The regulations in this Handbook are binding on all students registered for courses of study at Bard College Berlin. Students must certify that they have read, understood and agree to abide by the terms of the Handbook.

Notice of Non-discrimination

Bard College Berlin is committed to ensuring equal access to its educational programs and equal employment without regard to an individual's sex, gender, race, color, national origin, religion, age, disability, gender identity, sexual orientation, predisposing genetic characteristics, marital status, veteran status, military status, domestic violence victim status, ex-offender status, or any other characteristic protected by federal, state, or local law. Students, employees, applicants, and other members of Bard College Berlin community (including, but not limited to, vendors, visitors, and guests) shall not be subject to discrimination or harassment prohibited by law or otherwise treated adversely based upon a protected characteristic. Similarly, the College will not tolerate harassing, violent, intimidating, or discriminatory conduct by its students, employees, or any other member of, or visitor to, the College community. This includes, without limitation, sexual harassment, sexual assault, sexual violence, dating violence, and domestic violence.

Updated: January 2016
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Academic Policies and Regulations

Academic Ethos
Bard College Berlin’s programs and classes are based on discussion and exchange between all participants. Students are expected to prepare thoroughly for class, to attend every class, and to engage in respectful and purposeful debate with their peers and instructors. It is essential that honesty and commitment in the pursuit of intellectual work be upheld at all times.

Academic Advising
Students are encouraged to discuss their coursework and academic program with the instructors or academic staff of Bard College Berlin at any stage of the semester. Each student is assigned an academic advisor for the duration of the academic year. Students are required to consult with their advisor before course registrations are finalized (during the add-drop period in the first two weeks of each semester). They should also consult with their advisor whenever they have queries about the program. Each semester, a general advising session is held with all instructors present, so that students may pose any questions they may have about their studies at Bard College Berlin.

Official Communication
At Bard College Berlin, all official information is communicated to students through their Bard College Berlin email account, the internal Google Calendar, weekly schedules on the college website, and the cafeteria screen. Students are therefore expected to consult these sources regularly, also during the semester breaks. The login function of the website also contains practical information relevant to students’ plans of study, living and working in Germany, housing, and careers. Students must keep the Registrar updated on their current contact details (residential address – if not living on campus – and telephone number).

Modules and Courses
Degree students at Bard College Berlin must become familiar with the way in which degree requirements are described. The outline of the degree in the Module Handbook refers to “modules,” which means an element of the degree program in a particular subject area, with specific learning outcomes, and a set number of credits. Different courses can fulfill the same “module.” In order to complete your degree, you must complete all the modules required by the Module Handbook and specified in the Study and Examination Regulations. Each course on the course list is keyed to a specific module, so that you can see which degree requirement it fulfills.

Programs
Language and Thinking Program
The Language and Thinking Program takes place in the three weeks prior to the beginning of the BA. All Bard College Berlin BA first-year students, Bard College first years attending Bard College Berlin, and Academy Year students are required to attend and pass the Language and Thinking Program in order to register officially as students of Bard College Berlin. Transfer students entering the BA degree above the first year need not complete L&T. The expectations regarding attendance and preparation in the Language and Thinking Program are identical to those during
semester time. Attendance is required at all sessions of the program, and assignments must be completed according to the deadlines and specifications set by the instructors. Non-attendance at a session, failure to participate adequately, or failure to complete assignments will be reported to the Dean and may result in a student being asked to leave the program. Students who do not complete the Language and Thinking Program are given the opportunity to re-enroll the following year.

Academy Year
The standard course load for Academy Year students comprises the Academy Year core course (8 credits) and three further 8 credit courses (one of which can be a German language course) per semester.

Successful completion of the Academy Year Program requires a total of 64 ECTS credits (equivalent to 32 US credits).

Project Year
The standard course load for Project Year students is comprised of the individual project (also BA4 senior thesis) module, which consists of a research project supervised by an individual faculty member, and participation in a research colloquium. Additionally, project year students can take any combination of Bard College Berlin core, elective, or language courses. The final year core courses of the BA degree are particularly recommended, along with advanced electives.

Successful completion of the Project Year Program requires a public presentation of the supervised individual project at the end of the spring semester, and a total course load of 60 ECTS credits (equivalent to 32 US credits).

BA in Humanities, the Arts, and Social Thought
For a full description of the requirements of this BA degree, please consult the Study and Examination Regulations on the Bard College Berlin website. For a description of each of the elements of the degree, consult the Module Handbook on the website. Students are asked to familiarize themselves with these requirements, and to consult their advisor, the Dean or the Registrar if they have any questions.

Structure of the BA in Humanities
The BA in Humanities, the Arts, and Social Thought has eight main elements or fundamental requirements: the core program, a concentration, an elective component, the German requirement, the Mathematics and Sciences Module, Moderation, the Senior Core Colloquium and Senior Thesis module.

Core Program
The core program consists of six modules: Greek Civilization, Medieval Literature and Culture, Renaissance Art and Thought, Early Modern Science, Origins of Political Economy, Modernism. Each module consists of 8 ECTS. The first two are taken in the first year; the next two are taken in the second year; the final two can be taken in the third or fourth year.

Concentrations
The three concentrations in the BA in Humanities are Ethics and Politics, Art and Aesthetics, and Literature and Rhetoric. At the end of the second year, students choose which concentration they wish to pursue at advanced level. In order to do so, they must have completed the three
foundational modules in this concentration in the first two years of the degree. Students must check the module handbook and the course listings to ensure that they are on track to complete the required modules for their chosen concentration. In the final two years of the degree, four advanced modules in the concentration must be completed.

German Requirement

Competency in German to B1 level must be proven by the end of the second year of study. Competency can be demonstrated by successful completion of German courses at Bard College Berlin to B1 level, or by submitting the results of a test taken at a registered language center.

Elective Component

Up to twelve courses (each of 8 ECTS) can be taken in the elective component. That means any course, from any field, including German language courses, can count towards the credits for this component, including additional courses from the student’s chosen concentration. Within the elective component, students can also pursue an internship, which, in combination with the internship course offered each semester, earns 8 ECTS credits.

Moderation

At the end of the second year, students undergo an advising interview with three members of the faculty. In preparation for the interview, three pieces of work are submitted: an essay reflecting on the student’s academic experience at Bard College Berlin to date; an essay outlining plans for advanced study in the concentration (and possible choices of thesis topic), including reference to study abroad plans. Thirdly, the student submits an essay that represents (in his or her own view) the best coursework completed in the first two years of the degree. The examination interview may include discussion of specific material from the core and foundational modules. Moderation is graded pass/fail. The faculty may also recommend deferral or application for a different concentration than the one selected by the student.

Mathematics and Sciences Module

All students must take one course in mathematics or sciences. Courses fulfilling this requirement include Mathematics for Economics, Statistics, courses in the ethics of modern scientific research or in the history of science.

Senior Core Colloquium

In their final year, students take part in a research colloquium led by an individual faculty member. The colloquium covers the methods and key questions that guide scholarly inquiry in the field or fields most relevant to the student’s area of concentration and thesis project.

Senior Thesis Module

In the Senior Thesis Module, students complete a research project of 10,000 to 12,000 words under the supervision of an individual faculty member. The project is submitted in week 10 of the second semester of the fourth year, and is followed by a public presentation. Please see the Study and Examination Regulations for the rules governing the Thesis Module.

Credits

240 ECTS credits must be obtained, along with the fulfillment of all requirements, for obtaining the BA in Humanities, the Arts, and Social Thought.

BA in Economics, Politics, and Social Thought
For a full description of the requirements of the BA degree, please consult the Study and Examination Regulations on the Bard College Berlin website. For a description of each of the elements of the degree, consult the Module Handbook on the website. Students are asked to familiarize themselves with these requirements, and to consult their advisor, the Dean, or the Registrar if they have any questions.

**Structure of the BA in Economics, Politics and Social Thought**

The BA in Economics, Politics, and Social Thought has nine main elements: the core program, the Foundational Economics Component, the Foundational Politics Component, the German requirement, the Elective Component, Moderation, advanced study in EITHER Economics or Politics, a Senior Core Colloquium, and a Senior Thesis.

**Core Program**

The core program consists of six modules: Greek Civilization, Medieval Literature and Culture, Renaissance Art and Thought, Early Modern Science, Origins of Political Economy, Modernism. Each module consists of 8 ECTS. The first two are taken in the first year; the next two are taken in the second year; the final two can be taken in the third or fourth year.

**Foundational Economics Component**

Over the first two years of study, students must complete FIVE foundational modules in Economics. These are: Mathematics for Economics, Principles of Economics, Microeconomics, Macroeconomics, Statistics. Students must register for at least one of these courses in each semester.

**Foundational Politics Component**

For the Foundational Politics Component, students must take two courses. One course must be from the Module History of Political Thought, OR from the Module Ethics and Moral Philosophy. The second course must be from the Module Methods in Social Studies OR Methods in Historiography.

**German Requirement**

Competency in German to B1 level must be proven by the end of the second year of study. Competency can be demonstrated by successful completion of German courses at Bard College Berlin up to and including B1 level, or by submitting the results of a test taken at a registered language center.

**Elective Component**

Up to 8 courses (each of 8 ECTS) can be taken in the elective component. That means any course, from any field, including German language courses, can count toward the credits for this component, including additional courses from the student’s chosen concentration. Within the elective component, students can also pursue an internship, which, in combination with the internship course offered each semester, earns 8 ECTS credits.

**Moderation**

At the end of the second year, students undergo an advising interview with three members of the faculty. In preparation for the interview, three pieces of work are submitted: an essay reflecting on the student’s academic experience at Bard College Berlin to date; an essay outlining plans for advanced study in either economics or politics (and possible choices of thesis topic), including reference to study abroad plans. Thirdly, the student submits an essay that represents (in his or
her own view) the best coursework completed in the first two years of the degree. Moderation is graded pass/fail. The examination interview may also include discussion of materials from the core and foundational modules. The faculty may also recommend deferral or application for a different concentration than that selected by the student.

**Advanced Economics Component**

For the Advanced Economics Component, five courses of 8 ECTS must be completed in the following modules: Ethics and Economic Analysis; Econometrics; Global Economic Systems; Behavioral Economics; Choice, Resources and Development.

**Advanced Politics Component**

For the Advanced Politics Component, 5 courses of 8 ECTS must be completed in the following modules: Global Politics, Social Theory, Law and Society, Social Commitment and the Public Sphere; Movements and Thinkers.

**Senior Core Colloquium**

In their final year, students take part in a research colloquium led by an individual faculty member. The colloquium covers the methods and key questions that guide scholarly inquiry in the field or fields most relevant to the student’s area of concentration and thesis project.

**Senior Thesis Module**

In the Senior Thesis Module, students complete a research project of 10,000 to 12,000 words under the supervision of an individual faculty member. The project is submitted in week 10 of the second semester of the fourth year, and is followed by a public presentation. Please see the Study and Examination Regulations for the rules governing the Thesis Module.

**Study Abroad**

Students must apply internally for the study abroad options offered by Bard College Berlin (for places at colleges with which Bard College Berlin has ERASMUS or other cooperation agreements, or places at Bard College, Annandale or at colleges within the Bard network). An information session on study abroad options is held in the first semester of each academic year. The deadline for application to study abroad in the first semester – or for the entirety – of the third year is early spring of the second year. The deadline for the second semester of the third year is in early fall of the third year.

**Registration**

All students are automatically registered in courses required for a given semester.

Registration for concentration modules, electives and language courses is carried out electronically before the beginning of each semester. During the registration period, students are asked to submit their course preferences. Every effort will be made to ensure that students receive their choice of courses.

**German language classes:** BA 1 and 2 students should register for German language classes with a view to completing the German language requirement of reaching B1 level (CEFR) by the end of their fourth semester. Placement tests take place at the beginning of each semester.

**Late Registration**
Late or incomplete submission of the form—or filling it out incorrectly—will result in assignment to courses that still have places available.

**Drop/Add Procedures**

Students may drop and/or add courses during the first two full weeks of each semester by submitting the Drop/Add Request Form to the Registrar's Office. A course may be added only if there is space available in the requested course, and may be dropped only if a student maintains the minimum number of credit hours per semester. A student may only add a course if they have attended 50% of its sessions in the first two weeks. Students who have submitted Drop/Add requests will be informed of changes to their schedules. A Drop/Add Request Form can be obtained from the Bard College Berlin website.

**Additional Course Load/Lower Course Load**

**Additional Course Load:** Students consistently demonstrating high academic performance may request to take more credits than the normal workload. Additional course load is not recommended for BA1 students.

**Lower Course Load:** Taking fewer credits than the required workload endangers a student’s successful completion of the program. A request for a lower course load can be considered for approval by the academic advisor and Dean only under extraordinary circumstances.

Students must fill out an Additional Course Load/Lower Course Load Form and submit it to the Registrar's Office.

**Auditing**

It is recommended that students always take courses for credit. However, in exceptional cases, a course instructor may submit a petition to the College Registrar requesting that a student be given permission to audit. If permission is granted, the student must undertake to attend all classes and complete all reading work for the course. Auditing will be registered on the transcript (R=registration credit). Failure to meet auditing requirements will be recorded on the student’s transcript, and permission to audit a course will not be granted a second time. Auditing is not permitted in German language courses under any circumstances.

**Attendance Policy**

Attendance is expected at all lectures and seminars. More than 2 absences (missing 2 sessions of 90 minutes) from a course in a semester will affect a student’s participation grade for the relevant class.

**Sign-Up Sheets**

Bard College Berlin lecture meetings rely on sign-up sheets to record attendance. Please make sure to enter your name in the sign-up sheet at the beginning of each lecture.
Absences

Medical documentation is not accepted to excuse absences and will not be accepted for shorter periods under any circumstance. Students should submit medical documentation only in cases where illness has caused or is likely to result in a prolonged absence from class, i.e., three or more consecutive sessions. Documentation should be submitted to the College Registrar within one week of the first absence. **Even in the case of prolonged absence from class, medical documentation is only accepted to help indicate if further action, such as a leave of absence or application for disability accommodation, is necessary.**

Students have the possibility to apply for disability accommodation should they experience an ongoing medical issue that affects their participation in class. Bard College Berlin’s Disability Accommodation policy is detailed further here (link). Students must apply for this using the Disability Registration Form found on the Registrar’s Office website (link) and submit the completed form along with appropriate medical documentation to the Student Affairs Officer.

Bard College Berlin cannot offer credit for any course in which a student has missed more than 30% of classes, whether the absences are on documented medical grounds or not.

All students are reminded that Orientation Week is a mandatory part of the program, and they must arrive punctually for the official beginning of the semester, or, in the case of first year and Academy Year students, for the orientations preceding L&T. Failure to attend any of the mandatory orientation sessions will be counted as an absence from class, and professors will be informed that they should include such absences in the estimation of the semester’s participation grade.

Leave of Absence

Where students must be absent from the program for serious non-medical reasons for a foreseeable length of time, a request for leave of absence permission must be submitted at least one week prior to the period of leave requested.

Typical reasons for granting leave of absence include: invitation to a conference to present work; attending the admissions procedures of other academic programs; attending examinations for other academic programs in which the student is enrolled while studying at Bard College Berlin (only when such enrollment in another program was previously approved upon admission to the college), and travel for serious personal reasons.

Please note that, where leave for an extended period is being requested, this is normally only granted under exceptional circumstances and for no more than one semester.

Forms for requesting leave of absence are available from the College Registrar and must be signed by the student’s advisor, approved by the Dean and submitted to the College Registrar. Personal reasons for leave of absence will be kept strictly confidential.

**IMPORTANT:** Absences incurred due to leave of absence cannot be discounted from the calculation of the overall percentage of absences.

Grading and Credits

Grading

Faculty evaluation of student performance is based both on students’ written work and their active participation in all aspects of the course. This includes preparation for, and attendance of,
all lectures and seminars, as well as active, productive participation in class discussions. The course syllabus and criteria for academic work will be reviewed with students during the first class of each course. Coursework (including progress in seminar discussions) will be reviewed throughout the semester in meetings between faculty and students. Students are encouraged to make an appointment with their course instructor at any stage of the semester.

**Communication of Grades:** Students receive their grade report for each semester before the beginning of the subsequent semester, unless they have requested the report for an earlier date.

**Grading System:**

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Grade Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
</tr>
</tbody>
</table>

- For each course, the transcript will indicate the letter grade.
- The final grade point is used to calculate the program GPA.

**Grade Conversion**

Grades are converted using the Modifizierte Bayerische Formel:

\[
\frac{N_{\text{max}} - N_{d}}{N_{\text{max}} - N_{\text{min}}} \times 3 + 1
\]

Nmax: maximal grade
Nmin: minimum passing grade
Nd: grade that is converted

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Basic Grade Point</th>
<th>Grade Range</th>
<th>Corresponding German Grade</th>
<th>Corresponding German Grade Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>3.86 – 4.00</td>
<td>1.0</td>
<td>1.0 – 1.12</td>
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<tr>
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<td>3.46 – 3.85</td>
<td>1.3</td>
<td>1.13 – 1.46</td>
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<tr>
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<td>3.16 – 3.45</td>
<td>1.7</td>
<td>1.47 – 1.72</td>
</tr>
<tr>
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<td>2.86 – 3.15</td>
<td>2</td>
<td>1.73 – 1.98</td>
</tr>
<tr>
<td>B-</td>
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<td>2.46 – 2.85</td>
<td>2.3</td>
<td>1.99 – 2.32</td>
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<tr>
<td>C+</td>
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<td>2.16 – 2.45</td>
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<td>2.33 – 2.58</td>
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<tr>
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<tr>
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<td>Credits</td>
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<tr>
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<td>4</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
<td>5</td>
</tr>
</tbody>
</table>

**Grades Not Used in GPA Calculations**

*I - Incomplete*

The grade ‘I’ (Incomplete) is a temporary grade, which may be given at the end of the semester to students who have not completed work in the course, usually owing to a cause beyond a student’s reasonable control (for example, illness or family emergency). The decision to assign an ‘I’ grade is made by the instructor in consultation with the Dean and College Registrar. When the deficiency is satisfied, the 'I' grade will usually be placed with the grade earned. As a general rule, incomplete work must be completed within four weeks following the end of the semester. If the work is not completed, the student will receive a grade ‘F’ for the course.

**P – Pass**

The grade “P” is not used in the GPA calculation.

**R – Audited course**

The grade “R” is not used in the GPA calculation.

**W – Withdrawal from a course**

After the drop/add deadline, a student may withdraw from a class with the permission of the instructor and the Dean of the college (using the proper form, available online). Permission to withdraw from a course can only be applied for until the end of week 7 of each semester. It cannot be granted if the course is necessary to fulfill a requirement, or if it is evident that the student would otherwise have insufficient credits for completion of the academic program. In cases of withdrawal, the course will appear on the student’s transcript with the designation of W. A designation of W grade does not affect overall GPA. Following week 7, cases of failure to
fulfill any of the requirements of a course will result in a failing grade being recorded on the transcript and factored into the calculation of the GPA. Exceptions to this rule will only be considered in cases where the student has informed the Dean or the Registrar of any severe difficulty preventing the completion of academic work.

**Credits at Bard College Berlin**

Bard College Berlin adheres to the ECTS (European Credit Transfer and Accumulation System). ECTS allocates credits on the basis of the workload required for successful completion of course requirements, or the total number of hours spent on a course, to include preparation outside of class. 1 ECTS credit corresponds to 25-30 hours of work.

If all regular coursework is completed, Bard College Berlin generally awards 64 credits per academic year – 32 credits per semester.

**Minimum Requirements**

A minimum grade of D is needed to pass an examination module. Students attaining a GPA below grade C in any semester shall be called to a hearing with the Examination Board (see the section on Academic Standards below). The Examination Board may give the student a deadline by which to improve the GPA. If this has not improved by the end of the given period, the Examination Board may decide to remove the student from the student register.

**Coursework and Feedback**

**Essay Submission**

All Bard College Berlin essays are submitted electronically. The Head of Information Technology will provide information on the procedure.

**Late Submission**

Essays that are up to 24 hours late will be downgraded one full grade (from B+ to C+, for example). Instructors are not obliged to accept essays that are more than 24 hours late. Where an instructor agrees to accept a late essay, it must be submitted within four weeks of the deadline and cannot receive a grade of higher than C. Thereafter, the student will receive a failing grade for the assignment.

**Feedback on Coursework**

**Essays:** Grades and comments will be returned to students in a timely fashion. Students are also entitled to make an appointment to discuss essay assignments and feedback during instructors’ office hours.

**Seminars:** Students receive mid- and end-of-semester grades for their seminar work. Students are entitled to make an appointment with an instructor to discuss seminar participation, or may be asked to meet with the instructor at any stage in the semester regarding class progress.

**Evaluations**

Students are asked to participate in a number of evaluations during the year. Evaluations encompass both academic matters and student life. Responses to evaluations are anonymous and used solely for the purpose of improving academic programs and student services.
Course Evaluations:

Student feedback on courses is vital information for Bard College Berlin in evaluating the success of courses and in reviewing its academic programs.

Before the end of each semester, students are requested to fill out and submit course evaluations for core, elective and German language courses. Forms will be completed in class during the final week of each semester.

End of Year Evaluations:

At the end of the academic year, students are asked to complete an evaluation of student services, providing feedback on administration, advising, facilities, and residential life.

In addition to the above, first- and second-year BA students are also asked to complete an evaluation of the BA program. The evaluation provides students with the opportunity to give feedback on the various aspects of the program, namely the core and concentration modules, electives and German language courses, as well as the BA program as a whole.

The end of year evaluations are conducted electronically and all responses are collected anonymously.

Academic Standards and Integrity

Bard College Berlin students are expected to adhere to the highest standards of integrity and intellectual engagement in their academic work. Attendance, and thorough preparation for class, as well as commitment to the pursuit of excellence in written work, are fundamental requirements of Bard College Berlin’s programs.

Plagiarism

The most serious violation of academic integrity is the attempt to pass off the work of others as one’s own. Plagiarism means presenting the exact words of others as one’s own, or seeking to disguise borrowings from other sources through paraphrase and/or through the failure to use appropriate means of attribution and citation. Plagiarism also includes the re-use of one’s own work for another assignment, whether in the same course or in a different course. If a student is in any uncertainty about what constitutes plagiarism, he or she should consult academic advisors or course instructors.

Disciplinary Procedure

Cases of failure to adhere to Bard College Berlin’s academic standards, or suspected breaches of academic integrity will be addressed by the Bard College Berlin Examination Board, usually on the request of one or more individual instructors. The members of the Board are the Registrar, the Dean, the Associate Dean, and two further professors elected by the Academic Senate. Measures considered by the Board include academic probation, requests to withdraw from the program, or dismissal. In cases where a student suspects unfair or discriminatory treatment in the assessment of academic work, he or she may also bring a case to the Examination Board. The Examination Board also deals with breaches of non-academic regulations (see the section on Residential Life below).

Appeals Procedure
Once a case has been brought to the Examination Board, the person/s concerned have the right to know the details of the claim brought, and may make a response in writing. Once the Board has reached a decision, a written appeal to the Examination Board may be made within 48 hours. The Managing Director will decide on the outcome of the appeal. Decisions made following an appeal are final.

**Probationary Status**

Probation can be of two kinds. Academic probation indicates that the student is failing to fulfill the requirements for continued enrollment in one of Bard College Berlin’s academic programs. Typical reasons for probation include unsatisfactory performance (absence from seminars; failure to submit coursework). Social probation stems from conduct which is incompatible with the community life and ethos of the college and/or disruptive to the work and living conditions of other students. More information on the latter type of probation can be found in the Residential Policies section of the handbook below.

When a student is placed on probation of either kind, he or she will receive notice from the exam board of the date (not normally more than four weeks later) on which the probationary status is to be reviewed. A review may result in the lifting or extension of probation, or in dismissal from the program. Repeat instances of probation are likely to result in dismissal.

**Withdrawal from the Program**

Students should consider withdrawing from the program when they foresee (or when it becomes apparent) that medical or personal obstacles will prevent them from fulfilling some or all of the requirements.

Withdrawal forms are available from the website and must be submitted for approval to the academic advisor and the Dean. The effective date of withdrawal is the date on which the withdrawal form is received by the college.

When a request for withdrawal is approved, voluntary withdrawal will be indicated in the student’s records. The student will not be subject to any academic penalty.

Students who have withdrawn from the college need to vacate their rooms and leave the campus by Sunday 8pm of the week of withdrawal.

**Dismissal**

If, in the judgment of the Bard College Berlin faculty and administration, a student is not capable of fulfilling the college’s academic requirements or cannot conform to its community ethos, the student may be asked to withdraw, or may be subject to dismissal, depending on the seriousness of non-compliance with those requirements. The case and the dismissal procedure will be dealt with by the Examination Board.

Under most circumstances, a student who is dismissed must leave the campus within 48 hours of the decision.

**Expulsion**

If a student is judged to be a threat to the community or commits a severe offence that in Bard College Berlin’s judgment is sufficiently destructive to the community, that student is subject to
immediate expulsion without prior warning. Students who are expelled under these circumstances must leave the campus immediately.

NOTE: In cases of dismissal and expulsion Bard College Berlin reserves the right to determine the status of any credits the student may have earned while at Bard College Berlin, as well as any fees or refunds.

**Official Transcripts**

An official transcript is the complete listing of all courses a student has taken, the credits and grades earned for those courses, and the student’s overall program GPA. The transcript key on the reverse side of each official transcript page contains information on the academic programs, Bard College Berlin grading and credit systems.

Official transcripts can be obtained from the College Registrar. Students wishing to receive an official transcript should fill out the Transcript Request Form, available for download from the Registrar’s Office section of the Bard College Berlin website. Only forms bearing the student’s handwritten signature will be processed. Students may submit their requests by post, fax, or in person. Emailed requests will only be considered if the request form is signed by the student in handwriting and attached to the email in an image format (PDF, JPEG, BMP, etc.). There is no charge for transcripts collected from the Registrar’s Office. Otherwise, Bard College Berlin charges €2 for postage of a transcript within Germany, and €4 for international mailing. Students should submit requests for transcripts as far in advance as possible.

Generally, processing time for an official transcript is five working days. Students should be aware that during peak periods (e.g., end of semester, registration, etc.) the time required to process requests might be longer. Students are advised to consult the College Registrar for notice of the processing time.

Transcripts and essential documentation related to diplomas and program completion certificates will not be issued to students who have outstanding debts to Bard College Berlin (such as tuition fees, library fines, on-campus medical bills, any damage or disciplinary fines, etc), or who are in possession of college property (such as unreturned library books or dorm keys).

**Student Status Verification**

The Registrar’s Office provides students with several different forms of student status verification:

*Enrollment Certification* is issued as of the first official day at Bard College Berlin, meaning the first day of the orientation week. Further copies can be requested from the Registrar’s Office as and when required.

*Program Completion Verification* is provided to students upon request, at any time following completion of an academic program.

Students may request the above verifications by filling out and submitting the Enrollment/Program Completion Verification Form to the Registrar’s Office. Only forms bearing the student’s handwritten signatures will be processed. Students may submit their requests by post, fax, or in person. Emailed requests will only be considered if the applicable form is signed by the student in handwriting and attached to the email in an image format (PDF, JPEG, BMP, etc.).
Generally, processing time for Student Status Verifications is three to five working days. Students should be aware that during peak periods (e.g., end of semester, registration, etc.) the time required to process requests may be longer, and are advised to consult the Registrar’s Office for notice of the processing time. Student Status Verifications are issued free of charge.

**Commencement**

The Bard College Berlin commencement ceremony takes place at the end of the second semester each year. Visiting students and continuing BA students may attend the ceremony. They are asked to inform the College Registrar and the Residential Life Coordinator of their attendance no later than a month prior to the event.

Graduating students may invite up to two guests to the commencement ceremony free of charge. Further guests may also attend following payment of the fee for the reception.

**Attending Other Academic Programs while Studying at Bard College Berlin**

Attending other academic programs while studying at Bard College Berlin is generally permitted only where it has been approved by the Admissions Committee as one of the conditions of the student's enrollment. Failure of the student to inform his or her academic advisor and the Dean concerning any subsequent additional external enrollment may result in probation or dismissal.
General College Policies and Regulations

Governance Structure of the College
Bard College Berlin is governed by an Academic Senate of which each professor is a member. Students, academic staff and administrative staff are also represented on the Senate, with voting right regarding the most important decisions on the current policies and future direction of the college. Students are encouraged to propose their candidacy for or participate in elections to representation on the Senate. Once representatives are elected, these students are accountable to all others for reporting on the business and decisions of the Senate, which generally meets at least once per semester.

Standing Committees
The Academic Senate elects the governing committees of the college, which are the following: the Examination Board, the Curriculum Committee, the Studies Committee, the Student Life Committee, and the Admissions Committee.

Examination Board
The Examination Board deals with cases involving the academic and community policies of the college. Its members are the Dean, the Associate Dean, two further professors, and the Registrar.

Curriculum Committee
The Curriculum Committee decides on curricular changes or review processes in response to the feedback of faculty or students. It is chaired by the Dean and its members are professors and other academic staff elected by the Academic Senate.

Studies Committee
The Studies Committee is a student-led committee. Its purpose is to offer students the opportunity to provide feedback on the programs and academic life of the college. Any matter concerning requirements, courses, or advising can be raised at the Studies Committee. Its members are the Dean, two further professors, and at least two student representatives.

Student Life Committee
The Student Life Committee deals with any matter concerning extracurricular activities or community life at the college. Its members are the Residential Life Coordinator, the Assistant for Student Affairs, the Associate Dean, the student Residential Assistants, members of faculty and any further student representatives elected by the academic senate.

Admissions Committee
The Admissions Committee reviews all applications to Bard College Berlin. Its members are the Dean, the Head of Admissions, Admissions staff, and three further members of faculty elected by the Academic Senate.
Library and Course Book Policies

Required Books
Students should plan to purchase all books required for the core courses and their chosen elective / German language classes. While Bard College Berlin does not have an on-campus book store, there are a number of excellent retailers in the city for those wishing to purchase books. Alternatively, students can order their books online.

A reserve shelf will be accessible in the Librarian's office. Each course will have a few book sets available (i.e. on-site consultation books) for students for a maximum period of three hours at a time. Where Bard College Berlin has large reserves of the books listed on a particular syllabus, these will be searchable and identified in the library catalog as [Textbook]. Textbooks for core courses will be available for loan for an entire semester. Elective textbooks will be available for loan for a period of 21 days. Students will be able to place these on hold, or, alternatively, can submit an electronic request to check out a copy.

Additional course texts will be provided by the college in the form of printed “readers”, with a short reader (up to 125 pp/duplex) costing approximately €5 and a longer version (up to 250 pp/duplex) €10. Students who have three courses per semester should plan to spend roughly €30 per semester on readers. Readers will be distributed during the orientation week. Students will receive an invoice retrospectively for the readers received.

Borrowed books and course readers remain the property of the college and must be returned at the conclusion of the program in the same condition as received, that is, free of notes or highlighting. Students will be billed for any lost or damaged books.

Bard College Berlin Library
Students are encouraged to use the Bard College Berlin library which is situated in Kuckhoffstraße 41. The library has a collection of primary and secondary literature relevant for all courses, and a collection of DVDs and CDs. All students may check out library items during library opening hours.

The library catalog is available online (from on-campus facilities).

Bard College Berlin library books and DVDs remain the property of the college and must be returned in the same condition as received. Students will be billed for any lost or damaged books, DVDs or CDs.

Students are required to adhere to the library policy, which includes returning library items on time. Details of the policy are included in the welcome package and are also available in the library and online at opac.berlin.bard.edu.

Reading Room
The Bard College Berlin reading room is located at Kuckhoffstraße 41. It is open 24 hours. The reading room is exclusively a study space. Quiet must be observed at all times. No food and drink is allowed in the reading room and it must be kept in an orderly state.

Electronic Resources
Bard College Berlin provides access to JSTOR - an online database that maintains an archive of scholarly journals. Students may access JSTOR from the dorms and the library at www.jstor.org. Please refer to the conditions of use before using.

**Libraries in Berlin**

Students who seek further library resources are encouraged to use the Berlin public library (Staatsbibliothek), which is one of the largest libraries in Germany. Students may also use any of Berlin's public university libraries, on presentation of their passport, student ID and Meldebestätigung.

**Information Technology**

Computers in the computer lab and in the student dormitories are maintained to support the program of teaching and learning that is the mission of the college. Using college-owned facilities establishes a contract between the college and the student to use them legally, ethically, in accordance with their educational purposes, and with civil regard for other members of the campus community. College-owned computer facilities (including the campus network and internet connection), whether accessed remotely or locally, should not be used for commercial purposes, nor in any way that infringes German state and federal laws or international laws with regard to libel or copyright.

Computer programs and electronic files belong to the owner. They are private, confidential and protected by copyright; only the owner can explicitly give permission for another user to access them.

Individual usernames and passwords belong solely to the owner of the account and should not be shared with any other individual.

Students are responsible for the storage of their work. Students should note that individual student files, student logins, student projects and the Bard College Berlin e-mail address will be deleted six months after the official end of the program. When a student withdraws or is dismissed everything will be deleted after four weeks.

Bard College Berlin is not responsible for material found, posted, sent or published from personal computer accounts, personal file servers or personal web pages that may be traced back to this campus.

Students are responsible for keeping their personal computers updated and virus-free whenever connected to the Bard College Berlin campus network.

The following are forbidden uses of Bard College Berlin IT facilities. This list is intended as an illustration of the kinds of activities forbidden and is not exhaustive:

- Unauthorized access or attempts to gain unauthorized access to confidential information.
- The use of file-sharing tools to access peer-to-peer networks is prohibited, as is use of tools designed to circumvent the blocking.
- Altering or tampering with the configuration of computers in student labs and other common areas, or installing unauthorized games or other programs on their hard disks, or on the shared-files area of the file servers.
- The unauthorized physical or virtual extension, or re-configuration, of any portion of the campus network, by such means as routers (wired or wireless), wireless access points, network wiring, or other methods.

- The downloading from Bard College Berlin’s campus network of unlicensed copyrighted files (music, movies, software, etc.) and their storage on Bard College Berlin servers and computers.

Any violation of IT policies may result in the suspension or revocation of the use of privileges and/or the blocking of network access until final resolution of the matter.

**Gender-Based Misconduct**

In accordance with Title IX and other U.S. laws, Bard College and its affiliated programs, including Bard College Berlin, are committed to providing a learning environment free from sexual and gender-based harassment, discrimination, and assault (hereafter referred to as gender-based misconduct). The College will respond to all alleged incidents of gender-based misconduct, inclusive of sexual harassment, gender-based harassment, nonconsensual sexual intercourse, nonconsensual sexual contact, intimate partner violence, stalking, and sexual exploitation reported to have occurred: on campus; off campus involving members of the Bard community; through social media or other online interactions involving members of the Bard community, particularly if campus safety is affected; during official Bard programs, regardless of location.

**Definitions of Gender-Based Misconduct**

**Sexual Harassment:** Sexual harassment is defined as unwelcome, sexually based verbal, written, visual, or physical conduct. Sexual harassment creates a hostile environment, and may be disciplined when it is sufficiently severe, persistent, or pervasive that it:

- has the effect of unreasonably interfering with, denying, or limiting employment opportunities or the ability to participate in or benefit from the College’s educational, social, and/or residential program; and/or is
- based on power differentials (quid pro quo), the creation of a hostile environment, or retaliation.

**Gender-Based Harassment:** Acts of verbal, nonverbal, or physical aggression, intimidation, stalking, or hostility based on gender or gender stereotyping constitute gender-based harassment. Gender-based harassment can occur if persons are harassed either for exhibiting what is perceived as a stereotypical characteristic for their sex, or for failing to conform to stereotypical notions of masculinity or femininity. In order to constitute harassment, the conduct must be severe, persistent, and/or pervasive, such that it has the effect of unreasonably interfering with an individual's academic or employment performance or creating an intimidating, hostile, or offensive academic, living, or working environment.

**Intimate Partner Violence (inclusive of domestic and dating violence):** The willful intimidation, economic control, manipulation, humiliation, isolation, coercion, threat of or actual physical harm as part of a systematic pattern of power and control perpetrated by one intimate partner against another. It includes physical violence, sexual violence, psychological violence, and emotional abuse. Intimate partner violence can be a single act or a pattern of behavior in a relationship. Intimate partner relationships are defined as short- or long-term
relationships (current or former) between persons, intended to provide some emotional, romantic, and/or physical intimacy.

**Stalking:** A course of conduct directed at a specific person that would cause a reasonable person to feel fear. Stalking behaviors may include pursuing or following, unwanted or nonconsensual communication or contact (including in-person contact, telephone or voice messages, electronic messages, social media messages, and text messages), unwanted gifts, trespassing, surveillance, and other types of observation.

**Sexual Misconduct**

Nonconsensual Sexual Intercourse: Any form of sexual intercourse (anal, oral, or vaginal), however slight, with any object or body part, upon any person, that is by force and/or without consent. Intercourse is defined as anal, oral, or vaginal penetration by an inanimate object or another’s body part.

Nonconsensual Sexual Contact: Any intentional sexual touching, however slight, with any object or body part, upon any person, that is by force and/or without a person’s consent. Intentional sexual conduct may include contact with the breasts, buttocks, groin, or touching another with any of these body parts, or making another person touch any of these body parts; any intentional bodily contact of a sexual manner.

Sexual Exploitation: Sexual exploitation occurs when an individual takes nonconsensual or abusive sexual advantage of another for one’s own advantage or benefit, or to the benefit or advantage of anyone other than the one being exploited.

Examples of sexual exploitation include, but are not limited to:

- Invasion of sexual privacy
- Causing the prostitution of another person
- Nonconsensual video- or audiotaping of sexual activity
- Nonconsensual posting, sharing, or publicizing of compromising images
- Going beyond the boundaries of consent (such as letting a friend/friends hide in the closet to watch consensual sexual activity)
- Exposing one’s genitals or inducing another to expose their genitals in nonconsensual circumstances
- Sexually based hazing and/or bullying

**Filing Complaints**

Any member of the community who wishes to report gender-based misconduct may do so. All reports must be submitted to the the Title IX Office at Bard Annandale. They can be submitted either:

- by phone (+1 845-758-7542)
- by e-mail (titleix@bard.edu)
- through the online reporting system at [www.bard.edu/security](http://www.bard.edu/security) and click on form under “Community Reporting” heading.

The Title IX Coordinator, based in Annandale, is Tamara Ellis Stafford (+1 845-758-7542; titleix@bard.edu).

Students, faculty and staff members resident in Berlin who would like local assistance contacting the Title IX Coordinator can speak with Associate Dean of Bard College Berlin Kerry 25
Bystrom (030 43733 123; k.bystrom@berlin.bard.edu), who is the Title IX Liaison between Bard College Annandale and Bard College Berlin and will facilitate this process.

Individuals may also decide to file a criminal report in line with US and German law.

**Investigation of Reports**

Student reports of gender-based misconduct will be investigated in a thorough, reliable, impartial, and prompt fashion, with the goal of completing the process as expeditiously as possible and the intention to complete same within 60 days of notice to the institution, if possible. Any deviation from the 60-day time frame will be communicated promptly to both parties. The respondent and complainant will be contacted separately by the Title IX Coordinator, or designee, to review the policy, procedures, and rights and is available for communication and review of the process throughout the investigation.

Individuals found to have committed gender-based misconduct can face severe sanctions, including dismissal from Bard College Berlin.

**Full Title IX Policy**

The full Title IX policy of Bard College and Bard College Berlin can be found as an appendix to the Student Handbook. It is required that all students read the entire document. Further information will be offered during Orientation to make sure all students are familiar with this policy and its procedures.

**Local Help for Victims of Gender-Based Misconduct**

Further information and support for victims of violence against women is available through a local German toll-free hotline HILFETELEFON: 08000 116 016 and at the website https://www.hilfetelefon.de. The hotline is available 24 hours per day, seven days per week in German and 15 other languages, including English.

**Disability Accommodations**

Bard College Berlin is committed to providing appropriate accommodations for students with disabilities in order for them to complete their program of study. In support of this mission, the College provides services and reasonable accommodations, such as altered course assignment deadlines and testing environments, to self-identified students who present the appropriate documentation.

Students must request disability accommodations in advance of their first arrival at Bard College Berlin, or, for returning students, as soon as the disability is discovered. Visiting students with approved disability accommodations at their home institutions should present an official letter to the College Registrar upon acceptance, detailing necessary accommodations, signed and stamped by their home institution. No accommodations can be provided “after the fact,” i.e. for coursework or situations that arise before the student submits his or her registration form and medical documentation.

In order to avail of such services and accommodations, admitted students must fill in the Disability Registration Form (available online on the Registrar’s office page or directly from the College Registrar). Appropriate documentation from a licensed medical professional attesting to their disability must accompany the form. Documentation should be no more than three years old and must include a specific diagnosis; information about the onset, longevity, and severity of symptoms; and an explanation of how the disability and/or related medications or treatments
interfere with or limit a major life activity, including participation in courses, programs, and activities of the College. This documentation should also include recommended accommodations. If this documentation is inadequate in content or scope, additional documentation may be required. The cost of obtaining documentation is the responsibility of the student.

The completed Disability Registration application is to be submitted to the Student Affairs Officer.

Once received, the college Examination Board will consider the accommodation requested by the student. The college can only alter the form and schedule of assessment, but not the academic standards or content and learning goals embodied in the curriculum. Once the examination board has considered the accommodation requested, a separate agreement will then be signed with the student concerning assessment in their program of study. The final form and related medical information will be kept on confidential record at the Registrar’s Office. The student will be given an official accommodation letter to present to their professors, should they decide to invoke the accommodations for a specific class. If the student is uncomfortable approaching their professor(s) themselves, they have the possibility to request that the College Registrar or Student Affairs Officer contact one or more of their professors for them.
Residential Life

The Bard College Berlin community flourishes if all members act in harmony to protect the rights of others and promote the College’s academic focus. When conflicts arise, it is the right and responsibility of the group, whether it is the dorm, club, or committee, to work out a solution that is fair to all. All students, whether on or off campus residents, and their guests are subject to the terms and conditions of the Facilities Use Agreement. The College reserves the right to limit the use of its facilities or to terminate residential privileges if a student does not remain in good standing as defined in the College regulations, jeopardizes the well-being of others, or fails to comply with the terms of the Facilities Use Agreement.

Office of Residential Life

The Office of Residential Life supports Bard College Berlin's residential community and community life on campus in general. It enforces College rules and regulations, and asks of students that they hold themselves and one another accountable to the community’s expectations. It expects residents to act in harmony to protect the rights of others and to create solutions in cases of conflict.

The Office of Residential Life is made up of the Residential Life Coordinator, the Assistant for Student Affairs, and student Residential Assistants who represent their fellow students and assist the Coordinator. The Office of Residential Life is located in the Student Center. It is supported by the Student Life Committee whose members are the Residential Life Coordinator, the Assistant for Student Affairs, the Associate Dean, the student Residential Assistants, members of faculty and any further student representatives elected by the academic senate.

The main areas covered by the Office of Residential Life are housing, community life, and the organization of extracurricular programs. It is the first contact point for all matters and questions related to residential life and housing. In consultation with other offices, particularly that of the Associate Dean of the College, it enforces campus and residential policies and regulations.

Campus Facilities

Student Center

The Student Center is located at Kuckhoffstraße 43. It is a common room space for the use of both on and off-campus students during their free time.

Additional Reading Room

An additional small reading room is located in the student dormitory Kuckhoffstraße 24. No food or drinks are allowed in the reading room, and absolute quiet is requested of all who use the room. For information about the library reading room, see the Library and Course Book Policies section.

Art Space and Darkroom Printing

Bard College Berlin’s newly renovated factory building at Eichenstraße 43 offers spaces for painting and art projects undertaken by students. A darkroom for black and white film development is located in the basement of the seminar building Platanenstraße 98. Access to both depends on available space and academic projects are generally given priority. Please
contact the Residential Life Coordinator, Zoltan Helmich (z.helmich@berlin.bard.edu) to obtain access.

Sports and Fitness

Bard College Berlin students, faculty and staff have free access to the SPOK Fitness Center which is located at Nordendstraße 56, about fifteen minutes walking distance from the student dormitories. Bard College Berlin students must show their Bard College Berlin ID at the reception counter in order to use the facility. The Center offers:

- Fitness center with exercise machines
- Fitness courses (yoga, etc.)
- Tennis (indoor and outdoor courts)
- Volleyball
- Badminton (indoor courts)
- Running track
- Sauna
- Basketball court
- Table tennis
- Football (soccer) field

All fitness activities except tennis lessons are free of charge. Details about court reservations and opening times can be obtained from the Residential Life Coordinator. SPOK facilities are available on weekdays in the intervals 8.00-16.00 and 20.00-23.00, and all day on weekends.

Campus Housing

Eligibility for On-Campus Housing

All first-year BA students and Academy Year students are recommended to live in on-campus housing and will be sent a Housing Questionnaire and Facilities Use Agreement form upon enrollment. Available rooms for BA students of other years will be allocated on the basis of need and priority, with some rooms reserved for each cohort whenever possible. Second, third and fourth-year BA students who wish to apply for on-campus housing must submit an On-Campus Housing Request form (see below).

Request for Off-Campus Housing

Bard College Berlin reserves a space in the student dormitories for all incoming first-year BA and Academy Year students. We encourage these students to live on campus, as we believe it facilitates a smoother transition to college. In certain cases, however, Bard College Berlin may grant first-year students permission to live off-campus. Students who choose this option are fully responsible for finding their own accommodation in Berlin and covering their living expenses. Bard College Berlin does not offer any assistance in locating apartments or rooms, nor can living stipends be granted.

The Off-Campus Housing Request should be submitted together with the enrollment agreement. The final deadline for receipt of all off-campus housing requests is June 15. Requests received after this date cannot be considered. All students who do not submit a request by the deadline will be assigned a place in the Bard College Berlin dorms and charged the composite on-campus fee. Students subsequently wishing to move off campus for the Spring semester must submit an Off-Campus Housing Request by December 1. The form is available in the Office of Residential

The request will be reviewed by a Committee that consists of the Associate Dean, the Financial Aid Officer and the Residential Life Coordinator within 10 working days. The Residential Life Coordinator informs the respective students whether or not their applications were approved. Applications of first-year students who are admitted late and consequently submit an Off-Campus Housing Request Form late will be taken into consideration and will be evaluated as soon as possible.

**Request for On-Campus Housing**

Second- and third-year students who wish to move on-campus must submit an On-Campus Housing Request form. The request is due on June 15 if applying for the fall semester and on December 1 if applying for the spring semester. The form is available in the Office of Residential Life section of the College website: http://www.berlin.bard.edu/campus-life/office-of-residential-life/

The request will be approved by a Committee that consists of the Associate Dean, the Financial Aid Officer and the Residential Life Coordinator within ten working days. The Residential Life Coordinator informs the respective students whether or not their applications were approved.

**Summer Housing Availability**

Summer housing is only available to students participating in Bard College Berlin summer programs and students employed by Bard College Berlin during the summer break.

**Housing Assignments**

The housing assignments are planned by the Residential Life Coordinator based on the Roommate Questionnaire filled in by the on-campus students. The College cannot guarantee single rooms but makes every effort to accommodate requests that are supported by relevant medical documents. In case of roommate incompatibilities or personal difficulties, a change of room may be considered where possible. All inquiries about room assignments have to be directed to the Residential Life Coordinator. Students must ask for permission from the Residential Life Coordinator before switching rooms.

**Property Insurance**

Students’ possessions are not insured under any College insurance policy. The College does not accept responsibility for any thefts or losses from students’ rooms or anywhere else on campus at any time, either during semesters or breaks. This applies to damages from water, steam, soot, smoke, fire, or other destruction. Students who wish to have property insurance should make individual arrangements through a homeowner or renter policy or purchase an insurance policy written expressly for college students living in residence halls.

**Storage**

There is no on-campus storage during the academic year. Storing items (inclusive of shoes and bicycles) in hallways, stairwells or heating rooms constitutes a fire hazard and will result in a fine.

**Garbage Disposal**
Recycling containers are color coded and centrally located in the dorm kitchens and gardens. Students are responsible for collecting, separating, and placing their own recyclable, reusable materials and waste in the proper containers.

**Room Entry**

The College reserves the right to enter and inspect any room when, at the discretion of a staff member, it is deemed necessary for security, safety, maintenance repairs or policy enforcement. This specifically includes the right to inspect rooms to confirm compliance with College policy and room use, recover College property, ensure preservation of clean and sanitary conditions, fire prevention, or personal health and safety. The College respects its students’ right to privacy; however, it reserves the right to enter any room when necessary. Whenever a room is entered without the student's prior knowledge, every effort will be made to alert the student that his/her room was entered, and the reason for room entry will be made clear.

**Safety and Security**

**Security**

While every effort is made by the College to ensure the safety and security of all students, it is also particularly important that all students behave in a manner that protects the safety and security of all campus community members.

Exterior doors for all dormitories are to remain closed and locked 24 hours a day. Students in Waldstraße 15 and 16 and Kuckhoffstraße 24 should keep interior entrance and bedroom doors locked at all times, particularly when not in the room or when sleeping. Students must use assigned chips to enter dorms and must not enter the building through means other than the main entrance doors. Entrance of dormitories through windows or other avenues is not permitted. Doors are not to be propped open at any time. The College reserves the right to apply a €50 fine per instance of door propping. Residents should not provide access to residence halls to any unknown persons.

The residential staff/night watch should be contacted immediately if someone persists in trying to gain access to an area without the appropriate key or appears suspicious or engaged in suspicious behavior. Forcing doors open will result in a €50 fine plus the cost of repair. Tampering with, removing, or damaging window screens may result in a fine plus cost of repair. Persistent offenders may lose housing privileges.

The College is not responsible for lost or stolen items. Each student is encouraged to obtain some form of insurance to cover personal property against theft, loss or damages.

**Fire Safety**

Fire equipment and procedures are life-saving matters. A minimum of a €100 fine to a maximum fine of €300 will be levied in all cases involving fire safety in addition to any associated cost of repairs. Students may face disciplinary action in certain instances. Fines are issued to: persons who are responsible for false fire alarms or negligent behavior resulting in a fire alarm; persons found tampering with fire extinguishers or alarms; persons engaging in behavior which is construed as a fire hazard and for tampering, blocking or propping fire control doors. Fines are intended as a deterrent against such actions, as the local volunteer fire departments are required by law to respond to all fire alarms on campus regardless of the cause. False fire alarms, improper discharge of fire extinguishers causing a fire alarm and other such offenses are
serious policy violations as they slow response time from the local fire department and take equipment out of use which could be needed in a real fire or emergency.

Any student found responsible for an actual fire in a building, even accidental, may be charged for all resulting damage, have housing privileges revoked, or face other disciplinary action including suspension or expulsion from the College. If the fire was an intentional fire the fine will be added to any associated costs.

Everyone is required to leave a building during a fire drill or alarm. Failure to cooperate (i.e. refusing to leave, sleeping through the alarm, etc.) is a serious infraction and will result in the issuance of the fire fine plus disciplinary action that may include suspension or revocation of housing privileges.

Fire drills are held on a regular basis to familiarize students with protective procedures:

1. When an alarm sounds, think clearly about all the available exits from the building so that if one exit is blocked, you can alter your route without delay.
2. Close the windows.
3. For protection, put on a coat and hard-soled shoes.
4. Before opening a door, feel it for heat to determine whether it is safe to enter the corridor.
5. Turn off the lights and close the door behind you.
6. Do not rush. Order and quiet are essential.
7. Knock on other doors as you leave the building.
8. Exit to the designated gathering area (as identified by the Site Manager during orientation) as quickly as possible.
9. If you are in study or social areas, leave by the nearest exit without returning to your room. Make sure that you are accounted for as soon as possible.
10. Do not leave the designated gathering area until you are accounted for and told you may leave.

Security and Residential Life staff are required to make a visual check of the entire building, including all residents’ rooms, before students are allowed to return to the building. Any policy violations discovered during these visual checks will be addressed according to normal disciplinary procedures.

Students wishing to have a controlled fire outside on campus at one of the designated fire locations must request permission from the Site Manager. All unauthorized fires will be handled as above.

**Fire Safety Policies**

**Electrical Equipment**

The following electrical equipment may be used in student rooms: alarm clock, fan, hair dryer, computer, iron with automatic shut-off, radio, stereo, television, study lamp, humidifier. The following may be used in the dorm kitchens, but not in students’ rooms: coffee maker,
popcorn-maker, toaster oven, hot plate, hot pot, rice cooker, and individual microwave oven. The following may not be used in any dorm: any exposed coil heater, heating pad, portable heater (except those provided by the Office of Residential Life or the Site Manager), candles, incense, or air conditioners. Surge protecting power strips plugged directly into a wall socket are permissible. Any prohibited item is subject to confiscation. Requests to use residence halls for art installations or projects that involve electricity or use of common space cannot be granted due to fire-code regulations.

Candles & Incense

Candles and incense are prohibited on campus unless approved by the Site Manager for special, supervised occasions or events. Anyone found having a candle(s) or incense will incur at minimum a €50 fine to a maximum fine of €300 per candle or incense stick, and the items will be confiscated. Any student responsible for a fire started by a burning candle or incense may lose the privilege to live on campus and will be financially responsible for all associated damages. Students seeking permission to use candles or incense for religious observances are encouraged to contact the Office of Residential Life to seek alternate locations on campus.

Ceiling Coverings

Ceiling coverings are expressly prohibited as they pose an additional fire hazard. The College reserves the right to confiscate any item affixed to the ceiling of a room.

Smoking

Smoking is not permitted in the interiors of any buildings. Anyone found smoking indoor will be fined a minimum of a €50 to maximum of €300. Any student responsible for a fire started from smoking, or improper disposal of smoking materials may lose the privilege to live on campus and will be financially responsible for all associated damages.

Holiday Decorations

Cut trees are not permitted in residence hall rooms or common spaces as they cannot be properly treated with flame retardant solutions. Any decorations must be flame retardant by checking tags or wrappers prior to their purchase. Decorations must not be placed in front of exits and covering doors. Damaged light sets must be disposed of safely (frayed wires, loose connections, broken/cracked sockets). All electrical decorations must be unplugged when unattended.

The use of open flame, such as candles and incense is strictly prohibited. However, if a student is seeking permission to use candles or incense for religious observances, they are encouraged to contact the Office of Residential Life to seek alternate locations on campus. Winter seasonal holiday decorations composed of food items should be removed and disposed of by the end of the Winter Break.

Other General Dormitory Policies

Guests

Visitors and overnight guests are welcome on campus, but the latter must be registered with the Residential Life Coordinator. The Overnight Guest Stay Request Form (available on the website: http://www.berlin.bard.edu/campus-life/office-of-residential-life/) must be submitted to the Residential Life Coordinator three days in advance of the guest’s arrival. An overnight guest is defined as a non-resident in your room who will be staying between the hours of midnight and
7:00. An overnight guest form will not be approved until the host’s roommate has also signed the form. No guest stay at Bard College Berlin can be longer than seven days and only one guest is allowed per night in a room.

Guests should not remain in the building without their resident host. Guests are subject to all community policies and student hosts are responsible for their guests’ behavior while on-campus. Hosts should inform their guests of the policies and expectations of the Bard College Berlin community. Guests’ access may be revoked at any point if deemed appropriate by the Office of Residential Life. Guests may eat in the Cafeteria but they must purchase dining vouchers in advance from the Office of Residential Life. Vouchers for lunch or brunch cost €8. Vouchers for breakfast and the evening meal cost €6. Visitors should not extend their stay beyond the seven-day limit.

All guests must be over 18 years of age and parents or visitors of an older generation are not generally permitted to stay in the dormitories, as students may feel restricted in their dorm lives and habits by the presence of an older guest.

**Quiet Hours**

Quiet hours are required in all dormitories and college apartments. Campus residents and visitors must keep in mind that German law prohibits loud noise in public spaces between 22:00 and 6:00 and that failure to respect this law may have very serious consequences for individual students and the College. During completion week, all dorms observe 24-hour quiet hours. During quiet hours no resident or guest should knowingly create any noise that will carry beyond the resident’s room. Requests for a reduction in the volume of noise should be politely heeded at any time. Noise checks will regularly be carried out by Residential Life staff and any student causing excessive or repeated noise disturbances will be subject to penalties including social probation and loss of his or her privilege to live on campus.

**Events and Parties**

Students are encouraged to sponsor on-campus social activities. Special rules obtain for the hosting of organized events or parties in campus dormitories or other campus buildings. After 22:00 such events are only allowed in the Party Room in Kuckhoffstraße 24. For each event, there must be one student Event Host. Event Hosts must meet with the Residential Life Coordinator and submit a Social Event Registration Form (available on the website) at least three days prior to the event. Event Hosts are responsible for the set-up, clean-up and the general oversight of the event, including having responsibility for contacting a member of the Residential Life staff in cases of emergency.

**Use and Maintenance of Common Spaces**

Common resources (such as telephones, garden furniture, computers, laundry facilities) should never be monopolized, but kept available for the use of all. Property in common spaces should not be removed to individual rooms. Common spaces must be kept clean and tidy. Each person is responsible for tidying up kitchen and common spaces following use, and must cooperate with rosters for kitchen cleaning organized by the Resident Assistants.

No one—whether guest, resident, or off-campus student—is permitted to sleep in the common areas of the dormitories.

Students are prohibited from using ledges and roofs for any purpose.

**Pets**
Students should be aware that the keeping of pets in the dormitories is strictly forbidden, unless the pet is a service or support animal that is an approved accommodation for a student with a registered disability.

Alcohol and Illegal Drugs

The possession, use, or distribution of drugs or illegal substances is prohibited. This includes the sharing and distribution of prescription drugs. The College will not interfere with the legal prosecution of any member of the College community who violates the law. Law enforcement officers, with the proper legal documents, may search any and all buildings on campus without prior notice.

Students may have alcohol in accordance with Bard College Berlin regulations. Be aware that according to German law underage students are prohibited from drinking spirits. Consumption of alcohol should occur only in a responsible, respectful, and restrained manner. Should a gathering attract negative attention due to excessive volume, drinking games, irresponsible consumption, public intoxication, or underage consumption, etc. the students in that dorm risk losing the privilege of consuming alcohol in the common space of their dorm. Additionally, such situations may result in additional sanctions including social probation or the potential loss of dorm privileges. Students should refrain from drinking alcohol on campus before and during class time, and in common campus areas (such as the cafeteria, the faculty buildings, or the Factory) unless provided by the College.

Smoking

Smoking is not allowed indoors.

Smoking Defined

To “smoke” and “smoking” means creating smoke by lighting a cigarette, cigar, pipe, or other smoking product (including e-cigarettes); it also means puffing on, carrying, or holding a lighted cigarette, cigar, pipe, or other smoking product.

Regulations

a. Smoking is prohibited in all indoor spaces, including common areas and individual student rooms.

b. Smoking is permitted only outside the college buildings. Smoking on balconies or out of windows is not allowed.

Compliance

The success of this policy requires the thoughtfulness, consideration, and cooperation of smokers and non-smokers alike. It is the responsibility of each member of the campus community to adhere to this policy. Those violating the policy will be fined a minimum of €50 to a maximum of €300.

Theft

Most thefts on campuses are crimes of opportunity. Therefore, students are encouraged to keep doors and windows locked, not to prop exterior doors and not to leave belongings unattended.

Theft or destruction of College or personal property constitutes a violation of College regulations and potentially a criminal offense. The College may report theft or destruction of property to appropriate law enforcement authorities. Theft from the Library is a serious infraction and may lead to fines, restitution, and disciplinary proceedings inclusive of criminal charges. Students
permitted use of instructional and other College equipment are expected to return it on time and to maintain and care for it. Failure to comply with these regulations may lead to disciplinary proceedings inclusive of criminal charges. Food theft as well as the removal of dishes, utensils, and other wares from any of the College dining facilities will result in a €30 fine. Second offenders will be subject to a €50 fine. Disposition of College property to another under the pretense that it is one’s own is not permitted and may result in a €30 fine and disciplinary proceedings.

Students are encouraged to protect their personal belongings by engraving the objects and retaining the serial numbers, make and model in a safe location, perhaps at home. Students are encouraged to file a formal police report for thefts exceeding €100 in value. The College accepts no responsibility for lost or stolen items.

Vandalism
Vandalism, malicious destruction, unintended damage as the result of pranks, actions requiring extraordinary cleaning, damage and theft that occurs as a result of intoxication and or drug use, or receiving and possessing the property of the College or others are serious violations that warrant serious sanctions. Those committing such actions will be subject to the full range of sanctions available to the College, including but not limited to a vandalism fine of €100, restitution, social probation, removal from housing, suspension, and expulsion. If an individual voluntarily admits responsibility to the Office of Residential Life, or to the Dean and makes appropriate restitution, the sanction may be lessened.

Damages and Fines
Damage and Expenses
The student is responsible for any loss or damage to his or her assigned room and its contents and for any damages caused by any of the student's guests. The College does not accept responsibility for any thefts or losses from students' rooms or anywhere else on campus at any time, either during semesters or breaks. This further applies to any damage from water, steam, soot, smoke, fire, or other destruction. Students are expressly prohibited from painting their rooms, removing or exchanging College furniture. Before their departure students should make sure that the original position of the furniture in their rooms is restored. Upon checkout, students will be charged for replacement costs of any missing furniture.

Additionally, the student shall reimburse the College on demand for all damages or expenses the College incurs for repair or excessive cleaning of any residential facilities and for repair or replacement of College furniture (including fire safety equipment), caused by the misconduct or negligence of the student or his or her guests. Any damages or expenses incurred in a dorm room or facility will be charged equally to all residents of that room or to users of that facility unless the responsible person or persons assumes specific liability. These charges are applied to students’ accounts as per the determination of the Office of Residential Life. The College will not allow students to register for courses for the following semester and will not issue transcripts or diplomas until these charges are paid.

Destruction or removal of College property is not tolerated. Furniture in social rooms and public spaces is for use in those areas; if it is moved to a student’s room, it will be regarded as stolen. Individuals involved in acts of theft, vandalism, misappropriation or destruction of property, including damage to the College landscape, will be fined €50 plus the cost of replacement or repair and will be assigned restitution to the community.
**Offenses and Fines**

Below is a list of some offenses and their corresponding fines. Please note that this is not an exhaustive list.

<table>
<thead>
<tr>
<th>Offense</th>
<th>Fine</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire Code Violations, inclusive of:</td>
<td>maximum fine of €300 + cost of repairs, minimum of €100 fine</td>
</tr>
<tr>
<td>Causing fire in a dorm; Setting off a false fire alarm; Tampering with fire control doors, Tampering with fire extinguishers or alarms; Tampering with other fire safety systems and equipment; Failing to exit building during fire alarm</td>
<td></td>
</tr>
<tr>
<td>Possession of Candles/Incense</td>
<td>maximum fine of €300 minimum of €50 fine per candle/stick of incense</td>
</tr>
<tr>
<td>Being on a roof or fire escape or scaling/rappelling down campus walls</td>
<td>€50</td>
</tr>
<tr>
<td>Vandalism</td>
<td>€100 + cost of repair</td>
</tr>
<tr>
<td>Forcing doors open</td>
<td>€50 + cost of repair</td>
</tr>
<tr>
<td>Unauthorized room change/swap</td>
<td>€50</td>
</tr>
<tr>
<td>Unapproved stay on campus (inclusive of early arrivals at opening and late departures at closing)</td>
<td>€100 /day or any part of a day</td>
</tr>
<tr>
<td>Propping exterior doors and doors to common spaces</td>
<td>€50</td>
</tr>
<tr>
<td>Unreturned/Lost room/entrance keys</td>
<td>€30 per chip and €20 per key</td>
</tr>
<tr>
<td>Leaving the room in such a poor condition that it requires excessive cleaning</td>
<td>€30 per bag of trash or item</td>
</tr>
<tr>
<td>Furniture not returned to original locations</td>
<td>€30 per item plus cost of replacement</td>
</tr>
</tbody>
</table>
Removing cutlery or crockery from the Cafeteria or from the dorm kitchens | €30 per item
---|---
Common room furniture found in room | €30 per item
Large items left in room (i.e. sofas, etc.) | Minimum of €50 per item, maximum of €100 per item

Fines can be imposed by a Residential Assistant, the Residential Life Coordinator, the Assistant for Student Affairs, the Site Manager, or the Kitchen Chef. The levying of a fine or the issuing of a warning to a student must be reported to the mailing list fines@berlin.bard.edu. Fines must be paid to the Residential Life Coordinator within four working days. The student in question may also be called to a meeting with Residence Life staff concerning the maintenance of community life and Bard College Berlin property. Where a fine is not paid, and as with damages listed above, the College will not allow students to register for courses for the following semester and will not issue transcripts or diplomas.

Students wishing to appeal any fines assessed by the College should submit a written letter of appeal to the Associate Dean within two business days of the issuance of the fine. The appeal should outline the specific reasons for appeal.

**Policy Violations Outcomes**

**Sanctions**

Consequences for violating residence hall policies include, but are not limited to: official warning, fines, social probation, relocation and loss of housing privileges for the current or subsequent year. Residents may also be suspended or expelled from the dorms and College if policy violations are continuous or egregious in nature.

Students who fail to remove themselves from situations where a policy is being violated (even if not an active participant) may be considered in violation of the policy and addressed as such.

**Social Probation**

When students consistently or egregiously violate Bard College Berlin community rules of a non-academic nature, or otherwise display attitudes and behaviors that show disrespect for the community ethos, the Residential Life Coordinator or the Associate Dean can recommend to the Exam Board that said students be placed on social probation. Social probation lasts between four weeks and one full semester, as specified in each individual case by the Exam Board. Students on social probation may face loss of current and future housing privileges and other disciplinary sanctions if found to commit another violation within the period of probation. Once the student has passed the assigned period of probation without further incident, the probation will be lifted.

**Emergency Services and Procedures**

**Medical Emergencies**
In case of emergency, students residing in the Bard College Berlin dormitories should contact the Residential Life Coordinator, Zoltan Helmich (+49 157 71493481).

The telephone number for medical and fire emergencies is 112. Please note that the use of this number if you are not in an emergency situation is prohibited and not covered by any insurance policy.

**Emergency Contraception**

In Germany, the morning-after pill is only available on doctor's prescription. If you are unable to contact the Bard College Berlin doctor, Dr. Regling, or your usual General Practitioner, a prescription can be obtained from the Charité Hospital in Mitte (Charitéstr. 1, 10177 Berlin). The entrance is at Luisenstraße 65/66 and the telephone number is Tel: +49 30 450 – 50. More information is available through the login function of the Bard College Berlin website.

**Fire and Safety Emergencies**

The telephone number for fire and medical emergencies is 112. The telephone number for the police is 110.

**Essential Fire and Safety Information**

Information on evacuation procedures and on all fire and safety regulations will be provided in the orientation given by the Site Manager, Lars Köhler, at the beginning of the academic year. Any questions concerning these procedures should be addressed to him at l.koehler@berlin.bard.edu or +49 178 3564295. Evacuation and basic safety information is also posted in the dormitories and in each Bard College Berlin building.

**On-Campus Medical and Counseling Services**

**General Health Services**

Once a week, a physician, Dr. Sabine Regling, is on campus for routine medical consultations. Her office is located in the Student Center and her consultation hours are Tuesdays 16:00-18:00. Please note that students with private health insurance must pay for consultations at the time of the visit and submit receipts to their health insurance provider for reimbursement. For students with German public health insurance, consultations are free of charge. Notice of the physician’s office hours on and off campus is available on the Bard College Berlin website (http://www.berlin.bard.edu/campus-life/health-services/) and in the Student Center.

**Counseling**

Students have access to the services of a professional counselor, Katharina Pauli. All aspects of the counseling are strictly confidential. The counselor's office hours are on Tuesdays from 18:00 to 20:00 and on Thursdays from 10:15-12:15 in the Student Center. Scheduling an appointment is recommended, but not necessary. To contact the counselor, students should email counselling@berlin.bard.edu.
Visa, Residence Permit, and Insurance

Visa

International students must check if they require a student visa from a German Embassy PRIOR to entering Germany. The visa regulations for all countries can be found on the webpage of the Auswärtiges Amt (German Foreign Office):

www.auswaertiges-amt.de/DE/Startseite_node.html

Here is the link to the section of its website detailing visa regulations in English:

http://www.auswaertiges-amt.de/EN/EinreiseUndAufenthalt/Visabestimmungen_node.html

Please see here for a list of all countries and the respective entry visa requirements for Germany:

http://www.auswaertiges-amt.de/EN/EinreiseUndAufenthalt/StaatenlisteVisumpflicht_node.html

IMPORTANT: Please note that, if a student enters Germany with a visitor visa, this cannot be exchanged for a student visa. It will be necessary to return to the home country in order to apply for a valid student visa. There are no exceptions to this regulation. Only a German embassy or consulate can issue a student visa.

For the visa the following documents are normally required:

- a valid passport, with two biometric (passport) photos
- Bard College Berlin acceptance letter
- Visa application form
- Bard College Berlin letter addressed to the German consulate, which contains information on your insurance and (where applicable) your financial aid package.
- Proof of the financial resources or sources of support that will cover your tuition and living expenses

Please allow AT LEAST six to eight weeks for a visa application to be approved.

Local Registration

Every person living in Germany needs to register with the local authorities. Bard College Berlin provides you with a registration sheet which you need to fill out and submit to Xenia Muth (Admissions), who will submit it to the local authorities on your behalf. At the end of your stay you need to inform the authorities of your departure. The same procedure applies as for the registration.

Residence Permit

Non-EU students arriving at Bard College Berlin need to apply for a residence permit (Aufenthaltstitel) at the Foreigners' Registration Office (Ausländerbehörde) upon their arrival on campus. You will need the same documents as for the visa application. Bard College Berlin will
assist students with the procedure. Further details on how to apply for the residence permit will be provided during registration.

Health Insurance

Health insurance valid in Germany is required in order to be enrolled as a student.

Students from most European countries already have state health insurance valid in Germany. They must simply bring their European Health Insurance Card (EHIC) with them to demonstrate this, and to avail of German health care services. Students with an EHIC should be sure to contact the relevant issuing authorities in their home country and inform them of the fact that they will be studying abroad in Germany and that they intend to use the EHIC to access health services whilst studying. The authorities will then be able to inform students about any particular conditions or limitations with regards to the use of the EHIC whilst abroad, as these vary from country to country. Some other European countries (e.g. Macedonia) have social security agreements with Germany. Students from countries where an agreement exists must bring documentary proof of their state health coverage in order to be exempt from obtaining German health care insurance.

All students requiring health care coverage can obtain it at Bard College Berlin through the Techniker Krankenkasse, one of the best state health insurance providers. The monthly cost for TK coverage in 2014-2015 was €78. A representative of the TK will visit Bard College Berlin during orientation and provide the necessary forms.

Those with private health insurance in Germany or in their own country can usually obtain exemption from taking out state health insurance. They must bring with them proof of their insurance policy (letter, contract, and/or insurance identity card) and fill out a waiver form (Befreiung von der Versicherungspflicht). Waiver forms are also provided by the TK representative during orientation week. Further information can be found in English on the following page of the TK website:

[http://www.tk.de/tk/faq/s-english/students-from-abroad/199676](http://www.tk.de/tk/faq/s-english/students-from-abroad/199676)

Students requiring health insurance are free to register with another statutory health care provider or with a private health care provider in Germany. Please note however, that if you choose to take out private health insurance, you cannot revert to state health care insurance. Equally, if you opt for German state health insurance, it is not then subsequently possible to switch to a private health care provider for the duration of the program.

Additional Medical Costs

Please note that in addition to the monthly fee of the Techniker Krankenkasse, or that of other statutory health providers in Germany, there are certain fees that must be paid directly to the medical service providers when you seek medical treatment. These are:

**Prescription Charges:** When buying prescription drugs, please note that there is a minimum charge of €5 and a maximum charge of €10 you have to co-pay.

**Hospital Treatment:** For each day in hospital (no more than 28 days per year) you will be charged €10.

Liability Insurance
Bard College Berlin recommends that you take out a valid liability insurance in Germany (Haftpflichtversicherung, app. €80 /year).

**Dining Services**

Breakfast, lunch and supper will be served on weekdays in the dining hall at Waldstraße 70. Brunch and supper will be served on weekends and on other days when regular classes are not scheduled. Vegetarian options are included in everyday menus. Students with special dietary needs should inform Bard College Berlin in writing before the beginning of the program. Medical conditions can be accommodated, provided a student presents a doctor’s certification in writing to the college administration before the beginning of the program, or as soon as the condition becomes known. When students have guests who wish to eat in the cafeteria, meal vouchers must be purchased in advance from the Residential Life Coordinator. Vouchers for breakfast or for the evening meal cost €6, for lunch or brunch €8.
College Finances

College Fee
The On-campus comprehensive fee covers the following items:
- Tuition
- Room and Board
- Access to a sports and fitness center
- On-campus health services (for those with public health insurance)
- Computer and Internet access
- Orientation activities
- Student support services

The Off-campus comprehensive fee covers the following items:
- Tuition
- Lunch on campus (Monday through Friday)
- Access to a sports and fitness center
- On-campus health services (for students with public health insurance)
- On-campus computer and Internet access
- Orientation activities
- Student support services

The comprehensive fee does NOT cover:

- Health Insurance
  Students studying at a state-recognized college or university in Germany are legally required to have health insurance. For more information, please see the section on Medical Insurance.

- Liability Insurance
  We recommend purchasing a valid liability insurance in Germany (Haftpflichtversicherung, app. €80/year).

- Visa fees
  All students from non-EU countries need a student visa to study in Germany and to establish a place of residence in Berlin. Students should inquire with the nearest German consulate in their home country about the cost of the visa. This fee will not be covered by Bard College Berlin. Please refer to the Visa, Residence Permit, and Insurance section of the Handbook for more information.

- Residence Permit
Depending on citizenship, a permit may be needed to establish a place of residence in Berlin. This permit typically costs between €50 and €110 and is not covered by the comprehensive fee.

- **Security Deposit**
  Bard College Berlin requires a €100 security deposit for keys, electronic chips, books and potential room damages or furniture loss upon arrival. This deposit is returned to the student, if and when all borrowed items have been returned in appropriate condition and any outstanding debt to the College has been paid. Should an item be lost, damaged or destroyed, the student is responsible for covering the full cost, including any cost in excess of the €100 of the security deposit.

- **Personal expenses (e.g. phone charges, personal care items, entertainment)**
  Expenses in this category range widely depending on the individual student’s lifestyle. Students should budget for at least €25 per week. With 30 semester weeks in an academic year, the minimal annual cost thus amounts to €750.

### Payment of Comprehensive Fee

Each student's acceptance form indicates his/her contribution. Please see the payment schedule on the Bard College Berlin website: [www.berlin.bard.edu/for-students/finances/](http://www.berlin.bard.edu/for-students/finances/). Students can make non-cash payments by bank transfer or Western Union Global Pay. Cash payments can be accepted for amounts up to €1500. Wire transfers may accrue bank-processing fees, depending on the bank involved. When arranging transfers, please remember to add this processing fee to the amount being transferred. Fees retained by a bank will remain as an unpaid balance due on the student’s account. For detailed instructions, please contact the Accounting or the Financial Aid Office.

Payments should be wired to Bard College Berlin’s account:

Account Number: 2 485 818
Sort Code: 700 202 70

HypoVereinsbank
Leibnizstr. 100
10625 Berlin, Germany

IBAN: DE51 7002 0270 0002 4858 18
SWIFT (BIC): HYVEDEMXXX

### Late Payment

If tuition payment is not received by the deadline indicated in the payment schedule, a €30 late fee is charged per billing statement.

Academic holds are placed on accounts not paid as due. These holds prevent release of transcripts or ability to register for classes.

The same system of academic holds applies to students who fail to pay any other outstanding debt to or fines levied by Bard College Berlin, or who fail to pay their security deposit.

If the tuition and the late fee are not received within 30 days of the deadline, the student jeopardizes his/her registration status and the college may take legal steps.
Refund Policy
Students withdrawing from the college are liable for the following charges based on the Comprehensive Fee for the entire academic year:

Note: The €500 deposit is included in the calculation of the contribution towards the comprehensive fee.

<table>
<thead>
<tr>
<th>Withdrawal</th>
<th>Comprehensive Fee Charged</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to Friday Week 2 (5pm), Fall Semester</td>
<td>50%</td>
</tr>
<tr>
<td>After Friday Week 2 (5pm), Fall Semester</td>
<td>100%</td>
</tr>
</tbody>
</table>

Students who decide to withdraw from the BA program at the end of an academic year must withdraw by 30 June. Withdrawals after this date will automatically incur costs equal to 50% of the Comprehensive Fee to be charged for the subsequent academic year.

Financial Aid
Financial Aid administered by the college is awarded on the basis of financial need and academic achievement and promise. A student and family together are considered to be the primary sources of financial support, and both are expected to make every effort within reason to meet the expense (the resources of a remarried parent’s spouse are considered available to support the student). Assistance from the College is considered to be supplementary to the student’s and family contributions. Two forms of financial assistance are available through Bard College Berlin:

- tuition waivers and scholarships, which do not require repayment and involve no work obligation
- work-study, which is earned through part-time employment on or off campus

Financial Aid Renewal
Financial aid is awarded to students for one year. Students enrolled in the BA program must reapply every year to receive financial aid. To reapply, returning students must complete and submit the Financial Aid Renewal Application with the supporting documentation to the Financial Aid Officer, Nadine Cöster (n.coester@berlin.bard.edu), by March 31, 2016. Failure to meet this deadline may result in cancellation of financial aid. No financial aid offers are made beyond the duration of four years, the normal time for completion of the BA degree.

Financial Aid Revision
Students may ask for a re-evaluation of their current financial aid package if a significant unexpected change in their financial situation occurs. A request form supported by relevant documentation needs to be submitted to the Financial Aid Office. The financial aid will be
reviewed and the student will be informed about the decision. Forms can be obtained from the Financial Aid Officer.

Conference Support Fund

Bard College Berlin students who have been invited to give a conference paper outside Berlin or Germany may apply for conference support to cover the relevant expenses (traveling, accommodation and conference fees). Please consult the Financial Aid Officer, Nadine Cöster (n.coester@berlin.bard.edu), for further information.

Support will be granted according to the following criteria:

- The conference paper must have been selected in a review process
- The student must apply for funding from the conference organizers themselves, if such funding is available
- The student must be in good academic standing
- Participation in the conference should not disrupt the student's studies at Bard College Berlin.

A student can only receive conference support once a year. Those interested should download and fill out the application form on the Bard College Berlin website and submit it with the supporting documentation to the Financial Aid Officer.

Student Employment

Bard College Berlin offers a number of student jobs on campus. Preference will be given to those students qualifying for the work-study scheme as part of their financial aid assistance, and to students who have previously undertaken the available job satisfactorily and wish to continue.

Student employment at Bard College Berlin may not exceed 10 hours per week during the academic semester. Campus student jobs are paid at the rate of €8.50 per hour. Timesheets (signed by the job supervisor) must be submitted to the before the 15th of each month in order to receive payment. No payment will be processed more than four weeks after the month for which payment is applied.

Students must conform to the restrictions of the student residence permit, which set a limit of 120 days of full-time work per year or 240 days of part-time work per year. The hours worked in jobs classified as student employment (on campus and in some cases off campus) do not count towards this calculation.

Students covered through a public German health insurance are not allowed to work more than 20 hours per week during the semester. If the permitted work hours are exceeded, students risk to lose their insurance student status and the monthly rate will increase. The stipends and/or the social benefits such as health insurance received by some students from other countries prohibit them working under any circumstances. It is the student's responsibility to find out about work regulations and restrictions stated in their private or foreign health insurance policies, stipends, etc.

All student work is reported to German tax authorities.

Apply for a Student Job
All Bard College Berlin students are eligible to apply for student employment as defined in this document, provided that they are in good academic standing. Students whose financial aid assistance includes work-study will be given preference for jobs at Bard College Berlin.

Information about available student jobs can be obtained from Nadine Cöster (Office of Student Accounts).
APPENDIX: TITLE IX POLICY

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This policy is subject to review and revision on a regular basis. Please contact the Title IX Office at Bard College Annandale to ensure you have the latest version of this policy.

6/29/2015
1. NOTICE OF NONDISCRIMINATION

Bard College Berlin, as a branch campus of Bard College (USA), is an equal opportunity employer committed to ensuring equal access to its educational programs and equal employment without regard to an individual’s sex, gender, race, color, national origin, religion, age, disability, gender identity, sexual orientation, predisposing genetic characteristics, marital status, veteran status, military status, domestic violence victim status, ex-offender status, or all otherwise qualified applicants. Students, employees, applicants, and other members of Bard College community (including, but not limited to, vendors, visitors, and guests) shall not be subject to discrimination or harassment prohibited by law or otherwise treated adversely based upon a protected characteristic. Similarly, the College will not tolerate harassing, violent, intimidating, or discriminatory conduct by its students, employees, or any other member of, or visitor to, the College community. This includes, without limitation, sexual harassment, sexual assault, sexual violence, dating violence, and domestic violence.

2. POLICY STATEMENT

Bard’s gender-based misconduct policy is in accordance with U.S. federal and state laws and regulations prohibiting discrimination and harassment, as well as provisions of response and services for victims of interpersonal violence. These laws include: Title IX, Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act, Title VII of the Civil Rights Act of 1964, the New York State Human Rights Law, and Section 304 of the Violence Against Women Reauthorization Act. These laws and the College prohibit discrimination and harassment, including gender-based misconduct.

Bard College and its affiliated programs, including Bard College Berlin, are committed to providing a learning environment free from sexual and gender-based harassment, discrimination, and assault (hereafter referred to as gender-based misconduct).

Bard College is committed to preventing, responding to, and remedying occurrences of gender-based misconduct. To that end, the College provides services and advocacy support for individuals who have been impacted by gender-based misconduct, as well as accessible, prompt, and thorough methods of investigation and resolution of incidents of gender-based misconduct.

Additionally, the College provides educational and preventative programs for employees and students throughout the academic year that promote awareness of intimate partner violence, sexual assault, and stalking. These include: primary prevention and awareness, definitions of domestic and intimate partner violence, dating violence, sexual assault, stalking, consent, bystander intervention techniques and safe practices, and risk reduction in the form of recognizing warning signs and how to avoid unwelcome interaction.

The gender-based misconduct policy should be interpreted and applied in a manner consistent with the principles of free inquiry, free expression, and free speech to which Bard College is committed. The College’s policy against discrimination, harassment, gender-based misconduct, and retaliation is not intended to stifle these freedoms. Prohibited discrimination, harassment, and retaliation are neither legally protected expression nor the proper exercise of academic freedom.
3. SCOPE OF POLICY

The College will respond to all alleged incidents of gender-based misconduct, inclusive of sexual harassment, gender-based harassment, nonconsensual sexual intercourse, nonconsensual sexual contact, intimate partner violence, stalking, and sexual exploitation reported to have occurred:

- on campus;
- off campus involving members of the Bard community;
- through social media or other online interactions involving members of the Bard community, particularly if campus safety is affected;
- during official Bard programs, regardless of location.

Action taken and support provided regarding incidents of misconduct involving contract employees, visitors, and guests may be limited; however, the College will endeavor to respond, sanction and/or remedy to the extent possible, practical, and reasonable.

4. DEFINITIONS OF GENDER-BASED MISCONDUCT

Sexual Harassment: Sexual harassment is defined as unwelcome, sexually based verbal, written, visual, or physical conduct. Sexual harassment creates a hostile environment,[2] and may be disciplined when it is sufficiently severe, persistent, or pervasive that it:

- has the effect of unreasonably interfering with, denying, or limiting employment opportunities or the ability to participate in or benefit from the College's educational, social, and/or residential program; and/or is
- based on power differentials (quid pro quo[3]), the creation of a hostile environment, or retaliation.

Gender-Based Harassment: Acts of verbal, nonverbal, or physical aggression, intimidation, stalking, or hostility based on gender or gender stereotyping constitute gender-based harassment. Gender-based harassment can occur if persons are harassed either for exhibiting what is perceived as a stereotypical characteristic for their sex, or for failing to conform to stereotypical notions of masculinity or femininity. In order to constitute harassment, the conduct must be severe, persistent, and/or pervasive, such that it has the effect of unreasonably interfering with an individual's academic or employment performance or creating an intimidating, hostile, or offensive academic, living, or working environment.

Intimate Partner Violence (inclusive of domestic and dating violence): The willful intimidation, economic control, manipulation, humiliation, isolation, coercion, threat of or actual physical harm as part of a systematic pattern of power and control perpetrated by one intimate partner against another. It includes physical violence, sexual violence, psychological violence, and emotional abuse. Intimate partner violence can be a single act or a pattern of behavior in a relationship. Intimate partner relationships are defined as short- or long-term relationships (current or former) between persons, intended to provide some emotional, romantic, and/or physical intimacy.
**Stalking:** A course of conduct directed at a specific person that would cause a reasonable person to feel fear. Stalking behaviors may include pursuing or following, unwanted or nonconsensual communication or contact (including in-person contact, telephone or voice messages, electronic messages, social media messages, and text messages), unwanted gifts, trespassing, surveillance, and other types of observation.

**Sexual Misconduct**

**Nonconsensual Sexual Intercourse:** Any form of sexual intercourse (anal, oral, or vaginal), however slight, with any object or body part, upon any person, that is by force and/or without consent. Intercourse is defined as anal, oral, or vaginal penetration by an inanimate object or another’s body part.

**Nonconsensual Sexual Contact:** Any intentional sexual touching, however slight, with any object or body part, upon any person, that is by force and/or without a person’s consent. Intentional sexual conduct may include contact with the breasts, buttocks, groin, or touching another with any of these body parts, or making another person touch any of these body parts; any intentional bodily contact of a sexual manner.

**Sexual Exploitation:** Sexual exploitation occurs when an individual takes nonconsensual or abusive sexual advantage of another for one’s own advantage or benefit, or to the benefit or advantage of anyone other than the one being exploited. Examples of sexual exploitation include, but are not limited to:

- Invasion of sexual privacy
- Causing the prostitution of another person
- Nonconsensual video- or audiotaping of sexual activity
- Nonconsensual posting, sharing, or publicizing of compromising images
- Going beyond the boundaries of consent (such as letting a friend/friends hide in the closet to watch consensual sexual activity)
- Exposing one’s genitals or inducing another to expose their genitals in nonconsensual circumstances
- Sexually based hazing and/or bullying

**5. ADDITIONAL DEFINITIONS**

**Consent:** The presence of consent involves words or actions communicating permission, agreement, or approval for mutually agreed-upon sexual contact. Effective consent should be obtained for every new sexual contact. Prior consent to sexual interaction does not imply consent to future sexual interaction. Consent to one form of sexual activity may not automatically imply consent to other forms of sexual activity. Consent, once given, can be withdrawn at any time.

Sexual contact with someone who is incapacitated by alcohol or other drugs, or who is physically unable to resist, is prohibited.

Consent, or effective consent, exists when:

- communication has occurred between all partners in any sexual encounter and consent is freely given; or
- consent has been communicated verbally or by action(s) and it is mutually understood and agreed upon.
No consent, or ineffective consent, exists when:

- communication has not occurred in a mutually understandable way, either verbally or by actions; or
- there is a partner who is not engaged or interactive; or
- there is coercion, threat, intimidation, or force; or
- nonverbal cues, such as avoidance of physical contact, are ignored; or
- a sexual partner is incoherent or unconscious; or
- a sexual partner is a minor (under the age of 17 in New York State); or
- a sexual partner is mentally or physically incapacitated.

Note: Silence by itself does not constitute consent to a new sexual act.

**Complainant:** Student(s), employee(s), and/or guest(s) of, or visitor(s) to, Bard College who allege that they have been subjected to gender-based misconduct. Complainants may be individuals or groups of individuals who allege that they have been the victim(s) of gender-based misconduct.

**Respondent(s):** Student(s), employee(s), and/or guest(s) of, or visitor(s) to, Bard College who are alleged to have violated this policy. Respondents may be individuals, groups, programs, academic or administrative units.

**Witnesses:** Persons who have information about the incident that will tend to prove, disprove, or otherwise inform an investigation of a complaint.

**Inquiry:** A request from a member of the College community for information about the policy, procedures, and resources available for addressing and supporting incidents of gender-based misconduct.

**Institutional Investigation:** A fact-finding inquiry that attempts to determine whether Bard’s policy prohibiting gender-based misconduct has been violated. The investigator will pursue all relevant, disclosed witnesses and other information and will advise if additional potential violations are being investigated based on the information elicited.[5]

**Reasonable Person:** A phrase frequently used in tort and criminal law to denote a hypothetical person in society who exercises average care, skill, and sober judgment in conduct.

**Retaliation:** To take an adverse action against an individual or subject an individual to conduct that has the purpose or effect of unreasonably interfering with that individual’s educational experience, work or academic performance, or creates an educational experience or academic or work environment that a reasonable person would find intimidating or hostile because of something that individual did to further this policy. This may include complainants, respondents, witnesses, and other reporting persons.

**6. CONFIDENTIAL REPORTING AND IMMEDIATE ASSISTANCE**

Any member of the Bard community, or a guest or visitor, who believes they have been subjected to gender-based misconduct should seek support through at least one of the resources listed below. Behaviors that do not rise to the level of policy violations can be reported, as the College may still be able to provide options for resolution or remedy.

The College’s primary concern is the health, safety, and well-being of its community members. If you, or someone you know, have experienced gender-based misconduct, please do not hesitate to seek assistance.
Information provided to the resources listed below will not be disclosed to anyone outside of the conversation without stated permission, unless there is an immediate threat to self or others. Rules of civil and criminal procedure and law may result in certain records and conversations being subject to subpoena. Under those circumstances, confidentiality may only attach in matters involving medical and pastoral providers.

**a. On-Campus Resources at Bard Annandale Campus (available to Bard College Berlin students)**

- BRAVE 24/7 Counselors (Ask for BRAVE) +1 845-758-7777
- Counseling Services +1 845-758-7433
- Health Services +1 845-758-7433
- EAP (Employee Assistance Program) +1 800-272-7255
- Chaplaincy +1 845-758-7335

**b. Bard College Berlin on-campus resources**

Counseling
counseling@berlin.bard.edu

c. **Off-Campus Resources in Germany**

- Local Helpline HILFETELEFON 08000 116 016

d. **Off-Campus Resources in the USA**

- Rape/Sexual Assault Hotline +1 845-452-7272
- Grace Smith House +1 845-452-7155
- LGBTQ Antiviolence +1 212-714-1141
- RAINN (Rape, Abuse, and Incest National Network) +1 800-656-4673 (HOPE)
- National Domestic Violence Hotline +1 800-799-7233 (SAFE)

Anonymous reports made within the Bard community are filed and reported for statistical purposes only in accordance with the Clery Act. Reports made to off-campus resources are filed and reported for statistical purposes if Bard is made aware of such reports.

7. **FORMAL REPORTING**

**a. Institutional Report**

Any member of the community who wishes to file a report for gender-based misconduct may do so by following the procedures outlined below. Any responsible employee[6] with knowledge of gender-based misconduct occurring among members of the Bard community must contact the Title IX Office located at Bard College Annandale to file a report. Individuals who wish to submit a report, or have questions regarding the reporting procedures for gender-based misconduct,
may meet in person or talk by telephone with the Title IX Coordinator, or designee, to discuss the process, policies, resources, their institutional rights, as well as rights for reporting to the local authorities. They may also discuss options for no-contact notices through the College or local law enforcement and orders of protection through the court system. When information pertaining to specific incidents of alleged gender-based misconduct is shared, the Title IX Office will attempt to protect the privacy of all parties involved, but is required to initiate a preliminary inquiry and determine what, if any, further investigation is warranted. However, this does not mean a formal investigation is automatically initiated.

Bard College’s primary concern is student and employee safety. Sometimes individuals are reluctant to report instances of gender-based violence because they fear being charged with policy violations, such as underage drinking or illegal use of a controlled substance. To encourage reporting, limited immunity will be given for minor violations, such as illegal drug and/or alcohol consumption.

Reports can be submitted by contacting the Title IX Office at Bard College Annandale, either:

- by phone (+1 845-758-7542),
- by e-mail (titleix@bard.edu),
- through the online reporting system at www.bard.edu/security and click on form under “Community Reporting” heading.

**Title IX Coordinator**

Tamara Ellis Stafford  
+1 845-758-7542  
titleix@bard.edu

Students, faculty and staff members resident in Berlin who would like assistance contacting the Title IX Coordinator should contact Associate Dean of Bard College Berlin Kerry Bystrom (k.bystrom@berlin.bard.edu), who is the Title IX Liaison between Bard College Annandale and Bard College Berlin and will facilitate this process.

**b. Anonymous Report**

Anonymous reports may be submitted to the Title IX Coordinator through regular mail at:

Tamara Ellis Stafford  
102 Gahagan House  
Bard College  
Annandale-on-Hudson, NY 12504-5000  
USA

Due to restricted identifying information, the College’s ability to investigate and respond to anonymous complaints may be limited.

**Reporting Outside Institution**

Misconduct Reporting Line  
+1 888-323-4198

Any person who feels uncomfortable, compromised, or otherwise unable to file a complaint through the channels set forth above may make a report via the Misconduct Reporting Line. Reports of alleged violations of this policy may be made anonymously to the Misconduct Reporting Line; however, it is important to note that this is not a confidential reporting line.
Individual identities may be disclosed through the process of investigation. Reports made to the Misconduct Reporting Line telephone number will be received by and responded to by a person outside of the Bard community. That person will determine, based upon the allegations made, whether this is a matter which constitutes an alleged violation of this policy. Alleged violations of this policy will be referred for investigation in accordance with the procedures set forth herein. Accommodations will be made, if necessary, based upon the specific allegations made. Any reports received via the Misconduct Reporting Line will be filed for statistical purposes, even if made anonymously.

Reports involving alleged misconduct against the Title IX Office may be made through this reporting line.

FALSE REPORTING: An individual who is determined to knowingly have made false complaints, accusations, or provide false information during an investigation may be subject to disciplinary action by the institution. This provision does not apply to reports made in good faith, even if the facts alleged in the report cannot be substantiated by subsequent investigation.

c. Criminal Report

Individuals have the right to decide whether or not to file a report with the New York State Police or the local enforcement agency where the misconduct occurred. Individuals may also choose to file a criminal complaint in Germany. The Title IX Coordinator is available to assist individuals in the process of reporting criminal complaints. What constitutes a criminal act will be defined by the penal code of the jurisdiction in which the misconduct allegedly occurred. The College system and legal system have investigation processes that work independently of each other and can happen concurrently. The burden of proof in a criminal proceeding is different than the burden of proof mandated by law for violations of Title IX.

To file a criminal report, individuals may contact:

- New York State Police (+1 845-876-4194)
- Red Hook Police Department (+1 845-758-0060)
- Title IX Coordinator (+1 845-758-7542)
- Any other appropriate law enforcement agency

If sexual assault occurs, it is important to seek medical care through a Sexual Assault Forensic Examination (SAFE)[7], to preserve as much evidence as possible. Preserving evidence of the assault through examination is critical to supporting a criminal prosecution. BRAVE counselors (+1 845-758-7777) or the Rape/Sexual Assault Hotline (+1 845-452-7272) can assist with access to this free medical examination and be an advocate to provide support and accompany you to the hospital.

8. INSTITUTIONAL INVESTIGATION PROCEDURES

Student reports of gender-based misconduct will be investigated in a thorough, reliable, impartial, and prompt fashion, with the goal of completing the process as expeditiously as possible and the intention to complete same within 60 days of notice to the institution, if possible. Any deviation from the 60-day time frame will be communicated promptly to both parties. The respondent and complainant will be contacted separately by the Title IX Coordinator, or designee, to review the policy, procedures, and rights and is available for communication and review of the process throughout the investigation.
Both the complainant and the respondent are entitled to, and will be offered, a Title IX advocate to be present throughout the complaint process and during the investigation. The Title IX advocate is available to provide support regarding the investigation process. The advocate is not a confidential resource; however, the investigation will not make inquiry into communication between the advocate and the party being supported. Any conversation with the advocate may be subject to lawful subpoena issued by court of law or in connection with subsequent legal proceedings. The advocate may accompany the advisee to interviews and meetings, and talk quietly with and ask clarifying questions of the advisee, but should not answer questions or speak on the behalf of the advisee. Individuals are not required to have a Title IX advocate and may seek the support of an advisor of their choice, which may include an attorney. Confidentiality may attach if there is an attorney/client relationship between the advisor and advisee.

The Title IX Coordinator, or designee, serving as the initial intake officer, will document the statements of both the complainant and the respondent. These statements will then be reviewed by the Title IX Coordinator, or designee, in consultation with their supervisor, to make a determination as to whether or not the allegations potentially constitute a violation of this policy. They may seek additional information to assist in this determination. If a determination is made that the allegations assert a violation of this policy, the matter will move forward into the formal investigation phase.

Formal investigations are conducted by trained investigators[8] who are designated by the Title IX Office. The investigator will gather information and interview the complainant, respondent, and any witnesses who have material knowledge of the alleged incident(s). Since an investigator does not have the power of subpoena, the evidence gathered by the investigator is restricted to that which is voluntarily submitted.

The investigator will issue a written report of findings to the President of Bard College. This report will discuss the evidence submitted and the investigator’s opinion as to whether or not the preponderance of the evidence[9] supports a determination that there was a violation of the College’s gender-based misconduct policy. The President, or designee, will review the report and make a determination of outcome along with the sanctions, if any, to be imposed. The President, or designee, may consult with the Dean of Students, Title IX Coordinator, counsel, or others with specific knowledge or expertise. This determination will be shared with the Office of Title IX Coordination, who will share the outcome with both parties.

9. NOTIFICATION TO PARTIES

Every effort will be made to ensure that both the complainant and respondent are updated at various points during the investigation. Both the complainant and the respondent are notified in writing at the following times:

**Notice of Investigation**

- Both parties will be notified when a complaint or notice is being formally investigated and will be told the nature of the allegations being investigated.
- Both parties will be notified if the alleged violations being investigated are modified or changed.

**Conclusion of the Investigation**
● Both parties will be notified when the investigation interviews conclude and the report has been sent to the President, or designee.

● Once the report has been reviewed and the outcome(s) determined, the decision and outcomes will be shared with the Title IX Office who will then simultaneously notify both parties in writing of the outcome, and of any sanctions or directives that are imposed.

Range of Outcomes
An individual who has been found to have violated a gender-based misconduct policy may be subject to outcomes including, but not limited to, reprimand/warning, disciplinary probation, educational programming involving gender-based misconduct awareness, community restitution, prohibition from certain Bard facilities and/or activities, disciplinary leave of absence, suspension, expulsion, termination, a combination of these, or any sanction as is deemed just and proper.

Sanctioning outcomes/parameters may be impacted by the following criteria: severity of violation, motivation of behavior, disciplinary record, and the impact of safety concerns to the greater campus community.

The parties will be provided with written notification of the outcome(s).

10. THE APPEAL PROCESS
Any request to appeal may be submitted, in writing, within five (5) business days from the date of notification of outcome. The grounds on which an appeal may be based are:

● evidence of procedural or material error which could impact the outcome;

● substantial new evidence is now available which was unavailable at the time of the investigation which could impact the outcome.

The appeal request should be submitted through the Office of Title IX Coordination for initial review and determination of whether the appeal is timely and within limited grounds. If the appeal is found to be ineligible or not timely, the original finding and sanctions will stand and the decision is final.

If the appeal is proper, both parties will be notified and informed of the grounds for the appeal. If sanctions have been imposed they will remain in place during the appeal process. If both the complainant and the respondent appeal, the appeals will be considered concurrently.

If the appeal is proper, a copy of the appeal will be provided to the other party, who will then be given three (3) business days to submit a written response, which will also be exchanged. Any statements and evidence submitted will be reviewed by a committee of the Board of Trustees, or designee. If the appeal is denied, the parties will be notified and the matter closed. If the Board of Trustees or designee determines that it needs additional information, it may refer the matter back for further investigation. If returned for further investigation, the process will recommence at the formal investigation stage as previously described herein, or as directed by the Board of Trustees or designee. If the appeal is granted, the committee from the Board of Trustees, or designee, will issue a decision advising that the appeal was granted and which, if any, sanctions or penalties are upheld, overruled, modified, or returned to the President of Bard College, or designee, for reconsideration. The Title IX Office will notify the complainant and the respondent, in writing, of the decisions involving the appeal as well as the disposition.
11. GOOD SAMARITAN PROTECTIONS
Bard College is committed to the safety of the community and its members. The College encourages Bard community members to report and/or offer assistance to others in need. Sometimes others are hesitant to report and/or offer assistance for fear that they may get in trouble themselves (e.g., underage drinking or substance use may prevent someone from assisting an alleged victim of sexual misconduct). The College pursues a policy of limited immunity for individuals who offer help to others in need.

12. INTERIM MEASURES
Individuals who have been involved in an incident of gender-based misconduct have a right, regardless of their decision to file a formal complaint, to request interim measures such as: restrictions on contact between the complainant and respondent; restrictions from areas on campus; removal or relocation from residential areas, classroom environments, or employment locations; temporary suspensions (of respondents); academic accommodations in the form of tutoring, independent study, or course withdrawal without academic penalty.

13. CONTACT INFORMATION

Title IX Coordinator:
Tamara Ellis Stafford
+1 845-758-7542
titleix@bard.edu

Title IX Supervisor:
Gretchen Perry
Dean of Campus Safety and Operations
+1 845-758-7276
gperry@bard.edu

Bard College Berlin Liaison:
Kerry Bystrom
Associate Dean, Bard College Berlin
030 43733 123
k.bystrom@berlin.bard.edu

Disability Accommodations:
Students seeking accommodations for a disability in connection with this process should contact the Disability Services Office:

Amy Shein
Disability Support Coordinator
Stevenson Library, 2nd floor
+1 845-758-7532
14. INVESTIGATION RIGHTS

- To be treated with respect and dignity throughout the process.
- To be advised of Title IX rights and any available resources (i.e., counseling, health services, legal/advocacy, academic support).
- To the privacy protections provided by the Family Educational Rights and Privacy Act (FERPA).
- To be informed of the College’s Gender-Based Misconduct Policies and Procedures for students and employees.
- To be notified of options to press/file criminal charges.
- To be notified of options for reporting assault through an administrative/on-campus investigation.
- To a prompt and thorough investigation of all allegations made in good faith.
- To an advocate, of their choice, to offer support during the investigation.
- To participate or decline to participate in the investigation process. However, an investigation may still occur with an outcome determined based on the information available.
- To an outcome based upon consideration of the credible, relevant evidence presented.
- To be notified of options for contact restrictions.
- To change living situations.
- To access free medical treatment, if necessary, as a result of the alleged misconduct.
- To access mental health support.
- To be informed of how to report subsequent problems.
- To request an escort to ensure moving safely between classes and activities.
- To request separate classroom environments.
- To request academic support services, such as tutoring, independent study, changes in assignment or exam deadlines, to retake a course or withdraw from a class.
- To appeal the outcome of the investigation.
- To be notified, in writing, of the investigation outcome, including the outcome to any appeal.
- To be protected to the extent possible against retaliation, including harassment based on involvement in an investigation.

15. PARENTAL NOTIFICATION

The College’s ability to notify parents or guardians about any complaints or allegations made with respect to this policy is limited by Federal law, including but not limited to the Family Educational Rights and Privacy Act (FERPA).

16. FILE RETENTION POLICY

The College will maintain disciplinary files for seven (7) years. After seven (7) years, the files will no longer be available except in cases resulting in expulsion or suspension.

All records maintained by the College are subject to the Family Educational Rights and Privacy Act (FERPA).
Please refer to [http://www.bard.edu/about/disclosures](http://www.bard.edu/about/disclosures) for a complete list of exceptions under FERPA.

17. PUBLIC RECORD KEEPING

It is the College's obligation to report crime statistics. Information available to the public includes neither the details of the incident nor identifying information of those involved in the investigation. Every effort is made to be compliant with the law and at the same time respect the privacy and confidentiality of those involved in the investigation.

18. ADDITIONAL INFORMATION

Additional information regarding Title IX can be found at [www.bard.edu/titleix](http://www.bard.edu/titleix).

19. RELEVANT U.S. GOVERNMENT RESOURCES

The government agencies below may provide additional resources for students or employees wishing to file a complaint of gender-based misconduct:

- U.S. Department of Education, Office for Civil Rights
  [http://www2.ed.gov/about/offices/list/ocr/docs/tix_dis.html](http://www2.ed.gov/about/offices/list/ocr/docs/tix_dis.html)
- U.S. Department of Justice, Office on Violence Against Women
  [www.ovw.usdoj.gov](http://www.ovw.usdoj.gov)

20. GRIEVANCES AGAINST THE COLLEGE’S GENDER-BASED MISCONDUCT POLICY

Inquiries and complaints regarding the College's Gender-Based Misconduct Policy may be made externally to:

U.S. Department of Education
Office for Civil Rights (OCR)
400 Maryland Avenue SW
Washington, DC 20202-1328

Customer Service Hotline: +1 800-421-3481
Fax: +1 202-453-6012
TDD: +1 800-877-8339
[OCR@ed.gov](mailto:OCR@ed.gov)

6/29/2015

[1] These definitions are pursuant to the Office of Civil Rights' guidelines.
[2] A hostile environment exists when there is unwelcome conduct of individuals in the educational or work environment, creating an atmosphere that is intimidating, hostile, abusive, or offensive to the reasonable person. A reasonable person, as defined in tort and criminal law, is a hypothetical person in society who exercises average care, skill, and sober judgment in conduct.

[3] Quid pro quo is defined as sexual harassment that occurs when employment or academic decisions resulting in a significant change of status are based on an employee’s or student’s submission to or rejection of unwelcome verbal or physical sexual conduct.

[4] Incapacitation is defined as the inability, even temporarily, to give consent because the individual is mentally and/or physically helpless, asleep, unconscious, or unaware that sexual activity is occurring.

[5] An institutional investigation is a separate process from a criminal investigation, which can occur concurrently. An institutional investigation is conducted to determine if a policy has been violated. Information cannot be subpoenaed by the investigator conducting the institutional investigation.

[6] A responsible employee is defined as any Bard administrator, faculty, professional staff member or peer counselor. Climate surveys, classroom writing assignments, human subjects research, and events such as Take Back the Night or similar speak-outs do not constitute notice to the Title IX Office.

[7] For more information about this exam: https://www.rainn.org/get-information/sexual-assault-recovery/rape-kit

[8] Bard College maintains a relationship with an outside panel of trained investigators, primarily attorneys, who are not employees of the institution, and who are charged with conducting a full and complete investigation.

[9] “Preponderance of the evidence” means that there is a greater than 50 percent chance, based on all reasonable evidence, that gender-based misconduct occurred, as compared to “beyond a reasonable doubt,” the standard used in criminal cases.