ACADEMIC DEPARTMENT

ACADEMIC STANDING

The following categories represent the Landmark College policy re Academic Standing definitions:

Dean's List: Three or more full-time courses with no grade lower than "B" and no withdrawals in a given semester.

Good Standing: No grade lower than a "C-" in any course.

Academic Probation for Grades: Failure to remain in good standing, by earning in a single semester one or more grades of "D+, D, D-, F, or WF."

Dismissal: Failure to earn all grades of "C-" or better while on probation makes students liable for dismissal. Decisions to dismiss or to continue on probation will be made at the discretion of the Academic Dean, after consultation with the student's instructors and advisor.

ACCESS TO RECORDS (Notification of rights under FERPA)  (Revised 4/07)

In accordance with the Family Rights and Privacy Act of 1974, it is the policy of Landmark College to provide students with the right to limit the dissemination of their educational records and to inspect and review such records in order to ensure their accuracy.

Except as allowed under the act, Landmark College will not release personally identifiable educational records of students to any individual, agency or organization without prior written consent of the student.

(Note: Lengthier policy in Student Handbook)

ADDING/DROPPING COURSES

It is the policy of Landmark College to permit students to drop credit courses without record prior to the end of the fourth instructional week of the semester. In addition, they may add credit courses during the first two weeks of the semester. To add or drop a course, students must obtain the permission of the faculty member(s) involved, consult with their advisor and receive the approval of the relevant department chair. A student may withdraw from a course for any reason prior to the end of the eighth week of classes. A "W" will appear on the student's transcript, but will not affect the grade point average. After the eighth week of classes, students who withdraw will be given a Withdraw
Passing (WP) or Withdraw Failing (WF) based on the grade at the time of withdrawal. "WP" or "WF" will appear on the student's transcript. A "WF" will be factored into the student's grade point average as an "F".

If at any time in a semester a student is no longer performing at the same level as others in a noncredit course, the student may be moved into a more appropriate noncredit course by his or her academic advisor, with the approval of the Academic Dean.

**ATTENDANCE**

It is the policy of Landmark College to require attendance in all classes to ensure intensive and consistent instruction. In addition, because classes are small, the absence of one or more students may affect the learning of the entire class. Students who miss classes may be subject to academic disciplinary action as described in the Student Handbook.

(Note: Lengthier policy in Student Handbook)

**AUDITING COURSES**

It is the policy of Landmark College to permit students to audit courses offered at the College. Priority for enrollment is given to those students, who are not auditing the course. Students, who select to audit a course, can change their status to regular enrollment within the add period or can change from regular enrollment to audit status within the drop period, with permission of the appropriate department chair. A record of an audited course will be recorded on the student’s official transcript, but no credit will be granted, and no letter grade will be recorded or factored into the student’s GPA.

**DEGREES WITH HONORS**

The designation cum laude (with honors) on the Landmark College diploma is a recognized mark of superior academic accomplishment. Students who show particular distinction in scholarship at Landmark College will be recognized by graduating with one of three degrees of honors: Cum Laude, Magna Cum Laude, or Summa Cum Laude.

It is the policy of Landmark College that in order for students receiving an Associate degree to graduate with Summa Cum Laude, Magna Cum Laude, or Cum Laude honors, they must earn the following grade point average:

- Cum Laude 3.2 - 3.49 GPA
- Magna Cum Laude 3.5 - 3.79
- Summa Cum Laude 3.8 - 4.0 GPA
EXPECTED COMPLETION SCHEDULE

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act mandate that reasonable accommodations be made for individuals with learning disabilities, including extending time limits for completion of academic requirements. However, students at Landmark can be expected to make satisfactory progress toward completion of the program within a specific time frame.

Therefore, it is the policy of Landmark College that students enrolled in noncredit courses are expected to be enrolled in and successfully complete at least three courses each semester and to progress through a given level of the curriculum within two semesters and a summer term, or to be enrolled in a full-credit course load after two years.

Students who require an additional semester at the noncredit level may appeal to the Academic Dean for a waiver. The maximum time a student may spend in noncredit courses is three years.

Students enrolled full-time in credit courses are expected to be enrolled in and successfully complete at least three courses (or nine credit hours) each semester and to complete all of the requirements for the Associate Degree within three years (six semesters and one summer term). Students who may be making progress but who are unable to complete the program requirements within the expected time allotment may request an extension from the academic Dean. Such students must produce documentation of progress and propose in writing a time frame and schedule for completion of the requirements.

FORGIVENESS

It is the policy of Landmark College to permit students receiving a grade of D+ or lower in a credit course to petition the office of the Academic Dean to retake the course. Upon successful completion of the second attempt, the course title and grade from the first attempt will remain on the student's transcript but will not be factored into the student's cumulative average. The grade received in the second attempt at a course will be recorded and factored into the student's cumulative average. Students can petition to retake a maximum of two courses in the pursuit of their degree.

GRADES AND RECORDS

It is the policy of Landmark College that the following shall constitute its Grading System:
<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Points</th>
<th>Definition</th>
<th>Credit Courses Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>Excellent; distinguished achievement</td>
<td></td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
<td>in all phases of the course</td>
<td></td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
<td>Very good; high level of achievement</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>in some phases of the course</td>
<td></td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
<td>Fair; basic understanding of subject</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
<td>has been demonstrated</td>
<td></td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
<td></td>
<td></td>
</tr>
<tr>
<td>D+</td>
<td>1.3</td>
<td>Poor; minimal performance</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>D-</td>
<td>0.7</td>
<td></td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
<td>Failure</td>
<td></td>
</tr>
<tr>
<td>PA</td>
<td>0.0</td>
<td>Pass (Noncredit courses in the Skills Development Summer Session are graded Pass or Fail. This grade may be issued in other circumstances at the discretion of the Vice President for Academic Affairs)</td>
<td></td>
</tr>
</tbody>
</table>

**Other Marks**

- **AU**: Audited a course
- **EX**: Extension; issued by instructor with prior approval of the Academic Dean to indicate that the student is continuing to work on course requirements for an extra semester without penalty in final grade
- **IP**: In Progress; Issued by an instructor of CO91, ED91, EN91, RS91, CO101, CP101, ED101, or EN101 when a student has earned a grade of D+ or below
- **W**: Withdrawn from course (student's progress not specified at time of withdrawal)
- **WP**: Withdrawn from course (passing)
- **WF**: Withdrawn from course (failing)

**GPA (GRADE POINT AVERAGE)**

The following shall constitute the Landmark College policy re grade point averages:

A minimum cumulative grade point average of 2.0 is required for graduation from Landmark College.

The grade point average is computed as follows: the credits earned in each credit course are multiplied by the grade points earned in that course. These products are then added together and the sum is divided by the total number of credits taken. Grade point
averages are computed upon request for students taking credit courses. A graduation average is computed for each graduating student when all requirements have been met. Landmark College does not give class rank to any student.

**GRADE REPORTS**

It is the policy of Landmark College to provide students at the midterm with a letter grade for each class in which they are enrolled, based on the specific course objectives. At the end of the semester they receive a letter grade and a comment for each class. Notices of current status are sent to students who are in danger of failing a course and are reported to the Academic Dean.

**IN PROGRESS GRADE  (Revised 4/07)**

In ENO91, RS091, CP101, ED100, EN1011, EN1051, FY1011, MA090, MA091, and/or MA092, it is the policy of Landmark College to permit entry of an IP (In Progress) grade by the instructor, when a student has not demonstrated an acceptable level of proficiency in meeting the course outcomes by earning a grade of D+ or below.

In such cases, An IP will appear and remain on the student’s transcript, instead of a letter grade, but will not be factored into the GPA. No credits will be awarded for an IP grade. The student receiving the IP must repeat the course at the same level in the following semester.

At the non-credit level, the student will take the usual second-semester, non-credit class. At the 101 level, the student will repeat the same course. Advisors should consult with department chairs to choose the most appropriate placement for students prior to registration.

At the end of the second attempt at a class, a letter grade will be entered on the student’s transcript and factored into the GPA. If a student does not demonstrate an acceptable level of proficiency in meeting the outcomes of the second-semester course, s/he will receive a letter grade of D or F and can use the forgiveness policy to repeat the course again, with the permission of the appropriate department chair.

**PAYMENT**

It is the policy of Landmark College that 1.5% of outstanding charges is charged each month or part of a month that tuition fees are late.
REFUND

It is the policy of Landmark College that no refund of fees is made if a student is suspended or expelled from the College.

Students who withdraw either voluntarily, for medical reasons, or serious emergencies, shall forfeit the application fee and enrollment deposit, but may receive a partial refund of tuition, room, and board fees, paid as follows:

<table>
<thead>
<tr>
<th>Week of Withdrawal</th>
<th>Percentage of Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall or Spring Semesters</strong></td>
<td></td>
</tr>
<tr>
<td>First Week</td>
<td>80%</td>
</tr>
<tr>
<td>Second Week</td>
<td>60%</td>
</tr>
<tr>
<td>Third Week</td>
<td>40%</td>
</tr>
<tr>
<td>Fourth Week</td>
<td>20%</td>
</tr>
<tr>
<td>After Fourth Week</td>
<td>0%</td>
</tr>
<tr>
<td><strong>Summer session</strong></td>
<td></td>
</tr>
<tr>
<td>First Week</td>
<td>60%</td>
</tr>
<tr>
<td>Second Week</td>
<td>20%</td>
</tr>
<tr>
<td>After Second Week</td>
<td>0%</td>
</tr>
</tbody>
</table>

Requests for refunds should be submitted in writing to the Vice-President of Finance. If granted, refunds will be remitted by check from Landmark College to the person or entity paying the fees.

When the total fee was paid by more than one person or entity, the amount of refund granted will be paid to the parties in proportion to the amount paid toward total fee.

When a withdrawing student has accumulated outstanding bills or fines, the refund will be reduced by the amount owed.

When any authorized refund represents in whole or in part the proceeds of any private, state, or federal financial aid, the amount of refund returned will be based on the applicable federal refund formula.

TRANSCRIPTS (Revised 4/07)

Transcripts contain records of courses taken, grades and credit received, course description material and other information. It is the policy of Landmark College that its official transcripts, bearing the College seal and the Registrar's signature, may be released only upon written request of the student or alumnus/alumna.
Requests for transcripts and other records should be mailed to the attention of the Office of the Registrar and should be accompanied by a small processing fee per request. Fees must be paid by cash or check (payable to Landmark College) before transcripts or records will be sent.

Transcripts may be withheld by order of appropriate College officials, if some financial or other obligation to Landmark College remains unmet.

**TRANSFER CREDIT (Revised 4/07)**

It is the policy of Landmark College to recognize and value the contributions of students, who transfer into our credit program. Up to 15 credits can be accepted for transfer from any accredited college or university. In order for credits to transfer, the grade received must not be below a C- (1.7). Students may replace courses in Landmark's graduation core, with the exceptions of EN1011, EN1021, FY1001 and FY 1011, with credits from comparable courses taken at other colleges or universities.

Transfer of credits from non-academic courses and those taken on a Pass/Fail basis must be approved by the Office of the Academic Dean. Students are expected to petition for the acceptance of these credits by providing a course syllabus and any assessment information they received. Landmark College will not transfer credits from any course comparable to those offered here as noncredit courses.
ADMINISTRATION AND FINANCE

BUDGET CREATION

It is the policy of Landmark College that the President of the College and the Vice President for Finance shall create an annual budget for the College, which shall be presented to the Board of Trustees for their approval.

BULLETIN BOARDS/CLUTTER (Revised 4/07)

It is the policy of Landmark College that signs, posters, handbills, notices and banners shall not be allowed on campus elements. This includes walks, trees, light poles, dumpsters, waste receptacles, emergency telephones, roofs of buildings, exterior sides of facilities and interior/exterior walls and doors, and all entrances to buildings.

All political campaign materials are prohibited from display at any and all locations within the College campus.

Furthermore, it is the policy of the College that in interior spaces, handbills, fliers and general handouts by students, faculty and staff are permitted only on bulletin boards, designated for general use. Out-of-doors, handbills, fliers and handouts are restricted to kiosks or designated posting areas.

All items placed on general bulletin boards and kiosks must include the date of posting (normally added by all posters) and be removed either after the event is held or six months after the date of posting.

All signs, posters, handbills, notices, fliers, advertisements and banners affixed or displayed at inappropriate campus locations shall be subject to removal without notification.

CELL PHONES

It is the policy of Landmark College to issue cell phones to authorized users in order to facilitate business communication while traveling. These may not be used for personal calls.

COMPUTER ACCESS

It is the policy of Landmark College to operate and make available: computer hardware; printers and related technology equipment; access to the Internet; the Landmark College Intranet; software; files storage; and related technology. All technology capabilities
operated by the College are College property, including files and media created or stored on College property.

**LEGAL COUNSEL CONTACT**  (Added 11/04 & Revised 4/07))

Various administrative departments periodically require legal advice to ensure that the affairs of the College are conducted in accordance with laws, regulations, codes, and the like. It is the policy of Landmark College that the following offices ONLY have designated responsible administrators, who have sole authority to request legal advice as needed:

- President’s Office (President of the College)
- Finance (Vice President of Finance/Chief Financial Officer)
- Education Program (Vice President of Academic Affairs)
- Human Resources (Director)
- Planning and Operations (Executive Vice President of the College)
- Student Affairs (Vice President of Student Affairs, Dean of Students)

The President of Landmark College has appointed the Vice President of Finance as the College Administrator responsible for managing the overall legal affairs of the College.

No other employee of the College except those referenced above may seek legal advice on behalf of Landmark College without the written permission of the President, Executive Vice President, or Vice President of Finance.

**MAINTENANCE FUND**  (Added 10/04)

The following constitutes the Landmark College policy re the Maintenance Fund:

Maintenance funds will be used to achieve the greatest benefit for College buildings and associated infrastructure, respondent to the College mission and objectives. Within the constraints of available resources, College facilities will be maintained to the best standard possible while meeting statutory obligations and the operational needs of the College community. Management staff will appropriately balance the competing demands on these maintenance funds, responding to various factors including more stringent legislation, rapid growth in the building stock, extended academic programs, and the need to upgrade aging buildings. Maintenance funding shall be prioritized and will be allocated in consideration of the following factors (not listed in order of priority):

- Statutory and regulatory compliance.
- Workplace health and safety.
- Impact on academic and residential programs.
- Risk management.
- Asset life cycles.
Aesthetics.
Property loss/damage.

**PAYROLL** (Revised 4/07)

It is the policy of Landmark College to reimburse all employees for services performed. Any changes in employee pay must be documented, reviewed and approved, subsequent to review by the College President and the Director of Human Resources. The Payroll Department shall maintain all records of same and issue bi-weekly payment of salary and/or hourly wages to all employees.

**PERSONAL BELONGINGS** (Added 11/04 & Revised 4/07)

It is the policy of Landmark College to provide safe, secure premises. All members of the community must share in the responsibility for its security. The College does not accept responsibility for damage, theft, or loss of personal property, including possessions, equipment, money, vehicles, and other items not owned by the College. Community members are encouraged to obtain insurance on their possessions, as well as to record the serial numbers of all valuable items. Protection of personal property is the responsibility of the individual owner.

**PURCHASING**

It is the policy of Landmark College to designate Purchasing Services as the supervisory department for all purchases of goods and services. Purchasing Services has established procedures and practices in order to carry out this policy, providing customer service, knowledge and expertise, payment and inventory for goods and services, documentation for government and regulatory agencies, negotiation, and other related services. Unauthorized purchases, made by faculty and administrative staff (by catalogue or over the Internet, or other means) will be considered personal obligations of those faculty and administrative staff members.

The following revised **PURCHASING POLICY** was ADDED 11/04 & Revised 4/07.

Purchasing Services (within Department of Finance) provides customer service, knowledge and expertise for the purchase, payment and inventory of goods and services, documentation for government and regulatory agencies, negotiation of supplier contracts, and related services to the Landmark College.

General policies and procedures concerning purchasing apply to all goods, services, contracts and contracted services, printing, advertising, travel, lodging, tangible assets, or any other obligation for all offices and departments of the College regardless of the source of funds used to finance the purchase.
All purchases of goods and services are made or directly supervised by Purchasing Services. *Unauthorized purchases will be considered personal obligations*. Faculty and administrative staff may not make direct purchases locally, by catalog, over the Internet, or other means and then expect retroactive approval and reimbursement.

Responsibility for all departmental purchases resides with President’s Council (PC) members.

**PC members include:**

- President of the College
- Executive Vice President
- Vice President, Finance & Chief Financial Officer
- Director of LCIRT
- Chief Technology Officer
- Vice President, Development, Alumni and Public Relations
- Vice President of Student Affairs
- Vice President, Academic Affairs and Dean of the College
- Vice President, Enrollment Management
- Director of Human Resources

PC members may delegate authority for purchases, including professional development, of $1,000 or less to departmental staff, and this authority must be in writing and submitted to Purchasing Services.

A purchase order, therefore, will contain *at least two signatures*: one of person requesting and one of person approving. Purchasing Services will make all purchases, assuring the best mix of price, efficiency, quality, availability, and other factors. Bids may be obtained on many purchases such as commodities, assets, and contracted services. Purchasing Services may delegate some purchasing to other College personnel. Textbooks, supplies, and clothing purchases may be delegated to College Bookstore personnel to make.

**Air and other modes of travel:**

Only authorized College personnel may make travel arrangements. All travel arrangements made must result in an itinerary and invoice generated by a vendor. All submitted documentation must include the vendor generated invoice and itinerary and the name of the employee traveling, the travel destination, the dates of travel, and the department and activity for which travel is being undertaken. This same documentation is necessary for car rentals, hotels, and other forms of travel made from the office or while during the course of travel. Air travel may be made directly with a vendor or with an Internet vendor or the travel agent pre-approved by Purchasing Services.
**Printing and Mailing:**

Purchases of printing, publishing and graphic design, or mailing services are to be made from off-campus vendors, and requisitioning department personnel are responsible for writing correct requisitions, including detailed specifications and vendor(s) quotes before submitting a purchase order request to Purchasing Services. The requisitioning department is also responsible for working directly with the vendor to ensure correction of proofs and print quality.

**General Supplies:**

General Supplies are maintained in the Business Office and distributed to departments, which are then responsible for ensuring that supply budgets are not exceeded and distribution procedures are adhered to. The starting point, therefore, for all general supplies purchases is at the Business Office.

**College Credit Cards: (Revised 4/07)**

Purchasing issues credit cards to authorized users to facilitate purchases while traveling. College credit cards may not be used to make personal purchases. An original, detailed receipt must substantiate all purchases made by a holder of credit cards. All purchases that are not substantiated by an original receipt will be the personal responsibility of the cardholder. The cardholder acknowledges her/his responsibility to provide complete, original, detailed substantiating invoices, and authorizes the College, in advance, to deduct all unauthorized purchases from her/his paycheck without prior notice. The College reserves the right to deny payment of any charge made to a College credit card and the right to require employee repayment, without recourse to appeal.

**Special Purchases:**

The following items require direct review and approval by the President, Executive Vice President or the Vice President for Finance:

* All payments made under contract, except employee contracts which may be signed by the Director of Human Resources
* All purchases of tangible assets including equipment, furniture, vehicles, land, and buildings
* All purchases made under government grants and contracts
* All professional or personnel services
* All purchases deemed by Purchasing Services personnel to require review

An approved Purchase Order must be submitted to Purchasing Services prior to any purchase or verbal or written contract with any supplier, vendor or personally contracted service. Purchasing Services staff will either directly make an approved purchase or delegate further action to an appropriate employee of the College to finalize the purchase.
Purchase privileges may be suspended or curtailed at any time for cash flow reasons or because of a temporary or longer-term financial exigency.

**Receiving: (Revised 4/07)**

All purchased items will be received by the Business Office and checked in at the Business Office by the person initiating the order or by Purchasing Services personnel. All invoices must be mailed directly to the College at:

Landmark College  
Accounts Payable Department  
P.O. Box 820  
River Road South  
Putney, VT 05346.

**SIGNATORY AUTHORITY**

It is the policy of Landmark College that administrative authority for signing all documents for Landmark College rests with the College President, who may delegate specific, limited authority in these matters, for review and signatory responsibility. No other College employee has the authority to obligate the College in any way and to do so will result in the employee being subject to disciplinary action, up to and including termination of employment and possible legal action, as well as being held personally responsible for any monetary obligation, penalty or cost imposed on the College as a result of such incurred obligations. In the absence of the College President, the Executive Vice President shall carry out signatory responsibilities of the former.

The following exceptions apply:

The Executive Vice President shall sign or initial all non-Federal grant applications and all agreements with any contractor, engaged in physical plant construction, renovation and repair projects. There should also be a clause for all compliance reports and contracts.

The Vice President for Finance/Chief Financial Officer shall sign all contracts and agreements with service contractors and those involving personal or professional services, which may result in financial payment or receipt.

Only the President and the Vice President for Finance/Chief Financial Officer have the Board of Trustees-delegated authority to invest College funds or incur debt on behalf of the College.

The Director of Human Resources shall make all offers of employment and sign all employment contracts, in accordance with College policies and concerning employment practices.
TRAVEL REIMBURSEMENT

It is the policy of Landmark College that only authorized college personnel may make travel arrangements in accordance with supervisory approved need in conducting the business of the College. Travel arrangements pertain to bus, train and air transports, as well as hotel accommodations and car rentals. Frequent authorized employee travelers are issued a College Credit Card for use while traveling.
ADMISSIONS, ENROLLMENT & FINANCIAL AID

ADMISSIONS – GENERAL  (Revised 4/07)

It is the policy of Landmark College to welcome applicants with diagnosed learning disabilities and/or AD/HD, who have the cognitive ability, desire, motivation, and commitment to education, despite past academic difficulties. Applications for admission to our Associate Degree Program are reviewed by the Admissions Committee, after all required admissions material has been submitted. The Admissions Committee makes admission recommendations. The Admissions Committee may solicit additional input from other experts on campus before making a final enrollment decision. In the case of an admissions appeal, the final decision is made by the Vice President of Enrollment Management, in conjunction with the Director of Admissions.

Completed applications and supporting information are reviewed on a rolling basis. Qualified applicants are admitted until enrollment capacity is reached. Applicants are offered space on a wait-list, if enrollment is full, but the applicant must meet admissions requirements. Applicants are notified of admissions decisions within three weeks of completing the admissions process.

CLASSIFICATION OF STUDENTS

First Year Students:

Following are policies related to First Year Students:

Students planning to enter the College immediately following graduation from high school are encouraged to submit applications for admission during the fall of their senior year.

Applications are accepted on an on-going basis and are considered for the next available semester. Although an on-campus interview is not required for admission, some applicants will be invited to participate in one and should plan to attend. The Admissions Team may also require telephone interviews for some applicants.

Applicants who do not meet these requirements may still be reviewed by the Admissions Committee at the recommendation of the Vice President of Enrollment Management or Vice President of Academic Affairs/Dean of the College. If favorably reviewed by the Committee, these applicants may be accepted with qualifications or conditions. Students admitted with qualifications or conditions are subject to review by the Academic Team, as indicated in the letter of acceptance.
**Transfer Students:**

It is the policy of Landmark College to welcome students, wishing to transfer from an accredited college or university.

**Transfer Services: (New 4/07)**

It is the policy of Landmark College that the staff of Transfer Services will:

- support, advise, and counsel any currently enrolled Landmark student who is considering leaving the College and transferring to another university or college;

- work with students who wish to obtain a summer internship or gather information about career choices;

- never guarantee admission to any particular college or university;

- offer advice and counsel on the content of college applications, but will not complete any document or supporting materials for a particular student;

- collect formal recommendations, transcripts from other institutions, and other supporting materials for individual students and will send without fee completed dossiers to specific colleges or universities as requested by the student;

- consult regularly with student advisors and teaching faculty, as needed.

**Students:**

- may choose any staff member as an advisor;

- may also request to be re-assigned to another staff person;

- are expected to keep requested appointments with members of the staff;

- who miss more than two appointments may not continue working with staff until they have met with the director of the office;

- may decide to stop using the services of the office at any time;

- are entitled to free transcripts to any college, university or agency provided they have been working with staff. Otherwise, they must request the same through the College Registrar for a fee.
Parents are invited to contact and meet with staff to discuss the planning for their son or daughter.

The College is not a formal testing center for SAT, TOEFL, or other such examinations.

**Tuition Remission:**

It is the policy of Landmark College to provide tuition remission for children of employees in the form of free tuition for either the regular academic year program or summer programs for all qualifying applicants admitted through the admissions process. Continuation of tuition remission is contingent upon the student remaining in good standing at the College. All employees must request approval of this benefit through the Office of Human Resources. Approval is subject to the President's discretion. In reviewing applications, the President may consider, among other factors, the College's financial ability to provide the benefit, and the College's operational needs and limitations. Remission covers tuition only and excludes room and board, books, fees and Study Abroad programs.

**International Students:** (Revised 4/07)

It is the policy of Landmark College to welcome international students. As federal law does not permit them employment, international students must also complete a “Declaration of and Certificate of Financial Support” and an “Account Verification Form” which are available from the Dean of Students.

Upon being granted admission to the College, international students are required to submit an enrollment deposit. Once the deposit and the “Declaration of and Certificate of Financial Support” and an “Account Verification Form” are received, Landmark College will issue to the student an I-20 Certificate of Eligibility so he/she may apply for an F-1 Visa.

**Deferred Enrollment:**

It is the policy of Landmark College that students, who are accepted, have the option to defer enrollment for up to one academic year from the original acceptance semester. After one year, the Admissions Team may, at their discretion, require a full or partial re-application, interview, or diagnostic testing update.

**NOTE:** For a detailed description of procedures re required documentation for submission for all student categories (first year, transfer, international), as well as information on application fee waivers and deposit requirements, please refer to the Admissions Department Policies and Procedures document.
FINANCIAL AID

Federal Family Educational Loan Program (FFELP): (New 4/07)

It is the policy of Landmark College to award Federal Loans to all students, who have applied for financial aid. The Stafford loan is awarded to all students who have demonstrated need, after the Federal grants, state aid, and FWS have been awarded. The Federal PLUS loan may be used to replace the family contribution to the extent that it does not exceed the difference between the students’ cost of attendance and other financial aid. Federal PLUS loans are processed for parents of dependent students. The student, for whom the parent is borrowing the loan, must meet all of the eligibility criteria for financial aid.

Financial Aid – General Policy:

It is the policy of Landmark College to assist students in applying for financial aid. The philosophy of student aid is to provide access and choice to students, who, without such assistance, would not be able to attend an institution of higher learning. Financial aid is offered only after determination that the resources of the family are insufficient to meet the student’s educational expenses. The amount of aid offered should not exceed the amount needed to meet the difference between the student’s total educational expenses and the family’s resources. Parents are expected to contribute according to their means, taking into account their income, assets, number of dependents, and other relevant information. Students themselves are expected to contribute from their own assets and earnings, including appropriate borrowing against future earnings.

The documents which are used to determine student eligibility for financial aid include current regulations published in the Federal Register, Department of Education guides (such as the Federal Student Financial Aid Handbook, Verification Guide, and Audit Guide), Dear Colleague Letters, financial aid legislation and other laws or regulations that impact student aid, and the National Association for Student Financial Aid publications.

The Director of Financial Aid, under the direction of the Vice President for Enrollment Management, implements and adheres to policy surrounding the delivery of financial assistance. Policy development adheres to federal and state laws and regulations, as well as to the mission of the College. Financial Aid policy is reported to and approved by the Vice President for Enrollment Management.
Application Process: (Revised 4/07)

It is the policy of Landmark College that all students must apply for financial assistance by submitting appropriate application forms to the Financial Aid Office. The Financial Aid Office shall maintain adequate records to ensure proper administration of aid funds. This includes ensuring that aid given is not in excess of need and/or the cost of attendance and that aggregate awards do not exceed total expenditures of funds under each program.

Students are required to submit aid applications on an annual basis. Priority consideration for receipt of financial aid funds administered by the Financial Aid Office shall be given to students, who submit all required documentation by the assigned deadline.

Students who are selected by the Department of Education for verification are notified of the additional information required. Because the Financial Aid Office is liable for disbursements made prior to verification, the Financial Aid Office policy does not allow interim disbursements. Students must complete the verification process before aid is disbursed. Exceptions must include extenuating circumstances, be documented in the student’s folder, and be monitored by an Aid Administrator.

Standard student budgets reflecting the average cost of attendance are used to award financial aid. The Director collects information to prepare standard costs on an annual basis, which include: tuition and fees, books and supplies, room and board, transportation, personal expenses, and computer. Special budget considerations are approved by the Financial Aid Office, on a case-by-case basis, for which students must submit supporting documentation.

Confidentiality:

It is the policy of Landmark College that all documents, correspondence, and conversations between and among aid applicants, their families, and financial aid officers are confidential.

Eligibility Maintenance:

It is the policy of Landmark College that all students are required to maintain satisfactory academic progress as defined in the college catalog. The Financial Aid Office evaluates student academic progress at the beginning of each award year. Students are evaluated on the basis of grade point average (G.P.A.), credit hour completion, and maximum time frame limitation.
**Fraudulent Reporting:**

It is the policy of Landmark College that all students and parents, who willfully submit fraudulent information, will be investigated to the furthest extent possible. All cases of fraud and abuse will be reported to the proper authorities.

**International Students:**

International students are not eligible for federal or state financial aid, because they do not meet the citizenship requirement. International students may receive non-federal aid and it is the policy of Landmark College to encourage them to apply for such aid.

**Pell Awards and Other Federal Grants:**

The Financial Aid Office uses the Pell award as the foundation of the student's financial aid package. Therefore, it is the policy of Landmark College that students, requesting financial assistance during their enrollment, are required to establish Federal Pell Grant eligibility before additional determination of funds eligibility is made and/or awarded.

Recipients of Federal Pell Grants must be pursuing a first undergraduate degree.

Recipients of Federal Supplemental Educational Opportunity Grants must be pursuing a first undergraduate degree and have exceptional financial need. The FSEOG is awarded to students with the lowest expected family contribution.

Students awarded Federal Work Study funds are expected to complete W-4 and I-9 employment forms to be used for payroll and tax purposes. There are no minimum hours; however, students should always consider their academic demands as a priority.

Any funds received under the Federal Pell Grant, Federal Supplemental Education Opportunity Grant, Federal Work Study or the Federal Family Education Loan programs must be used solely for expenses related to attendance at Landmark College.

Federal financial aid is based on a student’s enrollment status. Students are eligible to receive financial aid, while enrolled in non-credit courses for one year. Students returning for a second or consecutive year must be enrolled in one, two or more credit courses to continue their eligibility.

Federal PELL grants will be pro-rated according to the number of credit courses the student is enrolled in.
FSEOG and Work Study are not pro-rated; the student may be enrolled in one, or more credit courses.

Stafford and PLUS loan eligibility requires the student to be enrolled in at least two credit courses.

Landmark Scholarships, Vocational Rehabilitation Grants and most other private scholarships are usually not effected by the enrollment in credit or non-credit courses.

**Records Retention:**

It is the policy of Landmark College that the Financial Aid Office maintains a master record for each student receiving financial assistance. All financial aid folders are retained for five years after submission of the FISAP report. Any records involved in any claim or expenditure, which has been questioned by federal audit are retained until the question is resolved.

Financial aid records are maintained in student folders as well as on the College’s computer network. The Director and the Accounts Receivable Department are responsible for account management and appropriate record security for all student aid account transactions. The amount and date of any overpayment restored to the program account, the cost of attendance, determination of enrollment status, and enrollment period, eligibility of enrolled students who submit valid Pell records, name, Social Security number, amount paid, and amount and date of each payment are maintained electronically.

**Scholarships-Exterior:**

It is the policy of Landmark College that all outside scholarships, received by a student to attend Landmark College, must be reported to the Financial Aid Office, even though they may be received after aid from the College has been awarded. Federal regulations require the College to consider these resources in determining a student’s total award. Outside scholarships are used to reduce the self-help portion of their aid award.

**Scholarships-Landmark:** (New 4/07)

Need-based: It is the policy of Landmark College that these College scholarships are awarded on basis of demonstrated financial need. Financial need is determined by completion of the financial aid application and results of the institutional methodology. Priority for institutional scholarships is given to those who meet the published deadline.

Merit-based: It is the policy of Landmark College that these College scholarships are awarded on basis of merit. All merit based aid is determined by completion of the Merit
Scholarship Application. Students are considered for this award based on their individual and distinct talents. Priority is given to those who meet the published deadline.

**Selection:**

It is the policy of Landmark College that election of students to receive financial aid will be made without regard to age, sex, race, color, religion, sexual orientation, national origin, disability or marital status.

**Student Withdrawal:**

If a student leaves the College before completing the academic year, it is the policy of Landmark College that the student may be responsible for repayment of a pro-rated amount of any portion of aid payment made, which cannot be reasonably attributed to meeting the educational expenses related to attendance at Landmark College. The amount of such repayment is to be determined on the basis of criteria set forth by the Secretary of Education. The Return to Title IV Funds policy as determined by the Department of Education will be used to calculate any federal funds that must be returned.

**Vocational Rehabilitation:**

It is the policy of Landmark College that all known or estimated funds from the Department of Vocational Rehabilitation will be included as a source of financial assistance.

Landmark Scholarships, Vocational Rehabilitation Grants and most other private scholarships are usually not affected by the enrollment in credit or non-credit courses.
COUNSELING SERVICES

PATIENT CONFIDENTIALITY. (Revised 4/07)

It is the policy of the Counseling Center of Landmark College that all counseling records are confidential and maintained separately from academic records. It is our policy to withhold release of counseling information to anyone, including medical providers, academic institutions and/or parents, without the signed authorization of the student. This policy may be waived in situations involving danger and/or risk of imminent harm to students or others, and in situations involving child abuse and/or dependent adult abuse, the purpose being to protect the student and others. These situations also may involve court orders in order to comply with written law. It is the policy of the Counseling Center of Landmark College to discuss such waiver situations with the student(s) involved, if at all possible, prior to disclosure.

COUNSELING SERVICES, ELIGIBILITY AND ACCESS. (Revised 4/07)

It is the policy of the Counseling Center of Landmark College to provide on campus counseling services to any currently enrolled students. Services are provided by professional counselors who have attained at least a Master’s Degree in a related field. Services may also occasionally be provided by a graduate intern under the supervision of a staff counselor. Counseling services are provided at no cost to students.

Students are seen on a scheduled (routine) basis or in response to an urgent request. The counselor evaluates the nature and severity of the problem and, in conference with the student, will determine an appropriate course of action, which may include individual and/or group counseling, problem-solving sessions or referral to another community or College resource, which may include the need for specialized services or programs.
DEVELOPMENT, ALUMNI AND PUBLIC RELATIONS

DEPARTMENTAL

It is the goal of Landmark College to strengthen and expand a program of Development, Alumni and Public Relations to: support the College and the Landmark College Institute for Research & Training through the annual fund, major gifts and corporate, foundation and government grants; and to secure the financial viability of the College through annual giving by building an endowment that sustains on-going programs, increases scholarship aid, funds physical plant improvements and supports new program initiatives.

EVENTS

It is the policy of Landmark College that any special event, program or content requests for changes, must be approved by the President’s Council and communicated to the Development, Alumni & Public Relations office. The Office of Development, Alumni and Public Relations regularly coordinates a number of events during the year. The following represents a sample listing:

<table>
<thead>
<tr>
<th>Event</th>
<th>Semester(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Convocation</td>
<td>Fall Semester</td>
</tr>
<tr>
<td>Parents’ Weekend</td>
<td>Fall, Spring and Summer Semesters</td>
</tr>
<tr>
<td>Phi Theta Kappa Induction</td>
<td>Fall, Spring during Parents’ Weekend</td>
</tr>
<tr>
<td>Commencement</td>
<td>Winter and Spring</td>
</tr>
</tbody>
</table>

FUND-RAISING (Revised 4/07)

It is the policy of Landmark College that the Office of Development, Alumni & Public Relations must be aware of any gift or pledge to the College, and must agree to any gift or pledge.

Legal and financial reporting requirements necessitate a standardized policy for all donations. The College must conform to IRS regulations and generally recognized ethical philanthropic standards. It also insures that the College’s fund-raising initiatives are coordinated properly and that confusion about donations or any conflicts of interest are avoided. In no way is this policy meant to discourage discussing fund-raising opportunities; in fact it is intended to do the opposite. If any member of the community has a fund-raising idea or opportunity, it would be warmly welcomed. Cooperation with this policy will insure that the College conducts its fund-raising activity in the most appropriate and professional way possible.

Landmark has a very clearly delineated plan to meet both the capital and annual fund raising goals defined by the College's long range planning process. In general, faculty
and staff should look to the College's operating budget for the funding of their programmatic and departmental needs.

Individual faculty or staff members may be approached by potential donors about gifts targeted to a particular program, or may wish to seek supplemental funding beyond their operating budgets through foundation, corporate or individual sources. The Development, Alumni & Public Relations office must be allowed to assist in addressing whether, or how, such individual efforts can be integrated into the overall fund raising program priorities, as well as into overall strategic and budgeting plans, staffing needs, and space requirements of the College.

**GIFT IN-KIND**

It is the policy of Landmark College that a gift-in-kind must meet the following criteria:

- The gift has educational value
- The gift is desired by the College and the respective academic area
- The gift incurs no cost to the College (transportation, shipping expenses, etc.)
- The gift is not cumbersome by weight or size (and meets other criteria as determined by the College).

The donor is asked to call or write the Office of Development, Alumni Relations & Public Relations with a description of the gift-in-kind, inquiring if the gift-in-kind meets the criteria of an acceptable gift, and, if Landmark College is interested in accepting the contribution.

Upon receipt of the gift-in-kind, the Office of Development, Alumni & Public Relations will formally acknowledge the contribution by letter and the College’s official gift receipt.

As a policy, the College does not place a monetary value on the gift-in-kind since the donor is responsible for determining its appraisal/valuation for IRS purposes.

**LOGO (Revised 4/07)**

It is the policy of Landmark College that all requests for either the Landmark College or The Landmark College Institute for Research & Training logo must be approved by the Vice President for Development, Alumni and Public Relations. Unauthorized use is prohibited.
MEDIA RELATIONS  (Revised 4/07)

It is the policy of Landmark College that all inquiries from the media be directed to the Vice-President for Development, Alumni and Public Relations, who acts as the official spokesperson for the College and The Institute for Research and Training.

Faculty and staff members who are asked to comment or contribute to a story or article need not respond immediately and should not comment until they have discussed their responses with the Vice-President for Development, Alumni and Public Relations.

PUBLICATIONS  (Revised 4/07)

It is the policy of Landmark College that the Vice-President for Development, Alumni and Public Relations be responsible for assuring that all publications (Newsletters, Brochures, Flyers etc.), that are intended for external audiences (audiences other than enrolled students, faculty and staff), that are published using College funds, and/or include the name and logo of Landmark College or The Landmark College Institute for Research and Training, meet established style and publication guidelines.

This policy is designed to assure consistency and accuracy in all College publications and give consistent identity for the College and The Landmark College Institute for Research and Training.

The Vice-President for Development, Alumni and Public Relations is the final authority for the format and design of College and The Landmark College Institute for Research and Training publications.

SECURITY AND CONFIDENTIALITY

It is the policy of Landmark College to ensure that all staff working in the Development, Alumni and Public Relations Office must maintain complete confidentiality, regarding any transactions or information received.

STATIONERY AND BUSINESS CARDS

It is the policy of Landmark College that official College and Landmark College Institute for Research and Training stationary and business cards may not be altered in any manner.
**STEWARDSHIP**

It is the Policy of Landmark College that all gifts to the College are to be acknowledged and receipted with an official Landmark College gift receipt by the Development, Alumni & Public Relations office to help in maintaining accurate records and information on donors.

**STYLE GUIDE**

It is the policy of Landmark College that an established Style Guide be available to determine font, style, size and logo- to ensure uniform use and consistency throughout the College community. The Vice- President for Development, Alumni and Public Relations holds and maintains all Style Guide information.

**USE OF CAMPUS FACILITIES**

It is the policy of Landmark College that outside organizations may be permitted to use college space and facilities. The Office of Development, Alumni and Public Relations shall coordinate arrangements for such usage. (Please refer to the USE OF CAMPUS SPACE BY EMPLOYEES OR NON-PROFIT ENTITIES within the PLANNING AND OPERATIONS section of this policy manual.)

**WEBSITE  (Revised 4/07)**

The Vice-President for Development, Alumni and Public Relations is responsible for developing and approving content and overall design of the College website in coordination with the Information Technology Department.
HEALTH SERVICES

BLOODBORNE PATHOGENS

It is the policy of Landmark College to prevent the transmission of bloodborne diseases to Health Services employees and other College employees who by nature of their work may be exposed to bloodborne diseases, by complying with the Bloodborne Pathogen Standard, as set by OSHA in Section One of its Compliance and Training Manual.

PATIENT CONFIDENTIALITY

It is the policy of Health Services of Landmark College to ensure that all medical records are confidential and maintained separately from academic records. It is our policy to withhold the release of medical information to anyone, including medical providers, academic institutions, and/or parents, without the signed authorization of the student.

The above policy also applies to employees of Landmark College.

HEALTH SERVICES AND ACCESS TO SAME

It is the policy of Health Services of Landmark College to provide on campus medical services to all students (and employees on an as-needed emergency basis), as provided by a licensed nurse practitioner or other qualified personnel. This is in order for students to meet most of their health care needs on campus. It is also the policy of Health Services to provide these in an affordable and easily accessible manner.
HUMAN RESOURCES

ACADEMIC FREEDOM AND FREEDOM OF EXPRESSION: (New 4/07)

It is the policy of Landmark College that faculty members are entitled to freedom in research and in publication of results to the extent that such research and publication does not interfere with performance of their duties under their employment agreement. Within the classroom, a faculty member is entitled to freedom in discussing the subject matter, but should use judgment and good sense to avoid introducing controversial matters that bear no reasonable relation to the subject. The standards of the College’s Anti-Harassment Policy, as stated in the College’s Student Handbook, are also incorporated into this policy by reference.

When speaking or writing as a private citizen, an employee should be free from institutional censorship or discipline. However, an employee’s connection to the College does impose special obligations. Employees must be aware that the public may judge the College on the basis of the utterances and writings of its employees, and must take care to assess the effects of such judgments. Employees may not use the name of Landmark College as an aegis under which political or commercial activities are undertaken. Furthermore, no political or commercial use may be made of the College’s logo, letterhead or other materials. This policy does not preclude proper identification as an employee of Landmark College for College or professionally-related communications.

ACADEMIC REGALIA

It is the policy of Landmark College that faculty, senior administration, and other staff designated by senior administration, wear appropriate academic regalia to formal college academic events such as commencement, convocation, and on special occasions as indicated by the President. Academic regalia consists of a robe, cap, and hood symbolic of the highest degree held by the wearer, as well as the school where, and discipline in which, the degree was obtained.

All faculty, senior administration, and other staff designated by senior administration will be assigned an appropriate robe, if they do not already possess one. The College will purchase one robe and one cap for each employee requiring one. The robe and cap will remain the property of the College and are to be returned to the Office of Human Resources in the event the employee leaves the College. Robes and caps may be ordered through the Office of Development, Alumni and Public Relations. Individual hoods are the responsibility of the employee. Questions regarding this policy can be addressed to either the Office of Human Resources or the Office of Development, Alumni and Public Relations.
ADJUNCT FACULTY POLICY (New 4/07)

Introduction:

In order to meet its mission, Landmark College must have the ability to augment the faculty in order to provide coverage through the hiring of adjunct instructional faculty members for a number of reasons including: classes with relatively low student demand; classes offered at a time when full-time faculty members may not be available to work; classes normally taught by a full-time faculty member, who is currently on leave; classes taught on a short-term grant or contract basis; or classes added to account for sudden growths in enrollment.

Policy:

When a department identifies the need to hire an adjunct instructor based on the guidelines for adjunct instructional faculty, it notifies the Vice President for Academic Affairs, who will consult as appropriate with the President of the College, the Vice President for Finance, and the Director of Human Resources.

On approval by the Vice President for Academic Affairs, a department group appointed by the department chair will direct the hiring process in consultation with the Academic Dean. Following a recommendation from the departmental group, the Vice-President for Academic Affairs makes a recommendation to the President who makes the final appointment.

The faculty status granted with the adjunct appointment gives the appointee an official affiliation with Landmark College in exchange for an academic contribution.

Adjunct instructional faculty hired in this fashion do not typically hold rank, are not eligible for promotion, and do not participate in the employee benefit program. Adjunct appointments are typically made for one semester, or a year and may be renewed if the appropriate guidelines are met. If an individual is hired as a full-time adjunct for two contiguous semesters and a third full-time semester is offered, that individual will become a regular member of faculty with full benefits.

Initial appointment or renewal must be accompanied by a formal letter of appointment that names each person to whom the adjunct faculty reports and states, in a general way, the services the adjunct faculty member will provide.

Guidelines for Adjunct Instructional Faculty:

The qualifications of an adjunct faculty member in terms of training and experience shall normally be comparable to those of the regular faculty performing similar services.
Adjunct faculty members may be professionals in the community, staff or management employees of the College, other scholars and scientists, or visiting professors.

The following guidelines apply to adjunct instructional faculty:

Adjunct faculty members are accorded the same protections of academic freedom and are held to the same level of professional responsibility as are full time members of the faculty.

Adjunct faculty members shall receive appropriate information concerning institutional policies, procedures, expectations, and support.

Adjunct faculty members shall receive appropriate information about their duties and responsibilities and specific information about course content, syllabi, methodologies, and expected learning outcomes for students.

Adjunct faculty members shall be evaluated regularly. Such evaluation will be a basis for possible continuing employment.

Adjunct faculty members should receive mentoring and other appropriate supervision and training from academic department chairs/directors, as well as opportunities to participate in professional development activities.

At the discretion of individual departments or divisions, adjunct faculty members may participate in a limited capacity in faculty governance and may serve on committees.

Adjunct faculty members should be included in the planning of academic activities whenever possible, in order to ensure their understanding of the academic mission and goals of the unit and the context of their role therein.

Adjunct faculty do not participate in the Landmark College Benefit Program.

In addition, the department or program recommending appointment of adjunct faculty must be prepared to demonstrate that the appointment meets the following guidelines:

- A person with equivalent qualifications is not readily available from among the regular faculty
- The qualifications of the adjunct faculty are equal to those needed for a regular academic appointment for similar service.
- The use of the adjunct faculty member will not adversely affect the FTE and resource positions of Landmark College.
- The Vice President for Academic Affairs, in conjunction with the Director of Human Resources, is responsible for assuring that these guidelines are met as part of the approval process.
ALCOHOL AND DRUGS

It is the policy of Landmark College to forbid the consumption of alcohol by underage students and the use of illegal drugs by any student, at any time. Landmark College forbids the use of alcohol and controlled drugs (without a lawful prescription) on its campus. Likewise, the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited on campus. Violation of the above policy on the part of an employee, interacting with a student, is considered to be “gross misconduct.”

Employees involved in any educational or social activity with students must not condone the consumption of alcohol by underage students, or condone the use of illegal drugs by any student at any time. Faculty and Staff should exercise good judgment and discretion, when involved in any educational or social activity with of-age students, when alcohol is present. In addition, Landmark College is a Drug Free Work Place, following Federal legislation. Additional information is available in the Landmark College Office of Human Resources.

ANNUAL EVALUATION

It is the policy of Landmark College that, in general, all staff are formally evaluated at least annually. In most instances, this evaluation is performed by the employee’s direct supervisor, but in some cases, annual evaluations may be derived from several sources. Faculty are evaluated under methods developed by Academic Affairs, such as the Experienced Faculty Evaluation Program. Faculty members should direct questions concerning faculty evaluation to the Academic Affairs Department.

ATTENDANCE/ABSENCE

It is the policy of Landmark College to monitor employee attendance and absence via supervisory oversight. Landmark College provides the following recognized leaves of absence: Health Related Leave; Extraordinary Leave; Vacation Leave; Temporary Medical Disability Leave; Formal Leave of Absence; Family and Medical Leave; Vermont Short-Term Family Leave. Definitions of and parameters for these are set forth in the Employee Handbook and may be referenced there, or by contacting the Landmark College Office of Human Resources.

BENEFITS (Revised 4/07)

It is the policy of Landmark College to provide employees with both legislated benefits and a College-provided benefit program:
Legislated Benefits include: Social Security; Worker’s Compensation; Family and Medical Leave Act; COBRA Extension of Medical Benefits; Vermont Short-Term Medical Leave Act.

College-Provided Benefits: Medical and Hospital Insurance include; Dental Insurance; Life/Accidental Death/Dismemberment Insurance; Short-and Long-Term Medical Disability Income Plan; TIAA/CREF Plan; Paid Holidays; Professional Days; Professional Development Programs; Tuition Reimbursement/Interest Free Tuition Loan Program; Interest Free Computer Loans; Flexible Reimbursement Accounts; Tuition Remission, Adoption Benefits; Military/Jury Duty Pay.

Additional details on Landmark College benefits are available in the Office of Human Resources.

CHILDREN IN THE WORKPLACE (Revised 4/07)

It is the policy of Landmark College to limit the occasions when an employee may bring his or her child on campus during working hours, to extraordinary circumstances. In such circumstances, the child must wear an identifying document, be under the direct supervision of the parent at all times, and must be the direct offspring of the parent. At no time may a child, who is unable to attend school or daycare due to illness, be permitted on campus. Parents are responsible for all actions and damages of their children, while on campus.

CONFIDENTIALITY

It is the policy of Landmark College to forbid discussion of confidential information concerning students or employees outside of a professional context. The strict confidentiality of the content of materials, located within the confines of campus offices, is required by both the College and regulatory/accrediting bodies. All employees are subject to this policy and employees with master keys must be particularly sensitive in avoiding the handling of individual office materials/documents. Breaches of such confidentiality will result in employee discipline, up to and including termination of employment.

CONSENSUAL RELATIONS

It is the policy of Landmark College to view as unprofessional conduct for any employee to engage in consensual romantic and/or sexual situations with a student. This is due to potential abuse of power and influence, resulting in possible exploitation of the student. Any breach of this policy will result in employee discipline, up to and including termination of employment.
COPYRIGHTS-INTELLECTUAL PROPERTY

It is the policy of Landmark College to encourage faculty and staff members to undertake creative endeavors and to receive recognition for the copyright eligible works, resulting from these endeavors. It is not the current policy of the College to claim ownership of scholarly works or publications, authored by faculty or staff, or commissioned by the College. Certain “works made for hire” are exempt from this policy.

It is the policy of Landmark College that intellectual property, developed by Landmark College employees in the course and scope of their employment is presumed to belong to the College, unless provided otherwise by the College’s Copyright Policy. College-owned intellectual property falls under the categories of: a results of research conducted at the College and at College expense; b. direct results of employee duties; c. results significantly dependent upon College resources or facilities.

Definitions of and parameters for these are set forth in the Employee Handbook and may be referenced there or by contacting the Landmark College Office of Human Resources.

CORRECTIVE ACTION PLANS

It is the policy of Landmark College to provide an alternative to termination, when an employee’s performance or conduct has been deemed unacceptable. If evaluation, discussion and/or counseling fail to rectify the situation, the employee and the College may enter into a Corrective Action Plan, which will result in a clear set of expectations and timelines for improved performance/conduct. It is within the discretion of the College to determine whether corrective action is appropriate to resolve a performance or conduct issue.

DISABILITIES – AMERICANS WITH DISABILITIES ACT

It is the policy of Landmark College to recognize and support the standards set forth in Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA), and similar state law, which are committed to providing equal employment opportunity to qualified individuals with disabilities. It is also the policy of the College to provide reasonable accommodation to qualified individuals under the law.

The College will take all requests for accommodation seriously and will determine whether an employee is a qualified individual and whether reasonable accommodation can be found that would not impose undue hardships on the College or other employees. Further information is available in the Landmark College Office of Human Resources.
DOGS ON CAMPUS  (New 4/07)

It is the policy of Landmark College that dogs and other employee pets are not allowed on the College campus. Employees should not bring pets to campus including those that may be left in an employee’s vehicle. Employees who violate this policy may be subject to disciplinary action. Note: Please see exceptions to policy for employees who live on campus in the Student Affairs section under – Pets).

EMPLOYMENT CLASSIFICATION/DEFINITIONS

It is the policy of Landmark College that employees are either classified as hourly (non-exempt) or salaried (exempt), as follows:

1. Hourly (Non-Exempt):

   Hourly employees are paid by a per hour wage. If an hourly employee is requested by his or her supervisor to work more than 40 hours in a given week, he or she would qualify for overtime pay at the rate of one and one-half the normal hourly rate for overtime hours. Overtime hours must be approved by the supervisor, prior to being worked.

2. Salaried (Exempt):

   Salaried positions carry with them responsibilities that, from time to time, require the individual to work hours, exceeding 40 per week. Executive, Administrative, and Professional employees are exempted from the payment of overtime.

Employees are defined, as follows:

1. Probationary:

   The status of an employee, during the first six months after hire, re-hire or promotion.

2. Regular Full-Time:

   An Administrative Staff Employee, working the Administrative Calendar with scheduled hours of at least 30 hours per week or a member of Faculty, working the Academic Calendar and carrying at least a 2/3rds load. Regular full-time employees are eligible to participate in the Landmark College benefit program.

3. Regular Part-Time:
An Administrative Staff Employee, working the Administrative Calendar, with scheduled hours of less than 26.8 hours per week, or a member of Faculty, working the Academic Calendar and carrying less than a 2/3rds schedule. Regular part-time employees are eligible for pro-rated time off benefits only.

4. Limited Part-Time:

Any individual, either Administrative or Faculty, hired for a limited assignment or a limited period of time. Typically, limited part-time employees are not eligible for benefits.

5. Adjunct:

A member of Faculty, hired at a fee to teach a specific course or courses, or to perform educational responsibilities, that do not constitute a full-time position, but will be a continuing requirement of, and/or enhance the Academic Program. Typically, adjunct faculty are not eligible for benefits.

**EMPLOYMENT OF RELATIVES/NEPOTISM**  (New 4/07)

Landmark College does not prohibit the employment of related individuals. It is the policy of Landmark College, however, to prohibit employees from directly supervising their spouses, domestic partners, or other family members. This rule is intended to avoid conflicts of interest and the appearance of favoritism and/or bias. In addition, employees should not participate in institutional decisions concerning the employment of, or issues related to, the employment status of related individuals. In all cases where related individuals are employed by the College, employees will be expected to act independently and objectively in all matters concerning their employment including but not limited to salary, promotion, work assignments, performance review, or other working conditions.

If an employee becomes involved in a significant relationship with another employee where there is supervisory responsibility, or if through reorganization or transfer an individual reports to someone with whom he/she has a significant relationship, both parties have an obligation to inform the Director of Human Resources, who will work with the supervisor to apply this policy appropriately.

**EQUAL OPPORTUNITY/NON-DISCRIMINATION**

It is the policy of Landmark College to maintain Equal Opportunity employment in both spirit and in practice. It is our policy that no person either employed by the College or seeking employment with the College shall be discriminated against on the basis of: race; color; religion; ancestry; national origin; sex; sexual orientation; place of birth; age; physical/mental condition.
This policy applies to all applicants who possess the necessary education, experience, skill and ability required for the position in question. The policy applies to the following employment practices: promotion; upgrade; transfer; demotion; recruitment; advertisement; solicitation – and – furthermore applies to rates of pay and terms, conditions and privileges of employment.

**FORMAL GRIEVANCE**

It is the policy of Landmark College to provide procedures for employees or students to formally grieve any situation, which he or she feels is unjustly affecting them.

Definitions of and parameters for this are set forth in the Employee Handbook and may be referenced there or by contacting the Landmark College Office of Human Resources.

**GOVERNANCE**

It is the policy of Landmark College to provide processes to create and evaluate policies, consistent with Landmark’s Institutional Mission. This is effected by a system which includes participatory processes, drawing upon the expertise of persons, who administer policies and upon the insights of persons, whose work is affected by those policies.

The ultimate responsibility for the creation of and evaluation of said policies lies with the Board of Trustees, and is administered by the College President, assisted by the President’s Council. The ultimate authority for decision-making rests with the Board of Trustees and the College President.

**HAZARD COMMUNICATION/RIGHT TO KNOW**

It is the policy of Landmark College to comply with regulations as put forward in the Hazard Communication Standard/Community-Right-To-Know Law. This law requires the establishment of procedures to assure employees are protected from hazardous chemicals in the workplace. It is College policy to provide and display proper information on chemicals, hazard warnings, training on protective measures and emergency procedures for facilities, laboratory and other College personnel, who may be exposed to such hazards, due to their job requirements.

**MEDICAL EXAMINATIONS**

It is the policy of Landmark College that an employee may be required to have a medical examination, when there is evidence of job performance issues or safety problems, that may be related to an employee’s health or could make the employee a danger to
himself/herself or other members of the Landmark Community. Additional information is available at the Landmark College Office of Human Resources.

**PARKING** (New 4/07)

It is the policy of Landmark College to provide parking facilities for students, staff, faculty and guests. New employees are issued a parking sticker that indicates in which of the College lots a vehicle is authorized to park. The sticker is to be displayed in the lower driver side front windshield. Employees are expected to follow the posted driving rules and park in appropriate lots/spaces. The College assumes no responsibility or liability for any damage to or theft from any vehicle parked on College property.

**PERSONNEL FILES**

It is the policy of Landmark College that personnel files are confidential, are maintained by the College, and are the property of the College. Employees can request, through the Director of Human Resources, to review their personnel files and/or employee records in the Office of Human Resources. Material may not be removed from personnel files without the approval of the Director of Human Resources.

**PROBATIONARY PERIOD**

It is the policy of Landmark College that all new, rehired, and newly promoted employees work on a probationary basis for the first six months. Either the College or the employee may end the employment relationship at will, with or without cause, during and after the probationary period.

If an employee is absent from work for any significant time, during the first six months of employment, the probationary period will be automatically extended by the length of the absence. In addition, if the College determines that it has not had sufficient time for a thorough evaluation of an employee’s performance, it may choose to extend the probationary period for a specified length of time. Probationary employment status does not affect eligibility for employer-provided benefits.

**PUBLIC RELATIONS**

It is the policy of Landmark College that all responsibility for publicity and public relations rests with the Office of Development, Alumni and Public Relations. This provides for the following actions: a. acting as a clearing house for outside information concerning students, faculty, staff and the College in general; b. insuring that Landmark College and its image are presented in a consistent and appropriate manner in various media. It is also College policy that the Office of Development, Alumni and Public
Relations is responsible for all publications representing Landmark College to the community and the world.

**RANK, APPOINTMENT AND PROMOTION**

Promotions occur when candidates meet requirements as set forth in the Procedures for Promotion. The complete Rank and Promotion Policy is available in the Landmark College Office of Human Resources and on the Landmark College Intranet.

**Revised Policy (February, 2006)** follows:

**Academic Ranks:**

It is the policy of Landmark College that its faculty are appointed to ranks of Professor, Associate Professor, Assistant Professor, and Instructor. Minimum standards appear below for appointment or promotion to these ranks.

**Instructor:**

*Minimum qualifications:*

Master degree in an appropriate field or appropriate professional qualifications. Evidence of teaching effectiveness.

**Assistant Professor:**

*Minimum qualifications:*

1. Master degree in an appropriate field or appropriate professional qualifications.

   Faculty holding the rank of Assistant with Bachelor degrees based on the 1995 iteration of the promotion policy will not be expected to meet the requirement of a Master degree to maintain rank; for these faculty, reappointment to this rank will be based on all other expectations listed for Assistant Professor.

2. Evidence of teaching and/or advising effectiveness.

3. Consistent engagement in scholarship or service (professional, college, or community).
Associate Professor:

*Minimum qualifications:*

1. For initial appointment, a terminal degree, such as a Ph.D., in an appropriate field.
2. For promotion, a Master degree in an appropriate field, or appropriate professional qualifications.
3. Six (6) years college teaching experience, three (3) of which must be at the rank of Assistant.
4. Evidence of effectiveness in teaching and/or advising.
5. Evidence of active, ongoing engagement in a variety of scholarly or creative activities appropriate to the field.
6. Evidence of ongoing service to the profession, College, or community.

Professor:

*Minimum qualifications:*

1. A terminal degree, such as a Ph.D. in an appropriate field.
2. Eleven (11) years college teaching experience, at least five (5) of which must be at the rank of Associate Professor.
3. Evidence of sustained effectiveness in teaching and/or advising.
4. Evidence of active, ongoing engagement in a variety of scholarly activities or creative activities appropriate to the field.
5. Evidence of ongoing leadership in the forms of service to the profession, College, or community.

**Initial Appointment, Re-appointment, and Promotion:**

The President of the College, as authorized by the Board of Trustees, holds ultimate authority for all decisions about faculty appointment, re-appointment, non-reappointment, and promotion.

The President of the College has authority and responsibility for initial faculty appointments to rank and for adjunct faculty appointments to rank.
Academic department chairs make recommendations regarding reappointment to rank, promotion, or non-reappointment. These recommendations are considered by the Faculty Rank and Promotion Committee, the Vice President for Academic Affairs, and the President, as part of the process described below.

**The Faculty Rank and Promotion Committee:**

The College will have a standing Faculty Rank and Promotion Committee.

The Rank and Promotion Committee will consist of nine members appointed from faculty holding rank by the Faculty Senate, subject to approval by the President.

Committee members may serve two three-year terms. Terms of members are staggered so that no more than three new members are added in any academic year.

The overall composition of the Rank and Promotion Committee will include at least three members holding the rank of Associate Professor and at least one member holding the rank of Professor. Academic department chairs and directors are ineligible for membership on the Committee.

In accordance with the Faculty Senate charter, an elected senator will serve as Chair for the Rank and Promotion Committee.

The Committee will serve several functions, including, but not limited to, the following:

1. To determine, in consultation with the Vice President for Academic Affairs, criteria, policies, and procedures related to appointment, re-appointment, and promotion.

2. To review all promotion policy recommendations from Academic Department Chairs, Division Chairs, or Program Directors for compliance with College policies, as well as recommendations regarding the suitability of individual faculty members for promotion or re-appointment.

3. To make recommendations to the Vice President for Academic Affairs and the President regarding the promotion or re-appointment of all faculty, as part of the process described below.

**Department and Division Review:**

Within each academic department or division, the Chair or Director will be responsible for making formal recommendations regarding the re-appointment, promotion, or non-reappointment of faculty members within the department. Individual departments or
divisions may elect to form sub-committees to advise the Chair or Director in this process.

**Length of Appointment:**

Faculty appointed to ranks of Assistant Professor, Associate Professor, and Professor will generally receive multi-year appointments, while Instructors will apply annually for reappointment. All of the general appointment periods described below are subject to the terms of the College’s Employee Handbook and any terms stated specifically in individual appointment letters.

**Instructor:**

Appointments to the rank of Instructor are generally made for one (1) academic year.

Instructors apply for re-appointment at the end of each academic year.

Instructors may apply for openings for assistant professor positions as may occur periodically.

**Assistant Professor:**

Initial appointments to the rank of Assistant Professor are generally made for one (1) academic year; for the first three years of service. Assistant Professors apply for re-appointment at the end of each academic year.

Beginning with the fourth year of service, appointments to the rank of Assistant Professor are generally made for three (3) academic years.

Assistant Professors may apply for re-appointment at the end of a three-year appointment. Such applications may be submitted as an alternative to an application for a promotion to a higher rank, if the Assistant Professor is planning to apply for promotion in that year.

**Associate Professor:**

Appointments to the rank of Associate Professor are generally made for five (5) academic years.

Associate Professors apply for re-appointment at the end of a five-year appointment. Such applications may be submitted as an alternative to an application for a promotion to a higher rank, if the Associate Professor is planning to apply for promotion in that year.
Professor:

Appointments to the rank of Professor are generally made for seven (7) academic years. Professors apply for re-appointment at the end of a seven-year appointment.

REDUCTION IN FORCE

It is the policy of Landmark College that it may exercise its right to terminate the employment relationship with a faculty member during the employment agreement term due to either a state of financial need, as determined by the Board of Trustees, or the discontinuance of a program, administrative function, service or department of instruction. While Landmark College endeavors to provide stable employment, a reduction in the faculty work force may be required to ensure the continued quality and financial viability of the College’s programs and operations.

Staff employees are employed at-will, so that either the College or the employee may terminate the employment relationship at any time, for any lawful reason, or for no reason.

REFERENCES

It is the policy of Landmark College that all requests for information concerning former employees will be limited to verification of employment, date of hire and/or separation, and last job title. All questions pertaining to the College’s policy on references should be referred to the Office of Human Resources.

SABBATICAL (New 4/07)

Introduction:

As part of Landmark College’s growing need for scholarship and knowledge production, a sabbatical program is essential: it creates much needed time for individual scholars to pursue long term projects. The sabbatical program, then, is not offered or funded as part of the professional development program. Professional development funds will still be available to attend conferences and workshops, and will still be allocated by the professional development committee. The Sabbatical Committee is a separate committee from the professional development committee and sabbaticals are allocated along the separate lines outlined in this proposal. Nor is it offered in lieu of the tuition reimbursement program. Instead, it is an opportunity for faculty involved in scholarship to seek concentrated time in which to complete or otherwise engage in a longer and more intensive project-based work with clearly defined goals and outcomes.
**Sabbatical Leave Policy:**

It is the policy of Landmark College that sabbatical leaves are designed to encourage professional scholarship or artistic achievement amongst the Landmark College faculty pursuant to the Faculty Rank and Promotion policy. Sabbatical projects may take a variety of forms.

Sabbatical leaves may be for one or two semesters. Faculty granted one-semester leaves will continue to receive their full salaries; those granted two-semester leaves will receive 50% of their full annual salaries. Faculty granted sabbaticals will keep their full benefits packages.

**Eligibility:**

Full time Assistant, Associate or Full Professors who have served Landmark College for six consecutive years or longer, and have demonstrated scholarly or artistic achievement, are eligible to apply. A faculty member becomes re-eligible after six years of additional service following a prior sabbatical. In either case, satisfaction of the years of service requirement does not imply automatic granting of a sabbatical.

**Sabbatical Review Committee:**

The Academic Dean, the Director of LCIRT, and three Faculty members at large, appointed by the Vice President of Academic Affairs make up the Sabbatical Review Committee. The majority of this Committee shall be faculty, of which one will be the chair. The Sabbatical Review Committee shall advise faculty during the application process, review applications and recommend to the President of Landmark College sabbatical awards.

**Final approval:**

Final approval of all sabbatical awards lies with the President of Landmark College.

**Procedure for Application:**

The application, which is sent to the Academic Dean, should include the following:

a. a one page prospectus and a copy of the applicant’s vita is sent to the committee no later than 18 months prior to the start of the sabbatical. This includes a brief description of purpose, goals and methodology for the sabbatical project.

b. The complete application is sent to the Review Committee no later than 1 year prior to the start of the sabbatical. The complete application includes:

   a. An outline of the program which the applicant intends to follow
b. Documentation of Institutional Review Board or other permissions, reviews, guarantees or offers
c. Measures of success indicating how the successful project will be evaluated
d. Projected viability of plan
e. Outlined benefits of plan
f. Scholarly history of applicant
g. A statement addressing how the program will benefit both the individual and the College
h. A statement of support from the Department Chair, or, if the applicant is the chair, a colleague approved by the Academic Dean

c. The applicant will be notified by the success or denial of the application no later than one semester prior to the start of the sabbatical.

Criteria:

Recommendations shall be made by the Review Committee to the President of Landmark College, based on the sabbatical leave proposal. The committee shall have the authority to reject proposals that do not meet the criteria. The overall quality of the proposal will substantially influence the decision. In addition, the following factors will be considered in the review process:

A. Clarity of the proposal: To receive full consideration, the proposal must be understandable to the Committee. Thus, the applicant is encouraged to define technical terms and to supply sufficient detail so that the Committee can appreciate the relation of the plan to the faculty member’s present or intended assignments.

B. Viability of the plan: The committee will weigh the practicality and worthiness of each plan. The applicant should supply sufficient evidence to show that the plan is realistic and achievable in the time specified. For example, the Committee will consider evidence that the applicant has sufficient groundwork for the sabbatical through appropriate reading, discussion with others in the field, preliminary research, and disciplinary background.

C. Benefits of the plan: The intended outcome of the sabbatical should be clear and concrete and in keeping with the professional aim and college assignments of the faculty member. Specific goals should be enunciated. Proposals that result in scholarly publications shall have primary consideration. The applicant should indicate how these goals will benefit the institution and the faculty member.

D. History of applicant: The faculty member should provide evidence that he or she is capable of accomplishing the intended program. For example, the applicant might demonstrate successful completion of past projects of a related nature. In addition, the applicant shall provide a brief history of his/her service to the
College including course assignments, relevant research grants, committee assignments, or other information which specifically supports the requested leave. A short review of past sabbaticals, the elapsed time since the last one, and their impact, from the applicant’s point of view, is expected.

E. Operational impact: The impact of sabbatical leave upon departmental or programmatic plans will be carefully considered. The Department Chair shall submit to the Academic Dean a plan for continuity of instruction and/or advising in the department should the sabbatical be granted, documentation to be included in the proposal.

**Institutional Criteria for Awarding Sabbaticals:**

The following criteria will be used to determine which approved proposals will be awarded a sabbatical:

A. The relationship between a sabbatical leave proposal and College-wide priorities and needs shall be given due consideration

B. Sabbatical leaves shall not be granted for the purpose of taking other remunerative employment without specific justification of this employment as an educational program which will benefit the teacher and the College. However, faculty may seek outside funding for the remainder of their salaries when appropriate. In special situations an equitable determination regarding financial arrangements shall be made by the Vice President for Academic Programs.

C. Sabbatical leaves may be denied or deferred by the College on the basis of financial or educational reasons. In these cases the College will document its decision in writing. New applications will not be accepted until those deferrals are honored.

D. Except in the most unusual circumstances there shall be a period of at least three years between leaves of any kind.

E. If a faculty member wishes to extend the sabbatical leave in order to complete a project, that member may apply for a second year’s leave without pay. In such case, s/he shall follow the regular procedures for making application.

**Responsibilities of the College:**

Sabbatical leaves shall not interfere with consideration for promotion and ordinary salary increase

The College shall continue to provide the regular benefits package throughout the sabbatical leave
The College shall welcome faculty on sabbatical to use their college offices and College resources. The College shall not expect faculty on sabbatical to take on committee assignments or any extra administrative or regular faculty work during the course of the sabbatical.

The College shall be responsible for determining arrangements for continuity and temporary staffing in the departmental program.

**Responsibilities of the Awardee:**

The faculty member shall, to the best of his/her ability, carry out the program as presented in his or her application for sabbatical leave.

The faculty member shall submit a report to the Academic Dean and the department chair upon his or her return. The report will document how the faculty member has met his or her measurable outcomes. No subsequent leaves will be approved unless a satisfactory report is submitted.

Sabbatical leaves shall be granted with the requirement that the individual will return to give full-time service to the College as a faculty member for a period equivalent to a full academic year, or alternatively, reimburse the College for the full salary and institutional costs of benefits received while on leave. If a faculty member returns, but fails to perform his or her full year return-to-service obligation, then his or her repayment obligation shall be prorated. Any repayment obligation shall be due in full, immediately after the end of the leave period or any subsequent, successive leave periods. A faculty member who cannot perform his or her return to service obligations due to death or permanent or total disability, shall be released of all repayment obligations.

**SAME SEX DOMESTIC PARTNERSHIP BENEFITS**

It is the policy of Landmark College to provide medical and dental insurance for qualifying domestic partners. As the Federal Government does not recognize domestic partnerships, there may be tax implications for the employee.

Definitions of and parameters for this benefit are set forth in the Employee Handbook and may be referenced there or by contacting the Landmark College Office of Human Resources.

**SEXUAL HARASSMENT – LANDMARK COLLEGE POLICY AGAINST DISCRIMINATION, HARASSMENT AND SEXUAL HARASSMENT** (Revised 4/07)

It is the policy of Landmark College to promote a work environment that is free from unlawful harassment and discrimination. Therefore, harassment or discrimination on the
basis of characteristics recognized in the College’s Equal Employment Opportunity Policy, and/or on the basis of other characteristics as protected and defined by applicable law, will not be tolerated. The College will not tolerate harassment or discrimination by supervisors, co-workers, students or others (to the extent the College can control the conduct of others).

For the purposes of this policy, “harassment” is defined as statements or conduct of a verbal or physical nature which create an unreasonably abusive or offensive work-related environment for an employee, and which would adversely affect a reasonable employee’s ability to do his or her job, because of that employee’s age, color, disability, ethnicity, ancestry, HIV-positive test result status, national origin, place of birth, race, religion, sex (including gender identity), sexual orientation, or any other protected characteristic. “Discrimination” is defined as making decisions about the terms or conditions of a person’s employment on the basis of his/her possessing a protected characteristic.

Sexual harassment is a particular type of unlawful harassment which is characterized by unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: submission to such conduct is made either explicitly or implicitly a term or condition of employment; submission to or rejection of such conduct by an employee is used as a component of the basis for employment decisions affecting that employee; or the conduct has the purpose or effect of substantially interfering with an employee’s work performance or creating an intimidating, hostile or offensive work environment because of the employee’s gender.

Unlawful sexual harassment may occur regardless of the genders of the employees involved.

Retaliation for an employee’s having filed a good faith complaint or having participated in an investigation of a complaint of harassment or discrimination is unlawful, is strictly prohibited, and will be considered a violation of this policy. Harassment by an employee that occurs off-duty and off-campus which falls within the above definitions and which affects the work environment as described above may also constitute harassment prohibited by this policy.

It is the primary responsibility of the person who feels harassed or discriminated against to bring these concerns to the College’s attention, as encouraged in the College’s Discrimination, Harassment and Sexual Harassment Complaint Procedure. However, co-workers are also encouraged, and supervisors are required, to report incidents or patterns of prohibited harassment, discrimination or retaliation to appropriate personnel.

While the College wishes to have the opportunity to address concerns or complaints of harassment or discrimination itself at the earliest opportunity, employees may also file complaints of harassment or discrimination with the following agencies:

2. Equal Employment Opportunity Commission, 1 Congress Street, Boston, Massachusetts 02114 (617) 565-3200.

Generally, complaints must be presented to the Vermont and/or federal agencies within 300 days of the adverse action, but you should verify this information directly with an agency if you feel you might like to pursue a complaint. Each of these agencies can conduct investigations, facilitate conciliation, and if it finds that there are reasonable grounds to believe that unlawful harassment has occurred, can take the case to court.

**SOLICITATION (New 4/07)**

It is the policy of Landmark College to establish guidelines for groups and individuals who wish to solicit or advertise on the Landmark College campus. Landmark College prohibits business or trade solicitation on College property without prior written approval of the College. This includes direct sales of merchandise or services on College property, or the solicitation of charitable contributions from students, faculty and/or staff on College property.

Solicitation and/or distribution of literature to or by employees is prohibited during employee working time. "Working time" does not include meal periods, authorized breaks, or any other specific period when employees are not properly engaged in the performance of work duties.

The Director of Human Resources, as designated by the President, may grant or deny approval for any business, organization, or individual (other than a student) to solicit on any property owned by Landmark College. Current students, who wish to engage in solicitation of any type, should direct that request to the Dean of Students, for approval.

**SMOKING**

Due to overwhelming evidence regarding the negative health effects of smoking and second-hand smoke, it is the policy of Landmark College to ban all smoking in all College buildings and facilities, except areas denoted as Designated Smoking Areas.

Definitions of and parameters for this policy as well as procedures for implementing it are set forth in the Employee Handbook and may be referenced there or by contacting the Landmark College Office of Human Resources.
**TERMINATION (Revised 4/07)**

A. Faculty:

It is the policy of Landmark College that it may choose to terminate a faculty member’s employment, during the agreement term, for cause, which includes, but is not limited to: (1) misconduct, such as abuse of authority, theft, breach of confidentiality, deliberate misrepresentation, refusal to perform expected duties, etc.; and (2) ineffective job performance or ineffective teaching. Faculty employment agreements may also be rescinded, due to financial exigency or discontinuance of a program, administrative function, service, or department of instruction. Termination of employment cannot be grieved.

B. Staff:

Staff employees are employed at-will, so that either the employee or the College can terminate the employment relationship at any time, for any lawful reason, or for no reason. A probationary employee may be terminated, without notice. Termination of employment cannot be grieved.

**TUITION REIMBURSEMENT**

It is the policy of Landmark College to offer two forms of tuition reimbursement for employees, seeking educational opportunities, which are designed to enrich their lives and strengthen their professional capacities. These entail both individual coursework and degree programs.

Definitions of and parameters for this policy as well as procedures for implementing it are available on the Landmark College Intranet or by contacting the Landmark College Office of Human Resources.

**WEATHER, INCLEMENT (Revised 4/07)**

It is the policy of Landmark College to announce any opening delays or closings due to inclement weather on local radio stations:

- **BRATTLEBORO AREA**
  - WKVT: AM 1490 ~ FM 92.7
  - WTSA: AM 1450 ~ FM 92.7

- **THE MONADNOCK RADIO GROUP (KEENE)**
  - WKNE: FM 103.7
  - WKBK: AM 1290
  - WZBK: AM 1220
Although employees are encouraged to exercise caution and make sound judgments regarding traveling to the College in inclement weather, those choosing to stay home due to travel concerns may apply Extraordinary Leave Days or Vacation Days to the time taken.

WORKER’S COMPENSATION/REPORTING INJURIES

It is the policy of Landmark College that job-related injuries or illnesses, no matter how minor, are to be reported to an individual’s supervisor and to the Office of Human Resources immediately. An accident report must be completed for all on-the-job accidents. Failure to report injuries or illnesses may result in a delay or denial of worker’s compensation.
I. Introduction:

This acceptable use policy governs the use of computers and the network at Landmark College. As a user of these resources, you are responsible for reading and understanding this document. It is the policy of Landmark College that all members of its community act in accordance with these responsibilities and rules of conduct in the context of all existing laws (federal and state) and College regulations.

II. Rights and Responsibilities:

Computing and networking resources at Landmark College are provided for academic and administrative purposes in support of the College mission. The College network and the Internet can provide access to resources on and off campus and the ability to communicate with other users worldwide. Such open access is a privilege and requires that individual users act responsibly. Users must respect the rights of other users, respect the integrity of the systems and related physical resources, and observe all relevant laws, regulations, and contractual obligations. Since electronic information is easily copied and reproduced, users must exercise care in acknowledging and respecting the work of others through strict adherence to software licensing agreements and copyright laws.

III. Existing Legal Context:

All existing laws (federal and state) and College regulations and policies apply, including not only those laws and regulations that are specific to computers and networks, but also those that may apply generally to personal conduct.

Users do not own the computer accounts provided to them by the College, but are granted the privilege of exclusive use. The College does not intend to act as a censor of information but reserves the right to inspect files or e-mail and take appropriate action without notification if there is reasonable belief that there has been intentional or inadvertent disruption to the College’s network or other shared resources or if there is suspected violation of College policies or applicable laws.

For example, system administrators may examine or make copies of files that are suspected of misuse or violation of these policies or that have been corrupted or damaged. User files may be subject to search by law
enforcement agencies under proper procedures or when properly requested, subpoenaed or ordered by a court. In addition, all messages created, sent, or retrieved over the Internet or the College's systems, including its mail system, GroupWise, are the property of the College.

Any computer, networking device, telephone, copier, printer, fax machine, or other technology which is owned, licensed or leased by the College is subject to College policies. In addition, any technology which connects directly to College data or telephone networks, connects directly to a computer or other device owned or operated by the College and/or otherwise uses or affects College information technology facilities is subject to this computer and network acceptable use policy.

Misuse of computing, networking or information resources may result in the loss of computing and/or network access. Additionally, misuse can be prosecuted under applicable statutes. Users may be held accountable for their conduct under any applicable College policies and procedures. Illegal production of software and other intellectual property protected by U.S. copyright law is subject to civil damages and criminal punishment including fines and imprisonment.

Other organizations operating computing and network facilities that are reachable via the Landmark network or intranet may have their own policies governing the use of those resources. When accessing remote resources from Landmark facilities, users are responsible for obeying both the policies set forth in this document and the policies of the other organizations.

IV. Enforcement:

Repeated minor infractions or misconduct may result in the temporary or permanent loss of computer access privileges or the modification of those privileges. In addition, offenders may be referred to the appropriate College office for further action.

Any offense, which violates local, state, or federal laws may result in the immediate loss of all College computing and network privileges and will be referred to appropriate College offices and/or law enforcement authorities.

The College reserves the right to limit or restrict access to the Internet or to its network-based information technology resources on the basis of job function, institutional priorities, bandwidth constraints, or College policies. The College also reserves the right to examine material stored on or transmitted through its facilities if there is cause to believe that the standards for acceptable and ethical use are being violated by a member of the College community.

Faculty, staff, and students should be aware that even when a message is erased or a visit to a Web site is closed, it is still possible to recreate the message or locate the Web site. Accordingly, all communications, including
Appendix A

Conduct Which Violates this Policy:

It is not acceptable for faculty, staff, and students . . .

- To use a login name and password assigned to someone else or to share an exclusively assigned login name and password with someone else.

- To access files stored on someone else’s computer or someone else’s personal network drive (H drive) without the owner’s or supervisor’s permission.

- To use excessive network bandwidth. Bandwidth use is considered excessive when it significantly affects the speed of the network for other users, or is well above average usage for extended periods of time.

- To violate copyright laws and their fair use provisions through inappropriate reproduction and/or distribution of copyrighted music, especially MP3 files, movies, computer software, images, etc.

- To use applications that hinder or interfere with the use of the network by others. For example, excessive use of applications that use an unusually large portion of bandwidth for extended periods of time (e.g., peer-to-peer network file sharing applications such as Napster, Gnutella, Mesh, Scour, etc. and network game servers such as Quake, Unreal Tournament, etc.).

- To use the campus network to gain unauthorized access to any computer systems.

- To connect unauthorized equipment to the campus network. This includes web or other servers, hubs, switches, and wireless access points.

- To attempt to circumvent data protection schemes or uncover security loop holes. This includes creating and/or running programs that are designed to identify security loopholes and/or decrypt intentionally secure data.

- To associate an unapproved domain name with a Landmark owned IP address.

- To knowingly or carelessly perform an act that will interfere with the normal operation of computers, terminals, peripherals, or networks.
- To knowingly or carelessly run or install on any computer system or network, or give to another user, a program intended to damage or to place excessive
load on a computer system or network. This includes, but is not limited to, programs known as computer viruses, Trojan Horses, and worms.

- To install personal software on a college-owned computer including applications, screen savers, and other utilities not sanctioned by the College.
- To deliberately waste or overload computing resources, such as printing too many copies of a document on College owned printers.
- To violate terms of applicable software licensing agreements or copyright laws.
- To use College resources for commercial activity, such as creating products or services for sale or hosting commercial web sites.
- To use electronic mail to harass or threaten others. This includes sending repeated, unwanted email to another user.
- To run, play, or download games on a public computer.
- To send unauthorized broadcast messages to all or part of the Landmark community. Example: Sending a mass message to all faculty, staff, or students that bypasses the compiled Faculty, Staff, and Students Messages that are sent in digest form.
- To forge the identity of a user or machine in an electronic communication.
- To transmit or reproduce materials that are slanderous or defamatory in nature, or that otherwise violate existing laws or College regulations.
- To display sexually explicit or sexually harassing images or text in a public computer facility or location that can be in view of others.
- To attempt to monitor or tamper with another user's electronic communications, or read, copy, change, or delete another user's files or software without the explicit agreement of the owner.
- To use the College’s technology resources after employment has ended, student status has been terminated or system privileges have been suspended, curtailed or terminated, unless specifically authorized in writing. Alumni may however use on-line or other resources made available to alumni.
- To damage, deface, alter, or remove any College computing equipment from campus without authorization.
- To leave a public lab or Library computer without logging out.
EMAIL  (Revised 11/04 & 4/07)

PROVISIONS OF SERVICE

- All faculty, staff, students, alumni, and affiliated persons qualify to receive an e-mail account.

- E-mail accounts are extended for the sole use of faculty, staff, students, alumni, and other appropriately authorized users to foster communications consistent with College affairs.

- E-mail accounts will be disabled for an employee at his or her termination date and for students upon withdrawal or expulsion from the College or six months after graduation. Alumni are entitled and encouraged to sign up for a Landmark College e-mail address.

- College e-mail accounts and services are College facilities, property, and resources as those terms are used in College policies and applicable law.

- Access to College e-mail services is a privilege that may be wholly or partially restricted by the College without prior notice and without the consent of the e-mail user: (a) when required by and consistent with applicable law or policy; (b) when there is a reasonable suspicion that violations of policy or law have occurred or may occur.

- In a case where unacceptable use severely impacts performance or security, in order to sustain reasonable performance and secure services for the rest of the community, the College may immediately suspend an individual's access privileges.

- E-mail users are required to comply with state and federal law, College policies, and normal standards of professional and personal courtesy and conduct.

- Users agree by virtue of access to the College's computing and e-mail systems, to indemnify, defend, and hold harmless the College for any suits, claims, losses, expenses or damages, including but not limited to litigation costs and attorney's fees, arising from or related to the user's access to or use of College e-mail and network systems, services, and facilities.
UNACCEPTABLE USE

Unauthorized Access:

The following constitute unauthorized forms of access:

- Permitting anyone to send e-mail using an account owned by someone else
- Sending e-mail using another user's account
- Attempting to disguise the e-mail address from which an e-mail account holder's message is sent or the identity of the sender.

Inappropriate Content:

Acceptable use of e-mail is based on common sense, respect for others, and civility, applied to the electronic communications environment. The e-mail system may not be used to transmit sexually explicit images or messages that may be reasonably construed as harassment nor may it be used for any communications that contain ethnic slurs, racial epithets, or anything that may be reasonably construed as disparagement of others based on race, national origin, sex, sexual orientation, age, disability, or religious or political beliefs. Moreover, it is important to note that the perception or reaction of the recipient is a major factor in determining if a specific communication is harassing, offensive, defamatory, or abusive. Various federal and state laws and College policies apply to this requirement.

Additionally, an e-mail message is, for legal purposes, treated as a written record, and is therefore subject to all the normal legal restrictions on such records, including copyright and intellectual property laws. Any e-mail message which exposes the sender and/or the College to legal action may also result in corrective action by the College.

If an e-mail account holder receives an e-mail message that he or she considers offensive, he or she may direct his or her concerns to the supervisor for the operational unit in which the suspected violation occurs or to Director of Human Resources. Students may direct concerns to their Residential Dean. The appropriate College authorities and/or law enforcement agencies will investigate violations.

If an e-mail account holder has been requested by another account holder (via e-mail or in writing) to refrain from sending e-mail messages to him or her and the request is reported to the appropriate authority or to helpme@landmark.edu, the recipient of this request is prohibited from sending any further messages to the requester until such time as he or she has been notified by the appropriate authority that such correspondence is permissible. Failure to honor such a request shall be deemed a violation of this policy.

Although the College does not monitor or read e-mail of users as a matter of course, if possible misuse is reported, or if there is reason to suspect any use of e-mail which violates this Policy or any other College Regulation, or which seems to represent a threat to the security or performance of the system or the network, the appropriate College
authority reserves the right to examine mail messages without authorization from sender or recipient.

If an e-mail account holder receives e-mail from outside the College that he or she regards as offensive or potentially illegal, he or she should report the matter to helpme@landmark.edu. The Help Center will refer the matter to appropriate authorities.

**E-Mail Privacy and Confidentiality:**

College policy and secure passwords provide good, but not complete, assurance of the privacy of users e-mail messages. Since the confidentiality of e-mail cannot be assured, and such confidentiality may be compromised by unintended redistribution or forwarding, users should exercise extreme caution in using e-mail to communicate confidential or sensitive matters, and should not assume that their e-mail is private or confidential.

The College does not monitor or read e-mail of users as a matter of course. However, the College reserves the right to examine mail messages without authorization from sender or recipient where there is reason to suspect a breach of this Policy. In compliance with state and federal law and College policies, the College may permit the inspection, monitoring, or disclosure of e-mail in situations when there are reasonable expectations that violation of policy or law have occurred.

**E-MAIL RETENTION** (New 4/07)

The College considers its e-mail system to be a communication tool and not a long term storage medium. As such, users may retain e-mail on the College’s e-mail system for up to six months. After six months, e-mail is deleted through an automated procedure without user notification. Users are strongly encouraged to delete transitory or personal e-mail messages that no longer have value on a more frequent basis.

A complete backup of the College’s e-mail system is performed once per week as well as before and after major upgrades. Backups are retained for one week and are designed for system-wide disaster recovery and not for recovery of individual accounts or individual e-mail. Users are responsible for archiving to other medium or printing e-mail or attachments that they desire to retain for longer than six months (see archiving instructions on the ITS web site).

It is the College’s policy to retain certain College documents for defined periods, depending on the type of record. E-mail and attachments may fall within the scope of the College’s retention policy. Electronic documents, including but not limited to employment records, student grades and evaluations, and documents pertaining to business transactions, are subject to the same retention requirements as paper documents, and therefore should be archived electronically or printed, and maintained according to the College’s retention policy.
Users are responsible for evaluating content and managing their e-mail and attachments on the College’s e-mail system in compliance with this e-mail policy and the College’s retention policy.
INSTITUTE FOR RESEARCH AND TRAINING

(REVISION, JANUARY, 2007 UPDATE): All references to “National Institute” have been changed to “Institute for Research and Training."

FEDERAL AND FOUNDATION GRANTS

It is the policy of Landmark College that an established process be adhered to regarding College submission of applications for federal and foundation grants. This process, and any subsequent formal application is managed through the Institute for Research and Training. Any grant involving the use of the College’s name, resources, programs, or operations, must be approved through this process.

It is also the policy of Landmark College to encourage the early exploration of such funding by individual faculty and staff. Such funding is intended for various purposes, including facilities and equipment, curriculum planning and enhancement, and research focusing on students and their academic experiences.

The President annually establishes grant-funding priorities. These priorities guide the Institute for Research and Training in determining whether particular federal or foundation funding opportunities are consistent with the strategic directions of the College, and whether current resources permit their pursuit. Once a decision is made to formally pursue a particular opportunity, all communication with funding agencies -- whether oral, electronic or written -- must go through or be approved by the National Institute. The Institute for Research and Training also coordinates the writing and official submission of all portions of federal and foundation grant applications.

Since the Institute for Research and Training aims to promote the active exploration of grant funding opportunities at Landmark College that will benefit the community and further its mission, the Institute for Research and Training welcomes early discussion of potential opportunities. For further information, or to initiate a discussion of grant opportunities, please contact the Director of Grants and Sponsored Projects in the Institute for Research and Training.

RESEARCH, HUMAN SUBJECTS & THE IRB

It is the policy of Landmark College that any research project, which requires access to Landmark College faculty, staff, students, their families, data or records (past or present), must be reviewed and approved by the Landmark College Institutional Review Board (IRB).

Landmark College adheres to regulations of Title 45, Part 46 of the Code of Federal Regulations (45CFR46) to assure the following:
1. The benefit to the subject and the importance of the knowledge to be gained outweigh the risks to the subject to the extent that the decision to allow the subject to accept these risks is warranted.
2. The rights and welfare of human subjects will be adequately protected.
3. Informed consent will be obtained by adequate and appropriate methods.
4. The research project may be reviewed at regular intervals to insure the rights and welfare of human subjects continue to be safeguarded.

The Landmark College Institutional Review Board (IRB) ensures that research conducted adheres to high scientific, as well as ethical, standards. Proposals are reviewed for methodology and research design considerations.

The IRB also ensures the integrity and relevance of research proposals with regard to judicious use of College resources.

All research proposals must be submitted using the Landmark College Institutional Review Board Research Proposal Submission Form.

The Institutional Review Board makes recommendations to the President, who makes the final decision about the conduct of all research at Landmark College.
LIBRARY

(Full Policy Statements are available at the Library’s website.)

**REVISION JANUARY, 2007 UPDATE:** All references to the “ARC” or the “Academic Resource Center” have been deleted.

**BILL OF RIGHTS**

It is the policy of Landmark College to adhere to, adopt and support the American Library Association’s Library Bill of Rights, adopted June 18, 1948 and January 23, 1980, as set forth below:

**Landmark College**
**LIBRARY**
**Bill of Rights**

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

1. Books and other library resources should be provided for the interest, information and ideas, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.


*Source: Handbook of Organization 1990/91, American Library*
CIRCULATION

It is the policy of Landmark College to make library resources (including both services and materials) available to current faculty, staff and students. It is also our policy to allow visitors to the campus to use these resources on a limited basis. Details and procedures relevant to use by visitors is set forth in a document, entitled “Visitors Policy.”

Student, Faculty, and Staff Loan Periods:

<table>
<thead>
<tr>
<th>Collection</th>
<th>Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Book Collection</td>
<td>1 month</td>
</tr>
<tr>
<td>LD Collection</td>
<td>1 month</td>
</tr>
<tr>
<td>Computer Manuals</td>
<td>1 week</td>
</tr>
<tr>
<td>Reference Collection</td>
<td>library use only</td>
</tr>
<tr>
<td>AV materials</td>
<td>1 week</td>
</tr>
<tr>
<td>LD AV materials</td>
<td>Students: overnight Faculty/Staff: 1 week</td>
</tr>
<tr>
<td>Periodicals</td>
<td>Students: library use only Faculty/Staff: overnight</td>
</tr>
<tr>
<td>Newspapers</td>
<td>library use only</td>
</tr>
</tbody>
</table>

Lost/Damaged Items (Students):

Library materials not returned by the end of each semester will be considered lost. At the end of each term, students will be charged for lost and damaged Library items. Please do not give borrowed items to others, as you will be held responsible should the item become lost or damaged. Additional charges may be applied to the following items: out-of-print, interlibrary loan items, and AV. (Charges vary according to the availability and replacement price of the item.)

Lost/Damaged Items (Faculty and Staff):

Library materials not returned within 6 months of the due date will be considered lost. Faculty and staff will be charged for lost and damaged Library items. Please do not give borrowed items to others, as you will be held responsible should the item become lost or damaged. Faculty and staff will be billed replacement cost plus a $10 processing fee for each lost item. Additional charges may be applied to the following items: out-of-print, interlibrary loan items, and AV. (Charges vary according to the availability and replacement price of the item.)
Revoking of Privileges:

The Library Director or Circulation Librarian reserve the right to temporarily or permanently suspend borrowing or in-house privileges to visitors for any reason.

COLLECTION DEVELOPMENT  (Revised 11/04 & 4/07)

It is the policy of the Landmark College Library to primarily support the academic needs of students with dyslexia, AD/HD, or specific learning disabilities in an two-year college setting with pre-college offerings. Most library resources are selected with them in mind, whether for their direct use, or for faculty and staff to use in support of them.

The Library also features the Learning Disabilities and AD/HD Research Collection, a comprehensive and in-depth collection of books and audiovisual materials about dyslexia, AD/HD, and specific learning disabilities in the fields of education, psychology, and medicine. This collection not only serves the Landmark College community, but also supports the research and continuing education of visiting scholars and educators through the Institute for Research and Training.

The primary goal of this collection development policy is to ensure a wide range of library resources that will enrich and support the curriculum and meet the needs of the students, faculty and staff served. As such, this collection should include materials at varying levels of difficulty, with diversity of appeal, and allowing for the presentation of many different points of view. In addition, our collection strives to support our students’ interests by providing them with materials for cultural enrichment, social growth, recreation, and enjoyment.

Intellectual Freedom:

It is the responsibility of the librarians to ensure that all points of view relevant to the College mission are represented in the collection. The Library endorses the American Library Association Library Bill of Rights and The Freedom to Read, which are attached as appendices, and the principles of those documents are an integral part of this policy statement.

COMPUTER USAGE

It is the policy of Landmark College to make public computers available to faculty, staff and students within the Library.
DESELECTION, OR WEEDING

Weeding is an integral part of the Library’s collection development process. In order to maintain a vital, current collection, which meets the needs of our community, examination of materials is an ongoing process.

An item is considered for discard (and possible replacement) when it is:

- Obsolete or outdated
- Superseded by a newer edition
- Worn beyond use
- Damaged
- No longer circulating and/or used for reference purposes
- One of many copies of a formerly popular title.

Although the Library uses standard library guides such as The CREW Method, it recognizes that weeding must take into account local needs as well as standard date-and-use driven guidelines. When in doubt, librarians shall ask for assistance from relevant departments.

FREEDOM TO READ

It is the policy of Landmark College to fully subscribe to as well as adhere to the Freedom To Read Policy statement, as adopted by the Association of American Publishers and the American Library Association (1953: revised 1972, 1991), which sets forth the premise that “the freedom to read is essential to our democracy,” and that “free communication is essential to the preservation of a free society and a creative culture.”

This lengthy policy, copies of which will be made available at the Library upon request, sets forth the dangers of attempted suppression and propaganda to regulate these freedoms, and affirms a number of propositions which set forth constructive and responsible measures for both publishers and librarians to adopt, and thus safeguard these freedoms for future generations.

INTERLIBRARY LOANS (Revised 04/06)

The Interlibrary Loan Department at Landmark College Library uses the OCLC Interlibrary Loan system to submit and fill requests to and from other institutions. Our participation in this service helps us provide the best service possible. We are a reciprocal library affiliated with Nelinet and we do not charge for lending materials and photocopying.
It is the policy of the Landmark College Library Interlibrary Loan Department to use the following guidelines to lend items from the Library’s collection to other institutions:

**Book Loans:**

Books from our general collection are borrowed for a four-week loan. Loans can be renewed for two weeks, providing there is no one waiting for the book(s). Books from our Learning Disabilities & AD/HD Research Collection are available free of charge and can be borrowed at the discretion of the interlibrary loan librarian for two weeks with no renewals. Due to the nature of our institution, faculty, staff and students are a priority for use of these books.

Books not available through ILL are:

- books published within the last 6 months
- reserved materials
- reference books
- and rare, valuable or fragile items.

**Article Copies:**

Photocopies of articles from our Learning Disabilities/ADHD journals and books, and from bound and unbound periodicals can be requested at no charge through the OCLC system. The requesting library is responsible for compliance with copyright laws. We cannot copy an entire issue of a periodical, and entire bound volumes of periodicals are unavailable for ILL.

**Audiovisual Materials:**

Audiovisual materials from our general collection may be borrowed for one week at the discretion of the interlibrary loan librarian. Items purchased within the last six months will not be lent out. Landmark College’s special collection of LD/ADHD videos cannot be borrowed, although exceptions could be made for special circumstances.

**Lost/Damaged Replacement Fee:**

The borrowing library/patron will be responsible for the replacement cost of any borrowed materials from Landmark College that are lost or damaged. The fee will be the replacement cost, plus $15.00 processing fee.

**NOISE** (New 04/06)

It is the policy of the Landmark College Library to provide different spaces for different noise-level requirements. Persons who enter the Library are expected to adhere to the following guidelines for noise within the building. Those who do not adhere will be
given verbal warnings from the Library staff, and if those warnings are unheeded, the Library staff may at his or her discretion request that the person leave the building.

Below are guidelines for acceptable noise levels. Some guidelines are relative by necessity, and the Library staff reserve the authority to determine whether the appropriate noise level has been exceeded.

First Floor:

The first floor accommodates quiet conversation for instruction, study, and social purposes. The quiet side of a normal speaking voice is appropriate here.

Second Floor:

The second floor provides a quieter space than the first floor. Whispering or a very quiet tone of voice is appropriate here.

Basement:

In the evenings after 8 p.m., and when not reserved during the daytime, the basement Library Lab provides a silent—or as close to silent as possible—study space. Conversation should be minimized and kept at a whisper. An evening student lab monitor is authorized to maintain an appropriate level of quiet. A possible exception can be made for students who wish to use Dragon speech-to-text software (see Exceptions below).

Exceptions:

Students who wish to use Dragon speech-to-text software may do so in the basement Library Lab if no one else is using that space. If another student would like to use the space as a silent study lab, the lab should become silent again. The Academic Resource Center in the East Academic Building (EAB) also has Dragon on some of their public computers. Students with Dragon on their on notebook computers might find suitable spaces to use it in the EAB first-floor classrooms and the Student Center loft (on the third floor).

An area of the first floor may occasionally be reserved for classroom use when the basement Library Lab is unavailable. On these occasions, the instructor’s voice may exceed that of the quiet side of a normal speaking voice when addressing the entire class, but otherwise the noise level of the class should be at that appropriate level.

**PRIVACY** (New 4/07)

It is the policy of Landmark College that rivacy is essential to the exercise of free speech, free thought, and free association. In the Landmark College Library, the right to
privacy is the right to open inquiry without having the subject of one's interest examined or scrutinized by others.

Landmark College has decided, as a matter of ethics, to strive to preserve the privacy of Landmark College library users, having in mind the American Library Association's Code of Ethics, which states in part:

"We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired, or transmitted."

VISITORS

It is the policy of Landmark College to make its Library available to all students in order to provide academic support. Alumni are also free to use these resources with full borrowing privileges. Visitors using the Landmark College library facilities and resources agree to waive all legal claims against Landmark College employees, which might arise from their use of the facilities, grounds, equipment, or other amenities of the College. Visitors agree that they will not take legal action against Landmark College for any reason, including any injuries they may sustain, and any damage to their property, resulting from their use of these facilities, grounds, equipment or other amenities of the College. Visitors should identify themselves and sign in at the front desk of the Library prior to using its resources.

Visitors may use the Library’s books and periodicals onsite for professional or scholarly research purposes, providing this does not conflict with the Library’s primary responsibility to the Landmark community.

The following services are NOT available to visitors: interlibrary loans; free photocopying or printing; computer usage other than searching for books and periodical titles within the Library. The exception to this policy are students, whose photo IDs provide proof of current registration in another college or university; in this case, these students may use computer databases for scholarly purposes.

Landmark affiliates and adult residents of Windham County may apply for visitor borrowing privileges.

Materials not available for visitor circulation: interlibrary loan materials; AV materials; periodicals; reference books, computer materials, pamphlets, software.
PLANNING AND OPERATIONS

AIR CONDITIONERS, PERSONAL

It is the policy of Landmark College to permit employees to purchase and have installed their own air conditioners in offices where it has been deemed cost-prohibitive for the College to provide air coolants.

Maintenance of the air conditioner is the responsibility of the individual employee and the College must be given reasonable time to remove same if employment is terminated. For information on procedures governing this subject, please contact Planning and Operations.

BLOODBORNE PATHOGENS

In accordance with the OSHA Blood-borne Pathogens Standard, 29CFR1910.1030, Landmark College has adopted a fully detailed exposure control plan. This plan is reviewed and updated annually by the Human Resources Department of Landmark College, and made available to all department employees, who may be exposed to blood-borne pathogens contact during the performance of their daily duties. For further information on this subject, please contact Human Resources.

DEPARTMENT RESOURCES (Revised May, 2006)

The Planning and Operations department at Landmark College maintains an extensive list of equipment including tools (power and hand), landscaping equipment, a fleet of vehicles including pick-up trucks, dump trucks, tractors, vans, buses, and electric operated vehicles (GEM cars). The GEM cars are for the exclusive use of the department. This equipment cannot be used or borrowed by employees for their own personal use off campus.

HAZARDOUS OR TOXIC WASTE MANAGEMENT AND DISPOSAL

It is the policy of Landmark College to follow applicable state and federal regulations and accepted standards, governing the use, storage, and disposal of hazardous substances. This includes the removal, repair, or encapsulation of materials containing asbestos. Hazardous waste generated in the labs, will be removed from the college facilities at regular interval. The College is not designated as a hazardous waste storage site.
ISSUANCE OF KEYS (Revised 4/07)

It is the policy of Landmark College to issue keys to particular buildings for after hours access to employees, both faculty and staff, when and where appropriate for accessing those individuals’ work areas. Master keys are issued to certain administrative, facilities and housekeeping staff as appropriate.

Due to unique qualities and contents, and/or safety/liability risks, certain areas are not available for use outside of normal business hours and therefore keys to the following are issued only to staff or faculty with direct responsibilities for the contents or programs within them:

The Admissions Building
The Library
The Click Family Sports Center
The Strauch Family Student Center

It is the policy of the College to charge an employee $25 for the replacement of any key issued to and lost by that employee. All losses must be reported immediately to the Director of Facilities.

PHYSICAL PLANT CONFIDENTIALITY (Added 11/04 & 4/07)

It is the policy of Landmark College that confidentiality be maintained on materials located within the confines of campus offices and other areas. This policy is also supported by other regulatory and accrediting bodies. Some job duties require access to private offices, file storage locations, etc. and the College therefore issues keys to certain employees, granting them a significant level of trust and responsibility. Other employees are issued keys for access to certain areas, such as student rooms and other campus locations.

It is our policy that any employee entrusted with a master key or key providing access to areas described above:

- Respects the privacy of papers on desks, tables, or anywhere else within an office’s confines;
- Does not operate or attempt to operate computers within another person’s office without explicit permission;
- Strictly maintains the confidentiality of locked or unlocked files within another person’s office confines.

A breach of such trust may result in significant disciplinary action.
**PHYSICAL RESOURCE ALLOCATION** (Revised June, 2006)

It is the intent and policy of Landmark College to maintain a comprehensive space plan, integrating total space needs. This plan is reviewed at least once a year and a recommendation regarding space assignment, use or changes, is made to the College President annually by the Space Planning Council and the President’s Council. The Space Planning Council makes specific recommendations to the President on space assignment to each or any division of the College. President Council’s members, in charge of that division, are then responsible for the physical individual space assignment under the aegis of the College Mission.

Discrete space withdrawal or re-assignment occurs on an annual basis as a result of changing programmatic needs. The Space Planning Council will then make recommendations to the President for these changes to take place. The relevant administrator in each division, who is responsible for the physical individual space assignment, is responsible for managing all the space allocated to him or her within his or her program area.

**REGULAR MAINTENANCE INSPECTIONS** (Revised 4/07)

It is the policy of Landmark College that facility infrastructure components should be inspected regularly (at least annually), or as required by the type of equipment, to identify deferred maintenance projects.

**USE OF CAMPUS SPACE BY EMPLOYEES OR NON-PROFIT ENTITIES**

It is the policy of Landmark College to make available to employees certain space areas within the campus. It is the policy of Landmark College to include wedding or civil union ceremonies as part of their campus space availability policy. Those granted use of such space must obey Vermont State laws and comply with all existing community and College regulations and policies regarding parking, safety, possession and use of regulated substances, key usage and building security, etc.

Landmark College reserves the right to require a security deposit for campus space use.

Off campus non-profit or other entity types are encouraged to rent space on campus for presentations, special events, concerts, theatrical productions, seminars, and other events, in accordance with a space rental schedule, drawn up in cooperation with the Office of Finance. These costs cover the in house expenses of wear and tear on the space, any preparation required of the space prior to the event, as well as signage placement, cleaning, etc.
Contracts are drawn up on an individual basis to obtain use of these space areas and contain all procedural and regulatory information pertaining to this subject. Please contact the Office of Administration and Finance for further information.
SAFETY AND SECURITY

GENERAL

It is the policy of Landmark College to provide everyone who enters the campus with a safe and secure environment. The Department of Safety and Security endeavors to safeguard this environment through courteous and polite behavior in its employees, aware of the important public relations function it serves and reflecting a favorable image of the College at all times both within the campus confines and in the community.

Further, it is the policy of the Department to maintain open and clear communication with students and to be able to assist the administration, faculty and staff; but be firm and impartial on occasions calling for regulation and control. Cooperation is essential for the attainment of our goals. By maintaining professionalism, reliability, concern, and prompt response, community confidence is gained.

BUILDING SECURITY

It is the policy of the Landmark College Department of Safety & Security to make certain that all campus buildings are secure during down time (periods when normal work days are not in effect) and to that goal, has established procedures and guidelines to ensure the security of all buildings on the campus. With multi-use of the buildings, there are general hours of usage for each building. The Facilities Department assists in the opening of buildings, while it is the responsibility of the Department of Safety & Security to ensure the securing of each building at the designated time.

Once a building has been secured, the Duty Officer will perform checks of both the interior and exterior of the building. During these rounds, if an area is found to be unsecured, the Officer will conduct a search to ensure no person is in the area, or that property has not been damaged or stolen. A full report is filed with the Department.

It is the responsibility of all members of the Landmark Community to assure that not only their own personal space is secured, but to make the entire campus, a safe and secure, learning and working environment.

CRITICAL INCIDENT MANAGEMENT PLAN

It is the policy of Landmark College to maintain readiness to cope effectively with unforeseen events of a potentially harmful or dangerous magnitude. To ensure this capability, a Critical Incident Management Plan has been created and distributed, outlining proper response of College employees to crisis situations.
The purpose of the Plan is to establish clear guidelines, detailing the appropriate response to disaster and crisis situations. The goal of the Plan is to limit the loss of life and property in the event of an emergency or crisis, which affects the operations of Landmark College. The proper use of available resources and personnel is critical to the successful management of emergency operations, including but not limited to:

- Providing maximum preparation to reduce the potential for injury or damage.
- Providing a coordinated, interdisciplinary and comprehensive response to a critical situation.
- Maximizing the effectiveness and immediacy of response to victims.
- Facilitating assistance to the primary, secondary, and tertiary victims.
- Reducing the severity and duration of the trauma to the campus community.
- Reassuring the public and local community.
- Providing coordinated internal and external communications.
- Facilitating coordination with external agencies.
- Guarding the image of Landmark College.
- Preparing for post-crisis support, evaluation, and condition.

An annual review of this policy is conducted by each department’s management in conjunction with the Director of Human Resources and the Director of Safety and Security.

**MOTOR VEHICLES**

It is the policy of Landmark College to regulate use of all vehicles, whether privately or corporately owned, while present on campus. To that purpose, guidelines have been developed covering registration, designated parking areas, and penalties for guideline violation. In addition, College-owned vehicle guidelines include age requirements, training and testing processes for use of buses. These regulations are available from the Department of Safety and Security.

**STANDARD OPERATING PROCEDURES**

It is the policy of Landmark College to provide documented procedures, governing the operation of the Department of Safety and Security. These Standard Operating Procedures are available in printed form from that office and contain such topics as: the security of buildings when not in use; conduct of officers; Clery reporting; new employee training; investigation process; evidence collection and storage; fire safety and use of force.
STUDENT LIFE  (Entirely rewritten and revised 4/07)

CODE OF CONDUCT (STUDENT):

Standards of Conduct:

All students and staff of Landmark College are members of a unique educational community, whose goal is to enable each student to tap his or her full potential for success. Such a challenging goal requires tremendous individual effort on the part of each student and cooperative effort on the part of each member of the Landmark community. The guiding principles of the Landmark community include hard work, respect for others and oneself, honesty, personal accountability, and careful organization of time and materials. The following standards of conduct are examples and general expectations for all student members of the Landmark College community:

1. **Honesty**: Students will exhibit honesty in academic endeavors and in all aspects of campus life.
2. **Safety**: Students will make a commitment to contribute to a safe, clean, congenial, and productive learning environment.
3. **Understanding**: Students will make a commitment to understand their own strengths and challenges, and to work towards academic and personal growth.
4. **Respect for Others**: Students will show respect for the feelings, time, efforts, and physical well-being of others, and for their capacity for growth.
5. **Respect for Property**: Students will show respect for the property and materials of Landmark College as well as the personal property of all members of the Landmark community.
6. **Respect for Community**: Students will respect the rules and regulations of Landmark College and its governing bodies, and the laws of the State of Vermont and of the United States.

Student Rights and Responsibilities:

1. Rules, regulations, student rights and responsibilities apply to all students.
2. Students at Landmark have the right to protection against discrimination.
3. Landmark College follows all the applicable laws which may prohibit discrimination on the basis of sex, age, religion, handicap, ancestry, place of birth, race, color, sexual orientation, or national or ethnic origin in the administration of its educational, admissions, financial aid, and employment policies and programs. Students, in turn, are expected to uphold Landmark’s nondiscriminatory policies.
4. Students at Landmark have the right to reside in an environment conducive to learning, where reasonable living accommodations and services are provided and issues of health, safety, and civility are addressed. At the same time, they share responsibility for creating and maintaining such an environment.

5. Students at Landmark have the right to take reasoned exception to the materials or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for fulfilling the obligations of any course in which they are enrolled.

6. Students at Landmark have the right to protection against prejudiced or capricious academic evaluation. At the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.

7. Students at Landmark have the right to protection against improper disclosure. Access to students’ academic records will not be allowed to unauthorized persons on campus, or to any person or agency off campus without the expressed written consent of the student involved, except where permitted or required by the Family Educational Rights and Privacy Act of 1974. Additionally, students who are or who have been at Landmark have the right to inspect and review records maintained by Landmark which contain information directly pertinent to them, in accordance with the same Privacy Act.

8. Students at Landmark have the right to express their views, individually and collectively, on issues of institutional policy and on matters of general interest to the student body.

9. Students at Landmark have the same rights to the freedom of speech, peaceful assembly, and petition enjoyed by all United States citizens. As members of the Landmark College community, they are also subject to Landmark College’s rules and regulations. While Landmark recognizes the personal and intellectual development that may attend students’ exercise of their rights on or off campus, students must exercise these rights within the limits of their obligations to the Landmark community.

10. Students at Landmark have the right to know the standards of conduct expected of them. In addition to the standards that common sense requires of all adults, the standards of behavior which Landmark considers essential to its educational mission and residential life are discussed in this Handbook.

**ACCOMMODATIONS POLICIES:**

**Accommodations Policy Statement:**

As an institution devoted to the education of students with learning disabilities and attention deficit disorders, Landmark College fully supports and recognizes the
standards set forth in Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, and similar state laws ("applicable law"), which are designed to eliminate discrimination against qualified individuals with disabilities.

Covered disabilities may include physical or mental impairments that substantially limit one or more of a student's major life activities, and which require modifications to the facilities, programs, or services of the College. The College is committed to making the campus and its facilities accessible as required by applicable law. The College cannot make accommodations that are unduly burdensome or that fundamentally alter the nature of the College’s programs.

Given the College’s unique mission, many academic accommodations that might be customary or required at traditional institutions would not be appropriate at Landmark, because they would alter the College’s academic program. Therefore, while all students are encouraged to make inquiries or requests regarding disability issues through the following procedure as necessary, students should recognize that there is usually no need for them to use the procedure to address learning disability or attention deficit disorder-related issues. Such issues are not ordinarily viewed as within the scope of this policy, because they are addressed with faculty, faculty advisors, or otherwise, as part of the College’s core curriculum and academic and residential programs.

ALCOHOL AND OTHER DRUGS:

Landmark College recognizes the problems associated with substance use and abuse and has a policy that addresses the following two areas:

1. Students should be educated, informed, and at times, counseled in the areas of substance use and abuse, and supported when they choose to seek assistance regarding these issues.

2. In order to help maintain a safe environment that is conducive to living and learning for all students, the College must hold students accountable for violations of the policy on the use of alcohol and other drugs.

Alcohol and other drugs profoundly affect learning and performance by interfering with perception and memory. For this reason, and the reasons stated above, the possession or use of alcohol or illicit drugs by students on the campus is inconsistent with Landmark’s educational mission and is not permitted.

At the same time, Landmark provides a professionally trained counseling staff for students. Students with alcohol/drug-related problems are encouraged to seek the help of counselors on a voluntary basis to deal confidentially with those issues. (Counselors at Landmark College follow the rules and regulations of confidentiality as defined and required by law). Health Services and Counseling staff are experienced in working with issues of substance abuse and can assist the student directly as well as provide
information about off-campus assessment and/or treatment and a wide variety of support groups available in the local area.

While the College will hold students accountable for violations of the alcohol and other drug policies noted below, it is also committed to supporting any student who makes the responsible decision to address his or her substance use. Students should feel confident in knowing that Resident Deans, Advisors, Deans, Faculty and Staff will support any student who is struggling to address his or her substance use. This support may include referrals to counseling, educational programming or intervention plans on or off campus to assist a student in meeting his or her goals.

The College will address any behavior relating to drugs and alcohol outlined below:

**Alcohol Policy:**

The following behaviors regarding Alcohol will be met with disciplinary action by the College

- Possession, use, distribution, or transportation of alcohol on campus (regardless of age)
- Being under the influence of alcohol on campus, to any extent, as a minor (under 21 years old)
- Being under the influence of alcohol and the cause of disruption to the campus community or otherwise drawing attention to oneself (regardless of age).

The legal drinking age in Vermont is 21. In accordance with the laws of the State of Vermont, anyone under the age of 21 who purchases, possesses or procures alcohol or misrepresents his or her age or alters a form of identification with the intent to purchase alcohol may upon conviction be fined, sentenced to jail, or both. Violators of these laws are subject to criminal prosecution, and to disciplinary action by Landmark College. While the College cannot prohibit students of legal drinking age from consuming alcohol off campus, abstinence from the use of alcohol is still recommended for maximum academic performance and development. For those of legal drinking age who choose to consume alcohol off campus, the College encourages moderate, responsible use for the safety of self and others.

**Drug Policy:**

If a student is found on campus with illegal drugs, that student is liable for sanctions, ranging from probation to expulsion from the College. Other sanctions that may accompany disciplinary status include attending educational seminars, alcohol assessments, engaging in a substance free contract or community service.

The following are considered to be evidence of drug policy violations and sufficient grounds for full disciplinary action:
1. The actual presence, use, distribution or transportation of illicit drugs on campus.
2. The presence of smoke or odors, as in the case of marijuana.
3. Being under the influence of illicit drugs.

Landmark fully supports the federal and state statutes prohibiting the possession, use, and distribution of illicit drugs on or off campus. Violators of these laws are subject to criminal prosecution, and to disciplinary action by Landmark.

**Prescription Drugs:**

Students who are found to be sharing, selling, or trading prescription medications on campus, or abusing or misusing their own prescription medications on campus will be subject to sanctions ranging from Disciplinary Probation to suspension or expulsion from the College.

**Drug Paraphernalia:**

Drug paraphernalia, regardless of intended use, is not allowed on campus. ‘Hookahs’ are considered to be drug paraphernalia. Even though a Hookah may be used for non-drug related smoking of flavored tobacco, due to their frequent use in the smoking of other substances, the use of Hookahs anywhere on campus is prohibited.

When found, the Resident Deans and other College officials will confiscate the items, and students found to be in possession of drug paraphernalia will be subject to sanctions ranging from Disciplinary Probation to suspension or expulsion from the College.

**Driving Under the Influence of Alcohol or Other Illicit Drugs:**

The operation of a vehicle while under the influence of alcohol or other illicit substance poses a danger not only to the operator, but to passengers and other members of the community. It is for this reason that students who are found by the College to be driving while impaired by alcohol or other drugs will be subject to disciplinary action ranging from Deferred Suspension to Expulsion from the College.

**ANTI-HAZING:**

Landmark College joins many national organizations and other colleges and universities in support of the elimination of hazing. Landmark College supports only those activities which are educational, constructive, and contribute to the intellectual and personal development of students. The College unequivocally opposes any situation created intentionally to produce mental or physical discomfort, embarrassment, harassment or ridicule.
Landmark College interprets hazing as any act, whether physical, mental, emotional, or psychological, which subjects another person, voluntarily or involuntarily, to anything that may abuse, mistreat, degrade, humiliate, harass, or intimidate him or her, or which may in any fashion compromise his or her inherent dignity as a person.

**ANTI-HARASSMENT:**

Landmark College is committed to maintaining a campus environment where students are not subjected to bigotry and discrimination on the basis of sex, sexual orientation, race, ethnicity, national origin, religion, disability, age, or other characteristics as protected by applicable law. Such harassment is against College policy and may be illegal under state and federal laws and regulations.

Landmark College defines harassment as verbal or physical conduct which has the purpose or effect of creating an intimidating, hostile or offensive educational or living environment on the basis or because of a student’s sex, sexual orientation, race, ethnicity, national origin, religion, disability, or age, or other characteristics as protected by applicable law, and which would create such an environment for a reasonable person under the circumstances. Such harassment may include, for example, repeated slurs, taunts in the guise of a joke, disparaging remarks, or physically threatening or inappropriate conduct, when such is directed at a person or group of persons because of their sex, sexual orientation, race, ethnicity, religion, physical ability or age. Retaliation against a student for filing a complaint in good faith under this policy is strictly prohibited, and, if proven, would be considered a violation of this policy.

Landmark College recognizes that the protection of free and open speech and the open exchange of ideas are important to any academic community. This recognition is therefore an important element in the “reasonable person” standard used in judging whether harassment has occurred. This policy is meant neither to proscribe nor to inhibit discussion, in or out of the classroom, of complex, controversial or sensitive matters, when in the judgment of a reasonable person they arise appropriately and with respect for the dignity of others. Landmark College also recognizes, however, that verbal conduct can be used specifically to intimidate or coerce and to inhibit genuine discourse, free inquiry and learning. Such abuses are unacceptable. If someone believes that another’s speech or writing is offensive, wrong or hurtful, he or she is encouraged to express that judgment in the exercise of his or her own free speech or to seek redress under the noted procedure(s) when appropriate.
This policy is intended to protect all Landmark College students and applies to the
conduct of Landmark College students, faculty, administrators and staff. Any person
who feels that they have been harassed or retaliated against as defined in this policy may
file a formal grievance with the Dean of Students, in accordance with the procedures
outlined in the Grievance Policies and Procedures below. Students should note that
sexual harassment is also separately addressed in the College’s Sexual Harassment Policy
and Sexual Assault and Sexual Harassment Procedure.

COMPLIANCE WITH COLLEGE OFFICIALS:

All students of Landmark College are expected to comply with all requests and directives
made by College staff members who are appropriately exercising their responsibilities.
This includes, but is not limited to residential staff, Security staff, building managers,
Facilities staff, faculty members, program directors and deans.

CULPABILITY:

As it is often difficult to accurately determine degrees of culpability, all residents of the
room where a violation is found may be held responsible to some level for that violation.
Additionally, students who remain at an event or in a situation when they know a
violation is occurring may also be held responsible. Students are advised, therefore, to
avoid such situations that may put them at risk of unwanted interventions.
(This is a level I policy, attended by sanctions ranging from Disciplinary Notice through
Suspension from the College).

FIREWORKS:

Fireworks are a fire hazard and their use may result in personal injury. Therefore,
fireworks of any type (including firecrackers and sparklers) are not permitted in the State
of Vermont or on the Landmark campus. Those found in possession of or using
fireworks will be subject to disciplinary action and may be subject to criminal charges.
(This is a level III policy, attended by sanctions ranging from Deferred Suspension
through Expulsion from the College).

GAMBLING:

In accordance with Vermont State law, gambling is not allowed on campus. A permit
may be obtained, via the Office of Student Life and the State of Vermont authorities, to
facilitate gambling at on-campus charity events. Students violating this policy will be
subject to disciplinary action.
(This is a level II policy, attended by sanctions ranging from Disciplinary Probation through Expulsion from the College).

**HARM (POTENTIAL) TO SELF OR OTHERS:**

If the College determines that a student has engaged in behavior that poses (or appears to be in circumstances indicating that the student may potentially pose) a risk of harm to him/herself or others, the College will exercise its discretion to take steps that it deems reasonable and necessary in the best interests of the student and/or the College community. Such steps may include, by way of example but not limitation: interim or longer-term disciplinary or administrative withdrawal from the College (either with or without the invocation of the College’s student disciplinary process, as deemed appropriate under the circumstances); psychological assessment(s); parental notification; periodic assessment requirements; and/or related documentation requirements. Ordinarily, an appropriate representative or representatives of the College will meet or otherwise communicate with a student and/or his or her representatives or parents as soon as practicable following the determination described above. This will usually occur within 24 hours of the student’s being available on campus, or a shorter period if that seems necessary under the circumstances.

The College will reserve its right to modify steps taken or requirements imposed under the circumstances described above, where modifications appear to be necessary in the best interests of the student and/or the College community.

(This is a level III policy, attended by sanctions ranging from Deferred Suspension through Expulsion from the College).

**IDENTIFICATION CARDS:**

All students will be issued a Landmark College identification card during the registration process and are required to carry a valid I.D. card with them at all times. A valid Landmark College I.D. card is required for entry to the Dining Hall. In addition, this card is also used to access College bookstore and Strauch Family Student Center café debit accounts.

In an effort to maintain safety and security of students on campus, students must present this card when requested by any College official, including Campus Security, Residential Life staff, dining hall staff and building managers.

Lost cards should be reported to the Office of Student Life. There is a $10 fee for replacement cards.

Students found tampering with or altering identification cards will be subject to disciplinary action.
**KNIVES AND WEAPONS:**

Only non-automatic pocket knives with blades less than three inches will be permitted on campus. All knives not fitting these requirements will be confiscated. Knives and weapons of any sort may not be brought into classrooms or spaces used for teaching and community assembly. Firearms and ammunition of any kind, including BB guns, pellet guns, paintball guns, or any instruments that discharge projectiles such as bows and slingshots, and any other weapons are prohibited from campus. Students possessing such weapons will be subject to immediate disciplinary action up to and including suspension or expulsion.

**OFF-CAMPUS CONDUCT:**

The College reserves the right to take appropriate disciplinary action against Landmark College students who are involved in any off-campus incidents of criminal activity or otherwise inappropriate non-criminal behavior, particularly when such incidents have implications for the safety of members of the campus or local community, or are detrimental to the welfare of the College. Examples of these behaviors include, but are not limited to driving under the influence of alcohol, underage possession or use of alcohol or other drugs, fighting or other violent episodes.

**PARENTAL NOTIFICATION:**

Landmark endeavors to involve the parents of dependent students as collaborative partners in a comprehensive educational approach, while respecting the need of students to develop independence and autonomy, and to take responsibility for their own actions, choices, and educational progress. In general, the College expects that the primary communication about a student’s program at Landmark will occur directly between the student and his or her parents.

At the same time, the College is required to maintain compliance with the Family Educational Rights and Privacy Act (FERPA), which is a federal law that affords students who have entered a postsecondary institution (eligible students) the right to have access to their education records, the right to seek to have the records amended, and the right to have some control over the disclosure of personally identifiable information from the education records. Before the age of 18 or the student’s attendance at a postsecondary institution, these rights belong to parents or legal guardians.

Even though FERPA rights transfer to students in attendance at Landmark, the College may disclose information from an "eligible student's" education records to the parents of the student if, for example, either of the following criteria is met:
1. **A student voluntarily consents to allow the College to release information.**
   To do this, students must sign, date and submit the “Authorization to Release Student Account and Education Information” to the Dean of Students Office.

2. **A student is identified as a dependent for tax purposes.** If a student is claimed as a dependent by either parent for tax purposes, then education records and information there from may be disclosed to either parent (whether custodial or not). To certify this status with the College, parents can complete the “Authorization to Release Student Account and Education Information” form. If a student’s signature is not included, then a copy of the first page of the most recent year’s tax return must be attached (please feel free to black-out any social security number, income amounts, or other sensitive information).

The primary academic contact person for parents of dependent students is their son or daughter’s Academic Advisor, and parents are encouraged to communicate directly with the Advisor if they have any questions or concerns. The Academic Dean assigned to work with a given student may also serve as a contact person, as may the Dean of the College.

Because Landmark seeks to emphasize the role of choice and personal responsibility in students’ lives, in general, Academic Advisors or Deans will involve students before notifying parents of specific concerns regarding academic performance. Parents will be mailed a copy of the letter notifying the student of any formal disciplinary decision to place that student on academic probation.

**SEXUAL HARASSMENT:**

**The Definition of Sexual Harassment:**

It is against the policies of Landmark College, and may also be illegal under state and federal law, for any student or employee, male or female, to sexually harass another student or employee. Landmark College is committed to providing a campus free from such unlawful conduct.

Sexual harassment is a form of sex discrimination and means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. submission to that conduct is made either explicitly or implicitly as a term or condition of employment or educational status;
2. submission to or rejection of such conduct by an individual is used as a component of the basis for employment or educational decisions affecting that individual; or
3. the conduct has the purpose or effect of substantially interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working, shared living, or educational environment.
Examples of sexual harassment include, but are not limited to the following, when such acts or behavior come within one of the above definitions:

- either explicitly or implicitly conditioning any term of employment or educational decision on the provision of sexual favors;
- touching or grabbing a sexual part of a student or employee's body;
- touching or grabbing any part of a student or employee's body after that person has indicated, or it is known or should be known, that such physical contact is unwelcome;
- continuing to ask a student or employee to socialize on or off-campus when that person has indicated he or she is not interested;
- displaying or transmitting sexually suggestive pictures, objects, cartoons, or posters if it is known or should be known that the behavior is unwelcome;
- continuing to write sexually suggestive notes or letters if it is known or should be known that the person does not welcome such behavior;
- referring to or calling a person a sexualized name if it is known or should be known that the person does not welcome such behavior;
- regularly telling sexual jokes or using sexually vulgar or explicit language in the presence of a person if it is known or should be known that the person does not welcome such behavior;
- retaliating in any way against anyone who has filed or supported a complaint of sexual harassment (e.g. ostracizing the person, pressuring the person to drop or not support the complaint, adversely altering that person's educational, shared living, or work environment, etc.);
- communicating derogatory or provoking remarks about or relating to a student or employee's sex or sexual orientation;
- directing harassing acts or behavior against a person on the basis of his or her sex or sexual orientation;
- off-campus conduct which falls within the above definition and affects a person’s on-campus educational, shared living, or work environment.

Landmark College recognizes that the protection of free and open speech and the open exchange of ideas is important to any academic community. This recognition is therefore an important element in the “reasonable person” standard used in judging whether sexual harassment has occurred. This policy is meant neither to proscribe nor to inhibit discussion, in or out of the classroom, of complex, controversial or sensitive matters, when in the judgment of a reasonable person they arise appropriately and with respect for the dignity of others. Landmark College also recognizes, however, that verbal conduct can be used specifically to intimidate or coerce and to inhibit genuine discourse, free inquiry and learning. Such abuses are unacceptable. If someone believes that another’s speech or writing is offensive, wrong or hurtful, he or she is encouraged to express that judgment in the exercise of his or her own free speech or to seek redress under the noted procedure(s) when appropriate.
Sexual Assault:

As an educational institution, Landmark College is committed to promoting, through educational and consciousness-raising activities (including the distribution of the following policy), a campus environment where sexual assault and exploitation are recognized as wholly intolerable, and where victims of sexual assault are provided with avenues of support and redress as appropriate. In accordance with this commitment, the College has developed the following policy on sexual assault. Other educational and consciousness-raising activities are conducted by the College’s offices of Student Life.

Definition of Sexual Assault:

Committing sexual assault upon another person, either male or female, is against the law and violates College policies. Sexual assault is when a person engages in a sexual act with another person and compels the other person to participate in a sexual act:

- Without his or her consent. (see definition below); or
- By threatening or coercing the other person; or
- By placing the other person in fear that any person will suffer imminent bodily injury; or
- Knowing the other person’s ability to give or withhold consent is impaired by the consumption of drugs, alcohol or other intoxicants, or is subject to any physical or mental incapacity such as sleep or unconsciousness.

Engaging in a sexual act with a person who is under the age of 16 is also sexual assault. The College defines a sexual act as conduct between persons consisting of:

- Contact between the penis and the vulva, whether clothed or unclothed.
- Contact between the penis and the anus, whether clothed or unclothed.
- Contact between the mouth and the penis, whether clothed or unclothed.
- Contact between the mouth and the vulva, whether clothed or unclothed.
- Any intrusion, however slight, by any part of a person's body or any object into the genital or anal opening of another.
- Any fondling, groping or touching of the genitals, pubic area, buttocks or, if such a person be female, breast, whether clothed or unclothed.

In relation to the College’s policy, the College defines consent with the following three criteria:

1. That consent given is informed. A person engaging in sexual activity should be made aware of the full intentions of their partner.
2. That consent given is voluntary. A person being offered to engage in sexual activity must be freely offered the opportunity to decline.

3. That consent is clearly established. An individual must be clear that their partner wishes to engage in sexual activity.

Responsible, respectful communication is a standard of behavior that the College expects members of its community to uphold. It should be understood by all that the lack of resistance by a partner to sexual activity cannot be assumed to indicate consent. It is the responsibility of the one who initiates sexual activity that consent is clearly given, rather than assumed by silence.

It should be noted that ignorance of the policy noted above will in no way be considered an excuse for violating the policy.

**SKATEBOARDING, SNOW BOARDING, ROLLER BLADING, BIKING etc. :**

Skateboarding, roller blading, and biking are not permitted in any Landmark building or in the area around the entryways to the buildings. When skateboarding, roller blading or biking, students must keep clear of pedestrian traffic and vehicles at all times. Students who violate this policy or who are found responsible for any damage to Landmark property through the use of such conveyances may be subject to disciplinary action. The College recognizes that students may engage in these and other physical activities while on campus as a form of recreation. These activities, when taken to extremes, may pose the risk of injury to the student him/herself or to other individuals, and could also result in damage to property. Students who engage in these activities in ways determined to be potentially hazardous may also be subject to disciplinary action.

**SMOKING:**

Landmark College strives to provide a healthy, safe and productive work, educational, and social environment for students, faculty and staff. In view of the overwhelming evidence regarding the negative health effects of smoking and second-hand smoke, smoking is banned in the following areas:

- All College buildings and facilities.
- Within a 25 foot radius of any College building or facility.
- Inside College vehicles or other means of transporting students or employees.
- In any outdoor area where ‘no smoking’ signs are posted.

For Landmark College, smoking is defined as the act of smoking or carrying a lighted cigarette, cigar, pipe or any other smoking material or device.
All members of the Landmark College community are responsible for observing this policy and its provisions. Documented violations of this policy can be met with sanctions that include fines, community service and placement on disciplinary status.

**VIOLENCE:**

The College prohibits all manner of violent behavior and may pursue disciplinary action against any student who engages in violent behavior in any form, including physical or verbal abuse, harassment, physically abusive relationships, damage to property and fighting (even in mutually instigated cases).

**RESIDENTIAL LIFE**

**I. ROOMS AND PROPERTY:**

**ROOM USE AND OCCUPANCY:**

Each semester, the College establishes dates and times when residence halls open and close for student occupancy. Occupancy other than during these specified dates is prohibited unless specific permission is given. Students are responsible for knowing these dates and planning travel accordingly.

Resident students may be held responsible for violations of College policy that occur within their room or in their suite even if they are not present at the time of the violation. For this reason, students are advised to keep their doors and windows locked at all times, and to give careful scrutiny to those individuals who are permitted to be in their room.

Students who have completed their coursework and exams at the end of the semester may remain on campus until the formal close of the residence halls. However, any behavior that is considered disruptive or otherwise a distraction to other students who may be completing coursework or exams may be asked to leave campus.

**PERSONAL PROPERTY LIABILITY:**

The College does not assume responsibility for damages, loss of personal property, failure or interruption of services due to weather or other acts of God. The College does not assume responsibility for lost or stolen items anywhere on campus; students are advised to carry the proper insurance.

This policy applies not only to students’ own possessions, but those possessions left in their charge (i.e. college equipment on loan).
LOCKING DOORS:

In the interest of safety, all students should lock their doors when they are leaving their rooms and carry their key with them. Doors should also be locked when students are sleeping. Keys should not be copied or loaned to other students. In addition, fire doors in the halls should not be propped open. Doors may only be held open by magnetic door holders that are connected to the fire alarm system.

LOFTS:

Beds can be lofted, but only after being inspected by the Residential or Facilities staff to ensure safety. The College assumes no responsibility for any damages or injuries caused by a lofted bed, even one that has been inspected by the College and considered safe.

LOST ROOM KEYS:

Because of security concerns, any time a key is lost the student must immediately notify a Resident Dean and a lock change will be initiated. A $25 fee will be charged to the student who has lost his/her key.

NOXIOUS ODORS:

The College reserves the right to address any noxious odors that are present in residence halls, classrooms, offices, or any campus building or facility. A noxious odor is any aroma of such intensity that it becomes apparent to others. Some examples are the scents and residue from cigarettes, cigars, or pipe smoke, incense, perfume, air freshening spray, large amounts of dirty laundry, rotting food, trash, and odors related to personal hygiene.

ROOM CONSOLIDATION:

In a situation where a student has an empty space in his/her room and has not been assigned a single room, these students may be assigned a new roommate or be asked to consolidate rooms with another student. In either case, the Residential staff will work diligently to insure that students will be placed with compatible roommates.

ROOM CHANGES:

Roommate changes are rare and may be made only under the direction of the Residential staff. Whenever roommate conflicts arise, they should be brought to the attention of the Resident Dean as soon as possible. In most cases, the Resident Dean will meet with each roommate and attempt to mediate differences, implement possible solutions or
compromises, help the students establish better communications, and work toward an end to the conflict.

**ROOM, AUTOMOBILE, AND PERSONAL EFFECTS INSPECTIONS AND SEARCHES:**

Periodic inspections of rooms, suites and automobiles by members of the Residential, Security and Facilities staff ensure that fire, health, and safety regulations are being upheld, and that occupants are maintaining Landmark property in good condition. Typically, students are notified of a general inspection of their rooms at least 24 hours in advance. Students are encouraged to be present during inspections.

In the event that a student makes a request for work to be done in the room, students should know that Facilities will enter the room to complete the task without advance notice. The student is then responsible for taking whatever steps he/she feels are necessary to maximize his/her privacy (i.e. securing valuables, private items). In the event that the College requires access to a student room for Facilities or maintenance work while the College is in session, students will be informed about the need to enter rooms and any other requirements that may need to occur (moving furniture away from a wall, etc). Students will then be responsible for taking whatever steps they feel are necessary to maximize their privacy and security.

During periods when the College is closed, College personnel including Residential Life, Facilities or Security staff may enter students’ rooms/suites to insure that closing procedures have been properly completed and to complete any necessary maintenance on the buildings.

Further, Landmark College reserves the right to enter, inspect and search students’ rooms, suites (including common areas), automobiles or personal effects without notice in case of emergency or when there is reason to believe that campus regulations are not being followed or that College policies may have been or are being violated. The College will cooperate with law enforcement authorities as required and appropriate.

**WINDOWS:**

Windows should not be used to enter or exit a building, or pass materials in and out of the residence halls. Screens should remain in place at all times. Any problems with a window, screen or lock should be reported to the Resident Dean. Windows should be shut and locked when a student is not in the room.
II. OTHER:

APPLIANCES:

With the exception of College-owned appliances, only small microwaves and refrigerators in good working order and that meet with the approval of the Residential, Facilities and Safety and Security staffs may be permitted in residence hall rooms or suites. Stand-alone air conditioners (those that do not sit in the window) are permitted only for medical reasons with written authorization from a prescribing physician. Students who consistently overload the electrical system and cause power outages will meet with the Resident Dean to resolve the matter. The College may require the removal of appliances from the room.

COLLEGE FURNITURE:

Residence Hall and Chumley Hall lounge furnishings such as chairs, sofas, tables, televisions, cabinets, and portable VCR/DVD players are provided for common use and may not be removed from any lounge or common area. Students found with College furnishings in their rooms will be required to return them immediately and assessed a $50.00 fine. If not, the Facilities Staff will promptly be called to remove the items, and an additional $50.00 fine will be charged to the student responsible for moving the furniture. If it is not possible to determine responsibility for the moved furniture, both residents of the student room where items are found will be charged for the removal. Lounge furniture and appliances in the Bridges suites must remain in the assigned suite at all times.

In cases where lounge furniture is missing or destroyed, the replacement cost of the particular items will be charged to the entire student body.

Individual room furniture, such as beds, desks, bureaus, chairs and wardrobes must remain in the room at all times. Resident students will be held responsible for any damaged or missing furniture from their rooms.

DAMAGE TO COLLEGE PROPERTY:

All students are expected to treat College-owned facilities with the highest degree of respect and care. Should damage to College-owned property occur, students are expected to identify themselves and assume responsibility for repair costs and/or any attendant disciplinary action.

If damages to College–owned property occurs and no responsible party can be identified, the cost of repairs will be divided among the residents of a room, suite, building or the entire campus.
FIRE REGULATIONS AND SAFETY PROCEDURES:

Compliance with fire regulations is a necessity in the residence halls. Smoke and heat detectors are only a part of fire safety. While the residence halls are as fireproof as it is possible to make them, each room may contain combustible personal items, which make the following rules necessary;

Evacuation Guidelines:

At the sound of a fire alarm, all occupants of a building are required to evacuate the building and remain outside until given explicit permission to return by a College or Fire Safety official.

Prohibited Items:

1. Electrical appliances including but not limited to halogen lamps, hot plates, toasters, immersion coils, “George Foreman” type grills, toaster ovens, electric blankets, space heaters, sun lamps, and power tools are not permitted.
2. Candles, camp stoves, lanterns, hurricane lamps, incense, or any other items with open flames are not permitted.
3. Fireworks, explosives, volatile liquids, and fuel are not permitted.
4. Posters, pictures, and other combustible wall decorations which are not placed flat against the wall or block or hinder entryways are not permitted. Combustible materials may not cover more than 20% of each wall.
5. Ceilings may not be decorated with fabric, posters, fishnet, or other combustible material that might ignite.
6. Wooden constructions (lofts, overstuffed chairs, etc.) unless they are approved by the Resident Dean, Safety & Security or the Facilities personnel, are not permitted.
7. Room contents must not obstruct doors, passageways, or corridors. Tapestries may not be hung from the ceiling or across closet openings.
8. Extension cords and multi-plug outlets are not allowed unless they have manufactured surge protection devices.
9. Hallway doors may not be propped open. Doors may only be held open by magnetic door holders that are connected to the fire alarm system.
10. Gas or charcoal grills are not allowed within 25 feet of the Bridges buildings.

Tampering or Damaging Fire Safety Equipment:

Fire alarms, fire sprinklers and fire extinguishers are critical for safety and must not be tampered with. Students who pull false alarms and/or tamper with fire safety equipment
will be subject to fines and disciplinary action up to and including suspension or expulsion, fines from the Putney Fire Department, and may also be subject to criminal charges.

Students should not hang items from, cover, or otherwise obstruct the effective use of any fire notification or suppression equipment (like smoke detectors and sprinklers) (level III).

**Fire Setting:**

Lighting a fire without authorization, intentional or unintentional fire setting on College property, or setting fires with the intention of destroying property is strictly prohibited. Students who are responsible for fire setting will be subject to fines and disciplinary action up to and including suspension or expulsion, fines from the Putney Fire Department, and may also be subject to criminal charges. (level III).

**GUESTS AND VISITATION:**

Out of respect for a roommate’s right to privacy, students are expected to comply with the expressed desire of their roommate not to have guests in the room (both student and non-student). Guests who are loud or otherwise disruptive at any time may be asked to leave the residence hall and/or campus at the discretion of the Resident Dean, a Campus Security officer or other College Official.

Students who are asked to leave another student’s room (either by the resident or a College staff member) are expected to comply with this request.

**Non-Student Guests:**

- Students may have non-student guests on campus, but must receive written permission for overnight guests from the Resident Dean in the form of a guest pass.
- Guest rooms are not provided on campus.
- Non-student guests must be prepared to show personal identification to the Resident Dean, fill out a guest pass, carry a copy of their guest pass with them at all times, and show it to any Landmark official upon request.
- Students are allowed to sign in a maximum of two non-student guests at the same time.
- Non-student guests may stay on campus for up to three consecutive days within a 14-day period.
- Landmark College assumes no liability for the personal property of any guest, registered or unregistered.
• In case of emergency, or upon a non-student guest’s inappropriate behavior or violation of any Landmark College policy, the College reserves the right to notify the family or institution of the guest.
• Non-student guest parking is located in the Tennis lot on Robert Rhodes Lane.
• **Host students are responsible for the behavior of their non-student guests, for their compliance with Landmark’s regulations, and for paying any citations or damages to Landmark College property if caused by their guest’s behavior.**
• The Resident Dean and Campus Security personnel may require non-student guests to leave campus immediately if they violate any campus policy or behave in such a manner as to adversely affect Landmark College, a member of the College community, or the living and learning environment on campus. Landmark may ban any guest from campus indefinitely and may revoke a student’s privilege to have guests on campus.

**PETS:**

Bowl/tank fish are the only pets permitted in student rooms. Owners of pet fish must make arrangements for the care of tanks and fish during vacation periods. Students may not have any other pets in the residence halls or on campus permanently or temporarily.

**Agreement for Pets in Full-Time, Live-In Professional Staff Apartments:**

The following agreement applies only to full-time, professional residential staff members living in apartments on campus (residential staff). This agreement does not apply to Resident Assistants, or part-time summer professional staff.

These guidelines serve only as a reference point and should not be viewed as absolute. Any staff member considering the acquisition of a pet is expected to discuss this matter with the Dean of Students or his/her designee in advance of ownership. After consulting with the Dean of Students, a formal request must be submitted in writing, specifying type of pet desired. The Dean of Students has final approval for both the acquisition and selection of a particular type of pet. Any incoming professional staff member must discuss the type of pet being brought to campus to insure that it meets policy guidelines. Pet ownership is decided on a case-by-case basis.

**Number of Pets:**

Residential staff members are permitted to own, and have live in their apartment fish in an aquarium. In addition, there is a limit of two (2) caged pets or one (1) cat.
Allowable Pets:

The College may allow the following pets according to the stated guidelines. No other types of pets are allowed without the express written permission from the Dean of Students. Dogs and Reptiles are expressly not allowed.

**Fish**
- All types allowed

**Rodent Species**
- Hamsters, mice, rats, and other approved, domesticated rodents
- All rodents must be caged

**Insects & Arachnids**
- All insects or arachnids must be caged
- No poisonous species are permitted

**Birds**
- Must be a bird that is typically domesticated (i.e. canaries, parakeets, cockatiels, cockatoos and other parrots).
- All birds must be caged.

**Cats**
- Cats must have all required immunizations up-to-date and a copy must be on file with the Dean of Students.
- Cats must be spayed or neutered at the appropriate age. A copy of the vet report must be on file with the Dean of Students.
- Cats must be de-clawed (front paws) at the appropriate age. A copy of the vet report must be on file with the Dean of Students.

Standards of Behavior by Animal and Pet Owners:

Health, safety, sanitary and behavioral standards must be maintained as follows:

- Pets must not be left unattended for inordinate amounts of time.
- Pets must not be taken into the residence hall offices, common spaces, or student living areas.
- Pets are permitted in the hallways only when they are being transported to or from the owner’s apartment.
- Pets may not be taken into any administrative, academic or athletic facility.
- Pet feces must be disposed of properly.
- Pet accidents in the apartment must be promptly cleaned up using appropriate cleaning products.
- Regular and routine cleaning of cages and litter boxes must occur. The strong odor of a pet emanating from an apartment is not acceptable.
• Flea infestation must be attended to promptly and consultation with appropriate personnel is expected beforehand. The Dean of Students should be notified if a flea infestation occurs.
• Pets must not be allowed to disrupt others. Pets which constitute a nuisance to other residents, as determined by the Dean of Students, must be removed within seven (7) days notification by the Dean of Students. The decision by the Dean of Students is final.
• Pet behavior may not be the cause of a person experiencing either the threat of or an actual injury.
• All liability for the actions of the animal (bites, scratches, etc) is the responsibility of the owner.
• The owner will take all reasonable precautions to protect the property of the College and the residents.
• The owner will notify the Dean of Students if the pet has escaped its confines and is unable to be located within twelve (12) hours.

Violations concerning any of the above may result in the staff member having to find alternative housing off-campus for the pet. It should be noted that having a pet in the residence halls is a privilege, not a right. The Dean of Students will make the final decision in these matters.

**QUIET AND COURTESY HOURS:**

The rigorous academic programs at Landmark require extensive evening study. For this reason, quiet hours must be observed in the residence halls at the following times:

- Sunday - Thursday evenings from 9 P.M. to 7 A.M.
- Friday & Saturday – 11:00 p.m. to 7:00 a.m.
- Davis Hall – 7:00 p.m. to 7:00 a.m. 7 days per week.

At all other times, out of consideration for other students, noise should be kept to a reasonable level. Students who bring radios, stereos, and computers with speakers must also bring earphone attachments for use during quiet hours.

Additionally, noise directly outside of a residence hall should be kept at a reasonable level as well. This includes, but is not limited to individual voices, musical instruments and vehicle sound systems.

During final exam periods, extended quiet hours will be posted and enforced to facilitate conditions conducive to study. Any student who violates quiet hours during final exam periods and has completed all course requirements may be asked to check out of the residence halls and leave the campus before the time of closing.
**VACATING THE APARTMENT:**

At the time a staff member moves out of his/her apartment, the Dean of Students will assess the apartment and determine if damage to College property can be attributed to the pet(s). The staff member has an obligation to make sure the apartment is as clean as the condition upon occupancy. This includes thorough cleaning and vacuuming (and HEPA-vacuuming for allergens) of carpets, flooring and any College-owned furniture.

Replacement or repair of damaged item, or extraordinary cleaning charges may be imposed by the Dean of Students if such charges are required as a result of a pet living in the apartment.

**GRIEVANCE POLICY AND PROCEDURES:**

**Definitions:**

Grievance: a circumstance or condition thought to be unjust and grounds for a complaint or resentment.
Grievant: a student who feels aggrieved by the action of another student or employee at Landmark.
Respondent: a student or employee who is alleged to have been the cause of the grievance.

**Grievance Procedure:**

- The grievant shall report a grievance to the Dean of Students within ten days of the event that is the source of the grievance.
- The grievant may request that the process be stopped at any time. The grievant may, even after pursuing the resolution process, attempt to resolve the issue with the respondent if the respondent is willing to pursue a resolution.
- In situations where the respondent is the College as a whole, the President shall designate a person to act as the respondent.

It is suggested that each of the following steps to resolve a grievance should occur in order:

1. A grievant should discuss the matter with the respondent in an effort to resolve the grievance.
2. If no resolution is reached, or if discussion with the respondent is not possible, the grievant should discuss the matter with the Dean of Students, a Counselor, Resident Dean, or any College administrator.
3. If no resolution is reached, the grievant should submit a written statement of the grievance to the Dean of Students. The written grievance must include the name of the grievant, the name(s) of the respondent(s), the date of the
grievance, the nature of the grievance, the redress sought, and any steps already taken to resolve the grievance. A copy of the formal written grievance must be given to the respondent(s).

4. The Dean of Students, at his or her discretion, may conduct an investigation, or may meet separately or jointly with the respondent, grievant or others and resolve this matter in an administrative hearing. If the grievance is not resolved at this level, or addresses behavior that may require a student’s suspension or expulsion from the College, the Dean of Students may present a report to the Dean of the College recommending a course of action, including referral to a College Conduct Board.

5. The Dean of the College may accept, amend, reject or return the recommendation for reconsideration. The final decision on any grievance, and responsibility for implementation of actions, rests with the Dean of the College.

At the discretion of the Dean of Students, the consideration of a grievance may be assigned to his or her designee. Time periods may be changed at the discretion of the Dean of Students. There is no requirement that the steps of the general grievance procedure be followed in sequence, or that all levels must be used for any given grievance. The Dean of Students at his or her discretion, may modify the procedures as appropriate.

Suspension or expulsion for any reason is not grievable.