex), engaging in peeping tommyery, knowingly transmitting STD or HIV to another student, and inducing incapacitation with the intent to rape or sexually assault another student.

Members of the community charged with violations of the standards of conduct are subject to disciplinary action through the established disciplinary procedures of the College (see page 138). When violations are determined to have occurred, the College will impose disciplinary sanctions on students and employees, consistent with local, state, and federal law. Depending upon the circumstances of the case, the sanctions available to the College include: warning, probation, suspension, up to expulsion or termination of employment, and referral for prosecution by public authorities. The College may also require satisfactory completion of an appropriate drug or alcohol rehabilitation program before reinstatement or continued employment. Student employees participating in any federal grant or contract are subject to the Drug-Free Workplace Act of 1989 and must notify the Provost within 5 days of

any criminal drug conviction for a violation occurring in the workplace. The Provost is required to notify the funding agency within 10 days of receiving notification of the conviction.

**Sexual Harassment:** See page 153.

## ***Complaints About Grading***

Except in those cases where a grievance committee has found an assigned grade to have been the result of discrimination, nothing in the grievance procedure shall affect the responsibility and authority of individual members of the faculty to evaluate and grade the work of students in their courses. In the event of other allegations of improper or unfair grading, the Office of the Dean of the College may investigate and mediate, but final responsibility for grading rests with the instructor.

## ***Computing Ethics and Responsibilities***

Williams College provides computing and networking resources to students, faculty, and staff for a wide variety of purposes. These resources, networked for the general benefit of the community, are continually updated and maintained to provide an academic environment that is consistent with the educational goals of the College. These resources are limited, and how each individual uses them may affect the work of other members of the community and beyond, as our campus network is connected (through the Internet) to other networks worldwide. It is important that everyone be aware of his or her individual obligations and what constitutes proper use and behavior.

A complete listing of current Williams College Computing Ethics and Responsibilities policies can be found on page 168-168 (or [oit.williams.edu/w/?u=docs/Computing+Ethics+and+Responsibilities](http://oit.williams.edu/w/?u=docs/Computing+Ethics+and+Responsibilities)).

## ***Disabilities***

The Williams community includes students with documented disabilities who may require accommodations. Although Williams operates no specially structured academic programs for individuals with disabilities, the College is committed to providing support services and accommodations to any students who need them.

Students with disabilities that affect their participation in college life should contact Joyce Foster, Director of Academic Resources. Students are required to provide a recent professional evaluation which identifies the disability, describes the challenges faced due to this condition, and if possible, recommends modifications to be provided. Each term, the director works with the student and his or her professors to develop a plan of study which maintains the academic integrity of the individual courses, and the academic program as a whole, while attempting to meet assessed needs.

## ***Disciplinary Proceedings***

The Office of the Dean of the College investigates alleged breaches of good conduct and of College laws and regulations. A student charged with such a breach will be informed by a dean of the alleged violation. Any student who is charged with an offense shall have a reasonable opportunity to make his or her defense in a respectful manner to a dean, or to the faculty-student Discipline Committee if the matter comes before that Committee. Procedures for this committee may be found on page 175.

Normally the Office of the Dean of the College decides disciplinary cases; however, a dean may choose to refer a case directly to the faculty-student Discipline Committee. If acting on his or her own, a dean may impose such penalties as he or she deems appropriate and consistent with the College Laws and regulations. The penalties a dean may consider include but are not limited to: disciplinary warning (a letter from the dean, a personal interview, or both); disciplinary probation for a specified period (sometimes with specified conditions, e.g., loss of eligibility to represent the College, restrictions of extra-curricular activities); payment of a fine or restitution; suspension for a specified time; or permanent expulsion.

When a dean decides a disciplinary case, he or she normally writes to inform the accused student of the decision and of any penalties; and in cases that involve violations of individual rights or injury to Williams students, staff, or faculty or to their property, to explain the decision to those aggrieved. The accused student, and any aggrieved Williams student, staff, or faculty, must respond in writing to the dean, within one week, either accepting the dean's decision and penalties or asking to appeal the case to the Discipline Committee. A failure to respond will constitute an acceptance of the dean's decision. In the absence of an appeal in writing within one week, any penalties imposed by the dean shall take or continue in effect.

A dean, at any time, may impose an interim suspension or other restriction upon a student if, in the dean's sole discretion, interim measures are appropriate in order to protect the safety or wellbeing of the student or others or otherwise is in the best interests of the College.

See general grievance policy on page 142.

See also Grievance Procedures for Sexual Harassment and other discrimination grievances, page 178.

## **Division of the Day**

In order to protect the wealth and diversity of activities at Williams—first academics, but also athletics, performances, cultural events, volunteer work, and others—the College has reserved the hours of 8 a.m. to 4 p.m. Monday through Friday and 7 to 9:40 p.m. Monday evening for academic courses. This rule, which is overseen by the Calendar and Schedule Committee (CSC), is called the “Division of the Day.”

All required class meetings, events, and activities, including tutorial meetings, normally should be scheduled during these hours. Classes and labs should end at the publicized hours, and a student who has to leave on time, whether it’s to attend another class or an extracurricular activity, should never be put at a disadvantage. All extracurricular activities, including athletic captains’ practices and suiting up, should be scheduled outside these hours. We suggest scheduling evening events such as rehearsals no earlier than 8 p.m. to avoid conflicts with occasional evening exams.

### **Exceptions, and Policies of the Calendar and Schedule Committee**

#### **1. Class field trips**

Field trips (one per course) do not require approval by the CSC, but faculty should make a good-faith effort to schedule field trips so as to minimize conflicts with students’ other academic and extracurricular commitments. Instructors planning a course field trip will notify the CSC before the start of classes, list it on the course syllabus, and advise students to check with other instructors during the first week about missing class.

#### **2. Evening exams**

Multi-sectioned courses may schedule common exams in the evening (although not on Mondays), preferably with two time slots, an earlier one ending by 7:45 p.m. to accommodate 8 p.m. rehearsals and a later one starting no earlier than 7:15 p.m. to accommodate athletics. Faculty should check with the Activities Office to reserve a room and avoid conflicts. One class must be cancelled for each evening exam. The CSC strongly encourages faculty to make alternative arrangements with students who have evening conflicts. We expect faculty to include evening exam dates in the course syllabus, and announce all required evening exam dates in class before the end of drop/add period, so that students can make informed decisions about taking the course.

Single-section courses may hold evening examinations only with the approval of the CSC. The Committee typically will approve petitions for evening exams if the following criteria are met: (1) one regularly scheduled class meeting must be cancelled for each evening exam; (2) there are two time slots, an earlier one ending by 7:45 p.m. to accommodate 8 p.m. rehearsals and a later one starting no earlier than 7:15 p.m. to accommodate athletics, or alternative arrangements are possible for students with conflicts.

To avoid potential conflicts, the CSC asks that you register any approved evening exams by submitting the following form online ([www.williams.edu/Registrar/exams/eveningexams.html](http://www.williams.edu/Registrar/exams/eveningexams.html)).

#### **3. Class meetings outside regular hours**

All class meetings, including tutorial meetings, normally should be scheduled during the regular class hours described above. All exceptions must be approved by the CSC, which will attempt to make sure that such meetings would not introduce conflicts for any of the students involved. Courses that are approved for class meetings outside the regular hours are listed online ([www.williams.edu/resources/committees/calsched/EveningClasses.html](http://www.williams.edu/resources/committees/calsched/EveningClasses.html)).

#### **4. Other class events outside regular hours**

Some important class activities, such as attendance at performances or evening lectures, cannot be scheduled during regular class hours. The CSC does not need to approve these events when (a) attendance at an event is optional (i.e., missing a particular event does not affect a student’s grade), or (b) when students have flexibility in choosing among several evenings or several events. However, faculty who wish to make attendance at specific events mandatory, with no flexibility in allowing students to avoid conflicts with other commitments, must seek approval from the CSC. In all cases we ask that faculty list optional or required dates in the course syllabus and announce those dates in class before the end of drop/add period, so that students can make informed decisions about taking the course. Courses that are approved for mandatory events outside the regular class hours will be listed online.

#### **5. Athletic conflicts during regular hours**

As noted above, all extra-curricular activities including athletic captains’ practices and suiting up should be scheduled outside of regular class hours. However, because athletic competitions involve coordination of schedules with other schools, in some cases competitions or travel to competitions may conflict with the Division of the Day. Such potential conflicts are vetted by the Athletics Committee, and a list can be found at their web site ([www.williams.edu/resources/committees/athletics/](http://www.williams.edu/resources/committees/athletics/)). Join the coaches in asking students to consult with their instructors at least a week before missing classes.

Note: It is at the sole discretion of the individual instructor whether or not to excuse absences due to athletics (e.g., games), academics (e.g., field trips in other classes), or any other type of conflict. The

CSC expects faculty to include their attendance policy in writing in the course syllabus and to announce that policy in class before the end of drop/add period, so that students can make informed decisions about taking the course. (Concerns over athletic conflicts should be addressed to the Athletics Committee. Concerns over other types of conflicts should be addressed to the CSC.)

Please submit petitions for evening exams in single section courses, required classes or events outside normal hours, or any other exceptions to the Division of the Day guidelines to the Chair of the Calendar and Schedule Committee. Your cooperation and respect for the above procedures will help the community to maintain sensible balances between the academic and extracurricular demands on a student's time.

## **Entry, Neighborhood & House Activity Funds (EAF, NAF & HAF)**

Entry Activity Funds, Neighborhood Activity Funds, and House Activity Funds exist to provide some means to help foster a sense of community within the residence halls. By participating in entry, neighborhood, and house programming and social activities, campus residents might view their residence as a home to be well-maintained and respected in which to socialize with other residents. The following policies govern the use of EAF, NAF and HAF.

1. EAF, NAF & HAF funds must be used to support a sense of community within the residences or neighborhoods. This sense of community can be created in a number of ways, including snacks, dinners and movie nights, discussion groups, intramural programs, video-game tournaments, event-trips off-campus, etc. There is an endless array of possibilities.
2. The needs of all residents should be taken into consideration in the year-long planning of EAF, NAF, or HAF supported programs, not just the needs of the majority.
3. In order to use EAF, NAF, or HAF funds, the Junior Advisor, Neighborhood Board member, or the Baxter Fellow must submit the online Pcard Request Form to obtain a Pcard to use for expenditures. In the event that a Pcard is not accepted by the provider of the service or product being purchased, the Neighborhood Board member or the Baxter Fellow should contact the Assistant Director for Upperclass Residential Programs in the Office of Student Life to arrange for a voucher or a cash advance, and the Junior Advisor should contact the Dean's Office for assistance.
4. All supporting documentation (receipts, contracts, etc.) must be submitted for expenses, including detailed item-by-item receipts from restaurants, etc.
5. EAF/NAF/HAF funds may not be used to purchase electronics and technology items or any items that will not stay with the residence beyond that particular year. EAF/NAF/HAF funds may not be used to purchase alcohol, other drugs, tobacco products, pornography, strippers, for gambling purposes, for any activity that puts students or the community at risk or in danger, or for any activity that is offensive to the community.
6. Any overexpenditure at the end of the academic year will be billed to the student account of the individual responsible for the overexpenditure.
7. EAF/NAF/HAF funds may not be used to pay for damages to the entry/neighborhood/house, unless the damages are the direct result of an activity sponsored by the entry/neighborhood/house. Damage costs must be billed to the student(s) responsible for the damage, or they will be split and billed to the student accounts of the residents of the entry or house.
8. Final approval for all EAF/NAF/HAF transactions lies with the College; specifically, final approval for all EAF transactions lies with the Dean's Office and the Controller's Office, and final approval for all NAF and HAF transactions lie with the Assistant Director for Upperclass Residential Programs and the Controller's Office.

## **Exam Hardship**

Students with three or more final exams in CONSECUTIVE exam periods (i.e., morning, afternoon, and following morning OR afternoon, following morning, and afternoon) are considered to have a hardship, and may request that one of these exams be moved. Students seeking hardship excuses must see one of the deans first; that dean will then work with the student and faculty members involved to see if an agreeable arrangement can be made. All such arrangements must be requested no later than December 2, 2011 or fall semester and no later than May 4, 2012 for spring semester. Note: the Dean's Office will not schedule a make-up exam simply to permit an early departure or to accommodate students' travel plans.

## **Fraternities**

Williams students may neither join nor participate in fraternities during their time at the College. This policy was first adopted in 1962, and it is strongly supported by the College community. The College will take disciplinary

action against students who are found to be participating in such organizations. Penalties may include suspension or expulsion from the College.

To insure that all students understand the history of and reasons for this policy, the Board of Trustees of Williams College issued the following statement in June, 1989:

It has now been twenty-seven years since the Board of Trustees of Williams College determined that the academic aspirations of the College, and the educational and social needs of our students, would best be served by abolishing fraternities and inaugurating the residential house system. The Trustees note with particular pleasure the role the residential house system has played in insuring that all Williams students would be fully integrated into the life of the College. In making all important decisions over nearly three decades, the College has had as its central goal the sustenance of a community characterized by openness, academic vitality, and equality of opportunity.

Mindful of the College's history and committed strongly to the College's goals, the Trustees wish to reaffirm the policy that Williams students may neither join nor participate in fraternities during their time at the College. The Trustees' views on this subject were most recently expressed in the statement appearing below, approved in October, 1976 and later endorsed unanimously by the faculty. In light of efforts to reestablish fraternities on other campuses, and of apparent interest among a handful of Williams students in reviving fraternal organizations here, the Trustees are reissuing and affirming that statement, and expressing full support for the officers of the College in their efforts, disciplinary and otherwise, to insure that it is understood and adhered to in the Williams community.

Statement of the  
Williams College Board of Trustees  
Concerning Fraternities (1976)

To avoid misunderstanding, we wish to make clear our support for the rights of students to form or join any of the many formal or informal groups that are appropriate to this college community and consistent with Williams' educational program. But we remind all concerned that the regulations of the College prohibit participation by undergraduates in fraternities as a matter of educational policy and that violations will be subject to appropriate penalties.

## ***Fund-raising Activities***

Students who wish to raise money for any campus activity by soliciting alumni, foundations, or other sources of funds must receive advance approval. Students interested in fundraising should contact the Interim Assistant Director for Student Involvement in the Office of Student Life at least two weeks in advance. Most fundraising requires approval from the Dean's Office, the Provost, and the Vice President for Alumni Relations and Development.

## ***Governance of the College***

In accordance with the provisions of its Charter, the legal responsibility for the affairs of the College is vested in the President and Trustees. Trustees deal with basic questions of policy, planning, and financial management. The President and the faculty share immediate responsibility for College government. The faculty conducts its business in meetings of the full faculty, which the President chairs, and through its committees, most of which have both faculty and student members.

Several committees are composed of faculty only, including the Committee on Academic Standing (CAS), the Faculty Steering Committee and the Committee on Appointments and Promotions (CAP). The CAS reviews the academic records of individual students. To protect the privacy of students, membership on this committee is limited to faculty and deans. The Faculty Steering Committee discusses topics of particular interest to faculty and meets with student groups from time to time to discuss issues in common. The CAP advises the President and trustees about faculty appointments. Although students do not sit with the committee, the CAP receives student opinion about faculty from the departments. Departments gather student opinion through student advisory committees, direct interviews with students, and the Student Course Evaluation Survey. In addition, students may volunteer evaluations to department chairs or to the Dean of the Faculty directly.

Students have the major responsibility for the conduct of undergraduate affairs through the College Council and through the Neighborhood boards. The College Council supervises the election or appointment of the student members of all joint committees.

### **College Committees**

Many important features of College life are overseen and regulated by committees on which both faculty and students sit. Faculty are appointed by the Faculty Steering Committee; election of students is coordinated by the College Council. See page 101 for a list of some important college committees.

### **College Council** (Paresky 203, x2284)

The College Council is the student government organization at Williams and the directing force of student activities. Its members are elected to represent upperclass residential houses and neighborhoods, the first-year class,

and the student body at large. The Council allocates funds from the Student Activities Fee, supervises the election or nominations of students to joint faculty-student committees which oversee most aspects of College life, and debates issues of concern to the entire campus community. College Council is the forum of the student body through which concerns may be addressed, and changes made around campus. If you have suggestions/ideas you can talk to a College Council representative. College Council holds office hours in the evenings in Paresky and its members can be found on its website ([wso.williams.edu/orgs/cc](http://wso.williams.edu/orgs/cc)). The College Council Constitution appears in full on pages 165-168.

## Frosh Council

Each entry elects one representative to the Frosh Council. The Council appoints its own officers and one representative to the College Council. In addition, it holds class-wide elections for first-year representatives to the College Council and College Council committees. The Frosh Council provides a representative forum in which first-year concerns may be addressed. It is also responsible for organizing social activities for the class.

## Baxter Fellows

In the spring following room draw, students submit applications for the Baxter Fellow positions. Candidates are interviewed and then chosen to fill the position for the area in which they will live the following academic year; the area may be a floor or an entire small house. Baxter Fellows act as the house point-person and provide house programming, communication, and support as well as assist with Neighborhood programming. Baxter Fellows are involved in residential self-governance and are prepared and expected to address residential community issues and concerns as they arise, knowing campus resources and how to refer students to those resources. Baxter Fellows are overseen by the Assistant Director for Upperclass Residential Programs in the Office of Student Life, and are paid a small stipend for their work. Each Neighborhood has a Head Baxter Fellow who assists with the supervision of their respective Baxter Fellow team. All Baxter Fellows are required to participate in fall training as well as ongoing training opportunities.

## Residential Self-Government

A consistent respect for the rights and privacy of others is essential to the social and academic well-being of the Williams community. The College expects the student community and the residential units that comprise that community to be self-policing. The Junior Advisors, under advisement from the Dean's Office, and the Baxter Fellows, under advisement from the Assistant Director for Upperclass Residential Programs in the Office of Student Life, shall facilitate discussion of what those rights are and of the unit's responsibility for respecting and policing them, through the establishment and utilization of Entry/House Rules.

If a residential unit fails in its ability to police itself through Entry/House Rules, complaints should be taken to the Assistant Director for Upperclass Residential Programs or the Dean's Office. Appropriate action may be taken through the channels outlined under Disciplinary Proceedings.

## Grievances

A student with a grievance about grading should see *Complaints About Grading* (page 138).

A student who thinks that he/she has been subject to inappropriate behavior within the context of acceptable campus community standards should consult with any ones of the deans of the College. If the alleged behavior suggests the possibility of a bias incident, the student should seek out the Dean of the College, or any of the discrimination grievance advisors listed on page 154.

The following outline is a summary of the full Discrimination Grievance Procedures described in *Non-Discrimination Policy and Grievance Procedures* on pages 178-182.

### *A Summary of The Sequence of Events and Options in the Discrimination Grievance Procedures*

#### *I. Advising*

- a) The person who believes he or she may have been subjected to discriminatory behavior may but need not discuss the incident(s) with a College advisor. College advisors are also available to persons against whom a complaint has been filed.

#### *II. Informal*

- a) The person who believes he or she may have been subjected to discriminatory behavior may discuss the incident(s) with the appropriate administrator.
- b) The person may but need not file a complaint at the informal stage.
- c) To file a complaint the person submits a statement of allegations to his or her executive officer. The executive officers will then conduct an investigation and reach a finding. If they find the complaint unwarranted, the complainant may but need not request formal grievance proceedings. If the respondent is judged to have violated College policy, the executive officers attempt a resolution. Either party may refuse to accept the terms proposed.
- d) If both parties accept the terms, the resolution is successful and the case is settled. If the resolution fails, the complainant may ask for formal grievance proceedings or withdraw the complaint.

- e) If the complainant withdraws, the executive officers may decide to take action against the respondent on their own. The respondent may appeal the executive officers' decision.

**III. Formal**

- a) The grievance committee conducts a hearing and reaches a finding, reporting its finding and its recommendations to the executive officers, the complainant, and the respondent.
- b) The executive officers reach their own finding. If it differs from the committee's, they so inform the committee and provide it with an opportunity to reply.
- c) If the executive officers then find the respondent not to have violated the College's anti-discrimination policy, or if they find the evidence insufficient, the case is dismissed.
- d) If, on the other hand, the executive officers find that the respondent violated the College's policy, they will report their finding and the actions they propose to take to the committee, the complainant, and the respondent. The respondent may appeal their finding and their proposed actions.

**IV. Appeal**

- a) The formal grievance proceedings constitute the complainant's appeal.
- b) The respondent may appeal at the conclusion of the informal proceedings if the complainant has withdrawn and the executive officers have proposed disciplinary action; or at the end of the formal grievance proceedings if the complainant has taken the complaint to a grievance committee.
- c) If the respondent is a student or staff member, the appeal will be heard by the President. If the respondent is a faculty member, the appeal will be heard by a faculty hearing committee.

**Hazing**

Hazing is prohibited by the College and is subject to the College rules on disciplinary proceedings. Hazing is also a crime under Massachusetts law. Here are the sections of chapter 269 of the Massachusetts General Laws that define hazing and that impose penalties for hazing violations:

*Section 17.* Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

*Section 18.* Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

*Section 19.* Each institution of secondary education and each public and private institution of post secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgement stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full time student in such institution a copy of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post secondary education shall file, at least annually, a report with the board of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of higher education and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report.

## ***Health Insurance and Sports Accident Insurance***

### **Health Insurance** (Ruth Harrison, Health Center x2206)

The Commonwealth of Massachusetts requires that all full- and part-time students enrolled in institutions of higher education in Massachusetts must participate in a qualifying student health insurance plan. A qualifying plan must provide reasonably comprehensive coverage of hospital and physician services and those services must be reasonably accessible to the student.

Students who are not covered by a qualifying health insurance plan must arrange insurance coverage through the College's student health insurance plan. This is a limited accident and illness plan that provides up to \$100,000 of coverage per accident or illness for the period 8/15 through 8/14 for services not available through the Student Health Service.

### **Sports Accident Insurance** (Karen Ware, Lasell x3511)

The College provides insurance for the treatment of injuries sustained by varsity, junior varsity, and most but not all club team athletes. This insurance is provided at no cost to students. It has a deductible and will cover most injury-related medical services on a secondary basis only.

Two important criteria that must be met in order for the student athlete to be eligible for coverage under this insurance policy are: the injury must be sustained while participating in a covered team's practices, games, or travel; and the student must incur some medical expense related to the injury within 180 days from the date of injury. An appointment with a physician or a physician at Student Health Services within 180 days of the date of injury will satisfy this second requirement.

The insurance company currently requires that a written proof of loss must be received within 90 days or as soon as reasonably possible, but no later than 12 months following the date of injury. Students should promptly notify one of the athletic trainers of their injuries. Karen Ware will provide the instructions necessary to submit a claim within the required time-frames.

## ***Housing Regulations***

### **General Policies**

Residential Life reserves the right to consolidate students in college owned and/or operated housing at any time with appropriate notification.

Williams College reserves the right to dictate the terms of usage on all College owned and operated housing. This includes any required modifications to student housing arrangements, up to and including revocation or denial of housing privileges.



### ***Use of Housing During Winter Break:***

During Winter Break, when the College is not in session, all students are required to leave campus. The College recognizes, however, that certain students who demonstrate extreme need cannot leave campus and is committed to providing assistance for these students. Any College owned building might be used as temporary housing (although co-ops are the most common) over Winter Break for students who are unable to leave campus. Students whose rooms will be used for temporary housing will be given reasonable notification prior to Winter Break and are asked to make all reasonable accommodations.

### **Damage and Billing Procedures**

The cost of damage to a College building will be charged to those who caused it, if they are known. When those who are directly responsible are unknown, the costs will be apportioned among the occupants of the damaged

area, whether a single room or a whole house. In all cases of damage, those responsible are liable to disciplinary action by the Dean as well as payment of costs assessed by the Facilities Office.

In the case of damage to an individual student room or suites, in dormitories and in residential houses, the damage should be reported promptly; repair will be made and the occupant(s) billed directly.

Bills are payable to the Controller. Any corrections to or questions on bills should be directed to the Facilities Office. All bills are due before the end of the semester in which they are received. All bills unpaid at the semester's end will be added to the term bill.

## Electrical Appliances

Students may use clocks, sound equipment, computers, electric razors, hair dryers, electric fans, electric blankets, microwave ovens of 800 watts or less, refrigerators of 5 cubic feet or less, hot air popcorn poppers, and cool mist humidifiers in student housing. Items which the College strictly prohibits include, but are not limited to:

- coffee makers
- toaster ovens
- air conditioners
- hamburger and sandwich makers
- popcorn poppers (other than hot air)
- hot plates
- rice cookers
- hot tubs
- crock pots
- broilers
- cup warmers
- bread makers
- toasters
- electric heaters
- electric woks
- soda machines
- swimming pools
- electric fry pans
- electric or gas stoves
- deep fryers
- beer coolers
- kegotators
- hot pots
- any unit with a heating coil
- vending machines

\*Torchiere type lamps with a halogen bulb, and other lamps with a halogen bulb greater than 60 watts, are not allowed. Incandescent light bulbs should not exceed 60 watts unless there is specific UL approval for a higher wattage.

Violations of any of the above policies will be fined and the item(s) will be immediately removed. The fines vary depending on the number of violations. Confiscated items will be donated to a local charity or discarded. If a student has any questions regarding the acceptability of a particular appliance, the Manager of Safety and Environmental Compliance should be contacted at x2406.

The wiring in some of the College's older residence areas may not support heavy use of electrical appliances. If this is a problem in a residence, the College may need to limit the use of certain appliances and will consult with the students in the residence to resolve the problem.

## Fire Safety

Williams is concerned about the safety of every individual on campus and therefore has very strict fire safety regulations. Students who do not observe these regulations jeopardize the safety of others on this campus and therefore, will be subject to disciplinary action and/or fines.

State Law requires that hallways and stairways be completely clear at all times. This means that you can not store anything in these areas (examples: shoes, clothes racks, boxes, furniture, and bicycles). The Williamstown Building Inspector and the Williamstown Fire Chief enforce these regulations. Items left in the halls may be removed and held at Facilities. Repeat violators will be fined \$25.00 for each subsequent violation.

Fire and life safety programs must receive community-wide support in order to be effective. Cooperation from students at fire drills, announced and unannounced, is expected. Students who do not vacate in a timely manner are subject to disciplinary action, and to the possibility of additional drills, with the individual house responsible for all costs associated with repeated drills.

Students who misuse, tamper or otherwise disturb fire safety equipment, including smoke and carbon monoxide detectors, fire extinguishers, pull stations, and fire doors, or activate fire alarms due to smoking are subject to a \$250.00 fine as well as the cost of restoring the equipment. Smoke machines are not allowed in student residences for any reason. Alarm activations due to using a smoke machine will result in a \$250.00 fine. These students will be referred to the Dean's Office and may be dismissed or suspended from the College.

Candles (including those used for religious purposes), incense, and other open flame devices are not allowed in residential buildings. Students who want to light candles for religious purposes need to see the Chaplain's Office to make arrangements.

### Possession of Candles, Incense, Prohibited Appliances, and Halogen Torchiere Lamps

*1st offense:* \$50.00 fine and the student will be called into the Safety and Environmental Compliance Office.

*2nd offense:* \$100.00 fine and the student will be called into the Safety and Environmental Compliance Office and required to view a fire safety video.

*3rd offense:* \$100.00 fine and referral to the Dean's Office for disciplinary action that may result in suspension or dismissal from the College.

**Failure to Leave the Building for any Fire Alarm or Fire Drills**

*1st offense:* student will be called into the Safety and Environmental Compliance Office.

*2nd offense:* \$100.00 fine and the student will be called into the Safety and Environmental Compliance Office and required to view a fire safety video.

*3rd offense:* \$100.00 fine and referral to the Dean’s Office for disciplinary action that may result in suspension or dismissal from the College.

**Tampering with Life Safety Equipment**

Students who misuse, tamper or otherwise disturb fire safety equipment, including smoke and carbon monoxide detectors, fire extinguishers, pull stations, fire doors, activate fire alarms due to smoking or the removal of batteries from carbon monoxide detectors or cover detectors are subject to a \$250.00 fine as well as the cost of restoring the equipment. Student will be called into the Safety and Environmental Compliance Office and will be required to view a fire safety video. Students involved in a 2nd offense will be fined \$500.00 and will be referred to the Dean’s Office for disciplinary action that may result in suspension or dismissal from the College.

**Placing Lights or Items on Sprinkler Pipes or Sprinkler Heads**

*1st offense:* student will be issued a written warning and/or called into the Safety and Environmental Compliance Office.

*2nd offense:* \$50.00 fine and student called into the Safety and Environmental Compliance Office and required to view fire safety video.

*3rd offense:* \$100.00 fine and referral to the Dean’s Office for disciplinary action that may result in suspension or dismissal from the College.

**Improper Disposal of Cigarettes and Smoking**

*1st offense:* \$250.00 fine and the student will be called into the Safety and Environmental Compliance Office.

*2nd offense:* \$500.00 fine and student will be called into the Safety and Environmental Compliance Office to view a fire safety video. Additionally, the student may be referred to the Dean’s Office for disciplinary action that may result in suspension or dismissal from the College. Students are held responsible for the condition of their room, suite, or entry common area. If the responsible parties cannot be identified for the improper disposal of cigarettes, the house, entry or suite will be charged with the fine.

All buildings are smoke-free—Individuals are not permitted to smoke within 25 feet of any building on campus. Students smoking in the residence halls will result in the following fines.

*1st offense:* \$50.00 fine.

*2nd offense:* \$100.00 fine

*3rd offense:* \$150.00 fine and referred to the Dean’s Office.

These fines and regulations will be progressive over your four years as a student at Williams College. If you have any questions about the policy, please call Joe Moran, Manager of Safety and Environmental Compliance, at x2406.

**Fireworks**

Per Massachusetts General Law no person shall possess or explode any fireworks. Students found in possession of fireworks at anytime will be fined \$100.00 per incident and referred to the Dean’s Office.

**Student Safety**

For safety reasons students are not allowed on college roofs. Students found in violation will be fined \$250.00 per incident and referred to the Dean’s Office

**Identification Cards / Access to Student Residences**

Student identification cards are equipped with a magnetic strip which, when swiped through card readers, allow for student entry to buildings. Tampering or misusing the card reading system will result in a \$50 fine to the house or individual responsible, and disciplinary action.

Lost cards should be reported to the Campus Safety and Security Office located in the basement of Hopkins Hall immediately. The card will be replaced and the student charged \$10.00.

**Keys**



A room key or code is issued to each student upon checking in. Students must sign for and pick up keys or codes in person—keys may not be picked up by friends or other acquaintances. When not in their rooms, students should lock their doors and carry their room keys with them. If a room key is lost, the Facilities Office should be contacted for a replacement and a lock change. A charge of \$25.00, billed to a student’s account, will be assessed. Student identification cards will be requested to confirm identity and room assignment. Students who do not return keys when they vacate their rooms will be charged \$75.00 for the unreturned key. This charge is not refundable. Dorms with locknetics coding system also carry a \$25.00 charge if codes are forgotten or given out to friends and then requested to be changed.

Students should carry their room keys with them. When requested by a student, the Campus Safety and Security Office will open an inadvertently locked room or lock a room inadvertently left open once during the academic year, but will charge \$10.00 for each subsequent request for room opening or locking by the same student. Students whose rooms are locked or unlocked by Campus Safety and cannot produce a key at that time, must then show their key to the Facilities Office by noon on the next business day or the Facilities Office will notify the College locksmith of a lost key. The room lock will be changed and the student billed as described above.

## Meals

Dining together is an important aspect of participation in the residential community. It affords very effective opportunities for social exchange and participation in programming. Therefore, all students residing in dormitories and residential houses must choose a meal plan from the three available options, 21 meals per week, 14 meals per week, or 10 meals per week. First-year students are required to purchase and remain on the 21-meal plan. For seniors only, there is a plan that offers any 5 meals per week. Students in cooperatives may purchase blocks of 50 meals, or any meal plan available based on class rank. Although off-campus students are not required to purchase meal plans, all meal plans are available to them. The dining halls use an electronic ID system that makes possible the offering of the meal plans at the dining venues. Students are reminded that a valid meal I.D. is required in order to dine. In the instance a student does not have their card, a \$3.00 processing fee will be assessed. A lost card must be reported to Campus Safety and Security immediately so that it can be deactivated. Students are responsible for a lost/stolen card until it has been reported. The Office of Campus Safety and Security will replace lost cards at a charge of \$10.00.

All those on a meal plan may eat their meals in any student dining area listed above. The meal plans do not provide credit for missed meals. Also, they do not provide for food to go except in Grab 'n Go and Lee Snack Bar. Consequently, book bags, knapsacks, and other carry-out containers with the exception of a Dining Services provided sustainable green containers must be left outside the dining venues. Meal plans are non-transferable and students are reminded to safeguard their IDs. (See page 115 for dining hours of operation).

*Eph Dollars*—Eph Dollars can be added to your meal account for use at any of the dining locations. Eph Dollars have equivalent cash value and roll over from semester to semester through senior year. *Please note that Eph Dollars are non-refundable.*

*Meal Plan Changes*—First Semester meal plan changes can only be made September 12-16, 2011 and for second semester, February 6-10, 2012.

*Special Diets*—We make every effort to accommodate medical and religious dietary needs. Students are encouraged to set up a meeting with our Executive Chef as soon as they begin dining with us. We offer packaged Kosher and Halal options and observe cultural holidays centered around food.

## Noise

The creation of persistent and excessive noise is a violation of good conduct. Since student rooms are appropriate places to study as well as sleep, noise should be kept to a minimum at all times.

## Pets

Other than fish, no student-owned pets are permitted in College housing. Students who are advised to remove a pet and continue to house a pet will be fined \$100 per day for each day the pet remains after notification.



## Recycling



Town ordinance requires all residents to recycle clean paper products, cardboard, glass, metal, and plastic containers. Student rooms contain separate receptacles for recyclable paper and trash. Since houses can have different approaches to handling recyclables, students should take note of any communications directed to them on how recycling works for their building. Students who have questions about the recycling program should consult their Junior Advisor, Baxter Fellow, or custodial team. *See details on page 113.*

## Responsibility for Loss of Personal Property

Care is taken to protect personal property in College buildings, but the College cannot assume responsibility for loss or damage to such property through fire, theft, or any other cause. Students are therefore advised to keep their rooms locked when absent from them and to investigate personal property coverage through their parents' "Home Owners" policy or other ways of obtaining such coverage.

## Room Decoration, Construction, and Furniture

Students must be careful when hanging posters, framed prints, mirrors, bulletin boards, etc. as all costs associated with the repair of wall or ceiling damage are billed to room occupants.

# P O L I C I E S . . .

Do not use nails. For hanging posters, photos, and calendars, use “fun-tack” which is available at local school and business supply stores. An exception to this policy occurs in Tyler Annex and the Greylock Quad, which have masonry walls. Masking tape should be used instead.

Large expanses of flammable fabric, such as burlap or parachute silk, must not be hung as wall coverings or room dividers; this sort of decoration violates state fire codes and will be removed.

Construction by students of built-in furniture or room dividers is not allowed within dormitories or residential houses.

Waterbeds, lofts and cinder blocks are strictly prohibited from all student residence areas. Trampolines, swimming pools, and hot tubs are also prohibited on student residential premises.

Students are responsible for the College furniture provided in their rooms. If students choose not to use their College furniture and wish to remove it, they must move it to the storage area designated by the building custodial team; it is also the students’ responsibility to return such furniture before they vacate the room. They will be charged the cost of replacement if they fail to return it. Bookshelves, record cabinets, or other free-standing furniture may be moved into College buildings provided they do not interfere with the normal maintenance and cleaning of the room. Such furniture must not be affixed to or wedged against floor, wall, or ceiling surfaces. Students will be asked to remove unacceptable furniture or the College will remove it at the occupant’s expense.

The furniture supplied to students in Morgan, Mission Park, Williams, Tyler Annex, East College, Fayerweather, Tyler and Sage does not lend itself to easy movement through the building. Therefore, to avoid unnecessary damage, furniture may not be moved from rooms in these buildings. Furniture in Tyler Annex must remain in rooms as there is not adequate storage.

Violations of construction and decoration regulations will result in a note being left in the room advising the occupant to correct the violation. If violations are not corrected promptly, the College will make the correction at the occupant’s expense.

## **Room Entry and Inspection**

The College reserves the right to enter and inspect students’ rooms and the contents thereof at any time. The reasons for such entry and inspection may include, but are not limited to, conducting health and safety inspections, insuring compliance with the College’s housing policies or other rules, investigating suspected violations of those policies or rules, or acting in the interests of the safety or well-being of the occupant or others.

## **Room Occupancy and College Vacations**

The College will hold a student’s room until September 15<sup>th</sup>. If a student has not checked in to campus by then, the room may be assigned to another student.

Changes from one room to another are permitted, with some restrictions. Students must obtain permission from Residential Life prior to any room change. This is especially important since the student officially registered for a particular room is responsible for any damages which are noted when the room is vacated. Seniors with permission to live off campus must keep their addresses on file with Residential Life.

Students may have guests and visitors, with the consent of their roommates or suitemates, for a maximum of three (3) consecutive days. Students are responsible for the behavior of their guests. Questions or disputes concerning guests should be brought to the attention of Residential Life.

Students who withdraw, who are dismissed, or who are required to resign for academic reasons are expected to vacate their rooms within 48 hours. A charge of \$100.00 per day will be billed to the account of any student who fails to meet this deadline. A fine of \$150.00 will be imposed when a student does not vacate his or her room by the day and time of the dorm closing, and for each day a student remains beyond the deadline.

All student residences, including co-ops, are closed during Winter Break. Students must vacate their rooms by noon of the day following final examinations. During Spring Break, limited housing is available in certain buildings (typically Mission Park, Greylock and co-ops); other buildings are closed and students must vacate by the deadline announced. At the end of the Spring Semester, students must leave their rooms by noon of the day following the last day of final examinations. Seniors must leave by 5:00 p.m. on Commencement Day. A fine of \$150 is imposed for each day a student remains in his or her room beyond the deadlines.

Shortly before the end of the academic year students will be advised of procedures for vacating. These include, but are not limited to, bagging and removing trash in their rooms and removing personal furniture, wood, area rugs, etc. from individual rooms and common areas. These procedures must be followed or a \$200.00 fine will appear on student accounts. Likewise, if a student moves out of a room at another time during the year, the room should be left clean and in its original setup or charges may result.

## Service Request Procedures

**Routine:** A routine request for service or repair should be made by filling out a work order request at <http://facilitiesworkrequest.williams.edu>. The Facilities Office is open between 8:00 a.m. and 4:30 p.m., Monday through Friday.

**Emergency:** During regular working hours as above, call x2486. Outside these hours, call the Campus Safety and Security Office, x4444.

**Non-routine Requests:** Requests involving student housing outside the area of routine service should be directed in writing to the Facilities Office.

**Special Functions:** All student special event requests should be directed to the Student Activities x2546.

Please be sure to contact Student Activities in a timely manner—they will need to meet the notice requirement indicated below. Student Activities will contact Facilities for assistance with the physical set up (tables, chairs, risers, electrical assistance, etc.). Facilities requires that certain guidelines be met. Failure to meet the requirements listed below will incur additional charges.

### Grounds & Electrical Requirements:

- ♦ Moves and setups must be scheduled at least 5 working days in advance—(10 working days between 5/1 and 6/15).
- ♦ Work requested must be accomplished during normal working hours.
- ♦ If a tradesman or custodian is required to be on hand during the event, it will be at the expense of the requestor.
- ♦ Requested moves must be to and from locations *on campus*. Off campus moves and setups will not be accepted by Facilities.
- ♦ During extremely busy periods, it may be necessary to hire an outside contractor to accomplish the request. This will incur a charge regardless of whether the above requirements have been met.

### Tents—DIGSAFE Procedures

Any person or organization planning to erect a tent on Williams College property will need to contact Facilities at x4020 at least 10 business days prior to the tent being erected.

The following information is required when submitting your request to Facilities:

- ♦ Exact date the tent will be erected and removed.
- ♦ Site where the tent will be erected and a diagram of the setup (There is a specific designated area at each site that a tent can be erected).
- ♦ Name and telephone number of the company that will supply the tent.
- ♦ Name and telephone number of the contact person responsible for the event.

If a tent is being erected you must obtain a building permit from the Williamstown Building Inspector.

They require the following items on the permit request:

- ♦ The signature of a Williams College representative. Contact Bea Miles (x3496) to have the tent permit signed.
- ♦ The signature of your tent company's representative.
- ♦ The tent company's workman's compensation information (insurance company name and policy number).

After completion of the requested information, Facilities will handle all of the DIGSAFE requirements. Should any of the information provided change, you will need to contact Facilities immediately.

*Please remember that this only concerns tents on College property.* It does not cover any other digging or related practices that fall under DIGSAFE laws—please contact x2486 for any concerns other than tents.

**ASSISTANCE FROM OTHER SHOPS:** Questions regarding other special functions services (carpentry, painting, etc.) should be addressed by contacting Student Activities. These services will be performed in-house whenever possible. There may be times and/or jobs that will require hiring an outside contractor as specified above. Custodial services for special events can be addressed when reserving your room.

**Groundsperson's Assistance (tables, chairs, etc.):** Charges will be incurred for the following (if the requirements listed above are not met, the cost for the items listed below could be significantly higher):

- ♦ Moves and setups not scheduled at least 5 working days in advance.
- ♦ Work requested that can not be accomplished during normal working hours.
- ♦ When assistance is requested for an event that is charging an admittance fee.
- ♦ When a snow fence is required by security for an outdoor party.
- ♦ Use of the Currier Club tables.

During extremely busy periods, it may be necessary to hire an outside contractor to accomplish the request. This will incur a charge regardless of whether the above requirements have been met.

**Electrical Assistance (lights, power, PA, etc.):** Charges will be incurred for the following (if the requirements listed above are not met, the cost for the items listed below could be significantly higher):

- ♦ Moves and setups not scheduled at least 5 working days in advance.
- ♦ Work requested that can not be accomplished during normal working hours.
- ♦ When a PA system is requested.

**Assistance from other shops:** Questions regarding other services (carpentry, painters, etc.) should be addressed by calling Student Activities (x4747). These services will be performed in-house as often as possible. There may, however, be times and/or jobs that will require hiring an outside contractor. Custodial questions are addressed in the *Clean-Up Policy* on page 173. Other custodial questions can be called in to x2293.

**Smoking**

Smoking is not permitted in any College building or College vehicle (see details under Smoking Policy on page 155).

**Storage**

During the academic year, storage space is available in most residence areas. However, furniture (such as beds, couches, chairs, etc.) is not permitted in campus storage, due to lack of space. With the exception of co-ops, where residents monitor their own storage areas, arrangements for storage or removal should be made through the building custodian. (If the custodian has responsibility for more than one building and can't be located, Security may be contacted for access.)

Due to the limited space available, storage rooms are routinely cleaned out at the end of the academic year to provide storage for the following year's class. Any items left in storage at the end of the academic year shall be deemed transferred to the College and will be disposed of at the discretion of the College. It is further expressly acknowledged and agreed by all persons using the storage areas that the proceeds, if any, of such disposal likewise shall be the property of the College.

Storage of items on campus over the summer will be allowed only for international students who are financial aid students with need as determined by the Office of Financial Aid.

The College assumes no responsibility for personal items placed in storage and it is strongly recommended that valuable items such as skis, stereos, personal computers, etc., not be placed in the storage rooms.

There are some local companies which provide storage options for students off-campus. It is entirely the student's responsibility to contact and contract with any local company for storage. Students have typically used Connors Brothers (413-458-8141) and Mullen (413-458-2580). There are others in the area; students should consult the local yellow pages for more information.

**Telephones**



All student rooms are equipped with modular telephone jacks. Although most students prefer to use cell phones for more convenient communication with friends and family, one can bring a landline phone to use in one's room. These should be touch-tone telephones with standard modular connections. The service is for local and incoming calls only and you must sign up with a private carrier for a long distance calling card if you want long distance service. The College will also provide students with voice mail if they wish to sign up for that service. To activate the landline telephone jack in your room, log into PeopleSoft and go to Self Service > Campus Life > Dorm Phone Activation. You may activate your telephone jack at any time, however it is best to do this before the beginning of the fall term so it will be available when you arrive. It will take up 3 business days to activate.

It is imperative that Campus Safety and Security has access to your cell phone number, if you have one, to reach you in case of an emergency. Further, the College subscribes to an off-premises emergency contact system which can be used to quickly notify all campus members by phone or text message in the event of an emergency situation. If you have no cell phone, the dorm phone will be called if you have activated it. Emergency messages are also sent out via email. Please ensure that your phone information is up to date in the Peoplesoft student system by checking Self Service > Campus Personal Information > Phone Numbers.

A full explanation of student telephone services can be found on the OIT web page.

**Televisions**

The College provides a television set to most residential buildings with a common area. Most student rooms have a cable outlet which can be activated by contacting the local cable company. In rooms without a cable outlet, cable hook-ups are not permitted. Do not splice cable wires. It is against Federal Law to do so and large fines from the cable company may result. If you misuse cable wiring, Time Warner will remove all cable, including the primary cable coming into the building, at your expense. No antennae or satellite dishes are allowed at student residential buildings.

**Vacating Rooms**

See *Room Occupancy and College Vacations* on page 148.

**Housing Selection**

Incoming first-year students are assigned housing by the Office of Student Life. Questionnaires are sent via email to incoming first-year students and placements are made once the questionnaires have been received. Notifications of first-year housing assignments are typically mailed to students by late July or early August.

Most upperclass students select their rooms through the annual room draw processes. These processes are communicated to students electronically as they come up throughout the academic year.

A limited number of rising seniors are eligible to live in co-ops. Co-op housing gives students a bit more of an off-campus feel while still living in College-owned property. A limited number of rising seniors are also allowed to live off-campus, in non-College owned housing, which they secure on their own. There is a lottery process for both of these options; information about these lotteries is shared with rising seniors just prior to the application processes.

Any action interpreted as abuse of the housing selection system will result in the loss of the student's (or students') housing preference and possible disciplinary action.

## Housing for Families

Williams is a residential college that requires undergraduate students to live in housing provided by the school. Exceptions are allowed for a limited number of seniors and non-traditional students. The College does not provide housing for married couples or families. Inquiries should be directed to the Student Housing Coordinator in the Office of Student Life.

## Identification Cards

Students are required to carry College identification cards and to produce these cards at the request of any College official, including faculty and administrative staff members and campus safety officers. Refusal to do so will be considered a serious offense. Any student who alters a Williams identity card or who allows any card issued in his or her name to be used by any other person is subject to disciplinary action.

## Intercollegiate Athletic Equipment

1. Intercollegiate athletes are responsible for all *issued* athletic clothing, supplies, and equipment they receive at the beginning of the season. Items are numbered and documented and should not be transferred between athletes unless the Equipment Manager is notified ahead of time.
2. Athletes must return all issued equipment on Closure Day directly to the equipment room (**not** left in the locker room; outside the equipment room door; with coaches; with teammates; in chute, etc.).
3. Athletes will then be notified via email listing each missing item and the replacement cost. Students have an opportunity to return these items upon receipt of the notice to remove any replacement charges from their term bill; but will incur a **\$25.00 late fee per month** following the Late Return Date.
4. Replacement charges are two times the cost of the item when originally ordered. This charge is based upon the cost to reorder an individual item, instead of receiving a reduced rate for ordering items in bulk.
5. Issued equipment will not be sold to athletes. Athletes who are interested in purchasing items should consult their coaches at the beginning of their season to do a separate order for the item(s) if available.

### Late Return for:

Fall sports	December 9, 2011
Winter sports	March 16, 2012
Spring sports	May 11, 2012

*Athletes in post-season competition are exempt from this Late Return Policy*



## Jury Duty

According to the Office of Jury Commissioner of the Commonwealth of Massachusetts. "Every U.S. Citizen 17 years of age or older who is a Massachusetts resident or an inhabitant for more than 50% of the time is eligible to serve as a juror. If you are a resident of another state but a student at a Massachusetts College, you are an inhabitant for more than 50% of the year and, therefore, eligible to serve as a juror in Massachusetts."

It is not unusual for students residing in Berkshire County to be summoned to serve as trial jurors. Jury Service, on a short-term basis, can provide students with a good opportunity to fulfill one of their important responsibilities as members of the community. Williams College supports students in their fulfillment of this civic duty.

Students should carefully read all materials they receive with their summons to service, which contains helpful information about confirming, postponing, rescheduling, or relocating service, and address many of the most frequently asked questions. Jury duty is an important legal obligation, and those who fail to respond are subject to criminal prosecution.

Students who must miss class in order to fulfill jury service should notify each of their instructors of the summons and make arrangements to complete any missed work. Staff at the Dean's Office will assist you in making arrange-

ments for missed class time due to jury service. Students may be required to furnish their summons notice or the certificate of service when making these arrangements.

If you have any questions about jury duty, including confirming, postponing, rescheduling, or limiting your service, please contact the Office of Jury Commissioner (1-800-THE-JURY/1-800-843-5879). Further information can be found on the Office of Jury Commissioner's website at [www.massjury.com](http://www.massjury.com).

## **NESCAC Presidents' Statement on Abusive Drinking and Hazing**

In addition to being partners in athletic competition, the 11 colleges and universities comprising the New England Small College Athletic Conference (NESCAC) are united in efforts to provide safe environments in which students may mature intellectually and socially.

Recognizing that social life plays a role in the college experience, each campus has increased its efforts to encourage students to make responsible choices. Each school takes a strong stand against substance abuse, including alcohol. While the vast majority of students at NESCAC institutions who choose to drink alcohol do so responsibly, each school has disciplinary and educational programs in place for students who misuse alcohol and other substances. (See page 137 for more information on Williams' disciplinary proceedings for alcohol and drug abuse.)

Additionally, all of the conference schools expressly prohibit hazing. (See page 143 for more information on Williams' policy on hazing.)

NESCAC member institutions: Amherst College, Bates College, Bowdoin College, Colby College, Connecticut College, Hamilton College, Middlebury College, Trinity College, Tufts University, Wesleyan University, Williams College.

*adopted 12/14/00*

## **Non-Discrimination Policy and Grievance Procedures**

Williams College does not permit discrimination on the basis of race, color, sex, national origin, religion, age, disability, marital status, sexual orientation, gender identity or expression, ancestry, or military service. Any member of the College community who on any of these grounds feels discriminated against by another member of the community should take action. Should the matter involve a faculty appointment renewal decision, the range of appropriate action and the type of further redress open to the complainant are those described on pages 39-42 of the *Faculty Handbook*. In all other cases, the complainant should use the procedures outlined on pages 178-182 of this *Handbook*.

## **Payment of College Bills**

A non-refundable deposit of \$200 to reserve a place in the first-year class is required from all admitted candidates (except certain financial aid recipients) by the Candidate's Reply Date of May 1. The deposit appears as a credit on the semester tuition statement rendered in July.

College tuition statements for one half of all fees are issued electronically to students via the college's "e-billing" system twice a year—in July, payable August 15 and in December, payable January 16. Follow-up e-bills are issued monthly. Students are encouraged to grant access to parents and/or other authorized payers so they may be able to view and pay the students' bills. Payment may be made online via ACH, or by check, money order or wire transfer. Credit card payments (MasterCard, Discover or American Express) may be made online through the e-billing system with a 2.99% convenience fee. A fee of \$250 may be charged if payment is not received by the established payment due dates.

Students who receive a scholarship(s) that was not awarded through the Williams Office of Financial Aid must complete a Scholarship Information Sheet and mail it to the Financial Aid Office by early June. Provisional credit will be posted to the semester statement for the following: anticipated disbursements of direct loans for which a promissory note has been signed and returned to the Office of Financial Aid, anticipated disbursements of outside loans approved by the lender, outside scholarships which have not yet been received and applied against the student account and any remaining semester contract amount for the Ten Month Payment Plan. If actual payment for the above provisional credits are not received by the date anticipated, the provisional credit will expire and be removed from the student's account creating a balance due.

Students with balances unpaid at the start of the semester who have not made satisfactory arrangements with the Bursar will not be permitted to enroll in classes or remain in residence at the College. Furthermore, if arrangements for payment after the start of the semester are approved by the Bursar and these expected payments are not made on time, students may not be allowed to enroll for the next semester.

If efforts by the Bursar's Office to collect the monies owed are unsuccessful, the account could be placed with a collection agency, and if the delinquency persists, the College's experience with the account may be reported to a

national credit bureau. It is the policy of the College to pass on to the debtor all reasonable costs associated with the collection of the debt through a collection agency. If at any time the student believes information concerning payment delinquency is inaccurate, he/she should notify the College c/o The Bursar's Office, P. O. Box 406, Williamstown, MA 01267.

There are several loan options available to parents through outside sources. These include the MassPlan Loan through the Massachusetts Educational Financing Authority and the Federal Plus Loan Program. Information on these loans can be found on the financial aid webpage <http://web.williams.edu/admin/finaid>.

Williams also offers an installment plan, administered by Tuition Management Services, whereby the yearly charges are paid in 10 equal installments starting in June, with no interest charges. There are no income restrictions. Monthly payments will be the total cost (less any scholarships, Stafford or parent loans) divided by 10. There is an administration fee for this program. Information on this program is sent each spring to all parents or can be obtained by calling Tuition Management Services at (888) 216-4258.

### **Returned Check Policy**

Each check returned to the College for any reason such as "account closed" or "insufficient funds" will be charged to the student's tuition account and a "return check charge" of \$25.00 will be assessed. This policy is in effect for any check received in payment of tuition and fees or other payment to any College office or service (i.e., library, telephone, etc.) that is returned to the College. The College reserves the right to require payment in the form of cash, money order, or cashier check.

## **Rape, Sexual Assault and Sexual Misconduct**

Sexual assault against adults may constitute any one or more of several crimes, including in particular rape and indecent assault and battery. Under Massachusetts Law, anyone may be a victim of sexual assault and anyone may be an assailant. See pages 183-185 for more information about sexual assault.

## **Religious Holidays**

Because no Williams student should ever have to choose between important religious, academic and athletic commitments, College policy provides for students who wish to participate in religious observances that conflict with other obligations to make arrangements with their instructors to do so.

The policy, approved in 1984 by the faculty and trustees in compliance with the laws of the Commonwealth of Massachusetts, states that "Any student who is unable, because of his or her religious beliefs, to attend classes or to participate in any examination, study, or work requirement on a particular day shall be excused from any such requirement, and shall be provided an opportunity to make up such requirement which s/he may have missed because of such absence now—provided, however, that such makeup examination or work shall not create an unreasonable burden upon the College. No adverse or prejudicial effects shall result to any student" who makes use of this provision of college policy.

The faculty (including coaches) receive annual reminders of this policy, and are encouraged to work carefully with students in anticipating and resolving conflicts to their mutual satisfaction.

## **Scientific Misconduct**

"Scientific misconduct" is defined by the U.S. Public Health Service as "fabrication, falsification, plagiarism, or other practices that seriously deviate from those that are commonly accepted within the scientific community for proposing, conducting or reporting research. It does not include honest error or honest differences in interpretations or judgments of data." All allegations of scientific misconduct should be brought to the attention of the Provost of the College who will receive such allegations impartially and without prejudice. The Provost will protect, to the maximum extent possible, the privacy of those who in good faith report apparent misconduct. The Provost will initiate a process, which will consist of an initial inquiry, followed by an investigation if warranted. See pages 185-186 for more information on formal procedures.

## **Sexual Harassment Policy**

A healthy and productive educational community is one in which students, faculty, and all staff treat each other with mutual respect. Such a community requires an atmosphere free of discrimination on the basis of race, color, sex, national origin, religion, age, disability, marital status, sexual orientation, gender identity or expression, ancestry, or military service. Sexual harassment, a form of discrimination based on sex or sexual orientation, clearly endangers such an atmosphere and is not tolerated at Williams College. Behavior that constitutes sexual harassment is also prohibited by both state and federal law.

Williams College takes seriously any allegation of sexual harassment and will investigate all such charges promptly. In deciding whether alleged conduct constitutes sexual harassment, and in determining the degree of serious-

ness of the harassment, the College will look at the record as a whole and at the totality of the circumstances, such as the nature of the sexual conduct and the context in which the alleged incidents occurred. The College's actions, which are designed primarily to remedy any harm done to those who have been subjected to sexual harassment and to protect other members of the community, may range from a warning to suspension or expulsion, when the offender is a student. When the offender is a faculty or staff member, the disciplinary action may range from a reprimand to non-reappointment or the initiation of proceedings for dismissal for cause. They may also include warnings regarding the consequences of future misconduct, removal from certain teaching, advising, or supervisory roles, and other restrictions on the person's professional role at the College. Students and employees who believe they have been sexually harassed may use the discrimination grievance procedures in the *Student Handbook*, *Faculty Handbook*, *Administrative Staff Handbook*, and *Support Staff Handbook*. Questions of confidentiality are addressed in the discrimination grievance procedures.

See pages 186-187 for details on Williams College Sexual Harassment Policy and pages 178-182 for discrimination grievance procedures. See also the pamphlet, *Sexual Harassment*, distributed annually.

## Sexual Harassment/Discrimination Advisors

Advisors are available to all members of the College community for consultation concerning incidents that could be a form of discrimination. The advisor's role is described in the *Discrimination Grievance Policy and Procedures*, printed in the handbooks. Persons serving as advisors are health staff and counselors, assistant and associate deans, Human Resources officers, the Chaplain, and the Affirmative Action Officer. All advisors have received training in sexual harassment and other discrimination advising.

Gina Coleman, *Associate Dean, Hopkins*  
 David Johnson, *Associate Dean, Hopkins*  
 Laura McKeon, *Associate Dean, Hopkins*  
 Charles Toomajian, *Associate Dean of the College and Registrar, Hopkins*  
 Justin Adkins, *Queer Life Coordinator, The Center for Social Leadership, Jenness*  
 Marcela Peacock, *Program Coordinator, The Center for Social Leadership, Jenness*  
 Liliana Rodriguez, *Director, The Center for Social Leadership, Jenness*  
 Taj Smith, *Assistant Director, The Center for Social Leadership, Jenness*  
 Michael Reed, *Vice President for Strategic Planning and Institutional Diversity, Hopkins*  
 Carmen Whalen, *Associate Dean for Diversity, Hopkins*  
 Martha Tetrault, *Director, Human Resources, B&L Building*  
 Robert Wright, *Associate Director, Human Resources, B&L Building*  
 Richard Spalding, *Chaplain, Paresky Center*  
 Donna Denelli-Hess, *Health Educator, Thompson*  
 Ruth Harrison, *Director of Health Services, Thompson*  
 Michael Semensi '13  
 Abigail Davies '13  
 Laurie Heatherington, *Psychology, Bronfman*  
 Enrique Peacock-Lopez, *Chemistry, Bronfman*  
 Paula Moore Tabor, *Alumni Relations, Mears*  
 Bruce Wheat, *Information Technology, Jesup*

## Standing Panel for Discrimination Grievance Procedures

The grievance committee that hears cases of alleged discrimination (see handbooks) is appointed from a standing panel consisting of thirty-two persons, drawn from several College panels and from the College Council. Its membership also includes a minority faculty and staff representative. Two panel members—one a member of the faculty, the other of the staff—stand ready to chair the grievance committee appointed to hear a particular case.

**Faculty Review Panel:** Devyn Benson, Justin Crowe, Edan Dekel, Steve Gerrard, Brent Herringa, Amy Holzapfel, Tiku Majumder, Christopher Nugent, Mihai Stoiciu, Claire Ting, Amanda Wilcox, Scott Wong.

**Provost's Panel:** Gary Guerin, Robin Kibler, Candace Marlow, Richard Nesbitt, Beth Reynolds, Charles Toomajian.

**Vice President's Panel:** Heather Clemow, Marc Field, Kelly Kervan, Jeanette Kopczynski, Beatrice Miles, Paula Moore Tabor.

**College Council Panel:** Sharona Bollinger '14, Alexandra Corne '12, Alida Davis '14, Harry Gilbert '14, Jeremy Gold '14, Sunny Velez '13.

**Minority Faculty-Staff Representatives:** Appointed by the President

**Faculty Chair:** Appointed by President

**Staff Chair:** Appointed by President

## Smoking



All members of the community and visitors are expected to comply with the College's regulations on smoking. Because both smoking, and its secondary effects, are known to be health and fire safety concerns, the College prohibits smoking in all buildings, offices, and indoor facilities of the College. The College requires that smoking occur no no closer than 25 feet from a College building. Smoking is also not permitted in College vehicles.

Members of the community are asked to comply with and to enforce these policies. Complaints or questions should be directed to the appropriate executive officer: for the faculty—the Dean of the Faculty; for students—the Dean of the College; for any and all others—the Vice-President for Administration.

## Student Business Regulations

Williams College permits student businesses on campus if they provide a useful and desirable service and if the student management is competent and responsible. The College assumes no liability for the products or services provided by student businesses. In deciding whether to permit a student business, the College also must consider both the demands of its tax-exempt status and the need to maintain a harmonious relationship with the Williams-town community. See page 187 for more information about student business regulations.

## Student-Initiated Events

*\*Please refer to the online version of the Handbook for updates to this section.*

Williams students initiate a variety of events on campus each academic year, typically through registered student organizations but also as individuals or as groups of friends or athletic teams. The College encourages students to be creative and thoughtful in the events, programs, and parties they initiate, and to consider how each event or program contributes to the Williams community.

Typically, students who initiate such events are provided support by various offices on campus, coordinated through the Office of Student Life or the Center for Social Leadership. This coordination often requires communication between the Office of Student Life or the Center for Social Leadership with various offices (including Facilities, Campus Safety, Dining Services, A/V, etc.), and necessitates enough time to consider the particulars of any event.

Below is some basic information for any student who is thinking about organizing an event, program, or party on campus. For more information, contact the Student Activities Coordinator or the Interim Assistant Director for Student Involvement in the Office of Student Life.

**Online Event Notification Form (OENF).** Any student who wishes to hold an event, program, or party on campus must first complete the Online Event Notification Form (OENF) found via the Student Life website, for each event.

The OENF asks a number of questions about the proposed event, and when the form information is submitted electronically, it is automatically shared with staff members in Facilities, Campus Safety, the Center for Social Leadership, and the Office of Student Life. First-time student event planners will be contacted by a staff member from the Office of Student Life or the Center for Social Leadership in order to meet and discuss the basics of event planning at Williams before proceeding with carrying out the details of planning the event.

The deadline for submitting the OENF for a basic event is two (2) business days prior to the event. However, details that may complicate an event (for example: a contract—see the “Contracts” section below; a large anticipated attendance; additional electrical support; the need for furniture to be moved or for a special furniture set-up; support from Campus Safety; audio/visual support; a tent; an outdoor set-up; etc.) will necessitate more advance time for notification, typically at least ten (10) business days in advance (more if a contract is utilized) to help ensure that the event can happen. Events that include complicating details that do not meet the 10 business day deadline are not guaranteed to be approved by the College and may need to be rescheduled for a later date.

### Safety, Liability, Risk, and Public Relations

When a student-initiated event proposal raises questions or concerns regarding safety, legality, public image, local relations, or the College's reputation, the Office of Student Life will determine whether to approve or reject the proposal in consultation with the Office of the Vice President for Finance and Administration and, in some cases, the Assistant to the President for Public Affairs.

Some examples of event proposals that have been denied in the past include gambling, bonfires, foam parties, oxygen bars, skydiving, food-eating contests, surfing, mechanical bull riding, and Quidditch.

**Contracts.** *Students are not authorized* to enter into legally binding contracts on behalf of the College. Contracts for student-initiated events must be submitted to the Office of Student Life or the the Center for Social Leadership for review, consideration, and ultimately approval or rejection.

# P O L I C I E S . . .

**Contract Deadline—value less than \$5,000.** Must be submitted for review to the Office of Student Life or the Center for Social Leadership a minimum of 15 business days prior to the event, with the signed contract returned to the College within 5 business days after receipt from the College.

**Contract Deadline—value \$5,000-\$15,000.** Must be submitted for review to the Office of Student Life or the Center for Social Leadership a minimum of two months (40 business days) prior to the event, with the signed contract returned to the College within 10 business days after receipt from the College.

**Contract Deadline—value above \$15,000.** Must be submitted for review to the Office of Student Life or the Center for Social Leadership a minimum of three months (60 business days) prior to the event, with the signed contract returned to the College within 15 business days after receipt from the College.

If a student does not meet the deadlines noted above for a particular contract, it will be at the discretion of the Interim Assistant Director for Student Involvement in consultation with the Office of the Vice President for Finance and Administration to determine whether to grant an exception.

**Events with Alcohol.** Student-initiated events that include alcohol have additional stipulations, both for the event and for the students planning and/or working at the event.

**Student Hosts.** Certified student hosts are required at events with alcohol. The minimum number of hosts is typically determined by the size of the event, though other factors may also apply. These hosts must come from the sponsoring organization of the event. Hosts may be paid or unpaid; if paid, the rate is \$11/hour, paid by the sponsoring organization, and hosts may only be paid for their time during the event.

To be a host at an event with alcohol, students must:

- be at least 18 years of age (one host must be at least 21 years of age)
- take TIPS for the University (offered by the Office of Student Life and the Health Center) and pass the test at the end, at least once during their academic career at Williams
- take the Host/Server Certification Workshop (First-time, then Renewal) and pass the test at the end, each academic year
- follow all policies, procedures, and guidelines as found in Eph's Guide to Student-Initiated

Events with Alcohol, which is distributed during the Host/Server Certification Workshop and can also be found in the appendix in the Student Handbook

**Bartenders/Servers.** The College recommends that students utilize professional bartenders to serve alcohol at student-initiated events that include alcohol (and will require it for some events based on size, history of the event or student group, location, amount of alcohol, etc.). A list of professional bartenders is available from the Student Activities Coordinator in the Office of Student Life. The current pay rate for a professional bartender is \$25/hour, paid by the sponsoring organization or students.

If a professional bartender is not utilized, certified student servers are required. The minimum number of servers is typically determined by the size of the event, though other factors may also apply. Servers may be paid or unpaid; if paid, the rate is \$11/hour, paid by the sponsoring organization, and servers may only be paid for their time during the event.

To be a server at an event with alcohol, students must:

- be at least 21 years of age
- take TIPS for the University (offered by the Office of Student Life and the Health Center) and pass the test at the end, at least once during their academic career at Williams
- take the Host/Server Certification Workshop (First-time, then Renewal) and pass the test at the end, each academic year
- follow all policies, procedures, and guidelines as found in Eph's Guide to Student-Initiated Events with Alcohol, which is distributed during the Host/Server Certification Workshop and can also be found in the appendix in the Student Handbook

**For more information regarding events with alcohol, refer to Eph's Guide to Student-Initiated Events with Alcohol on page 170.**

## ***Student Organizations: Registration and Recognition Process***

Please note that all information, except for the membership information, is public information and will be reproduced in publications. Registration with and recognition by Williams College should not be considered as en-

dorsement of the purposes or beliefs of the student organization or its members. Recognition must be renewed every year. Williams College reserves the right to grant, refuse, and suspend recognition to any student organization, given due process. Failure to adhere to Williams College policies and failure to maintain recognition will result in the loss of recognition for the academic year. Please consult with the Williams College Student Handbook and the Office of Student Life for policy information.

*To Start a New Student Organization:*

In order to become registered, complete the registration form found on the Office of Student Life website. Once recognition has been granted/rejected, a copy of the registration form will be returned to the submitting student organization.

*Maintaining Recognition ("Active Status"):*

In order to maintain "Active Status" recognition all student organizations must: 1) attend the yearly Treasurer Training, offered by the Office of Student Life and College Council 2) attend the Purple Key Fair, 3) table once per year, and 4) renew their recognition annually. Student organizations that fail to maintain "Active Status" recognition as indicated above may be placed on "Review Status" for a period of up to a year. During this time it is expected that the student organization will fulfill all requirements for recognition. Otherwise, the student organization faces suspension ("Inactive Status") as a student organization. Only student organizations granted "Active Status" may access College funding and services, as well as use the College name, etc.

Though the College does not require the submission of an operating constitution or by-laws, it does highly suggest that student organizations create and adhere to such a document. Constitutions and by-laws help to clear up any ambiguity concerning organizational policies and procedures, thus averting most member complaints and the appearance of impropriety. In addition, the College does not require student organizations to have an advisor(s), but also highly suggests this valuable resource. The purpose of an advisor(s) is not to control or lead the organization, but to provide professional advice and College support to the leadership. Advisors should be non-voting members of the student organization. Office of Student Life staff are available to advise student groups as requested; students may also wish to ask a faculty or staff member to advise their group.

For more information about starting a student organization, for maintaining recognition, or to inquire about the services provided to students and student organizations, please contact the Interim Assistant Director for Student Involvement or the Student Activities Coordinator, in the Office of Student Life, x4747.

## **Student Records**

*Student Records Access/Disclosure*

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights regarding their education records. They are:

- (1) The right to inspect and review the student's education records within 45 days after the institution receives a request for access.**

Even though the law allows 45 days, at Williams requests are normally honored at the time they are submitted. Students should submit their requests to the persons maintaining the records to which they wish access, e.g. the registrar, dean, department chair, or other appropriate officials.

- (2) The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students should address such requests to the official responsible for the record and must clearly identify the parts of the record which they wish amended and why they believe them to be inaccurate or misleading.**

If the official responsible for the record does not agree to amend the record as requested, Williams will notify the student of the decision and advise him or her of the right to a hearing and the procedures for initiating one.

- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.**

One exception which permits disclosure without consent is to school officials with legitimate educational interests. For these purposes, a school official is a person employed by the College in an administrative, supervisory, academic, research, or support staff position, including security and health personnel; a person or company with whom the College has a contract such as an attorney, auditor, collection agent, or educational researcher; a person serving on the Board of Trustees; or a student serving on an official committee such as the disciplinary committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Williams also discloses educational records without prior consent upon request from another educational institution in which the student seeks or intends to enroll.

The College may also disclose to parents and guardians of a student under the age of 21, without the student's consent, information regarding the student's violation of any Federal, State, or local law, or any rule or policy of Williams, governing the use or possession of alcohol or a controlled substance.

The law also allows Williams to make public, without prior consent of the student, the final results of the disciplinary proceedings conducted by the College concerning an allegation of a crime of violence against a student who is an alleged perpetrator of a crime of violence, if the student is found to have violated the College's rules or policies with respect to that crime.

In addition, the College may make public the following student directory information unless the student informs the registrar in writing before 15 September that his or her prior consent be required during that academic year: name; permanent and College addresses; campus electronic mail address; permanent, cell, and campus telephone numbers; date and place of birth; country of citizenship; major field; extra-curricular activities; height and weight of members of athletic teams; dates of attendance; degrees, honors and awards; other schools attended.

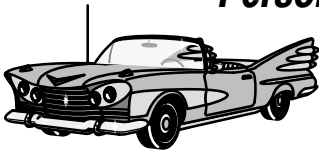
- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by Williams to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW., Washington, DC 20202-4605.**

Questions about the Family Educational Rights and Privacy Act or other related matters should be directed to Charles R. Toomajian, Jr., Associate Dean of the College and Registrar.

## ***Use of College Buildings and Facilities***

The use of College buildings for such purposes as lectures, plays, musical performances, dances, etc., must be approved by the appropriate College authorities. College buildings and facilities may not be used for the purpose of participating in, or intervening in, any political campaign on behalf of any candidate for public office.

## ***Personal Vehicle Regulations***



The College does not encourage possession of a motor vehicle or consider it a necessity in any way. It does, however, permit students, with the exception of first-year students, to bring motor vehicles to the campus subject to the following regulations which are in effect at all times, including summer vacations and all College recesses and holidays.

The issuance of a permit to operate a motor vehicle while at Williams is a privilege that may be revoked at any time for any infraction of the motor vehicle regulations. The Director of Campus Safety and Security administers these regulations. Vehicles must be operated in accordance with state and local laws. Serious or continued violations will result in the suspension of driving privileges. Students whose motor vehicle permits have been suspended will be required to remove their vehicles from the campus. Any student who switches parking decals with another student, alters or sells their parking decal to a student will permanently lose their ability to register a vehicle while a student at Williams College and may also be subject to disciplinary action.

Williams College is not liable for any loss or damage to vehicles. Students who make use of their own vehicles on College business do so at their own risk, and they should be aware that the College's liability insurance will not protect them in the event of an accident even when they are being reimbursed or hired by Williams.

### ***Accidents***

Drivers involved in an accident should:

1. Immediately secure care for injuries.
2. Notify the police.
3. Remain at the scene of the accident.
4. Notify the Dean's Office and the Campus Safety and Security Office if the accident is major or personal injury is serious.

It is a state law in Massachusetts that seat belts must be worn while operating a motor vehicle and approved helmets must be worn when riding motorcycles.

### ***Bicycle Registration***

By Town ordinance all bicycles must be registered with the Williamstown Police Department. The Campus Safety Department provides this service. There is a 25 cent fee.

### ***First-Year Students—Use of Personal Motor Vehicles***

Williams College does not allow first-year students to park or operate a motor vehicle on any college owned property, at any time during the academic year, nor does it recognize any agreement between upper-class students and the parents or member of the first-year class in any vehicle lease contracts. These prohibitions are necessary because of a lack of parking facilities. First-year students are allowed to operate college-owned vehicles. Arrangements must be made through the Office of Campus Life and Facilities.

First year violations are a minimum of \$100.00, no warnings. If a first-year student receives five or more violations they will lose their privilege of registering a vehicle on-campus during their sophomore year. Each ticket issued after five violations will be \$251.00.

### ***Motor Vehicle Registration***

A student must register vehicle in his/her possession with the Campus Safety Department upon arrival in Williamstown (see section 3, chapter 90, *General Laws of Massachusetts*). To complete this process the following documents will be needed:

1. Registration certificate for the vehicle.
2. Evidence of liability coverage for any authorized operator of the vehicle.

All vehicles (including motorcycles and mopeds) arriving in Williamstown during the fall semester will be registered at the regular academic year rate of \$150 per year. Rebates will be considered upon later application.

Temporary parking permits will be issued only in the circumstances deemed appropriate. A fee of \$6 per week will be assessed. Temporary permits can not exceed a four-week period.

A Williams College parking decal must be displayed in the right lower corner of the rear window. Failure to display the decal will result in a violation. Any changes to the vehicle (new paint color, different license plates, etc.) must be reported immediately to the Campus Safety Department.

Proceeds from all fees are placed in the general fund and used by the college for parking lot maintenance and related expenses.

### ***Pre-Registration***

All students that are eligible to have a vehicle on campus for the 2011-2012 academic year will be able to participate in the parking lottery.

### ***Motor Vehicle Regulations***

Because of limited parking facilities, the use of motor vehicles on campus by students must be kept to a minimum and parking regulations must be strictly observed. All student vehicles, whether or not the student in control of the vehicle is living on or off campus, must be registered with the Campus Safety and Security Office.

The owner or person in charge of a motor vehicle is responsible for all violations involving his or her vehicle.

### ***Parking***

Each vehicle registered with the College (including motorcycles and mopeds) is assigned space in a student parking lot. During regular business hours, Monday through Friday, students must keep their vehicles in their assigned lots. The only exceptions are:

#### ***April 15-November 15***

1. Students may park in faculty/staff spaces between the hours of 5:00 p.m. and 5:00 a.m., Monday through Friday nights.
2. Students may park in faculty/staff spaces between the hours of 9:00 a.m. and 5:00 a.m. on Saturday and Sunday, *except* Lawrence Hall Drive where students may park between the hours of 6:00 p.m. and 5:00 a.m., seven days a week.
3. Students may park in the lot between Facilities and the Towne Field House as early as 3:30 p.m. on weekdays and 9:00 a.m. on weekends. No overnight parking is allowed. All vehicles must be removed prior to the 5:00 a.m. deadline.

#### ***November 16-April 14***

1. Students may park in faculty/staff spaces between the hours of 5:00 p.m. and 2:00 a.m., Monday through Friday nights.
2. Students may park in faculty/staff spaces between the hours of 9:00 a.m. and 2:00 a.m. on Saturday and Sunday, *except* Lawrence Hall Drive where students may park between the hours of 6:00 p.m. and 2:00 a.m., seven days a week.

# P O L I C I E S . . .

3. Students may park in the lot between Facilities and the Towne Field House as early as 3:30 p.m. on weekdays and 9:00 a.m. on weekends. No overnight parking is allowed. All vehicles must be removed prior to the 2:00 a.m. deadline.

## Restricted Areas

1. Students are restricted *at all times* from parking in the First Congregational Church lot and at the Williams Inn unless they are there as a customer or as a registered overnight guest.
2. Town Streets—no overnight parking.
3. Hopkins Hall Drive—no student parking.
4. Temporary spaces—no student parking unless designated.
5. The west bay of Jesup parking lot.
6. The parking garage—upper two levels (*lower level allowed during faculty-staff exception hours as noted above*).
7. All service vehicle spaces.
8. Students may only park in their assigned lot. All other student lots are restricted.

Further information about parking rules and regulations will be provided by the Campus Safety and Security Office at the time students register vehicles.

## General Vehicle Regulations

Chapin Hall Drive, Hopkins Hall Drive and CTD Drive are **ONE WAY ONLY** streets, north from Main Street. Violators will be ticketed. Student vehicles may not operate on campus in excess of 19 miles per hour and in many locations the speed should be lower.

## Penalties

All rules are strictly enforced. A total of two warnings per year apply only to tickets issued for A-D violations.

A) Parking in restricted area	\$50.00	
B) Unregistered/Failure to display decal	\$50.00	
C) Overtime	\$50.00	
D) Parking in grass	\$50.00	
E) Parking in handicap	\$101.00	no warning
F) Parking in fire lane	\$101.00	no warning
G) Unsafe Operation	\$101.00	no warning
H) Boot/immobilizer fee	\$201.00	no warning
I) Suspension	\$201.00	no warning

*G violations include:* 1) one way/wrong way violation, 2) failure to stop or yield at a marked intersection, 3) excessive speed.

An immobilizing device may be placed on unregistered or unidentified vehicles found repeatedly parked illegally on campus. It will be necessary for the person responsible for the vehicle to report to the Campus Safety Department before the apparatus is removed. There will be a \$201.00 fee assessed to remove the boot and the total fine must be either paid in full or placed on a term bill. Unauthorized removal of the immobilizing device will result in a \$500.00 fine.

Repeated offenses beyond the tenth are \$201.00 each and may result in towing and/or disciplinary action. The suspension issued on the tenth ticket will be for the remainder of the current academic year. However, if a student receives five suspended tickets the suspension will be extended to the next academic year.

Tickets will be placed on vehicles that are illegally parked or in violation of a rule or regulation. All unpaid violations will be placed on a term bill for payment.

## Ticket Appeals

Ticket appeals must be made in writing within 30 days of the date of the ticket and will only be accepted if the citation is attached. Forms are available at the Campus Safety and Security Department in the basement of Hopkins Hall. The Ticket Appeals Committee will decide the merits of all individual ticket appeals. The Ticket Appeals Committee has three voting members representing the faculty, staff and students. The Committee's decision is final.

## Parking Rules and Regulations

A copy of the parking rules and regulation is available online ([www.williams.edu/admin/security/rules/vehicle/index/php](http://www.williams.edu/admin/security/rules/vehicle/index/php)).

## *Use Of College Vehicles*

Student organizations with account numbers may use College vehicles according to the following priority:

1. athletics
2. administrative offices
3. academic offices
4. student organizations

Overnight trips are not permitted except in connection with officially sponsored events. College vehicles are not available for personal use. Unsafe, prohibited, or inappropriate use of College vehicles may result in the loss of driving privileges.

## *Visitor Parking*

Visitors driving to campus are required to park in designated visitor areas and display a temporary visitor parking pass if parking overnight. Passes are available 24 hours a day in the Campus Safety Department, basement of Hopkins Hall. Both the visitor and student host must be present to receive the pass which can be issued for as many as three days.

## ***Vending Policy: Regulations on the Sale of Goods and Services on Campus by Outside Vendors***

These policies and procedures apply to all outside vendors wishing to sell goods or services on the Williams College campus. They are intended to maximize convenience to students and fairness to vendors, and to minimize bureaucracy.

At Williams College, being private property, the sale of goods and services by outside vendors should occur only when doing so contributes to the College's functioning as a residential institution. Williams College reserves the right to refuse access to this service to any vendor who has not satisfactorily followed the policy in the past, or to any vendor selling goods or services deemed inappropriate. For example, no credit card companies will be allowed to vend on campus, and items such as incense, candles, etc., which would violate life safety regulations for campus housing, may not be sold. Williams College reserves the right to require that any vendor provide the College with a certificate of insurance demonstrating adequate general liability coverage and workers' compensation, and naming the College as additional insured.

### **Process:**

Vendors wishing to sell at Williams College must make their request by submitting the Vendor Request Form found on the website of the Office of Student Life. Vendor setup space is limited, and vendors are limited to two sale days during a selling period. Vendors unable to follow through on their reservations should notify the Student Centers Coordinator as soon as possible.

### **Costs:**

At the end of the sales day, or at the end of the last of the two days' series, the vendor must present to the Student Centers Coordinator a check payable to Williams College or cash covering 10% of their gross sales during their vending period.

## ***Voter Registration***

Under federal law students may declare themselves residents of Williamstown if they wish to vote here. In compliance with Commonwealth of Massachusetts law, mail-in voter registration forms for students wishing to register to vote in Massachusetts are available online ([www.state.ma.us/sec/ele/elestu/stuidx.htm](http://www.state.ma.us/sec/ele/elestu/stuidx.htm)). For students from other states who desire to vote in a state other than Massachusetts, the Federal mail-in affidavit or a mail-in form supplied by that state may be used. The student must contact the appropriate state election official to receive the state form, call or write the Massachusetts Elections Division for a Federal form, or download a form ([www.state.ma.us/sec/ele/elestu/stuidx.htm](http://www.state.ma.us/sec/ele/elestu/stuidx.htm)).

The rights and privileges of Williamstown voters are: to vote in all local, state, and federal elections; to attend and participate in Town Meetings; to serve on any town committee; to run for elective office; and to sign petitions and nomination papers. Before making the decision to become legal residents of Williamstown, however, students should inform themselves fully about certain implications thereof, such as: the possibility that their belongings at college would no longer be covered by their parents' personal property insurance policy, the state law that requires all new residents with motor vehicles to obtain a Massachusetts driver's license and motor vehicle registration (with compulsory liability insurance and annual excise tax) within thirty days of taking up legal residence here, and the state income tax.

## **Withdrawing, Transferring, or Returning**

Students may request personal leaves of absence from a dean and, if granted, withdraw from the College. Such time away, often as a period of reassessment and self evaluation, can prove to be educationally beneficial. A withdrawal in good standing may be granted for not less than one semester and not more than three years. Students who withdraw in good standing are readmitted with the approval of the Dean's Office and are expected to complete the degree without further interruption.

Students may request permission from a dean to withdraw at any time. If a student is granted a personal leave of absence after the semester begins, but before the end of the drop/add period, the transcript will list the date of withdrawal as the day before the term began. If a personal leave is granted after the end of the drop/add period, but before the end of the eighth week of the semester, the transcript will list the date of withdrawal, but the semester will not count toward the maximum of eight allowed to complete the degree. If a personal withdrawal is allowed after the eighth week of the semester, the transcript will list the date of withdrawal and the courses in progress, each with a W; the semester will normally count toward the maximum of eight allowed to complete the degree and the student will incur deficiencies that must be made up before returning to the College.

Refunds of payment or credit on student accounts in the event of withdrawal are as follows:

### **Fall Semester 2011**

*Date of Withdrawal*

Prior to start of classes	September 8	100%	(tuition and all fees)
Week 1	September 8-14	90%	(tuition, board only)*
Week 2	September 15-21	80%	(tuition, board only)*
Week 3	September 22-28	70%	(tuition, board only)*
Week 4	Sept. 29-Oct. 5	60%	(tuition, board only)*
Week 5	October 6-12	50%	(tuition, board only)*
Week 6	October 13-19	40%	(tuition, board only)*
Week 7	October 20-26	30%	(tuition, board only)*
Week 8	October 27-November 2	20%	(tuition, board only)*

No refund after November 2, 2011.

### **Winter Study/Spring Semester 2012**

*Date of Withdrawal*

Prior to start of classes	February 1
February	1-7
February	8-14
February	15-21
February	22-28
February	29-March 6
March	7-13
March	14-20
March	21-27

No refund after March 27, 2012.

Students considering withdrawal from the College should meet with the Dean's Office, the Financial Aid Office and the Bursar's Office before making a final decision.

\*Housing and miscellaneous fees are not pro-rated after the start of classes. Coverage under the College's student health insurance plan will continue for the length of the plan (August 15, 2011-August 14, 2012).

For students receiving Title IV federal funds, repayment of federal funds on a pro-rata basis will be determined up to the 60% point of the semester per federal regulation. Please note that withdrawal late in the semester could result in a balance owed to the College for federal aid that must be returned to the program.

Repayment is first made to federal programs in the following order: Unsubsidized Federal Direct Stafford Loan, Subsidized Federal Direct Stafford Loan, Federal Perkins Loan, Federal Direct PLUS Loan, Federal Pell Grant, Federal SEOG, Federal ACG, National Smart, Federal SSIG, Robert Byrd Scholarship. Any remaining credit balance reimburses other sources in the following order: Williams scholarship, other scholarships, other parent loan programs and family. Specific examples are available on request.

The College offers, through A.W.G. Dewar, Inc., a Tuition Refund Plan which supplements the Williams College Refund Policy in certain circumstances. A brochure describing this plan will be sent to you under separate cover, or you may contact Dewar, Inc. directly at (617) 774-1555 or online at <http://www.tuitionrefundplan.com>.

The College will issue a 1098-T form at the end of each calendar year for the HOPE and Lifetime Learning tax credits.

### **Mandatory Medical Leave**

The College may require the withdrawal of a student who has any illness, behavior or condition that might endanger or be damaging to the health or welfare of the student or any other member of the college community, or whose illness, behavior or condition is such that it cannot be treated or managed effectively while the student is a member of the college community. A student who leaves the College under such circumstances normally will be required to spend at least one academic year away before re-entry is considered.

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# APPENDIX

## *Alcohol and Other Drugs*

Williams prohibits the abuse of alcohol and expects members of the College community to abide by federal, state, and local regulations concerning the possession and use, purchase, and distribution of alcohol. The College prohibits the unlawful manufacture, sale, distribution, dispensing, possession, or use of illegal drugs, or the unauthorized use of prescription drugs.

For help with alcohol and/or other drug problems, call the Health Education Office (x3165). Information on Narcotic's Anonymous is available from the Berkshire Council on Alcohol and Addictions.

### *Legal Sanctions Concerning Alcohol and Drugs*

Federal, state, and local laws make illegal use of alcohol and drugs serious crimes. Convictions can lead to imprisonment, fines, and/or required community service. Courts do not lift prison sentences to allow convicted persons to attend college or continue their jobs. A felony conviction for such an offense can prevent you from entering many fields of employment or professions.

**Controlled Substances:** Illegal drugs are not allowed on campus. Whenever evidence of drugs of any quantity or related drug paraphernalia are discovered on campus, the College will report that discovery to the police department.

Common examples of controlled substances, as defined by law, are cocaine, marijuana, heroin, amphetamines, LSD, and other hallucinogens. Federal law makes the distribution of drugs to persons under age 21 punishable by twice the normal penalty with a mandatory one year in prison. If death or serious injury results from use of the substance, the prison sentence could be lengthened.

Possession of drugs without valid authorization is illegal. While penalties for possession are generally not as great as for manufacture and distribution, the possession of relatively large quantities may be considered as intent to distribute. Under both federal and state laws, penalties for possession, manufacture, and distribution are greater for second and subsequent convictions.

Persons convicted of drug possession under state or federal laws are ineligible for federal student grants and loans for five years following the first conviction, ten years after the second, and permanently after the third conviction.

Massachusetts has criminal penalties for use of controlled substances or drugs, varying with the type of drug. In general narcotic, addictive, and drugs with greater potential for abuse carry higher penalties.

Massachusetts also makes it illegal to be in a place where heroin is kept and to be "in the company" of a person known to possess heroin. Anyone in the presence of heroin at a private party risks a serious drug conviction. In addition, the sale or possession of drug paraphernalia is illegal in Massachusetts.

### *Impact of Drug Conviction on Federal Financial Aid Eligibility*

Under the Higher Education Act, a student may become ineligible for federal student aid upon a conviction of any offense involving the possession or sale of illegal drugs under any federal or state law while receiving Title IV federal financial aid. Federal aid includes: Federal Pell Grants, Federal Supplemental Educational Opportunity Grants, Federal ACG Grants, Federal SMART Grants, Federal Direct Stafford Loans, Federal Direct PLUS Loans, Federal Direct GradPLUS Loans, Federal Perkins Loans and Federal Work Study.

The chart below illustrates the period of ineligibility for FSA funds, depending on whether the conviction was for sale or possession and whether the student had previous offenses. (A conviction for sale of drugs includes convictions for conspiring to sell drugs.)

	<b>Possession of illegal drugs</b>	<b>Sale of illegal drugs</b>
1st offense	1 year from date of conviction	2 years from date of conviction
2nd offense	2 years from date of conviction	Indefinite period
3rd offense	Indefinite period	Indefinite period

If the student was convicted of both possessing and selling illegal drugs, and the periods of ineligibility are different, the student will be ineligible for the longer period.

A student regains eligibility the day after the period of ineligibility ends or when the student successfully completes a qualified drug rehabilitation program. The student will lose eligibility again upon a subsequent drug conviction.

For complete information, please see the FAFSA web page at: <http://www.fafsa.ed.gov/faq003.htm> or contact the Federal Student Information Center at 1-800-4-FED-AID.

### **Convictions During Enrollment**

According to the United States Department of Education, if a student is convicted of a drug offense after receiving Federal aid, he or she must notify the Williams College Office of Financial Aid immediately. The student may be ineligible for further aid in that academic year and required to pay back all federal aid received after the date of the conviction. The Office of Financial Aid will work with the student regarding all of the available options.

### **HEALTH AND BEHAVIORAL RISKS CONCERNING ALCOHOL AND OTHER SUBSTANCES**

Williams prohibits the abuse of alcohol and expects members of the College community to abide by federal, state, and local regulations concerning the possession, use, purchase, and distribution of alcohol. The College prohibits the unlawful manufacture, sale, distribution, possession, or use of illegal drugs, or the unauthorized use of prescription drugs.

The negative physical and mental effects of the use of alcohol or other substances are well documented. Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the 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 increase the incidence of a variety of aggressive acts, including sexual assault. Moderate to high doses of alcohol can 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.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption

of large amounts of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

For help with alcohol or other substance problems, call the Health Education Office at x3013. Additional information is available from the Brien Center (Northern Berkshire Counseling Center), 25 Marshall Street, North Adams, 664.4541.

### ***Alcohol Equivalents***

In general, a 12 oz. can of beer equals a 1 oz. shot of 100 proof liquor, which equals one 5 oz. glass of wine. When mixing drinks these equivalencies do not always hold true. This becomes especially significant when mixing different kinds of alcohol to make punches. A glass of punch may have a much higher alcohol content than a straight shot or a can of beer.

Also be aware that carbonated beverages may increase alcohol absorption, while food will decrease it, especially foods high in protein like cheese and red meat.

### ***Massachusetts State Law Concerning Alcohol***

Any person under 21 years of age who purchases alcoholic beverages or who makes arrangements with any other person to purchase, or who misrepresents his or her age in order to purchase alcoholic beverages, is guilty of a violation of the Massachusetts State law and is subject to a fine of \$300.00.

Any person to makes a false statement as to the age of another person who is under 21 years of age in order to procure alcoholic beverages is guilty of violating the state law and is subject to a fine of \$300.00

Any person who uses a false liquor purchase identification card or alters or defaces a liquor purchase identification card in order to purchase alcoholic beverages is guilty of violating the state law and is subject to a fine of up to \$200.00 or imprisonment of up to three months.

Any person under 21 years of age who willfully misrepresents his or her age or in any way alters, defaces or otherwise falsifies his or identification offered as proof of age in order to purchase alcoholic beverages is guilty of violating state law and is subject to a fine of \$300.00.

Any person under 21 years of age who transports or carries alcoholic beverages is guilty of violating the state law and is subject to a fine of up to \$50.00. A police officer may arrest such a person WITHOUT A WARRANT. If the person was operating a motor vehicle at the time, his or her driver's license may be suspended for up to three months.

A host of a party may be liable for the injuries suffered by a third person if the host knew or should have known that his or her guest was drunk, and nevertheless gave or permitted the guest to take an alcoholic drink and thereafter, because of his or her intoxication, the guest negligently operated a car, causing injury to the third person. If the guest whose drunk driving causes an accident is a minor, the host who served the alcohol to the minor might be held liable to the injured third person even if the minor was not intoxicated when the host served the minor alcohol.

Massachusetts has a "zero tolerance" law for blood alcohol level in drivers aged 16 to 21. For such drivers, any alcohol level greater than .02 (roughly equivalent to one drink or a beer) will result in one-the-spot revocation of the driving license. For adults over 21, the maximum permitted level in the law is .08. A first conviction for driving under the influence of alcohol carries with it a fine of \$1,000.00, one year revocation of your driver's license, and mandatory alcohol education. It may also include up to two years in prison.

### ***Williamstown Open Container Law***

No person shall drink, alcoholic beverages from an open container while on any public way or in a public place. No person shall carry an open container of alcoholic beverage while on any public way or in a public place. Violation of this Williamstown ordinance may result in a fine of not less than \$20.00 nor more than \$200.00.

## ***College Council Constitution***

*(As Approved February 2006)*

**College Council**—for more information go to <http://wso.williams.edu/orgs/cc/>

### ***Preamble***

In order to organize as a valid collective, we the students of Williams College hereby establish the Williams Student Body. In addition to the responsibilities we have to ourselves as individuals, we recognize our responsibilities to the Williams community and to each other. By forming and upholding the Study Body, we assert our voice in the College community and our right to maintain an active role in the workings of the College. Through the Student Body, we hope to create a community to which every student belongs and in which every student participates.

### ***I. Government***

The Government of the Williams Student Body is the College Council. The College Council is empowered to consider matters of interest to the Student Body and shall act as the voice of the Student Body in official matters. Every Williams student, as a member of the Student Body, is entitled to attend and speak at all Council meetings unless, in the case of appointments, Council, after all non-Council members have spoken, orders an in camera session by a three-fourths majority vote for the duration of the appointments.

### ***II. Functions***

Section A. The College Council shall serve as the official forum for the student opinion and the representative thereof. In order to carry out this function:

1. The Council serves as the voice of the Student Body to the Faculty, Administration, Staff, and Williamstown community. In this capacity, the Council may lobby for change in College and Town policy on behalf of the student body.
2. The Council establishes and supervises the membership of student committees.
3. The Council supervises the student membership of Student-Faculty/Administration committees.

Section B. The Council receives student activities tax funds from each student to promote student activities. In funding these activities, the Council shall budget and spend this Tax to benefit the Student body by establishing priorities and approving all budgets before they take effect.

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Section C. In protecting the interests of the community, the Council has the right to initiate disciplinary action against any residential house or campus organization, and may recommend to the Dean reconsideration of any disciplinary action he or she has taken against any of these groups.

Section D. The Council is charged with supervising all Council elections and referenda.

Section E. The Council shall establish Bylaws for operations not enumerated in this Constitution by a two-thirds majority vote of Council, and adopt Rules of Order for procedure not enumerated in this Constitution by a majority vote of Council.

1. Bylaws will remain in effect between terms.
2. The Co-Presidents, or President and Vice President, must present the Rules of Order to the Council to be adopted or amended as the first order of business each semester.

### *III. Representation*

Section A. The Members of Council shall be:

1. Four officers, who shall be two Co-Presidents, or a President and a Vice President, the Secretary, and the Treasurer of the Council, elected during the second full week of spring semester.
2. One representative from each of the rising Senior, Junior, and Sophomore classes, elected from and by their respective class during the second full week of spring semester.
3. One representative elected at-large with a specific focus toward minority concerns during the second full week of spring semester.
4. One representative from each of the neighborhoods in the Williams Residential House System, elected from and by their respective neighborhoods during the spring House Governance elections.
5. One representative from the House Governance Board of each neighborhood in the Williams Residential House System, elected from and by their respective neighborhood governance boards as soon as these students take office.
6. A number of first-year representatives, with one representative elected from each housing unit, by the first-year residents of that housing unit, at the beginning of the academic year.

Section B. All Members must be currently enrolled students at Williams College.

Section C. No Member will hold more than one seat on Council.

Section D. All Members of Council shall be voting members, with the exception of the Co-Presidents, or President and Vice President, who shall cast a single vote only in the case of a tie.

Section E. Duties

1. Members shall represent the interests of their respective constituencies and keep their constituents informed of Council proceedings.
2. The representative elected at-large with a specific focus towards minority concerns shall maintain ties with and represent the interests of the student minority organizations.
3. Members' duties not enumerated here shall be determined by the Council in the Bylaws.

Section F. Any vacancy in a position shall be filled by a two-thirds majority vote of Council. In the case that the Council is unable to reach a two-thirds majority, the position shall be filled by an election of the representative constituency.

Section G. Consideration of removal of a Member of Council

1. A motion by any voting Member of Council initiates the removal of a Member of Council.
2. A specific petition brought before the Council of at least twenty percent of the constituency that elected that member initiates the removal of a Member of Council.
3. In both cases, a two-thirds vote of the Council at a meeting at least one week after the motion or petition is brought before Council is required to remove the member.

### *IV. Officers*

Section A. Requirements

1. The Co-Presidents, or President and Vice President, shall be directly elected as a ticket from a field of the entire rising Senior and Junior classes. The decision to form a ticket as Co-Presidents, or President and Vice President, is left to the discretion of the particular candidates and must be announced upon declaration of candidacy.
2. Candidates for the position of Treasurer must be or have been members of the Finance Committee, unless the Council, by two-thirds majority vote, makes other candidates eligible.

Section B. Duties

1. The four officers of the Council form the Officers' Committee. The Committee shall:
  - a. Set the agenda for meetings according to concerns of the Council and the Student Body.
  - b. Meet with and advise the College administration, the faculty, and other leaders of the College community.
  - c. Represent the Council and its decisions.
  - d. Bring official business before the Council for approval.
2. The President shall:
  - a. Call meetings of the Council.
  - b. Chair Council meetings.
  - c. Cast a vote in the case of a tie.
  - d. Call in Deans, Faculty, and other leaders of the College community when appropriate.
3. The Vice President shall:
  - a. Chair the Appointments Committee.
  - b. Assume the duties of the President when the President is absent.

4. In the case of Co-Presidents, they shall divide the duties of the President and the Vice President between themselves.
5. The Secretary shall:
  - a. Record the proceedings of all Council meetings, maintain those records, distribute them to all Council members and the Dean of the College, and make them available to the student body.
  - b. Receive, maintain, and make available to the College community all reports of committees associated with the Council.
  - c. Maintain an attendance record for all Members of the Council.
  - d. Assume the duties of the President when both the President and Vice President, or both Co-Presidents, are absent.
6. The Treasurer shall:
  - a. Chair the Finance Committee.
  - b. Report on the budget to the Council and be responsible for the maintenance of the Council's books.
  - c. Advise the Finance Committee on the budget priorities established by the Council and work to maintain them.
  - d. Assume the duties of the President when the President and Vice President, or both Co-Presidents, and the Secretary are absent.

### ***V. Meetings***

Section A. Meetings shall be called either by the Co-Presidents or President of the Council, or by a petition of one-third of the Council.

Section B. The attendance of two-thirds or more of voting members or their alternates constitutes a quorum for Council meetings.

Section C. The Council has the power to set attendance rules in the Bylaws or Rules of Order. Violations of these attendance rules may be subject to separate procedures for removal than those stated in this Constitution.

### ***VI. Committees***

Section A. Student-Faculty and Student-Administration committees are established under the respective joint authority of the Council and Faculty and the Council and Administration. The Council shall set procedures for the election or appointment of students to the aforementioned committees and shall supervise the student membership of the aforementioned committees.

Section B. Committees of the Council

1. The Council may create or abolish student committees, except for standing committees, at its discretion. All committees so created and the standing committees are under the direct jurisdiction of the Council, which has the right to veto any of their actions.
2. Standing committees:
  - a. Appointments Committee
    - i. The Appointments Committee shall be composed of the President, Vice President, Secretary, Treasurer, the rising Senior, Junior, and Sophomore class representatives, and the representative elected at-large with a specific focus towards minority concerns.
    - ii. The Vice President shall chair the Committee, and cast a vote in the case of a tie.
    - iii. The Committee shall screen nominations for Council appointments.
  - b. Finance Committee
    - i. The Finance Committee shall be composed of the Treasurer and three to eight other members chosen by the Council through the Appointments Committee, with at least one member from each of the rising Senior, Junior, and Sophomore classes.
    - ii. The Committee will be chosen as soon as the Officers take office.
    - iii. The Committee shall assist the Council in budgetary matters.

Section C. Any student member appointed by the Council to sit on a College committee may be removed by a two-thirds vote of the Council.

### ***VII. Student Assembly***

Section A. The Student Assembly shall have the legislative powers set forth in this Constitution, provided a quorum of 250 Williams College students is in attendance. These powers shall include the reversal of a previous College Council decision. A Student Assembly decision may be overturned by a student referendum or by a two-thirds majority vote of Council.

Section B. The organizers of the Student Assembly shall decide on an agenda and select a moderator. The College Council shall be responsible for monitoring the Student Assembly and authenticating its decisions.

Section C. One week of publicity through all available channels must precede a Student Assembly.

### ***VIII. Referenda and Constitutional Amendments***

Section A. Referenda

1. Referenda shall be conducted on a two-thirds vote of the Council or upon specific petition of at least ten percent of the student body.
2. At least one-third of the students enrolled at the College must vote in a referendum for it to be valid.
3. Two weeks of publicity through all available channels is required before a referendum can come up for a vote. The Council is responsible for such publicity.
4. The Council may only overturn referenda with a three-fourths majority vote.

Section B. Constitutional Amendments

1. To amend the Constitution, those voting for the amendment must comprise at least one-third of the students enrolled at the College and a two-thirds majority of those voting.

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2. Amendments shall be offered to the student body through the same procedures as referenda, except that petitions to amend require twenty percent of the student body.

## ***IX. Dissolution***

Section A. A vote of no confidence may be initiated upon the specific petition of at least twenty percent of the student body.

Section B. Two weeks of publicity by the petitioners through all available channels will be required before such a vote. All voting tools of College Council will be made available to the petitioners.

Section C. Upon a vote of no confidence by a majority of the student body, all members of the College Council shall relinquish office. Each housing unit shall elect a representative to a temporary Elections Commission, which shall conduct elections according to the principles of representation set forth in this Constitution.

## ***X. Adoption***

This Constitution may be implemented only with the approval of the Williams Student Body.

## **College Council Standing Rules**

### ***Finance***

In March 1988, the Council approved standing rules to govern the allocation and use of funds from the Student Activities Fee. These standing rules are available to any student organization which currently receives funding at any point during the year. Please contact an officer of the Council for a copy of the rules or for further information.

### ***Campus-Wide Elections and Student Appointments***

The procedures for campus elections and student committee appointments are also codified in the form of standing rules approved by the Council in the Spring of 1988. Complete information regarding campus-wide elections and student appointment and election to committees is mailed to student mail boxes throughout the year, and any questions or requests for copies of the rules should be directed to an officer of the Council.

## **College Council Bylaws**

Access online at <http://wso.williams.edu/orgs/cc/docs/bylaws-5-03.pdf>

## ***Computing Ethics and Responsibilities***

Williams College provides computing and networking resources to students, faculty, and staff for a wide variety of purposes. These resources, networked for the general benefit of the community, are continually updated and maintained to provide an academic environment that is consistent with the educational goals of the College. These resources are limited, and how each individual uses them may affect the work of other members of the community and beyond, as our campus network is connected (through the Internet) to other networks worldwide. It is important that everyone be aware of his or her individual obligations and what constitutes proper use and behavior.

Williams College Computing Ethics and Responsibilities are available in the Student Handbook, the Administrative Handbook, and other publications of the College, as well as the Williams web site. Because of the rapid evolution of computing and information networks, the College reserves the right to modify these policies, with approval of the campus-wide Information Technology Committee, and publish the latest version on the OIT web pages. While users will be kept apprised of any changes, it is the user's responsibility to remain aware of current policies.

Common sense is a good guide to what constitutes appropriate behavior and use of computers and networks. You should respect the privacy of others and use computing resources in a manner that is consistent with the educational objectives of the College. Behaviors that can create problems in a networked computing environment fall into the categories below. This list of responsibilities, while not exhaustive, should provide users with a good idea of what constitutes illegal or unethical on-line behavior. Users should note that computer users are governed by federal and state laws, including copyright laws, and College policies and standards of conduct.

Violations of these rules or, indeed, any disruptive situation in which a person's behavior or behavior generated on machines, accounts, or file space under that individual's control, creates a disruption of service to our clients, may be met by suspending access and services to the responsible parties. Access and services may only be restored following a discussion with the Office for Information Technology (OIT) and, if appropriate, other officers of the College.

When there is reason to believe that illegal activities or significant infractions of our rules have occurred or are continuing, with the permission of the appropriate senior officer of the College, OIT staff may monitor a suspected individual's computer files and activities. When necessary, the College may invoke the assistance of a law enforcement agency. The Office for Information Technology will not judge whether any request from a law enforcement agency to investigate suspected illegal activities affords due process and is of appropriate jurisdiction; OIT defers such requests to the appropriate officers of the College, and provides information required by subpoenas from courts with proper jurisdiction.

### ***Break-ins***

You may not attempt to gain access to computer systems (on or off campus) for which you have not been explicitly granted access.

### ***Tampering***

You may not deliberately attempt to disrupt the performance of a computer system or a network, on or off campus. You may not attempt to 'break' system security. You may not reconfigure computer systems to make them unusable for others. You may not attempt to destroy or alter data or programs belonging to other users. You may not modify residential computing network services or wiring or extend those beyond the area of their intended use. This applies to all network wiring, hardware, and cluster and in-room jacks. Gateways and firewalls designed for home use, such as Cable/DSL routers and Wireless Access Points, can disrupt the normal operation of the Williams network and are not allowed. You are responsible for protecting your computer and not allowing others to use your computer to attack others on the network. Specifically this means that you are required to be running a supported, up-to-date, anti-virus package and to ensure that your computer has had all applicable security patches installed.

## ***Theft***

By the copyright laws of the United States and most other nations, virtually all information in computer files is copyrighted.

If you have not been given direct permission to copy a file, you are not permitted to do so. You may not copy or redistribute software or other information that is copyrighted. By US law, software piracy is a felony. You may not attempt to override copy protection on commercial software. The ability to find and read information on computer systems does not mean that the information is in the public domain. Having the ability to read does not necessarily grant the right to copy or redistribute. Nor, even, in the case of certain information on the Internet, does ability to read mean that permission to read has been lawfully granted. Certain information is licensed to be read by the Williams community, though this does not grant the right to redistribute this information. See remarks under Eavesdropping and Violations of Privacy, below.

## ***Eavesdropping and Violations of Privacy***

All information on a computer system belongs to someone; some of it may be private or personal information; some may consist of confidential information, trade secrets, or classified material. If you have not been given direct permission to read or access another person's file, you may not try to do so. The Williams network is a computing system covered by this policy. The operation of packet capture or port scanning software, or other means of snooping on other's network activity, is strictly forbidden.

Williams-specific or commercially obtained network resources may not be retransmitted outside of the College community. Examples include copyrighted course materials, electronic journals, other commercial information services from the Williams College Library, and private student and/or employee-related information such as home phone numbers, addresses, and photographs of students.

## ***Forging, Password Sharing, Password Stealing***

You may not attempt to impersonate another individual by sending forged information such as e-mail. Never give your password to anyone or use another's password. You may not seek to determine another person's password, through cracking, decryption, interception or other means.

## ***Annoyance and Harassment***

Williams College has written standards of conduct that seek to prohibit annoyance and harassment by any members of the Williams College community.

You may not use computing resources to violate the College's standards of conduct. You may not distribute electronic chain letters or spam. These are not only annoying, but can also severely disrupt computing and network performance.

## ***Negligence and Misuse (including private business)***

Having access to computing privileges (e-mail account, Williams network connection, login, or shared file space owned by you), means that you have general responsibility for all computing activity which takes place from those accounts, connections, or file spaces. The College's connection to the Internet, for example, does not allow you to abuse that connection.

Access to the Williams College computing network and the Internet is limited to members of the Williams College community. Individuals within the Williams community are not permitted to provide access to the campus network to those outside this community. This restriction includes the operation of server software to provide any service that is accessible by those outside the Williams network without permission from OIT.

Use of Williams Computing facilities is intended to be consistent with the educational mission of the College; this does not preclude personal uses. However, we note that the College has:

- ◆ for students: "Regulations covering student businesses" in the Student Handbook
- ◆ for faculty: "Other employment during the academic year" in the Faculty Handbook
- ◆ for administrative staff: "Employment outside Williams or beyond full-time with the College" in the Administrative Staff handbook

All place some limitations on the community's use of computing facilities for commercial purposes.

You should report any suspected illegal or unethical activity to the Office for Information Technology or the Dean's Office.

## ***Copyright and Attribution Reminders***

Receiving, possessing, or distributing copyrighted material without the permission of the copyright holder is prohibited. Such acts are also a violation of the laws of the United States. Violators of copyright law could be subject to felony charges in state or federal court, and may also be sued by the copyright holder in civil court. To learn more about copyright, visit the Library's web page about copyright ([library.williams.edu/copyright.php](http://library.williams.edu/copyright.php)).

Illegal file-sharing using peer-2-peer file sharing programs is strictly prohibited both by College policy and under the Digital Millennium Copyright Act of 1998 ("DMCA"). The DMCA limits the liability of internet service and network providers (ISPs), including the College in its role as an ISP, in disputes between copyright holders and users of those services. The DMCA also establishes procedures through which copyright holders can obtain information from internet service and network providers about alleged infringing use of those services. These procedures make individual students, faculty and staff responsible for their illegal file sharing, and they must assume all resulting liabilities as individuals without support from the College. To learn more about how the College handles DMCA notices from the entertainment, music and other copyright holders, go to our policy about File Sharing and Copyright Violations ([oit.williams.edu/w/?u=docs/File+Sharing+and+Copyright+Violations](http://oit.williams.edu/w/?u=docs/File+Sharing+and+Copyright+Violations))

## ***File Sharing and Copyright Violations***

Your computer may be uploading music without your knowing it.

Current technology easily allows your personal computer to duplicate and distribute copyrighted video images, audio recordings and other digital materials. Unfortunately this makes it is easy for you to violate College policy and US copyright law. For this reason you should know the use of popular and freely distributed file sharing programs to download copyrighted music and video material, in almost every case, places you in violation of College policy and U.S. law.

Most of these programs by default allow Internet users to copy files from your computer. Most programs don't alert you in advance or even ask your permission before turning your computer into an Internet file server. Some of these programs also install hidden components that allow file sharing to run in the background on your computer. As a result, whenever your computer is turned on, the file sharing application is also enabled, even if you don't open the application or actively use the program. They also open up a

back door to your computer for viruses and worms. This places you at great risk of violating college policy and copyright law by becoming an unlawful distributor of copyrighted material. For example, what you may believe to be a single one-time policy violation consisting of downloading a single track of music from a popular CD is actually an around-the-clock violation of College policy and copyright law because any time your computer is turned on it is publicly announcing to the Internet (perhaps unknowingly to you) that the single music track you previously downloaded is now available on your computer for distribution via the Williams College network. Because the College has a reliable and large capacity connection to the Internet and because these file sharing programs favor computers connected to fast reliable networks, thousands of other Internet users flock to your computer to download your file. You can learn more about how to protect yourself from uploading files inadvertently at [http://www.musicunited.org/5\\_takeoff.html](http://www.musicunited.org/5_takeoff.html). You can find many sources for legal music at <http://www.campusdownloading.com/legal.htm>.

OIT does not monitor normal computer use

OIT staff do not monitor computer use on the College network to look for copyright violations, but in the process of investigating network congestion or troubleshooting technical problems, they may become aware of policy violations. In such cases the OIT staff member will report these violations to the Chief Technology Officer who will consult with the Associate Dean of the College, the Director of Human Resources or the Dean of the Faculty.

The entertainment industry is aggressively seeking out copyright law violators

You also need to be acutely aware that law enforcement agencies, the Recording Industry Association of America (RIAA), and other copyright holders of digital media such as HBO, Universal Studios, the Business Software Alliance, and the Entertainment Software Association actively monitor the Internet for users who are distributing copyrighted material. The recording, film and software industries have recently become very aggressive in their active pursuit of copyright infringement. They have spent millions of dollars, and they have hired hi-tech firms to develop and maintain software that is able to search the Internet and identify unauthorized distribution of their protected titles. This active monitoring is specifically designed to search for distribution of materials using the most commonly used software packages.

### *How Williams College handles Digital Millennium Copyright Act (DMCA) notices or early settlement letters*

In the 2007-2008 academic year, Williams received almost 60 formal complaints from legal authorities representing copyright holders stating that computers on the College network were involved in the unlawful distribution of copyrighted materials. Each case was easily traced back to a computer connected to the campus network, running one of the common file sharing programs. Many of the cases involved unsophisticated and first-time use of these programs. It is clearly not safe to assume that even the most casual copyright policy violation will go undetected.

When a copyright holder or their agent contacts Williams about an occurrence of copyright violation with a standard DMCA notice, the school is required to take action. If you are suspected of infringement, the College's DMCA agent, the Chief Technology Officer, will confront you about the matter with an email notice. If you believe you are not responsible for the offending computer, you should notify the Chief Technology Officer immediately. If you are a student, all computers and other devices registered in your name will be removed from the Williams College network automatically for a period of one week once the Chief Technology Officer sends you the notice (or starting the next business day if the notice is sent on a weekend or holiday). For subsequent offenses, the computer and all other networked devices belonging to you will be disconnected for two or more weeks. The student will also meet with Dean Toomajian and disciplinary action will be likely. Graduate students will meet with the Director of their program. You must respond to the Chief Technology Officer promptly that you have blocked access to the offending files or your computers and other devices will remain off the Williams College network indefinitely until she hears from you. If you are a faculty or staff member, the Chief Technology Officer will not immediately remove your computer from the network, but will notify the Dean of the Faculty (for faculty) or your supervisor and department head (for staff). But you must also respond promptly to the Chief Technology Officer that you have blocked access to the offending files or your computer will be removed from the Williams College network until she hears from you.

If you receive a notice and do not block access to the file(s), you have the right to petition the College to restore the computer to the network (for students, after the one-week or two-weeks College penalty), which it would do, while you pursued the matter legally with the alleged copyright holder or its designated agent.

If you block access to the file and notify the Chief Technology Officer, you do not need to respond to the agency sending the notice. Correspondence at this point is between the College and the agency, which does not have your identity. We will identify you to them only if they issue us a legal subpoena.

In March 2007 the RIAA began pursuing students more aggressively by sending out early settlement letters. A letter explaining this development was sent to all students in April 2007 by the Chief Technology Officer and the Associate Dean of the College. A similar letter was sent to faculty and staff. The DMCA notices we received in the past required you to remove or block access to the file. The new early settlement letters ask that you preserve but disable the software and the files. The College will not help or advise you in this process so, if you receive such a letter, you might wish to contact an attorney for assistance about how to respond.

In October 2007 and again in August 2008 the Chief Technology Officer, the Associate Dean of the College, the Dean of the Faculty and the Director of Human Resources sent letters to returning students, graduate students, faculty and staff. The letters updated the community on DMCA notices and reminded them of our policies. On August 19, 2008 the Chief Technology Officer and the Associate Dean of the College sent letters to the incoming class of 2012 urging them to delete their file sharing (P2P) programs before they came to campus.

Everyone must abide by copyright restrictions and the College's acceptable use policies as stated in our Computing Ethics and Responsibilities. By installing and running these common file sharing applications you put yourself at great risk, and unless you are technically sure your use of such programs is not a violation of College policy or the law, we strongly encourage you to avoid their use. Please keep in mind that you are responsible for all uses of your computer, and that network use by a computer can be traced to its registered owner.

## ***Eph's Guide to Student-Initiated Events with Alcohol***

*\*Please refer to the online version of the Handbook for updates to this section.*

Eph's Guide outlines the social and legal obligations of students when they have an event with alcohol on Williams College property. Students are responsible to read through the Guide and to ask questions.

Some of the information found in this guide may seem a little scary. Truth is, liability is something everyone deals with and has to be aware of. The purpose of this information isn't to frighten or to deter from having a good time; instead, its purpose is to give some tools to help reduce students' liability and risk for events, especially events that involve alcohol.

Any violation or failure to comply with a registration plan will result in the event being shut down and the host(s) being fined a minimum of \$100 per violation. Hosts or other responsible students may lose the privilege to host events or may be subject to further College disciplinary action. If an event is unregistered and the responsible person is not identified, the fine will be imposed on the suite, entry, or house in which the event occurred, and house members will be responsible to pay for damages. Previously unclaimed or unpaid damages will factor into whether or not a particular organization, house, host, or server may coordinate or take part in an event in the future.

Involvement with alcohol is not an excuse for dangerous or disruptive behavior. In such cases, students are still responsible for their actions. If alcohol or other substances have contributed to unacceptable behavior (e.g., violations of College policy; dangerous or disruptive behavior; continued abuse of alcohol resulting in significant health, personal, or academic difficulties), disciplinary action may, in addition to other sanctions, require the student to attend a substance abuse workshop offered by Health Services. The general rules of student conduct, as described in the Student Handbook, apply at all times.

Please direct any questions to the Office of Student Life (x4747) or to Health Services (x2206)

## *The Purpose of the Regulations, Policies, and Procedures*

### **Education**

The goals of the educational program are to promote compliance with state laws & college policies concerning alcohol, moderation, safety, and individual accountability in social situations; to support policies that are clear, readily understood, consistent, and fairly enforced; and to maintain a community where the effects of alcohol abuse and the problems of behavior associated with it are minimal. As part of Williams' overall educational effort, the policies here are designed to enhance student awareness of the issues related to alcohol consumption and to emphasize the extreme seriousness of problems associated with alcohol abuse.

### **Health and Safety**

A primary concern is the health and safety of members of the College community. All members of the community need to be aware of their responsibility to take action if they have a problem related to alcohol and to lend assistance to others who have a problem related to alcohol. The health and safety objectives of the policy are to promote care, responsibility and moderation.

### **Social Life**

The College acknowledges that a significant percentage of its community may lawfully consume alcohol, and that alcohol has been a part of social life, both at the College and in the society at large. The College respects and values the social freedom of its community. This freedom likewise extends to those members of the College community who choose not to consume alcohol. In addition, a significant percentage of students cannot consume alcohol. Accordingly, this policy provides for alternatives to alcohol in order to promote compliance and create a non-coercive social environment for students who choose not to drink.

### **Personal Responsibility**

The College believes that it is important for all members of the College community to understand that they are individually accountable in social situations and are responsible for the consequences of their conduct, including their choices with respect to alcohol. Students are accountable for their own decisions regarding alcohol use; they are also responsible for knowing, understanding, and complying with College policies and state and local laws related to alcohol. Subject to the regulations specified, the College allows students, student-run residential houses, and student-run organizations to conduct and host events on the premises of the College. The College does not conduct and host student events nor does the College serve or control the service or consumption of any alcoholic beverages at student events.

## *Procedures and Regulations for Student-Initiated Events with Alcohol*

The purpose of these regulations is to make student events with alcohol safe and pleasurable. They apply to any student event held in any College facility, including co-op houses.

**In order to have a student-initiated event with alcohol, students must first follow the procedures outlined in the "Student-Initiated Events" on page 155.** In addition to those procedures and policies, the following regulations also apply:

- Student events with alcohol are restricted to members of the College community and their escorted guests.
- A certified student host must first complete and submit the Online Event Notification Form (OENF), found on the Student Life webpage, for any event with alcohol.
- In general, the OENF must be completed for basic events with alcohol **a minimum of two working days prior to the event, by 4pm.** Since Saturday and Sunday are not considered working days, **the OENF for events planned for Friday, Saturday or Sunday must be submitted by 4 p.m. on Wednesday.** Complicating details may require more advance notice. Please refer to the "Student-Initiated Events" section of the Student Handbook for more details about deadlines.
- After completing the OENF, the host will meet with the Student Activities Coordinator in the Office of Student Life to complete the registration plan. The Student Activities Coordinator is the resource person to discuss any additional pre-event planning details. The Student Activities Coordinator will assist the host with special arrangements with Facilities, Campus Safety, Dining Services, A/V, etc.
- All advertising for events with alcohol must be directed exclusively at the College community.
- No off-campus advertising or promotion for events with alcohol is allowed.
- Advertisements for events with alcohol may not in any way feature alcohol, either in the name of the event or in the description.
- College funds may not be used to purchase alcohol.
- No admission fees, cover charges, or charges for alcoholic beverages are permitted when alcohol is served unless a temporary license to sell is obtained from the Town of Williamstown & approved by the Board of Selectors.
- The amount of alcohol available on campus via registered events on a given night will be calculated based upon the actual number of students who are of legal age on campus. Quantities cannot exceed this amount. The amount of alcohol for a particular event depends on the size and length of the event.
- Hosts and servers must be and remain substance free (no alcohol or other substances) when working an event with alcohol.
- Bracelets must be used to identify persons of legal drinking age of 21 years.
- Events must conform to fire code and maximum occupancy limits.
- A barrier (e.g., bar) is required to separate the alcohol from guests; only servers may have access to the alcohol during the event. The area must have adequate lighting to check ID's.
- Events with alcohol may not begin before 6 p.m. on days when classes are scheduled or before 12 noon on Saturday & Sunday.

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- Events with alcohol must end by 12 midnight on Sunday-Thursday nights, and by 2 a.m. on Friday and Saturday nights. Late-night events must end by 3 a.m.
- Hard alcohol, including punch, is prohibited from all College-sanctioned (registered) events for students. Exception is during First-Chance Dance, 100 Days Dance, and some Senior Week events.
- Regulations regarding event sizes, amounts and type of alcohol allowed at different size events, and host/server number requirements, can be found in the section "Registration Requirements"
- Alcohol is not permitted at athletic events unless purchased from a licensed vendor on the premises.
- Outdoor events must be approved by Facilities & Campus Safety.
- Alcohol may not be served at an event in First Year residence halls or at any event exclusively intended for First Year students.
- First Year entries cannot fund alcohol for events but under separate billing can sponsor entertainment, food, alternative beverages.
- Student-initiated events with alcohol are not allowed during First Days, Reading Period, or Final Exam Period.
- Smoking is not permitted at events held in common areas, living rooms, rec rooms, dining halls, or academic and athletic buildings. All college buildings are considered smoke-free.
- Foam machines are not permitted in any College building.
- Fog and smoke machines are not allowed at events in any student residence. Use of such machines in a non-residential space must be discussed in advance. Be sure to talk with the Student Activities Coordinator about this, who will assist you in communicating with the staff in Safety and Environmental Compliance.
- If you are considering candles during an event, that must be discussed in advance. Be sure to talk with the Student Activities Coordinator about this, who will assist you in communicating with the staff in Safety and Environmental Compliance.

## *Event Sizes, Maximum Allowed Alcohol, & Numbers of Hosts/Servers*

Definition of sizes of registered student-initiated events with alcohol:

- **Intimate events** (13-50 people) may have a maximum\* of one keg or its equivalent and 50 people present. A minimum of one host and two servers is required.
- **Small events** (51-99 people) may have a maximum\* of one keg or its equivalent and 99 people present. A minimum of two hosts and two servers is required.
- **Medium events** (100-199 people) may have a maximum\* of two kegs or its equivalent and 199 people present. A minimum of three hosts and two servers is required.
- **Large events** (200+ people) may have a maximum\* of six kegs or its equivalent—the actual number will depend on the size and length of the event. A minimum of four hosts and three servers is required, and may increase incrementally depending upon the number of people expected at the event.
- **Late-Night events** are restricted to a maximum of 100 people and are limited to one keg or its equivalent. Late night events must end at 3:00am and are limited to Friday and Saturday nights.
- **First-Chance, 100 Days, and Senior Week** events may have a maximum of 8 kegs.

**Reminder:** the total amount of alcohol available on campus via registered events on a given night will be calculated based upon the actual number of students who are of legal age on campus. Quantities cannot exceed this amount.

## *Events with Alcohol that do **not** require completing the Online Event Notification Form (OENF)*

The only student-initiated events with alcohol for which students do not need to submit the OENF are *intimate events with alcohol (13-50 people) which fit the following additional parameters:*

- No bulk alcohol or hard alcohol.
- Beer/wine cannot exceed 79 servings (79 twelve-ounce cans of beer, or 11 liters of wine—combination of both beer/wine cannot exceed 79 servings total)
- Bands and DJs are not permitted.
- Students holding these events in their own common areas in their respective house must notify the Baxter Fellow specifying date, time, and number attending. However, if the event is to be held in the **building** common area, the student holding the event must get **permission** from the Baxter Fellow prior to the event.
- The student coordinating the event will be the contact person and will be held responsible for clean-up and any damages that occurred. Please note that these events will be shut down as necessary due to noise complaints, overcrowding, exceeding alcohol limits or for any reason that jeopardizes student safety.

If there is a chance that the event may be loud, or may go beyond 50 people, or otherwise not fit within the parameters noted above, the student is strongly advised to follow the process for a registered student event in order to avoid the event being shut down by Campus Safety.

## *Hosts and Servers at Events with Alcohol*

The primary concern of a host or server is to maintain a safe environment for students and their guests and to abide by College rules and Massachusetts law.

**Student Hosts.** Certified student hosts are required at events with alcohol. The minimum number of hosts is typically determined by the size of the event, though other factors may also apply. These hosts must come from the sponsoring organization of the event. Hosts may be paid or unpaid; if paid, the rate is \$11/hour, paid by the sponsoring organization, and hosts may only be paid for their time during the event.

**Bartenders/Servers.** The College recommends that students utilize professional bartenders to serve alcohol at student-initiated events that include alcohol (and will require it for some events based on size, history of the event or student group, location, amount of alcohol, etc.). A list of professional bartenders is available from the Student Activities Coordinator in the Office of Student Life. The current pay rate for a professional bartender is \$25/hour, paid by the sponsoring organization. If a professional bartender is not utilized, certified student servers are required. The minimum number of servers is typically determined by the size of the event, though other factors may also apply. Servers may be paid or unpaid; if paid, the rate is \$11/hour, paid by the sponsoring organization, and servers may only be paid for their time during the event.

To become a certified host or server for an event with alcohol, students must:

- be at least 21 years of age (servers and one host) or 18 years of age (remainder of hosts)
- take TIPS for the University and pass the test at the end, at least once during their academic career at Williams
- take the Host/Server Certification Workshop (First-time, then Renewal) and pass the test at the end, each academic year
- follow all policies, procedures, and guidelines as found in *Eph's Guide to Student-Initiated Events with Alcohol*

**In preparing for the event, hosts:**

- Organize the event.
- Confirm with the organization's financial officer that any necessary financial arrangements are within the budgetary limits of the sponsoring organization
- Complete the Online Event Notification Form (OENF) and then meet with the Student Activities Coordinator in the Office of Student Life to complete the registration plan.
- Obtain written permission/signature from the Baxter Fellow if the event is being held in a residence. If no Baxter Fellow is assigned, the Assistant Director for Upperclass Residential Programs in the Office of Student Life can authorize use of the residence.
- Obtain permission/signature of the Dining Service Manager if the event is held in a dining hall.
- Name, assign, and, if applicable, arrange payment for servers for the event.
- Pick up bracelets from the Office of Student Life on the day of the event prior to 4 p.m., OR, if the event is on a weekend, pick up bracelets from the Office of Student Life on Friday prior to 4 p.m.
- Sign for any alcohol planned for the event (21-year-old host only).
- Arrange for proper amounts of appropriate food and non-alcoholic beverages
- Contact Campus Safety, 30 minutes prior to the beginning of the event. An officer will conduct a compliance check to ensure the registration plan has been followed, to review the venue with you for previous damage, and to establish communication expectations for the evening with hosts & servers. If all looks good, CSS will then give an OK for the event to begin. Failure to comply with the registration plan may result in the event being shut down by the officers.

**During the event, hosts AND servers:**

- accept and carry out full responsibility of all aspects of the event including compliance with all Massachusetts State Laws concerning alcohol
- will use the bracelets to identify of-age guests.
- will monitor and control the service and consumption of alcohol.
- may double-check ID's at any time, regardless of the presence of a bracelet on the student.
- will prevent minors from consuming alcohol.
- will prevent alcohol from being passed to minors.
- will remove any guest from the event who fails to comply with Massachusetts law.
- will enlist the aid of Campus Safety, when necessary, to ensure compliance with Massachusetts law.
- will deny alcohol to persons who appear intoxicated.
- will ensure that guests do not leave the event with an open container.
- will ensure that alcohol is kept in a secure area and does not exceed amounts listed on the plan.
- may choose to use the "ID Check Guide" book to verify authenticity of drivers' licenses.
- may choose to use a blacklight/flashlight to check ID authenticity.
- will ensure compliance with the information stated on the registration plan.
- will ensure that any guest whose behavior is disruptive or creates an unsafe environment will be required to leave the event, enlisting the aid of Campus Safety if necessary.
- will ensure that alcohol is secured at the end of the event, with assistance from Campus Safety.
- will ensure that the event site is cleaned up and furniture is placed in its original location.
- will contact Campus Safety at the end of the event.

**Additionally, during the event, hosts:**

- check ID's at the point of entry to the event (one host minimum). Two (2) forms of photo ID are required for all 21-year-old guests. Williams students must produce a Williams ID, plus a valid driver's license, passport, military ID, or alcohol ID card. Guests of Williams students are required to produce two forms of ID to verify age (one must be a valid driver's license, passport, military ID, or alcohol ID card).
- will place bracelets on the wrists of guests who have been verified as being 21-years-old or older.
- will ensure that intoxicated persons do not gain entry to the event.
- will ensure that servers are present at all times.
- will ensure that proper amounts of appropriate food and non-alcoholic beverages are present and available throughout the duration of the event.
- and/or the sponsoring organization will bear financial responsibility for any damage to College or student property that occurs during the event if the responsible person cannot be identified. The Dean's Office, Campus Safety, and the Office of Student Life will work with students to resolve these cases as fairly as possible based on all available information.

**Additionally, during the event, servers:**

- will serve the alcohol, and only to of-age guests identified with a wristband.

**Cleaning Up**

An important part of any event involves planning for clean-up. Student hosts and servers are responsible for the clean-up process. Always inspect the event area with a Campus Safety officer 30 minutes before the event begins, and carefully note any preexisting damage.

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## *Clean-up Regulations:*

- Notify the custodian of the house where you event is taking place in advance. S/he will leave the following items for your use: wet mop, bucket, broom and/or vacuum cleaner, all-purpose cleaner, extra trash bags.
- Pick up all trash both inside and outside buildings and bring it to the designated rubbish removal area.
- Sweep floor; vacuum carpets or rugs.
- Damp mop the floor at least twice, changing the mop water between mopping. With hardwood floors, use a minimal amount of water to avoid damaging the floor. Mop water solution should be 2 oz. of all-purpose cleaner per gallon of cold water.
- Do not replace carpets or furniture until the Custodian has had a chance to wet mop and apply floor finish.
- Clean-up must be completed by 12noon on the day after the event.
- Hosts may call Facilities to request additional time to complete the clean-up for an event as long as the clean-up process has been initiated.

In the event that the area is not cleaned sufficiently, as determined by the Custodial Supervisor in accordance with the above directions, Facilities Services will clean up the event area and there will be hourly charges for the labor payable by the sponsoring organization and/or the house. The sponsoring organization and/or the house will also be charged for whatever cleaning materials were used.

For more information on clean-up, contact Facilities Services at x2195.

## **Event Evaluation**

After the event, the Office of Student Life will give student hosts and servers the opportunity via email to provide an evaluation of how they felt the event went. Campus Safety also submits an evaluation of events via the daily Incident Report as needed or requested.

## *The Role of Campus Safety Officers at Student-Initiated Events with Alcohol*

Campus Safety officers will be involved with any registered student event with alcohol. Minimally, a Campus Safety officer will:

- meet with the hosts/servers just prior to the event to review the registration plan and the event venue, to establish a communication plan for the evening with the hosts/servers, and to either give the OK to proceed with the event or determine that the event cannot proceed because it deviates from the registration plan
- stop by the event on occasion to ensure compliance
- offer assistance as requested or as necessary
- meet with the hosts/servers at the conclusion of the event to secure any remaining alcohol and to ensure that clean-up has happened or will happen by 12noon the following day
- provide an evaluation of the event from the officer(s)'s perspective on the following business day

However, there are times when an event will warrant an officer or officers to be assigned to the event; this may be determined by Campus Safety or the Office of Student Life, or may be requested by the students coordinating the event. The following factors are always considered: size of event; type of entertainment; other events occurring on campus; location of the event; history of the event location, of the event theme, of the sponsoring group, etc.; amount and type of alcohol.

Campus Safety officers are not responsible for supervising, overseeing or regulating the consumption of alcohol. The responsibility rests with the host and servers and adherence to the law is the obligation of each individual guest. However, Campus Safety officers will take appropriate action when deemed necessary; they will:

- assist the hosts and servers to ensure compliance with Massachusetts law concerning alcohol consumption.
- assist the hosts and servers with fire capacity limits.
- notify the hosts if underage drinking is suspected.
- directly intervene when requested by a host or server or when it is reasonable and prudent to do so.
- identify and report to Campus Safety supervisors the names of students who fail to comply with Massachusetts law.
- assist students to ensure that only members of the College community and their invited guests attend a event.
- shut down events that are excessively noisy or unruly, extend beyond the stated ending time, exceed fire capacity limits, or violate the terms of the event plan or event policy.
- assist in the event of any emergency.
- assist the hosts or servers when dealing with a disruptive or intoxicated guest.
- help the hosts or servers secure any alcohol remaining at the end of the event.

## *The College's Response to Underage Drinking*

The Campus Safety Department has adopted a program for addressing concerns about underage drinking. An educational component, rather than a punitive approach, is the main focus of this program. At student events with alcohol, Campus Safety officers take a more active role to assist hosts and servers and identify underage drinkers. The names of underage students who are identified drinking at events will be submitted to the Director, Associate Director or Campus Safety Supervisor.

For an initial intervention, the underage student will be contacted and will meet with a Campus Safety supervisor. The initial meeting will concentrate on education concerning Massachusetts law; using fake identification and the penalties; host liability and responsibility assumed by hosts and servers; and risk assessment. The goal is to raise awareness concerning compliance with state law and to advise the student about any future violations and subsequent sanctions. Students may also be referred to a Health Educator from the Health Center if it is determined that high-risk alcohol consumption is a contributing factor. Each case will be handled on an individual basis to determine the appropriate follow-up. The Dean's Office will be notified and will become involved when disciplinary action is necessary.

Referrals from Campus Safety to the Health Center will be made directly to the Director of the Health Center. A refusal by a student to meet with a Health Educator will result in a notification from the Health Center back to Campus Safety. Campus Safety will then contact the Dean's Office for subsequent follow-up. There are various types of responses:

- Campus Safety handles the follow-up without referral
- Campus Safety handles the follow-up, and a referral is made to the Health Center
- a direct referral to the Health Center
- a direct referral to the Dean's Office

If the initial interaction originates at the Health Center, no referrals will be made to the Campus Safety Office. Any student directly seeking assistance from Health Services will be treated in a confidential manner.

## **Hearings by the Discipline Committee**

### ***Appeals by Students Accused of Misconduct***

#### ***Overview***

Allegations that a student has violated the Code of Academic Honesty are resolved by the Honor Committee. Allegations of other kinds of student misconduct are normally investigated and resolved by the Dean of the College, who may impose any of a number of sanctions, ranging from a letter of warning to expulsion from the College. A student who wishes to contest the factual basis of a Dean's disciplinary decision or the appropriateness of a sanction may appeal the decision within ten days after receiving the Dean's letter formally informing the student of the decision. Appeals are resolved by the Discipline Committee, which consists of eight student members elected by their peers, eight faculty members appointed by the Dean of the Faculty, and the Dean of the College *ex officio*. An appeal is initiated when the appellant informs both the Dean and the Chair of the Discipline Committee that he or she wishes to appeal. The Chair works with the Dean to convene a hearing by a panel drawn from among the members of the committee. Hearings are confidential. The panel hears the case in its entirety and reaches an independent decision as to whether the student has violated the community's standards of conduct or College policy and, if necessary, determines an appropriate sanction. The panel makes its decisions without reference to civil or criminal court proceedings. Decisions of the panel are final; an appellant cannot afterwards choose to revert to the Dean's initial decision.

#### ***Hearings***

A hearing should be held as soon as practicable. The appellant is apprised in writing by the Dean of the case to be made against him or her and of the witnesses who will appear against him or her, and is allowed a reasonable amount of time to prepare a defense and solicit witnesses on his or her behalf. The Chair appoints a hearing panel, drawing four students and four faculty from among the members of the Discipline Committee; the Dean attends *ex officio* but does not participate in the panel's deliberations.

If the appellant feels that a member of the panel cannot hear the case objectively, he or she may challenge that member's participation in the hearing. Members of the committee may ask to be recused if they feel unable to judge the case objectively. Acquaintance, ties of friendship, or previous knowledge of the case alone are not in themselves sufficient grounds for challenge or recusal. The Chair decides if there are sufficient grounds for challenge or recusal. If the Chair is challenged, the next most senior faculty member of the committee decides the challenge and assumes the chair if the challenge is agreed to. If challenges or recusals are accepted, the Chair draws alternates from among the members of the Discipline Committee; it is not necessary to have equal numbers of student and faculty to constitute a panel.

The appellant may be accompanied by an advisor drawn from among current faculty, staff, and students of the College; attorneys are not permitted to attend hearings. The appellant may consult with his or her advisor at any time during the hearing, but the advisor may not address the committee or witnesses. If an aggrieved party appears as a witness, he or she may also be accompanied by an advisor, subject to the same conditions.

The conduct of the hearing and decisions regarding procedure are at the discretion of the Chair, who is free to act flexibly within the confines of good order and fairness. The case against the appellant is presented by the Dean of the College (or by a designee), who may call witnesses and present evidence as deemed appropriate by the Chair. Both the appellant and the members of the panel may address questions to the Dean or to witnesses. The appellant may challenge any evidence adduced by the Dean or presented by witnesses. No witness may give testimony or present evidence in the absence of the appellant. However, the Chair may choose to accommodate any witness's concern for personal safety or fear of confrontation by allowing testimony to be given live from a remote location or in writing, or by facilitating indirect questioning, so long as the appellant's right to pose questions to the witness is preserved. The appellant may call witnesses and present evidence pertinent to the case. A limited number of character witnesses on behalf of the appellant are permitted, but it should be noted that the panel is interested primarily in the facts of the case, rather than in the appellant's general moral character. The Dean and members of the panel may address questions to the appellant's witnesses. Witnesses usually appear one at a time but may be recalled by the Dean, by the appellant, or by the panel to answer additional questions and may be informed of the testimony given by other witnesses.

After all evidence and testimony have been presented, the appellant is given a final opportunity to address the panel. The panel, excluding the Dean, retires to deliberate. The panel resolves three issues: whether the conduct of which the appellant is accused is a violation of College standards or policy; whether there is a preponderance of evidence that the appellant committed the conduct in question; and, if necessary, what sanction is to be imposed as a consequence. The panel has available to it the full range of disciplinary sanctions, including, but not limited to, a letter of warning, a term of disciplinary probation, suspension from the College, and expulsion from the College. A majority of one-half plus one of panel members voting is required for a decision. A majority of three-quarters of members voting is required for expulsion from the College. The Chair of the panel informs the appellant, the Dean, and any aggrieved party of its decision. The Dean is responsible for enforcing any sanction imposed by the panel.

The appellant or the Dean may petition the Discipline Committee for reconsideration only on the basis of grossly improper procedure or dispositive new evidence not available at the time of the hearing. The committee will decide whether to reconsider by majority vote. A decision to reconsider reinitiates the appeals process in its entirety.

### ***Appeals by Aggrieved Parties***

#### ***Overview***

Any member of the college community—faculty, staff, or student—may bring a complaint of student misconduct to the Dean of the College. Such complaints are investigated and resolved by the Dean, who may impose sanctions as described above. Complainants who feel they have in some way been injured personally are considered "aggrieved parties." Aggrieved parties are routinely informed of the Dean's resolution of their complaints. An aggrieved party who wishes to dispute the Dean's resolution of a com-

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plaint may appeal that decision within ten days of having been informed of the Dean's decision. Appeals are resolved by the Discipline Committee by means of a hearing in much the same fashion as appeals made by students accused of misconduct (see above). The decision of the hearing panel is final; an aggrieved appellant cannot afterwards choose to revert to the Dean's initial decision. Neither the aggrieved appellant nor the accused student can appeal the decision except on grounds of dispositive new evidence not available at the time of the hearing or grossly improper procedure.

## Hearings

A hearing should be held as soon as practicable. The aggrieved appellant informs the Dean, the Chair, and the accused student in writing of the case to be made against the accused student, of the witnesses whom the aggrieved appellant will call, and of the nature of the testimony they will give. The accused student is allowed a reasonable amount of time to prepare a defense and solicit witnesses on his or her behalf. The Chair has broad discretion to rule out witnesses or evidence as irrelevant. The Chair appoints a hearing panel, drawing four students and four faculty from among the members of the Discipline Committee; the Dean attends *ex officio* but does not participate in the panel's deliberations.

If the either the aggrieved appellant or the accused student feel that a member of the panel cannot hear the case objectively, he or she may challenge that member's participation in the hearing. Members of the panel may ask to be recused if they feel unable to judge the case objectively. Acquaintance, ties of friendship, or knowledge of the case alone are not in themselves sufficient grounds for challenge or recusal. The Chair decides if there are sufficient grounds for challenge or recusal. If the Chair is challenged, the next most senior faculty member of the panel decides the challenge and assumes the chair if the challenge is agreed to. If challenges or recusals are accepted, the Chair draws alternates from among the members of the Discipline Committee; it is not necessary to have equal numbers of student and faculty to constitute a panel.

Both the aggrieved appellant and the accused student are entitled to be accompanied by an advisor drawn from among current faculty, staff, and students of the College; attorneys are not permitted to attend hearings. The aggrieved appellant or the accused student may consult with his or her advisor at any time during the hearing, but advisors may not address the panel or witnesses.

The conduct of the hearing and decisions regarding procedure are at the discretion of the Chair, who is free to act flexibly within the confines of good order and fairness. The case against the accused student is presented by the aggrieved appellant, who may call witnesses and present evidence as deemed appropriate by the Chair. The Dean, the accused student, and the members of the panel may address questions to the aggrieved appellant or to witnesses. The accused student may challenge any evidence adduced by the aggrieved appellant or presented by witnesses. The aggrieved appellant, accused student, and the panel may address questions to the Dean. No witness may give testimony or present evidence in the absence of the accused student. However, the Chair may choose to accommodate any witness's concern for personal safety or fear of confrontation by allowing testimony to be given live from a remote location or in writing, or by facilitating indirect questioning, so long as the accused student's right to pose questions to the witness is preserved. The accused student may call witnesses and present evidence pertinent to the case. A limited number of character witnesses on behalf of the accused student are permitted, but it should be noted that the panel is interested primarily in the facts of the case, rather than in the accused student's general moral character. The Dean, the aggrieved appellant, and the members of the panel may address questions to the accused student and to the accused student's witnesses. Witnesses usually appear one at a time but may be recalled by the aggrieved appellant, by the accused student, or by the panel, to answer additional questions and may be informed of the testimony given by other witnesses.

After all evidence and testimony have been presented, the aggrieved appellant is given a final opportunity to address the panel. The accused student is then given a final opportunity to address the panel in the absence of the aggrieved appellant. The panel, excluding the Dean, retires to deliberate. The panel resolves three issues: whether the conduct of which the accused student is accused is a violation of College standards or policy; whether there is a preponderance of evidence that the accused student committed the conduct in question; and, if necessary, what sanction is to be imposed as a consequence. The panel has available to it the full range of disciplinary sanctions, including, but not limited to, a letter of warning, a term of disciplinary probation, suspension from the College, and expulsion from the College. A majority of one-half plus one of panel members voting is required for a decision. A majority of three-quarters of members voting is required for expulsion from the College. The Chair of the panel informs the aggrieved appellant, the accused student, and the Dean of its decision. The Dean is responsible for enforcing any sanction imposed by the panel.

The accused student, aggrieved appellant, or the Dean may petition the Discipline Committee for reconsideration only on the basis of grossly improper procedure or dispositive new evidence not available at the time of the hearing. The committee will decide whether to reconsider by majority vote. A decision to reconsider reinitiates the appeals process in its entirety.

## **HIV/AIDS Policies, Procedures, and Education Programs**

This document is intended to refer to the entire spectrum of conditions which are associated with the Human Immunodeficiency Virus (HIV). Specifically, it refers to Acquired Immune Deficiency Syndrome (AIDS) and infection with the HIV as indicated by a positive antibody test.

### **I. Policies and Procedures**

#### **A. Students**

*Policy:* Standard medical rules of confidentiality will apply to cases of student(s) with HIV/AIDS; i.e., the privacy of the student will be protected in accordance with the procedures outlined on pages 178-182.

This policy applies also to any external requests for information about student(s) such as applications for health insurance, references, et al.

#### **Procedures:**

1. Though students are encouraged to report disease to the Health Service, they are not required to do so. Should HIV/AIDS come to the attention of the Director of Health either through the self-reported medical history that all entering students complete, or otherwise, the Director of Health will establish an appropriate medical care plan with the student, but the College will not ordinarily restrict the privileges or activities of the student in any way.
2. Ordinarily, information about a student with HIV/AIDS will be given to no other person or office at the College without the student's permission. Should the Director of Health feel that others need to be informed, s/he will work with the student in a

confidential manner to encourage the student to inform that person or office. Should a student with HIV/AIDS wish to have his or her medical condition known to others, the student may do so.

3. Any judgment about a student's continuation at the College based on his/her health or risk to others will be made by the Director of Health in consultation with the appropriate member(s) of the President's Senior Staff and legal counsel.
4. Since AIDS is a reportable disease, the Director of Health must report AIDS to the Massachusetts Public Health Service when a case comes to his/her attention.
5. Should medical referrals of persons with HIV/AIDS be necessary, the Director of Health, with permission of the student, will pass along the appropriate clinical information.

**B. Employees**

*Policy:* Standard medical rules of confidentiality will apply to cases of employees with HIV/AIDS; i.e., the privacy of the employee will be protected in accordance with the following procedures. This policy applies also to any external requests for information about an employee such as applications for health insurance, references, et al.

**Procedures:**

1. Prospective and present employees are not required to report diseases to the College. Should the fact that an employee has HIV/AIDS come to the attention of the Director of Health, the Director will confer with the employee to make sure that the employee has established an appropriate medical plan with his or her primary physician and/or a specialist in HIV/AIDS, but the College will ordinarily take no administrative action regarding the employee. Should an employee with HIV/AIDS wish to have his or her medical condition known to others, the employee may do so. Since AIDS is a reportable disease, the Director of Health must confirm that the Massachusetts Public Health Service has been informed.
2. A diagnosis of HIV/AIDS by itself is not a clinical cause for termination or for a change in conditions of employment including location of employment. The concern of the College shall be for the employee and his/her risk of exposure to primary and secondary infections. In cases of requests by fellow employees for changes in jobs for fear of acquiring HIV/AIDS, the person with HIV/AIDS will not be displaced and the fellow employee(s) will be provided with education and counseling about the disease. No transfer should be assumed.
3. Any judgment about an employee's continuation at the College based on his/her health or risk to others will be made by the Director of Health in consultation with the appropriate supervisor, Director of Human Resources, member(s) of the President's Senior Staff and legal counsel.
4. Ordinarily, information about an employee with HIV/AIDS will be given to no other person or office at the College without the employee's permission. Should the Director of Health feel that others need to be informed, he/she will work with the employee in a confidential manner to encourage the employee to inform that person or office.

**II. Education Programs**

The Director of Health and the Health Educator will continue to work with appropriate student groups. The Health Center will make information about HIV/AIDS available to all students and employees.

The Director of Health and the Health Educator will meet with the President's Senior Staff and Administrative Group as appropriate and be available for educational sessions with supervisors in Facilities, Dining Services, Campus Safety and Security, laboratory staffs, coaches and other administrative and academic offices or groupings.

The Director of Health will maintain current information about the disease and share such information periodically with the community.

**Mission and Purposes Statement**

*(The following description arises on its surface from public statements made by Williams presidents and others associated with the College, from which it borrows, and at a deeper level from the felt experience of students, faculty, staff, alumni, and parents over many decades. It was approved by vote of the Board of Trustees on April 14, 2007.)*

Williams seeks to provide the finest possible liberal arts education by nurturing in students the academic and civic virtues, and their related traits of character. Academic virtues include the capacities to explore widely and deeply, think critically, reason empirically, express clearly, and connect ideas creatively. Civic virtues include commitment to engage both the broad public realm and community life, and the skills to do so effectively. These virtues, in turn, have associated traits of character. For example, free inquiry requires open-mindedness, and commitment to community draws on concern for others.

We are committed to our central endeavor of academic excellence in a community of learning that comprises students, faculty, and staff, and draws on the engagement of alumni and parents. We recruit students from among the most able in the country and abroad and select them for the academic and personal attributes they can contribute to the educational enterprise, inside and outside the classroom. Our faculty is a highly talented group of teachers, scholars, and artists committed deeply to the education of our students and to involving them in their efforts to expand human knowledge and understanding through original research, thought, and artistic expression. Dedicated staff enable this teaching and learning to take place at the highest possible level, as do the involvement and support of our extraordinarily loyal parents and alumni.

No one can pretend to more than guess at what students now entering college will be called upon to comprehend in the decades ahead. No training in fixed techniques, no finite knowledge now at hand, no rigid formula can solve problems whose shape we cannot yet define. The most versatile, the most durable, in an ultimate sense, the most practical knowledge and intellectual resources that we can offer students are the openness, creativity, flexibility, and power of education in the liberal arts.

Toward that end we extend a curriculum that offers wide opportunities for learning, ensures close attention of faculty to students but also encourages students to learn independently, and reflects the complexity and diversity of the world. We seek to do this in an atmosphere that nurtures the simple joy of learning as a lifelong habit and commitment.

We place great emphasis on the learning that takes place in the creation of a functioning community: life in the residence halls, expression through the arts, debates on political issues, leadership in campus governance, exploration of personal identity, pursuit of spiritual and religious impulses, the challenge of athletics, and direct engagement with human needs, nearby and far away.

To serve well our students and the world, Williams embraces core values such as welcoming and supporting in the College community people from all segments of our increasingly diverse society and ensuring that College operations are environmentally sustainable.

From this holistic immersion students learn more than they will ever know. Such is the testimony of countless graduates—hat their Williams experience has equipped them to live fuller, more effective lives. Ultimately, the College's greatest mark on the world consists of this: the contributions our alumni make in their professions, their communities, and their personal lives.

Therefore, we ask all our students to understand that an education at Williams should not be regarded as a privilege destined to create further privilege, but as a privilege that creates opportunities to serve society at large, and imposes the responsibility to do so.

At the same time, being itself privileged by its history and circumstances, Williams understands its own responsibility to contribute by thought and example to the world of higher education.

## **Non-Discrimination Policy and Grievance Procedures** <sup>1</sup>

### **INTRODUCTION**

Williams College does not permit discrimination on the basis of race, color, sex, national origin, religion, age, disability, marital status, sexual orientation, gender identity or expression, ancestry, or military service. Any member of the College community who on any of these grounds feels discriminated against by another member of the community should take action. Should the matter involve a faculty appointment renewal decision, the range of appropriate action and the type of further redress open to the complainant are those described in Section II-C of the Faculty Handbook. In all other cases, the complainant should use the following procedures.

The complainant should report the incident as soon as possible and preferably within a month of its occurrence, since prolonged delay may complicate the presentation of evidence in the grievance procedures. Complainants have, however, up to two years to report alleged discriminatory behavior, and even this period may be extended with the approval of the appropriate executive officer. The procedures governing discrimination have four components—advising, informal grievance, formal grievance, and appeal—each of which is described below. Complainants are free to withdraw or proceed at any stage of the process. The College will treat the identity of the parties and the substance of the claims as confidential throughout, except as is reasonably necessary to carrying out the procedures and to ensuring the safety of everyone at the College. College policy explicitly prohibits retaliation, academic or otherwise, against employees or students for bringing complaints of discriminatory behavior.

### **I. ADVISING PROCEDURE**

Whenever someone has experienced an incident that could be a form of discrimination, talking about the incident soon thereafter with a trusted advisor or friend can be helpful. Members of the College community such as health staff and counselors, assistant and associate deans, human resources officers, chaplains, and the Affirmative Action Officer are available for consultation. Among them are a number of people who have training in sexual harassment counseling. This group includes also two faculty, two staff, and two student advisors appointed yearly by the President, who invites nominations from the community. The names of the College advisors are listed in print and online in the Student Handbook; Williams College Bulletin, Catalog edition; The Williams Directory; the pamphlet on sexual discrimination, Understanding Sexual Harassment; and the websites of the Dean of the College and the Vice President for Strategic Planning and Institutional Diversity. Their names are also published semi-annually online in the Daily Messages and printed in the Daily Advisor.

A student, faculty, or staff member who seeks advice on matters related to discrimination is free to consult with any of the College's advisors. Depending on the wishes of the advisee, the advisor's role may include any of the following informational or supportive activities: listening to and discussing the incident with the advisee; helping the advisee decide whether to try to resolve the situation on her or his own; helping the advisee understand the College's discrimination grievance procedures. The advisee may choose at any point not to pursue the matter any further, and the College is not required to take any further action during the advising phase, except when in its judgment the circumstances present a danger to the individual or to others. Advising activities of this kind are not part of the actual discrimination grievance procedures, which require that a complaint be officially filed, as described in the Informal Grievance Procedure below. Only complaints that do proceed to the informal stage are certain to come to the attention of the appropriate authorities. The advisor keeps no record of the consultation. A person who feels discriminated against may proceed directly to the informal grievance procedure, whether or not he or she has consulted an advisor.

Should the advisee decide to proceed, the advisor's role may also include accompanying the advisee (now the complainant) through any subsequent College discrimination grievance procedures, should he or she want the advisor present. The respondent may also consult with any of the College advisors, except the one chosen by the complainant. The advisor's role continues to be that of a facilitator who provides information and support. The complainant may bring a draft of the statement of allegations (see Informal Grievance Procedure, paragraph 2) to the advisor to consult about how to express clearly what he or she wishes to say. The respondent, should he or she proceed to the appeal stage, may similarly consult with a College advisor about the statement of reasons for the appeal. The advisor may discuss procedural matters with the executive officers involved in the case, but may not investigate, or attempt to mediate or resolve the complaint. Like all other participants, the advisor is expected to respect the confidentiality of the proceedings.

### **II. INFORMAL GRIEVANCE PROCEDURE**

A person who is considering filing a complaint regarding discriminatory behavior should meet as soon as possible with the appropriate administrator (i.e., either the pertinent executive officer or affiliated staff) The administrator will, if so requested, help the person decide whether the allegation falls within the scope of these grievance procedures, answer any questions regarding the procedures themselves, or provide any information that might help the person decide whether to file a complaint and thereby initiate an investigation.

If the person then chooses to file a complaint, he or she will send to his or her executive officer a written statement of allegations. The complainant's executive officer will provide the complainant with a written set of guidelines indicating the kinds of information that the statement should contain. The respondent's executive officer will be responsible for giving the respondent a copy of the statement of allegations and for answering any questions regarding the procedures themselves. The complainant's executive officer and the executive officer of the person charged with the offense will oversee the entire informal stage. In doing so they may need to confer with and delegate responsibilities to members of their staffs. They will also inform the Affirmative Action Officer that a complaint has been filed. In conducting the investigation, the respondent's executive officer should consult his or her file of complaints of discrimination to determine whether it contains any information about the respondent that is relevant to a judgment concerning the present case or to the terms of its resolution.

After the investigation has been concluded the executive officers will reach a finding and report it to both the complainant and the respondent. If the finding indicates that the respondent did not violate the College's policy, or that the evidence is inconclusive, the complainant may, if dissatisfied with the finding, instruct his or her executive officer to begin formal grievance proceedings. If the complainant chooses not to request formal proceedings, the case is dismissed. If, on the other hand, it is the judgment of the executive officers that the respondent committed the act(s) alleged by the complainant and thereby violated College policy, they will seek an informal resolution of the complaint. They will also, if the respondent is a faculty or staff member, confer with his or her department supervisor. The complainant's executive officer will keep the complainant informed of any progress made in resolving the grievance, reporting to the complainant within one month of the filing of one the complaint. This period may be extended beyond one month if the complainant and his or her executive officer agree that an extension is needed.

To be successful, the terms of the resolution proposed by the executive officers must be acceptable to both the complainant and the respondent. The executive officers will put those terms in writing, giving a copy to the complainant and another to the respondent. Each party will have one week to indicate his or her acceptance of the terms as constituting a satisfactory resolution of the grievance by returning a signed copy to the executive officers. Upon receipt of both signed copies, the respondent's executive officer will place them in his or her file of complaints of discrimination and take such actions as are called for in the resolution.

The executive officers' attempt at an informal resolution will have failed if either the complainant or the respondent chooses not to accept the terms proposed. If the complainant does not accept them, he or she may, again within a week of receiving the proposed terms in writing, instruct the complainant's executive officer to begin formal grievance proceedings, and the grievance committee will hear the case following the regulations stipulated below (see Formal Grievance Procedure). In cases where the respondent is a faculty member and the finding is extremely serious, the complainant may waive his or her right to have the case heard before a formal grievance committee to enable the executive officers, if they so recommend, to initiate proceedings for the imposition of a major sanction (dismissal or suspension), as described in the Faculty Handbook in Section II-U and V. Should the complainant choose to withdraw the complaint, the executive officers may, depending on their findings, decide nevertheless to impose sanctions on the respondent. If the executive officers so decide, and the respondent believes that their findings are unwarranted or their proposed sanctions unjust, he or she may appeal the executive officers' decision as specified in the Appeal Procedure below.

### III. FORMAL GRIEVANCE PROCEDURE

The committee that hears cases of alleged discrimination is the Discipline Committee when both parties are students. The formal mechanism for hearing all other allegations of discriminatory behavior, except those involving faculty appointment renewal decisions (which are handled by the Committee on Appointments and Promotions and by the faculty Steering Committee), is a grievance committee constituted for each particular case. This committee is drawn from a Standing Panel of thirty-two people, which the President appoints annually, whose members stand ready to serve in this capacity. The membership of the Standing Panel is constituted as follows:

- ◆ One minority faculty member and one minority staff member appointed annually by the President.
- ◆ The twelve faculty members elected by the faculty to serve on the Faculty Review Committee.
- ◆ Those staff members who are appointed annually to two similar panels by the Provost and the Vice-President for Operations, each of which has six members.
- ◆ Six students, appointed by the College Council, two of whom shall be the minority representatives to the College Council.

The President shall also annually appoint, from among the membership of the Standing Panel, one faculty member and one staff member, who will stand ready to chair the grievance committee constituted to hear a particular case. The chair will vote only to break a tie.

The grievance committee appointed by the President to hear a particular case shall be constituted from the membership of the Standing Panel as follows. If one of the parties is a student and the other faculty or staff, the committee shall have seven members, three from the same College category (student, faculty, staff) as the complainant, three from that of the respondent, and a chair. If one of the parties is a member of the faculty and the other a member of the staff, the committee shall likewise have seven members: a chair, three faculty members, and three staff members, at least one of whom shall be from the same job category as the staff member who is a party to the case. If both parties are faculty, the committee shall have five members, four from the Faculty Review Committee and a chair. If both parties are staff, the committee shall similarly have five members, a chair, and four members drawn from one or both of the panels appointed by the Provost and Vice President for Operations. At least one of those members shall be from the same job category as each of the parties involved. When the case involves faculty, both non-tenured and tenured faculty shall be included in the membership of the grievance committee. The faculty chair of the Standing Panel will preside in all cases involving faculty, and the staff chair in all cases involving staff, unless the case involves faculty and staff, when the chair shall be from the same College category as that of the complainant. The President shall strive to represent the diversity of the Williams community in appointing a committee to hear a particular case. Depending on the nature of the allegation, the President shall also strive to assure representation of the relevant groups protected by the College's non-discrimination statement. If unable to convene a committee with appropriate representation from among the members of the Standing Panel, the President may appoint up to two members not on the Standing Panel.

At or before the first meeting of the grievance committee constituted to hear a particular case, the chair, or any member of the committee may, at his or her own initiative, excuse himself or herself from the case because of potential bias or conflict of interest. If the chair asks to be excused, the President appoints for that case a chair pro tempore. Either party to the case may request members of the committee to withdraw from hearing a case on grounds of potential bias or conflict of interest. Should disagreement arise about a request for the disqualification of a particular member, the other members of the committee shall resolve the matter by majority vote. In the event that a member withdraws or is disqualified, the President shall appoint a replacement.

The grievance committee will conduct its hearings in private, keeping its proceedings, findings, and recommendations strictly confidential. A member of the grievance committee shall be designated by its chair to maintain minutes of its proceedings. Neither party to the case may mechanically record or stenographically transcribe the hearings. All decisions of the committee shall be made by majority vote, with the chair voting only to break a tie.

The committee will proceed as follows in order to protect the rights of both parties to the case and to assure the fairness of the College's procedures:

1. The respondent will receive a copy of the complainant's statement of allegations in advance of the first meeting of the committee, if he or she has not already received one.
2. Both parties will receive sufficient notice of the time and place of the hearing to allow for preparation of the case.

## A P P E N D I X . . .

3. Both parties have the right to be present when the case is heard.
4. Both parties have the right to present evidence and to call a reasonable number of witnesses. Witnesses may be present only when they are actually testifying or being questioned.
5. Both parties have the right to question all witnesses.
6. The only sexual history that is admissible as evidence is that which exists between the two parties, and then only if the case involves sexual discrimination.
7. The grievance committee may request the executive officer of the respondent to testify whether the file of complaints of discrimination that he or she maintains contains information concerning the respondent that is relevant to a judgment concerning the present case or to its disposition.
8. Each party has the right to an advisor of his or her choice from the student body, faculty or staff of the College, who may help with the preparation of the case, who may be present when the case is heard, and who may confer with the advisee during the hearing. The advisor, however, may not address the grievance committee or question witnesses. The advisor may, but need not, be chosen from among the College advisors (see Advising Procedure). Neither party may be represented at the hearing by legal counsel.

The committee makes a finding as to whether or not the act alleged in the complaint, should it have taken place, would be a violation of the College's policies against discrimination. If so, the committee also makes a finding as to whether the accused faculty or staff person actually committed the alleged act. The committee then reports its finding(s) and a summary of the reasons for its judgments in a written statement sent to the complainant, the respondent, and their executive officers no later than two weeks after the hearings conclude. In the event that both of the findings are affirmative, the committee also sends to the executive officers a recommendation of appropriate courses of action to remedy the harm done to the complainant and to protect other members of the College community, including a recommendation, if necessary, of any disciplinary action to be taken against the respondent. When the committee's decisions are not unanimous, the report shall record both majority and minority opinions. The report shall be signed by all members of the committee.

If the complaint of discrimination involves grading, the grievance committee shall, at its discretion, call upon appropriate members of the Williams faculty for advice and shall have access to any information, including student records, it deems necessary. The laws governing access to individually identifiable student records require, however, that such information come to the committee through an officer of the College, i.e., the Dean of the College. If the committee judges an assigned grade to be the result of discrimination, the committee will recommend to the executive officers either a revised grade or a procedure for assigning a new grade. Nothing in these procedures shall infringe upon an instructor's responsibility for his or her own grading so long as that grading does not violate the College's non-discrimination policy.

The executive officers shall consider the grievance committee's finding(s), report, and recommendations (if any). The executive officers shall also consider any information about the respondent in the file of complaints of discrimination, to which the executive officer of the respondent has access that is relevant to a judgment concerning the present case or to its disposition. If the executive officers reach conclusions that differ from those of the grievance committee, they will state their reasons for having done so, in writing, to the committee, providing the committee with an opportunity to reply before taking action. If, after considering the grievance committee's reply, the executive officers conclude that the respondent did not violate the College's non-discrimination policy, or that the evidence is not sufficient to substantiate the allegation, the case shall be dismissed. If they conclude that a violation has occurred, they will, normally within a period of one month after receiving the committee's report, submit a written statement of their finding(s), and of the actions they plan to take, to the committee, the complainant, the respondent, and the respondent's department supervisor.

The complainant will have exhausted the College's discrimination grievance procedures at the close of the formal stage. The respondent has the right to appeal the executive officers' proposed disposition of the case, unless the executive officers have instituted proceedings to suspend or dismiss a faculty member, as the Appeal Procedure below explains. If the respondent chooses not to appeal, the executive officers shall then act to remedy the harm done to the complainant, to protect the College community, and to take appropriate disciplinary action against the respondent. Copies of the executive officers' written reports will be placed in the file of complaints of discrimination maintained by the Respondent's executive officer.

### IV. APPEAL PROCEDURE

The formal grievance procedure constitutes the complainant's appeal. The respondent may appeal the executive officers' disposition of the case in the manner described below, unless the executive officers have initiated proceedings for the dismissal or suspension of a faculty member, in which case the matter shall be referred to the President and the Committee on Appointments and Promotions in accordance with the procedure governing the imposition of a major sanction, as described in the Faculty Handbook, Section II-V. This procedure includes an appeal option of its own. In all other cases, a respondent who is dissatisfied with the executive officers' finding of discriminatory behavior and/or the actions they have proposed may appeal at one of two points: at the conclusion of the informal proceedings, if the complainant has withdrawn; or at the conclusion of the formal proceedings, if the complainant has taken the case to a grievance committee. Should the respondent (hereafter the appellant) choose to appeal, he or she must submit a written statement explaining the reasons for the appeal within one month of receiving the executive officers' statement of the findings and the action proposed. The complainant is no longer party to the case but may be called upon as a witness.

When the appellant is a student, and the complainant who had filed the charge of discriminatory behavior is a member of the faculty or staff, the statement explaining the reasons for the appeal should be sent to the President, whose resolution of the case shall be final. When the appellant is a staff member, the statement of the reasons for the appeal should in all cases be sent to the President, whose resolution of the case shall again be final. The President shall report his or her decision(s), in writing, to the appellant and to the executive officers involved in the case. If during the formal stage the case had been brought before a grievance committee, the President shall send to the grievance committee and to the original complainant the statement of reasons for the appeal and report to the committee his or her findings and final resolution of the case. The executive officer of the appellant shall place the statement of reasons for the appeal and the President's report to the appellant and the executive officers in the file of complaints of discrimination he or she maintains, providing a full record of the final disposition of the case.

When the appellant is a member of the faculty, he or she should send the statement explaining the reasons for the appeal to a faculty hearing committee, which shall be constituted and conduct its business according to the procedures described in the Faculty Handbook in Section II-V. Upon the conclusion of those procedures, however, the following reporting mechanisms shall be added to those stipulated in Section II-V. In cases that had come before a grievance committee at the formal stage, the hearing committee and, where applicable, the President, shall report to the grievance committee and the original complainant the follow-

ing; the statement of reasons for the appeal; the hearing committee's findings and its recommendation, if any, to the President; the final resolution of the case. In all cases, the Dean of the Faculty shall place in his or her file of complaints of discrimination the statement of reasons for the appeal and the report(s) to the faculty member from the hearing committee and, where applicable, the President, providing a full record of the final disposition of the case.

## V. REPORTING AND FURTHER ACTION

If at any point during the discrimination grievance procedures, the respondent's behavior threatens immediate harm to others members of the community, he or she may be temporarily suspended, without prejudice. The need for and the conditions of the temporary suspension shall be decided by the President in consultation with the Dean of the College, if the respondent is a student; with the Vice-President for Operations, if the respondent is a member of staff; and with the Committee on Appointments and Promotions, if the respondent is a member of the faculty. Ordinarily, the suspension for faculty or staff will be with pay.

In the event that a criminal case is brought in which the factual issue is the same as that currently within the College's internal procedures, the internal procedures may be temporarily suspended upon the request of the respondent.

At the beginning of each academic year, the executive officers who play a role in the discrimination grievance procedures, shall report to the College community the number of cases heard in the prior year and which of those cases, if any, came before a grievance committee. They shall specify any findings of discriminatory behavior, the resolution of the cases, and the disciplinary actions, if any, that were taken. They shall do so, however, in a way that protects the privacy of the parties to the case.

## APPENDIX A

### A SUMMARY OF THE SEQUENCE OF EVENTS AND OPTIONS IN THE DISCRIMINATION GRIEVANCE PROCEDURES

#### I. Advising

(a) The person who believes he or she may have been subjected to discriminatory behavior may but need not discuss the incident(s) with a College advisor. College advisors are also available to persons against whom a complaint has been filed.

#### II. Informal

(a) The person who believes he or she may have been subjected to discriminatory behavior may discuss the incident(s) with the appropriate administrator.

(b) The person may but need not file a complaint at the informal stage.

(c) To file a complaint the person submits a statement of allegations to his or her executive officer. The executive officers will then conduct an investigation and reach a finding. If they find the complaint unwarranted, the complainant may but need not request formal grievance proceedings. If the respondent is judged to have violated College policy, the executive officers attempt a resolution. Either party may refuse to accept the terms proposed.

(d) If both parties accept the terms, the resolution is successful and the case is settled. If the resolution fails, the complainant may ask for formal grievance proceedings or withdraw the complaint.

(e) If the complainant withdraws, the executive officers may decide to take action against the respondent on their own. The respondent may appeal the executive officers' decision.

#### III. Formal

(a) The grievance committee conducts a hearing and reaches a finding, reporting its finding and its recommendations to the executive officers, the complainant, and the respondent.

(b) The executive officers reach their own finding. If it differs from the committee's, they so inform the committee and provide it with an opportunity to reply.

If the executive officers then find the respondent not to have violated the College's anti-discrimination policy, or if they find the evidence insufficient, the case is dismissed.

(d) If, on the other hand, the executive officers find that the respondent violated the College's policy, they will report their finding and the actions they propose to take to the committee, the complainant, and the respondent. The respondent may appeal their finding and their proposed actions.

#### IV. Appeal

(a) The formal grievance proceedings constitute the complainant's appeal.

(b) The respondent may appeal at the conclusion of the informal proceedings if the complainant has withdrawn and the executive officers have proposed disciplinary action; or at the end of the formal grievance proceedings if the complainant has taken the complaint to a grievance committee.

(c) If the respondent is a student or staff member, the appeal will be heard by the President. If the respondent is a faculty member, the appeal will be heard by a faculty hearing committee.

## APPENDIX B

### GUIDELINES FOR PREPARING A WRITTEN STATEMENT OF ALLEGATIONS FOR COMPLAINTS OF DISCRIMINATORY BEHAVIOR

1. The statement should explain your past or present relationship(s), if any, to the respondent. Is or was the respondent your teacher? your student? a fellow student? a tenured member of your department? your supervisor? your employee? a co-worker? other?

2. The statement should describe the incident or incidents that led you to believe that you had been the object of discriminatory behavior. You should be as specific as you can be about the time and date of the alleged incident(s) and, in general, about the details of the incident(s).

3. The statement should also say why you think the behavior constitutes a violation of the College's anti-discrimination policy. If the behavior changed your educational or working environment in ways that interfered with your ability to receive an education or to do your job, you should explain the nature of the interference.

4. You should state whether you at any time spoke with the respondent about the incident, or about his or her behavior, and if so, what was said on the occasion.

5. You should indicate any evidence you possess that might support your allegations, such as communications from the respondent, or the names of people who witnessed the behavior, or with whom you spoke about the incident shortly after it occurred.

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6. You may bring a draft of the statement of the allegations to a College advisor (see Advising Procedure) should you wish to consult with the advisor about how to express clearly what you wish to say.

## APPENDIX C

### REGULATIONS GOVERNING THE USE OF THE EXECUTIVE OFFICER'S FILE OF PRIOR COMPLAINTS BROUGHT AGAINST THE RESPONDENT

If a complaint of discriminatory behavior has been lodged against the respondent in the past, the following rules govern the use of the record of the prior case in the case under consideration:

- (a) The executive officers may use information from the record in conducting the investigation. Nothing from the record, however, may be used as evidence in support of a finding as to whether the respondent in fact committed the act(s) currently is alleged. That determination must be based solely on the established facts of the case under consideration.
- (b) If the respondent is found to have committed the alleged act(s), and is judged to have violated the College's anti-discrimination policy, a prior finding of discriminatory behavior, a prior warning, or prior instructions about what constitutes discriminatory behavior, may be used in determining the appropriate penalties or sanctions.

## APPENDIX D

### ADVISORY CONVERSATIONS AND THE COLLEGE'S NON-DISCRIMINATION POLICY

The following guidelines are for persons who have advising functions related to the College's Non-Discrimination Policy. As with all parts of the advising procedure, they are not part of the actual discrimination grievance procedures, which require that a complaint be officially filed. An "advisory conversation" is merely one of the options that College-designated advisors or other persons whose positions carry advising functions, such as chairs or managers of department or programs, might want to describe to an advisee whose situation resembles the following:

The advisee does not wish to file a complaint but does want the person whose behavior is at issue to be advised that he or she should be careful to avoid actions that could very well be innocent but could be misinterpreted.

An advisory conversation might be appropriate, in other words, when the advisee perceives the conduct to be ambiguous or innocent but nonetheless finds it dislocating. The guidelines are as follows:

#### Guidelines for Advisory Conversation

The advisee requests the conversation and the executive officer makes the decision as to whether an advisory conversation shall take place. The advisee, before deciding to recommend such a conversation, should be made aware of the following. His or her name will need to be made known to the executive officer. Depending on the circumstance of the case, the executive officer might also need to talk to the advisee, and the advisee's identity might need to be made known to the person whose behavior is at issue. If the advisee wishes the conversation to take place, either the advisor and/or the advisee should discuss the matter with the executive officer of the person whose behavior is at issue. If the executive officer decides that an advisory conversation would be useful, the executive officer may choose to conduct it, or may delegate the responsibility to a member of his or her staff, or to another member of the faculty or staff, depending on who is likely to be the most appropriate and effective person. If the responsibility is delegated, the executive officer shall discuss what is to be said with the person who conducts the conversation and shall receive notice of its having taken place.

The executive officer or the delegated person shall inform the advisee that the conversation has taken place. Nothing else shall be conveyed to the advisee without the explicit permission of the person whose behavior is at issue. No record shall be kept of the conversation, unless the person whose behavior is at issue requests one, in which case he or she shall be given a copy. Such a record would have no "probative value" (i.e., it would provide no "proof" or "evidence" of discriminatory behavior concerning either the present situation or any future allegations of discriminatory behavior, should such be made).

Both the conversation, and the written record, if there is any, must make clear the following.

- ◆ That no charges of discriminatory behavior have been filed nor are any such allegations currently being made.
- ◆ That the case has not been investigated.
- ◆ That the behavior at issue may be entirely innocent.
- ◆ That the sole purpose of the conversation is to discuss for the sake of all concerned, the need to be careful about the impressions that even well-intentioned comments or contacts with students, faculty, or staff can have.

#### Footnotes for Non-Discrimination Policy and Grievance Procedures

- 1 For a summary of the most important stages in the discrimination grievance procedures, see *Appendix A*.
- 2 Throughout these procedures, a "complainant" is the person who has filed a complaint; the person against whom a complaint is filed is the "respondent."
- 3 For the Dean of the College the other administrators include the Associate and Assistant Deans; for the Dean of the Faculty they include the Associate Dean of the Faculty, the Provost, and the Vice President for Strategic Planning and Institutional Diversity; and for the Vice-President for Operations they include the Director of Human Resources and the Vice President for Strategic Planning and Institutional Diversity. If it is an executive officer whose behavior may be at issue, the person should discuss the alleged discriminatory behavior with the President, who will appoint a formal grievance committee, which will proceed as stipulated below, except that the committee will in this case make its report and recommendation to the President.
- 4 See *Appendix B* for the guidelines.
- 5 When both the complainant and the respondent belong to the same category (i.e., students, faculty, or staff) their executive officer and an affiliated staff member will oversee the proceedings.
- 6 Only the respondent's executive officer has access to the file, which contains information pertaining both to dismissed and to settled cases. See *Appendix C* for regulations governing the use of the file.
- 7 See *Student Handbook, Disciplinary Proceedings*.
- 8 See the opening paragraph of the *Sexual Harassment Policy statement* or the opening sentence of the *Discrimination Grievance Procedures*.
- 9 This refers to "Procedures for the Imposition of Sanctions Other Than Dismissal," which have been inserted into the current edition of the Faculty Handbook in Section II-V.

# Rape, Sexual Assault and Sexual Misconduct

## Massachusetts Law

Sexual assault against adults may constitute any one or more of several crimes, including in particular rape and indecent assault and battery. Under Massachusetts Law, both women and men may be victims of sexual assault and both may be assailants. The criminal act of rape occurs when the offender “has sexual intercourse or unnatural sexual intercourse with a person and compels such person to submit by force and against his [or her] will, or compels such person to submit by threat of bodily injury.” (Massachusetts General Laws Chapter 265, Section 22). Rape may occur when the victim is unable to give consent because she or he is unconscious or because the victim’s alcohol blood level negates her or his ability to give consent. Rape may occur between people who know each other, and between people who have previously had consensual sexual relations. Rape is punishable by up to twenty years imprisonment. Heavier penalties may apply if the rape causes serious bodily injury, is the result of a group attack, or occurs while the assailant commits certain specified crimes such as robbery. The crime of indecent assault and battery occurs when the offender, without the victim’s consent, intentionally has physical contact of a sexual nature with the victim. This contact may include an offender touching the breasts, buttocks, or pubic area of a woman or man. Indecent assault and battery is punishable by up to five years imprisonment.

## Williams College Code of Conduct

Sexual Assault will not be tolerated at Williams College. The Williams Code of Conduct forbids sexual assault as defined in Massachusetts law, and also enforces other expectations of our community. Williams is a community based on trust whose very existence depends on adherence to standards of conduct set by its members. Sexual assault is a crime punishable by both civil and criminal legal action and is a serious violation of the Williams College Standards of Conduct. Students at Williams are charged with the responsibility of being familiar and abiding by the standards of conduct set forth herein.

Sexual misconduct (which includes rape and sexual assault) is defined in the Williams Code of Conduct as follows.

**Non-Consensual Sexual Intercourse:** Any sexual intercourse (anal, oral or vaginal); however slight; with any object; by a man or a woman upon a man or a woman; without effective consent.

**Non-Consensual Sexual Contact:** Any sexual touching; however slight; with any object; by a man or a woman upon a man or woman; without effective consent.

**Mutual Incapacitated Sexual Intercourse:** Any sexual intercourse (anal, oral or vaginal); however slight; with any object; occurring between parties who are mutually incapacitated by the use of alcohol or other drugs.

**Sexual Exploitation:** Occurs when a student takes nonconsensual, unjust or abusive advantage of another; for his/her own advantage or benefit; or to benefit or advantage anyone other than the one being exploited; and that behavior does not otherwise constitute rape, sexual assault, or sexual harassment. Examples of sexual exploitation include prostituting another student, non-consensual video or audiotaping of sexual activity, going beyond the boundaries of consent (such as letting your friends watch you have consensual sex), engaging in peeping tommy, knowingly transmitting STD or HIV to another student, and inducing incapacitation with the intent to rape or sexually assault another student.

### Consent:

Consent is a crucial part of both the Williams Code of Conduct and Massachusetts law.

Consent means that at the time of the sexual contact, words or conduct indicate freely given approval or agreement, without coercion, by both participants in the sexual contact. Both parties have the obligation to communicate consent or the lack of consent. A verbal “no” (no matter how indecisive) or resistance (no matter how passive) constitutes the lack of consent. In addition, consent once given may be withdrawn at any time. If consent is withdrawn, the other party must immediately stop whatever sexual contact is occurring.

An individual is unable to give consent if he or she is:

- ◆ substantially physically or mentally impaired by alcohol or drugs
- ◆ forced or threatened
- ◆ physically incapable of resisting assault, asleep, or unconscious

Unless an individual is substantially physically or mentally impaired, consent while under the influence of alcohol or drugs is valid consent.

As is the case with other violations of the Code of Conduct, the use of alcohol or drugs does not minimize or excuse a person’s responsibility for sexual assault.

### What To Do if You Are Assaulted

Williams offers assistance to survivors of sexual assault through the services of the Sexual Assault Survivor Services. The team consists of non-student members of the campus community representing various departments. Upon notification that an assault has occurred, a SASS member will respond immediately and be available to provide counseling and support to the survivor. The SASS member will work with the survivor to ascertain medical needs, reporting options and ongoing counseling opportunities.

This team of trained professionals is available 24 hours a day and can be reached through Campus Safety at x4444 or by calling 441-6783 directly.

### If you are assaulted:

1. First and foremost, get to a safe place and call campus safety and security (x4444) the Williamstown Police (9-458-5733), or Sexual Assault Survivor Services (441-6873) as soon as possible. Campus Safety and Security can put you in touch with a Dean on Call, with a Sexual Assault Survivor Advisor, or with a Counselor on Call any time, 24/7.
2. Get medical attention. Go to the Health Center or to North Adams Regional Hospital. Call Campus Safety and Security for a ride or have a trusted friend take you. It is important to seek medical assistance immediately to make sure you are physically okay. At this time (or within 72 hours of the assault) and with your permission, a specially trained member of the hospital Emergency Department may collect evidence of the assault by using a Rape Kit. The collection of evidence is important in the event you decide to take legal action against the assailant. Women survivors of sexual assault should also receive information about the morning-after-pill to reduce chances of pregnancy. Even if 72 hours have expired, medical attention is still of great importance to check for sexually transmitted diseases, pregnancy, etc. No costs for the above exam or tests will be billed to you or to your insurance company.
3. Report. You have three options for reporting a sexual assault:

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## *OPTION ONE: On-campus*

Williams has made it easy to report an assault because there are a number of offices where a report can be made. Campus Safety and Security x4444, the Dean's Office x4171 and the Health Center x2206. Any of these initial contacts can help you decide on a next step or next steps. We encourage you to report an incident to the College whether or not you want to pursue the case through the college's disciplinary system. There are several reasons why this is important. First, the College has resources that you can use to deal with the incident. Second, it is important for the College to know about an incident in order to maintain the safety of the community. Finally, the College offers a way to discipline the perpetrator if he or she is a member of the college community. The wishes of the student who has been sexually assaulted are likely to predominate in any decisions regarding investigation, complaint, or determined outcome except when there is clear danger to one or more members of the community.

This on-campus option is not exclusive of other reporting options. All or some may be pursued concurrently.

When you report an incident on campus, a Sexual Assault Survivor Advisor will be available to respond and will listen carefully to what you have to say. The first concern will be that you are taken care of both physically and emotionally. Depending on your needs and wishes, this could include steps such as making sure you get medical attention, having a supportive friend notified and having access to counseling. During this and subsequent meetings the primary role of the SASS member is to be supportive of you during this difficult time.

Once a report is made the Dean of the College is also notified. The Dean will need to make certain that community safety is addressed. If there is a danger to the community, the Dean will notify all members of the community. All colleges are required by Federal law-The Jeanne Cleary Act of 1998-to inform members of the campus about violent crimes that happen on campus. Usually this is done through an all-campus mailing that provides the general details of the assault (e.g. time, location, type of assault, a description of the assailant, if he/she has not been identified). The name of the survivor is never given. Every effort is made to inform the assault survivor before the mailing is distributed and to protect her or his identity. The Dean can help in changing your academic and/or living situation if needed. The Dean will also discuss the disciplinary procedures at the College and will tell you about your right to report the incident to the police. That Dean will be available to talk with you in confidence and to assist you through the disciplinary process which will include an investigation of the incident to determine the facts of the case.

The disciplinary process for violations of the College code of conduct can be found on page 138. Note that victims have the right to (1) be informed of the Dean's decision regarding disciplinary sanctions and (2) appeal the Dean's decision to the Student Faculty Discipline Committee.

Every attempt will be made to maintain confidentiality once a report of sexual assault is made. Students should be aware, however, that reports of sexual assault may not be kept confidential depending on the situation. The College must fulfill federal statistical reporting.

## *OPTION TWO: Reporting to the Police*

It is the right of every survivor to have criminal charges filed by a prosecutor, district attorney, or commonwealth attorney, and to pursue criminal prosecution and conviction of the perpetrator. This is done, most often, by reporting the assault directly to the Williamstown Police Department (413-458-5733 or 9-911). Reporting to the police does not commit you to further legal action but does make it easier for the police to investigate the crime if that is your wish. Early reporting will increase the chances of a successful prosecution.

The Williamstown Police Department has two officers who have special training and are certified by the state to investigate sexual assaults. During your initial meeting with a police officer, you will be asked to tell what happened and what your attacker looked like or who your assailant was, if you know. You may have a friend or other supportive person with you during this or any other interview with the police. A SASS member will be glad to accompany you as well.

The police are responsible for investigating and the District Attorney's Office is responsible for prosecuting such crimes. If you decide to prosecute and your case goes to trial, it will be handled by a member of the District Attorney's Office at the State's expense. You will incur no costs. In Berkshire County there is a Victim's Advocate Program which will work closely with you throughout the process.

Massachusetts law requires that your name be kept in confidence. Massachusetts General Laws-Chapter 265, Section 24C.

The period of limitation for filing criminal charges is fifteen years.

## *OPTION THREE: Civil charges*

Survivors of sexual assault also have the right to pursue a civil suit for money damages against the perpetrator of a sex crime, and against any other negligent or tortious parties. Civil suits are easier to win than criminal prosecutions, and may be pursued concurrently with other reporting options. In order to pursue a civil suit, you should contact a civil attorney, who will often work for a contingency fee. This means it will not cost you anything to sue unless you win and then the attorney will receive a percentage of your award as agreed upon in your contract.

4. It is also very important for survivors to Seek Counseling. Talk with a trained counselor who can help you deal with the effects of the sexual assault.

Counselors with training in helping survivors of sexual assault are available at:

Williams College Health Center x2206  
Williams College Psychological Counseling x2353  
Rape and Sexual Assault Network of Williams x4100  
Elizabeth Freeman Center 499-2425  
Sexual Assault Survivor Services (SASS) 441-6783  
Other resources that may be helpful include:  
Peer Health x3140  
Chaplain's Office x2483  
Donna Denelli-Hess x3013

## *Statement of the Victim's Rights*

- ◆ Victims have the right to be treated with respect by College officials
- ◆ The right not to be discouraged from reporting by College officials
- ◆ The right to be informed of the outcome and sanction of any disciplinary process involving sexual assault
- ◆ The right to be informed of their options to notify proper law enforcement authorities, including on-campus and local police, and the option to be assisted by campus authorities in notifying such authorities, if the student so chooses
- ◆ The right to be notified of available counseling, mental health or student services for victims of sexual assault both on campus and in the community

- ◆ The right to notification of and options for, and available assistance in changing academic and living situations after an alleged sexual assault incident, if so requested and if such changes are reasonably available
- ◆ The right not to have irrelevant prior sexual history admitted in a campus hearing
- ◆ The right to have the charges treated properly through the disciplinary process, including the right to appeal.
- ◆ The right to a campus restraining order against another student who has engaged in or threatens to engage in stalking, threatening, harassing or other improper behavior that presents a danger to the welfare of the complaining student
- ◆ The right to have complaints of sexual misconduct responded quickly and with sensitivity
- ◆ The right to have sexual assault reports investigated and appropriately resolved/addressed by the College.

*Statement of the Accused's Rights*

- ◆ The right to timely notices of charges, including the nature of the charge and possible sanctions
- ◆ The right to have the charges treated properly through the disciplinary process, including the right to appeal .
- ◆ The right to have an advisor to accompany and assist in a hearing by the Discipline Committee. This advisor can be anyone, including an attorney, but the advisor may not take part directly in the hearing itself, though they may communicate with the accused student as necessary
- ◆ The right to notice of the outcome and sanction of the hearing
- ◆ The right to an appeal, under certain circumstances that should be determined by the College
- ◆ The right to access campus resources for medical, counseling, and advisory services

## **Scientific Misconduct: Policies and Procedures**

### *Definition and Procedures*

“Scientific misconduct” is defined by the U.S. Public Health Service as “fabrication, falsification, plagiarism, or other practices that seriously deviate from those that are commonly accepted within the scientific community for proposing, conducting or reporting research. It does not include honest error or honest differences in interpretations or judgments of data.”

All allegations of scientific misconduct should be brought to the attention of the Provost of the College who will receive such allegations impartially and without prejudice. The Provost will protect, to the maximum extent possible, the privacy of those who in good faith report apparent misconduct. The Provost will initiate a process, which will consist of an initial inquiry, followed by an investigation if warranted.

### *The Inquiry*

The Provost, in consultation with the Dean of the Faculty, will undertake an initial inquiry of any allegation of scientific misconduct, make a determination and report within sixty calendar days unless circumstances clearly warrant a longer period. The Provost will secure the expertise necessary and appropriate for conducting an authoritative and thorough evaluation of the relevant evidence, taking precautions against real or apparent conflicts of interest. The Provost will prepare a written report stating what evidence was reviewed, summarizing relevant interviews, and presenting the inquiry’s conclusions. If an inquiry takes longer than sixty calendar days to complete, the report shall contain documentation of the reasons for exceeding the sixty-day period. The subject(s) of the inquiry will be provided with a copy of the report. The subject(s) may comment on the allegations and findings of the inquiry and these comments shall be made part of the record. The affected individual(s) will be afforded confidential treatment to the maximum extent possible.

Should the Provost conclude that further investigation is not warranted, detailed documentation of the inquiry shall be maintained for three years to permit later assessment of that conclusion. This documentation will be provided to authorized PHS personnel upon request.

Should the inquiry determine that the allegations are not confirmed, the Provost and the Committee will seek diligently to restore the reputations of persons alleged to have engaged in misconduct and to protect the positions and reputations of those persons who in good faith made allegations.

If findings from the inquiry provide sufficient basis for conducting an investigation, the Provost shall undertake further investigation within thirty calendar days after the completion of the inquiry.

### *The Investigation*

The investigation shall be conducted by the Provost and the Dean of the Faculty and three members of the faculty chosen by the Provost and the Dean in consultation with the Steering Committee, taking precautions against real or apparent conflicts of interest. The investigation normally will include examination of all documentation and interviews whenever possible with all individuals who have or might have information about the allegation, including accusers and accused. (A complete summary of each interview will be prepared for comment or revision by the interviewed party and the summary shall be included in the investigatory file. Respondent(s) comments will be part of the investigation record.) The committee shall secure the expertise necessary and appropriate for conducting an authoritative and thorough evaluation of the relevant evidence. Thorough documentation substantiating investigation findings shall be prepared and maintained.

The affected individual(s) will be afforded confidential treatment to the maximum extent possible. Should the investigation determine that the allegations are not confirmed, the Provost and the Committee will seek diligently to restore the reputations of persons alleged to have engaged in misconduct and to protect the positions and reputations of those persons, who in good faith, made allegations.

Should the allegations of misconduct be substantiated, appropriate sanctions shall be imposed, following the procedures described on page 138 of the Williams College *Student Handbook*.

Faculty and appropriate administrative staff will be informed on an annual basis of these policies and procedures and the importance of compliance.

### *Public Health Service Reporting Obligations*

In the case of projects funded through the Public Health Service (PHS), certain reporting obligations pertain. The Office of Scientific Integrity (OSI) of the PHS must be notified at any stage of either an inquiry or investigation of any immediate health hazard, need to protect federal funds or equipment, or need to protect the interests of persons involved in the inquiry or investigation

(including those who have made or who are the subject of allegations, their associated, and investigators), or if it is probable that the alleged misconduct is about to be reported publicly. In addition, OSI must be notified within 24 hours after the institution receives any reasonable indication that a crime may have been committed. The Provost also shall notify OSI and explain the reasons for ending an inquiry early.

The decision by the Provost to proceed with an investigation shall be reported in writing to the OSI on or before the date of the start of the investigation; the notification must include the subject's name, the general nature of the allegations, and the PHS application or grant numbers involved.

The Provost shall inform the OSI of any inquiry or investigation developments including facts that may affect the government's disbursement or award of federal funds and shall take interim administrative measures, if necessary to protect federal funds. The Provost shall notify OSI and explain the reasons for ending an investigation early. The Provost shall also request an extension from OSI if the investigation cannot be completed within 120 calendar days, providing the OSI with an explanation for the delay, an interim progress report, and an estimated completion date.

The OSI shall be notified of the outcome of the investigation and provided with a detailed report covering investigation policies and procedures, sources of information, findings, the basis for findings, "the actual text or an accurate summary of the views of an individual(s) found to have engaged in misconduct", and sanctions imposed by the institution. The institution shall make available the documentation substantiating the findings.

## **Sexual Harassment Policy**

Policies and procedures, approved by the Faculty on December 5, 1990 and by the Board of Trustees on January 19, 1991, effective as of May 6, 1991. See accompanying Non-Discrimination Policy and Grievance Procedures. Policies and Procedures are also available in the *Student Handbook*, the *Faculty Handbook*, the *Support Staff Handbook*, and the *Administrative Staff Handbook*.

### **SEXUAL HARASSMENT POLICY<sup>1</sup>**

A healthy and productive educational community is one in which students, faculty, and all staff treat each other with mutual respect. Such a community requires an atmosphere free of discrimination on the basis of race, color, sex, national origin, religion, age, disability, marital status, sexual orientation, gender identity or expression, ancestry, or military service. Sexual harassment, a form of discrimination based on sex or sexual orientation, clearly endangers such an atmosphere and is not tolerated at Williams College. Behavior that constitutes sexual harassment is also prohibited by both state and federal law.

The College's definition of sexual harassment, which is based on the definition formulated by the federal Equal Employment Opportunity Commission and state legislation, is as follows:

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

- (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, instruction, or participation in other college activities, or
- (2) submission to or rejection of such conduct by an individual is used as a basis for making academic, employment, or personnel decisions affecting that individual, or
- (3) such conduct has the purpose or effect of unreasonably interfering with an individual's performance by creating an intimidating or hostile educational or working environment.

Sexual harassment breaches the trust that should exist among members of an educational community. Sexual harassment can have an impact on any member of the college community regardless of sex or sexual orientation. It can occur between people whether or not they are in a relationship where one has power over the other, or are of different sexes or gender identities. Victims can be anyone; students or members of the faculty or staff; superiors, subordinates, or peers. Sexual harassment can disturb the climate in classroom, residence, or workplace, and alter the course of one's education or career, presenting obstacles to the free and full development of an individual. It can, moreover, cause serious and lasting harm to an individual. The College is committed, therefore, to taking whatever action may be needed to prevent, correct, and, if necessary, discipline behavior that constitutes sexual harassment. Officers of the College and advisors who are conversant with the definitions of sexual harassment and the procedures the College uses to prevent and remedy discriminatory behavior are available to all members of the community for consultation.

The term sexual harassment covers a broad range of behavior. Examples of the forms it can take include sexually offensive remarks or conduct; repeated or persistent remarks, jokes, or other actions that are demeaning to one's sex, gender identity, gender expression, or sexual orientation; unwanted physical contact; requests or demands for sexual favors accompanied by implicitly or explicitly promised rewards or threatened punishment; attempted or completed physical sexual assault. Behavior that constitutes sexual harassment is actionable under the College's discrimination grievance procedures.

Sexual harassment may also be at issue in relationships that begin as consensual ones. Anyone in a position of institutional authority over other persons should be sensitive to the potential for coercion in sexual relationships that also involve professional relationships. These problematic relationships may involve persons in a position of authority over their institutional subordinates (e.g., tenured faculty and non-tenured faculty; administrators and staff); or they may involve those who teach and counsel students. Sexual harassment, when it exploits the authority the institution gives to its faculty and staff, or otherwise compromises the boundary between personal and professional roles, is an abuse of the power the College entrusts to its faculty and staff. Anyone who willingly enters into a sexual relationship is, of course, in some measure personally responsible for the consequences of having done so. In cases, however, where a sexual relationship between a faculty member and a student, or a supervisor and a subordinate, occurs during a period of instructional or supervisory responsibility, the person in the position of authority will be held accountable, by virtue of his or her professional responsibility, should a claim of sexual harassment be lodged against him or her. The recommendations and requirements described in sections A and B below are designed to protect the integrity of the College's instructional, counseling, and supervisory responsibilities by separating sexual relationships from professional ones, where instruction or supervision is involved.

### **A. Potentially Coercive Relationships Between Students and Faculty or Staff**

All faculty and many staff are potentially in a position of power with regard to students; hence, sexual relationships between employees and students are in almost all cases inappropriate. A sexual relationship between them, however, is altogether unacceptable, when a faculty or staff member actually does have teaching, evaluative, advising, or supervisory responsibilities for a stu-

dent, even if the parties involved view the relation as consensual. Sexual relationships in the instructional context are likely to put claims of consent in question. It is often difficult for a student to be certain of the motives of a member of the faculty or staff. It is also difficult for a person in a position of authority to be certain that the student's consent is genuine, rather than motivated by an unspoken fear of the consequences of not consenting. In addition, a sexual relationship with a student for whom one has professional responsibilities may raise questions of unfair academic advantage or of unwarranted negative evaluation, which can adversely affect the educational environment for other students, as well as for the person directly involved. Should any of these questions arise, sexual discrimination is at issue.

To protect the integrity of the educational process, the College requires a faculty or staff member a) to refrain, except under unusual circumstances and with the permission of the appropriate executive officer, from taking on any teaching, evaluative, counseling, or supervisory roles involving a student with whom he or she has had a sexual relationship in the past. The College also requires a faculty or staff member b) to remove himself or herself from any teaching, evaluative, counseling, or supervisory role involving a student with whom he or she is currently having a sexual relationship, even if it is considered consensual. Since the absence of the faculty or staff member may deprive the student of educational, counseling, or career opportunities, both parties should be mindful of the potential costs to the student before entering into a sexual relationship. If they nonetheless choose to do so, and the faculty or staff member currently has professional responsibilities for the student, the parties involved should consult with either party's executive officer or department chair/director about how best to implement the removal, abiding by the administrator's decision. A faculty or staff person who does not abide by rules (a) and (b) is at substantial risk under College policy to complaints of coercion, or of preferential or prejudicial treatment. Should the complaint be found valid, the faculty or staff member will also be subject to disciplinary action.

### **B. Potentially Coercive Relationships Involving Faculty and/or Staff**

A sexual relationship with a member of the faculty or staff for whom one has professional responsibilities may similarly put claims of consent into question or raise questions of unfair evaluation. To protect the integrity of the working relationships among employees, the College requires anyone in a position of authority a) to refrain from any supervisory, evaluative or counseling role involving a subordinate with whom he or she has had a sexual relationship in the past, unless the circumstances warrant a waiver. The College also requires a faculty or staff person b) to remove him or herself from any supervisory, evaluative, or counseling role involving a subordinate employee with whom he or she currently has a sexual relationship. The parties involved should consult with either party's executive officer or department chair/director concerning the need for a waiver or a removal. That person shall grant or deny the waiver or arrange for the removal, and the parties involved shall abide by the administrator's decision. A faculty or staff person who does not abide by rules (a) and (b) is at substantial risk under College policy to complaints of coercion, or of preferential or prejudicial treatment. Should the complaint be found valid, the faculty or staff member will also be subject to disciplinary action.

Williams College takes seriously any allegation of sexual harassment and will investigate all such charges promptly. In deciding whether alleged conduct constitutes sexual harassment, and in determining the degree of seriousness of the harassment, the College will look at the record as a whole and at the totality of the circumstances, such as the nature of the sexual conduct and the context in which the alleged incidents occurred. The College's actions, which are designed primarily to remedy any harm done to those who have been subjected to sexual harassment and to protect other members of the community, may range from a warning to suspension or expulsion, when the offender is a student. When the offender is a faculty or staff member, the disciplinary action may range from a reprimand to non-reappointment or the initiation of proceedings for dismissal for cause. They may also include warnings regarding the consequences of future misconduct, removal from certain teaching, advising, or supervisory roles, and other restrictions on the person's professional role at the College. Students and employees who believe they have been sexually harassed may use the discrimination grievance procedures in the Student Handbook, Faculty Handbook, Administrative Staff Handbook, and Support Staff Handbook. Questions of confidentiality are addressed in the discrimination grievance procedures.

### **Footnotes for Sexual Harassment Policy**

- 1 Nothing in this policy statement should be taken to supersede the College's commitment to academic freedom, which it hereby re-affirms. The College follows the American Association of University Professors' "1970 Interpretive Comments" of the "1940 Statement of Principles on Academic Freedom and Tenure, with 1970 Interpretive Comments," which state that "controversy is at the heart of ... free academic inquiry" but simultaneously "underscore the need for teachers to avoid persistently intruding material which has no relation to their subject" (AAUP Policy Documents and Reports, Ninth ed., 2001, p. 5).
- 2 The discrimination grievance procedures define the officers and advisors (see Advising Procedure, paragraph 1 and Informal Procedure, paragraph 1).
- 3 For the purposes of the discrimination grievance procedures, the executive officer for students is the Dean of the College; for faculty, the Dean of the Faculty; and for staff, the Vice-President for Operations.
- 4 The removal rule (b) applies also to students who have job supervision responsibilities for other students at the College. A student should not participate in any decisions that would confer direct employment benefits on or withhold them from a student with whom he or she has or has had a sexual relationship. Students to whom this may apply should consult with the department director, who will decide what sort of removal, if any, is required.
- 5 Failure to abide by rules (a) and (b) may also subject a faculty or staff member to charges of conflict of interest.
- 6 Failure to abide by rules (a) and (b) may also subject a faculty or staff member to charges of conflict of interest. It should be noted that a removal policy is also in place for family relationships (*Faculty Handbook*, II-P; *Administrative Staff Handbook*, Section IV; *Support Staff Handbook*, Section IV).

## **Student Business Regulations**

*The following regulations govern student businesses at Williams:*

1. No Williams student may engage in the sale and distribution of goods or services to or solicitation of subscriptions from Williams students without the approval in writing from the office of the Dean of the College.
2. The word "College" must not appear as part of a business name on any advertising letterhead, piece of equipment, or product.
3. Dormitory room addresses, SU box numbers, or general delivery to the Campus Post Office cannot be used in any form of advertising, public notices, or for the delivery of any material. Student distribution charges are \$.07 each for 30 pieces and above. Students distributing mail for outside businesses are charged \$.18 each piece. The Campus Post Office will contact the sender and the Dean's Office prior to distributing mailings with questionable content. Mailings may also be delayed due to

# A P P E N D I X . . .

current workloads. Three days notice should be given to the Campus Post Office to ensure the timeliness of delivery of business advertisements.

4. A financial report must be submitted to the Dean's Office at the end of each year's operation.
5. Business permits must be renewed annually at the Dean's Office.
6. Inasmuch as the College does not charge a fee for business permits, the practice of "selling" or "auctioning off" the "right" to operate a business is prohibited. Violation will lead to permanent revocation of permission to operate on the campus.
7. Vending machines on the campus are under the control and supervision of the College. Operation of such equipment by students is prohibited.
8. Outside companies or organizations wishing to operate on the campus must do so through a recognized student business.
9. Conflicts:
  - a) When there are multiple requests to operate businesses within a single field, the office of the Dean of the College will determine the maximum number of student agents allowed to operate.
  - b) When student businesses come into conflict with the activities or services of student organizations recognized by the College Council, the office of the Dean will refer the applications of proposed businesses to the College Council. Upon reviewing the case of the applicant and the case of the organization with which the applicant is in conflict, the College Council will assist the Dean in deciding whether the proposed business should or should not operate.
10. The office of the Dean of the College and the Committee on Undergraduate Life may review at any time the operation of any student business and may revoke its permission to operate on the campus.

## Vehicle Parking Regulations

### Motor Vehicle Parking Regulations

Each vehicle registered with the College (including motorcycles and mopeds) is assigned a space in a student parking lot; students should park in their assigned lots only (exceptions are that:

#### April 15-November 15

1. Students may park in faculty/staff spaces between the hours of 5:00 p.m. and 5:00 a.m., Monday through Friday nights.
2. Students may park in faculty/staff spaces between the hours of 9:00 a.m. and 5:00 a.m. on Saturday and Sunday, except Lawrence Hall Drive where students may park between the hours of 6:00 p.m. and 5:00 a.m., seven days a week.
3. Students may park in the lot between B&G and the Towne Field House as early as 3:30 p.m. on weekdays and 9:00 a.m. on weekends. No overnight parking is allowed. All vehicles must be removed prior to the 5:00 a.m. deadline.

#### November 16-April 14

1. Students may park in faculty/staff spaces between the hours of 5:00 p.m. and 2:00 a.m., Monday through Friday nights.
2. Students may park in faculty/staff spaces between the hours of 9:00 a.m. and 2:00 a.m. on Saturday and Sunday, except Lawrence Hall Drive where students may park between the hours of 6:00 p.m. and 2:00 a.m., seven days a week.
3. Students may park in the lot between B&G and the Towne Field House as early as 3:30 p.m. on weekdays and 9:00 a.m. on weekends. No overnight parking is allowed. All vehicles must be removed prior to the 2:00 a.m. deadline.

Off campus and commuting students will be assigned to St. Patrick's Church lot at the rear of the church on Southworth Street. There is no overnight or weekend parking in St. Patrick's lot.

All vehicles left on campus during spring break must be parked in the Mission Park lot so as to facilitate the sweeping of all paved areas. Students failing to move their vehicle to the Mission Park lot for spring break will be ticketed for parking in a restricted area and will be towed.

Further information about parking rules and regulations will be provided by the Campus Safety and Security Office at the time students register vehicles.

### Penalties

All rules are strictly enforced. A total of two warnings per year apply only to tickets issued for A-D violations.

A) Parking in restricted area	\$50.00	
B) Unregistered/Failure to display decal	\$50.00	
C) Overtime	\$50.00	
D) Parking in grass	\$50.00	
E) Parking in handicap	\$101.00	no warning
F) Parking in fire lane	\$101.00	no warning
G) Unsafe Operation	\$101.00	no warning
H) Boot/immobilizer fee	\$201.00	no warning
I) Suspension	\$201.00	no warning

G violations include: 1) one way/wrong way violation, 2) failure to stop or yield at a marked intersection, 3) excessive speed.

An immobilizing device may be placed on unregistered or unidentified vehicles found repeatedly parked illegally on campus. It will be necessary for the person responsible for the vehicle to report to Campus Safety and Security before the apparatus is removed. There will be a \$201.00 fee assessed to remove the boot and the total fine must be paid in full or placed in a term bill.

Repeated offenses beyond the tenth are \$201.00 each and may result in towing and/or disciplinary action. The suspension issued on the tenth ticket will be for the remainder of the current academic year. However, if a student receives five suspended tickets the suspension will be extended to the next academic year.

Tickets will be placed on vehicles that are illegally parked or in violation of a rule or regulation. All unpaid violations will be placed on a term bill for payment.

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Jewish Religious Center C-5  
Lamb Field E-7  
Lasell Gymnasium E-4  
Lawrence Hall, College Museum E-4  
The Log E-5  
Mason House F-4  
Mather House B-5  
Mears House, Alumni Relations C-3  
Milham Planetarium, Mehlin Museum, Old Hopkins Observatory F-4  
Miller House D-5  
Morey House, Economics F-2  
Morley Science Labs D-5  
Oakley Center D-7  
Old Hopkins Observatory, Mehlin Museum, Milham Planetarium F-4  
Paresky Student Center D-4  
President's House D-4  
Rice House D-5  
Sawyer Library D-3  
Schapiro Hall D,E-3,4  
Science Center D-5  
Schow Science Library D-5  
Sears Bungalow C-3  
Security, Hopkins Hall E-4  
Simon Squash Center E-5  
Siskind House D-5  
'62 Center for Theatre and Dance B,C-4  
Spencer Studio Art Building G-5  
Stetson Hall (*Offline 2008-2014*) E-3  
Stocking House F-3  
Student Dining Halls: Driscoll F-5; Paresky D-4; Mission Park D-2  
Student Residences: Agard B-6; Armstrong D-2; Brooks C-4,5; Bryant B-4; Carter B-3; Chadbourne B-5; Currier F-4; Dennett D-2; Dodd E-3; Doughty D-6; East College F-4; Fayerweather F-5; Fitch F-5; Fort Hoosac A-7; Garfield A-5; Gladden B-3; Goodrich House E-3; Greylock Quad B-3,4; Hubbell E-2; Lambert C-6; Lehman D-3; Mark Hopkins B-3; Milham C-5; Mills D-2; Mission Park D-2; Morgan D-4; Parsons E-2; Perry B-4; Poker Flats D,E-2; Pratt D-2; Prospect F-5; Sage D-3; Sewall E-3; Spencer C-4; Susan Hopkins D-6,7; Thompson D-2; Tyler and Annex C-2; West College D-4; Williams D-3; Wood B-4,5; Woodbridge C-4  
Southworth Schoolhouse, Archives and Chapin Library F-2  
Taconic Golf Course G-7  
Thompson Memorial Chapel E-4  
Thompson Science Labs D-5  
Towne Field House E-6  
Vogt House C-3  
Weston Field F-7  
Weston Hall, Career Counseling C-4  
Williams College Museum of Art E-4

