
The Offer of the College

To be at home in all lands and all ages;
To count Nature a familiar acquaintance,
And Art an intimate friend;
To gain a standard for the appreciation of others' work
And the criticism of your own;
To carry the keys of the world's library in your pocket,
And feel its resources behind you in whatever task you undertake;
To make hosts of friends...
Who are to be leaders in all walks of life;
To lose yourself in generous enthusiasms
And cooperate with others for common ends –
This is the offer of the college for the best four years of your life.

Adapted from the original "Offer of the College"
by William DeWitt Hyde
President of Bowdoin (1885-1917)

ADMINISTRATIVE ORGANIZATION

President of the College Barry Mills, the chief executive officer of the College, is involved with all aspects of Bowdoin's operations and holds formal responsibility for intellectual leadership. He carries out the policies of the Board of Trustees, leads Bowdoin's short- and long-term planning, operating and capital budgeting, and establishes fiscal and programmatic priorities. President Mills holds open office hours from 2:00-4:00 p.m. on Fridays in the Morrell Lounge in David Saul Smith Union to meet and talk with students. The President's Office is located on the second floor of Hawthorne-Longfellow Hall.

Dean of Student Affairs Timothy W. Foster is chief student affairs officer at the College and is responsible for much of the student experience beyond the classroom. He oversees a wide variety of campus offices that provide programs and services to Bowdoin students and serves as the principal voice relaying student concerns to the president of the College and the Board of Trustees. The dean is responsible for overseeing the College disciplinary system in collaboration with the associate/assistant deans, the director of residential life, the office of safety and security, and the Judicial Board. The Office of the Dean of Student Affairs is located on the second floor of Moulton Union.

Dean for Academic Affairs Cristle Collins Judd is the chief academic officer of the College. Her office is responsible for matters of general academic policy and faculty personnel policy. The dean for academic affairs chairs the Curriculum and Educational Policy Committee, which oversees the development of the curriculum. The dean is involved in the tenure review and promotion processes for faculty. The Office of the Dean for Academic Affairs is located on the second floor of Hawthorne-Longfellow Hall.

Senior Vice President for Finance and Administration and Treasurer S. Catherine Longley oversees many areas of the College administration, including all aspects of the College's budget from planning to implementation; the administration of College finances, cash management, real estate and properties, and risk management; the Controller's Office including all accounting services; Dining Service and the Bookstore; Facilities Management, including the Events and Summer Programs Office and Campus Services; the Office of Safety and Security; and Human Resources. The Treasurer's Office is located in Ham House on Bath Road.

Senior Vice President for Planning and Administration and Chief Development Officer William A. Torrey has oversight for the offices relating to fund-raising, alumni affairs, and public relations and communications. He also has responsibility for community relations and College relations with the state and federal governments. In addition, he oversees the Children's Center. His office is located at 85 Federal Street.

Dean of Admissions and Financial Aid William M. Shain is responsible for the recruitment and selection of new students including all first-year and transfer students. He oversees the staff of the Admissions Office and the Student Aid Office and works with the Faculty Committee on admissions and financial aid to develop admissions and financial aid policies for the College. The Admissions Office is located in Burton-Little House at the corner of Park Row and College Street.

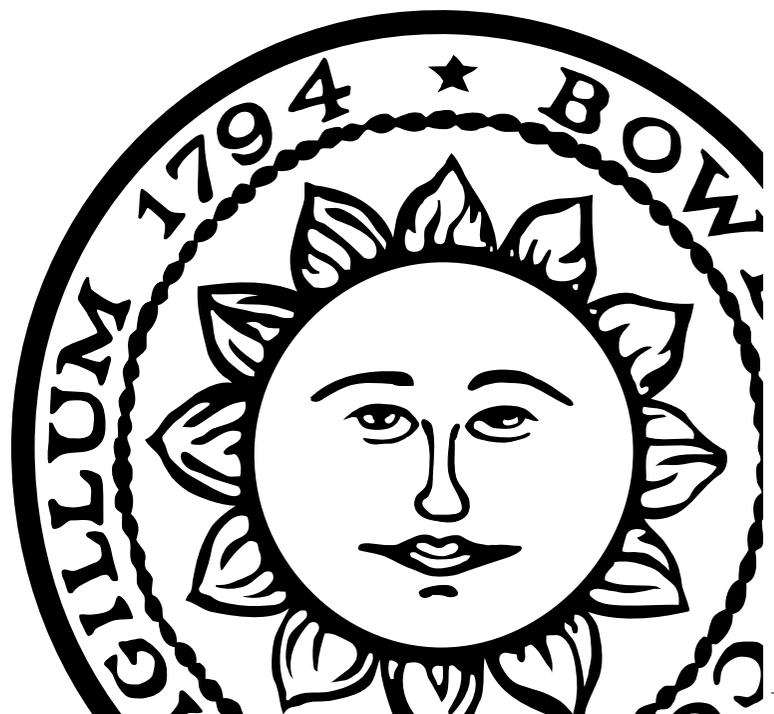
Dean for Academic Advancement Kassie Freeman supports the College's academic commitment to the education of students from diverse backgrounds. Reporting to the president and the dean for academic affairs, she provides leadership and strategies that enhance existing programs and she identifies new strategies to ensure the academic success and excellence of the diverse student population. She also develops strategies that enable Bowdoin to attract and retain a diverse faculty. Dean Freeman's office is located on the second floor of Hawthorne-Longfellow Hall.

Vice President for Investments Paula J. Volent is responsible for the oversight and management of the College's endowment and planned giving investments, reporting directly to the president of the College and the Trustee Investment Committee. Her office is located in the Treasurer's Office, Ham House, on Bath Road.

Chief Information Officer Mitchel Davis is responsible for coordinating technology for all academic and administrative departments at the College. Reporting directly to the president, he plays a key leadership role in collaborative analysis and design of the College's technology strategy and resource allocation in support of learning and teaching, faculty research, and institutional management. As director of Information Technology, he is instrumental in making Bowdoin one of the most technically advanced liberal arts colleges in the country. The CIO's office is located on the third floor of Hawthorne-Longfellow Hall.

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CALENDAR

FALL SEMESTER 2006 (205TH ACADEMIC YEAR)

August 22-26, Tues.-Sat.	Pre-Orientation Trips
August 26, Saturday	College housing ready for occupancy for first-year students only, 8:00 a.m.
August 26-30, Sat.-Wed.	Orientation
August 28, Monday	First-year online seminar registration
August 28, Monday	Transfer Student Registration, 4:00 to 5:00 p.m.
August 29, Tuesday	College housing ready for occupancy for upperclass students, 8:00 a.m.
August 29, Tuesday	Advising and Course Registration for first-year students
August 29, Tuesday	Registration Cards due from first-year students by 12:45 p.m.
August 30, Wednesday	Phase II Registration for first-year students (12:00 to 3:00 p.m.)
August 30, Wednesday	Opening of the College, Convocation at 3:30 p.m.
August 31, Thursday	Fall semester classes begin, 8:00 a.m.
August 31, Thursday	Add/drop course registration begins
September 4, Monday	Labor Day; classes in session (College holiday, many offices closed)
September 6, Wednesday	Last day to initially register for courses without a fine; last day to submit Enrollment Form without a fine
September 13, Wednesday	For all students, last day to add courses; For returning students, last day to drop courses
September 16, Saturday	Common Good Day
September 23, Saturday	Ramadan begins at first light
September 22-24, Fri.-Sun.	Rosh Hashanah, begins at sunset on Sept. 22 and concludes at sunset on Sept. 24
September 28-30, Thurs.-Sat.	Alumni Council, Alumni Fund Directors and BASIC National Advisory Board meetings
October 1-2, Sun.-Mon.	Yom Kippur, begins at sunset on Oct. 1 and concludes at sunset on Oct. 2
October 6, Friday	Sarah and James Bowdoin Day
October 6-8, Fri.-Sun.	Parents Weekend (Note: Columbus Day is Monday, Oct. 9)
October 11, Wednesday	Last day for new students to drop courses; last day for all students to declare or change credit/D/F option
October 13, Friday	Fall vacation begins after last class
October 18, Wednesday	Fall vacation ends, 8:00 a.m.
October 20-22, Fri.-Sun.	Homecoming Weekend
October 22, Sunday	Ramadan ends at last light
November 9-11, Thurs.-Sat.	Meetings of the Board of Trustees: The Bowdoin Campaign kick-off (Boston)
November 9-16, Thurs.-Thurs.	Advising and Course Registration for 2007 Spring semester; Deadline to return cards 5:00 p.m. on Nov. 16
November 22, Wednesday	Thanksgiving vacation begins, 8:00 a.m.* (Nov. 22-24: College holidays, many offices closed)
November 27, Monday	Thanksgiving vacation ends, 8:00 a.m.
November 27-29, Mon.-Wed.	Phase II Course Registration for students needing to adjust their spring schedules
December 7, Thursday	<i>Second semester bill is mailed by the Bursar's Office</i>
December 8, Friday	Last day of classes
December 9-12, Sat.-Tues.	Reading period
December 13-18, Wed.-Mon.	Fall semester examinations
December 18, Monday	Deadline for Seniors to declare a new major or minor
December 19, Tuesday	College housing closes for winter break, noon

Notes:

Regular class schedules in effect on holidays listed unless otherwise noted.

*Wednesday, November 22 classes will be rescheduled on a class-by-class basis by the course instructor.

CALENDAR

SPRING SEMESTER 2007

January 1, Monday	New Year's Holiday (College holiday, many offices closed)
January 8, Monday	Second semester bill is due to the Bursar's Office
January 8, Monday	Grades available to students on Bearings
January 15, Monday	Martin Luther King, Jr. Day (College holiday, many offices closed)
January 20, Saturday	College housing available for occupancy, 8:00 a.m.
January 22, Monday	Spring semester classes begin, 8:00 a.m.
January 26, Friday	Last day to register for courses without a fine; Last day to return Enrollment Form without a fine
February 1, Thursday	Student Aid Filing Instructions available for returning students online at www.bowdoin.edu/studentaid
February 2, Friday	For all students: last day to add courses; For returning students: last day to drop courses (Note: First-years who began in the fall are considered returning students.)
February 8-10, Thurs.-Sat.	Meetings of the Board of Trustees
February 19, Monday	Presidents' Day; classes in session (College holiday, many offices closed)
March 2, Friday	Last day for all students to declare or change credit/D/F option; Last day for new students to drop courses (Note: Only students who started spring semester are considered new students.)
March 9, Friday	Deadline for sophomores to declare majors/minors
March 9, Friday	Spring vacation begins after last class
March 10, Saturday	College housing closes for spring vacation, noon
March 24, Saturday	College housing available for occupancy, 8:00 a.m.
March 26, Monday	Spring vacation ends, 8:00 a.m.
April 2-10, Mon.-Tues.	Passover, begins at sunset on April 2 and concludes at sunset on April 10
April 6, Friday	Re-enrollment deposit due to the Bursar's Office
April 6, Friday	Good Friday
April 8, Sunday	Easter
April 12-14, Thurs.-Sat.	Alumni Council, Alumni Fund Directors and BASIC National Advisory Board meetings
April 16, Monday	Deadline for receipt of applications and electronic data in the Student Aid Office
April 19-26, Thurs.-Thurs.	Advising and Course Registration for Fall 2007 Semester; deadline to return cards 5 p.m. on April 26
May 2-4, Wed.-Fri.	Phase II Course Registration for students needing to adjust their fall 2007 schedules
May 9, Wednesday	Deadline to apply for 2007-2008 Stafford and PLUS Loans with the Student Aid Office
May 9, Wednesday	Last day of classes; Honors Day
May 10-12, Thurs.-Sat.	Meetings of the Board of Trustees
May 10-13, Thurs.-Sun.	Reading period
May 14-19, Mon.-Sat.	Spring semester examinations
May 20, Sunday	College housing closes for non-graduating students, noon
May 22, Tuesday	Degree candidate grades available on Bearings after grades are submitted from instructors
May 25, Friday	Baccalaureate
May 26, Saturday	The 202nd Commencement Exercises
May 26, Saturday	College housing closes for graduating students, 6:00 p.m.
May 28, Monday	Memorial Day (College holiday, many offices closed)
May 31-June 3, Thurs.-Sun.	Reunion Weekend
June 1, Friday	Undergraduate grades available on Bearings after grades are submitted from instructors

LETTER FROM THE DEAN



August 2006

Dear Bowdoin Students,

Welcome to the new members of the College, the Class of 2010! And welcome back to the campus, all upperclass students. Please take some time at the beginning of the year to read this Student Handbook. In particular, consider the “Values of Our Learning Community” set forth on the following two pages. That statement, developed by the Commission on Residential Life in 1996-97, is a clear testament to Bowdoin’s values as a college community. William DeWitt Hyde’s “Offer of the College,” published in 1906, provides an earlier yet enduring statement of Bowdoin’s purpose.

The Student Handbook is provided as a reference; it is a guide to the policies, procedures, and governance structure of the College. It is your responsibility to be familiar with College policies published within this Handbook and the Bowdoin College Catalogue and for abiding by the rules and regulations described. The Handbook is a resource that exists to assist you in planning, navigating, and—importantly—contributing to the future policies and directions of your College. As is described in the section on College Governance, students are full members of virtually all faculty, college, and trustee committees, and those committees develop the policies of the College. Compared to many other colleges, Bowdoin has an unusually high level of student representation at all levels of governance, and the opportunity to serve and participate can be powerfully educational and meaningful.

Whether you are new to Bowdoin or a returning upperclass student, I urge you to reflect on the coming year and determine what it is that you would like to accomplish within and beyond the classroom. You may never again find yourself at a time or place in your life that offers such a wonderful opportunity for growth. But to ensure this growth, you’ll need to challenge yourself. Toward that end, I urge you: resist that which is familiar and comfortable to you. You will determine whether these are “the best four years of your life.” I hope that you use your time here to establish a personal standard of intellectual engagement, community involvement and leadership, rich and diverse friendships, and the enjoyment of “generous enthusiasms” that you will sustain and build upon throughout your life.

My colleagues and I wish you every success at Bowdoin and stand by to help and to challenge you as you take full advantage of this extraordinary place.

Best wishes for a successful year.

Sincerely,

A handwritten signature in dark ink, appearing to read "T. W. Foster". The signature is written in a cursive, slightly stylized font.

Timothy W. Foster
Dean of Student Affairs

OUR LEARNING COMMUNITY

A residential college adds significantly to the education of students when it provides the opportunity for a distinctive and dynamic learning community to develop. In such a community, Bowdoin students are encouraged, both directly and indirectly, to engage actively in a quest for knowledge both inside and outside the classroom, and to take responsibility for themselves, for others, and for their community. They are challenged to grow personally by constant contact with new experiences and different ways of viewing the world. Simultaneously, they are supported and encouraged by friends, faculty, staff, and other community members and find opportunities for spontaneous as well as structured activities. Such a community promotes the intellectual and personal growth of individuals and encourages mutual understanding and respect in the context of diversity.



OUR LEARNING COMMUNITY

A learning community has a distinctive set of values and qualities which support individual growth and development. These values emerge from and reinforce the finest traditions and heritage of the College. By creating and maintaining rich relationships with the world beyond, the College prepares students for engagement in the local, national, and international communities and connects them with the larger Bowdoin family.

VALUES OF OUR LEARNING COMMUNITY

Engagement in active learning and inquiry — Such a community is characterized by a lively intellectual life of inquiry, discussion, debate, and respectful disagreement; vigorous pursuit of knowledge and understanding both independently and collaboratively; the highest standards of academic and intellectual honesty; and celebration of the arts through creation, performance, and appreciation.

Challenge and growth — A residential community brings together people of varying experiences, values, beliefs, and interests in the recognition that much learning and personal growth come through the creative friction created in contact with difference. Such a community also encourages its members to develop their own interests and talents as individuals and together in groups and provides opportunities for leadership and collaboration.

Freedom of inquiry and expression — A learning community encourages free expression of widely varying views; it challenges assumptions and values.

Mutual respect and civility of discourse — In a learning community, differences are prized and respected and disagreement is not meant or understood as personal animosity.

Concern for others — In a learning community, members care about their neighbors, encourage their achievements, and support them when they need assistance.

Shared responsibility for the community — A learning community requires honesty, high integrity, and personal responsibility of its members and expects that they will hold one another accountable for living up to these values. Members of such a community learn to collaborate with one another in solving community problems.

Friendship and fun — In a learning community, members find close and lifelong friends, relax together, meet new people, and enjoy life. Active and varied athletic, recreational, and social activities provide a context for healthy fun, as do the spontaneous activities of students.

Connection to the larger community — A learning community thrives in its relative isolation from the immediate demands and commitments of the world, but cannot accomplish its mission without meaningful connections that link it to that world outside. Learning is enriched through bonds between alumni, parents, and the College; through voluntary social service and political and social action that teach students by engaging them in the world; through appropriate opportunities to study in other settings; and through a lively parade of visitors to campus to share talents, views, and experiences.

Commitment to serving the common good outside as well as within the College — The learning community to which we aspire at Bowdoin values and supports the activities of its members that contribute to the quality of life at the College, in Brunswick, in Maine, and in the world beyond. The community offers opportunities to serve and celebrates the work of those who do so.

Affirmation of Bowdoin's history and its finest traditions — In a learning community at Bowdoin, members join together in solemn ceremonies such as Convocation and Commencement; at celebratory events such as Homecoming and ReunionWeekend; and in myriad other recurrent events that remind the community members of their connections to one another and to the past and future of their College.

Excerpted from *Building Community at Bowdoin College, An Interim Report of The Commission on Residential Life to The Board of Trustees of Bowdoin College*, February 22, 1997

ACADEMIC LIFE

ACADEMIC LIFE

The *Bowdoin College Catalogue* for 2006-2007 provides a comprehensive explanation of the curriculum and its associated academic standards and regulations. Just as students are responsible for the content of the *Student Handbook*, so too are they responsible for reading and following the academic policies and regulations of the College presented in the *Bowdoin College Catalogue*. The *Student Handbook* supplements the catalogue and references those topics/issues which most frequently concern students. When students have questions about the academic program, they should turn first to the catalogue for an explanation and second to a member of the dean's office or an advisor for interpretations or answers to specific questions.

You will find information on these and other policies and regulations in the catalogue:

- Course Load
- Attendance and Examinations
- Incompletes
- Deficiency in Scholarship
- Leave of Absence
- Medical Leave of Absence
- Transfer of Credit
- Recording Committee

THE ACADEMIC PROGRAM

The ability to read critically, think coherently, write effectively, speak with force and clarity, and to act constructively are central features of a liberal arts learning experience. Moreover, a serious liberal arts education promotes independent learning, appreciation and respect for diversity of thought, intellectual breadth, and compassionate behavior. Bowdoin College is firmly committed to fostering these values within the context of a residential community experience.

Bowdoin does not prescribe specific courses for all students. Instead, with the help of an academic advisor, each student determines an appropriate selection of courses. To ensure that students explore the breadth of the curriculum before settling upon a major, they are expected to complete modest distribution requirements. It is expected that distribution courses will not lead simply to other courses in the same subject; they should raise questions and evoke curiosity about other disciplines.

The College also recognizes through its course offerings the importance of relating a liberal arts education to a society whose problems and needs are continually changing. Bowdoin encourages students to extend their concerns and awareness beyond the personal. At the same time, the College helps students integrate curricular choices in accord with individual intellectual needs. Interaction between students and their academic advisors is a vital part of this educational experience.

ADVISING

PRE-MAJOR ACADEMIC ADVISING

The Office of the Dean of Student Affairs coordinates the academic advising system. Incoming students are matched with a pre-major academic advisor by the dean of first-year students. A number of factors are considered when making advisor/advisee matches including academic interest, research interest, co-curricular interest, special need(s), residential affiliation, advising expectations, etc. The pre-major academic advising model is a generalist model: students and advisors are not matched according to a student's anticipated major. All pre-major academic advisors are familiar with the curriculum and the distribution requirements and are able to help students complete the requirements of the general program before declaring a major.

In unusual situations, students will be able to switch advisors. Students wishing to do so should consult with their current advisor or their dean and then identify another advisor. Once a new advisor has been identified, the student should stop by the office of the dean of student affairs on the second floor of Moulton Union and complete an advisor change card. The dean's office will then record the change, collect the file from the current advisor, and forward it to the new advisor.

During Orientation, new students have the opportunity to meet with their pre-major academic advisors and discuss the range of courses and departments at Bowdoin. Advisors and students work together to consider academic goals and personal interests and to plan a course of study. **The Academic Fair during Orientation provides students with a chance to ask faculty and students questions about specific course offerings or about a department's program in general.**

ACADEMIC LIFE

An Advisor's signature on required material should indicate that the advisor and student have discussed the course selections. The advisor's signature is required for formal registration at Bowdoin. *Individuals who misrepresent or forge advisors' signatures on registration cards violate the Social Code regarding honesty.*

MAJOR ACADEMIC ADVISING

Bowdoin students retain their pre-major academic advisors until they declare a major in the spring of their second year. After the student selects a major, the advising responsibility shifts to the major department. (Student files are routed from the pre-major academic advisor to the dean of first-year students and then to the major department.) Major advisors are familiar with the requirements necessary to complete a major program in a given area. As such, the major advising model is more of a specialist model.

ACADEMIC REGULATIONS

For all of the following academic regulations and requirements, please refer to the *Bowdoin College Catalogue* for 2006–2007.

I. THE CURRICULUM

- A. Academic Requirements for the Degree
- B. Distribution Requirements
- C. Division Requirements
- D. The Major Program

II. ACADEMIC STANDARDS AND REGULATIONS

- A. Information about Courses
 - 1. Course Credit
 - 2. Course Load
 - 3. Attendance and Examinations
 - 4. Course Registration and Course Changes
 - 5. Independent Study
 - 6. Course Grades
 - 7. Credit/D/Fail Option
 - 8. Incompletes
 - 9. Comment, Failure, and Distinction Cards
 - 10. Transcripts
 - 11. Statement of Student Responsibility
- B. The Award of Honors
 - 1. General Honors
 - 2. Departmental Honors: The Honors Project
 - 3. Sarah and James Bowdoin Scholars (Dean's List)
- C. Deficiency in Scholarship
 - 1. Academic Probation
 - 2. Academic Suspension
 - 3. Dismissal
- D. Other Academic Regulations
 - 1. Leave of Absence
 - 2. Medical/Personal Leave of Absence
 - 3. Involuntary Leave of Absence
 - 4. Transfer of Credit from Other Institutions
 - 5. Graduation
 - 6. Resignation
 - 7. The Recording Committee and Student Petitions
 - 8. The Readmission Committee
- E. Center for Learning and Teaching
 - 1. The Baldwin Center
 - 2. Quantitative Skills Program
 - 3. The Writing Project
 - 4. ESL Writing Tutor
- F. Special Academic Programs
- G. Off-Campus Study

The Center for Learning and Teaching is located on the first floor of Kanbar Hall. For more information, see opposite page.



ACADEMIC LIFE

THE CENTER FOR LEARNING AND TEACHING

THE BALDWIN CENTER

http://academic.bowdoin.edu/baldwin_center/

The Baldwin Center provides resources through which students, faculty, and staff members address issues related to learning at Bowdoin. Based on an individualized approach to learning, the Center offers activities and services such as peer tutoring, study groups, athletic mentors, and study skills workshops, as well as individual consultation with peer academic mentors. Mentors help fellow students assess their academic strengths and weaknesses and develop individually tailored time management, organizational, and study strategies. Mentors can help students having difficulty balancing the academic and social demands of college life; struggling to find more effective approaches to understanding, learning, and remembering new material; experiencing problems with procrastination; or simply achieving the self-structuring demanded by an independent study or honors project. Faculty use the Center for feedback on teaching methods, and for consultations on pedagogical innovations and on particular students' learning needs.

QUANTITATIVE SKILLS PROGRAM

<http://academic.bowdoin.edu/qskills>

The Quantitative Skills (Q-Skills) Program assists with the integration of quantitative reasoning throughout the curriculum and encourages students to develop competence and confidence in using quantitative information.

The Q-Skills Program assists students in a variety of ways. Entering students are tested to assess their proficiency with quantitative material. Utilizing the test results and other indicators, the director of quantitative skills and faculty advisors counsel students regarding appropriate courses to fulfill their Mathematical, Computational, or Statistical Reasoning (MCSR) distribution requirement. In addition, students are encouraged to take courses across the curriculum that will enhance their quantitative skills. The Q-Skills Program supplements many of these quantitative courses providing study groups led by peer tutors. Upon the request of instructors, workshops on special topics are also

provided by the Q-Skills Program. One-on-one tutoring is available on a limited basis. For further information about the Q-Skills Program contact the director, Linda Kirstein, at 102B Kanbar Hall in the Center for Learning and Teaching, ext. 3135, or visit the Q-Skills website.

THE WRITING PROJECT

http://academic.bowdoin.edu/writing_project

The Writing Project assists students with their writing in courses across the curriculum. In writing-assisted courses, writing assistants read drafts of some papers and provide feedback to guide revision. After making written comments on the drafts, assistants confer with the writers, asking questions that will help expand and refine ideas, clarify connections, and improve paragraph and sentence structure. After revising, the writers submit final papers to course instructors for further feedback and a grade.

The Writing Project also offers drop-in conferences in evening workshops in the Center for Learning and Teaching in Kanbar Hall. Workshop conferences serve students in any course who would like feedback on a draft or assistance at any stage of the writing process. For information on workshop times or to reserve a conference, go to the Writing Project website.

Potential writing assistants apply for available positions in the spring. Those who are accepted enroll in a fall course on the theory and practice of teaching writing. Successful completion of the course qualifies students to serve as assistants in later semesters, when they receive a stipend for their work. Students may obtain further information on the Writing Project by contacting the director, Kathleen O'Connor, at ext. 3760. (For more information see the *Bowdoin College Catalogue* or the Writing Project website.)

ENGLISH AS A SECOND LANGUAGE (ESL) TUTORING

http://academic.bowdoin.edu/writing_project/esl.shtml

Students who are multi-lingual or who have parents who are non-native speakers of English may work with the ESL writing tutor. They may seek help with understanding assignments and reading strategies, grammar, outlining, revising, and editing, and the conventions of scholarly writing. To schedule an appointment visit the ESL website.

ACADEMIC LIFE

THE LIBRARY

<http://library.bowdoin.edu>

Developing successful information-seeking skills is central to the Bowdoin educational experience. New students are urged to acquaint themselves with library facilities and services. The library staff conducts tours and orientation events at the beginning of each school year to introduce students to print and electronic library collections, the library's gateway page and online catalog, and an array of useful services.

All students are encouraged to make active use of the vast holdings and services of the library throughout their four years. Students should ask librarians for assistance whenever they have questions. Every librarian is available to teach students how to seek information successfully and to support their research needs.

LIBRARY FACILITIES AND COLLECTIONS

Historically, Bowdoin has had one of the strongest undergraduate liberal arts library collections in the United States. Students should browse the catalog and make use of the collections in all campus libraries.

Hawthorne-Longfellow (H-L), the main campus library, is a comfortable and technologically up-to-date campus center for studying and research. Newly renovated features of the library offer students:

- reservable group study/learning spaces
- a technology commons on the first floor
- computer connections at every seat
- wireless technology
- computer labs and an electronic classroom
- increased book storage capacity

George J. Mitchell Department of Special Collections and Archives on the third floor of H-L library offers a handsome reading room, enhanced exhibition space, and computer access. Increasing numbers of descriptive guides and images from these collections are available on the library's website. The papers of Senator Mitchell '54, which are fully described on the library's website, are a highlight of these collections.

Hatch Science Library, adjoining Druckenmiller Hall, houses all science-related materials.

Robert Beckwith Music Library in Gibson Hall features sound recordings and musical scores.

Pierce Art Library in the Visual Arts Center offers a valuable portion of the art book collection for in-library use.

The Language Media Center in Sills Hall contains a multimedia laboratory for foreign language instruction, multimedia production facilities, and a large collection of foreign language films on DVD and video cassette. Video materials are available in all libraries. Students may also watch live foreign language satellite television programming in the Language Media Center, and in classrooms and residence rooms via CATV.

Additional resources are available for student use in libraries housed in the Russwurm African-American Center, the Women's Resource Center (WRC), the Schwartz Outdoor Leadership Center (OLC), and the Career Planning Center (CPC).

THE LIBRARY GATEWAY AND ELECTRONIC SERVICES

The Library's online catalog provides access to all Bowdoin collections, including materials from all branch libraries. The Library Gateway page, library.bowdoin.edu, provides access to three resource-sharing services:

- **NExpress**, which searches the libraries of Colby, Bates, Williams, Wellesley, and Northeastern;
- **MaineCat** (formerly Maine Info Net), which searches the libraries of Colby, Bates, the University of Maine, and hundreds of other libraries in the State of Maine;
- **Interlibrary Loan (ILL)**, for books not available through NExpress or MaineCat, and for journal articles.

Students may request materials through these services online. Materials from NExpress and MaineCat will be delivered to the Hawthorne-Longfellow Library circulation desk in approximately three days; materials requested through ILL may take longer. Students also may use their ID cards to borrow books in person at Bates and Colby.

ACADEMIC LIFE

The Gateway also links to numerous electronic services:

- electronic research resources
 - online indexes and abstracts
 - full-text e-journals and e-books
 - Web Interlibrary loan forms
 - descriptions of library services and policies
- Many full-text electronic resources, such as Project Muse, JSTOR, Academic Search Premier and Lexis/Nexis, provide students with easy access to an array of research materials. Librarians hold classes throughout the year to teach students research strategies using both print and electronic materials and to assist students in building essential information literacy skills. Many of these classes are integrated into course curricula. Each semester, librarians create Web guides for specific courses listing print resources and links to full-text electronic resources. Subject guides to Internet resources have been created for most major academic disciplines.

STUDENT COMPUTING LABORATORIES AND NETWORK ACCESS

All computing labs and classroom computers in the library are available for student lab use when courses are not scheduled. Additional student computer research workstations are distributed throughout the library. Students may borrow laptop computers for in-library use from the Hawthorne-Longfellow and Hatch Science Library Circulation Desks, or they may bring their own laptop to use in the library.

Wired network access is provided at most workstations throughout the library. Wireless access is available in all libraries. Wireless access cards are loaned at both H-L and Hatch libraries.

CIRCULATION

All circulating library collections are charged out at the circulation desk. Reserve reading items, loaned for two hours or for overnight use, are charged out at the reserve desk in the main library and at the circulation desk in the branch libraries. **Bowdoin identification cards must be presented when students charge out library materials. Each student is responsible for all library materials charged under her/his ID card.**

Books and government documents are loaned for 28 days unless they are recalled for another borrower, and may be renewed for additional

28-day periods. Books will not be recalled during the first two weeks of the loan period unless they are needed for reserve. Students may place recall requests for items they need or may request a copy of a checked-out book through NExpress or MaineCat. Students registered for honors projects or independent studies are eligible to borrow materials on semester loan.

Reference books and Special Collections and Art Library materials are available for in-library use and do not circulate. DVDs and videos at the Language Media Center may be viewed only in that library, but video materials at Hawthorne-Longfellow and the other branch libraries circulate for one day. The Music Library's compact discs and audiocassettes circulate for three days; LPs do not circulate. The Music Library has listening stations for student use, and all libraries have viewing stations for videocassettes and DVDs.

New library acquisitions are displayed in an alcove across from the Circulation Desk; these books may be borrowed for one month with one renewal. Audiobooks, which circulate for two weeks with one renewal, are shelved behind the main floor central seating area. Periodicals circulate for three days, with the exception of the most recent unbound issue which does not circulate.

Materials identified in the catalog as "in process" can be made available quickly for circulation. Requests for searches of items missing from the shelf that are marked "available" in the catalog should be placed at the circulation desk.

The expansive windows on the first floor of Hawthorne-Longfellow Library provide students with refreshing sunlight.



ACADEMIC LIFE

RESERVE READING MATERIALS

Items on reserve may be in either electronic or print format. Electronic reserves are always available through the library's Web Gateway and on academic course pages via the Blackboard system. Print reserves may be borrowed for two-hour periods during the day or for overnight use two hours before the library's closing time. Specially designated reserves have an extended loan period of one to four days. Books borrowed for overnight use are due before 9:30 a.m. on the following day or before 11:00 a.m. on Sunday. Items may be borrowed over a holiday period or removed from reserve only at the request of the faculty member who asked that they be placed on reserve.

CHARGES FOR OVERDUE BOOKS

Charges for retaining a book past its due date are made to discourage readers from monopolizing materials that others may need. Charges to students are not collected at the library but are recorded at the Bursar's Office for inclusion in billing by the College.

Charges are made as follows:

Reserve books

- 50¢ per hour during the first six hours past due date
- 25¢ for each subsequent hour the library is open
- After the first day, the charge is at least \$3 per day

Books with one-month loan periods and audio-books

- 25¢ per day beginning the day after the item is due
- \$1 per day for periodicals, videos, recalled books, and for overdue interlibrary loan books

Students will be billed for library materials that are extremely overdue. Charges include the replacement cost of the item, a materials processing fee, and a billing processing fee which are added to any fines once the item is returned.

LOST BOOKS

Lost books should be reported to the Circulation Desk as soon as possible. Overdue charges will accrue until a book is reported to be lost. The charge for replacement of a lost book will be the list price of the book, if it is in print, plus \$30 for ordering and processing. The minimum charge for a volume no longer in print is \$55, plus the processing fee.

USE OF IDENTIFICATION CARDS

All students must show their official Bowdoin identification cards in the library when requested to do so by authorized representatives of the College.

PRINTING AND PHOTOCOPYING

Printing stations in Hawthorne-Longfellow, Hatch, the Music Library and Language Media Center allow students to print e-reserves and other electronic resources. Bowdoin student ID cards must be "swiped" to release a print job. Card-operated photocopiers are located on the lower level of the main library and opposite the circulation desk in the science library. The ID card also serves as a copy card; cash value must be added using vending machines located beside the copiers. Please note that duplication of copyrighted materials falls under the "fair use" doctrine of the Copyright Act of 1976, which permits the making of single copies for personal use. The circulation desk staff can help with any questions on use of the printers and photocopiers.

CARRELS AND GROUP STUDY SPACE

Carrels are assigned to seniors doing honors work, for a semester at a time, by the circulation department. An assigned carrel is marked with the name of the student; other students are requested to leave it free for her/his use. If enough carrels are available, assignments will be made to other seniors on request and, under special circumstances, to other students. A student who needs a carrel for the duration of a particular project may be assigned one for a limited period. **Several group study spaces with computers are available for student use. The rooms can be reserved; keys are distributed at the circulation desk.**

FOOD AND BEVERAGES

Food is not permitted in the libraries. Beverages are allowed only in spill-proof mugs.

ACCESS TO THE BUILDING

No student is authorized to remain in or to enter the library during the hours when it is closed. A warning bell is sounded approximately ten minutes before closing.

THE BOWDOIN HONOR CODE AND THE LIBRARY

The library is committed to providing unbiased and equitable access to materials and information representing all points of view on current and historical issues, and to upholding principles of intellectual

ACADEMIC LIFE

freedom and library users' rights to privacy. Actions that impede the library's adherence to these principles or that interfere with the regular business of the library are violations of the Bowdoin College Honor Code and may result in disciplinary action by the Office of the Dean of Student Affairs. Removing library materials that have not been checked out, mutilating, underlining, or highlighting library books, or failing to return library materials, especially reserve resources or recalled books, in a timely manner, also may constitute infractions of the Honor Code, which may result in disciplinary actions.

HOURS

When the College is in session the Hawthorne-Longfellow Library is open:

- 10:00 a.m.-1:00 a.m., Sunday
- 8:30 a.m.-1:00 a.m., Monday-Wednesday
- 8:30 a.m.-12:00 a.m., Thursday
- 8:30 a.m.-11:00 p.m., Friday-Saturday

During holidays and vacations:

8:30 a.m.-5:00 p.m., Monday-Friday

Summer: 8:30 a.m.-5:00 p.m., Monday-Friday
George J. Mitchell Dept. of Special Collections and Archives:

9:00 a.m.-5:00 p.m., Monday-Friday

After a holiday period, the library resumes regular hours the day before classes recommence. Hours of branch libraries vary. Circulation service is available at all hours during which the library is open. Reference service is available:

Monday-Thursday

9:00 a.m.-5:00 p.m. and 7:00 p.m.-10:00 p.m.

Saturday

9:00 a.m.-5:00 p.m., Friday; 11:00 a.m.-5:00 p.m.

Sunday

2:00 p.m.-5:00 p.m. and 7:00 p.m.-10:00 p.m.

Hours vary during holiday periods.

Please consult posted notices or library staff.

College Librarian: Sherrie S. Bergman, Ext. 3281

Associate Librarian: Judy Montgomery, Ext. 3749

H-L Circulation/Reserve: Ext. 3280

Interlibrary Loan: Ext. 3283

H-L Reference: Ext. 3227

Hatch Science Library: Ext. 3004

Music Library-Gibson Hall: Ext. 3570

Art Library-Visual Arts Center: Ext. 3690

Language Media Center-Sills Hall: Ext. 3702

George J. Mitchell Dept. of Special Collections & Archives: Ext. 3288

Then and Now



Hubbard Hall



Banister Hall

Before Hawthorne-Longfellow was built in 1965, first Banister Hall and then Hubbard Hall housed Bowdoin's main library. In the 1900-1901 Report of the President, President Hyde wrote that Hubbard Hall "would supply ample fireproof accommodation for the largest and most valuable collection of books in the State." Though Hubbard is still home for many books held in "the stacks," H-L is a much different study scene for students today.



ACADEMIC LIFE

INFORMATION TECHNOLOGY SERVICES

<http://www.bowdoin.edu/it/>

Bowdoin places a strong emphasis on the role of Information Technology (IT) in the academic program and understands the vital importance of a coherent and coordinated information system solution to support Bowdoin's academic mission.

The technology fee included with each semester's tuition bill covers all of the following services:

- use of computer labs
- general printing
- connection to the campus wired and wireless network
- telecommunications
- satellite television service
- training
- support

The Information Technology website contains up-to-date information on all of the services, software, and training available.

COMPUTERS, SOFTWARE, AND TECHNOLOGY SERVICES

Network accounts are given to all students, faculty, and staff. Students are issued a single user account, which works for e-mail and all computer systems, such as student records and computer labs.

Bowdoin College supports both Macintosh and Windows-based computers. As long as a student's computer has an Ethernet network card (which is what connects to a home cable-modem), it will be able to use the high-speed wired campus network. Wireless is also available for those who have wireless cards. **Please note:** Telephone modems do not work in Bowdoin phone jacks. Plugging a modem into a phone jack at Bowdoin could damage both the jack and your modem.

Students who want to purchase a computer can receive academic discounts from Dell, Apple, and HP. For more information, visit:

<http://www.bowdoin.edu/it/purchasing/newstudents.shtml>

Bowdoin provides students with an assortment of site-licensed software for both PC and Macintosh computers including anti-virus software and the most recent version of Microsoft Office Professional. Students will be able to obtain the media for installing Microsoft Office when they arrive and after they have signed the Microsoft student license agreement.

In addition to Bowdoin's 16 academic department computer labs, IT maintains nine public labs with more than 200 computers dedicated for student use. The labs, equipped with computers that run Apple OSX, Microsoft Windows XP and Linux, are staffed by student monitors who are trained to answer questions and to assist students with lab computing problems.

- **The Computer Lab in Coles Tower 2 South is open 24 hours a day** during the academic year.
- IT also maintains more than 14 public computer kiosks located across campus that give students immediate and 24-hour-a-day access to e-mail and the Internet.
- **Printers are available in all public labs and color printers are available in the multimedia lab on the 2nd floor of Coles Tower.**
- Large format color posters can be printed, for a charge, through the Copy Center (Ext. 3533).

Students will find a large selection of course-specific and multimedia productivity software packages installed on the lab computers. Training sessions are available at no cost to students, faculty, and staff on software such as:

- Microsoft Word
- PowerPoint
- PhotoShop
- Dreamweaver
- iMovie
- ArcGIS

The training schedule and registration are available on the IT website.

IT Student Services (ITSS) is a service designed for and operated by students. Trained students provide quick answers to common questions and schedule on-site visits to resolve larger student computing and networking problems. **Students needing technical support can contact the ITSS by calling 721-5050 or by sending an e-mail to itss@bowdoin.edu.**

Students can borrow equipment from IT Equipment Services on the 2nd floor of Coles Tower for no charge. Rentable equipment includes:

- laptops
- digital cameras
- MP3 players and audio recorders
- projectors
- transcription pedals

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Equipment is available on a first-come, first-served basis. The further in advance a request is made, the more likely it will be able to be fulfilled.

All students are given 500 megabytes of space on Bowdoin's servers. Bowdoin's file server, named Microwave, enables students to store files, share these files with fellow students, and access them from any computer on the campus network. Students can take advantage of this network space and create a personal website on Bowdoin's server. E-mail, mailing lists, and Web space are also available to student organizations upon request.

Bowdoin uses a Web-based courseware called **Blackboard** in most classes. Though *Blackboard's* use will vary with how the instructor chooses to use it, it has the capability to allow students to access an instructor's lecture notes, course readings, course discussion boards, and instructor's announcements. You can access Blackboard from:
<http://blackboard.bowdoin.edu>

IT offers consulting services to faculty and students for technology-related academic projects. The student projects range from assisting with GIS (geographic information systems) analysis for honors theses to setting up blogs for students traveling abroad. A sampling of past and current projects can be found at:
<http://www.bowdoin.edu/it/erd/projects/>

TELEPHONES (IN ROOM AND WIRELESS) AND SATELLITE TELEVISION

Each residence room is supplied with a telephone set, free local calling, and phone mail (a voice messaging service). **Please note:** Answering machines, telephone modems, fax machines, cordless phones, and other types of phone sets will not work in residence rooms. Should a student require specific equipment (e.g., TTY/TDD), or need assistance with telephone service, please call IT Student Services at 721-5050.

The college provides a managed long distance service with highly competitive domestic and international long-distance rates. Information on long-distance use will be included in your Arrival Packet.

Bowdoin uses Cingular Wireless service, which offers discounts on plans and equipment to Bowdoin students. If you currently use Cingular Wireless, you can transfer your account to take advantage of Bowdoin's Student Discount Plan. You will have the opportunity to speak with a local wireless services representative during fall Orientation. For more information, visit the Telephone section of the IT website at:

<http://www.bowdoin.edu/it/telecom/student/wireless.shtml>

Before you bring a cell phone from another service provider, we suggest you check with them about service capabilities within our region of the country.

79 TV channels are provided in all campus residence rooms (individual and common areas). Televisions brought from home will need to be cable ready to access cable services. Premium service channels may also be obtained from our satellite service provider. For more information please visit our website:

www.bowdoin.edu/it/telecom/cabletv.shtml

Patch cables are provided free of charge and may be picked up at IT Student Services desk.

For assistance with service or repair, phone and cable technicians may be reached via the IT Student Services at 721-5050.

HOURS

IT Student Services: Coles Tower, 2E (2nd Floor)

itss@bowdoin.edu, Ext. 5050

Hours during the academic year:

9:00 a.m.-10:00 p.m., Monday-Thursday

9:00 a.m.-5:00 p.m., Friday

Noon-4:00 p.m., Saturday - Sunday

IT Equipment Services: Coles Tower, 2B (2nd Floor)

itequipment@bowdoin.edu, Ext. 3612

Hours: 8:30 a.m.-5:00 p.m., Monday - Friday

AV support: 8:30 a.m.-9:00 p.m., Monday-Friday

Chief Information Officer: Mitch Davis,
Ext. 3930

Deputy Chief Information Officer:

Rebecca Sandlin, Ext. 3388

Acting Director of Information Services:

Adam Lord, Ext. 3390

ACADEMIC LIFE

ACCOMMODATION POLICY FOR STUDENTS WITH DISABILITIES

To ensure that its programs, activities, and services are accessible to all matriculating students, Bowdoin College is committed to providing reasonable accommodations for students with documented disabilities. Documented disabilities may include a learning disability; attention deficit disorder; a visual, hearing, or mobility impairment; or a physical, chronic, or mental illness. A reasonable accommodation is one that is consistent with the academic standards of the College and does not require substantial course or program alteration. Final authority for determining the most appropriate and effective accommodation rests with the College and is based on the nature of the course or program and the individual student's disability-related need. (It must be understood that arrangements for equipment, recorded text, interpreters, housing assignments, and other accommodations require advance notice.)

Since the laws guiding eligibility for accommodations in grades K-12 and post-secondary education differ, current documentation including recommendations that correspond with the demands of college will help to support your transition. If documentation is not current or relevant, the College will require an updated evaluation, the cost of which will be covered by the family.

The information you provide will be kept confidential except that relevant faculty and staff will be informed if they are expected to provide accommodations or if emergency treatment might be required.

Bowdoin has a multifaceted support system for students. You can always feel free to talk to a Dean, Counselor, RA or Proctor.



Students who wish to make a request for an accommodation based on a disability must:

1. Identify themselves to the Office of the Dean of Student Affairs and request accommodations following their acceptance of admission to Bowdoin. A student begins this process by completing the form titled "Self-Identification and Request for Accommodations for Students with Disabilities and Other Special Needs." New students receive the form in their post-acceptance packets. Continuing students receive notification of the policy and form availability at the beginning of each semester. They may identify themselves at any time and should do so immediately following an injury or illness with permanent or long-term implications. The form will become part of the student's personal file, which is maintained by the Office of the Dean of Student Affairs.
2. Provide, at the student's expense, current (i.e. within 1 to 3 years depending upon the nature of the disability) relevant documentation of a disability that substantially limits a major life function. Documentation must be completed by a qualified, licensed professional. Upon receipt of required documentation, the director of accommodations for students with disabilities in the Office of the Dean of Student Affairs will consult with the student and other appropriate individuals in determining reasonable accommodations.

Criteria for Diagnostic Documentation

- a. Documentation for a learning disability, ADD/ADHD, or a psychological illness should be recent and appropriate for post-secondary education. It must provide evidence of a substantial limitation to learning, or another major life activity.
- b. The evaluation must be conducted by a licensed professional with training and experience in the assessment of adolescents and adults. It must be submitted on the evaluator's letterhead.
- c. Documentation must include a complete DSM-IV diagnosis, and a description of the disability. This diagnosis should be based upon a comprehensive clinical interview and the results of comprehensive testing (when testing is clinically appropriate). Evaluation tools should include standardized, professionally acknowledged measures for adolescent and adult assessment.

- d. Documentation must include a description of the impact of the disability on academic functioning and recommended accommodations supported by specific test results and clinical observations.
- e. Documentation should include, depending on the nature of the disability, a recommended re-evaluation time period.

Documentation Requirements for a Physical Disability or Chronic Illness

- a. Documentation must be submitted by an evaluator with training and expertise with the particular medical condition identified. The documentation must be signed and dated by this individual and be submitted on that person's letterhead.
- b. A current medical diagnosis must be provided and include full description of the impact of the student's disability in a residential educational setting.
- c. Documentation must provide recommendations of reasonable accommodations specific to the diagnosed disability.
- d. Documentation should include, depending on the nature of the disability, a recommended re-evaluation time period.

Incoming students with documented disabilities should speak with the director of accommodations for students with disabilities in the Office of the Dean of Student Affairs. After consultation with the student, a review of the student's documentation, and any necessary consultation with outside specialists, the director of accommodations for students with disabilities will determine what accommodations are reasonable and appropriate. The director of accommodations for students with disabilities will communicate in writing with the instructor of the course involved regarding specific accommodations. The student must speak with the instructor during the first week of classes to confirm the accommodations.

Students who experience academic difficulties and suspect a learning disability should identify themselves to the director of accommodations for students with disabilities in the Office of the Dean of Student Affairs. Referrals for testing by qualified individuals can be provided through the College Health and Counseling Centers.

OFFICE OF STUDENT RECORDS

www.bowdoin.edu/studentrecords

The Office of Student Records maintains students' academic records, monitors the progress of students toward the degree, and oversees the enforcement of academic policies. Students should contact the Office of Student Records on matters such as the following:

- Academic honors
- Academic deficiency (probation, suspension, dismissal)
- Course changes (add/drop)
- Course registration
- Course schedules
- Classroom assignments
- Changes of address
- Credit/D/fail option
- Declaration of a major or minor
- Enrollment
- Examination schedules
- Grade reports
- Graduation (status)
- Petitions
- Transcripts
- Transfer credit

Petitions for exceptions to the academic rules of the College should be directed to the student affairs office for consideration by the Recording Committee. Advice on preparing a petition should be sought from a dean. (Note: The signature of a dean is required on all completed petitions.)

The Office of Student Records is located on the first floor of Moulton Union.

Director of Institutional Research and

Registrar: Christine Brooks Cote, Ext. 3521

Associate Registrar: Joanne Levesque, Ext. 3142

Associate Registrar: Julie Bedard, Ext. 3872

Office Coordinator: Candy Dennison, Ext. 3731

Course and Registration Specialist: Janet Dana, Ext. 3668

Transcript and Enrollment Specialist: Linda Portee, Ext. 3734

General Office: Ext. 3521

CAMPUS LIFE

DIVISION OF STUDENT AFFAIRS

The staff members throughout the Division of Student Affairs are here to help students with their studies, their leadership and social growth, their well-being, and their future. The Division of Student Affairs comprises the following departments:

- Athletics
- Career Planning Center
- Community Service Programs
- Counseling Service
- Dudley Coe Health Center
- Office of Health Professions Advising
- Office of the Dean of Student Affairs
- Outing Club
- Residential Life
- Student Activities and the David Saul Smith Union
- Upward Bound
- Women's Resource Center

OFFICE OF THE DEAN OF STUDENT AFFAIRS

Members of the dean's staff focus their energy and attention on building and supporting a pluralistic, residential community and helping individual students succeed academically and grow personally. Deans are knowledgeable about issues and problems that arise for students and are a good source of information about College resources and policies. They offer general advising as well as referrals to other campus offices. They help students and parents manage academic and non-academic situations as they arise. Deans consult extensively with faculty and staff across the College.

In addition to serving as the primary advocates for individual students, members of the dean's staff also orchestrate a number of specific programs, systems, and services, including the following:

- academic advising
- accommodations for students with disabilities
- community standards and the judicial process
- crisis intervention and response
- international student advising
- multicultural student programs and advising
- Orientation
- transfer and exchange student advising
- Twelve College Exchange
- emergency student loans

Members of the dean's staff are represented on almost every standing committee of the College.

Each member of the dean's staff and members of the residential life staff share in an on-call rotation. This enables a staff member to be available to students in emergency situations at all hours of the day or night.

Students with questions or concerns who don't know where to turn are encouraged to stop by or contact the Office of the Dean of Student Affairs, second floor Moulton Union, 725-3149. Members of the dean's staff can answer questions or point students toward the appropriate campus or community resources.

STUDENT AFFAIRS STAFF

Dean of Student Affairs

Tim Foster

Senior Associate Dean of Student Affairs

Margaret Hazlett

Associate Dean of Student Affairs/Dean of First Year Students

Mary Pat McMahon

Assistant Dean of Student Affairs and

Director of Accommodations for Students with Disabilities

Joann Canning

Assistant Dean of Student Affairs/International Student Advisor

Laura Lee

Assistant Dean of Student Affairs/Director of Multicultural Student Programs

Wil Smith

Director of First-Year Student Programs

Stacey Jones

Administrative Assistant and Office Manager

Beth Levesque

Administrative Assistant to the Dean of Student Affairs

Denise Trimmer

Secretary

Susan Snell

CAMPUS LIFE



The Class of 2009 during their Orientation Week.

RESIDENTIAL LIFE

<http://www.bowdoin.edu/reslife>

As a residential college, Bowdoin is committed to the learning process that takes place both in and outside the classroom. The Residential Life Office is responsible for the management of the residential life program, the College Houses, and providing a healthy and safe community. The proctors, Resident Assistants (RAs), and professional staff are committed to incorporating the *Values of Our Learning Community* into College residences. For more information about the Residential Life Office, please visit our website.

The Residential Life Staff responsibilities include:

- planning educational and social programs;
- connecting students to support networks and resources on campus;
- mediating conflicts between students as they arise;
- intervening in crisis situations;
- providing a direct administrative link to the Office of Residential Life and the Office of the Dean of Student Affairs.

For further information on residential life, please see Appendix C: Residential Life Policies and Procedures, on page 94.

Director of Residential Life

Kim Pacelli, Ext. 3225

Assistant Directors

Tucker Harrison, Ext. 3005

Erica Ostermann, Ext. 3301

Lawson Wulsin, Ext. 3008

Operations Manager

Lisa Rendall, Ext. 3589

* For more Residential Life information, including information on lost or broken ID cards, see pages 95-98.

CAMPUS LIFE

BOWDOIN COLLEGE HOUSES

On February 22, 1997, the Commission on Residential Life's *Interim Report* was submitted to and approved unanimously by the Board of Trustees of the College. The report defines and describes a new conception of residential life for Bowdoin College based on a model of broad House membership that includes all students. During the 1998-99 academic year a committee of students wrote the College House Constitution. This Constitution outlines uniform protocols and procedures for the governance of the Houses. Please see the website to view the Commission on Residential Life's *Interim Report*, the College House Constitution, and related information on the College Houses.

The College Houses provide a unique residential opportunity for Bowdoin students. These renovated structures, featuring kitchens and ample social space, are focal points for student life. Those who live in the Houses are afforded the opportunity to live with a close-knit group of students and learn from each other while helping to create and maintain an inclusive and vibrant residential community at Bowdoin that "promotes the intellectual and personal growth of individuals and encourages mutual understanding and respect in the context of diversity." (CRL *Interim Report*, p. 14)

House Affiliation and Choice

All incoming first-year students are affiliated with the House with which their brick residence hall is associated. Transfer students are randomly assigned to a College House. All students have full voting privileges and the opportunity to run for an elected office in their House. The first-year residence hall-College House affiliations are as follows:

- Appleton Hall—Baxter House
- East Hall—Ladd House
- Hyde Hall—Quinby House
- Maine/Moore Halls—Helmreich House
- West Hall—Howell House
- Winthrop/Coleman Halls—MacMillan House

Questions about the College House System should be brought to the attention of a member of the Office of Residential Life.

Faculty Involvement within the Houses

The active participation of faculty in the Houses is extremely important. This participation helps to integrate the academic and social spheres of the College as described in the Commission on Residential Life's *Interim Report*. Faculty members advising first-year students in a particular first-year residence hall are encouraged to be involved in the House affiliated with that residence hall. Meal tickets are available to all faculty members who wish to dine with students.

Each house also has a faculty advisor. The primary role of these individuals is to answer questions and address concerns regarding the academic program and academic interests. In addition, they may assist in the planning and organization of educational events at the houses.



Then and Now

The interior of the Delta Kappa Epsilon House, now the Admissions Office, was elaborately decorated in 1900-1901. Now, most students are much more interested in their computer, TV, and speakers than their armchairs.



CAMPUS LIFE

NOISE ORDINANCE

The College exists so that a community of scholars can fully participate in the learning process. Students and groups may not engage in excessive noise that obstructs academic classes, College business and faculty offices, the neighboring non-Bowdoin community, and other campus activities.

The following guidelines comprise the College's noise ordinance:

1. Musical instruments, stereos, radios, televisions, and other electronic devices should be played at a level acceptable to individuals within the same room and that does not disturb community and non-Bowdoin neighbors. Students may not place speakers in windows or direct sound out of windows in a way that disturbs the peace of the community.
2. Other kinds of noise must be kept at levels that do not impinge on the rights of others.
3. Noise and other entertainment at all parties and other non-academic gatherings should be restricted to College non-business hours (between 12:30 p.m. and 1:30 p.m. and 5:00 p.m. to 1:00 a.m.). Any exceptions to this must be cleared through the dean's office.
4. Residents of Bowdoin College housing must maintain music and other noise at levels that do not disturb adjacent areas. Music should be inaudible from buildings after midnight on weeknights and after 1:00 a.m. on weekends.
5. Students may not engage in organized political expression (rallies, drumming, speak-outs, etc.) in which the noise level disrupts the educational processes of the College.
6. The Dean of Student Affairs must approve exceptions to the above.
7. Violations of this ordinance will subject students/groups to College disciplinary action.

DINING SERVICE

Bowdoin College Dining Service is a nationally recognized, award-winning college dining program that commits itself to providing a personalized array of culinary services that enhance the Bowdoin experience while providing value, being environmentally responsible, and supporting the overall goals of the College.

WEBSITE

www.bowdoin.edu/dining

Dining Service, a self-operated department of the College, maintains a website with up-to-date and pertinent information regarding the dining program. The site contains information regarding menus, meal times, staff contacts, news and related website links. Information on the website may be more current than that contained herein.

BOARD PLANS

On Campus: All upperclass students living in College housing, excluding the College apartments, participate in either:

- **Res 19** (any 19 meals)
- **Res 14** (any 14 meals)
- or **Res 10** (any 10 meals)
- **All first-year students are required to participate in the Res 19 plan (any 19 meals) for their entire first year on campus.**

College housing includes all residence halls and College Houses including Appleton, Baxter, Reed House, Burnett, Chamberlain, Coleman, Coles Tower, East, Helmreich, Howard, Howell, Hyde, Ladd, MacMillan, Maine, Moore, Quinby, Stowe, Winthrop, and West.

Off Campus: Students living in College apartments or off campus may purchase any of the board plans listed above or:

- **Bear 9** (any 9 meals)
- or **Declining Balance Plan**

The Declining Balance Plan is an all-points plan that allows off-campus students a flexible alternative to eat meals at the dining halls or on an à la carte basis in the dining cash operations.

Board plans include a cash component called “**points**.” These points enable students to bring guests to the dining halls or purchase à la carte foods at the David Saul Smith Union dining operations. Polar points are part of the Board Plan and are not available for use during breaks. Points not

CAMPUS LIFE

used by the end of the semester are forfeited and cannot be carried forward to the next semester. Students may purchase additional points, which can be carried forward or refunded. The additional incremental points may be used during breaks when Dining Cash Operations are open.

Board plans are not transferable and all students are required to present their ID cards for entrance into the dining halls. **In a unique situation, if a student is unable to present his/her card, a \$2.00 fee may be charged for access to the dining hall.** These charges will be deducted from the bonus point balances.

Dining halls provide meals during the 31 weeks that school is in session. Dining facilities are closed during Thanksgiving vacation, the semester break, and spring break, and no board meals or bonus points are available for use. The board plan provides for brunch and dinner during the fall break.

BILLING PROCESS AND FINANCIAL AID

All meal plans are billed to student accounts on a semester basis. Board plans may be changed during an enrollment period at the end of each semester. A \$25 fee will be charged for late changes. No changes will be allowed once the semester has begun. Please understand that choice of meal plan directly affects the board charge on your semester bill. **Since board cost is a component of a student's financial aid budget, financial aid awards will be adjusted for students on aid who do not select the "Res 19" meal plan.**

The board plan fee is based on the historical number of meals eaten by the average student in each

board plan. Because of the College support services needed to operate two dining halls, a major portion of the board fee goes to pay operating costs and contribute to the overhead of the College. Income is allocated to pay expenses in the following areas: wages and benefits, food, fixed and overhead costs, and other expenses such as supplies, laundry, and trash removal.

There are 24 meals in a regular week. This includes:

- 7 breakfasts
- 7 lunches
- 7 dinners
- 3 Supersnacks.

You are allowed to eat *once* during any of these meal periods until you have reached your meal plan limit. On a 19-meal plan you can eat 19 of those meals and on a 14-meal plan you can have 14. A second meal during a meal period will be deducted from your points balance.

DINING LOCATIONS

Students dine in either of two campus dining halls, Moulton Union and Thorne Hall. Dining Service is able to present a generous and wide variety of foods within the board plan program because it is based on the assumption that all food will be consumed in the dining halls. The Express Meal program at Moulton Union is the designated take-out location.

The diverse dining operations located in David Saul Smith Union complement and add variety to the board plan program.

- **The Café** is located on the second floor and offers a variety of premium coffees, teas, and shakes as well as freshly baked muffins, scones, donuts, and cookies. Light lunches are also available daily.
- **Jack Magee's Grill** on the lower level specializes in delicious grill items, homemade soups, salads and sandwiches, pizza, and calzones.
- **The Bowdoin Express Convenience Store** on the lower level sells beverage and snack favorites as well as health and beauty aids. Students may use cash or polar points at these operations when classes are in session. Additional purchased points may be used at any time.

Dining Service Office

The dining service office is located on the second floor in Thorne Hall.

Hours: 8:30 a.m.-5:00 p.m., Mon-Fri., Ext. 3211

Director of Dining Service: Mary Lou Kennedy R.D., M.A.

Bowdoin students are proud and appreciative of the fact that Bowdoin Dining is often ranked #1 in the country.



SAFETY AND SECURITY

www.bowdoin.edu/dept/security

The Bowdoin College Department of Safety and Security provides a uniformed security staff 24 hours a day. They are here to do all they can to help make your time at Bowdoin both safe and enjoyable. However, they need your cooperation and assistance to accomplish these goals. Please take the time to examine the information in this section and take advantage of the programs offered by your security department.

The Department of Safety and Security responds to emergencies and maintains a regular patrol of the campus. The security office is located in Rhodes Hall. Security is staffed 24 hours a day, seven days a week, and can be reached at:

Emergencies—Ext. 3500 or 725-3500
Non-Emergencies—Ext. 3314 or 725-3314
Business—Ext. 3458 or 725-3458

Campus security is a community responsibility. All campus community members have an obligation to report suspicious activities, criminal activity, emergencies, and unsafe conditions immediately to ensure a safe environment. As a security department, they do their best to provide you with a safe learning and living environment. Let's work together for a safe year.

Director of Safety and Security

Randy Nichols, Ext. 3474

Assistant Directors

Michael Brown, Ext. 7136
Louann Dustin-Hunter, Ext. 3452

STUDENT-RUN SAFE RIDE SERVICE

The student-run safe ride service operates each day during the academic year from 5:00 p.m. to 3:00 a.m. This service is provided for the safety of students moving across campus as individuals or in groups of two or three. For more information, or to request a safe ride, contact Safe Ride at ext. 3337.

EMERGENCY PHONES

Blue-light phones are located throughout the campus. Students are encouraged to use these emergency phones whenever they need help or emergency assistance.

WHISTLE PROGRAM AND POLICY

In an effort to promote greater safety and security, the Department of Safety and Security distributes whistles at no cost to members of the community.

Whistles should be used **ONLY** when an immediate threat exists or an actual crime is in progress. If you hear a whistle please notify Safety and Security immediately (725-3500). Please remember that a whistle is not a replacement for other safety precautions.

WALKING AND RUNNING SAFETY

Students are urged to heed the following advice for their own safety while walking and running:

1. Walk or run against the flow of traffic as required by Maine law.
2. Do not run wearing headphones.
3. Wear light or reflective clothing while running after dark.
4. Always use marked crosswalks. Maine law requires that drivers stop for pedestrians at crosswalks, and pedestrians are required to cross in safety.
5. Reflective pedestrian safety snap bracelets are available at no cost at the Office of Safety and Security at Rhodes Hall.

THEFTS

Report all losses and thefts to Safety and Security immediately. The department will record the incident and attempt to recover your property. This record can also be used for your insurance purposes.

Please note: Bowdoin College assumes no responsibility for personal property loss due to theft. Students are encouraged to carry personal property insurance.

RESIDENCE HALL ACCESS AND KEYS

Exterior doors to residence halls are locked at all times. Please help keep unwanted guests or intruders from entering your residence living areas by monitoring whom you allow into your residence. For your own personal safety we strongly encourage you to lock your individual room doors and **never prop doors open.**

LOCKOUTS/LOST ROOM KEYS

The majority of college residences at Bowdoin are equipped with proximity card readers on their exterior doors. If you are locked out of your room, first seek assistance from a proctor or resident assistant.

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If neither is available, Safety and Security will assist you in getting into your room.

For key information, see the Facilities Management section. For ID Card information, see Appendix C: Residential Life Policies and Procedures on p. 95.

BICYCLES

Safety and Security can register your bicycle to assist in locating it should it become lost or stolen while on campus. To register your bicycle you will need to provide the make, model, and serial number. A decal will be issued at no cost and is valid for four years.

Bicycles should be locked to a bike rack with a strong lock and stored in appropriate areas. We recommend U-bolt bike locks, available at the Bowdoin Bookstore.

SELF-DEFENSE TRAINING

The Bowdoin College Safety and Security Department presents the nationally recognized women's self-defense program: Rape Aggression Defense (R.A.D.). R.A.D. teaches women defensive concepts and techniques to prevent and resist assaults. Please contact the Safety and Security Department (ext. 3314) for more information.

CLERY ACT

Bowdoin College's annual security report includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings owned or controlled by Bowdoin College; and on public property within, or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters. You can obtain a copy of this report by contacting the Director of Safety and Security at 6040 College Station, Brunswick, Maine, 04011-8455, (207) 725-3458, or by accessing the Security website.

CRIME PREVENTION AND PERSONAL SAFETY

- Never prop interior or exterior doors.
- Never let unauthorized persons come into your room.
- Keep your room door locked when you are away, sleeping, or napping.
- Report suspicious persons to the Department of

Safety and Security immediately at Ext. 3500

- Do not hide your keys outside of your room or apartment. Do not put your name or address on your keys.
- Never dress in front of a window. Draw the blinds or curtains.
- If an intruder awakens you, do not attempt to apprehend the person. Try to get an accurate description and call Safety and Security immediately at Ext. 3500 (campus phones) or 725-3500 (off-campus or cell phones).
- Never leave your valuable personal property unattended.
- Use a computer security cable to prevent laptop theft.

TIPS WHILE WALKING OR JOGGING

- Avoid walking or jogging alone and never walk or jog alone after dark. There is safety in numbers.
- If you must travel alone, use the Student Safe Ride Service at ext. 3337.
- Avoid dark or vacant areas. Walk along well-lighted areas.
- Be alert to your surroundings.
- Be aware of vehicles that pass more than once.
- If a driver stops or slows near you in an intimidating way, run to an occupied building for help.
- Rather than walking or jogging, use the indoor track at the Farley Field House or treadmills in the Watson Fitness Center for exercise whenever possible.
- Note the location of the blue light emergency phones on campus.
- If you think you're being followed, go to a well lit area and call the Department of Safety and Security immediately (ext. 3500).

CARS AND PARKING

REGISTERING A VEHICLE

All vehicles parking on campus and at College apartments must be registered with Safety and Security. Please complete the vehicle registration form online by accessing the Department of Safety and Security website.

The registration fee is \$40 per year for any portion of the year. Vehicles must be registered within the first two weeks of the academic year. If you fail to

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register your vehicle with Campus Security, a \$25 parking ticket will be issued each time your vehicle is found in violation, and your vehicle may also be towed.

DECALS

Registered vehicles will receive a pre-numbered, color-coded parking decal that must be displayed on the lower right side of the rear bumper. A student may register only one vehicle with the college. Students must park in their designated parking areas.

FACULTY/ STAFF BLUE LOT AREAS

Blue coded areas are for faculty, staff, visitor, and vendor use only.

Students may not park in blue-designated lots between 5:00 a.m. and 5:00 p.m., Monday through Friday, and Burton-Little (Admissions) lot from 5:00 a.m. to 5:00 p.m., Monday through Saturday. Any vehicles parked in violation may be towed at the owner's expense.

Students may park in any blue-designated campus parking lot from 5:00 p.m. to 5:00 a.m., Monday through Friday, and on weekends, from Friday at 5:00 p.m. to Monday 5:00 a.m., except for the Burton-Little (Admissions) lot.

DISABLED PARKING

Disabled parking spaces are for the use of disabled persons only. Violators will be towed. A \$200 fine will be assessed for each violation. Students with special needs should contact the Department of Safety and Security.

STUDENT PARKING

Parking signs have been kept to a minimum to preserve the beauty of the campus. It is the responsibility of each student to be familiar with the locations on campus where parking is permitted. A copy of the parking regulations is sent to each student at the beginning of the academic year, and is available on the website. A copy of the campus parking map may be obtained by contacting Safety and Security.

FINES

Parking violations, except misappropriation of a parking permit and disabled parking violations, are \$25.00. Recipients of three or more parking tickets in any academic year may have their vehicles ticketed and towed from campus upon further offense.

Parking fines may be paid at the Controller's Office. Unpaid parking tickets are periodically billed to student accounts.

The accrual of six or more parking tickets during an academic year will result in the revocation of parking privileges for the remainder of the school year. Chronic violators may be referred to the dean's office for action under the social code. Payment of parking fines does not remove your name from the chronic violator/tow list. Students are responsible for all parking tickets issued to their vehicles regardless of who parked the vehicle in violation.

TOWN OF BRUNSWICK PARKING ORDINANCES

A person shall not park a vehicle on Park Row, east side, commencing at Bath Road and extending southerly to College Street between the hours of 1:00 a.m. and 6:00 a.m.

A person shall not park a vehicle on South Street, north side, commencing at Coffin Street and extending westerly to Maine Street between the hours of 1:00 a.m. and 6:00 a.m.

A person shall not park a vehicle on Longfellow Avenue, both sides, commencing at Harpswell Road and extending westerly to Maine Street; west side, commencing at Noble Street and extending southerly to Boody Street between the hours of 1:00 a.m. and 6:00 a.m.

A person shall not park a vehicle on Park Row, east side, commencing at Longfellow and extending northerly to a point one hundred thirty-five (135) feet north of South Street between the hours of 1:00 a.m. and 6:00 a.m.

NO PARKING AREA

Boody Street, both sides, commencing at Maine Street and extending westerly four hundred ten feet (410) feet, Monday a.m. through Friday p.m. except holidays.

WINTER PARKING BANS

Parking bans will be in effect during, and the day after, snowstorms from midnight to 6:00 a.m. for snow removal. During this period student vehicles must be parked their designated lots. Vehicles parked in blue lots will be towed.

The Town of Brunswick has an ordinance prohibiting parking on public streets during snow removal operations between midnight and 7:00 a.m.

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November 15th through April 15th. Cars parked on public streets during these hours will be towed at the owner's expense.

A student whose vehicle has been towed from a campus parking lot should call the Department of Safety and Security at 725-3314. If your vehicle is towed from a town road, you should call the Brunswick Police Department at 725-6620 to locate your vehicle.

DISCLAIMERS

This is only an abbreviated parking policy. Full regulations are available on the Department of Safety and Security website. Questions may be addressed by contacting the Department of Safety and Security office at 725-3314. The college reserves the right to alter this policy as necessary. Changes in parking regulations will be publicized via e-mail to the community.

Bowdoin College assumes no responsibility for damage to motor vehicles parked on campus property or loss of personal property due to theft.

FACILITIES MANAGEMENT

The Facilities Management Office works to provide and maintain a healthy, safe, and clean living and working environment for all members of the Bowdoin Community.

ROOM INVENTORY CARDS

Students are required to confirm the documented condition of their room, suite, or apartment and furniture upon arrival by reviewing their **house inspection form**. The form should be signed by all occupants of each assigned space and returned to the Facilities Management Office within 48 hours of check-in. The form is kept on file at the Facilities Management Office.

It is your responsibility to report any damages as they occur.

At the end of the school year (or the end of the first semester for those who are not returning for the second semester), Facilities Management inventories each assigned space for damage and loss of College property. The space must be left as you originally found it, as indicated on your original inventory form. If something has changed, includ-

ing but not limited to damages or furniture having been removed, all occupants of an assigned space will be held collectively responsible unless particular students take individual responsibility before leaving campus. Other check-out information is listed in the *Closing Notice* that is sent out from the Residential Life Office several weeks before the end of the semester.

KEYS

Students requiring a room key must sign for it before checking in or moving to a new housing assignment. **If a key is lost or stolen, the lock may be changed, a new key issued, and the student will be billed the replacement cost of \$50-regular key; \$100-submaster key.** Report lost or stolen keys to Facilities Management and begin procedures for obtaining a new key. All keys must be returned to Facilities Management before leaving campus. Failure to do so will result in charges being assessed as indicated above. For students using the card access system, please see Appendix C on p. 95.

REPAIRS

Report service or repair problems to the Work Order Office at Ext. 3333.

DAMAGE/CLEANING CHARGES

The College is committed to providing students with livable residences. Vandalism, damage, and inappropriate use of common furnishings undermine these efforts. **Occupants are financially responsible for damage, loss to College residences, and/or cleaning costs above and beyond the normal daily cleaning.** To help prevent charges to residents who are not responsible for damage or loss, students are encouraged to take personal responsibility for damage or loss, and/or to share knowledge of specific acts of vandalism or damage to their building with residential life or security staff.

Whenever possible, the individual responsible for the damage, vandalism, inappropriate use, extra cleaning costs, repainting of student rooms, or repairs deemed by Facilities Management to be beyond normal wear and tear will be held responsible. **Students are not permitted to paint their rooms.** When the person or group (including but not limited to residents of a room, floor, suite, wing, or apartment) cannot be identified, the occupants of the building/apartment complex will be charged.

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Hosts of social events, whether groups or individuals, will be held responsible for damages and/or extra cleaning costs in the area used for the event and the immediate vicinity.

COMMON AREAS

Facilities Management oversees cleaning of residential common areas that are for the use and enjoyment of all students. These areas include lounges, public kitchens, bathrooms, hallways, entryways, stairwells, laundry rooms, and College grounds. Because these areas are for use and enjoyment of all students it is important that everyone dispose of their regular trash and clean up liquid spills properly and promptly. **Students holding social events are asked to clean up immediately after the event.** Students are asked to care for common area furnishings, and to keep these furnishings in good condition for future use. These furnishings are not to be removed from their set location. Common kitchen areas should be cleaned up after each use. Personal items should not be left in common areas.

In addition to the interior responsibilities, apartment residents are responsible for the grounds in and around their unit. Litter and furniture left outside are unsightly to neighbors and can cause damage that will be charged to the student(s) assigned to the unit unless a specific person assumes responsibility.

RECYCLING AND TRASH

Bowdoin College is committed to increasing its recycling efforts and appreciates your help in source-separating your recyclables in preparation for transport to the recycling center. **Recycling and trash containers are located in the basement of each residence hall.** Students should keep this area as neat and clean as possible to alleviate issues with pests.

Students living in college apartments are required to take all of their trash to the Dumpster located in the apartment parking area and to place recyclables out once a week for recycling pick-up. The Coordinator for a Sustainable Bowdoin will notify residents of their designated recycle pick-up day at the beginning of the school year.

Then and Now



Blooming trees, tall grass and dirt pathways made the quad seem like a meadow in 1884. Today, diligent groundkeepers work to keep the grass trimmed and the asphalt pathways clean but the quad still has the same promise of relaxation for students. Though students today play Frisbee on the grass rather than tennis, it doesn't seem as if the purpose of the quad has changed at all.



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CAREER PLANNING CENTER

www.bowdoin.edu/cpc

The Career Planning Center (CPC), located on the first floor of the Moulton Union, assists students and graduates in pursuing career options or graduate study. Students are encouraged to become involved in CPC programs and services as early as their first year at Bowdoin.

CAREER COUNSELING

Students may schedule appointments with one of the staff counselors during regular office hours (8:30 a.m.-5:00 p.m.) Students receive assistance and guidance regarding general career decision-making, effective job search strategies, writing cover letters and resumes, applying for internships, networking with alumni/ae, or applying to graduate and professional degree programs. We encourage students to explore their options by taking a career interest inventory or by using other self-assessment tools. Walk-in hours are available every weekday.

CAREER RESOURCE ROOM

Students can browse through career planning guides, either electronic or print. The CPC provides a wide range of information, including: listings of employment, fellowship, scholarship, and internship opportunities; descriptive information on career fields and employers; information on graduate and professional school programs and qualifying exams; and periodicals publicizing current job openings. The career resource room is open during regular office hours.

SUMMER JOBS AND INTERNSHIPS

Students can access information on approximately 4,000 internships through the CPC's website. This database is maintained by the Liberal Arts Career Network, a consortium of colleges of which Bowdoin is a member. Bowdoin's "Public Interest Career Fund" provides financial support for several undergraduates to pursue summer internships addressing social justice concerns. All students are encouraged to consider summer, part-time school year, or January internships during their college years.

WORKSHOPS

The CPC offers career-related workshops throughout the year focusing on self-assessment, resume writing, interviewing, networking, recruiting, job search strategies, applying to graduate or profes-

sional schools, and internship and summer job hunting. Most of these programs are offered in a small group format, allowing for conversation tailored to the group of students attending.

PROGRAMS AND CAREER PANELS

Throughout the year, CPC offers a variety of informational programs and career panels. This past year, seventy-five alumni/ae returned to campus to share their experiences and insights into a wide variety of career fields. Other programs include the annual Graduate and Professional School Fair, which hosts admissions representatives from one hundred professional and graduate schools throughout the country. We also host alumni networking events in key cities.

RECRUITING

Bowdoin hosts an active on-campus recruiting and resume referral program for seniors, and participates in off-campus recruiting consortia in New York and Boston. Interviews are granted through either an open sign-up or employer pre-screening system. Access to campus recruiting facilities is extended to all organizations that indicate, by signed statement, compliance with the College's policy of non-discrimination. Students may also participate in "Virtual Career Fairs" offered through Internet partners.

FELLOWSHIPS

Information on a number of major fellowships and grants is available in the Fellowship and Scholarship Handbook and in an online database. Included in the list of fellowships are the Beinecke, Fulbright, Gates Cambridge, Marshall, Mellon, Rhodes, Rotary, Truman, and Watson. The fellowship director and the CPC staff are available to assist students in assessing and reviewing the various possibilities and completing the application process.

MOCK INTERVIEWS

Videotaped mock interviews offered by CPC are available by appointment to help students hone their presentation and communication skills.

Director of Career Planning: Anne Shields

Associate Director: Timothy Diehl

Assistant Director of Career Exploration and Internships: James R. Westhoff

Career Counselors: Karen Daigler and

Libby Heselton

Administrative Coordinators: Sarita Benoit and Lauren Sweetman

All members of the staff can be reached at Ext. 3717 or by writing to cpc@bowdoin.edu.

Office Hours: 8:30 a.m.-5:00 p.m., Monday-Friday. The Career Planning Center is also open throughout breaks and summer months.

OFFICE OF HEALTH PROFESSIONS ADVISING

www.bowdoin.edu/cpc/healthprofessions

The office of health professions advising, located on the second floor of the Dudley Coe Building, provides students and recent graduates information and guidance regarding a wide range of opportunities in health care. First-year students interested in the health professions are encouraged to attend an introductory meeting during orientation. The office sponsors panel discussions with health care providers, presentations by admissions officers, and a variety of workshops throughout the year to inform all students of their options and of the requirements for entry into each field.

The director is available to meet with students in scheduled appointments. Assistance is offered with such issues as the selection of courses, the pursuit of relevant experience outside of the classroom, and the application process. In addition, the director writes the committee letter submitted to the health profession programs on behalf of each applicant, and oversees the preparation and distribution of the candidate's credential file.

Advisory networks of health care professionals in the Brunswick area and of alumni/ae in the health professions nationwide afford opportunities for career exploration. The Health Professions Advising website contains advice from Bowdoin graduates currently enrolled in medical school and other health professions programs as well as links to many professional associations. A variety of books and directories housed both in the office and in the career planning center are a source of additional information.

The health professions advisor looks forward to meeting with each student who is contemplating a future in health care.

Director of Health Professions Advising:
Susan D. Livesay, Ext. 3627

HEALTH CENTER

www.bowdoin.edu/health
email: dudleyco@bowdoin.edu

The Dudley Coe Health Center, Ext. 3770, offers primary and acute care services during regular office hours, Monday through Friday from 8:30 a.m. to 5:00 p.m., while classes are in session. Acute health care needs, gynecological services, comprehensive physical exams, travel medicine consultations, X-rays, and labs are all available by appointment. Please call Ext. 3770 to schedule a visit.

The Health Center is a fully equipped primary care medical office with on-site laboratory and X-ray facilities. It is staffed by a Board certified family physician, Board-certified physician assistants, a registered nurse, and a certified per diem radiology technologist.

During the semester, the Health Center is also open noon -2:00 p.m. Saturdays and Sundays for acute care services. For weekend visits, no appointments are necessary. Emergency and after-hours coverage is provided through two local hospitals, both located close to campus. Mid Coast Hospital (729-0181) and Parkview Hospital (373-2000) operate 24-hour, fully staffed emergency rooms, urgent care centers, and in-patient care facilities. Security will arrange for transportation when needed, if called at Ext. 3314. In-patient care at both facilities is under the direct supervision of the College physician, Dr. Jeffrey Benson.

The Health Center also serves as an international travel immunization center for the State of Maine, providing consultations in travel medicine and vaccinations, including yellow fever. These services are offered to Bowdoin students, faculty, and staff, and to the community at large. To schedule a Travel Clinic appointment, please call Ext. 3770.

The Health Center is committed to promoting the health and well being of the Bowdoin College community through the provision of quality primary and acute care and educational outreach services. Our approach is comprehensive, holistic, and personally attentive, and emphasizes health promotion, disease prevention, and individual self-advocacy. Their goal is to foster wellness, in the broadest sense, within the College community as a whole,

CAMPUS LIFE

and for every individual student in particular. They are happy to discuss any health-related issues with students, and to offer our support and resources to health-promoting groups on campus.

Director: Jeffrey A. Benson, M.D., M.P.H.

Providers: Sandra Hayes, FNP

Carri Kivela, FNP

Karen Marlin, PAC

Staff Nurse: Wendy Sansone, R.N., M.S.N.

Medical Assistant: Judy Andrews

Administrator Coordinator: Lori Chadbourne

STUDENT INSURANCE

Most services offered through Counseling and Health Services are covered by general College fees. In addition, Bowdoin requires all students to be enrolled in a health insurance plan while attending the College. Students may purchase Bowdoin's Student Accident and Sickness Insurance Plan or rely on their own coverage, if comparable. Questions about insurance coverage may be referred to Leslie Hill, Student Health Insurance Coordinator, Ext. 4284. Caitlin Gutheil, Ext. 4201, is the Student Health Programs Administrator/Special Assistant to the Dean of Student Affairs.

COUNSELING SERVICE

www.bowdoin.edu/counseling

The Counseling Service is staffed by experienced mental health professionals who are dedicated to helping students resolve personal and academic difficulties and maximize psychological and intellectual potential. During the course of a typical academic year, approximately 20 percent of Bowdoin students take advantage of the opportunity to work individually with a counselor. The counseling staff assists students with concerns such as anxiety, depression, academic pressure, family conflicts, roommate problems, alcohol and drug abuse, sexual assault, eating disorders, intimate relationships, and many other matters.

In addition to providing individual and group counseling, the staff conducts programs and workshops for the Bowdoin community and consults with campus peer support/education groups. The Counseling Service also coordinates a range of

mind-body opportunities, which include yoga, meditation, Tai Chi and massage classes. Free in-house psychiatric medication consultations are also available. Lastly, the Counseling Service maintains a strong commitment to enhancing cross-cultural awareness and to addressing the needs of students who are diverse by virtue of race, sexual orientation, socioeconomic status, religion, and disability.

Students may schedule counseling appointments by calling Ext. 3145 or stopping by the office in person. Regular hours are from 8:30 a.m. to 5:00 p.m., Monday-Friday. An emergency hour is available each weekday from 4:00-5:00 p.m. for acute situations requiring immediate attention. After hours and on weekends, students may reach an on-call counselor for emergency consultation by calling Bowdoin Security (Ext. 3500). The Counseling Service does not provide services to students during college vacation periods. Information disclosed by a student to his or her counselor is subject to strict confidentiality. The counseling service offices are located at 32 College Street.

Director: Bernie Hershberger, Ph.D., Licensed Psychologist

Assistant Director of Training: Aileen Park, Ph.D., Licensed Psychologist

Senior Staff Clinicians/Multicultural Consultants:

Michael Arthur, M.S., LCPC

Shelley Roseboro, M.Ed., LPC

Staff Clinicians: Blair McElroy, M.S.W., LCSW

Alison McGrath, M.A., LCPC-C

Clinical Interns: Leah Ottow, M.S.W. Candidate

Administrative Secretary: Brenda Myshrall

Members of the Counseling staff can be reached at Ext. 3145.

CAMPUS LIFE

QUEER-TRANS RESOURCE CENTER

www.bowdoin.edu/qtrc

The queer-trans resource center (QTRC) is a welcoming and accepting place for the entire Bowdoin community, especially for gay, lesbian, bisexual and transgender students. It is located inside the Women's Resource Center at the corner of Coffin and College streets (24 College Street) and shares the building with the Women's Resource Center. The QTRC has a staff of trained peer counselors. It also houses a library of books, movies, CDs, and magazines related to queer issues. The QTRC sponsors speakers, gatherings, discussions, and workshops for students, faculty, staff, and community members. The QTRC works closely with the college administration to make Bowdoin more GLBT-friendly. The QTRC can be reached via e-mail at qtrc@bowdoin.edu.

WOMEN'S RESOURCE CENTER

academic.bowdoin.edu/wrc

The women's resource center (WRC) is a welcoming and comfortable place for students to meet and study. It is located at the corner of Coffin and College streets (24 College Street) and shares the building with the gender and women's studies program. The WRC houses a resource collection of books and current periodicals on women's and gender issues. Readings for gender and women's studies courses are often held on reserve at the WRC for students to use in the building. The WRC posts current information about news and events on and off campus. The WRC sponsors speakers, gatherings, workshops, and discussions, many of which draw together students, faculty, staff, and community members. It also sponsors off-campus trips to selected conferences and events. Visit the website, which is kept up to date with WRC contact information, listings of events, and links to other resources at Bowdoin, and information on WRC history.

Women's Resource Center, 24 College Street, Ext. 3724

Hours: 9:00 a.m.-5:00 p.m., Monday through Thursday; 7:30 p.m.-10:30 p.m., Sunday through Thursday evenings

Director: TBA

Good to Know



The counseling center (top) and the women's resource center/queer-trans resource center (above) can be difficult to locate. Both buildings are found on College Street. The WRC/QTRC is located next to Ladd House on the corner of Coffin Street and College Street. The counseling center is further down the street at 32 College Street. The Dudley Coe Health Center (below) is directly next to Smith Union.



CAMPUS LIFE

BURSAR

The bursar is located in the Controller's Office, 212 McLellan Building. Student account and student loan repayment services are provided. Over-the-counter, no-interest loans of up to \$150 are available for a period of 60 days. Office hours are 8:30 a.m.-5:00 p.m., Monday-Friday. For more information call Ext. 3249.

Bursar: Michelle A. McDonough, Ext. 3249
Accounts Receivable Specialist: Christine Gaffney, Ext. 3851
Student Accounts Representative/Cashier: Diane Fournier, Ext. 3249

STUDENT AID

www.bowdoin.edu/studentaid
Ext. 3144
studentaid@bowdoin.edu

The Student Aid Office is located in Gustafson House at 261 Maine Street. The office is open 8:30 a.m.-5:00 p.m., Monday-Friday.

Students/families requesting financial assistance from the College must apply annually. Applications are available on February 1 and due on April 15 for the upcoming academic year. Financial aid awards cover one academic year. Students who are already receiving financial aid for fall semester do not need to reapply for the spring semester. Students who applied for aid in the first semester may request a review of the financial aid award for the spring semester if family circumstances have significantly changed.

All students and parents are eligible to apply for an educational loan if additional resources are necessary. Information and application materials are available in the student aid office.

Appointments to discuss financial aid or college financing are encouraged, although drop-ins can usually be accommodated right away. Applications for medical and graduate school scholarships are available on the Student Aid website.

Director: Stephen H. Joyce, Ext. 3144
Associate Director: Gary Weaver
Office Manager: Rebecca Seigars, Ext. 3274
Administrative Intern: Johanna Morrison, Ext. 3144

STUDENT EMPLOYMENT

www.bowdoin.edu/seo

The Student Employment Office helps students find campus employment during the academic year as well as for the summer.

Working on campus presents students with the opportunity to earn money to cover the cost of books, supplies, and personal expenses. Holding a campus job also helps to sharpen time management and interpersonal skills that in turn may improve academic performance. Students are able to gain skills through campus employment that are transferable to the workplace upon graduation.

Students who are interested in working on campus can apply online using the Student Employment Office website, or stop by the office located in the Gustafson House on Maine Street.

Contact: Student Employment Office, Ext. 3386
seo@bowdoin.edu
Manager: Liz Jacobson-Carroll, Ext. 3971
Office Hours: 8:30 a.m.-5:00 p.m., Monday-Friday

ATHLETICS

Bowdoin sponsors one of the largest athletic programs within Division III of the National Collegiate Athletic Association (NCAA). The College is a charter member of the New England Small College Athletic Conference (NESCAC), an 11-member league of similar schools committed to academic excellence and athletics with the student-athletes' best interests at heart.

INTERCOLLEGIATE AND CLUB PROGRAMS

Bowdoin's athletic program complements students' academic experience. The expansive program of varsity, club, and intramural sports provides opportunities for every student. Thirty varsity sports, six club sports, three levels of intramural competition in ten sports, and more than two dozen fitness and lifetime sport classes are all a part of the athletic program.

Bowdoin athletes are an integral part of the student body with the rights and responsibilities shared by all students. **Every effort is made to schedule practice and intercollegiate contests to minimize conflicts. If and when conflicts do occur, students are responsible for consulting with their instructors well in advance.** Excusing students from academic obligations is solely at the discretion of the faculty.

Intercollegiate Programs

Men: baseball, basketball, cross country, football, golf, ice hockey, lacrosse, rowing, sailing, skiing, soccer, squash, swimming and diving, tennis, indoor track, outdoor track.

Women: basketball, cross country, field hockey, golf, ice hockey, lacrosse, rugby, sailing, skiing, soccer, softball, squash, swimming and diving, tennis, indoor track, outdoor track, volleyball.

Club Programs: alpine skiing, crew, rugby, Ultimate Frisbee, men's volleyball, waterpolo.

COACHING AND ATHLETIC FACILITIES

Bowdoin supports students in their efforts to reach high levels of performance by providing them with first-class coaching, superior facilities, and appropriate competitive opportunities with students from within NESCAC and in New England.

Bowdoin's coaches are excellent resources for students. They provide athletic guidance and instruction and personal and academic support and encouragement. Coaches focus on skill development, teamwork, the pursuit of individual and team excellence, the values of fair play and the development of important leadership skills.

Students are encouraged to use the athletic facilities for recreational or free play. Seasonal schedules and schedule changes are posted on gymnasium and field house bulletin boards. Intercollegiate teams, classes, and intramurals have priority in the use of these facilities.

The facilities include: Morrell and Sargent gymnasiums; the Dayton Ice Hockey Arena; the Sidney J. Watson Fitness Center; all-weather tennis courts; a 400-meter, outdoor track; Farley Field House, which houses a 200-meter track and four regulation tennis courts; the A. LeRoy Greason 16-lane, 114-foot by 75-foot swimming pool with two 1-meter and one 3-meter diving boards; the Lubin Family squash center with 7 international squash courts; Ryan AstroTurf Field; and 35 acres of playing fields; as well as locker room, equipment room, and training room facilities.

PHYSICAL EDUCATION

The Athletic Department offers instructional programs in a wide variety of activities utilizing campus and off-campus facilities. These activities have been selected to provide the entire on-campus Bowdoin community (students, faculty, and staff) with the opportunity to receive basic instruction in various exercises and leisure-time activities in the hope that these activities will become lifelong commitments. The program will vary from year to year to meet the interests of the Bowdoin community. Among the instruction programs offered will be:

- Spinning
- Skating
- Cardio Kickboxing
- Cardio-pulmonary resuscitation (CPR)
- Kayaking
- Pilates
- Scuba Diving
- First Aid (multimedia) instruction
- Yoga

CAMPUS LIFE

EQUIPMENT

Each individual on an intercollegiate team is responsible for the return of any issued equipment immediately after the end of the team season. Any equipment lost or retained by a student is evaluated, and the student responsible is billed for its value, plus an additional clerical charge.

LOCKER SERVICE

Lockers for men and women are available in the locker rooms of Morrell Gymnasium. Arrangements for a locker can be made at the athletic office. All lockers must be cleaned out before graduation. Permanent lockers are not available at Farley Field House.

Athletic Office Hours: 8:30 a.m.–5:00 p.m., Monday–Friday.

ATHLETICS STAFF

Director of Athletics

Jeff Ward 725-3666

Senior Women's Administrator

Stefanie Pemper 725-3649

Associate Athletic Director

Lynn Ruddy 725-3623

Strength and Conditioning Coach

Jim St. Pierre 725-3805

Head Trainer

Dan Davies 725-3018

Assistant Trainer

Andrea Davis 725-3335

Assistant Trainer

Megan Rombalski 725-3335

Sports Information Director

Jim Caton 725-3254

Administrative Secretary

Lorica Chandler 725-3327

Administrative Secretary

Debbie Miller 725-3326

Manager of Athletic Services

Bernie Lacroix 725-3324

Coaches

Baseball Coach

Mike Connolly 725-3751

Basketball Coach—Men

Timothy Gilbride 725-3352

Basketball Coach—Women

Stefanie Pemper 725-3649

Cross Country Coach

Peter Slovenski 725-3010

Field Hockey Coach

Nicky Pearson 725-3329

Football Coach

Dave Caputi 725-3746

Golf—Men

Tomas Fortson 725-3984

Golf—Women

Michelle Amidon 725-3893

Hockey Coach—Men

Terry Meagher 725-3328

Hockey Coach—Women

Michele Amidon 725-3893

Lacrosse Coach—Men

Thomas McCabe 725-3351

Lacrosse Coach—Women

Liz Grote 798-4148

Rowing—Men and Women

Gil Birney 829-6256

Rugby—Men

Rick Scala 781-3643

Rugby—Women

MaryBeth Mathews 725-3535

Sailing—Coed

Sherry Fowler 798-4332

Skiing—Nordic

Marty Hall 725-3830

Soccer—Men

Fran O'Leary 725-3665

Soccer—Women

John Cullen 725-3721

Katie Sheridan 725-3713

Softball Coach

Ryan Sullivan 725-3713

Squash—Men and Women

Tomas Fortson 725-3984

Swimming and Diving—

Men and Women

Brad Burnham 725-3527

Harvey Wheeler (Diving) 725-3527

Tennis—Men and Women

Jane Paterson 725-3310

Colin Joyner 798-4224

Track, Indoor

Peter Slovenski 725-3010

Track, Outdoor

Peter Slovenski 725-3010

Volleyball—Women

Karen Corey

NESCAC PRESIDENTS' STATEMENT ON ABUSIVE DRINKING

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 do so responsibly, each school has disciplinary and educational programs in place for students who misuse alcohol and other substances.

Additionally, all of the conference schools expressly prohibit 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

Then and Now



The polar bear sported a much different look in the early 1970s when Assistant Dean of Students Alice C. Early (left of polar bear) and President Howell C. Early and his son (right of polar bear) shared laughs with the mascot at a hockey game. Today, the polar bear is a frequent visitor to basketball games and is commonly found in the student cheering section, dubbed "Polar Bear Nation."



CAMPUS LIFE



BOWDOIN OUTING CLUB

www.bowdoin.edu/outing

The Bowdoin Outing Club furthers the educational objectives of Bowdoin College by promoting outdoor and other recreational activities; stimulating an appreciation of nature and the environment in which these activities take place; and above all, furthering the development of such personal traits as initiative, integrity, self-reliance, and leadership.

The Bowdoin Outing Club (BOC) is the largest student organization on campus, with over 300 members.

The BOC offers trips and classes throughout the academic year covering a wide variety of educational and recreational outdoor activities. The Outing Club also coordinates the Pre-Orientation Trip Program for incoming students. BOC classes include sea kayaking, whitewater canoeing and

kayaking, raftguiding, fly tying, telemark skiing, winter camping, and mountaineering. There are also weekly seminars taught by student leaders and staff members on topics ranging from coastal navigation and astronomy to bike maintenance and ski tuning. A leadership training course is offered three times a year, which enables students to learn the camping and decision-making skills necessary to become BOC trip leaders.

Each weekend and many weekday afternoons, small groups of BOC members embark on trips throughout the state of Maine. Most of these trips are student-led, although some (such as white water paddling and mountaineering) involve a staff member. Trips include hiking; flat water canoeing; white water canoeing, kayaking and rafting; winter camping and mountaineering; cross country skiing; snowshoeing; and telemark skiing. The length of the trips varies from afternoon adventures to multi-day fall and spring-break trips. Trips are offered for people of all abilities and experience from beginner to advanced.

The BOC also maintains a rustic cabin that is owned by the College. The cabin, which is located on 30 acres bordering the Appalachian Trail near Monson, Maine, was built by students and alumni in the summer of 1989. Student groups use the cabin as a base for various weekend activities.

All members of the Bowdoin community are welcome to join the BOC. Membership dues are \$45 a year and entitle members to take classes, go on trips, vote for BOC officers, and borrow equipment from the BOC Equipment Room—all free of additional charge. The Outing Club is located in the new Schwartz Outdoor Leadership Center. Located under the Bowdoin Pines on the east side of the Bowdoin campus, the Schwartz Outdoor Leadership Center houses all of the administrative, logistical, and programmatic functions of the BOC, with a large meeting space, a library/classroom, equipment room, offices, and kitchen. To learn more about the BOC, please visit the Outing Club website.

Director: Michael Woodruff '87, Ext. 3346

Assistant Directors:

Megan Hayes '03, Ext. 3325

Laura Jefferis '05, Ext. 3125

The Schwartz Outdoor Leadership Center (OLC) is a great resource for maps and outing equipment.



CAMPUS LIFE

COMMUNITY SERVICE RESOURCE CENTER

<http://www.bowdoin.edu/communityservice>

The Community Service Resource Center (CSRC) provides opportunities for students, faculty, and staff to participate in local and regional communities through community service, service learning, and leadership development programs.

Community Service includes activities such as mentoring, tutoring in local schools through the America Reads and Counts programs, spending time with senior citizens, volunteering at homeless shelters, and working with immigrant populations in nearby Portland. The Community Service Council, comprising nineteen student-led organizations, coordinates many of these activities. (See page 48.)

Service Learning consists of students working with faculty members to connect community needs with academic coursework. Bowdoin offers a growing number of service learning courses in a variety of departments, including economics, environmental studies, gender and women's studies, geology, sociology, and Spanish.

Leadership Development programs offer students experience in gaining the knowledge and skills necessary to become public service leaders. Leadership development programs include:

- Alternative Spring Break
- Americorps
- Community Action Fellowship
- The Common Good Grant Program
- Pre-Orientation Service Trips

The Community Service Resource Center also coordinates several annual campus-wide service events (Common Good Day, Sponsor-A-Family, kNOw Poverty Week, Eco-Service Day, and Kid's Fair) through which all members of the Bowdoin community are invited to serve the "common good."

The community service resource center is located in Adams Hall, third floor. Students are encouraged to stop by to see how they can become involved in the local community.

Director of the Community Service Resource

Center: Susan Dorn, Ext. 4134

Coordinator of Community Service Program:

Sarah Seames, Ext. 4133

Americorps* VISTA-Mentoring Programs:

Matt Thomson, Ext. 4236

Americorps* VISTA-Service Learning/

Community Partnerships: Nicole Hart, Ext. 4156

Department Coordinator: Maria Kempner, Ext. 4287



Below, students on a community service pre-orientation trip get to know one another. Once students get involved with community service at Bowdoin they usually stay involved and it can be a great way to get to know your peers and the Brunswick community.



CAMPUS LIFE



Smith Union is a space where students can showcase their talents in dance shows and concerts and student organizations can promote student awareness and upcoming club events.



STUDENT GOVERNMENT

Bowdoin Student Government (BSG) consists of twenty-six students, including a president and five vice presidents elected by the student body, two elected representatives from each class, the president of the Inter-House Council, the treasurer (chair of the Student Activities Fee Committee), a representative from Residential Life, a representative from the Community Service Council, a representative from the Campus Activities Board, three I.H.C. representatives, and four members chosen by the president and vice president through an interview process in which all students are eligible to apply. Each vice president has specific oversight responsibility for a particular area of student government.

Contact Information:

President

DeRay Mckesson '07

Treasurer

Rebecca Ginsberg '07

Vice President of Academic Affairs

Burgess LePage '07

Vice President of Facilities

William Donahoe '08

Vice President of Student Affairs

Carolyn Chu '07

Vice President of Student Government Affairs

Dustin Brooks '08

Vice President of Student Organizations

Stephanie Witkin '07

The full text of the Bowdoin Student Government Constitution is provided in Appendix D on p. 99.

DAVID SAUL SMITH UNION

Formerly the "Hyde Cage," an athletic facility used for track and field events, the David Saul Smith ('23) Union is now considered the central gathering place for students, faculty, and staff at the College. The building received an Honor Award for Excellence in Interior Design from the American Institute of Architects when it opened in 1993, and is now home to a café, Jack Magee's Grill & Pub, the College Bookstore, the campus Mail Center (where all students receive their mail in reconditioned mailboxes from historic Maine Post Offices), a convenience store, the information center and the student activities office.

Students, faculty and staff also enjoy the study and lounge space in the Union, and student organizations host concerts, dance performances, art exhibits, and comedy and fashion shows in the building. Additionally, President Mills holds office hours in the Smith Union each week, an informal time for students to talk to the President of the College.

Director of Student Life and the Smith Union:

Allen W. Delong, ext. 3536

Student Activities Office: Ext. 3201

Bonnie Pardue: Ext. 3902 (to reserve display tables or the Union's sound system)

Susan Burt: Ext. 3201 (to reserve rooms in the Union)

Information Center and Ticket Office: Ext. 3375

Bookstore: Ext. 3204

The Café: Ext. 3951

Bowdoin Express (convenience store): Ext. 3954

Jack Magee's Grill: Ext. 3888

Jack Magee's Pub: Ext. 3959

Mail Center: Ext. 3002

CAMPUS LIFE

INFORMATION CENTER

The Information Center, located to the right of the front door of the David Saul Smith Union, serves as the campus box office for ticketed events, distributes some College publications, and maintains a lost-and-found department. Notices and announcements for campus programs and activities are posted on the bulletin boards throughout the Smith Union and on an Events calendar.

Hours: 8:30 a.m.–1:00 a.m., Monday–Wednesday; 8:30 a.m.–2:00 a.m., Thursday–Friday; 9:00 a.m.–2:00 a.m., Saturday; 9:00 a.m.–1:00 a.m., Sunday. For tickets: 8:45 a.m.–7:45 p.m., Monday–Friday.

ATM

An automated teller machine is available to provide standard banking services. The machine accepts most Maine and national bank cards including NYCE, Plus, Cirrus, Visa, Mastercard, and American Express.

LEIGHTON COURT

Bowdoin Bookstore/The Textbook Center

The Bookstore, located on the upper level of the Smith Union, carries a wide variety of reference and general books, school and art supplies, greeting cards, and Bowdoin items and clothing.

Hours: 8:30 a.m.–5:00 p.m., Monday–Friday; 11:00 a.m.–4:00 p.m., Saturday; Ext. 3204

The Textbook Center, located in Coles Tower, carries textbooks and peripherals for all your class needs.

Hours: Open during the academic year only, 10:00–4:00, Monday–Friday; closed on the weekends.

The Café

The Café, located near Leighton Court, offers hot and cold beverages, baked goods, and other snacks. The Café is generally open for breakfast, lunch, and in the evening. Between meals and in the evening, students on a regular board plan may use their Polar Plus points.

Hours: 7:30 a.m.–4:30 p.m., Monday–Friday; 8:00 p.m.–midnight, Sunday–Friday; 11:00 a.m.–4:00 p.m., Saturday; 11:00 a.m.–4:00 p.m., Sunday

Bowdoin Express Convenience Store

Located in Bogart Court, the Bowdoin Express offers a wide selection of soft drinks, juices, candy, snacks, as well as soaps, shampoos, and other toiletry items. Students may purchase food and beverages with their Polar Plus points.

Hours: 9:00 a.m.–11:00 p.m., Monday–Friday; 11:00 a.m.–11:00 p.m., Saturday–Sunday

MORRELL LOUNGE

Morrell Lounge is located in the center of the David Saul Smith Union and is a great place to relax, meet friends, and find out what's happening on campus. Concerts, lectures and dances are often held in Morrell Lounge because of its large size and central location in the Union.

JACK MAGEE'S PUB

Jack Magee's Pub is a three-story pub behind Morrell Lounge. It provides an informal gathering place for members of the College community, and it is open to all students during the school year. Throughout the year, there are many performers booked in the pub, such as bands, poets, comedians, and DJs. Beer and wine are available for those *21 years of age or older*; proof of age is required. All state and College regulations concerning the sale and consumption of alcoholic beverages are enforced strictly, and students who violate these rules are subject to disciplinary action under the Social Code.

Pub hours: 8:30 p.m.–midnight, Wednesday; 8:30 p.m.–1:00 a.m., Thursday–Saturday

JACK MAGEE'S GRILL

Adjoining Jack Magee's Pub is Jack Magee's Grill, which serves burgers, pizzas, sandwiches, fries, and more. Between meals and in the evenings, students on a regular board plan may use their Polar Plus points.

Grill Hours: 11:30 a.m.–midnight, Monday–Wednesday; 11:30 a.m.–1:00 a.m., Thursday–Friday; 6:30 p.m.–12:00 a.m., Saturday–Sunday

LAMARCHE LOUNGE

The Lamarche Lounge, located on the upper level of the David Saul Smith Union, opposite the information desk, serves as a meeting room and displays art exhibits by students, alumni, and local artists.

CAMPUS LIFE

Then and Now



Student Activities in the late 1800s included groups such as this gymnastics team. Today, there is no gymnastics team but there are a variety of dance groups, many of which are culturally themed.



STUDENT ORGANIZATIONS

To contact the leader(s) or to read the mission statement of any student organization please visit the website for Student Organizations: <http://studorgs.bowdoin.edu>

African American Society promotes excellence in the black community. Its goals are to promote academic excellence in its members and to provide a social and cultural support system for its members.
Advisor: Shelley Roseboro

Americans for Informed Democracy (AID) is a non-partisan organization working to raise global awareness on campus. AID fulfills its mission by coordinating town hall meetings on America's role in the world, hosting lectures and organizing video conferences.

Amnesty International raises consciousness and promotes debate on-campus of human rights issues, and works to promote the human rights of people around the world.

Animation Society shows works of animation on a weekly basis. It provides the community with an opportunity to view foreign entertainment in a friendly, casual environment.

Anokha is an organization whose main focus is the practice and celebration of South Asian cultures.

Arabesque, the ballet club, provides advanced dancers with the opportunity to continue practicing the art of ballet. Also, the club gives its members a chance to choreograph and perform their own works.

Architects and Designers provides a forum for discussion of architectural and design issues.
Advisor: Jill Pearlman

Asian Student Association is a political and social organization formed for individuals interested in Asian and Asian American culture. ASA's goals are to provide a support group and promote Asian American issues and awareness.
Advisor: Shelley Roseboro

CAMPUS LIFE

B.O.K.A. is the oldest coed a cappella group at Bowdoin. They perform an eclectic mix of music, ranging from rock to pop to tv theme songs. They provide a unique, coed sound, combining both music and amusement.

Bellamafia is an all-female a cappella group committed to making good music and having fun.

Belly Dancing Club

Bowdoin Cable Network (BCN) is a student-run closed circuit television station. BCN provides a communication platform for campus events and original programming.

Advisor: Carmen Greenlee

Bowdoin Christian Fellowship (BCF) seeks to create a close-knit community of Christians and those interested in learning more about Christianity through music, bible study, prayer and fellowship.

Bowdoin College Democrats provides a medium through which students can discuss, convey and exercise their political ideologies. The club is dedicated to making the College more aware of issues which may affect it.

Advisor: Janet Martin

Bowdoin College Recording Studio provides students with a unique opportunity to record, produce and engineer music.

Advisor: Vineet Shende

Bowdoin College Republicans is a political organization open to students regardless of party affiliation. The group tries to foster debate on issues by sponsoring speakers and holding party activities.

Bowdoin Communal Bike Program provides and maintains a fleet of bicycles for use by members of the Bowdoin community in an effort to foster an efficient and ecologically sound mode of transportation around campus.

Advisor: Keisha Payson

Bowdoin Film Society brings a variety of films to campus on Fridays and Saturdays. Films are free and open to the public.

Advisor: Tricia Welsch

The Bowdoin Orient is the College's weekly newspaper and is the oldest continually published college weekly in the nation.

Advisor: Sandor Polster

Bowdoin Outing Club (BOC) promotes outdoor activities, an appreciation of nature, and the development of such traits as initiative, integrity, self-reliance and leadership.

Advisor: Mike Woodruff

BQSA (Bowdoin Queer/Straight Alliance) is an activist group that wants to inform the Bowdoin community of gay and lesbian issues and to create a supportive environment for gay and straight students to meet weekly.

Bowdoin Robocup gives all students the opportunity to engage in innovative research, learn about robotic platforms and technology, and compete in national and international Robocup events.

Advisor: Eric Chown

Bowdoin Student Government, see page 40.

Bowdoin Students for Peace is a single-issue organization comprised of students committed to working together to contribute to peace efforts both worldwide and within our own community.

Advisor: Joe Bandy

The Bugle is the Bowdoin College yearbook.

Advisor: Allen DeLong

Campus Activities Board (A-Board) promotes and plans activities, educational and/or entertaining, in a way that best serves the interests of the student body.

Advisor: Allen DeLong

Caribbean Student Alliance

Catholic Students Union (CSU) is a group that fulfills the needs of the Catholic population on campus. CSU sponsors weekly dinner meetings, retreats, and other campus-wide activities. Mass is every Sunday at 4:30 p.m.

CAMPUS LIFE

Chess Club meets on a weekly basis with a group of interested players. The club may also sponsor competitions/tournaments or send players to local matches.

Circolo Italiano brings students and other members of the campus together to celebrate the language, art, and culture of Italy.

Community Service Council, see page 48.

The Craft Center is open to any students interested in artistic activities such as photography, sewing, beading, pottery and sculpture. The Craft Center offers classes throughout the year that teach basic skills in multiple artistic pursuits.

Advisors: Bonnie Pardue

Culinary Club provides a way to teach students how to cook different foods from around the world.

Debate Team participates in intercollegiate debate tournaments year round, hosted by schools such as Harvard, Dartmouth, and Stanford. In

addition, the team plans an annual BBC President's Cup tournament and participates in regional tournaments.

Coach: Phil Hansen

Democratic Socialism is a forum through which Bowdoin students are able to discuss and promote progressive issues on campus.

The Dr. Nathan Smith Pre-Health Society

Advisor: Susan D. Livesay

The Evergreens is Bowdoin's environmental action and interest group. They sponsor events, newsletters, debates, and community action that increase environmental awareness and responsibility on the Bowdoin campus.

Advisor: Keisha Payson

Filipino Club is a group that meets weekly to learn and study Tagalog, the national language of the Philippines, as well as to bring together the Filipino student population.

Finance Society

Forum is a student-run academic journal of international affairs circulated each fall. It includes undergraduate, faculty, and alumni submissions.

Advisor: Allen Delong

Forward! is an organization for students and other people with disabilities on the Bowdoin campus. They try to address the needs and concerns of those with disabilities and to plan events and activities that will heighten awareness.

Fuzion

Global Justice is a student organization dedicated to human rights issues. The group focuses on international human rights and economic justice through campus and community education, activism, advocacy, and fundraising.

H20: Health to Others aims to increase local and global awareness and prevention of STIs and HIV/AIDS on campus and in our local community.

Hillel provides a resource for Jewish students to gather together and share a common bond. They sponsor both Jewish and secular activities, present

A competition to determine the best sushi chef takes place in Jack Magee's Pub.



CAMPUS LIFE

lectures, show movies, and more in order to provide a sense of community and Jewish life.

Huntington Club takes weekend trips to various nearby locations, including Popham Beach and Reid State Park, for bird watching. Chuck Huntington, a retired Bowdoin ornithology professor, goes on most trips and provides a tremendous amount of information about birds and where to see them.

Improvabilities is an improvisational comedy group that performs throughout the year for the campus community.

International Club plans events and programs that support the international student community as well as serve to educate the broader Bowdoin community.

Advisor: Laura Lee

Korean American Students' Assoc. (KASA) promotes a better understanding and awareness of the Korean heritage, culture, language, its people and their concerns in the Bowdoin community.

The Knitting Club is a group that offers company for knitters and instruction for beginners.

Advisor: Carmen Greenlee

Latin American Student Organization (LASO) works to ensure the diffusion of Latino culture and issues that face those people of Latin American background in the United States.

Advisors: Allen Wells, Enrique Yepes

The Longfellows is an all-male traditional close harmony a cappella group performing jazz and rock standards, traditional ballads and contemporary popular music.

Masque & Gown provides opportunities in theater, produces plays, and sponsors the annual student-written one-act play contest.

Advisor: Davis Robinson

Tech Advisor: Michael Schiff-Verre

Meddiebempsters (Meddies) is an all-male a cappella group with a 60+ year tradition of performing on campus and traveling to sing with other groups.

Meditation Club gives all students an opportunity to practice meditation and to learn more about Buddhism.

Advisor: Kidder Smith

Miscellania is an all-female a cappella group.

Modern Tech is a modern dance group.

Navigators

Advisors: Jay Levesque, Kim Levesque

Neuroscience Journal Club offers students the opportunity to discuss current topics in the field of neuroscience in an organized setting outside of the classroom.

No Reply is a zine with intent to raise awareness about social differences and likewise social similarities that, from time to time, are either ignored or just not seen. Articles may range from extremely “conservative” to extremely “liberal.”

Obvious is an exclusively hip-hop and breakdancing group that commits itself to a competitive level of dance.

Organic Garden Club strives to convene students interested in sustainability and organic farming to plan, create, and maintain an organic garden for Bowdoin. The club strives to build connections with the community and earth, and it hopes to

Student organizations have become much more than just group meetings. Poeting performers put their acts on stage in small venues such as Jack Magee's Pub and at larger events such as Parents Weekend.



CAMPUS LIFE

reduce the school's environmental footprint in a way that is productive and educational.

Poeting is an organization created to provide a community of inspiration and enlightenment for student poets. Weekly meetings are calm and laid-back as poets share original literary works, participate in workshop-based activities, and prepare for upcoming poetry performances.

Polar Bear Nation is a club designed to stimulate school spirit by providing a student cheering section at home basketball games. They attend all conference home games as well as a couple of "big games" against non-conference opponents. At all games they provide enthusiasm for the event and and show a sense of pride in our beloved college.
Advisor: Timothy J. Gilbride

Polar Bear Swing provides a relaxed and welcoming environment in which club members with all levels of Swing dancing experience can improve their skills, enjoy the company of other dancers and have fun.
Advisor: June Vail

The Quill is Bowdoin's student-run literary magazine. Its purpose is to compile and publish a yearly collection of exceptional poetry, short stories, essays, and artwork created by Bowdoin's students, staff, and faculty. The Quill also sponsors and organizes literary events at Bowdoin.
Advisor: Marilyn Reizbaum

Raw Punk: Screaming the Truth

Advisor: James Westhoff

Russian Club brings students and other members of the campus together to celebrate the language, art and culture of Russia.

Advisor: Jane Knox-Voina

Safe Space supports the survivors of sexual violence and offers survivors an opportunity to share their experiences in a confidential and supportive atmosphere.

Scuba Diving Club provides a certified Discover Scuba Diving course a few times each semester.

Student Admissions Volunteers Organization (SAVO)

Sustainable Bowdoin

Taiko teaches taiko (japanese drumming) to all those who want to learn. This club is instruction-oriented, but Taiko Club will also give periodic performances, in which students are encouraged to participate.

Unity Step Team practices new steps, puts them together, and performs.

Ursus Verses prepares and performs high quality a cappella music to improve the musicianship skills of the group and individuals and to provide entertainment to the campus and community.

V-DAY (BWA) works to promote awareness of efforts to prevent violence against women and children through educational programs such as concerts, lectures, and performances such as the "Vagina Monologues."

VAGUE is a student dance group. Throughout the year, they perform pieces that the students involved in the group choreograph themselves.

Advisor: June Vail

W.A.R.R.I.O.R.S is Bowdoin's student-run eating disorders awareness group, whose main goal is to increase the general knowledge of and sensitivity towards body image problems and eating disorders.

Taiko practices on their own handmade drums. If you have a strong interest and want to create a club, visit the Student Activities Office in Smith Union to find out where to start.



CAMPUS LIFE

Wave Length is a forum for student photographers to have their work published in a magazine format. Submissions are accepted throughout the year and the chosen photographs are compiled into a publication that is distributed throughout the Bowdoin community.

WBOR 91.1 FM provides a broadcasting forum for education and interaction. Bearing in mind the nature of today's commercial radio, WBOR, through music and other programming, is dedicated to putting forward ideas outside the mainstream and not found in commercial music and programming.

Advisor: Allen DeLong

Women's Association promotes awareness and education about gender issues through speeches and performance artists.

Yoga Club provides hour-and-a-half long yoga classes lead by an instructor three times a week.

Advisor: Bernie Herschberger

CLUB SPORTS PROGRAM

Alpine Ski/Ski Race is dedicated to and focused on both downhill racing and recreational skiing. Members of the club compete in intercollegiate races along the Northeast coast.

Advisor: Jeff Ward

Chaos Theory (Women's Ultimate Frisbee) exposes women at Bowdoin to the sport of ultimate Frisbee and to develop/improve upon skills in order to be competitive in the women's ultimate frisbee arena, especially in New England.

Advisor: Joe Bandy

Cheerleading Squad provides support, enthusiasm and entertainment at football games and men's and women's basketball games.

Crew (Bowdoin Rowing) provides students with the opportunity to pursue the sport of crew in a fun, competitive environment. The team practices on the New Meadows River and competes at regional regattas in both the fall and spring seasons.

Coach: Gil Birney

Advisor: Sam Butcher

Cycling Club provides cyclists with the opportunity to ride together and exchange information about routes, bike maintenance, and races. The group is a member of the Eastern Collegiate Cycling Conference which organizes a number of races around the Northeast in the disciplines of mountain bike, cyclocross, and road bike racing.

Equestrians provides an opportunity for students interested in horseback riding, riding lessons, and competition.

Advisor: Sue Livesay

Fencing Club provides an organization through which Bowdoin students can fence and/or learn to fence.

Club Hockey is a competitive coeducational hockey program that plays over 30 games in the Coastal Men's Hockey League and also intercollegiate. Most games are at Dayton Arena on campus.

Karate

Rock Climbing

Rugby-Men's sponsors rugby matches with teams from other colleges and independent teams.

Stoned Clown (Men's Ultimate Frisbee) is a group of fun-loving athletes who love the spirit of Frisbee. They travel around New England playing in various tournaments as well as hosting a 30-team tournament at Bowdoin in the fall.

Advisor: Joe Bandy

Table Tennis Club organizes table tennis tournaments.

Taekwondo

Volleyball-Men's is a member of the New England Collegiate Volleyball League. They provide an opportunity to learn the sport of volleyball while being a part of a competitive team.

Waterpolo Team competes with other colleges as a member of the Collegiate Waterpolo Association.

Advisor: Jeff Ward

CAMPUS LIFE

COMMUNITY SERVICE COUNCIL

<http://www.bowdoin.edu/communityservice>

The Community Service Council serves as an umbrella organization for student-run community service programs. Composed of leaders of each volunteer organization, the Council serves as a link between student volunteers and community agencies and provides funding for student-led community service activities. The Council, advised by staff of the Community Service Resource Center, oversees the following student-run organizations.

Co-Presidents:

Joy Lee '07

Lisa Peterson '07

Adopt a Grandparent

Matches Bowdoin students with elderly residents of the Brunswick community.

Lauren Johnson '07

Bear Buddies

A program for children with physical and mental disabilities. Meets twice monthly for afternoon activities.

Lily Abt '08

Meredith Segal '08

Bears and Cubs

Matches Bowdoin students with children waiting for a Big Brother or Big Sister. Meets every Sunday in the gym for afternoon activities.

Caroline Bader '09

Carolyn Boyle '08

Sam Dinning '09

Book Buddies

Volunteers work one-on-one as tutors and mentors with ESL students at Coffin Elementary School.

Allie Chin '07

Bowdoin Central Mentoring

Members mentor students at Bowdoin Central Elementary School.

Alexandra Cowen '08

Bowdoin Mentoring

Recruits, trains and coordinates activities for students involved in mentoring programs and relationships.

Samantha Cohen '07

Rebecca Ginsberg '07

Campus Kitchens

Volunteers deliver unused food from Dining Services to Midcoast Hunger Prevention Program and provide one meal a week for the Tedford Family Shelter.

David Falkof '09

Katie Kindick '09

Ian Yaffe '09

Circle K

Organizes a wide variety of service projects on campus and in the community.

Jamie Burwood '08

Jill Steigerwald '07

College Guild

Members provide educational support for prisoners through the U.S. Postal system.

Anna Choi '08

Colleges Against Cancer

Promotes cancer awareness and advocacy on campus and raises funds for the American Cancer Society through the Making Strides Walk and the Relay for Life.

Kiel McQueen '08

Falcon Friends

Members mentor students at Bowdoinham Elementary School.

Kacey Lane '08

Habitat for Humanity

A campus extension of the local chapter, this group organizes campus-wide poverty awareness events, fundraisers and "build" days.

Mary Kate Wheeler '07

Midcoast Hospital Volunteers

Members Serve in the local hospital by visiting patients and helping hospital staff.

Elita DeFeo '09

Alden Karr '07

Winslow Moore '07

CAMPUS LIFE

Mt. Ararat High School Mentoring

Members mentor students at Mt. Ararat High School.

Samantha Cohen '07

Mt. Ararat Middle School Mentoring

Students work one-on-one as mentors to middle school students.

Rebecca Ginsberg '07

Andrew Stager '07

Portland Housing Authority

Provides tutoring for mainly immigrant and refugee children in grades 7-12 living in the Portland Housing Authority Projects, after school M-TH.

Colin Beckman '07

Jon Ragins '08

Red Cross Blood Drives

Helps host four campus-wide blood drives per year. Volunteers help with registration, blood donor support, and refreshments.

Selina Asante '07

Laura Belden '08

Nick Larochelle '08

SmART

Mentors at-risk youth at West Harpswell Elementary School through the arts.

Honora Dunham '07

Avery Forbes '08

Special Friends

Shares in various weekend activities with adults who are mentally and physically disabled.

Lily Abt '08

Special Olympics

Helps organize the Special Olympics swim and track meets in the spring.

Carrie Miller '08

Rose Teng '07

Success By 6

Provides early childhood literacy education to prepare children for success in school.

Amy Ahearn '08

Tedford Shelter

Serves the evening meal four nights a week at a local homeless shelter and plays games with children living at the family shelter.

Curtis Isacke '07

Willy Oppenheim '09

Up 'Til Dawn

Raises money for St. Jude Children's Research Hospital through letter-writing.

Ponnala Samuel '07

Volunteer Lawyers Project

Members work with Pine Tree Legal Aid to provide legal options to callers below the poverty line.

Emma Cooper-Mullin '07

Being a Bowdoin student means that you have a commitment to the common good. Be a part of the greater Brunswick community by volunteering. A great way to start is by participating in Common Good Day in the fall.



CAMPUS LIFE



Any club can schedule an event. Because scheduling takes so much time and planning, talk to the Student Activities Office before you contact the campus scheduler about your event.

SCHEDULING A CAMPUS EVENT

If student organizations or organization-sponsored events require meeting space on campus, that space should be reserved through the campus scheduler, Roberta Davis, at rdavis@bowdoin.edu

Campus space is in demand and facilities are sometimes booked several months in advance; therefore it is recommended that as soon as a program is planned, the facility should be reserved. Scheduling is done on a first-come, first-served basis. Please provide the following information with your request:

- Event title and lecturer's name (please be as descriptive as possible)
- Room desired (1st, 2nd, 3rd choices)
- Date of event
- Open and close times (i.e. when the room should be unlocked)
- Setup required (e.g. lecture style chairs, round tables, registration tables, etc.)

- Start time
- Contact name and extension
- Account number (mandatory)
- To whom the event is open (campus community, general public, etc.)
- Facilities Management needs
- Dining Service needs (if you need dining service, you must contact dining service directly at Ext. 3211)
- A/V needs (If you need AV service, you must contact AV directly at Ext. 3621)
- Inclusion in Bowdoin's calendars. Please classify your event as one of the following: breakfast, class, concert, dance, dinner, discussion, exhibit, lecture, luncheon, meeting, movie/film, music, performance, presentation, reading, reception, religion/spirituality, sports, seminar, rehearsal, symposium, or workshop.

You may be asked for additional information. If the desired location is not available, the Campus Scheduler will work with you to find an appropriate space. In an effort to save added set-up costs (for audiovisual equipment, for example), the scheduler will suggest that you reserve a space with the needed set-up and dining arrangements already in place.

Please provide a brief description of your event including title, speaker's name, ticket price, etc. This information will appear on the Web calendar.

To arrange an on-campus event, please contact the Campus Scheduler at the Events and Summer Programs Office:

- By e-mail, at rdavis@bowdoin.edu
- By telephone, at Ext. 3421, between 8:00 a.m. and noon and 1:00 p.m. and 5:00 p.m.

The campus scheduler schedules all college facilities with the exception of a small number of facilities. Additionally, some facilities require approval by staff before scheduling. Please contact the Campus Scheduler for a list of these specific facilities.

Events during the academic year that include community or professional groups, are reserved through the assistant director of summer programs, Ext. 3307.

Summer Programs: Inquiries should be directed to assistant director of summer programs, Ext. 3307.

CAMPUS LIFE

AREA TRANSPORTATION

BUS LINES

Concord Trailways: When classes are in session, Concord Trailways makes a stop at Bowdoin College. The stop is located on Harpswell Road directly behind Dayton Arena. Concord Trailways tickets may be purchased at the Citgo Station Clipper Mart (on Pleasant St. across from Church Road). You may also get on the bus at the College and purchase your ticket en route either when the bus stops at the Clipper Mart or at the Portland bus terminal. For schedule and rate information call 1-800-639-3317.

Greyhound and Vermont Transit Lines:

Greyhound/Vermont Transit Line offers daily trips to and from points south. Schedules and rates are available from the office at 206 Maine Street, Brunswick (phone 207-729-5301 or 1-800-231-2222). Buses stop at the corner of Maine and Elm Streets, two blocks from campus. Special baggage express rates are available.

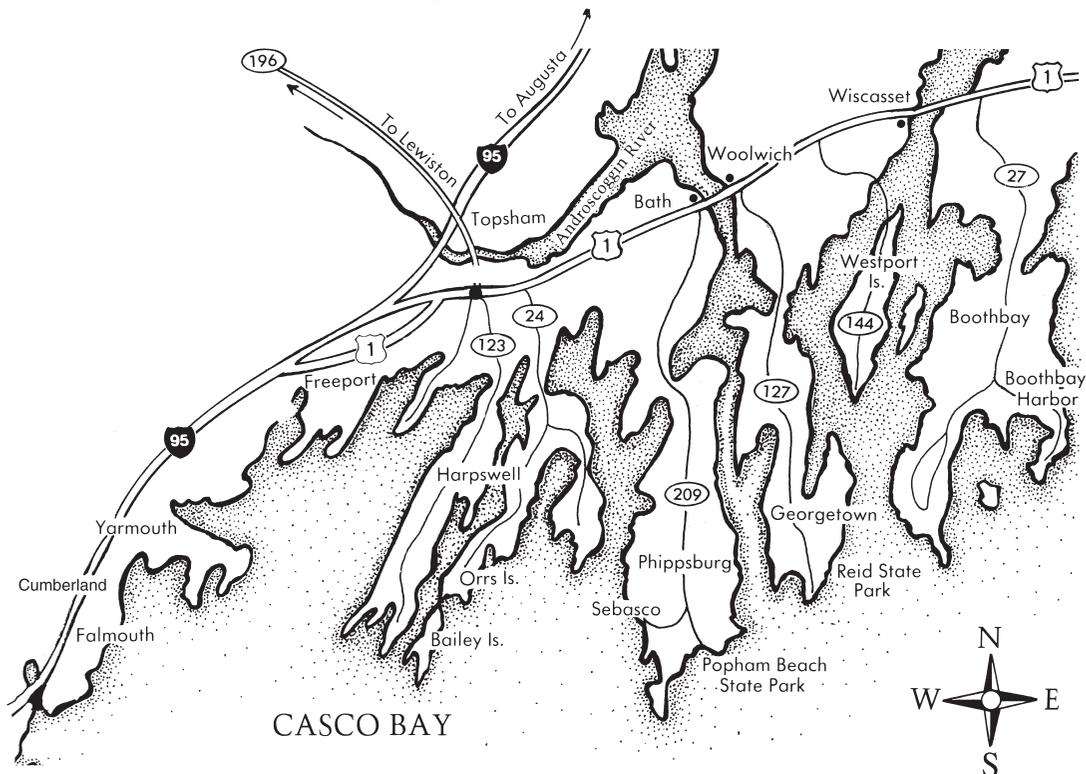
SHUTTLE SERVICES

Classy Limo and Shuttle provides service to Portland, Boston, Manchester and the local area. For more information and reservations call 1-800-499-0663.

Mermaid Transportation provides service to Boston, Manchester, N.H. and the Portland Jetport on a regular schedule during the last few days of the semester. For more information and reservations call 1-800-696-2463.

Mid-Coast Limo provides service to the Portland Jetport. For more information and reservations call 1-800-937-2424.

The map below shows coastal routes from Portland to Boothbay. Driving time from Bowdoin to Freeport is about 15 minutes; to Portland, Popham Beach Reid State Park, or Wiscasset, 30-40 minutes.



COLLEGE POLICIES

THE ACADEMIC HONOR CODE AND SOCIAL CODE

The success of the Academic Honor Code and Social Code requires the active commitment of the College community. Bowdoin College expects its students to be responsible for their behavior on and off College premises and to assure the same behavior of their guests.

Uncompromised intellectual inquiry lies at the heart of a liberal education. Integrity is essential in creating an academic environment dedicated to the development of independent modes of learning, analysis, judgment, and expression. Academic dishonesty, in or out of the classroom, is antithetical to the College's institutional values and constitutes a violation of the Honor Code.

The Academic Honor Code plays a central role in the intellectual life at Bowdoin College. Students and faculty are obligated to ensure its success. Since 1964, with revisions in 1977 and 1993, the community pledge of personal academic integrity has formed the basis for academic conduct. The institution assumes that all Bowdoin students possess the attributes implied by intellectual honesty.

The Social Code describes certain rights and responsibilities of Bowdoin College students. While it imposes no specific morality on students, the College requires certain standards of behavior on and off College premises to secure the safety of the College community and to ensure that the College remains a center of intellectual engagement.

Certain types of behavior may be inappropriate even though not "illegal"; for example, speech can be offensive even though allowed.

Individuals who suspect violations of the Academic Honor Code and/or Social Code should not attempt to resolve the issues independently, but are encouraged to refer their concerns to the Office of the Dean of Student Affairs. The College reserves the right to impose sanctions on students who violate these codes on and off College premises.

The procedures under the Academic Honor Code and Social Code are not criminal proceedings and should not be construed as such. Bowdoin College acknowledges its responsibility to conduct student judicial procedures which reflect fundamental

fairness. For the purposes of assuring fairness and consistency, the College adopts the following protections for students under conduct review: adequate notice of hearings; advance notice of matters requiring student responses; an impartial Judicial Board and proceedings; the opportunity to provide evidence and witnesses; the availability of an appeal; and the right to have a College member, uninvolved with the case, available for personal support at the formal Judicial Board hearing. The following sections describe the Academic Honor Code and Social Code.

I. Definition of Terms

Listed below are standard definitions of important terms used in the Academic Honor Code and Social Code:

- A. The "Academic Honor Code" covers student conduct in such activities as classroom and laboratory assignments, examinations, quizzes, papers, and presentations. The "Social Code" governs non-academic student conduct.
- B. Terms such as "Bowdoin" or "the College" refer to Bowdoin College and its premises.
- C. "Student" includes all persons officially pursuing course work at Bowdoin College.
- D. "Faculty" or "faculty member" means any individual employed by Bowdoin College to conduct formal academic activities.
- E. "College official" refers to any person employed by Bowdoin and not a member of the faculty.
- F. The "Bowdoin community" incorporates all faculty, students, student groups, and officials or other persons employed by the College and its properties.
- G. College "premises" comprise all land, buildings, facilities, and other property owned, used, or supervised by Bowdoin, including its student organizations.
- H. "Student judicial procedures" refers to all written and stated policies involved in determining possible infractions and sanctions of College conduct codes.
- I. The "Administrative Committee" considers appeals of the Judicial Board decisions. The committee is chaired by the president of the College and includes the Dean of Student Affairs, a member of the dean's staff, four faculty members, and three students.
- J. The terms "shall" and "will" are used in the imperative sense; "may" and "should" are used in the permissive sense.

COLLEGE POLICIES

- K. Bowdoin College designates the Office of the Dean of Student Affairs to supervise the administration of the Academic Honor and Social Codes.
- L. "Misconduct" refers to student actions which violate the College's Academic Honor Code and/or Social Code.
- M. "Preponderance of evidence" is the Judicial Board's decisional standard by which the facts presented must demonstrate, within a reasonable probability, that a violation has occurred.

II. Interpretation

- A. The Dean of Student Affairs shall interpret questions and resolve any perceived ambiguities about the Academic Honor Code and Social Code.

III. The Pledge

- A. During matriculation, members of the incoming class must acknowledge the pledge that reads: "I have read, understand, and agree to abide by the Academic Honor Code and the Social Code."
- B. Signing of the pledge implies a student's commitment to uphold the principles and rules outlined in the Academic Honor Code and the Social Code.
- C. Students sign the Academic Honor Code and Social Code pledge form, a copy of which is kept in their permanent files in the Office of the Dean of Student Affairs. Members of the Judicial Board coordinate the signing of the pledge.
- D. Each time students place their name on examinations, papers, laboratory assignments, and other academic work, they acknowledge their responsibility and commitment to the Academic Honor Code.

IV. Proscribed Conduct

The following sections describe activities constituting breaches of the Academic Honor Code and the Social Code.

ACADEMIC HONOR CODE

1. "Academic Dishonesty" includes but is not limited to (1) the receiving, giving, or using of any unauthorized assistance on quizzes, tests, written assignments, examinations or laboratory assignments; (2) references to sources beyond those authorized by the instructor in preparing

papers, constructing reports, solving problems or carrying out other academic assignments; (3) inadequate citation of sources; (4) acquisition, without permission, of tests, computer files or similar material which would give the student an unfair advantage on an assignment or examination; (5) submission of academic work not a student's own original effort; (6) use of the same work for multiple courses without prior knowledge of the receiving instructors; (7) depriving learners of access, including computer access, to library information through intentional monopolization, mutilation, defacing, unauthorized removal of books or other materials from College libraries, or purposeful failure to return library materials on a timely basis; (8) unauthorized altering of academic records (transcripts, grading sheets, Course Registration Cards, etc.).

2. A number of Bowdoin College courses employ various kinds of collaborative assignments in several different situations, including homework, laboratory reports, and in-class assignments. When preparing such course work, students should follow the individual instructor's policy on collaboration. When the instructor permits collaboration among students, the use of another student's work or ideas should be credited properly.
3. It is the obligation of students to be thoroughly familiar with proper citation of sources and to consult and refer to authoritative style guides for research papers.

The Bowdoin College Library website provides links to style guides at:

<http://library.bowdoin.edu/eref/write.shtml>. Students are particularly encouraged to consult the **MLA Style Guides and Sources**.

Plagiarism is possible with any work performed in any medium and in any scholarly discipline. Plagiarism involves the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment in all such scholarly work as essays, examinations, oral/written reports, homework assignments, laboratory reports, computer programs, music scores, choreography, graphic depictions, and visual presentations.

COLLEGE POLICIES

Plagiarism also includes the unacknowledged use of materials prepared by another person or agency engaged in selling of term papers or other academic materials.

SOCIAL CODE

The following activities, occurring on or off College premises, constitute breaches of the Social Code:

1. Conduct which is unbecoming of a Bowdoin student. Examples include but are not limited to, lewd or indecent behavior (or sponsorship thereof); physical or verbal abuse or assault; threats; intimidation; harassment; coercion; hazing; and other conduct which threatens, instills fear, or infringes upon the rights, dignity, and integrity of any person.
2. Attempted or actual theft of, or misappropriation of, property and/or services. Attempted or actual damage to property.
3. Purposely providing false, inaccurate, or misleading information to a College official(s) or faculty member(s).
4. Failure to comply with the reasonable request of a College official(s) or faculty member(s), including a request to identify oneself.
5. Behavior which endangers the health and safety of oneself or others. Examples include, but are not limited to: tampering or interfering with, as well as destroying or misusing, fire safety equipment; the possession of firearms, explosives, other weapons, or dangerous chemicals; unauthorized climbing on College buildings and structures; throwing objects out of windows; and the reckless operation of a motor vehicle.
6. Violation of federal, state, or local statutes.
7. Disruption of the orderly processes of the College, involving obstruction of teaching, research, administration, disciplinary proceedings, or other College activities, including its public-service activities. Actions disruptive to the orderly processes of the College include, but are not limited to:
 - a. Unauthorized entry into, or occupation of a private office, college residence, work area, a teaching, library, or social facility.
 - b. Failure to abide by the operating regulations of academic and non-academic offices, centers, unions, classrooms, libraries, laboratories, and other College buildings.
 - c. Unauthorized possession, duplication or use of keys to College premises, or tampering with locks to College buildings.
 - d. Conduct that restricts or prevents College employees from performing their duties.
 - e. Excessive or extreme noise, the display of banners/objects, or the throwing of objects which prevents or disrupts the effective execution of a College function or approved activity, including classes, lectures, meetings, interviews, ceremonies, athletic events, and public functions.
8. Installing or using any device for listening to, observing, photographing, recording, amplifying, or transmitting sounds or events where the individual/group involved has a reasonable expectation of privacy, without consent of all persons involved. The recording or photographing of a recognized group's proceedings, performances, classes, lectures, programs, workshops, or other similar events without the specific authorization of the sponsoring organization, faculty member, speaker, or other party related to the event.
9. Failure to comply with any Bowdoin College policy including, but not limited to, the following specific ones:
 - a. Bowdoin College Fraternity Membership Policy
 - b. Bowdoin College Illegal Drugs Policy
 - c. Bowdoin College Alcohol Policy
 - d. Bowdoin College Noise Ordinance
 - e. Bowdoin College Information Technology Use Policy and Copyright Policy
 - f. Bowdoin College Residential Life Policies
 - g. Bowdoin College Sexual Misconduct Policy
 - h. Bowdoin College Policy on Discrimination
 - i. Bowdoin College Facilities Management Policies

COLLEGE POLICIES

JUDICIAL AUTHORITY

- A. The Office of the Dean of Student Affairs is responsible for the administration of the student disciplinary process at Bowdoin College.
- B. The Office of the Dean of Student Affairs will review all claims of alleged violations by Bowdoin students of both the Academic Honor and the Social Code. After reviewing the claims, cases will either be referred to a Student Affairs staff member to be handled administratively or to the Judicial Board for a formal hearing. If a student believes that a disciplinary sanction issued by a member of the Student Affairs Staff is unfair, the student may elect to have the case adjudicated by the Judicial board. In such cases, the Judicial Board will come to its own determination of responsibility and recommended sanction, irrespective of the original administratively issued sanction.
- C. In both Academic and Social Code cases, the Judicial Board determination of responsibility is final, but the sanction is a recommendation to the Dean of Student Affairs. If the Dean of Student Affairs accepts this recommended sanction, it becomes the final decision unless an appeal is initiated. All Judicial Board sanctions are implemented by the Office of the Dean of Student Affairs.

THE JUDICIAL BOARD

A. Purpose

When cases are referred to the Judicial Board, the Board must determine whether a violation of the Bowdoin College Academic Honor Code or Social Code has been committed by a student. The Judicial Board is charged with the responsibility of determining what happened, ascertaining if what happened constitutes a violation of the Academic Honor Code or Social Code, and recommending to the Dean of Student Affairs what penalty, if any, should be imposed.

B. Composition

The Board consists of student members and faculty members. The Chair of the Judicial Board is a student member and presides over all hearings of the Board. In the Chair's absence, the Vice-Chair will preside. The Board hearing Academic Honor Code cases consists of three students including the Chair and two faculty members. The Board hearing Social Code cases consists of five students including the

Chair. Cases that involve alleged Academic Honor Code and Social Code violations that are interrelated will be heard by the same Board. The composition of such a Board will be determined by the Dean of Student Affairs at the dean's discretion.

When a quorum of current Board members cannot be convened as needed, previous Board members may be called to serve as alternate members.

Deviation from the stated number of Board members may only occur with the approval of the Respondent or, under certain circumstances, as determined by the Dean of Student Affairs and the Board Chair.

The Judicial Board Advisor will attend the hearing and the Board's deliberations and may advise the Board on procedural matters but shall not vote. The Dean of Student Affairs may attend the hearing but not deliberations.

C. Selection of the Judicial Board

Student members are selected by the existing Judicial Board. The Student Government president may observe the interview process and report to Student Government on the newly selected members. The selection process will be overseen by the Judicial Board Advisor designated by the Dean of Student Affairs and the current Chair of the Judicial Board. All existing student and faculty members of the Board will be invited to participate in the selection process. Students on academic probation or disciplinary probation will not be considered. Faculty members shall be recommended by the Committee on Governance and appointed by the President. The Judicial Board shall select one student member to serve as the Chair and another to serve as the Vice-Chair.

D. Expectations of Judicial Board Members

Members of the Board are expected to uphold and exemplify the standards of the Bowdoin College Academic Honor Code and Social Code. Judicial Board members who are formally charged with an alleged violation of the Academic Honor Code or Social Code must dismiss themselves from their particular hearing. Board members found responsible for violating either Code may be dismissed from the Board.

COLLEGE POLICIES

Members of the Board are expected to respect and maintain confidentiality of all matters that come before the Board. Violation of this confidentiality will lead to dismissal from the Board.

All members of the Judicial Board must participate in a training program. The Chair, in concert with the Judicial Board Advisor, shall convene the Board for training each academic year. Judicial Board training will address proscribed conduct, procedures, and sanctions under the Academic Honor Code and Social Code.

JUDICIAL PROCEDURES

These procedures govern the judicial process with respect to adjudicating possible violations of the Academic Honor Code and Social Code.

A. Definition of Procedural Terms

1. A “Character Reference” is an individual who is a member of the College community and may speak on behalf of the personal integrity of the Respondent. Respondents are limited to a single character reference unless otherwise determined by the Chair.
2. The “Complainant” is the person(s) presenting a claim of alleged violation(s) of the Academic Honor Code or Social Code by the Respondent before the Judicial Board.
3. The “Judicial Board Advisor” is the Designate of the Office of the Dean of Student Affairs who advises the Judicial Board and is generally responsible for assuring the fairness and integrity of the hearing process.
4. The “Respondent” is the student(s) responding to the complaint of the alleged violation(s) of the Academic Honor Code or Social Code.
5. A “Supporter” is currently a member of the College community uninvolved with the case who may serve as personal support for the Respondent throughout the hearing process. The Supporter is limited to an advisory status, though a Respondent may consult with the Supporter during the hearing. The Supporter will not have an opportunity to make statements to the Board, ask questions of or to cross-examine any Complainant, witness and/or other individual participating in the hearing. Respondents are

limited to a single Supporter unless otherwise determined by the Chair.

6. A “Witness” is any individual(s) who can attest first-hand to the specific details of the case. Both the Complainant and Respondent are entitled to call witnesses. Witnesses will not have an opportunity to ask questions of or cross-examine any Complainant, Respondent, Witness and/or other individual participating in the hearing.

B. Initiating the Judicial Board Process

1. When a student is suspected of a violation of the Academic Honor Code or Social Code, the person(s) bringing the charge should confer with a member of the Student Affairs Staff for advice. A disciplinary review may be initiated through numerous channels, the two most common being through a complaint filed directly with the Office of the Dean of Student Affairs or through the receipt of a Security Report. Initial reports should provide all of the pertinent details of the alleged violation committed by the student(s) and must be filed with the Office of the Dean of Student Affairs while the Respondent is a Bowdoin student. Please note, in cases when a student suspects a violation of the Academic Honor Code, the student is encouraged to bring the information to the attention of the instructor or the Office of the Dean of Student Affairs.
2. The Office of the Dean of Student Affairs will review all claims and refer those which require a formal hearing to the Judicial Board.
3. For cases that are referred to the Board, prior to the hearing, the office of the Office of the Dean of Student Affairs will present the Respondent(s) with written charges describing the nature of the alleged violation, and the time and place of the hearing.

C. Judicial Board Hearing Guidelines

1. Hearings are confidential, and will be conducted in private; admission to the hearing of individuals not related directly to the case shall be at the discretion of the Board Chair.
2. The Board may make procedural rulings necessary to conduct its business within the guidelines of the judicial policies herein and in the spirit of fairness.

COLLEGE POLICIES

3. The Chair has discretionary authority with regard to all procedural rulings, including participation by non-Board members and decisions on the relevance and/or admissibility of evidence.
4. Formal evidentiary rules do not apply in College administrative hearings; the Board may consider any evidence, such as pertinent records, exhibits, and written statements, it determines relevant and credible.
5. In cases involving more than one Respondent, the Board may conduct separate hearings for each Respondent or a combined hearing for all Respondents.
6. The Board shall determine, by a majority vote, whether the student has violated the Academic Honor Code or Social Code as charged.
7. A “preponderance of evidence” is the Board’s decisional standard when considering if the Respondent(s) violated the Academic Honor Code or Social Code.
8. If the Board concludes that a violation has occurred, it may consider previous violations and sanctions in College disciplinary proceedings or civil or criminal cases when determining appropriate penalties.
9. The Board will orally notify the Respondent of its determination and recommendation. Typically, within forty-eight hours of the hearing’s conclusion, the Dean of Student Affairs will meet with the Respondent. Generally, at that meeting, he will provide the Board’s written determination and recommendation to the Respondent, as well as issue his final decision.
10. Hearings will be tape-recorded. This record becomes the property of Bowdoin College with access determined by the Dean of Student Affairs.

D. General Guidelines for Respondents

1. Respondents shall receive from the Office of the Dean of Student Affairs a written notice outlining the substance of misconduct charges against them, and including the date, time, and place of the hearing.
2. Respondents must have a reasonable period of time in which to prepare for the hearing, generally not less than five or more than fifteen calendar days after the notification. Respondents may waive minimum time limits; the Judicial Board Advisor may use discretion in extending maximum time limits in scheduling hearings.
3. Respondents must schedule pre-hearing conferences with the Judicial Board Advisor to review and discuss judicial procedures.
4. If Respondents wish, they may have a Supporter present at the hearing to provide personal support. The name of this person must be provided to the Judicial Board Advisor at least forty-eight hours prior to the scheduled hearing.
5. Respondents may have a Character Reference speak on their behalf at the hearing. The name of the Character Reference must be provided to the Judicial Board Advisor at least forty-eight hours prior to the scheduled hearing.
6. Respondents may have an attorney present at the hearing only when independent criminal or civil proceedings are pending; otherwise, attorneys shall not participate in the College’s disciplinary process. When attorneys are permitted, they are limited to advisory status to the Respondent with no opportunities to make statements to the Board, ask questions or cross-examine any Complainant, witness and/or other individual participating in the hearing. The Respondent must notify the Judicial Board Advisor that an attorney will be present at least forty-eight hours prior to the scheduled hearing.
7. Respondents may request the removal of a single Board member (names of members are available from the Office of the Dean of Student Affairs) believed incapable of rendering an impartial decision; in cases of multiply charged students, challenges to Board members shall not exceed two. Respondents must submit a written petition to the Chair demonstrating a conflict of interest and justifying their request for such removal. The Chair and the Judicial Board Advisor will rule on such petitions. If Respondents wish to remove the Chair, they must submit a written petition to the Judicial Board Advisor, and she or he will rule on such petitions.

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8. Respondents may examine all evidence scheduled for review by the Board prior to the hearing, including a list of witnesses and other individuals expected to attend. Individuals or groups shall not seek to influence or harass witnesses before the hearing.
9. Respondents and Complainants and/or the Office of the Dean of Student Affairs must provide a list of their relevant witnesses/references, any written statements, and evidence to the Judicial Board Advisor at least forty-eight hours prior to the hearing.
10. Respondents are expected to attend the hearing as scheduled by the Office of the Dean of Student Affairs. If Respondents fail or refuse to appear, the Chair may allow presentation of evidence to the Board in their absence. The Board will reach decisions based on the evidence presented.
11. Respondents may decide to actively or passively participate in the hearing. Active participation includes responding to questions, presenting arguments or evidence, etc., and passive participation includes not responding to questions, presenting arguments or evidence, etc.
12. At the hearing, Respondents may, in an orderly fashion, present evidence, make opening and closing statements, respond to questions from the Board, offer witnesses and a character reference, and hear and question evidence against them.
13. Misrepresentations or falsehoods by Respondents constitute a further violation and may be judged by the Board to compound the gravity of the original charge(s).

E. General Expectations of Individuals Involved in Disciplinary Hearings:

1. Complainants must attend the hearing unless Respondents consent to proceedings without complainants present.
2. At the hearing, Complainants may in an orderly fashion, make opening and closing statements, respond to questions from the Board, offer witnesses, and hear and question evidence.

3. Student witnesses and other resource individuals are not compelled to attend, produce evidence, or participate at a hearing.
4. Student witnesses and other individuals who attend are not allowed to participate actively in the hearing process unless permitted by the Chair. All questions and comments must be addressed to the Chair.
5. The Board expects truthfulness and honesty from all participants at a hearing. Purposefully misleading and/or false statements may result in serious disciplinary charges leading to a separate hearing.
6. Given the confidential nature of the College's judicial procedures, witnesses and other individuals shall not discuss the case with persons not present at the hearing.

F. Appeal of Judicial Board Decisions:

1. Respondents wishing to appeal must do so within five business days of the Dean of Student Affairs' decision. Appeals should be written to the President of the College, who serves as the Chair of the Administrative Committee. Respondents should accompany appeals with materials relevant to their argument. The Office of the Dean of Student Affairs may provide a written statement to the Administrative Committee in response to issues raised in the appeal. A case is limited to one appeal.
2. Appeals of Judicial Board decisions are heard by the Administrative Committee. When reviewing an appeal including any statement by the Respondent and/or the Office of the Dean of Student Affairs, the Committee will limit its review of Judicial Board decisions to a review of the record of the original hearing and supporting documents, and determine if there are grounds for appeal. In order for an appeal to be granted, the appeal must demonstrate one or both of the following:
 - a) Procedural error(s) which may have prejudiced the Board.
 - b) Evidence unavailable at the original proceeding which would likely have affected the decisions and sanctions.
3. If granted, the Administrative Committee may direct the Judicial Board to reconsider the case with the appropriate corrections.

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G. Some Judicial Board Sanctions

In cases heard before the Judicial Board, sanctions may be recommended which are deemed appropriate and well suited to the circumstances presented in the hearing. Factors relevant to the sanction include, but are not limited to the Respondent's acceptance of responsibility and remorse, the Respondent's present demeanor, the Respondent's past disciplinary record, the nature of the offense, and the severity of any damage, injury or harm resulting from the offense.

Although this list is not meant to be exhaustive, the following are some potential sanctions and the characteristics attributed to them:

1. *Warning:* For minor infractions, a student may be given an official College Warning. This Warning will be called to the attention of the Board or administrator in the event of any future violations of either the Social or Academic Honor Code.
2. *Reprimand:* For a second minor violation or for a single offense of a more serious nature, a student may receive an official Reprimand from the College. This Reprimand will be called to the attention of the Board or administrator in the event of any future violations of either the Social or Academic Honor Code. The Office of the Dean of Student Affairs may notify students' parents or guardians of the violation resulting in a Reprimand.
3. *Social Probation:* For a third minor violation or a single offense of an even more serious nature, a student may be placed on Social Probation.

Students on probation may not participate in off-campus study. The Office of the Dean of Student Affairs will notify students' parents or guardians of any violation resulting in probation. Students who are on social probation will most likely be referred to the Judicial Board in the event of any further serious violations, which could result in suspension or dismissal.

4. *Suspension:* For some serious violations, separation from the College is deemed necessary. When students are suspended, they are required to be away from campus and lose privileges;

after the designated period, students may return to Bowdoin. Suspended students, unless otherwise authorized by the Dean of Student Affairs, must leave the campus and may not occupy or visit College facilities or properties. In addition, suspended students are forbidden to participate in Bowdoin-sponsored activities or represent the College in any manner or forum during suspension. Suspended students may not transfer academic credit to Bowdoin for coursework taken during suspension.

5. *Indefinite Dismissal:* For some serious violations, separation from the College for an undesignated period of time with recommended minimum conditions on readmission is deemed necessary.

Students dismissed indefinitely, unless otherwise authorized by the Dean of Student Affairs, must leave the campus and may not occupy or visit College facilities or properties. In addition, students dismissed indefinitely are forbidden to participate in Bowdoin-sponsored activities or represent the College in any manner or forum. Students dismissed indefinitely may not transfer academic credit to Bowdoin for coursework taken during their dismissal.

6. *Permanent Dismissal:* For the most serious of violations, or for major misconduct following a prior suspension, separation from Bowdoin College with no opportunity for future readmission may be imposed.
7. *Other Sanctions* might include a range of various penalties, such as course failures, revisions of assignments, loss of College privileges, restitution, fines, community work, and written apologies.

H. Students' Records and Disciplinary Sanctions

Sanctions shall remain a part of students' confidential records. All written documentation regarding the outcome of a hearing in which a student is found responsible for violating the Academic Honor Code and/or Social Code becomes a part of the student's confidential file and the discipline record. Students control access to their confidential files, maintained by the Office of the Dean of Student Affairs, consistent with the Family Educational Rights and Privacy Act of 1974.

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I. Immediate Temporary Suspension

If the Dean of Student Affairs believes that the continued presence of a student or group of students is contrary to the best interests of the campus environment, or if the suspected behavior of a student or group of students seriously jeopardizes the safety and/or welfare of the campus environment, the Dean may immediately suspend the student(s) from the College pending a formal disciplinary hearing. A student or group of students under temporary suspension must vacate College premises and leave Brunswick immediately upon notification by the dean. Depending upon circumstances, the Dean may adjust specifics of the temporary suspension.

REVISION

- A. The Office of the Dean of Student Affairs, in consultation with Bowdoin Student Government, Judicial Board, and Student Affairs Committee representation, should conduct a review of the conduct codes and their administration on a regular basis. Representatives from the BSG and the Judicial Board may recommend policy changes and review procedures for Judicial Board student appointments by meeting with the Dean of Student Affairs or his designate.

PUBLICATION OF PROCEEDINGS AND FINDINGS

The Board will periodically compile and print aggregate data regarding cases in publications of its choice. The reported information should not identify specific individuals and/or participants.

Revised 2002

SEXUAL MISCONDUCT POLICY

Bowdoin College is committed to providing its students, faculty, and staff, a community and place of study and work which is free of sexual harassment and all forms of sexual intimidation and exploitation. The College cannot thrive unless the individual rights are respected and each member of the community is treated with civility. Members of the College should understand that this standard must shape our interactions regardless of whether it is backed up by the threat of sanctions.

The College condemns the sexual exploitation of professional relationships among and between faculty, students and staff. Employees who engage in activities that give rise to actual, potential, or apparent conflicts of interest, including intimate sexual relationships between two people who have an institutionally conferred difference in status (e.g. teacher/student, supervisor/subordinate) are hereby notified that such actions could make them liable to sanctions issued under this policy.

Any member of the College community has the right to report any instance of sexual assault or harassment without fear of reprisal and is encouraged to report such instances for the good of the community.

The College strongly encourages anyone who believes she or he has been a survivor of sexual misconduct to pursue charges within the State's judicial system by contacting the local police department. Information about Maine state laws on sexual offenses including stalking, sexual harassment and sexual assault are available at Safety and Security, Human Resources and Dean of Student Affairs offices and through the Maine state website, including <http://mainegovimages.informe.org/ag/dynld/documents/Harassmentpolicy.pdf>. State and College adjudicatory processes can be pursued at the same time.

SEXUAL HARASSMENT

Sexual Harassment refers to a broad range of unwanted behaviors that have sexual implications. It is generally defined as any use of privilege or power to impose sexually upon another or any conduct of a sexual nature that has the purpose or effect of substantially interfering with a student's education or an employee's work or creating an intimidating, hostile or offensive environment.

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It may involve coercive behaviors which suggest that reprisals will follow and in its most extreme form can include sexual assault. Other examples of sexual harassment include (but are not limited to): repeated and unwanted invitations to engage in sexual activity; stalking, unwanted letters, e-mail, Instant Messages, notes, gifts or telephone calls that have explicitly sexual content; unwanted jokes or comments about sex aimed at ridiculing or demeaning another individual.

Sexual harassment/assault in educational institutions is against the law. Sexual harassment/assault of students is a violation of Title IX of the 1972 Education amendment in that it constitutes differential treatment on the basis of sex. Title IX applies to any educational program or activity differential treatment on the basis of sex. Title IX applies to any educational program or activity that receives federal funds and protects both the students and employees (See page 93 for more information on Title IX).

Sexual harassment by any member of the community is prohibited. This prohibition includes peer harassment among students, staff or faculty. Sexual harassment by a faculty member, instructor or teaching assistant of a student over whom he or she has authority, or by supervisors of a staff member is particularly serious. Such conduct may easily create an intimidating, hostile, or offensive environment.

Note

According to the Maine Office of Civil Rights, sexual harassment exists when any of four conditions are met:

1. The conduct has either the purpose or effect of “substantially interfering” with a student’s education; OR
2. The conduct creates an “intimidating, hostile or offensive” living, learning or working environment; OR
3. Submission to the conduct is made a term or condition, either implicitly or explicitly, of obtaining an education; OR
4. Submission or rejection of the conduct is used as a factor in decisions affecting a student’s education or College employment.

SEXUAL ASSAULT

A form of sexual harassment, **sexual assault** is included under “Sexual Offenses” in the Maine Criminal Code. Sexual offenses include but are not limited to, rape, forcible sodomy, forcible oral copulation, sexual assault with an object, sexual battery, forcible fondling (e.g., unwanted touching or kissing for purposes of sexual gratification). The College defines any of these acts as sexual assault. **Sexual assault is unacceptable and will not be tolerated at Bowdoin College.**

The College urges an individual who has experienced sexual assault to make an official report with the local police authorities and with the College. On campus, a formal report of sexual assault will be dealt with promptly. Confidentiality will be maintained to the greatest extent practicable.

Sexual assault occurs when a person performs, or compels another person to perform, any sexual act without the survivor’s consent. This includes any intentional or knowing touching or fondling by the accused, either directly or through the clothing, of the survivor’s genitals, breasts, thighs, or buttocks without consent. Sexual assault can occur either forcibly and/or against a person’s will, or when a person is incapable of giving consent; this includes those incapacitated by GHB or other so-called “rape drugs.” For the purposes of this policy, a person is also incapable of giving consent if under 18 years of age; if intoxicated by drugs and/or alcohol to the point where the person’s ability to appraise and/or control the situation is substantially impaired; if mentally disabled; or if unconscious or otherwise incapable of resisting.

All students, faculty, staff and visitors are subject to this policy. Violators will be subject to discipline up to and including suspension, dismissal, termination, or other appropriate institutional sanctions. Prosecution by external authorities may also occur. For a student, off-campus conduct may be subject to College disciplinary proceedings as the Social Code holds students responsible for their behavior on and off campus.

Being under the influence of alcohol or drugs does not excuse sexual assault.

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Confidentiality

The College will make every effort reasonably possible to preserve an individual's privacy and protect the confidentiality of information. The degree to which confidentiality can be protected, however, depends upon the professional role of the person being consulted. The person being consulted should discuss the extent of information that might be disclosed before the complainant shares any facts. The College's policy is to maintain confidentiality unless legal requirements or community safety require disclosure.

An individual can speak confidentially with certain persons in legally protected roles, including counselors at Counseling Services, medical clinicians, and clergy. Exceptions to maintaining confidentiality are set by law; for example, physicians and nurses who treat a physical injury sustained during sexual assault are required to report to law enforcement agencies. Also, physicians, nurses, psychologists, psychiatrists, and social workers must report a sexual assault committed against a person under 18 years of age to a child protective agency.

Information shared with any other individuals is not legally protected from being disclosed. For example, staff members from the Office of the Dean of Student Affairs or Residential Life may need to inform other individuals to protect community safety or rights, in fairness to the persons involved, or in response to legal requirements.

The Bowdoin Security Department's policy is to maintain confidentiality. However, if criminal charges are filed with the Brunswick Police Department, confidentiality may be legally unavailable. As required by law, all disclosures to any College employee of an on-campus sexual assault are tabulated for statistical purposes by the Bowdoin Security Department, without identifying information.

REPORTING SEXUAL MISCONDUCT

Any campus community member may choose to report an incidence of Sexual Misconduct anonymously or through a formal complaint or make a formal written complaint. In the case of an anonymous report, the complainant has the right to file a subsequent formal complaint.

Anonymous reports: Anonymous reports will be used in the statistical reporting of sexual misconduct but cannot be used to initiate either formal or informal action. Students wishing to file an anonymous report can use the form in this handbook (see pages 67-68) or obtain a form (or have a friend obtain one for them) from the Office of the Dean of Student Affairs, the Counseling or Dudley Coe Health Centers, Residential Life, the Women's Resource Center, Safe Space Members, Security or www.bowdoin.edu/studentaffairs/forms/pdf/safespaceform.pdf

Formal reports: Any student can make a formal complaint by submitting a written statement to the Office of the Dean of Student Affairs or to the faculty chair of the Sexual Misconduct Board.

- If the accused is a student, the office of the dean of student affairs will assist the complainant in deciding on a course of action.
- If the accused is a non-student employee, the Office of the Dean of Student Affairs will refer the complainant to the Chair of the Sexual Misconduct Board and will assist the student in making the complaint.

No one who has filed a charge of sexual misconduct in good faith may be retaliated against for having so filed. Any individual who retaliates against the charging party is subject to additional charges and sanctions. If the investigation reveals that the complainant falsely and maliciously accused another of sexual misconduct, the complainant may be subject to sanctions under the Bowdoin College Social Code.

Procedures for the Resolution of Sexual Misconduct Complaints

The College's procedures for handling incidents of sexual misconduct allow for resolution of complaints both informally and formally. Informal resolution includes mediation and general follow-up with the parties involved. Students may pursue alleged complaints of sexual harassment through a disciplinary hearing with the Judicial Board or Sexual Misconduct Board. It is important to note that the informal procedures do not preempt other formal channels available within the College.

Mediation will occur only if both the complainant and the accused are willing to participate in the process and is generally not to be used in instances in which sexual assault is alleged. Complaints that

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include alleged sexual assault will be considered by the Sexual Misconduct Board in a formal hearing.

In the case of sexual harassment, any person who believes that his or her educational or work experience is compromised by sexual harassment should feel free to discuss the problem with a faculty member, dean, or supervisor and, if desired, to request that faculty member, dean, or supervisor to speak informally to the person about whom the complaint has been made. If this does not resolve the matter, or if the individual prefers, she or he may make use of any or all of the following avenues for resolution. No one at the College may reprimand or discriminate against an individual for having initiated an inquiry or complaint in good faith.

Either the complainant or the accused may at any time ask that the matter under discussion be handled formally rather than informally. Normally the complainant has the right to terminate the process at any time. There may be circumstances involving individual or community safety that force the College to pursue the matter notwithstanding the complainant's reluctance.

Sexual Misconduct Board Hearing Procedure

As noted above, a complainant may opt to pursue formal charges of sexual harassment through the Sexual Misconduct Board (hereafter "The Board").

The Board exists to determine whether violations of the Bowdoin College Sexual Misconduct Policy have been committed by a member of the Bowdoin student body, faculty, or staff. For information regarding complaints by or against all other parties, please see page 65. All of the members of the Board receive training at the beginning of the year regarding the adjudication of cases of sexual harassment.

1. Membership

The Board comprises four members of the faculty, two members of the administrative staff, two members of the support staff, and four students, each group represented by a woman and a man. In addition, a ninth person serves on the Board as an ex officio designate of the Dean of Student Affairs. The Board Chair (hereafter "the Chair"), appointed by the president, is a faculty member. The other faculty member is recommended to the president by the Committee on Governance. The two administrative staff members are recommended to the president by the chair of the Bowdoin Administra-

tive Staff Steering Committee. The two support staff members are recommended to the president by the chair of the Support Staff Advocacy Committee.

The student members are selected from the Judicial Board. Student members only hear cases where the complainant or alleged harasser is a student of the College.

2. Complaint and Notification of Charges

Formal complaints of harassment filed with the Board must be in writing and signed by the alleged survivor. The complaint must set forth the substance of the charge, including the name of the alleged harasser, the nature of the allegations, a description of the objectionable conduct, and the dates, times, location and identity of persons with knowledge of the basis for the complaint. Student complaints should be filed with the director of human resources or Office of the Dean of Student Affairs or the faculty chair of the Sexual Misconduct Board.

Once a formal complaint is received, the Chair shall convene the Board for a preliminary review of the complaint. The Board shall determine whether or not the allegations, viewed in the light most favorable to the complainant, would constitute a violation of this policy. If not, the complaint shall be dismissed. If the Board determines that the allegations, viewed in the light most favorable to the complainant, state a claim under this policy, the Board shall send notification of the charges via certified or registered mail to the alleged harasser (hereafter "respondent") generally within five (5) working days of the receipt of the complaint. The written notification of charges shall advise the respondent that he or she is charged with violating the College's policy against sexual harassment, and shall state the factual basis of the charges including, whenever possible, the date, time and location of the alleged offense(s); a statement of the respondent's right to be represented as set forth below; the opportunity to meet with the Board to discuss resolution of the charges; the right to a hearing to contest the allegations; and the intent of the Board to proceed if the respondent chooses not to meet to resolve the charges by a certain date.

3. Informal Resolution of Charge

Where the alleged harasser is a non-student employee of the College and admits to having violated the College's Policy against Sexual Harassment as alleged, the Board proceedings will cease. At such

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time, the matter shall be referred for appropriate action to a senior staff officer with authority to administer discipline over the accused.

4. Timing and Notice of Hearing

Except under unusual circumstances, a hearing must begin within twenty (20) working days from the date the notification of charges is mailed to the respondent by the Board. The written notification of the date, time and location of the hearing usually shall be sent to the respondent at least ten (10) working days before the hearing. The existence of unusual circumstances justifying an extension to hold hearings shall be determined by the Chair.

5. Evidence

Formal evidentiary rules do not apply in College administrative hearings; admissible evidence shall be the sort upon which responsible persons are accustomed to rely in the conduct of serious affairs, and is not restricted to evidence admissible under the strict rules of evidence of a court of law. No evidence which has been determined by the Board to have been obtained by fundamentally unfair means may be taken into consideration.

Respondents and complainants and/or the Office of the Dean of Student Affairs must provide a list of their relevant witnesses/references, any written statements, and evidence to the Sexual Misconduct Board advisor at least five working days prior to the hearing. Preliminary witness lists should include a brief description of the first-hand evidence the witness will offer. The Chair may in his/her discretion allow additional witnesses or evidence provided no later than 48 hours prior to the hearing based upon a written petition submitted to the chair explaining the nature of the evidence and the reason why the information was unavailable previously.

6. Representation at the Hearing

Both the complainant and the respondent may have a supporter present at the hearing to provide moral support. A member of the Dean's Office or the Office of Human Resources will recommend a supporter if either party requests assistance in the selection of a supporter. The supporter can neither be involved in the complaint nor be a member of the Sexual Misconduct Board.

Attorneys shall not participate in the Board's process unless the respondent has been named in a related criminal/civil proceeding. When attorneys

are permitted, their role is limited to that of advisor to the respondent, and they shall not be permitted to examine witnesses, make opening or closing statements or to object. Any party who intends to be represented at a hearing by an attorney or other representative must notify the Board no fewer than five (5) working days prior to the hearing date.

7. Record of Hearing

The Board will make an official audiotape recording of the hearing for appeal purposes only. This record becomes the property of Bowdoin College. The College's policy is to maintain confidentiality unless legal requirements or community safety require disclosure. If, during the course of the hearing, the parties disclose facts that lead the Board to believe that others may be at risk, for example, the College would take additional actions.

8. Closure of Hearing

Hearings shall be closed to the public.

9. Composition of the Hearing Panel

Members of the Board with any potential conflict of interest in the case are expected to recuse themselves from the preliminary review and any subsequent hearing for the case. Complainants and respondents may request the removal of a single Board member on the hearing panel believed incapable of rendering an impartial decision. Such requests should be submitted in writing to the chair and include a demonstrated conflict of interest that would justify such removal. The Chair shall rule on all petitions.

Once a complaint is set for hearing, the chair shall impanel three other members to hear the case. The Chair shall preside at the hearing and shall rule on all questions of procedure and evidence, including but not limited to the order of presentation of evidence and the admissibility of evidence.

10. Hearing Order

The Chair will open the hearing by reading the formal charge brought by the complainant. Unless otherwise determined by the panel, the complainant and then the respondent may each make opening statements, respond to questions from the Board, offer witnesses, and hear and question all evidence brought forward. The hearing need not be conducted according to formal rules of procedure and evidence. The parties may not ask questions directly of one another but rather all questions must go through the Chair.

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No person shall be required to testify against him or herself in any proceeding. No testimony shall be admissible unless the opposing party is afforded a reasonable opportunity for cross-examination through the Chair; if a witness is unavailable or declines to attend, the Chair shall determine whether written or other recorded statement of such witness shall be admitted, taking into account the reliability of the witness and whether or not the respondent would suffer undue prejudice.

All evidence upon which the panel's decision in the case may be based must be introduced at the hearing in the presence of the respondent except where the respondent (a) fails to appear after appropriate notice has been given or (b) otherwise waives his or her right to be present. Complainants and respondents have the right to be completely active or passive throughout the hearing.

11. Deliberations

After the hearing, the Board shall begin deliberations. The purpose of deliberations is to ascertain what happened, determine whether or not what happens constitutes a violation of the Sexual Misconduct policy, and recommend what action, if any, should be taken. Based on the hearing evidence, these determinations shall be made by majority vote of the three-person panel under the preponderance of the evidence standard, i.e., whether it is more likely than not that violation of the policy occurred. The Chair shall participate in the deliberations but shall not be entitled to vote. The panel shall issue a finding in writing setting forth the evidence presented and the decision reached.

For cases in which the respondent is a student, if the complaint is deemed to have merit, the Sexual Misconduct Board will relay its findings to the Dean of Student Affairs and recommend a course of action (for example, a reprimand, social probation, suspension, dismissal). If the complaint is found to have no merit or if the facts cannot be established, the complaint will be dismissed. Whatever the outcome, both parties will be informed in writing of the Sexual Misconduct Board findings and recommendations and the dean's action.

A report of a complaint which is deemed to have merit, including the dean's action, is placed in the respondent's official file in the dean's office.

Bowdoin College will take steps to prevent recurrence of any harassment and to correct its discriminatory effects on the complainant and others, if appropriate.

12. Appeals

The complainant and the respondent have the right to an appeal to the Administrative Committee based on any of the following:

- Failure of the Hearing Board to follow the procedures set forth herein;
- New information unavailable at the time of the original proceeding.

In the case of an appeal based on procedures, the letter of appeal must be filed with the president, who is the chair of the Administrative Committee, within five (5) days of notification to the respondent of the outcome of the hearing, absent good cause shown to the contrary.

In the case of an appeal based on new information, the letter of appeal should be directed to the chair of the Sexual Misconduct Board who will forward it to the president if cause is found. If an appeal is granted, the Administrative Committee will direct the Sexual Misconduct Board to reconsider the case with the appropriate corrections.

13. Reporting

The Sexual Misconduct Board shall issue to the campus a written annually summary of violations and penalties (without names) to increase understanding of sexual misconduct on campus.

14. Complaints Involving a Non-Member of the College

A member of the College (faculty, staff, or student) may bring a charge of sexual harassment or sexual assault against a College guest, visitor, or vendor. If the complainant is a student, the complaint should be directed to the Dean of Student Affairs.

If the complainant is a faculty or staff member, the complaint should be directed to Bowdoin Campus Security. If the complainant alleges that a criminal sexual violation has occurred, and chooses to inform the police, the College will provide support to the aggrieved person through such volunteers and employees of the College as seems desirable and appropriate. The Dean of Student Affairs will inform the accused of the complaint and may, after consultation with other relevant College officers,

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take steps to bar the accused from the campus if that is deemed to be appropriate. The Dean of Student Affairs may also inform the member(s) of the College who hosted or contracted with the accused of the actions taken and the reasons for them.

A person who is not a member of the College may bring a charge of sexual harassment or sexual assault against a member of the College for incidents that either occur on-campus or off-campus while the College member is on school business (note: students are subject to the policy at all times per the Social Code). If the accused is a student, the complaint should be directed to the Dean of Student Affairs or to the faculty chair of the Sexual Misconduct Board. If the accused is a non-student employee of the College, the complaint should be directed to the faculty chair of the Sexual Misconduct Board who will refer it to the appropriate senior officer.

ASSISTANCE FOR SURVIVORS OF SEXUAL ASSAULT

Sexual assault is not only a physical attack, but is also a personally threatening event that can undermine a person's autonomy and trust in others.

If it happens to you, seek support. Talking to a trained counselor can help in processing the immediate and longer term emotional impact of an assault. Staff at Counseling Services, Health Services and Sexual Assault Support Services of Midcoast Maine can provide confidential support. The Office of the Dean of Student Affairs or Security can also advise you on information related to pursuing follow up action on campus or through local authorities.

Know your options: The steps listed below offer optional assistance to a survivor of sexual assault. These steps help with immediate and ongoing medical needs and legal issues as well as to provide support to the survivor in regaining a sense of control over her or his life.

- It is important to preserve physical evidence. Do not shower, douche, or change clothing prior to seeking emergency medical care or calling the police.
- Obtain a medical examination as soon as possible. While acute, immediate post-assault treatment is provided in the Parkview and MidCoast Hospitals' emergency rooms, the Dudley Coe

Health Center offers follow-up care, including health care services for students who have chosen not to seek care immediately after an assault.

- Whether or not the assailant is known to you, document the details of the assault: the person's clothes, hair, any identifying marks such as scars or tattoos, and the height of the person in relation to you. Keep a record of all you can recall about the events and the location even if you choose not to pursue immediate action.
- Report the incident to the Brunswick Police Department and/or the Safety and Security Office as soon as possible. A student may also contact the dean-on-call or SASSMM Hotline (see page 69) for a general explanation of what to expect at the Emergency Room and when filing a police report. If requested, the dean-on-call will assist the student in notifying Campus Security and the Brunswick Police Department and will continue to support the student as long as the student wishes.
- Remember, delayed reporting makes it more difficult to find and prosecute the attacker. You are advised to file a report with the police, which does not oblige you to press charges or pursue legal action. Remember that most rapists are repeat offenders and that the police and courts cannot stop them without your help.

Dean, Doctor and Counselor-on-call Program—Ext. 3314 or 3500

A student who is a survivor of a sexual assault is urged to call Bowdoin Campus Security. Bowdoin Campus Security will respond at once, and at the same time notify the dean-on-call, doctor-on-call and the counselor-on-call. All three parties may be reached directly through the Bowdoin Campus Security by dialing 3500 from any College phone, or 725-3500 from off-campus, and asking for the dean-on-call or counselor-on-call. The student is not required to give a reason for calling the dean-on-call or counselor-on-call, nor does contacting them oblige the student to make a report with the police.

Safe Space Form for the Anonymous Report of Sexual Assault and Sexual Harassment
RETURN THIS REPORT TO SAFE SPACE BOX, ON THE 2ND FLOOR OF MOULTON UNION

This form is for anonymously reporting a sexual assault or incidence of sexual harassment. Filing this form will not result in an investigation, but it will assist with the compilation of statistical records. The person who has been assaulted or harassed may fill out this form or she/he may ask a third party (such as a friend or counselor) to do so.

Please fill in the blank or circle the appropriate answer.

1. Date of the Report: _____ Time: _____
2. Date of the Assault: _____ Time: _____
-

Information on the Survivor

3. Sex: _____
4. Age: _____
5. Affiliation with Bowdoin College:
- Student Faculty
- Staff Other:
6. Residence:
- Residence Hall College House
- College Apartment Off Campus
- Other: _____

Information on the Assault

7. Type of Force/Coercion Involved (check all that apply):
- Verbal
- Threat of Death
- Physical
8. Reported Assault (check all that apply):
- Sexual Assault (verbal)
- Sexual Assault (physical)
- Attempted Rape
- Completed Rape (___oral___vaginal___anal)

9. Place of Assault:

- Survivor's Room Campus Building
- Offender's Room Car/Vehicle
- Workplace

Dormitory/House: _____

College Apartment: _____

Outdoors: _____

Parking Lot: _____

Other: _____

10. Was the person who was assaulted using drugs or alcohol at the time of the assault?

- Yes (drugs)
- Yes (alcohol)

11. If yes, did the person who was assaulted feel pressure to consume or use?

Yes _____

Information on the Offender

12. Number of Offenders: _____

13. Sex of Offender(s):

- Male
- Female
- Multiple Males
- Multiple Females
- Males and Females

Form for the Anonymous Report of Sexual Assault (continued)

14. Affiliation with Bowdoin College:

- Student Faculty
 Staff Other:

15. Residence of Offender(s):

- Residence Hall College House
 College Apartment Off-Campus
 Other:

16. Age of the Offender(s) at the time of the assault
(check all that apply):

- 13-19 26-30
 20-25 31-40
 Other:

17. Was the offender using drugs and/or alcohol at
the time of the assault?

- Yes (drugs) No
 Yes (alcohol) Do not know

18. If yes, was the offender pressured to consume
or use?

- Yes Do not know
 No

Follow-Up

19. Does the assaulted person plan to seek legal or
College disciplinary action against the offenders?

- Yes, inside Bowdoin
 Yes, outside Bowdoin
 No
 Do not know

20. What resources has this person used thus far?

- Brunswick Police Department
 Coaches
 Counseling Service
 College Security
 Deans in the Student Affairs Office
 Faculty Member
 Family Members and/or Friends
 Health Services
 Queer-Trans Resource Center
 Religious Counselors
 Residential Life Staff Member
 Safe Space Member
 Sexual Assault Support Services of Midcoast
Maine
 Women's Resource Center
 Other:

Other Comments:

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The dean-on-call, doctor-on-call or counselor-on-call will contact the student or, if appropriate, will go to the Emergency Room to offer assistance. The student may ask the on-call staff to leave and not become further involved, but should recognize that doing so will make it more difficult for the College to provide coordinated assistance.

The dean-on-call will work to ensure that the resources of the College are available to assist the student. The dean-on-call will work with others to make reasonable efforts to accommodate changes in academic and living arrangements requested by the student because of a sexual assault. The dean-on-call or counselor-on call will also contact the student in the days following to offer assistance and support and will remain in contact with the student as long as the student wishes.

Resources

The College is committed to providing information regarding on- and off-campus services and resources to survivors of sexual harassment and sexual assault. Any of the resources listed below can assist a person to access the full range of services available. Members of the Bowdoin community may wish to use the following services for consultation and/or support:

On-Campus Resources

1. Bowdoin College Security (Ext. 3314 or for emergencies Ext. 3500)
2. Dean-on-call, Doctor-on-call, Counselor-on-call (Ext. 3314 after hours)
3. Counseling Service (Ext. 3145)
4. Dudley Coe Health Center (Ext. 3236)
5. Employee Assistance Program (729-7710)
6. Human Resources (Ext. 3837)
7. Office of the Dean of Student Affairs (Ext. 3229)
8. Safe Space (contact Residential Life Staff or Dean's Office for names of student members)
9. Women's Resource Center (Ext. 3724)
10. Queer/Trans Resource Center (Ext. 7039)
11. Residential Life (Proctors, RAs, office)

Off-Campus Resources

1. Brunswick Police Department (911 or 725-5521)
2. Mid Coast Hospital (729-0181)
3. Sexual Assault Support Services of Midcoast Maine (SASSMM) (800-871-7741 statewide or 800-822-5999 in local area)
4. Parkview Hospital (373-2000)

Community Education about Sexual Misconduct

The Dean's Office will undertake educational efforts to make all students aware of the policies and procedures contained in this document. Such efforts will include:

- Notifying students of the conduct that is proscribed by the Sexual Misconduct Policy.
- Informing students of the options and procedures for addressing possible violations of the policy.
- Providing special training for professional staff who give advice and administer campus procedures under the policy.
- Sponsoring programs that further awareness of the issues of sexual harassment and assault and lead to their prevention.
- Reporting periodically to the community on the number of incidents that have been brought formally or informally to the attention of the dean's office.

Safe Space

Safe Space is a group of trained students dedicated to supporting of people who have experienced sexual harassment and sexual assault. Safe Space offers people who have experienced sexual harassment and sexual assault an opportunity to share their experiences in a confidential and supportive atmosphere. Members of Safe Space are trained by counselors from the Sexual Assault Support Services of Midcoast Maine and can be reached through campus mail, e-mail, or by telephone to answer questions and provide support. As part of their mission of support, Safe Space members sponsor a number of activities throughout the year aimed at educating Bowdoin students about sexual harassment and assault. Members are available to discuss these issues with all students and members of the community. Names of members are available from proctors and resident assistants as well as the office of the dean of student affairs, counseling services, health services and security.

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DRUGS AND ALCOHOL

As an institution of higher education, Bowdoin is committed to providing an environment in which students can further their own intellectual, social, moral, and physical development and in which all members of the campus community can work together in pursuit of knowledge and understanding. The abuse of drugs and alcohol is antithetical to that mission. Bowdoin prohibits the unlawful possession, use, or distribution of drugs and alcohol by students and employees on Bowdoin's property or as any part of Bowdoin's activities.

As part of its educational mission, the College is committed to enhancing the development of responsible attitudes and behavior regarding the consumption of alcoholic beverages and to providing the information and education that will reduce dangerous drinking (such as "drinking games," which encourage the rapid ingestion of large amounts of alcohol). In keeping with this commitment, Bowdoin intends to inform its community of state and College regulations, provide campus resources to assist individuals with substance-related problems, promote discussion and increase awareness of alcohol-related issues, and ensure the health and safety of members of the Bowdoin community.

Any member of the community who observes another member involved in dangerous drinking should feel a responsibility to discourage the behavior and to help the intoxicated individual. If someone is intoxicated and non-responsive to physical or verbal stimuli, emergency medical services should be sought immediately. When the safety and health of an individual is at risk, Bowdoin urges erring on the side of caution and calling for help. Waiting means taking a chance with the life of another.

Bowdoin College is committed to helping students who have questions or concerns about drugs or alcohol, and related problems. The Counseling Service and the Dudley Coe Health Service staff are available resources on campus. These staff members will maintain the confidentiality of any student seeking help for an alcohol or drug problem. Confidentiality is broken only when a student is in imminent physical or psychological danger and it is necessary to provide for his or her safety.

Ultimately, the specific alcohol regulations established by Bowdoin College are intended to honor both the rights of the individual and the standards of the community, and are designed to encourage responsible drinking and behavior by clearly stating what is expected of those who choose to consume or serve alcohol. Individuals who make the personal choice to drink will be held fully accountable for their actions. Violators of the alcohol policy are subject to disciplinary consequences. Students or employees experiencing substance abuse problems may be referred to a number of college and/or area resources.

The following pages inform students and employees about physical and medical consequences of alcohol and drug use, relevant state and federal laws, and Bowdoin's policies and disciplinary sanctions. This information is published for the guidance of students and employees and to satisfy part of the requirements of the *Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226*.

PHYSICAL AND MEDICAL EFFECTS OF ALCOHOL AND DRUGS

Alcohol is a drug that is absorbed into your bloodstream and transmitted to virtually all parts of your body. It is a depressant that causes a number of changes in behavior, though particular effects vary among individuals. Even one or two drinks will significantly affect your alertness, judgment, and physical coordination, making it dangerous for you to drive and participate in certain sports, and impairing your ability to make decisions about further drinking. Small to moderate amounts of alcohol increase aggressive behavior. Larger amounts cause physical effects such as staggering, slurred speech, double vision, sudden mood swings, and marked impairment of higher mental functions, severely altering your ability to learn and remember. Very high consumption, either long-term or in binges, can cause unconsciousness, respiratory arrest, and death. If combined with other depressants of the central nervous system, much smaller amounts of alcohol will cause the same effects.

Heavy drinking may make you dependent on alcohol; sudden withdrawal may produce severe anxiety, tremors, hallucinations, and convulsions, and may even be life-threatening. Long-term heavy drinking increases your risk of developing liver and heart disease, circulatory problems, peptic ulcers,

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various forms of cancer, and irreversible brain damage. Women who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome, causing irreversible physical abnormalities and mental retardation. Children of alcoholic parents may suffer from a number of developmental and psychological problems, and are a greater risk of becoming alcoholics than are other children.

As the American College Health Association says in *Alcohol: Decisions on Tap*: Abusing alcohol can cripple your chances for a good life. Too much drinking even once can cause you pain and harm the lives of others. It can result in sports injuries, car accidents, fights, unplanned parenthood, date rape, and sexually transmitted diseases. Over time, too much drinking leads to slow, steady damage to your body and mind.

Controlled substances have a number of physical and mental effects, summarized in Appendix A of the *Federal Register*, Vol. 55, No. 159, page 33590.

ALCOHOL AND DRUG POLICY

1. State Laws

Bowdoin College students must comply with Maine state laws regarding the consumption, sale, purchase, and delivery of alcohol. A summary of applicable Maine law is provided below:

- a. Individuals must be at least twenty-one years of age to purchase, possess, or consume alcoholic beverages in Maine.
- b. It is illegal for minors to purchase, consume, possess, or transport liquor.
- c. It is illegal to falsify official Maine state identification cards or any identification material for the purpose of procuring alcoholic beverages. Moreover, no person may misrepresent age or practice deceit in the procurement of an identification card, possess a false identification card, or loan or transfer an identification card to another for the purpose of procuring liquor.
- d. Only licensed liquor dealers may sell alcoholic beverages in Maine. Charging admission to parties where alcoholic beverages are available "free" or other similar devices is illegal, as are any similar arrangements having similar effects.

- e. No person may knowingly furnish, procure, deliver or sell liquor to a minor or allow any minor under his/her control to consume liquor.
- f. It is illegal to knowingly procure in any way and/or assist in procuring, furnishing, giving, delivering, or selling liquor to/for an intoxicated person.
- g. Consumption of alcoholic beverages in a public place is illegal without a special license or permit issued by authorized Maine state officials.
- h. No person may drink liquor while operating a motor vehicle on any public way. In addition, operating a motor vehicle with a blood-alcohol level of 0.08% or higher is illegal and could result in a suspension of your driver's license or permit and/or a fine of as much as \$500. If you are under age 21, the state considers you intoxicated if you have consumed any amount of alcohol.

2. Hard Liquor

No student, regardless of age, may possess hard liquor in College residences. Hard liquor found in campus residences by Security will be confiscated.

3. Drinking Games

Drinking games, encouraging the rapid ingestion of alcohol, are not permitted. Such games include, but are not limited to: Quarters, Beer Pong, Beirut, Power Hour, and Flip Cup.

4. Personal Responsibility

Students influenced by alcohol are fully responsible for their actions and any damages they may cause. Individuals are also accountable for verbal or physical abuse toward other individuals or personal property. In addition, conduct violations may result in formal disciplinary action, including financial restitution for any and all damages incurred.

5. Student Activity Fees

Student groups cannot use student activity fees or any other College funds for the purchase of alcohol, without permission of the office of the dean of student affairs.

6. Restricted Areas

Drinking in public places (including outdoor areas, residence hallways, stairwells, etc.) or outside

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private rooms is prohibited by College policy and Maine State Law. Except under special circumstances, alcoholic beverages are not permitted in Kresge Auditorium, Hawthorne-Longfellow Library, Pickard Theater, Morrell Gymnasium, Farley Field House, Dayton Arena, Hatch Science Library, academic or other buildings, and facilities where the primary function of the building would be intruded upon or potentially impaired through the use of individuals consuming alcoholic beverages.

7. Parties/Social Functions

The College allows parties/social functions with alcohol on Friday and Saturday nights while classes are in session.

- a. All parties or social events must be conducted in accordance with Maine state laws as noted above.
- b. Registration
 - 1.) Students sponsoring a party or social event at which alcohol will be served or which may draw attention to itself due to noise or other circumstances must complete a party registration form and receive signed approval. When the event is planned for a College House, residence hall, apartment or campus common space, approval must be obtained from the Director of Residential Life or his designee. Party registration forms must be submitted to the appropriate College official by noon Thursday. Forms submitted after this deadline will be considered on a case-by-case basis.
 - 2.) Registration regulations pertain to events planned for all College facilities, including College Houses, residence halls, and apartments.
 - 3.) Small, intimate gatherings may be held in residence hall private rooms or apartments. Civility and respect for other residents is essential; thus gatherings in private rooms in the residence halls must not adversely affect the immediate environment. A small gathering of this sort need not be registered with the college, unless it may draw attention to itself due to noise or other circumstances. Such gatherings are, however, subject to all other regulations regarding alcohol use described in this policy.
- 4.) The College recognizes that there are legitimate occasions when a spontaneous gathering of individuals may occur that would ordinarily violate the provisions of 7.b.1. above due to the fact that the gathering was not planned or registered in advance. In such cases, which should constitute the exception rather than the rule, it is the responsibility of the individual or individuals hosting the gathering to contact the dean-on-call through Security (Ext. 3314) at the time of the gathering in order to request permission to host a party or social event, as defined in 7.b.1. above. Upon consultation with the host(s), the dean-on-call will either approve or deny permission for the gathering, based upon adherence to alcohol policy regulations and other relevant considerations. Such spontaneous gatherings shall be subject to the same regulations governing approved parties registered in advance.
- c. Responsible hosts/sponsors must be named prior to any party or social event, and be clearly identified and available at the function. All hosts must abstain completely from drinking alcohol over the course of the event. Hosts may call Bowdoin College Security for assistance with any alcohol violations or difficult situations that may arise during an event. Bowdoin Security will check in periodically at approved social functions to ensure that the event is operating in accordance with the Alcohol Policy, fire code regulations, noise ordinances, and the details stipulated on the party registration form. Security officers will address violations they observe and will request the name and identification number of any student believed to be engaged in underage drinking or in violation of other aspects of the Alcohol Policy or Bowdoin College Social Code. Although Security will make every effort to work with hosts to address and remedy alcohol violations or other problems, officers are authorized to close parties at which violations of policy or other serious problems are evident. Should Bowdoin Security come across an unregistered event at which alcohol is present, such parties will be closed immediately. Party hosts are also responsible for ensuring that all unreasonable messes are cleaned and common areas are restored to their original appearance following a social event.

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- Violations of alcohol regulations discovered by Security will be reported to the office of the dean of student affairs and appropriate disciplinary action will ensue. Hosts are responsible and liable for the conduct of their guests at parties. Hosts may face disciplinary action for Alcohol Policy violations which occur at parties they sponsor, and, under certain circumstances, may face criminal or civil proceedings under jurisdiction of Maine State law. Individuals responsible for organizing or hosting an unregistered event will likewise be held responsible and liable for alcohol-related violations committed by their guests, and face additional sanctions for failing to register the event in accordance with the guidelines specified in items b.1. through b.4. above.
- d. In order to minimize the potential for conflict between academic and social priorities, the College will approve parties or other social events involving alcohol for Friday and Saturday nights only. Under unusual circumstances, occasional exceptions to this regulation may be permitted. However, the granting of such exceptions would require both a compelling rationale and substantive assurance that the proposed event would not compromise the assumed academic priorities of individuals involved in or otherwise affected by the event. Any requests for exceptions to this regulation must be submitted to the director of residential life or his/her designee at least one week in advance of the proposed event.
 - e. Due to fire safety ordinances, the total number in attendance at a party or social event must not exceed the legal capacity of the facility. Fire capacity information is available on the registration form.
 - f. Everyone attending a party or social function where alcohol is served must carry valid identification that verifies their date of birth. Bowdoin students must also carry College ID. This is important for the individuals involved and for the protection of the event's hosts.
 - g. Alcohol shall be served only to party guests of legal drinking age. It is the responsibility of the host(s) to verify the legal age of all guests consuming alcohol, and to provide for adequate control over the distribution of alcohol at the party so that minors are not served.
 - h. Alcohol must be served in a professional manner by designated bartenders only. In unlicensed premises, bartenders must be 21 years of age or older.
 - i. Alcohol is limited to beer or wine in quantity appropriate to the number of individuals attending the event who are of legal drinking age. Hard liquor and drinking games are not allowed. The appropriate quantity of alcohol to be available at any given party or social function will be determined beforehand through consultation between party host(s) and the Director of Residential Life or her designee. If beer is to be provided from kegs, kegs must be registered with the Director of Residential Life. (i.e. keg serial numbers provided before the party). Other common sources (including, but not limited to, party balls, punch bowls, etc.) are not permitted without the permission of the Director of Residential Life or her designee.
 - j. Alternative (i.e. non-alcoholic) beverages must be available in quantity appropriate to the number of people at the event. Non-alcoholic beverages must be visible, readily accessible, and available in reasonable quantity throughout the party or event. Imitation alcoholic beverages are not to be served.
 - k. Food must be available in quantity appropriate to the number of guests.
 - l. Intoxicated individuals must not be served.
 - m. Due to Brunswick town ordinance, hosts must not serve alcohol after 1:00 a.m.
 - n. Hosts must not serve alcohol before 7:30 p.m.
 - o. Events involving alcohol are not permitted during final exam and reading periods.
 - p. Events involving alcohol are required to be registered during senior week.
 - q. Advertising of parties or social events must not emphasize the presence of alcohol.
 - r. Hosts of parties or social functions cannot charge admission that directly or indirectly allows or signifies access to alcohol, nor can money be solicited or collected from guests at

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any time during the event for the purchase of alcohol.

- s. Alcohol must not be used as a “prize” at any function.
- t. Hosts are responsible for clean-up immediately following an event. This includes the outside of the party location.
- u. Hosts are responsible for removing kegs from the party space by Monday afternoon. If kegs are not removed by this time they will be confiscated.

8. Pub Regulations

- a. Jack Magee’s Pub is an officially licensed College establishment where beer and wine are sold to individuals who are at least 21 years of age, and is subject to the same state laws which govern commercial establishments in Maine. No one may bring any alcohol into the Pub.
- b. Pub managers and bartenders may request proof of age from any person attempting to purchase or consume alcohol. If appropriate documentation is not supplied, pub personnel will refuse any sale of alcoholic beverages.
- c. Only Bowdoin College student identification and/or an official Maine state identification will be accepted as verification of legal age.
- d. If, in the judgment of any pub bartender, an individual appears intoxicated, additional service will be refused.
- e. Should the need arise, Bowdoin Security may be called for assistance. Instances of misbehavior or violations of College policies or State law by Bowdoin students may be reported to the office of the dean of student affairs for possible disciplinary action.

DISCIPLINARY PROCEDURES

Bowdoin College is neither a police agency enforcing the law nor a sanctuary protecting those who violate laws regarding alcohol or other drugs. The College is vitally invested in maintaining an environment conducive to physical and psychological safety, intellectual development, and personal maturation. In accordance with these goals,

the College acknowledges its obligation to provide clear standards of behavior regarding the use of alcohol, to determine levels of disciplinary sanction appropriate to the nature of any given alcohol-related infraction, and to address consistently violations of alcohol regulations that come to its attention.

Although any alcohol-related violation is subject to disciplinary consequences, the College is most urgently concerned with those behaviors and accompanying attitudes that threaten the physical or psychological safety or well-being of self or others, infringe upon the rights of others, or are otherwise disruptive to the community. Following established guidelines, members of the dean of student affairs staff will determine disciplinary action resulting from conduct violations, with possible referral to the Judicial Board and, in some cases, criminal or civil authorities. Sanctions imposed by the College may range from a cautionary letter for a relatively minor first-time violation, to immediate suspension or dismissal for egregious violations or a pattern of multiple offenses. Students may also be expected to pay restitution for any and all damages occurring as a result of their behavior.

Bowdoin College Security Officers will note and report all alcohol violations that come to their attention whether observed at parties or other social events, in campus public spaces, or during routine “walk-throughs” of residence halls. All other members of the community, (proctors or other students, faculty, administrators, or support staff) may call attention to suspected violations of the Alcohol Policy, and are expected to play an appropriate role in enhancing the safety and well-being of members of the community. Reports of violations or suspected violations of the Alcohol Policy will be made to the office of the dean of student affairs.

Above all, it must be emphasized that Bowdoin students are responsible for their personal behavior as well as the conduct of their guests in all private spaces at the College and campus facilities. The ingestion of alcohol or other drugs in no way constitutes an excuse for behaviors that violate College policy or Maine State laws, or otherwise infringe upon the rights of others.

ASSESSMENT AND TREATMENT

Since alcohol is a psychoactive substance which presents the possibility of addiction and other

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negative physical and psychological consequences, the College feels a responsibility to provide assessment and treatment (within certain parameters) to those individuals whose alcohol-related behaviors indicate the potential for such consequences. Such individuals who come to the attention of the College will be referred, usually by the office of the dean of student affairs, to either Bowdoin's Health Service or Counseling Service for a substance use evaluation. This evaluation may result in a recommendation for treatment, which could take place individually or in a group, either on-campus or at an outside agency, depending on the particular circumstances and needs of the individual.

SMOKING POLICY

Bowdoin College wishes to promote a safe and healthful environment for its students, faculty, staff, and visitors. The health risks of smoking are well known, and make smoking the leading cause of preventable death in the U.S. Exposure to second-hand smoke is also dangerous, and is the third leading cause of preventable death in this country. With this in mind, in September 2002, the College adopted a policy that does not permit indoor smoking on College property, including residence halls and office buildings. Smoking is not permitted on athletic grounds, in College vehicles, or within fifty feet of building entrances. Students interested in quitting smoking should contact the Health Center about cessation assistance, including nicotine replacement and other pharmacologic aids.

BOWDOIN'S ILLEGAL DRUG POLICY

Bowdoin College expects its students and employees to comply with all the requirements of Maine state law. As such, the possession, trafficking, or use of illegal drugs as defined in the statutes of Maine law are prohibited and subject the violator to disciplinary action by the College as well as possible prosecution by local, state, and/or federal authorities. Bowdoin College will not take responsibility for students or employees who disregard the various drug laws, nor will students' educational status render them immune from the legal processes. Students whose illegal drug use comes to the atten-

tion of the dean's office will generally be referred to the Counseling Service or another drug treatment program. Depending on the circumstances, the student may also be subject to disciplinary action.

Students who sell illegal drugs will be subjected to disciplinary action by the College. If the dean's Office receives reliable information or other evidence that a student has been or is currently involved in the trafficking of controlled drugs, or has been or is in possession of such amounts as to make this a reasonable presumption, then the student will be asked to resign from Bowdoin College. Should the student refuse to resign, then the dean of student affairs may temporarily suspend the student pending a formal hearing by the Judicial Board for permanent dismissal.

Students who are accused of placing illegal drugs in the beverages or food of others will be subject to the same disciplinary procedures as those accused of selling illegal drugs.

Drug use will be considered an exacerbating, not a mitigating, condition in Social Code violations.

The following people can serve as resources for drug-related problems:

Bernie Hershberger, Counseling Service: Ext. 3145
Jeff Benson, Health Service: Ext. 3236

DRUG-FREE WORKPLACE ACT

The Drug-Free Workplace Act of 1988 requires recipients of federal monies to provide and maintain a drug-free workplace. In compliance with this federal provision, students and employees should review the College's alcohol and illegal drug policies for a detailed description of standards of conduct, health risks, community resources for support and treatment, and institutional disciplinary and criminal sanctions.

Bowdoin has no intention of intruding into the private lives of its employees; however, the College does retain the right and responsibility to expect both students and employees to conduct themselves in a manner that will not jeopardize the health and safety of others. Some of the drugs that are illegal under state or federal law include marijuana, heroin, hashish, cocaine, hallucinogens, and

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depressants and/or stimulants when not prescribed for medical care.

Any student under the influence of illegal drugs or who possesses or consumes illegal drugs at Bowdoin is subject to College disciplinary procedures and action, up to and including dismissal from the institution. The illegal manufacture, distribution, or sale of illegal substances on the premises is strictly prohibited and will constitute an offense warranting dismissal. Any illegal substance found shall be turned over to an appropriate law enforcement agency.

As part of the drug-free awareness program, Bowdoin will continue to advise and inform students and employees of the dangers of drug use and abuse in the workplace. Upon request, Bowdoin will offer non-financial assistance to students and employees seeking treatment or rehabilitation services. Referrals for assistance are available from the College Counseling Service.

COUNSELING AND TREATMENT

The Bowdoin College Counseling Service is staffed by mental health professionals trained in psychology, social work, and/or counseling who are prepared to assist students who may experience difficulties related to the use of alcohol or drugs. The Counseling Service provides free individual and/or group outpatient counseling for students, as well as educational programs about alcohol and drug use and abuse to the Bowdoin community. Counselors may also arrange referrals to a designated, licensed substance abuse therapist for a three session mandatory assessment when required by a disciplinary or judicial sanction. Costs for this evaluation are assumed by the student. Additional referrals are also provided to community resources including Alcoholics Anonymous (AA), Al-Anon, Narcotics Anonymous (NA), private inpatient hospitals or intensive outpatient chemical dependency treatment programs.

Employees may use the Employee Assistance Program (EAP), a service of the College which provides free assessment, brief treatment, and referral to community resources for alcohol/drug-related problems and other personal concerns. Anne Funderburk, L.C.S.W. is available as an off-campus EAP counselor. The EAP counselor may be contacted by calling the phone number listed below.

Where to Call for Help:

The Health Center Staff: See page 32

Counseling Service Staff: See page 32

Community resources:

Alcoholics Anonymous for Bath-Brunswick,
hotline 882-1000 or 1-800-255-1060
Addiction Resource Center, Brunswick, 373-6950
Mid Coast Hospital, 729-0181
Parkview Memorial Hospital, 729-1641

Employee Assistance Program:

Anne Funderburk, L.C.S.W., 9 Everett Street,
Brunswick, 729-7710

Inpatient Rehabilitation Services:

Mercy Hospital, Portland, 879-3600

POLICY ON DISCRIMINATION

Respect for the rights of all and for the differences among us is essential for the Bowdoin community. Discrimination or harassment of others because of race, religious affiliation, gender, age, sexual orientation, physical disability, or other characteristics has no place in an intellectual community. If members of the Bowdoin community experience or witness any apparent incident of harassment or discrimination by students, faculty or staff, they may discuss their concerns or request advice from deans, academic advisors, proctors, or resident advisors. Such incidents violate both the ideals of the College and its Social Code and may be subject to appropriate disciplinary sanctions. When such incidents violate the statutes of the State of Maine, criminal prosecution may be pursued.

PATENTS

Any invention by a student, faculty member, or employee of the College resulting from research supported by funds administered by the College or the use of facilities owned, operated, or controlled by the College is subject to the terms of the patent policy of the College. Under the terms of that policy, the inventor must promptly notify the dean for academic affairs of any invention made during the progress of such research. The dean, in conjunction with the inventor and the inventor's department chair, after determining that the invention resulted

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from College research, will submit the invention to the Research Corporation, a nonprofit foundation which specializes in the patenting, licensing, and marketing of inventions. The College and the inventor are bound to cooperate with the Research Corporation in its work and to execute any documents necessary to assign the invention to the Research Corporation. If the Research Corporation accepts the invention, it will evaluate the invention's potential for a patent at no cost to the inventor. If the Research Corporation obtains a patent for the invention and markets it, the Research Corporation will pay 15 percent of the gross income received by it to the College, which the College will then pay to the inventor. Thereafter, any income will be divided between the College and the Research Corporation. If the Research Corporation does not accept the invention, or if the invention is never submitted to the Research Corporation, the invention will either be relinquished to the inventor, or the College and the inventor will attempt to patent or license the invention upon mutually acceptable terms.

Any invention not resulting from College research may be referred to the dean for academic affairs by the inventor with the request that it be submitted to the Research Corporation. However, the College is under no obligation to accept these referrals. Copies of a more complete statement of the College policy on patents and a copy of the agreement with Research Corporation are on file in the Office of the Dean for Academic Affairs.

SOLICITATION ON CAMPUS

Bowdoin College discourages aggressive solicitation of students, faculty, and staff on campus. These activities often disrupt campus routine, offend segments of the College community, and imply endorsement by the College of particular products, ideas, or positions.

The College or recognized student groups occasionally invite vendors to fulfill particular campus objectives. The director of student life must provide written approval to such vendors to grant exceptions to solicitation policies. Student groups must guarantee the availability of the products that their sponsored vendors sell. These sales must be cleared in writing in advance with the director of student activities. No outside organization may proselytize

or sell products without direct sponsorship of a student organization recognized by the Bowdoin Student Government or an administrative office. Direct sponsorship means that the student organization or administrative office has initiated the contact with the group, has agreed to represent the group on campus, and agrees to submit the application to the Student Activities Office for approval under the student organization's name. The student organization will be accountable for the actions on campus of the group it sponsors. **All printed materials (posters, banners, fliers, etc.) bearing corporate logos or insignias must be approved in advance by the director of student activities.**

Student organizations may sell items for profit if the profit goes to the organization. Items normally sold in the bookstore may not be offered for sale without prior written permission from the bookstore manager. **Student organizations may not invite commercial enterprises to sell their products on campus in return for a share in the profits from those sales.** Students and College employees as individuals may sell products but may not use campus rooms, mailing, or any other College facilities to promote or sell their products. The student activities office is responsible for enforcing this policy. Questions should be addressed to the director of student activities, ext. 3201.

STUDENT FUND-RAISING POLICY

The College benefits greatly from the ongoing generosity of Bowdoin alumni and parents, who provide significant monetary support for student-related programs and services on an annual basis. The Development Office coordinates all fund-raising efforts on behalf of the College. Students, student organizations, and athletic teams are not permitted to solicit alumni for monetary support.

Though the College recognizes that parents of current students are sometimes asked to provide supplemental funding for student activities and organizations and special initiatives such as trips for athletic teams, students, student organizations, and athletic teams are not permitted to conduct widespread parent fund-raising appeals.

Chartered student organizations are eligible to receive funding through the SAFC, and agree by

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virtue of their status as chartered organizations to comply with all College policies including fundraising restrictions. Members of athletic teams, including club sports, are also subject to these restrictions.

Student Grant Seeking The College recognizes that an individual student or group of students may wish to seek external grant funding and is ready to support such efforts. Every student-initiated grant project team must include one member of the Bowdoin faculty or staff, who will serve as a liaison between the student(s) and the institution. The College will not submit or accept student-initiated grant proposals that are not sponsored by a faculty or staff liaison. The faculty or staff member who accepts the role of liaison will be responsible for:

- guiding the student(s) to work in a timely fashion with the College's Office of Corporate and Foundation Relations;
- ensuring that the student-initiated proposal is in compliance with all College policies as outlined in the Bowdoin College Grants Manual; and
- supporting students' efforts to obtain the required institutional approvals prior to submitting the grant proposal.

Additionally, if the proposal is funded, the liaison will serve as the Principal Investigator of the grant and will be responsible for:

- overseeing the student implementation of the grant;
- ensuring that the student project team complies fully with the funder's reporting requirements;
- ensuring all the activities related to the grant funded project; and
- ensuring that the fiscal management of the grant is in compliance with College policies.

Questions may be directed to Randolph H. Shaw '82, VP for Development and Alumni Relations: (207) 725-3407; rshaw2@bowdoin.edu.

INFORMATION TECHNOLOGY USE POLICY UPDATED 6/1/01

1. Introduction

Information Technology (IT) at Bowdoin College is an essential part of the teaching and learning culture. The College community relies heavily on

its extensive IT resources to enable academic and administrative users, to do their research, teach, learn, manage the business of the college and communicate across the campus and around the world.

The purpose of this policy is to define acceptable use of the College's IT resources. This document also details College policy regarding privacy, personal use, security, and data storage, and outlines associated compliance requirements and enforcement procedures.

This policy establishes a common understanding between Bowdoin College and users of College IT resources. As a condition of using Bowdoin's IT systems, all users, including guests, must agree to abide by the terms of this policy.

2. Scope

This policy governs the use of all IT resources owned, operated, or contracted by Bowdoin College. These include, but are not limited to: network infrastructure, servers, desktop workstations, peripherals, remote access resources, public and departmental computer labs, databases and software applications, and telecommunications systems.

The College's IT resources are provided for the use of authorized College community members. College community members encompass College staff, faculty, students with official standing, alumni, and others associated with Bowdoin who have credentials to access the College's IT resources. Guests using Bowdoin's IT resources are also subject to this policy.

Visitors to the College's websites should refer to the College's website Terms and Conditions of Use Policy (www.bowdoin.edu/it/contact/terms.shtml) and website Privacy Policy (www.bowdoin.edu/it/contact/privacy.shtml).

3. Policies

NOTE: Specific policies and examples listed below are not exhaustive; general College rules governing deportment and responsible behavior also apply. For example, obscene, false, or harassing messages are just as unacceptable when sent by e-mail as they are when expressed by other means.

COLLEGE POLICIES

3.1. Responsible Use

While using Bowdoin College's IT resources,

USERS MUST:

- Abide by all local, state, and federal laws and regulations, including those related to the Internet, electronic communications or commerce, copyright, trademark, and intellectual property.
- Adhere to all College policies.
- Keep confidential data restricted by not disclosing such data to any unauthorized person.
- Use campus electronic mailing lists appropriately.
- Observe the specific rules governing the use of public or departmental computing labs.

While using Bowdoin College's information systems, **USERS SHALL NOT:**

- Intentionally interfere with or cause disruptions to the normal, proper, and expected operation of Bowdoin's IT systems.
- Tamper with or disable security systems implemented by the College.
- Use College IT resources for any commercial purpose unrelated to official College business.
- Send unsolicited bulk e-mail, such as "spam."
- Use shared network resources assigned to another user or group of users, without their authorization. For example, sending print jobs to another user's printer—without that user's approval—is prohibited.
- Access data that the user is not authorized to access or access another user's files or data without permission (except for administrative purposes as specified below in Section 3.2).
- Damage or disable any College-owned hardware components, software, or computing facilities.
- Knowingly run applications that contain computer viruses, worms, or other potentially destructive applications or hardware.
- Use "backdoor" or other programs or devices to penetrate the College's firewall, servers, or any other network perimeter security measures or devices.
- Maintain or use an account after withdrawing from the College as a student or terminating employment with the College except as permitted by the Chief Information Officer.
- Engage in any illegal or criminal activity, such as downloading child pornography, involving the College's IT systems.

3.2. Privacy

While the College values and respects the privacy of its staff, faculty, students, and other users, the intrinsic nature of electronic records places limits on the extent to which the College can guarantee a user's privacy. Despite security protocols, communications over the Internet—and across the College's local campus network—can be vulnerable to interception and alteration. Consequently, the College cannot assure that absolute privacy can be maintained for data that reside on the College network or on storage media.

Out of respect for personal privacy, the College does not routinely examine the contents of data or files in user accounts. However, on occasion, circumstances may require an examination of a user's files to maintain system security, to administer or maintain system integrity, or in response to legal mandate. In such cases, authorized personnel may examine a user's data without notice. Authorized personnel are those specifically entrusted and approved to conduct such examinations by the chief information officer, or others, as determined by the College's IT Committee.

Some data are subject to strict access restrictions, such as library patron records and data protected by the Family Educational Rights and Privacy Act (FERPA). The Library, the office of student records, and other departments that administer confidential data may enforce more stringent access policies.

3.3. Personal Use

Personal use is defined as the non-academic, non-administrative use of Bowdoin's IT systems. Such use is solely discretionary; it neither serves an essential employment function nor is it related to academic discourse. Data that result from personal use are "personal data."

Personal use of Bowdoin's IT resources is secondary to performing essential College functions using such resources. If personal use of College IT resources interferes with or causes disruptions to the essential functions of the College performed by IT, then authorized personnel (as defined in Section 3.2 above) may curtail such use.

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3.4. Passwords and User IDs

The system of accounts, passwords, and user IDs plays an important role in protecting the files and privacy of all users. Because users are responsible for all use made of their account, users must take exceptional care to prevent unauthorized use of their account. This includes changing passwords regularly and disabling “automatic” log-ins. In most cases, it is inappropriate—and perhaps dangerous—to allow another person to use another user’s network credentials or e-mail account. In some cases, a user’s data are vulnerable to alteration or deletion. In others, the veracity of a user’s credentials could be compromised. Alternatively, if criminal activity can be traced to a user’s account, the person to whom the account is assigned will likely be held accountable. The College, therefore, reserves the right to restrict or prohibit password sharing.

In addition, the College reserves the right to implement and enforce password maintenance procedures, including detecting and disabling “weak” passwords and implementing password “aging” mechanisms. Weak passwords are those that may be easily “cracked,” guessed, or discovered, such as a user’s birth date or name. Password aging refers to a process that requires users to change passwords at predetermined intervals.

3.5. Data Storage and Back-ups

The College maintains a centralized repository of data stored in user accounts on the College network. This includes all the data that a user creates and saves on the College’s network storage devices. It also includes saved e-mail messages, attachments, files, and folders. Some departments, also maintain data back-ups.

The College reserves the right to restrict the amount of network storage available for users. This includes the prerogative to impose quotas on the number and/or size of stored files. The chief information officer regulates the availability of central network storage to which each user is entitled. Departments that maintain independent back-ups, may also regulate storage capacities for data under their purview.

Data files are routinely backed up on a daily, weekly, monthly, and/or yearly basis. These back-ups facilitate the restoration of College data that have been lost, altered, or damaged. The College

will not routinely retrieve backed-up personal data (as defined in Section 3.3 above). Users, therefore, are encouraged to maintain independent back-ups of their important personal data, including e-mail messages. Bowdoin College disclaims any responsibility for maintaining or providing access to backups of a user’s personal data.

For data backed up by the IT department, retrieval or restoration is at the discretion of the Chief Information Officer. For data backed up by other departments, retrieval or restoration is at the discretion of the administrator responsible for that department.

3.6. Security

The College implements appropriate “industry-standard” practices concerning the security of the College’s IT resources. These methods are designed to protect against unauthorized access, intrusion, or damage to the availability, access, or integrity of the College’s IT systems. However, due primarily to the nature of security threats and the remote possibility of a breach of security, the College warrants neither a user’s privacy nor the integrity of data stored on the College network.

3.7. Copyright, Trademark, and Domain Names

Users must comply with all copyright, trademark, and other intellectual property laws. In general, permission is necessary for a user to reproduce materials, such as video, music, images, or text. To “reproduce” in this context includes downloading and saving a digital copy to a hard drive, floppy, or other storage media. Photocopying copyrighted materials without authorization is also prohibited. Certain exceptions apply, such as “Fair Use.”

In addition, users must generally obtain permission from the copyright owner to prepare derivative works, including modifying existing works. Copyright law also prohibits the distribution, display, or performance of works created by another without a proper release.

The College possesses trademark rights in certain symbols and phrases such as images of the Bowdoin Polar Bear and the Bowdoin Sun. The words “Bowdoin” and “Bowdoin College” are also College trademarks. Unauthorized use of these trademarks is not permitted.

COLLEGE POLICIES

Additionally, the College owns certain Internet domain names. These include “bowdoin.edu,” “bowdoincollege.edu,” “bowdoincollege.com,” and others. Registration of domain names incorporating or referencing College trademarks is prohibited without the approval of the senior vice president for finance and treasurer. The College, at the discretion of the senior vice president for finance and treasurer, may acquire other domain names.

3.8. Web Pages

College departments, organizations, or other individuals associated with the College, such as grant recipients, may create Web pages and store these files on College network servers. Additionally, faculty, staff, and students may create and post personal Web pages on the College website. To help ensure the security and the functionality of College Web servers, The College may impose a quota on file size, prescribe file types, or determine other limiting factors.

In general, the College does not control the content of personal Web pages created by faculty, staff, or student authors. Web content, however, must adhere to College policy and applicable laws, especially regarding harassment, sexual misconduct, and copyright. The College reserves the right to remove or disable noncompliant Web sites, Web pages, or any portion of a website posted on College Web servers.

3.9. Compliance and Enforcement

All users of the College’s IT resources must abide by this policy. Users not wishing to agree to and comply with this policy will be denied use of or access to Bowdoin’s IT resources.

The chief information officer is responsible for the interpretation and enforcement of this policy. The chief information officer may also grant written exceptions to specific clauses of this policy. Appeals of the CIO’s determinations may be addressed to the senior vice president for administration and treasurer.

College community users who intentionally violate this policy are subject to disciplinary action by the College consistent with established College due process. At the discretion of the Chief Information Officer alleged violations of this policy may be

referred to the appropriate senior staff manager or College disciplinary body, such as the Judicial Board, the Sexual Misconduct Board, the Bias Incident Group, or others. In addition, the director of human resources may conduct an investigation regarding the alleged infraction. Violators may also be liable for civil damages and/or criminal prosecution, if applicable.

Guest users of publicly available College IT resources are also subject to the terms of this policy. While explicit acceptance of this policy is not required for guests to access these limited IT resources, guests are accountable for their actions while using College IT resources. Guests who violate this policy will be asked to cease use and may be barred from further access. If a guest user violates federal, state, or local law while using College IT resources, the Chief Information Officer may report this activity to the appropriate governmental enforcement agency.

3.10. Dissemination and Revisions

This policy is conspicuously posted in all public and departmental computing labs and other locations. Notice of this policy will be also sent by e-mail or postal mail to all College community users on a semi-annual basis. In addition, the Office of Communications will publish this policy annually in the Student Handbook and other official College publications as appropriate.

The chief information officer is responsible for maintaining and administering this policy, including revising it when necessary. Bowdoin College reserves the right to amend or revise this policy at any time without prior notice to users.

The most recent version of the policy will be the version in effect. Changes to this policy are effective upon posting to the IT website. The current version of this policy is maintained at:
<http://www.bowdoin.edu/it/policies.shtml>

4. Limitation of Liability and Indemnification

Bowdoin College is not responsible for the actions of individual users of the College’s IT resources. In no event will the College be liable to any user for damages suffered by a user as a result of his/her use of the College’s IT resources, or as a result of the unavailability, malfunction, or misuse of the College’s IT resources.

COLLEGE POLICIES

Each user hereby agrees to indemnify and hold Bowdoin College harmless from and against any and all claims, demands, liabilities, costs and expenses, including attorneys' fees, arising out of or resulting from any violation by the user of the terms of this IT Use Policy.

5. Related Policies

5.1. Information Technology Policies

<http://www.bowdoin.edu/it/contact/policies.shtml>

5.2. College Policies

<http://www.bowdoin.edu/about/admin>

6. Contact Information

For additional information regarding this policy, please contact:

Mitchel W. Davis
Chief Information Officer
9600 College Station
Brunswick, ME 04011
mwdavis@bowdoin.edu
207-725-3930

BOWDOIN COLLEGE COMPLIANCE PROTOCOL

U.S. Copyright Act and The Digital Millennium Copyright Act Sound and Video Recordings

Bowdoin College complies with the provisions of the Digital Millennium Copyright Act (DMCA). It is illegal, as described in the Federal law (Title 17 of the US Code, and more recently the Digital Millennium Copyright Act, 105 PL 304), to download, upload, or distribute in any fashion, copyrighted material in any form without permission or a license to do so from the copyright holder. Bowdoin College neither condones nor supports in any way the use of copyrighted material in ways in which it was not intended. This policy is made part of Bowdoin College's *IT Computer Use Policy*.

Designated Agent

The designated agent to receive notification of claimed infringement under Title II of the DMCA for Bowdoin College is:

Mitchel W. Davis
Chief Information Officer
9600 College Station
Brunswick, ME 04011
mwdavis@bowdoin.edu
207-725-3930

CLAIMS

The DMCA specifies that all infringement claims must be in writing (either electronic or paper letter) and must include the following:

- A physical or electronic signature of the copyright holder or a person authorized to act on his or her behalf;
- A description of the copyrighted work claimed to have been infringed, or, if multiple copyrighted works at a single online site are covered by a single notification, a representative list of such works at that site;
- A description of the material that is claimed to be infringing or to be the subject of infringing activity, and information reasonably sufficient to permit the service provider to locate material;
- Information reasonably sufficient to permit the service provider to locate the material;
- A statement that the complainant has a good faith belief that use of the material in the manner complained of is not authorized by the copyright owner, its agent, or the law; and
- A statement that the information in the notification is accurate, and under penalty of perjury, that the complainant is authorized to act on behalf of the owner of an exclusive right that is allegedly infringed.

RESPONSE PROTOCOL TO INFRINGEMENT CLAIMS

1) Protocol for response to a complaint regarding copyrighted materials:

- If any Bowdoin College employee or agent is informed about a copyright infringement complaint, he/she will send the entire complaint to the designated agent for Bowdoin College.
- The designated agent will determine the identity of the individual involved in the complaint and the status of the individual (student, faculty or staff member).

There are two protocols that take place depending upon whether the individual has a previous record on file with the designated agent.

COLLEGE POLICIES

If this is a first complaint against the individual, the designated agent or his designee will send the individual an e-mail notice requesting that all questionable materials be removed from his/her computer and that the individual notify the designated agent via e-mail within 72 hours that the materials have been removed.

- If the individual is a student, copies of the letter and the complaint will be automatically forwarded to the dean of student affairs for appropriate action. The dean of student affairs or his designee will inform the student of this policy. The Office of the Dean of Student Affairs will maintain a database of students and keep track of the number of violations for purposes of taking disciplinary action, if any.
- If the individual is a faculty member, copies of the letter and the complaint will also be forwarded to the appropriate academic department chair and the dean for academic affairs for appropriate action.
- If the individual is a staff member, copies of the letter and the complaint will also be forwarded to the supervisor and department head for appropriate action. If the involved person complies with the request to remove questionable materials within 72 hours, the designated agent will notify the complainant of the institutional resolution.

Failure to Comply

If the involved person does not comply with the request of the designated agent within 72 hours, the following steps will be taken:

Students - if the individual is a student, the IT Department will automatically deactivate access to the Bowdoin College network and remove any unauthorized or illegal material stored on the network. The IT Department will notify the office of the Dean of Student Affairs and the student that such actions have been taken. In accordance with the College's Social Code, failure to comply with this or any portion of the IT Computer Use Policy may result in discipline.

Faculty- if the individual is a faculty member, the CIO shall notify the faculty member via e-mail of deactivation of access to the Bowdoin College network in 72 hours unless there is a compliance with the original request. Copies of this notice will be sent by the IT Department to the appropriate dean and the Dean for Academic Affairs. If the faculty member does not comply within the specified time frame, the CIO will deactivate access to the network and remove any unauthorized or illegal material stored on the network.

Staff- if the individual is a staff member, the procedure is identical to the procedure for faculty, with the exception that copies of the notice are sent to the supervisor and/or department head. In all cases, the designated agent will notify the complainant of institutional resolution.

The designated agent will retain the record for three years from the date of receiving the complaint.

POLICY ON STUDENT RESEARCH INVOLVING THE USE OF HUMAN SUBJECTS, ANIMAL SUBJECTS, OR HAZARDOUS MATERIALS

All student research involving work with human and animal subjects, and any studies involving potentially hazardous materials or procedures carried out under the auspices of Bowdoin College or on Bowdoin College property, must be undertaken under the supervision of a Bowdoin College faculty member or administrator. Supervision is required even when the study is not carried out as a formal independent study or honors research project. The faculty member or administrator is responsible for ensuring that the study follows Bowdoin College policies and federal regulations for the ethical treatment of human and animal subjects and the safe handling and disposal of hazardous materials. Students in violation of this policy are subject to disciplinary action.

USE OF COLLEGE PROPERTY

Bowdoin College has a proprietary interest in the property that it owns. No person shall utilize the College's property, including photographic reproductions of its property, for commercial, business, political, or public purposes without express written consent. Requests for the use of College property for activities or events should be directed to the Office of Events

COLLEGE POLICIES

and Summer Programs. Requests for photographic reproduction or the use of any logo, wordmark, image, or identity should be directed to the Office of Communications in time to allow for an appropriate review of the request.

BOWDOIN COLLEGE ENVIRONMENTAL MISSION STATEMENT

The environment within and beyond Bowdoin College is one of the fundamental aspects of our community and one that we, as members of the College, have in common. In keeping with Bowdoin's bicentennial motto, "The College and the Common Good," the opportunity exists to reaffirm our commitment to the history and future of Bowdoin's relationship with the environment.

Both the institution as a whole, as well as individuals in the Bowdoin Community, have an impact on the environment and therefore should commit themselves to understanding their personal responsibility for the local and natural environment. In consideration of the common good, Bowdoin recognizes its responsibility to take a leadership role in environmental stewardship by promoting environmental awareness, local action, and global thinking. Because sustainability reaches beyond the Bowdoin campus, choices made by the College in its operations shall consider economic, environmental, and social impacts. Members of the Bowdoin community shall orient new faculty, staff, and students to the campus-wide environmental ethic and conduct research and teaching in a sustainable and responsible fashion. As a way to capture this ethic, the following environmental mission statement has been developed.

Being mindful of our use of the Earth's natural resources, we are committed to leading by example to integrate environmental awareness and responsibility throughout the College community. The College shall seek to encourage conservation, recycling, and other sustainable practices in its daily decision-making processes, and shall take into account, in the operations of the College, all appropriate economic, environmental, and social concerns.

To implement the mission statement within and beyond the Bowdoin community, the College commits itself to the following actions:

Sustainable Awareness

- Leading by example, Bowdoin shall integrate environmental awareness and responsibility throughout the College community.
- Resources for learning and acting shall be available to the Bowdoin community, including recycling bins, awareness lectures, information centers, and opportunities to become directly involved in environmental protection, such as environmental action committees to advise and monitor activities of the College.
- Sustainable awareness shall encompass the social causes and consequences of environmental practices in compliance with the common good.

Sustainable Education

- Students, faculty and staff shall be offered the opportunity to participate in an orientation program that provides information on the College's commitment to environmental sustainability. Members of the College community shall be encouraged to act in a manner that reflects the objectives of the environmental mission statement.
- The College will strive to inform students about environmental management, sustainable economic development, and the social impacts of choices in order to provide co-curricular programming to ensure that graduates are environmentally literate and responsible citizens, and to acknowledge environmental leadership as a continuous, participatory process of learning.

Sustainable Policy

- To promote a sustainable economy in Maine and New England, Bowdoin shall use all reasonable efforts to make new purchases that favor affordably priced local and renewable products that reflect the College's commitment to sustainability.
- To reduce waste in public landfills, Bowdoin shall use all reasonable efforts to purchase reusable and recyclable products when available.
- To complete the loop of recycling products, Bowdoin shall use all reasonable efforts to purchase products with recycled content when available and conduct vigorous recycling programs.

COLLEGE GOVERNANCE



Barry Mills, President of Bowdoin College.

COLLEGE GOVERNANCE

College Committees serve as a mechanism through which students offer input on a variety of issues. The Student Executive Board interviews students for membership for the following committees. Please refer to the *Bowdoin College Catalogue* for the names of faculty and administrative committee members.

COMMITTEES OF THE TRUSTEES*

The by-laws of the College allow for a high degree of student involvement in College governance. Students are voting members of nearly all trustee committees and are representatives at meetings of the Executive Committee and of the full Board of Trustees.

EXECUTIVE

Chair: *Peter M. Small*; secretary, *Richard A. Mersereau*. Shall, when the Board is not in session, possess the power of the Board except for limitations identified in the by-laws of the College. Shall set agendas and priorities to facilitate deliberations of the Board and act as a council of advice to the President.

Shall consider all matters of policy with respect to any activities of the College. Membership includes the chair of the board, the president of the College, the chair of each standing committee. In addition, a member of the faculty, a student, a parent, and a member of the Alumni Council shall be entitled to attend.

ACADEMIC AFFAIRS

Chair: *Michele G. Cyr*; liaison officer: *Cristle Collins Judd*. Shall report on developments in the theory and practice of higher education; review and make recommendations regarding employment policy pertaining to teaching staff and proposed appointments conferring tenure; and attend to matters pertaining to the Library, Museum of Art, Peary-MacMillan Arctic Museum. **(1 student appointed plus 1 alternate. These students will serve jointly on the Curriculum and Educational Policy Committee.)**

ADMISSIONS AND FINANCIAL AID

Chair: *Joan Benoit Samuelson*; liaison officer: *William M. Shain*. Shall give careful consideration to all matters related to the recruitment and admission of students to the College; review policies and administration related to financial aid to students including scholarship grants, loan programs, student employment and how such programs are used in combination; and shall consider the policies with respect to financial aid in relation to the budget and the financial resources of the College. **(1 student appointed plus 1 alternate. These students serve jointly on the Admissions and Financial Aid Committee.)**

DEVELOPMENT AND COLLEGE RELATIONS

Chair: *David P. Wheeler*; liaison officer: *William A. Torrey*. Reviews the financial needs of the College as approved by the Trustees and shall make to the Executive Committee through the president such recommendations as it shall deem appropriate and practical for the development and implementation of methods for securing the funds required. **(1 student appointed plus 1 alternate.)**

FACILITIES AND PROPERTIES

Chair: *Geoffrey C. Rusack*; liaison officer: *S. Catherine Longley*. Will deal with issues involving campus facilities, including near term and long term plans. **(1 student appointed plus 1 alternate.)**

COLLEGE GOVERNANCE

FINANCIAL PLANNING

Chair: *Stephen F. Gormley*; liaison officers: *S. Catherine Longley and Delwin C. Wilson*. Approves the budget and looks at the long-term financial situation of the College. **(1 student appointed plus 1 alternate. These students serve jointly on the Budget and Financial Priorities Committee.)**

STUDENT AFFAIRS

Chair: *Gregory E. Kerr*; liaison officer: *Tim W. Foster*. Responsible for exploring issues related to the improvement of student life on campus. The committee reviews proposed policies and programs that impact the components of student life. **(1 student appointed plus 1 alternate. These students serve jointly on the Student Affairs Committee.)**

SUBCOMMITTEE ON MULTICULTURAL AFFAIRS

Chair: *Lisa A. McElaney*; liaison officer: *Kassie Freeman and Timothy W. Foster*. Serves as an organized voice for minority student concerns within the governing structure of the Trustees. Shall study ways to promote diversity in the student body and the faculty and to foster a campus climate that celebrates diversity. **(1 student appointed plus 1 alternate. These students serve jointly on the Oversight Committee on Minority Affairs.)**

FACULTY COMMITTEES *

ADMINISTRATIVE

Chair: *President Barry Mills*
The Administrative Committee reviews Judicial Board cases upon appeal and decides either to uphold the decision of the Judicial Board or to refer the case back to the Judicial Board for a new hearing. **(2 students appointed plus 1 alternate.)**

ADMISSIONS AND FINANCIAL AID

Chair: *James J. Mullen*
Meets roughly once a month to discuss the admissions process, admissions recruitment, student aid budget, and other concerns about admissions and financial aid at Bowdoin College. **(2 students appointed plus 1 alternate. These students serve jointly on the Trustee Admissions and Financial Aid Committee.)**

CURRICULUM AND EDUCATION POLICY (CEP)

Chair: *Dean Cristle Collins Judd*
The CEP is the College's main forum for discussion of the curriculum. By means of its New Course Subcommittee, the CEP monitors curricular change occurring through the introduction of new courses in departments and programs. The committee advises the Dean for Academic Affairs and the President on the allocation of faculty positions throughout the College. More generally, the CEP takes up issues of broad concern for the educational program such as the quality of introductory science offerings, instruction in writing, first-year seminars and honors work. **(2 students appointed plus 1 alternate. These students serve jointly on the Trustee Academic Affairs Committee.)**

LECTURES AND CONCERTS

Chair: *Katherine Dauge-Roth* (fall),
Ann L. Kibbie (spring)
Distributes funds for lectures and other similar events proposed by College Community members. **(2 students appointed.)**

LIBRARY

Chair: *Sarah F. McMahan*
Meets with the College Librarian to advise and discuss policies, procedures, and the library collection. **(2 students appointed.)**

OFF-CAMPUS STUDY

Chair: *Susan E. Wegner*
Provides general oversight for all off-campus programs attended by Bowdoin students for credit during the academic year, establishes procedures governing the application process, and makes recommendations concerning those programs for which academic credit should be given. **(2 students appointed.)**

RECORDING

Chair: *James W. McCalla*
Composed of faculty, students and administrators, the Recording Committee meets biweekly to address matters pertaining to the academic standing of individual students and consider petitions requesting exception to academic policy and procedures. At the end of each semester, the Recording Committee reviews the academic records of students on probation or those eligible for probation, suspension, or dismissal and makes those decisions. **(2 students appointed plus 1 alternate.)**

* Only those with student representation are listed. For a complete list of committees, see the College Catalogue.

COLLEGE GOVERNANCE

STUDENT AFFAIRS

Chair: *Dean Tim W. Foster*

The Student Affairs Committee includes faculty, students, and administrators, and addresses non-academic aspects of student life at Bowdoin such as residential life, student activities, athletics, and student affairs policies. *(4 students appointed, ideally all four representing different classes; 2 of the 4 students will serve jointly on the Trustee Student Affairs Committee.)*

TEACHING

Chair: *Dale A. Syphers*

Provides faculty with opportunities to improve the quality of classroom teaching. This involves the planning of educational seminars, hiring of external consultants, organizing forums, and other types of initiatives. *(2 students appointed)*

INTERDISCIPLINARY STUDIES PROGRAM COMMITTEES

Program committees determine how student members are to be appointed.

Africana Studies

Chair: *Peter M. Coviello (all major students)*

Asian Studies

Chair: *Thomas D. Conlan (1 student)*

Biochemistry

Chair: *Barry A. Logan*

Coastal Studies

Chair: *Anne S. Henshaw*

Environmental Studies

Program Director: *DeWitt John*

Gay and Lesbian Studies

Chair: *Aviva J. Briefel (2 students)*

Gender and Women's Studies

Chair: *TBA (2 students)*

Latin American Studies

Chair: *Enrique Yepes*

Neuroscience

Chair: *Patsy S. Dickinson*

GENERAL COLLEGE COMMITTEES

BIAS INCIDENT GROUP

Chair: *President Barry Mills*

Meets at the initiative of the President in response to an incident of bias in any form, whether discrimination, harassment, or other intolerance, for the purpose of sharing all facts available at the time and of designing a course of action appropriate to the incident. *(2 students appointed.)*

BUDGET AND FINANCIAL PRIORITIES

Chair: *S. Catherine Longley*

Meets once a week during the fall budget season and approximately four times in the spring. This committee develops the college budget to forward to the Board of Trustees, including establishing tuition and other major budget variables. *(1 student appointed plus 1 alternate. These students serve jointly on the Trustee Financial Planning Committee.)*

GRIEVANCE COMMITTEE FOR STUDENT COMPLAINTS OF SEX DISCRIMINATION OR DISCRIMINATION ON THE BASIS OF PHYSICAL OR MENTAL HANDICAP

Chair: *Dean Cristle Collins Judd*

Addresses student complaints regarding sex discrimination or discrimination on the basis of physical or mental handicap. See page 97 for a full description. *(4 students appointed.)*

THE JUDICIAL BOARD

Chair: *Sarah Schoen '07*

Addresses violations of the Academic Honor Code or Social Code. For a complete description of the Board, see pages 59–64 of this Handbook.

MUSEUM OF ART EXECUTIVE ADVISORY COUNCIL

Chair: *Katy Kline*

Acts as an advisory council to the Director of the Museum of Art on operational matters such as mission, governance, programs, collections and planning. The Advisory Council also defines needs and recommends to the Dean for Academic Affairs the establishment of temporary visiting committees to review and report on those areas of need. *(2 students appointed, 1 being an art major.)*

COLLEGE GOVERNANCE

OVERSIGHT COMMITTEE ON MULTICULTURAL AFFAIRS

Chair: *Linda J. Docherty*

Examines issues and concerns related to being a student of color at Bowdoin. (*2 students appointed. These students serve jointly on the Trustee Subcommittee on Minority Affairs.*)

OVERSIGHT COMMITTEE ON THE STATUS OF WOMEN

Chair: *Susan L. Tananbaum*

Reviews and monitors the status of women students, faculty, and staff at Bowdoin College in the interest of achieving both their fair representation and their full participation in the life of the College. (*2 students appointed plus 1 alternate.*)

THE READMISSION COMMITTEE

Chair: *Dean Tim W. Foster*

Meets in late July and early December to consider the requests of students who are petitioning to return from Medical Leave of Absence, Academic Suspension, or Conduct Suspension. The Re-admissions Committee determines if a student should be readmitted and what, if any, conditions or recommendations should be associated with the student's return.

SEXUAL MISCONDUCT BOARD

Chair: TBA

Addresses instances of sexual misconduct. For a complete description, see pages 63–70 of this Handbook. (*2 students appointed from Judicial Board plus 2 alternates.*)

Then and Now



The polar bear statue was installed in 1938 with the help of its sculptor F.G.R. Roth (right). Today, it doesn't seem as if the polar bear has changed at all.



APPENDIX A: POLICIES ON STUDENT PRIVACY RIGHTS

Federal legislation has established guidelines governing the way in which colleges maintain and supervise students' educational records. This law requires that students be notified annually of Bowdoin's pattern of compliance with its requirements. The purpose of this legislation is to assure students access to their official records so that they may ascertain that the information contained in their files is accurate. Further, the legislation seeks to guarantee that these files are used only for legitimate educational purposes and are not released outside the College without the permission of the student.

The Family Education Rights and Privacy Act of 1974

Under the Family Educational Rights and Privacy Act (FERPA), each student has the right to:

- inspect and review his/her education records;
- request an amendment to his/her educational records if the student believes they are inaccurate or misleading;
- request a hearing if the student's request for an amendment is not resolved to his/her satisfaction;
- consent to disclosure of personally identifiable information from his/her education records; except to the extent that FERPA authorizes disclosure without the student's consent;
- file a complaint with the U.S. Department of Education Family Policy Compliance Office if the student believes his/her rights under FERPA have been violated.

1. *Inspection*

What are education records?

Education records are records maintained by the College that are directly related to students. These include biographical and demographic data, application materials, course schedules, grades and work-study records.

Among the educational records maintained by Bowdoin for each student is his/her permanent file, which is located in the Office of the Dean of Student Affairs. The permanent file contains information such as the student's application for admission to Bowdoin, and a copy of his/her high school transcript. In addition, some quantifiable

information derived from the permanent file is stored in the College computer. As a student progresses through Bowdoin, his/her permanent file accumulates other documents such as the transcript, copies of applications for special programs (e.g., Twelve College Exchange) or special requests (e.g., leave of absence requests), and records of any academic or disciplinary action taken against the student. In addition, copies of correspondence with deans or other College administrators are placed in the student's permanent file. The permanent file is maintained for six years after the date of graduation or resignation.

Students' educational records are also kept in other College offices, including but not limited to, the following: the Career Planning Center, the office of the student's pre-major academic advisor or major department, the student aid office, the controller's office, the office of communications, the off-campus study office, and the office of student records.

A student's "educational record" does not include:

- information contained in the private files of instructors and administrators (including deans' notes), used only as a personal memory aid and not accessible or revealed to any other person except a temporary substitute for the maker of the record;
- Campus Security records;
- employment records other than work-study records;
- Medical and psychological records used solely for treatment purposes (Please refer to the section on page 92 for information on the maintenance of Health and Counseling Records.);
- records that only contain information about individuals after they have left the College through graduation, resignation, or dismissal;
- any other records that do not meet the above definition of education records.

How do I inspect my education records?

- Any student who wishes to see his/her permanent file may request access in writing from the office of the Dean of Student Affairs. Students who wish to review their education records that are kept in other College Offices should inquire directly of the department that maintains the records.

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- The custodian of the education record the student wishes to inspect will contact the student to arrange a mutually convenient time for inspection, not more than 45 days after his/her request. The custodian or designee will be present during his/her inspection.
- The student will not be permitted to review financial information, including his/her parents' financial information; or confidential letters of recommendation, if the student has waived his/her right to inspect such letters.
- Students may have copies made of their educational records, except for a record for which a financial "hold" exists, a transcript which originated from an institution other than Bowdoin, and information and/or letters that have been solicited on a confidential basis.

2. *Amendment*

How do I amend my educational records?

- Suspected inaccuracies in any files should be brought to the attention of the appropriate department head, e.g., registrar, director of career planning, etc. Disagreements about the accuracy of the file should be directed to the dean of student affairs. In such cases, a student should send a written, signed request for amendment to the Dean of Student Affairs, Bowdoin College, 4600 College Station, Brunswick, ME 04011-8437. The request should specify the record the student wants to have amended and the reason for amendment.
- The College will reply to the student no later than 45 days after the student's request. If the College does not agree to amend the record, the student has a right to a hearing on the issue.

3. *Hearing*

How do I request a hearing?

- Send a written, signed request for a hearing to the Dean of Student Affairs, Bowdoin College, 4600 College Station, Brunswick, ME 04011-8437. The College will schedule a hearing no later than 45 days after his/her request.

How will the hearing be conducted?

- Cases involving disagreements over College records will be heard by the Recording Committee of the faculty.
- The student may bring another person to the hearing to assist the student. If the student's attorney will be present, the student must notify the College 10 days in advance of the hearing so

that the College may arrange to have an attorney present too, if desired.

- The College will inform the student of its decision, in writing, including a summary of the evidence presented and the reasons for its decision, no later than 45 days after the hearing.
- If the Recording Committee rules against a student's appeal, the student may place a statement in his/her file challenging the accuracy of information in that file or further explaining such information.
- If the student believes the College has not complied with FERPA, he/she can file a complaint with the following: Family Policy Compliance Office, Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202-4605.

4. *Disclosure*

Bowdoin College generally will not disclose personally identifiable information from a student's education records without his/her consent except for directory information and other exceptions specified by law.

What is directory information?

Directory information is personally identifiable information of a general nature that may be disclosed without a student's consent, unless the student specifically requests the College not to do so. It is used for purposes including, but not limited to, compiling campus print and electronic directories. Please note that not all of the information that has been specified as directory information is included in the campus directories.

If the student does not want his/her directory information to be disclosed, either in the campus print or electronic directories or otherwise, the student must notify the Registrar, in writing, by the first day of classes of the fall semester. Notifying the Registrar covers only the disclosure of centralized records. Members of individual organizations (sports teams, student clubs and organizations, etc.) must also notify those organizations to restrict the disclosure of directory information.

Bowdoin College has defined directory information as the following:

- the student's full name,
- local/campus mailing address,
- local/campus residence,

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- local/campus telephone number,
 - email user id and address,
- (User ids cannot be completely suppressed from our electronic systems. While it may be possible to suppress the association of an individual's name with their user id, doing so may adversely impact the delivery of electronic mail or other electronic services.)
- class year,
 - major field(s) of study,
 - dates of attendance at Bowdoin College,
 - enrollment status,
 - date of graduation,
 - degree(s) awarded,
 - honors and awards received,
 - date of birth,
 - marital status,
 - participation in officially recognized activities, and
 - previous educational institution most recently attended.

For students participating in intercollegiate athletics, directory information also includes:

- height,
- weight, and
- sport(s) of participation.

What are the other exceptions?

Under FERPA, Bowdoin College may, at the College's discretion, release personally identifiable information from education records without the student's prior consent to:

- school officials with legitimate educational interests ("School officials" are Bowdoin College employees in administrative, supervisory, academic or support staff positions; Bowdoin College trustees; individuals and companies with whom the College has contracted, such as attorneys, auditors, or collection agencies; and individuals assisting school officials in performing their tasks. School officials have a "legitimate educational interest" if they need to review an education record in order to fulfill their professional responsibilities.);
- certain federal officials in connection with federal program requirements;
- organizations involved in awarding financial aid;
- state and local officials who are legally entitled to the information;

- testing agencies such as the Educational Testing Service, for the purpose of developing, validating, researching and administering tests;
- accrediting agencies, in connection with their accrediting functions;
- parents of dependent students (as defined in section 152 of the Internal Revenue Service Code) See Parental Notification Policy on this page;
- comply with a judicial order or subpoena (after making a reasonable effort to notify the student in advance of compliance so that the student can take protective action, except in cases where the College is legally required not to disclose the existence of the subpoena);
- appropriate parties in a health or safety emergency, if necessary to protect the health or safety of the student or other individuals;
- officials of another school in which the student seeks or intends to enroll;
- victims of violent crimes or sexual offenses (the results of final student disciplinary proceedings);
- parents or legal guardians of students under 21 years of age (information regarding violations of college drug and alcohol policies);
- courts (records relevant to legal actions initiated by students, parents or the College).

5. Complaints

As stated above, if the student believes the College has not complied With FERPA, he/she can file a complaint with the following:

Family Policy Compliance Office
Department of Education
400 Maryland Avenue, S.W.
Washington, DC 20202-4605

PARENTAL NOTIFICATION POLICY

As noted above, FERPA regulations and state statutes assign students the right to release information contained in their educational records. Specifically, FERPA entrusts this right to students once they reach the age of 18 or enroll in a postsecondary institution. Consistent with Bowdoin's efforts to promote each student's personal growth and autonomy, and to preserve a climate of trust with them, the College will not release any information contained within a student's educational record to parents without the student's consent. However, when appropriate and as allowed by FERPA, the College does permit

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the release of certain information of dependent students (as defined by the Internal Revenue Code of 1986, Section 152) to parents without the student's consent. The specific instances in which Bowdoin will and will not notify parents warrant particular attention.

Note: The College reserves the right to notify a parent or guardian of their student's status in situations not specifically listed below if is necessary to protect the health or safety of the student or other individuals.

Notice of a Student's Academic Standing

The College believes that each student is ultimately responsible for his or her academic progress and performance. Therefore, Bowdoin communicates only with students regarding their academic performance. For instance, in an effort to foster students' sense of responsibility for their academic endeavors, grades, comment cards, and failure cards are sent directly to students and are not released to parents or guardians unless a student specifically requests in writing to the Office of Student Records that they be released. While students are encouraged to share information regarding their academic progress with their parents, Bowdoin does not mandate it.

Academically, however, there are instances when the College will typically notify parents of a student's academic performance with or without the student's consent. Parents will be notified of a student's academic standing regardless of consent when there is a change of status, i.e. when a student is placed on academic probation, when a student is academically suspended, or if a student is academically dismissed from Bowdoin. In these cases, copies of correspondence with the student that outline the student's academic standing will be sent to the student's parents or guardian.

Notice of a Student's Disciplinary/Conduct Standing

During a student's tenure at Bowdoin, the College expects each student to take responsibility for his or her actions. Upon arrival at Bowdoin, each student reads and signs the Academic Honor Code and Social Code that serve as a standard and guide for students' behavior. Signing the pledge implies a student's commitment to uphold the principles and rules outlined in the Codes.

Since the Codes are meant to preserve the integrity and safety of the Bowdoin community, violations of either Code warrant a College response. Generally, the College will communicate any disciplinary response to a Code violation directly with the student, and parents or guardians will not be notified, unless the student chooses to inform his or her parents. However, if the College response results in a change in the student's status (i.e. dismissal, suspension, social probation, and in some cases, reprimand), copies of correspondence with the student that detail the resolution of the situation will be sent to the student's parents or guardian. Likewise, Bowdoin reserves the right to inform the parents of any student under age 21 if the student violates any Federal, State, local law, or campus regulation governing the use or possession of alcohol or drugs and if the College determines that the student has committed a disciplinary violation with respect to such use and possession.

Notice of a Student's Health/Welfare Standing

Information regarding a student's health and/or psychological welfare is protected by strict policies instituted to ensure the student's confidentiality. While students are encouraged to share information regarding their health and/or psychological welfare with their parents, without students' informed consent (typically in writing), the College cannot share this type of information with their parents or guardian.

Bowdoin recognizes, however, that situations arise in which a student may be unable to give informed consent, e.g. accident or alcohol poisoning leading to unconsciousness, psychotic episode, etc. If a student is transported to the hospital in a critical situation, the parent or guardian of the student will be notified. Where possible, the College will allow the individual student time to make direct notification to parent or guardian or explicitly identify a third party to make contact with the parent or guardian. In such instances when a student is being treated by an external healthcare provider, the College expects the external provider to determine the appropriateness of parental notification and undertake such notification when deemed appropriate. Having the external provider directly notify the parents ensures that parents receive the most informed and precise information regarding their child's well-being. In these cases, a representative of the College is always available

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for further follow-up by way of the on-call system accessible through the Bowdoin Security Office. Likewise, if a student is deemed a threat to him or herself or to others, the College may decide to notify parents without the consent of the student. It should also be noted that the College shares health information with parents of students under the age of 18 regardless of consent. The College may also contact a parent or guardian if it comes to the attention of school officials that a student has been inexplicably absent from campus for a prolonged period of time.

HEALTH AND COUNSELING RECORDS

As noted above, FERPA pertains specifically to educational records and it does not address records that may be generated in the Health and Counseling Centers on campus. FERPA's protection of educational records does not include those records: 1) relating to a student which are either created or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional; 2) generated solely to provide treatment to the student; and 3) not disclosed to any one other than individuals providing such treatment.

However, access to Bowdoin's Health and Counseling Services' records is limited by departmental confidentiality policies. In particular, information shared, generated and/or obtained during visits to either the Health Center or Counseling Center is protected from disclosure by specific policies regulating the release of such information.

Counseling Services and Health Services

Students may request to review their own confidential counseling or health records by filing a written authorization with the Director of the Counseling Services or Director of Health Services, respectively. This request must be responded to within a reasonable period of time not to exceed 45 days. If the provider believes review of these records would be detrimental to the student's own health, the Counseling Service and Health Service reserve the right to require that a member of the counseling or health staff be present while the student reviews the file in order to discuss or help interpret any information the file may contain.

With a student's written authorization, counseling or health information can be disclosed to a third party for the specific purpose stated in that authorization. This authorization is retained with the student's counseling or health records and is effective for a time period mutually agreed upon between the provider and student. Counseling and health records will be maintained for 6 years after a student's year of graduation.

There are certain circumstances in which legal statutes require or allow mental health professionals and health professionals to break confidentiality, without consent if necessary. These include circumstances where there is serious danger to self or others, or suspicion of child or elder abuse. Also, in rare instances, counseling records may be subject to court subpoena. In the event of after-hours emergency services, information may also be shared with necessary campus personnel (i.e. Security, Dean of Students, and Residential Life) to provide safety and support.

APPENDIX B: BOWDOIN'S COMPLIANCE WITH TITLE IX OF THE HIGHER EDUCATION AMENDMENTS OF 1972

Bowdoin is in compliance with the regulations under Title IX of the Higher Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 706. As part of that compliance, the College is required to inform its students and employees of the names of its officials who have been designated to coordinate compliance by the College with the provisions of Title IX of the Higher Education Amendments of 1972, which deal with non-discrimination on the basis of sex, and of Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 706, which deal with nondiscrimination on the basis of physical and mental handicap.

Official for Title IX and Section 504 is:

Timothy W. Foster

Dean of Student Affairs

4600 College Station

(207) 725-3000, Ext. 3228

(for all matters relating to students, *except employment*)

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I. GRIEVANCE PROCEDURE FOR STUDENT COMPLAINTS REGARDING SEX DISCRIMINATION AND DISCRIMINATION ON THE PHYSICAL AND MENTAL HANDICAP

1. Resolution by Informal Negotiation

A student who feels he/she has been discriminated against because of sex or handicap should first seek a resolution of this problem through informal negotiation. The student can bring his/her concern to the attention of the department chair or administrator in whose department the problem has occurred or to the attention of the dean for academic affairs. The department chair, administrator, or dean who has been informed of the problem will then seek to discuss the issue with all parties concerned and achieve a resolution satisfactory to all.

If no resolution is reached through informal negotiation, the department chair, dean, or administrator should inform the dean of student affairs who will refer the problem to a grievance committee. At this time, the student alleging discrimination will be asked to prepare a written statement of allegations.

2. The Grievance Committee for Student Complaints of Sex Discrimination or Discrimination on the Basis of Physical or Mental Handicap

A. Composition

The composition of the grievance committee for student complaints regarding sex discrimination or discrimination on the basis of handicap in cases regarding academic affairs will differ from that of the grievance committee for student complaints regarding non-academic affairs. The grievance committee for student complaints regarding academic affairs consists of four faculty members and two students, with equal representation of men and women, in addition to the chair, the dean for academic affairs serving *ex officio*. The grievance committee for student complaints regarding non-academic affairs consists of four faculty members and four students, with equal representation of men and women in addition to the chair, the dean for academic affairs serving *ex officio*. In either case, the faculty members of the grievance committee are chosen by the Faculty Governance Committee, and the student members are chosen by the Student Assembly Executive Board. In case any member of the committee is unable to participate in a hearing because of a

conflict of interest, an alternate member chosen by the procedure outlined above will replace him/her.

B. Conduct of Hearings

Grievance hearings will be conducted by the grievance committee. Both the student who brings the grievance and the faculty member or administrator against whom the grievance is lodged are free to make statements and bring witnesses. The grievance committee may seek additional information or testimony it finds relevant to resolving the complaint.

A student may be represented at the hearing by a member of the Bowdoin faculty or staff or by another student. Parties may have legal counsel present only with the consent of the committee.

A written record will be kept of all hearings before this committee. The record will indicate the persons present, will summarize the assertions presented to the committee, and will state the conclusion of the committee together with the reasons for arriving at that conclusion.

C. Recommendation of the Committee

When all parties to the grievance have completed their presentations and the grievance committee has solicited all information it finds relevant, the committee shall make a recommendation to the president regarding the appropriate resolution of the grievance.

II. PROCEDURES FOR OTHER GRIEVANCES

Other grievances that students may have concerning their professors ought first to be discussed with the professor involved, then with the student's academic advisor. The problem may also be brought to the attention of a member of the student affairs staff, who may decide to handle it personally or may choose to refer the matter to the dean of student affairs and the dean for academic affairs. In responding to student grievances, the deans must balance two considerations: the importance of protecting the professor's academic freedom and authority to conduct the class as he or she sees fit, and the student's right to be fairly treated.

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APPENDIX C: RESIDENTIAL LIFE POLICIES AND PROCEDURES

A. RESIDENCE AGREEMENT AND RELATED INFORMATION

1. Residence Agreement. All students living in College housing are required to comply with all rules, regulations, and policies related to student housing. This includes, but is not limited to, the information outlined below and various Residential Life publications (Opening and Closing Notices, Vacation Housing Notices, and the annual housing lottery document). In return, the College will work to provide Bowdoin students with safe, comfortable, well-maintained living space, in an academically conducive environment.

2. Residency Requirement. All first-years and sophomores are required to live on campus in residence halls or College Houses. Juniors and seniors are allowed to live on campus or off campus in private rentals. Upperclass students who choose to live on campus must participate in the annual housing lottery to secure an assignment.

3. Assignment Information. Assignments for first-year students are made based on information requested prior to enrollment. Each spring, upperclass students choose housing for the next year by participating in the housing lottery. The lottery is run by the Residential Life staff. Lottery information is distributed immediately following spring vacation. Students returning for second semester, including those returning from off-campus study, are assigned via an open rooms/proxy process. For more information, contact the Residential Life Office.

4. Right to Assign. The director of residential life reserves the right to assign any vacancy in College-owned housing at any time, and/or to reassign any student at any time.

5. Occupancy Periods. Housing is only available when the College is in regular session. Students are required to vacate College housing between semesters and during spring vacation. Information about dates and times that College residences open and close are published in the academic calendar in the *Student Handbook*. Closing notices are sent to on-campus students prior to each closing. All

students, except graduating seniors, are required to vacate within 24 hours of their last exam. Students who arrive before housing opens or remain after housing closes without express permission from Residential Life may face disciplinary action and/or incur fees.

6. Vacation Housing. Students who need housing between semesters, during spring vacation, or during the summer should read the closing notices and/or contact the Residential Life Office prior to these periods. *Remaining in College housing when the College is not in session, without permission of the Residential Life Office, is a violation of College policy.*

7. Opening Day. All students must arrive no earlier than the scheduled opening day for fall and spring semesters. Early arrivals are not permitted. For more information, contact the director of residential life.

8. ID Cards and Room Keys. When school is in session, student residences are accessed by ID cards and/or keys. ID cards are issued through the Residential Life Office, 116 Moulton Union. Room keys are issued from the Facilities Management Office in Rhodes Hall. For more information about keys, see the Facilities Management section.

Students have access to residence halls and apartments via their ID Card. Access may be restricted or limited at the will of the College. Exterior doors to residence halls are locked at all times. Students are asked to help keep unwanted guests or intruders from entering buildings by closing doors that others leave propped open and reporting suspicious behavior or malfunctioning doors to Security:

Emergencies: Ext. 3500 or 725-3500
Non Emergencies: Ext. 3314 or 725-3314

Broken or Lost Cards

You must have a working ID Card to access buildings on the system, eat in the dining halls, use your Polar Points, do laundry, make photocopies, and take books out from the library.

If your card does not function for any of the above-mentioned tasks, please come to the Residential Life Office and it will be fixed or replaced at no charge.

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If you lose or break your card, you may obtain a new card for \$15.00. This cost will be billed to your account through the Bursar's Office. It is important to report stolen cards immediately and have them replaced because anyone who finds your card could not only gain access to your dorm and possibly your room, but could also use the card against your Polar Plus or board accounts.

9. Personal Property. The College assumes no responsibility for loss of, or damage to, a student's personal property. Each student is encouraged to take appropriate steps to safeguard and insure his/her property. Students are encouraged to maintain appropriate personal property insurance. Any loss or theft of property should be reported to Security so that an official record is available if needed. The College does not provide storage for students' personal property.

10. Right to Enter. Bowdoin College reserves the right to enter any College-owned space at any time for the purpose of responding to emergencies, maintaining acceptable health and safety standards, establishing order, making repairs, routine maintenance (including response to work orders), inventory, extermination, cleaning, enforcement of College rules and regulations, securing buildings during vacation and break periods, and for any other reasonable purpose. The resident's absence will not prevent such entry. Entry will be made by authorized College personnel.

11. Right to Enter and Search. The College reserves the right to enter and search student rooms/suites/apartments and/or belongings in any College building or storage space. A resident's room, suite, or apartment or possessions on campus will not be searched by College authorities unless there is sufficient reason to believe that a resident is using his/her assigned space for purposes which may be in violation of Federal, State or local law, or of College regulations. The College will cooperate with law enforcement officials who, having obtained a search warrant from an appropriate source having jurisdiction to issue such warrants, seek entry to student rooms for the purpose of executing such warrants. Before conducting a search, the Security Office must have written permission from the Director of Residential Life. The written permission authorizing the search shall state the reasons for the search, a description of the objects of information

sought, possessions and locations to be searched, and the approximate time the search will be conducted. *Although not required by law, whenever possible the search will be conducted at reasonable times with occupant(s) present.*

12. Accountability. All occupants of shared living space are responsible for all activities taking place in their space whether they are present or not. All occupants will be held responsible for any prohibited activity or illegal items found in the space.

13. Withdrawal. Upon withdrawal or suspension from the College, the individual student has 24 hours to vacate the premises, return his/her key to the Facilities Management or Security Office and ask that the employee make a notation of the departure.

B. HEALTH, SAFETY AND CONDITION OF COLLEGE HOUSES AND RESIDENCES

1. Care of rooms, common areas, and furnishings. All residents are responsible for keeping their room, suite, or apartment and all common areas in their building or apartment complex in acceptable condition. Failure to comply with *Facilities Management* policies may result in charges for damage repair, replacement or cleaning and disciplinary action. Students who host events in College Houses are responsible for College property and clean-up following the event. Clean-up includes, but is not limited to, removing all trash and recycling related to the event as well as returning furniture to its original location. Hosts are required to pay for any damage and clean-up incurred unless the individual(s) responsible can be identified.

2. Cooking/Kitchens. In certain locations, the College provides cooking facilities for student use. Students are allowed to use a microwave oven or coffee maker in their room. Residents are responsible for food or other personal belongings left in the kitchen area. All food and trash must be properly disposed of and students should check to be sure that ovens are turned off after use.

a. **Appliances permitted.** Microwave ovens of 900 watts or less and not larger than one cubic ft. in size; refrigerators less than four cubic ft. in size; stereo equipment; computer equipment; coffee makers; curling irons; hair dryers; fans; extension cords; lamps; television sets; VCRs; DVD players; and air popcorn poppers.

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b. **Appliances not permitted.** Any appliance with exposed heating elements, hot plates, toasters, toaster-ovens, gas stoves or burners, camping stoves, halogen lamps, and items that exceed 1000 watts. In addition, any appliance not Underwriters Laboratory (UL) approved, in poor working condition, or deemed inappropriate by the Director of Residential life or a safety officer must be removed from College spaces.

3. Fire Safety. The following are fire safety policy violations:

- **Setting Fire.** This includes intentional or accidental fire, even those caused by cooking or smoking in approved areas.
- **Setting off Fire Alarms.** This includes intentional or accidental fire alarm, even those caused by cooking or smoking in approved areas.
- **Failing to Evacuate.** When an alarm sounds all occupants must vacate the building. This includes all residences and academic buildings.
- **Tampering with or Misusing Fire Protection Equipment.** This includes, but is not limited to extinguishers, fire hoses, emergency exit lights, fire doors, central alarms, room smoke detectors.
- **Possessing and/or Using Flammable Materials, Candles or Incense.** This includes, but is not limited to camp-stove fuel, fireworks, holiday decorations, gasoline, paint thinners, lamp oils, candles, and incense.
- **Tampering with Any Wiring.** This includes, but is not limited to electrical equipment, wiring, cable TV, computer wiring, or overloading electrical outlets. Only UL approved electrical cords are allowed.
- **Causing or Contributing to a Fire Safety Hazard.** This includes, but is not limited to, obstructing exits, stairwells, hallways, and passageways; storing an excessive amount of waste paper or other waste; careless use of smoking material; having halogen lamps; having space heaters; having ceiling hangings (they may spread fire and smoke more rapidly); covering more than 50% of the wall space; having an excessive amount of personal furniture in any College space.
- **Any violation of Town of Brunswick Fire Department regulations.**

4. Firearms/Weapons. Firearms, ammunition, and weapons of any kind are strictly prohibited in all College residences and other College spaces.

5. Animals. To preserve student health and safety, no pets/animals of any kind are permitted in any College spaces. Exceptions to this policy may only be made by the Director of Residential Life.

6. Roofs. Bowdoin College strictly prohibits students from being on the roofs of any residence, as well as other College buildings. Students who allow others to access the roof from their room will also be held accountable. The College assumes no financial or legal responsibility for injury due to this prohibited act.

C. GENERAL INFORMATION

1. Air conditioners. Personal air conditioners are not permitted.

2. Furniture. Furniture belonging to the College may not be removed from rooms/suites/apartments and common space. This furniture is for all current and future residents. This regulation includes, but is not limited to, removal of beds, mattresses, trash cans, desks, chairs, tables, bookshelves, couches, loveseats, and appliances. Students are expected to comply with requests to return furniture indoors or to its original location.

3. Guests. The College allows guests for up to three nights, but their presence may not infringe upon the rights of other Bowdoin students. Specifically, Bowdoin students are not to be unwillingly deprived of their assigned sleeping accommodations because of guests. Any room, suite, or apartment-mate or other Bowdoin student who feels inconvenienced by a guest should first discuss the matter with the host student. If that brings no result, the student should contact his/her RA, Proctor or the Residential Life Office. Bowdoin students who bring guests to campus are responsible for violations of College policies committed by their guests. If possible, the guests will also be held responsible for their actions.

4. Lofts and Waterbeds. Lofts and waterbeds are not permitted.

5. Noise. In an academic setting, the need for quiet study areas takes precedence over recreational activities that cause noise. Noise is disruptive *when- ever* it disturbs others. If disturbed by noise, con-

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front the person making the noise—explain that the noise is a nuisance and ask him/her to quiet down. If this fails, contact the Proctor or RA who will confront the person causing the disturbance. If this alternative fails or the Proctor or RA is unavailable (out of the area or after 2:00 a.m.), call the Security Office—explain what steps have been taken and ask for assistance. For more information, see the Noise Ordinance, p. 23.

Noise in the Town of Brunswick: In addition to being thoughtful of fellow students, all students should be considerate of local Brunswick residents. Many Brunswick residents live in the same neighborhoods as students and they deserve the same respect. Students hosting parties should be particularly cognizant of noise levels at their event and remind their guests to be quiet as they leave the event.

6. Senior Week. All students, except seniors (and those authorized by the Director of Residential Life to stay for Senior Week and Commencement) *must vacate their rooms within 24 hours after their last exam.* Events with alcohol are required to be registered during Senior Week.

7. Solicitation. College residential facilities are not open to any person selling or buying goods or services or otherwise soliciting. Students are urged to report solicitors to the Security Office.

D. FRATERNITIES

Since the fall semester 1997, all Bowdoin students are prohibited from joining fraternities. Students involved in rushing, pledging, perpetrating, and initiating activities by fraternities and similar selective-membership social organizations will be dismissed permanently from Bowdoin College.

In March 1997, the College's Board of Trustees voted to replace the fraternity system with the College House system and to phase out fraternities by May 2000. This policy covers all Bowdoin students and fraternities and their relationships with other similar private, selective-membership social organizations, whether they are residential or non-residential, or have any local or national affiliation.

Violations of College regulations regarding membership in and other activities related to private, selective-membership social organizations will be

considered violations of Bowdoin's Social Code and will be adjudicated according to the normal Judicial Board procedures.

E. FAILURE TO COMPLY

Failure to comply with any College policy, including any Residential Life policies or procedures stated here or in any other Residential Life publication, may constitute a violation of the Social Code and result in disciplinary action. Such action may include but is not limited to repair/replacement costs, monetary fines, or official College disciplinary action including Warning, Reprimand, Social Probation, and Conditions including removal from College housing, Suspension, Dismissal, and/or possible State or Federal Charges.



Then and Now

Downtown Brunswick on the 4th of July, ca. 1890s is much different from the Brunswick of today. We still have the wide streets, but the horse-drawn carriages are now just a wonder of the past.



APPENDICES

BOWDOIN STUDENT GOVERNMENT CONSTITUTION

1) Purpose

- a) The Constitution of the Student Body: The Constitution of the Student Body shall be the basis for student government and representation.
- b) Student Body: The Student Body shall be composed of all students currently enrolled at Bowdoin College.
- c) Student Government: The Student Government shall be empowered by the Student Body to be responsible for presenting student opinion to the administration, chartering organizations, the Judicial Board, filling Trustee, Faculty and General College committee student positions, and supervising class officer elections.
 - i) Student Government will act as a forum for ideas and represent their constituents in legislative issues facing Bowdoin College.
 - ii) Student Government is also charged with ensuring that all of student government functions effectively through the management of elections, chartering and reviewing student organizations, overseeing the SAFC, and appointing and communicating with student representatives to trustee, faculty, and college committees.

2) The Student Government

- a) Composition
 - i) Student Government Composition
 - (1) The Student Government shall be composed of eight class representatives to be elected during class elections, the Treasurer, who shall concurrently be the Chair of SAFC, the President of IHC, representatives from the College House System, a representative of the Community Service Council, a representative from Residential Life and the President and Vice Presidents.
 - (2) There shall be four representatives on the Student Government who will be interviewed by the President and Vice Presidents for positions.
 - (3) The Inter-House Council will select two representatives to represent the overall house system and will also select one representative to represent chemical-free interests specifically.
 - (4) If a suitable class representative cannot be found, the number of interviewed positions shall be increased accordingly.
 - (5) Appointment/Election of members shall take place in the spring, excluding the incoming first-year class and the four appointed representatives.
 - ii) President and Vice Presidents
 - (1) The President and five Vice Presidents shall be elected at-large by the Student Body.
 - iii) Leadership Council
 - (1) The President will chair a Leadership Council made up of the President, all house presidents, all class presidents and the chair of the Inter House Council.
 - (2) This council will serve as a coordinating and consulting body and must meet monthly.
 - (3) Leadership Council reports will be delivered to the Student Government by the president.
- b) Election of the President and Vice Presidents
 - i) Elections for President and Vice Presidents are held in the spring.
 - (1) The elections will be conducted by the Vice President for Student

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- Government Affairs or such other person or persons as the Student Government may direct. No person who is a candidate shall be eligible to conduct elections.
- (2) In the spring there shall be elections for President and five Vice Presidents.
 - (3) Elections procedure
 - (a) See appendix for form.
 - (b) Candidates must also submit a statement of candidacy that shall be made available to the student body before elections.
 - (c) Elections and the counting of votes will be done on-line with the assistance of CIS.
 - (d) The Vice President for Student Government Affairs or such other person or persons as the Student Government may direct shall be responsible for working with CIS to run the elections. In the event of technical failure that would make the timely completion of the elections unfeasible, elections may be run through paper ballot.
 - (4) Release of results
 - (a) The President shall notify the candidates of the results and appropriately inform the Student Body.
 - (b) Vacancies
 - (i) When there is a vacancy in the Presidency or Vice Presidencies, the Student Government shall elect one of its members to fill the vacancy.
- c) Officers of the Student Government
- i) Student Government Committee Responsibilities
 - (1) The Student Government members shall fill vacancies as needed on each committee of the College where student representatives are required. Additional vacancies will be filled through interviewed appointments by the Vice President for Student Government Affairs and such other person or persons as the Student Government may direct.
 - (2) The President will appoint members of the Student Government to fill remaining vacancies on college committees.
 - ii) Officers and Responsibilities
 - (1) President – The President will serve as the primary Student Government liaison to the administration and spokesperson to the student body. He will be a non-voting member of all Student Government committees, will serve on the Board of Trustees and Executive Committee of the Trustees and will be involved in the Judicial Board selection process. The President will direct and coordinate the activities of the Vice Presidents and Treasurer and will set the weekly agenda of the Student Government. The President must have served previously as a member of the Student Government to be elected.
 - (2) Vice President for Student Government Affairs – The Vice President for Student Government Affairs will be responsible for maintaining elections, overseeing public relations, managing the website, preparing materials for Student Government meetings and other activities related to the general operation of the Student Government. He/she will chair the BSG Affairs Committee which will propose constitutional amendments, constitutional interpretation and bylaws to the Student Government body.
 - (3) Vice President for Student Affairs – The Vice President for Student Affairs will create programming related to the enrichment of student social life on campus and will be responsible for student issues pertaining to campus

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- life. He/she will serve as chair of the Student Affairs Committee, which will provide support for all of the Vice President's duties.
- (4) Vice President for Academic Affairs – The Vice President for Academic Affairs will manage the academic policies, activities and proposals of the Student Government. He/she will chair the Academic Affairs Committee, which will assist in his or her duties.
 - (5) Vice President for Student Organizations – The Vice President for Student Organizations will chair the Student Organizations Oversight Committee.
 - (6) Vice President for Facilities – The Vice President for Facilities will create programming related to the physical plant and facilities of the College, direct all off-campus programming and advocate for the Student Government in the campus departments of Dining, Facilities Management and Security. He/she will chair the Facilities Committee which will provide support for all of his or her activities.
- iii) Staff
- (1) The Student Government shall hire an independent secretary who shall keep the minutes for all Student Government meetings throughout the academic year.
- d) Procedure
- i) The Student Government shall run meetings in a respectful and welcoming environment. At the first meeting of the year the President shall explain how s/he will run the meetings. This explanation shall include: discussion procedure, voting procedure, the process for establishing items for the agenda, and other discretionary items.
 - ii) Student Government Committees
 - (1) There shall be five standing committees of the Student Government which shall be chaired by the respective Vice Presidents.
 - (2) Members shall be appointed to Student Government Committees in such manner as the Student Government shall direct.
 - (3) The President shall be an ex officio member of all committees.
 - (4) The reports of the various committees shall be submitted to the Student Government for review and whatever action may be deemed necessary and proper.
 - iii) Meetings
 - (1) The Student Government shall hold a meeting at least every other week, with the ability to require meeting every week if found necessary by the President and Vice Presidents.
 - (2) Students who wish to express an opinion before the Student Government may do so during a designated Public Comment Time at the beginning of each meeting.
 - (3) Any non-member student that would like to propose a bill before the Student Government should do so by submitting it to the appropriate committee of the Student Government or by having it endorsed by one of his/her class representatives.
 - iv) Executive Session
 - (1) A two-thirds vote of the Student Government present may move the Student Government into Executive Session. All persons not on the Student Government must leave the room. The recording secretary shall not keep minutes during the meeting unless directed by the President and approved by a majority vote. Any minutes taken shall be private to the Student Government members.
 - (2) A two-thirds vote of the Student Government is required to move out of

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Executive Session.

- (3) All discussion in Executive session is confidential and should not be discussed outside the executive session.
- v) Attendance
 - (1) All Student Government members are expected to attend all Student Government meetings unless excused by the President.
- vi) Upkeep of the Constitution of the Student Body
 - (1) A revised edition or updated edition drafted by the Student Government should be kept in the Student Handbook.
- e) Removal of Student Government members
 - i) A member may be removed from the Student Government by a 2/3 vote of the Student Government.
 - ii) The Student Government shall immediately vote to fill the position by appointment and approval of 4/5 vote of the Student Government, or set a date for elections.

3) Student Organizations and Clubs

- a) The Student Organizations Oversight Committee
 - i) Responsibilities
 - (a) The SOOC will charter and oversee all clubs on campus.
 - (b) The SOOC will construct such rules and procedures as may be necessary and present them to the Student Government for approval at the beginning of each academic year.
 - ii) Membership
 - (a) The SOOC shall be composed of several Student Government members that the Student Government will designate.
- b) The Student Activities Funding Committee
 - i) Responsibilities
 - (a) The SAFC will provide funding from the Student Activities Fee for club-sponsored events and activities.
 - (b) The SAFC will construct such rules and procedures as may be necessary and present them to the Student Government for approval at the beginning of each academic year.
 - ii) Membership
 - (a) The Treasurer of the BSG, two appointed members, and the four class treasurers will be the membership of the SAFC. The Director of Student Activities and the Vice President of Student Organizations will sit as non-voting members.
 - (b) The Treasurer will chair the SAFC.
 - iii) Rules
 - (a) The Treasurer is ineligible to hold the Presidency or a Vice Presidency of the Student Government.
 - (b) The funding allocated to an organization by the SAFC may not be used as a donation to any other off-campus organization or charity and must be for the benefit of the College community.

4) Student Representatives to Committees of the Faculty and Trustees

- a) Committees
 - i) A complete list and description of all committees shall be updated as necessary by the Vice President for Student Organizations, and shall be available on the web.

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- b) Appointments
 - i) The President and the Vice President for Student Government Affairs shall sit with the Trustees and the Executive Committee of the Trustees.
- c) Selection Criteria
 - i) Any student who is currently enrolled at Bowdoin and who, to the best of his or her knowledge, will be enrolled for the entire term of his or her service is eligible for committee positions.
 - (1) Students who plan to study away for all or part of the term of the position that they are seeking should withdraw from the interviews.
 - (2) It is the candidate's responsibility to truthfully inform the interviewing committee of any intention of studying away that may conflict with the term.
 - (3) In the event an appointed student will be absent for part of the term of office on the committee, it will be the student's responsibility to inform the Student Government immediately and assist in the selection of a replacement.
 - ii) In selecting the candidates, the committee should consider previous commitments of the candidates, such as extracurricular activities, sports, and previous committee positions.
- d) Responsibilities of the Representatives
 - i) Students of the committees of the faculty and trustees shall serve one-year terms from May to May, with the following exceptions.
 - (1) The student representatives to the Budgetary Priorities and the Financial Planning Committee shall be appointed to two-year terms.
 - ii) Student representatives shall be required to submit individual reports for each committee on which they serve, covering the committee's activities and their attendance.
 - (1) Reports must be received at the discretion of the Vice President for Student Organizations.
 - (2) The Vice President for Student Government Affairs
 - (3) shall assemble the reports and one copy shall be sent to the office of the President of the College, and another shall be put on the web.
 - (4) The Vice President for Student Government Affairs shall be responsible for informing representatives of their obligation to file the reports and the deadlines for them.
 - (5) Committee members who fail to submit a written report shall be called before the Student Government for an explanation, and shall be subject to dismissal from all committees on which they are presently serving. Those failing to submit a written report will be ineligible to be nominated for any committee for the following two semesters.
 - (6) The Student Government may require any student representative to appear before the Student Government to give an oral report.

5) Class Officers

- a) Responsibilities of Class Offices
 - i) The class offices have been established to help promote the social and structural unity of the classes. The officers are empowered by the Student Government.
 - ii) The approved minutes of the Student Government shall be sent to each of the officers.
 - iii) The class officers for each respective class will meet on at least a bi-monthly basis.
 - iv) The class and assistant deans will serve as the advisor for the class officers.
 - v) The Student Government may dismiss any class officer from office for neglect of

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duties by a 4/5 majority of the entire Student Government membership, after holding a hearing at which the officer in question has a right to be present.

vi) Any member of the Student Government is eligible to also serve as a class officer.

b) Class Officers

i) The class officers shall be made up of the following offices:

- (1) President
- (2) Vice President
- (3) Treasurer
- (4) Community Service Officer (CSO)

ii) The Senior Class President will serve as a member of the Young Alumni Leadership Program (YALP).

iii) The Vice-president of each class will serve as a class liaison to the Student Activities Board in order to promote the social aspects of the class officers.

iv) The Treasurer of each class as stated in Art.III.SecC1 will serve as a member of the Student Activities Fee Committee (SAFC). In this capacity the treasurer is responsible for coordinating the financial efforts of the SAFC and the social aspects of their respective class.

v) The CSO of each class will serve as a class liaison to the Bowdoin student organization which coordinates volunteer efforts (i.e. The Bowdoin Volunteer Program) In this capacity the secretary will promote interaction between the class and the community. They will also be the connection between the classes and Environmental organizations on campus.

vi) Election of Officers

- (1) Elections of class officers shall be held within three weeks after the start of the fall semester.
- (2) The terms of the officers shall run from the time of the election being declared official until the next election is declared official.
- (3) All elections shall take place in accordance with normal election procedure as outlined in Article II, Section B.1.
 - (a) The candidate with the most votes shall be designated the winner of the election.

6) Referenda

a) Student Government Referenda

i) A two-thirds vote of the Student Government or submission of signatures equal to fifteen percent of the student body on a student-initiated petition shall bring any issue to a student referendum, except the recall of the President and Vice Presidents, which is outlined in Article VII.

ii) The entire Student Body shall be entitled to vote.

iii) Twenty-five percent of the Student Body shall constitute a quorum.

iv) A majority vote constitutes passage of a referendum.

v) The referendum shall be run by the Student Affairs Committee.

vi) Petitions shall be presented to the President and acted upon within seven days.

vii) Referenda shall have the power of Student Government decisions.

7) Recall Elections

a) Recall of the President and Vice Presidents by the Student Body

i) A petition calling for a recall of the President and Vice Presidents, bearing the names of at least fifty percent of the students enrolled at the Brunswick campus for that semester, must be presented at a regular meeting of the Student Government.

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- ii) A campus-wide vote on the issue must be held within seven days of the meeting at which the petition is presented.
- iii) At the meeting when the petition is submitted, Student Government shall appoint an Elections Committee to conduct the recall election and, if necessary, supervise the election of a new President and Vice Presidents by the Student Body
- iv) Following the meeting when the petition is submitted, no new business may be acted upon by the President and Vice Presidents until the vote has taken place and the President and Vice Presidents receive a vote of confidence.
- v) A majority of a twenty-five percent quorum is required to recall the President and Vice Presidents. In which case, they will be deemed to have resigned.

8) Constitutional Amendments

- a) Methods of Amending the Constitution
 - i) Student Government Action
 - (1) Constitutional amendments may be proposed by a four-fifths majority of the Student Government and ratified by a two-thirds majority of the Student Body voting in a referendum.
 - (2) The Student Government must take appropriate measures to inform and educate the Student Body about the changes proposed.
 - (3) Constitutional amendments may be proposed by a petition containing signatures representing twenty percent of the Student Body and ratified by a two-thirds majority of the Student Body voting in a referendum. The results of such a referendum, however, shall be invalid unless at least thirty percent of the Student Body shall have voted.
 - ii) Effective Date of Amendments
 - (1) Unless otherwise specified, Constitutional amendments shall take effect upon their ratification by the Student Body.

9) Judiciary

- a) Selection
 - i) The Judicial Board will announce the vacancies on the Student Judicial Board and the application procedure to the Bowdoin student body.
 - ii) All applicants will be interviewed by a committee composed of the continuing Student Judicial Board members and the President.
 - iii) The names of the nominees are submitted for approval by the Student Government. Approval of nominated members and alternates is by majority vote of the Student Government. The Current Judicial Board members will attend the meeting where the vote is to be taken. In the event any nominated members or alternates are not approved by the Student Government, the nominating committee will submit new nominations for approval.
- b) Dismissal
 - i) The Student Government may dismiss a member of the Student Judicial Board, for adequate cause, by a two-thirds vote of its entire membership. This may occur only after holding a hearing at which the member in question has the right to be present.



PHONE NUMBERS

COLLEGE PHONE NUMBERS

Bowdoin College.....	207-725-3000
President	3221
Office of the Dean of Student Affairs.....	3149
Office of Residential Life	3225
Athletics	3326
Bookstore.....	3204
Bowdoin Shuttle	3337
Bowdoin Sportline.....	3061
Career Planning Center.....	3717
Community Service Resource Center.....	4133
Copy Center	3533
Counseling Service.....	3145
Dayton Arena.....	3332
Dining Service	3211
Dinner Menu Hotline	3898
Events Office	3433
Hatch Science Library.....	3004
Health Services	3236
Information Desk, Smith Union.....	3375
Information Technology.....	3614
REACH Help Line.....	5050
User Services Help Line.....	3030
Library.....	3280
Mail Center.....	3302
Scheduling.....	3421
Student Activities Coordinator.....	3536
Student Aid Office	3273
Student Employment Office	3386
Student Records.....	3521
Work Orders (Physical Plant)	3333

EMERGENCY NUMBERS

Security

Bowdoin Security	3314
Bowdoin Emergency.....	3500

Hospitals

Mid Coast Hospital	729-0181
Parkview	373-2000

Counseling Services

Bowdoin Counseling Services.....	3145
Abused Women	1-800-537-6066
Alcoholics Anonymous	1-800-737-6237
Planned Parenthood.....	725-8264
Civil Liberties Union.....	774-5444
Human Rights Comm.....	624-6050
Rape Crisis Hotline	1-800-822-5999
Substance Abuse Resource Ctr.....	1-800-499-0027
Maine Drug Enforcement	822-0380
Adult and Child Abuse	1-800-452-1999

National Abortion Hotline.....	1-800-772-9100
AIDS Hotline	1-800-851-2437
Human Services Dept.	1-800-482-7520

TTY (TELEWRITER) PHONES

Burton-Little House (Admissions).....	798-7116
Coe Health Center, Front Counter.....	798-7113
Communications Center, Rhodes Hall.....	725-3887
Hawthorne-Longfellow Library, Front Desk	798-7115
Moulton Union, Second Floor, Deans' Waiting Area.....	725-3884
Smith Union, near Information Desk.....	Ext. 6038

DIRECTORY OF AREA BUSINESSES AND SERVICES

FOOD

Pizza

Amato's.....	729-5514
Domino's.....	729-5561
Papa John's.....	721-9990
Pizza Hut.....	725-0007
Romeos (Topsham)	729-1919
Sam's Italian Sandwich Shop	725-4444
Scarlet Begonias	721-0403

Restaurants

Brunswick

Applebee's	721-9920
Asian Grill.....	725-7203
Bangkok Garden	725-9708
Big Top Deli.....	721-8900
Bombay Mahal.....	729-5260
Broadway Deli.....	729-7781
Brunswick Diner.....	721-1134
Captain Mike's.....	729-4951
Captain Daniel Stone Inn	725-9898
China Rose	725-8813
El Camino.....	725-8228
Fat Boy Drive In	729-9431
Frosty's Donuts.....	729-4258
The Great Impasta	729-5858
Henry & Marty	721-9141
Humble Gourmet	721-8100
Joshua's Tavern	725-7981
Lo Maine Express	729-3388
MJ's	729-6574
McGillicuddy's	725-2977
Oriental Restaurant	725-1142
Pedro O'Hara's.....	373-1300
Richard's	729-9673

PHONE NUMBERS

Rosita's.....	729-7118	Flatbread Company.....	772-8777
Scarlet Begonias.....	721-0403	Fore Street.....	775-2717
Sea Dog Brewery (Topsham)	725-0162	Fresh Market Pasta	773-7146
Shere Punjab	373-0422	The Great Lost Bear.....	772-0300
Star Fish Grill	725-7828	Gritty McDuff's.....	772-2739
Tess' Market (take-out only)	729-9531	G'vanni's.....	775-9061
Thai Dish Restaurant.....	725-5777	Hi Bombay!	772-8767
Thai House	725-6866	Hugo's Restaurant	774-8538
Thai Paradise	373-1133	Katahdin Restaurant.....	774-1740
Wild Oats Bakery & Cafe	725-6287	Margarita's Mexican	874-6444/774-9398
<i>Bath</i>		Maria's Restaurant	772-9232
Beale St. Barbeque	442-9514	Newick's Seafood Restaurant.....	799-3090
The Cabin	443-6224	Norm's Bar & Grill.....	828-9944
Galley Restaurant.....	443-9888	Olive Garden	874-9005
J.R. Maxwell & Co.....	443-2014	Pepperclub	772-0531
Kennebec Tavern	442-9636	Perfetto	828-0001
Mae's Cafe	442-8577	Pizzeria Uno	780-8667
Mary Ellenz Cafe	442-0960	Rachel's Wood Grill.....	774-1192
Mario's Pizza	443-4126	Ricetta's.....	775-7400
Oriental Restaurant.....	442-7929	Roma Café	773-9873
Southgate Restaurant ..	442-8185	Saigon Thinh Thanh.....	773-2932
Spinney's (Popham Beach).....	389-1122	Sapporo	772-1233
Yum Mee Chinese Restaurant.....	442-8668	Street & Company	775-0887
<i>Harpwell, Bailey Island</i>		Tandoor Restaurant.....	775-4259
Baker's Last Stand.....	833-5366	Tony Baloney's.....	347-6150
Cook's Lobster House.....	833-2818	Tortilla Flat	797-8729
Dolphin Chowder House.....	833-6000	Village Café.....	772-5320
Estes Lobster House	833-6340	Walter's Café.....	871-9258
Holbrook's Wharf	729-0848	Wharf Street Café	773-6667
<i>Freeport</i>		Wok-Inn.....	773-7332
Azure Cafe.....	865-1237	<i>Wiscasset</i>	
The Blue Onion Restaurant	865-9396	Canfield's Restaurant.....	882-5238
China Rose Restaurant.....	865-6886	Le Garage	882-5409
The Chowder Express	865-3404	Red's Eats	882-6128
Corsican Restaurant.....	865-9421	Sarah's.....	882-7504
Cricket's Restaurant.....	865-4005	Fast Food	
Falcon Restaurant.....	865-4031	Arby's (Topsham)	729-8244
Freeport Inn and Café.....	865-3106	Burger King	729-4694
Gritty McDuff's ..	865-4321	Dunkin Donuts	725-6542
Harraseeket Inn	865-9377	Fat Boy (Drive-In)	729-9431
Jameson Tavern ..	865-4196	Friendly's.....	725-8996
Thai Garden Restaurant.....	865-6005	KFC	725-8110
<i>Yarmouth</i>		McDonald's.....	725-0767
Down-East Village Restaurant.....	846-5161	Subway	721-9903
The Muddy Rudder	846-3082	Wendy's	729-3363
<i>Portland</i>		Desserts	
Becky's Diner.....	773-7070	Ben and Jerry's (Freeport)	865-3407
Benkay Japanese Restaurant.....	773-5555	Bohemian Coffee Roasters	725-9095
Chappies	797-9155	Cotes Ice Cream Stand.....	
Clay Oven	773-1444	Dairy Frost.....	729-6720
DiMillo's Floating Restaurant.....	772-2216	Friendly Ice Cream	725-8996

PHONE NUMBERS

Hardcover Café (Bookland)	725-7033	Video/DVD Stores	
Tontine Fine Candies	729-4462	Bart and Greg's DVD Explosion	729-7825
Wild Oats Bakery.....	725-6287	Hannaford's	725-8701
Lobster		Home-Vision Video	725-6060
Gilmore's (Bath).....	443-8088	Movie Gallery	725-7925
Hannaford's	725-8701	Theaters	
Hawkes' Lobster.....	721-0472	Figures of Speech (Freeport)	865-6355
J & A Seafood Market	725-8410	Maine State Music Theater	725-8769
Plant's Seafood	443-2400	Theater Project.....	729-8584
Plant's Seafood II (Bath)	443-1621	Recreation	
Shaw's Supermarket.....	725-8751	Bowling Bowl.....	725-5241
		Chez Chevaux Equestrian Center	353-4774
		Corner Pocket Billiards.....	729-1072
		Long Shot Golf Center (mini golf and driving range).....	725-6377
		Yankee Lanes of Brunswick.....	725-2963
ACCOMMODATIONS		SERVICES	
Hotels and Motels		Banks	
Atrium Inn.....	729-5555	Androscoggin Savings Bank	729-1661
Bailey Island Motel.....	833-2886	Bank of America.....	800-841-4000
Captain Daniel Stone Inn	725-9898	Bath Savings Institution.....	729-8039
Comfort Inn	729-1129	Coastal Savings Bank	725-4303
Econo Lodge.....	729-9991	Gardiner Savings Bank	798-5572
Freeport Inn	865-3106	Key Bank.....	729-4161
Harraseeket Inn (Freeport)	865-9377	Maine Bank and Trust.....	729-3355
Holiday Inn (Bath)	443-9741	Northeast Bank.....	729-8711
MaineLine Motel	725-8761	People's Heritage Bank.....	729-7378
New Meadows Motel.....	443-9591	Travel	
Parkwood Inn.....	725-5251	AAA.....	729-3300
Viking Motor Inn	729-6661	Brunswick Tour & Travel.....	725-5587
Bed and Breakfasts		Brunswick Taxi	729-3688
Bath Bed & Breakfast	443-4477	Concord Trailways.....	800-639-3317
Brunswick Bed and Breakfast	729-4914	Greyhound/Vermont Transit	729-5301
Fairhaven Inn	443-4391	Hewins/Carlson Wagonlit Travel	729-6261
Galen Moses House.....	442-8771	Mermaid Transportation.....	772-2509
Harpswell Inn.....	833-5509	Mid-Coast Limo	236-2424
The Inn at Bath.....	443-4294	Postal Services	
Pelletier Bed & Breakfast	725-6538	Brunswick Post Office.....	725-2542
Tourist Inn	729-5790	Campus Mail Center	3302
Tower Hill	833-2311	UPS Store.....	729-9891
		Mailing Center.....	729-7447
		Packages Plus of Topsham.....	729-4662
ENTERTAINMENT		Flower Shops	
Movies		The Brunswick Flower Shop	729-8895
Eveningstar Cinema	729-5486	Dyer's Greenhouse & Nursery	
Regal Cinema 10.....	798-3996	Flowers Etc.	725-2461
<i>Falmouth</i>		Pauline's Bloomers.....	725-5952
Hoyt's Falmouth Cinema.....	781-5616	Skillin's Greenhouse	442-8111
<i>Portland</i>		Dry Cleaning	
Hoyt's Cinema 8.....	879-1511	Brunswick Plaza Dry Cleaners	725-5851
Maine Mall Cinema.....	774-1022	J & J Cleaners	729-0176
Nickelodeon	772-9751		
Prides Corner Drive In	797-3154		
The Movies	772-9600		

PHONE NUMBERS

Storage Facilities

Cumberland Self Storage	725-6434
All-American Self Storage	729-1093
Granite Storage	725-4177
U-Haul Self Storage	725-5818

SHOPPING

Music

Bull Moose	725-1289
Strawberries Music	798-5622

Department Stores

Sears	798-6000
Staples	725-2741
T J Maxx	725-2544
Wal-Mart	725-0773

Bookstores

Bowdoin College Bookstore	3204
Brunswick Bookland	725-2313
Gulf of Maine	729-5083

AUTOMOTIVE

Oil Change

Brunswick Express Lube	729-1165
Midas	729-5528
Prompto Inc.	725-8454

Towing Services

Sanford's Towing	443-3378
Tex's Towing Service	725-6898

Tire Dealers

Cahills Tire Co. (Bath)	443-9811
Don Foshay's Tire Alignment	721-0009
Lee's Tire Service	729-4131
Maine Commercial Tire Inc.	1-800-244-8221
VIP Auto Center.	725-8754

Service Stations

Autometrics	729-0842
Bamforth's Marine.	729-3303
Bath Subaru	443-9781
Bill Dodge Olds, Buick, Pontiac	729-6653
Brunswick Ford	725-1228
Expressway Used Cars	729-3204
Goodwin's Chevrolet	729-1611
Goodwin's Volvo	729-3369
Midas Muffler Shop	729-5528
Meineke Discount Mufflers	725-8689
Morong Brunswick	725-4323
Sears	798-6095

Rental Cars

Enterprise Rent-A-Car	725-1344
Hertz Rent-A-Car	774-4544

Portland

Alamo Rent-A-Car	1-800-327-9633
Avis Rent-A-Car	874-7500
Budget Car and Truck Rental.	1-800-527-7000
Dollar Rent-A-Car	1-800-800-4000
Hertz Rent-A-Car	1-800-654-3131
Thrifty Car Rental	772-4628

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Raise Songs to Bowdoin

Words by K.C.M. Sills '01

Music by C.T. Burnett

New Words by Anthony Antolini '63

Arr. by Thornton W. Allen

Raise songs to Bowdoin, praise her fame,
And sound abroad her glorious name;
To Bowdoin, Bowdoin lift your song,
And may the music echo long
O'er whispering pines and campus fair
With sturdy might filling the air.
Bowdoin, from birth, our nurturer and friend
To thee we pledge our love again, again.

While now amid thy halls we stay
and breathe thy spirit day by day,
Oh may we thus full worthy be
To march in that proud company
Of poets, leaders and each one
Who brings thee fame by deeds well done.
Bowdoin, from birth, our nurturer and friend
To thee we pledge our love again, again.

In its employment and admissions practices Bowdoin is in conformity with all applicable federal and state statutes and regulations. It does not discriminate on the basis of age, race, color, sex, sexual orientation, marital status, religion, creed, ancestry, national or ethnic origin, or physical or mental handicap.

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