The Smith College Student Handbook provides information about your rights and responsibilities as a member of the Smith community and describes campus resources. Upon accepting the college’s offer of admission, you agree to follow the policies and guidelines established by the college. All students are expected to familiarize themselves with the material contained in the student handbook so that their conduct in and beyond the classroom is in accord with established Smith community standards. These community standards, expressed as policies, are the result of extensive discussion and consultation among faculty, students and staff. When upheld by all members of the community, these policies foster a learning environment characterized by academic and personal excellence.

The student handbook also includes information about campus resources. You should review this material so that when you have questions or difficulties you can easily find assistance.

This Handbook in Brief summarizes college policies and resources so you can find important information quickly. The full text of the student handbook is available online at www.smith.edu/sao/handbook. To provide suggestions about improving the student handbook, please send email to handbook@smith.edu.
Code of Student Conduct

Smith is a community founded on individual integrity and respect for others. Your behavior affects you, those around you and the Smith environment. As noted in the Statement of Student Ethics, students have freely associated themselves with Smith College in a relationship based on mutual trust, personal respect and individual integrity. As a result, living successfully in this community will always depend on balancing the greatest possible freedom for the individual with a sensitivity to and respect for the rights of others. This code is based on the conviction that ethical student conduct is crucial to a supportive and inclusive community that fosters achievement and learning. Joining the Smith community entails both rights and responsibilities, including:

- a willingness to discuss, negotiate and take responsibility for personal conduct and the conduct of one’s invited guests;
- a dedication to free inquiry and to the exchange of ideas and criticism, while maintaining respect for the individuality of others and their right to express their opinions;
- a commitment to the creation of a sustainable college and world;
- an embrace of academic integrity and honest academic conduct.

The provisions below describe unacceptable conduct and behaviors. Engaging in these prohibited acts violates the standards of individual integrity, self-respect, respect for the rights and property of others, and responsible behavior that are expected in the Smith College community.

PROVISIONS
Being dedicated to the advancement of learning and to the pursuit of truth, Smith College and its students, faculty and staff prohibit the following behaviors:

Alcohol—Unsafe or Illegal Usage
Use, possession or distribution of alcoholic beverages; engaging in drinking games or other potentially dangerous behaviors or encouraging others to do so; and/or public intoxication, except as expressly permitted by the law and college regulation.

Related Policies
- College Policies Regarding Alcohol
  www.smith.edu/sao/handbook/policies/alcohol.php
- Policy on Substance Abuse and Substance Use
  www.smith.edu/sao/handbook/policies/substanceuse.php
- Social Events
  www.smith.edu/sao/handbook/socialevents.php

College Policies Violations
Violation of published college policies, rules or regulations.

Conduct That Threatens or Endangers a Person
Physical abuse, verbal abuse, threats, intimidation, harassment, coercion and other conduct that threatens or endangers the health or safety of any person or that unreasonably interferes with, impedes or harasses other students in the pursuit of their education. Such conduct may occur in person or via audio, visual, electronic or other means.

Related Policies
- Equal Opportunities Policy
  www.smith.edu/sao/handbook/policies/civilrights.php
- Sexual Assault Policy
  www.smith.edu/sao/sexualassault.php
- Sexual Harassment Policy and Procedures
  www.smith.edu/sao/handbook/policies/sexharassment.php
- Bullying and Cyberbullying
  www.smith.edu/sao/handbook/policies/bullying.php

Discriminatory Harassment
Discriminatory harassment is unwelcome and unprofessional conduct that targets an individual because of age, race, color, national origin/ancestry, religion, sex or gender, gender identity, sexual orientation, mental or physical disability, genetic information or veteran status/membership in the uniformed services. Discriminatory harassment violates the Equal Educational Opportunity Policy where enduring the offensive conduct becomes a condition of the student’s continued education, or where the conduct is severe, persistent or pervasive enough to create an educational environment that a reasonable person would consider intimidating, hostile or abusive.

Sexual assault is an especially egregious form of sexual harassment and discrimination. Matters involving sexual misconduct, including sexual assault and harassment, are addressed separately pursuant to the college’s Sexual Harassment and Assault Policies. Matters will be referred to the college’s Title IX coordinator.
When sanctioning, the offensiveness should be measured by its gravity, whether it is intended to be offensive and not respectful, whether it is repeated even after the student engaging in the behavior has been clearly told that it is offensive to another, and by the effect the behavior has on the community and the student or students to whom it is directed.

Related Policies
- Equal Educational Opportunities Policy
  www.smith.edu/about-smith/equal-education
- Sexual Assault Policy
  www.smith.edu/sao/sexualassault_policies.php

Dishonesty
Acts of dishonesty. Examples include:
- Lying or furnishing false information to any college official, faculty member or college office;
- Forgery, alteration or misuse of any official document, college key, identification or record;
- Abuse of or interference with the Student Government Association policies and procedures, including tampering with the election of any college or SGA-recognized student organization.

Related Policies
- Copyright
  www.smith.edu/about-smith/copyright-information
- Illegal Downloading
  www.smith.edu/its/about_its/riaa.html

Any instance of academic dishonesty is adjudicated by the Academic Honor Board.

Disruption
Substantial disruption or obstruction of teaching, research, administration, disciplinary proceedings, college activities on or off campus, or other authorized noncollege activities when the act occurs on college premises.

Related Policies
- Policies Concerning Freedom of Expression and Dissent
  www.smith.edu/sao/handbook/policies/dissent.php
- Statement of Academic Freedom and Freedom of Expression
  www.smith.edu/sao/handbook/policies/freeexpression.php

Five College Policy and Off-Campus Behavior Violations
While engaged in activities at any of the institutions that are part of the Five College Consortium or otherwise off-campus, Smith students are subject to the policies and regulations of the institution where the activity takes place, in addition to the policies of Smith College. The College Conduct Board and the administration reserve the right to conduct proceedings and impose sanctions for misconduct at other campuses or off-campus, independent of actions by courts or other tribunals outside of the college. The college's conduct process may continue before, during or after proceedings at other institutions.

Failure to Comply
Failure to comply with directions of college officials or law enforcement officers acting in the performance of their duties, and the failure to identify oneself to these persons when requested to do so; failure to comply with judicial hearing bodies

Firearms and Other Weapons
No person shall be permitted to use, possess or carry firearms or other weapons, concealed or not concealed, with or without a concealed weapon permit, while on properties owned or controlled by the college or while on programs or activities authorized or sponsored by the college.

Related Policies
- Firearms Policy
  www.smith.edu/handbook/policies/firearms.php

Hazing
Hazing is any act that endangers the mental or physical health or safety of a student, or that destroys or removes public or private property, for the purpose of initiation into, admission to, affiliation with, or continued membership in a house, group or organization, regardless of whether the student consents to participating in the act.

Related Policies
- Hazing-Prohibition Statute of the Commonwealth of Massachusetts
  www.smith.edu/sao/handbook/reslife/hazing.php
- Pranks and Hazing Policy
  www.smith.edu/sao/handbook/policies/pranks.php

Illegal Drugs
Use, possession or distribution of narcotics, other controlled substances or drug-related paraphernalia, except as expressly permitted by law.

Related Policies
- Policy on Substance Abuse and Substance Use
  www.smith.edu/sao/handbook/policies/substanceuse.php
- Medical Marijuana
  www.smith.edu/sao/handbook/policies/marijuana.php

Theft or Abuse of Property
The attempted or actual theft of and/or damage to the property of the college, the property of a member of the college community or of other personal or public property

Unauthorized Entry or Use
Unauthorized entry to or use of college premises, and failure to report lost or stolen keys or access cards
Services and Administrative Offices

Campus Police
126 West Street, 585-2490
For emergencies only: extension 800
www.smith.edu/campuspolice
The Campus Police Department provides protection and services to the college community, visitors and guests. It performs police and service-related functions 24 hours a day, year-round. Requests for assistance are dealt with in order of urgency, and callers may have to wait for responses to nonemergency requests.

Class Deans
College Hall 101
First-year class: 585-4910
Sophomore and junior classes: 585-4930
Senior class: 585-4920
www.smith.edu/classdeans
The class deans are available to support the academic welfare of each member of the class. The class deans provide counseling about academic matters but may also assist students with personal concerns that affect their academic experience.

Dean of Students
Clark Hall, 585-4940
www.smith.edu/sao
The dean of students oversees a comprehensive student development program that includes the offices of student engagement and student activities, first-year student programs, health services, international students, multicultural affairs, residence life and wellness education.

Dean of the College
College Hall 203, 585-4900
www.smith.edu/doc
The dean of the college administers the academic and non-academic programs, services and policies of the college as they apply to individual students. The dean works closely with the class deans and the student affairs office to ensure that the life of the individual at Smith is balanced among academic, social and residential elements.

Dining Services
30 Belmont Avenue, 585-2300
Dining room menu line, 585-2EAT
www.smith.edu/diningservices
This office is responsible for food services at the college. All questions pertaining to college dining services—house dining, the Campus Center Café, special catering and vending machines—should be referred to this office.

Disability Services
College Hall 104, 585-2071 TTY 2072
www.smith.edu/ods
The college enables students with documented disabilities to participate in college programs by facilitating the provision of reasonable and appropriate accommodation. Students with disabilities who need academic services are asked to make their needs known and to file timely request forms each semester with the Office of Disability Services for accommodations in course work or other aspects of campus life.

Facilities Management and Building Services
126 West Street, 585-2400
Building services, a division of Smith College Facilities Management, provides custodial and housekeeping services to the student residences. Routine requests should be written on the work request form on the head resident’s door, which is checked daily. Emergencies (e.g., overflowing water, safety hazards, no heat, no power) should be reported immediately through the customer service center during regular work hours or to Campus Police (585-2490) after hours and on weekends.

Inclusion, Diversity & Equity Resources; Title IX Coordinator
College Hall 304, 585-2141
www.smith.edu/diversity
Inclusion, diversity and equity resources serves the Smith community of students, employees and alumnae. Services include implementing and evaluating the college’s affirmative action and equal opportunity programs, including Title IX; serving as the liaison with the regulatory agencies for all civil rights matters; and assisting in the investigation of discrimination, recommending appropriate corrective action as necessary. The inclusion, diversity and equity team is available to assist students with concerns or questions about bias or discrimination.

Information Technology Services
Stoddard Hall, 585-3770
User Support, 585-4487 (4ITS)
www.smith.edu/its
ITS provides academic and administrative computing resources to the college. Computer resource centers in Seelye, Wright and Bass halls provide students with access to Macintosh and Windows computers. Computer resource centers in the Quad and Washburn are available 24 hours a day. The User Support Center in Stoddard Hall provides phone and walk-in help for all systems and software supported by ITS.

International Students and Scholars
Global Studies Center, Wright Hall, 585-4905
www.smith.edu/interstudents
This office provides information and advice to international students on all matters pertaining to immigration, visas, foreign travel, passports, work authorization, practical training programs and personal and financial problems. The office works to assess the needs of international students and facilitate their smooth transition to life at Smith by providing a preorientation program (ISP) and ongoing programs in banking and finance, work authorization, publications, vacation housing, social events and international clubs.
Information about the full range of services, resources and administrative offices is at www.smith.edu/sao/handbook/services.php.

**Lazarus Center for Career Development**

Drew Hall, 585-2582  
www.smith.edu/lazaruscenter

The Lazarus Center helps students navigate the often confusing terrain of life after college—throughout the four years students are at Smith, not just in the last year of college. The center helps students think about majors and determine what one can do with a liberal arts degree, explore career fields through site visits with alumnae, take advantage of on-campus recruiting, prepare for interviews and everything in between. The goal is to connect students with industry representatives as often as possible.

**Libraries**

Neilson Library, 585-2910  
Hillyer Art Library, 585-2940  
Josten Performing Arts Library, 585-2930  
Young Science Library, 585-2950  
www.smith.edu/libraries

Start with the libraries’ website for all your information needs. Visit, call, text, chat or send email with any questions, from finding movies to writing papers to pulling together projects. The libraries have thousands of online resources and more than a million books, plus maps, DVDs, CDs, laptops, women’s history archives and much more. Facilities include individual and group study spaces and comfortable seating, wireless access, PCs, Macs, printers, copiers and scanners.

**Mail Services**

Campus Center, 585-4156  
www.smith.edu/mailservices

Student mail and packages are delivered to automated mailboxes in the Campus Center. When you have mail or a package, you will receive an email with a mailbox number and a PIN code. You can pick up your mail or packages during Campus Center hours. You will have 36 hours to empty the mailbox; after 36 hours, your mail or packages will be held at the Mail Services counter and can be retrieved during their business hours. Have something to ship? Mail Services can send packages by both United Parcel Service (UPS) and United States Postal Service (USPS).

**Medical Services, Counseling Service and Wellness Education**

Schacht Center for Health and Wellness, 585-2800  
www.smith.edu/health, www.smith.edu/counseling

The college’s Medical Services, Counseling Service and Wellness Education work together to provide accessible, quality medical care, mental health care and wellness education. As health care professionals knowledgeable about developmental issues, the staff works with students to promote their physical and psychological well-being and collaborates with the larger college community to support students in accomplishing their educational goals.

**Multicultural Affairs**

Clark Hall, 585-4940  
www.smith.edu/oma

This office addresses the needs and concerns of undergraduate students of color. As the coordinator of the Bridge orientation program, the director of multicultural affairs assists incoming students of color in their transition to the Smith community and links students to communities within and outside of the college. The Office of Multicultural Affairs also coordinates a variety of cultural programs to enrich campus life and advises the nine Unity student organizations.

**Provost/Dean of the Faculty**

College Hall 206, 585-3000  
www.smith.edu/deanoffaculty

This office oversees the college’s curriculum, its academic policy and planning, as well as faculty staffing and development. The provost serves as chief academic officer, is responsible for the faculty and curriculum at Smith and serves as deputy to the president.

**Registrar**

College Hall 102, 585-2550  
www.smith.edu/registrar

The registrar’s office maintains the permanent academic records of all students. The office is responsible for course registration, classroom scheduling, transcripts, transfer credit, certification of enrollments, issuing diplomas and producing the schedule of classes.

**Residence Life**

Clark Hall, 585-4940  
www.smith.edu/sao/reslife

The Office of Residence Life is responsible for the general well-being of residential students. This office oversees residential staff, housing assignments and the nonacademic training and education of students, including the administration of the campuswide social system of student houses and supervision of social chairs.

**Student Engagement**

Campus Center 106, 585-2639  
www.smith.edu/ose

The Office of Student Engagement is committed to helping students make their Smith experience more meaningful by creating and encouraging opportunities for involvement. Complementing the academic mission of the college, the OSE promotes personal growth, leadership development, intellectual inquiry, co-curricular participation, social and environmental responsibility, and the valuing of human differences.
Hazing-Prohibition Statute of the Commonwealth of Massachusetts

The college is required to make the following information available to all students; it is also online at www.smith.edu/sao/handbook/reslife/hazing.php.

G.L. Chapter 269, Sec. 17–19
An Act Increasing the Penalties for Hazing
Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

Chapter 269 of the General Laws is hereby amended by striking out sections 17 to 19, inclusive, and inserting in place the following three sections:

Section 17
Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than $3,000 or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

The term “hazing,” as used in this section and in sections 18 and 19, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping; beating; branding; forced calisthenics; exposure to the weather; forced consumption of any food, liquor, beverage, drug or other substance; or any other brutal treatment or forced physical activity that is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest and extended isolation.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

Section 18
Whoever knows that another person is the victim of hazing as defined in section 17 and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than $1,000.

Section 19
Each institution of secondary education and each public or private institution of postsecondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections 17 and 18; provided, however, that an institution’s compliance with this section’s requirements that an institution issue copies of this section and sections 17 and 18 to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution’s recognition or evidence of any unaffiliated student groups, teams or organizations.

Each such group, team or organization shall distribute a copy of this section and sections 17 and 18 to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually to the institution an attested acknowledgment stating that such group, team or organization has received a copy of this section and said sections 17 and 18, that each of its members, plebes, pledges or applicants has received a copy of sections 17 and 18, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections 17 and 18.

Each institution of secondary education and each public or private institution of postsecondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full-time student in such institution a copy of this section and sections 17 and 18.

Each institution of secondary education and each public or private institution of postsecondary education shall file, at least annually, a report with the regents of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full-time student enrolled by it of the provisions of this section and sections 17 and 18 and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution’s policies to its students. The board of regents and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report.

Amended December 1987
Smith College does not have a single office or administrator that responds to all consumer information questions. If you have questions about a particular federal disclosure requirement or other specific consumer information, please visit the subject link below. The administrator title and contact information will be included on the linked page or pages. Administrators are available to answer questions, upon reasonable notice, during the normal working hours of the college.

### Academics & Admissions
- Academic Programs  
  [www.smith.edu/academics/courses-of-study](http://www.smith.edu/academics/courses-of-study)
- Study Abroad  
  [www.smith.edu/studyabroad](http://www.smith.edu/studyabroad)
- Accreditation, Approval and Licensure of Institution and Programs  
  [www.smith.edu/about-smith/accreditation](http://www.smith.edu/about-smith/accreditation)
- Transfer Student Policies, Transfer Credit and Collaborative Agreements  
  [www.smith.edu/admission-aid/how-apply/transfer](http://www.smith.edu/admission-aid/how-apply/transfer)
- Course Catalogue (includes textbook information)  
  [catalog.smith.edu](http://catalog.smith.edu)
- Textbook Assistance  
  [www.smith.edu/ssas/textbook.php](http://www.smith.edu/ssas/textbook.php)
- Graduation, Enrollment and Retention Rates  
  [www.smith.edu/Registrar/faculty_facts.php](http://www.smith.edu/Registrar/faculty_facts.php)
- Job and Graduate School Placement Rates for Smith Graduates  
  [www.smith.edu/topics/smith-success-stories](http://www.smith.edu/topics/smith-success-stories)
- Teacher Preparation Program Report  

### Direct Loan Deferments
[www.smith.edu/sfs/docs/perkinsloanmpn.pdf](http://www.smith.edu/sfs/docs/perkinsloanmpn.pdf)

### Types of Financial Aid
[www.smith.edu/sfs/aid.php](http://www.smith.edu/sfs/aid.php)

### Requirements for Withdrawal and Refunds of Financial Aid
[www.smith.edu/sfs/accounts_refunds.php](http://www.smith.edu/sfs/accounts_refunds.php)

### Net Price Calculator
[npc.collegeboard.org/student/app/smith](http://npc.collegeboard.org/student/app/smith)

### Campus Safety
- Daily Fire and Crime Log  
  [www.smith.edu/campuspolice/crime_dailylog.php](http://www.smith.edu/campuspolice/crime_dailylog.php)
- Fire Safety Policies  
  [www.smith.edu/sao/handbook/reslife/firesafety.php](http://www.smith.edu/sao/handbook/reslife/firesafety.php)
- Fire Statistics for On-Campus Housing
- Missing Persons Report
- Missing Student Policy
- Campus Security Policies
- Campus Crime Statistics
- Emergency Notification and Procedures
  Included in the annual Clery Report,  
  [www.mtholyoke.edu/campuspolice/clery_report](http://www.mtholyoke.edu/campuspolice/clery_report)

### Student Life
- Voter Registration  
  [www.smith.edu/registrar/voter.php](http://www.smith.edu/registrar/voter.php)
- Vaccinations and Immunizations  
  [www.smith.edu/health/docs/HealthForm.pdf](http://www.smith.edu/health/docs/HealthForm.pdf)
- Disability Services  
  [www.smith.edu/ods](http://www.smith.edu/ods)
- File-Sharing/Copyright Infringement Policies and Sanctions  
  [www.smith.edu/libraries/services/faculty/copyright](http://www.smith.edu/libraries/services/faculty/copyright)
- Privacy of Student Records  
  [www.smith.edu/registrar/privacy.php](http://www.smith.edu/registrar/privacy.php)
- Athletic Participation  
  [www.smithpioneers.com](http://www.smithpioneers.com)

### Photography
Smith College employs freelance and staff photographers to take photos of students, classes, activities and the campus, for promotional, marketing and archival purposes. The college reserves the right to use, publish, display and reproduce these photos in various college materials, including the website ([www.smith.edu](http://www.smith.edu)), brochures, social media and other outlets. For more information on this policy, contact the Office of College Relations, 413-585-2180.
Academic Calendar

Fall 2016

Friday, September 2
Central check-in for new students

Friday, September 2—Wednesday, September 7
Orientation

Tuesday, September 6—Wednesday, September 7
Key pick-up for returning students

Wednesday, September 7
Opening convocation, 7 p.m.

Tuesday, September 6
Classes begin at 8 a.m.

To be announced by the president
Mountain Day; classes scheduled before 7 p.m. are canceled

Saturday, October 8—Tuesday, October 11
Autumn recess

Friday, October 21—Sunday, October 23
Family Weekend

Thursday, November 3
Otelia Cromwell Day; afternoon and evening classes are canceled

Monday, November 7—Friday, November 18
Advising and course registration for the second semester

Wednesday, November 23—Sunday, November 27
Thanksgiving recess (houses and Friedman apartments close at 10 a.m. on November 23 and open at 1 p.m. on November 27)

Thursday, December 15
Last day of classes

Friday, December 16—Sunday, December 18
Pre-examination study period

Monday, December 19—Thursday, December 22
Midyear examinations

Friday, December 23, 2016—Monday, January 2, 2017
Winter recess (houses and Friedman apartments close at 10 a.m. on December 23 and open at 1 p.m. on January 3)

Interterm 2017

Wednesday, January 4—Tuesday, January 24
No classes are held on January 16, Martin Luther King, Jr., Day

Spring 2017

Thursday, January 26
Classes begin at 8 a.m.

Thursday, February 23
Rally Day; afternoon classes are canceled

Saturday, March 11—Sunday, March 19
Spring recess (houses close at 10 a.m. on March 11 and open at 1 p.m. on March 19)

Monday, April 3—Friday, April 14
Advising and course registration for the fall semester

Saturday, April 22
Celebrating Collaborations

Thursday, May 4
Last day of classes

Friday, May 5—Monday, May 8
Pre-examination study period

Tuesday, May 9—Friday, May 12
Final examinations

Saturday, May 13
Houses close for all students except graduates, commencement workers and those with Five College finals after May 13

Sunday, May 21
Commencement

Monday, May 22
All houses close at noon

Notice of Nondiscrimination
Smith College is committed to maintaining a diverse community in an atmosphere of mutual respect and appreciation of differences. Smith College does not discriminate in its educational and employment policies on the bases of race, color, creed, religion, national/ethnic origin, sex, sexual orientation, age, or with regard to the bases outlined in the Veterans Readjustment Act and the Americans with Disabilities Act. Smith's admission policies and practices are guided by the same principle, concerning women applying to the undergraduate program and all applicants to the graduate programs. For more information, please contact the adviser for equity complaints, College Hall 302, 413-585-2141, or visit www.smith.edu/diversity.