

Student Handbook 2017–2018

Bard College Berlin, A Liberal Arts University

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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 the 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.

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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. Orientation sessions at the beginning of the year and college general assemblies each semester are opportunities to consult with faculty and administration regarding any questions about programs of study or academic life at Bard College Berlin more generally.

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. Students must keep the Registrar updated on their current contact details (residential address – if not living on campus – and telephone number) as well as an emergency contact.

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 in addition to the Early Modern Science core course. 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 four courses, one in each of the following modules: International Studies and Globalization, Comparative Politics, Policy Analysis, and Moral and Political Thought.

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 7 courses (each of 7 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: Advanced Topics in Global and Comparative Politics; Philosophy and Society; Civic Engagement and Social Justice; Public Policy.

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 third year is each December for the academic year starting the following calendar year. The Study Abroad and Internship Officer coordinates study abroad information, enquiries and applications. The Registrar coordinates ERASMUS grants, learning agreements and credit transfer.

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, however this cannot be guaranteed.

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.

For German language and practicing arts classes only, the Drop/Add period is *one* rather than two weeks. All other Drop/Add regulations (including the 50% session attendance rule) apply.

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. Auditing petitions are only accepted before the semester in question or until the end of the Drop/Add period.

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 Sheet

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 and procedure is detailed in a separate section in the Student Handbook. Students must apply for this using the Disability Registration Form found on the Registrar's Office website and submit the completed form along with appropriate medical documentation to the Registrar's Office.

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:

Letter Grade	Grade Point
A	4.0
A-	3.7
B+	3.3

B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D	1.0
F	0.0

- 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:

$$\frac{N_{\max} - N_d}{N_{\max} - N_{\min}} \times 3 + 1$$

N_{\max} : maximal grade

N_{\min} : minimum passing grade

N_d : grade that is converted

Letter Grade	Basic Grade Point	Grade Range	Corresponding German Grade	Corresponding German Grade Range
A	4.0	3.86 – 4.00	1.0	1.0 – 1.12
A-	3.7	3.46 – 3.85	1.3	1.13 – 1.46
B+	3.3	3.16 – 3.45	1.7	1.47 – 1.72
B	3.0	2.86 – 3.15	2	1.73 – 1.98

B-	2.7	2.46 – 2.85	2.3	1.99 – 2.32
C+	2.3	2.16 – 2.45	2.7	2.33 – 2.58
C	2.0	1.86 – 2.15	3	2.59 – 2.84
C-	1.7	1.36 – 1.85	3.3	2.85 – 3.27
D	1.0	0.51 – 1.35	4	3.28 – 4.0
F	0.0	0.00 – 0.50		5.0

Letter Grade	Basic Grade Point	Corresponding German Grade
A	4.0	1
A-	3.7	1.3
B+	3.3	1.7
B	3.0	2
B-	2.7	2.3
C+	2.3	2.7
C	2.0	3
C-	1.7	3.3
D	1.0	4
F	0.0	5

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.

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. If a student receives a failing grade in one or more courses, his or her record will be reviewed by the Examination Board. Failing two courses will automatically result in academic probation. Lack of improvement in the student's record may result in a recommendation to withdraw from the program.

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 Campus 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 or request a meeting with the Board. Once the Board has reached a decision, a written appeal to the Examination Board may be made within 48 hours. If an appeal is filed, a Grievance Committee consisting of two professors and one member of the University Leadership external to the Examination Board will be convened and decide upon 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 academic probation, he or she will receive notice from the Examination Board of the date (usually following submission of mid or end of semester grades) on which the probationary status is to be reviewed. A review may result in the lifting or extension of

probation, further sanctions including mandatory leave of absence, or 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 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.

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 Registrar's Office 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: www.berlin.bard.edu/campus-life/health-services/disability-accommodations/ or directly from the Registrar's Office). Appropriate documentation from a licensed medical professional or psychologist 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 Registrar's Office.

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 contact their professors for them.

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 task of the Student Life Committee is to develop student initiatives that will enhance the social, cultural, and intellectual life of the college. The SLC gathers and represents ideas and concerns from the student body in the area of student life. In turn, the SLC works as a mediator between the student body and the administration in resolving these concerns. The SLC is chaired by a student head or co-heads, and includes the Associate Dean, two professors, the Head of Student Life, Director of Housing and Residential Life, the Study Abroad and Internship Officer, the Civic Engagement Coordinator, the Student Life Assistant, the Residential Life Assistants, and at least four elected student representatives.

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.

Bard College Berlin also has a **Student Parliament**, which includes the student representatives elected to the Academic Senate, Studies Committee and Student Life Committee as well as seven additional elected members. The role of the Student Parliament is to coordinate and supplement the tasks of the student representatives in the Standing Committees, to provide a forum for gathering general concerns and suggestions from the student body, to enable open and positive communication between the student body and the administration, and to work with administration and faculty to sustain the College's academic mission and community ethos. Elections for Student Parliament take place each semester.

Campus Emergency Procedures

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 at the beginning of the academic year. Any questions concerning these procedures should be addressed to the Site Manager. Evacuation and basic safety information is also posted in the dormitories and in each Bard College Berlin building.

Fire and Safety Emergencies

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

After calling the fire department or the police please make sure to call the BCB emergency number: 030 43733555.

Emergency Alert System and Procedures

Bard College Berlin has an SMS-based Emergency Alert System. Students must enter their phone numbers into this system and update these numbers as needed, via the Registrar. In cases of bonafide emergencies such as natural disaster or terrorist attack, information and instructions will be sent out via SMS and by email. Generally speaking, students will be instructed to meet and check in with an official representative of the College at one of two locations: the *on-campus meeting point* (inside the Cafeteria, Waldstrasse 70) or the *off-campus meeting point* (the Promenade park at the intersection of Waldstrasse and Herman-Hesse-Strasse). Further instructions will then be issued.

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, as well as elective textbooks, will be available for loan for an entire semester. Depending on the available stock, textbooks are lent first to students on financial aid; the remaining number of copies is lent to students on a first-come-first-served basis.

Additional course texts will be provided by the college in the form of printed "readers", with a short reader (up to 200 pp/duplex) costing approximately €10 and a longer version (up to 500 pp/duplex) €25-30. Students who have three courses per semester should plan to spend roughly €90 per semester on readers. Readers will be distributed during the orientation week. Students will receive an invoice retrospectively for the readers received.

Borrowed books 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. In addition to replacement costs for lost or damaged books, students will be billed an additional €10 fine per damaged library item.

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.

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.

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*.

Writing Center

The Writing Center supports students in improving academic writing skills across the curriculum. It offers weekly consultations with Writing Tutors and organizes workshops on special topics. The Librarian and Academic Services Officer, who oversees the Writing Center, notifies students about specific hours and programs. The Writing Center is located in the Student Center at Kuckhoffstraße 43.

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.

The Arts “Factory” / MacLab / Analog Photography Resources

Bard College Berlin's main arts building known as “The Factory” is located in the back courtyard of Eichenstrasse 43. This building consists of two floors for dedicated arts spaces that include a seminar room, private studios, workshop, a theater / dance space, AV room, and other versatile spaces depending on semester needs.

In addition to The Factory, the basement of Platanenstrasse 98 has several rooms dedicated to analog photography as well as a MacLab (with limited desktop computers used mostly for video editing).

All arts building have the same expectations for responsibility and maintenance as every other Bard College Berlin building and facility.

Aside from AV equipment that is checked-out, no arts equipment may leave Bard College Berlin's property or it will be considered stolen, and fines will be enforced.

All spaces (especially spaces for exhibiting and private art studios) must be returned back to their original state at the end of each semester by inspection date. If students fail to return any space and / or equipment back to Bard College Berlin by this date, fines will be implemented. In addition, grades and / or transcripts may be withheld.

Access to all arts facilities are restricted to students registered for arts classes that utilize a specific space for that class, and only once they have satisfied the mandatory arts orientation for that space. Any questions relating to this should be addressed to the Director of Studio Arts.

For more information concerning factory rules and regulations:

http://www.berlin.bard.edu/fileadmin/common/Misc/Campus_facilities/factory_policy.pdf

AV Resources

The main AV Room (located upstairs at The Factory) provides a variety of audiovisual equipment, as well as technical support. This lending service is designed only for students taking arts classes that require this equipment, as well as to assist college administration.

All inquiries concerning borrowing AV equipment must be addressed directly to the email address av@berlin.bard.edu and NOT directly to any individuals from the arts staff.

Priority will always be given to advanced reservations that have been confirmed. Personally visiting the AV Room to discuss your equipment needs in advance of borrowing is strongly recommended.

AV equipment lending is completely independent of Bard College Berlin's library, and library staff should NOT be contacted with questions concerning this lending.

The hours and office locations of the AV Room may change from semester to semester. Please refer to Bard College Berlin's AV policy for additional information. There is also a fine system for overdue or lost items that is noted in the AV policy which is found on the college's website (as well as this link):

http://www.berlin.bard.edu/fileadmin/common/Misc/Campus_facilities/AV_policy.pdf

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. On-campus students may eat all meals in the cafeteria, while off-campus students may eat lunch Monday-Friday only and must obtain vouchers for any additional meals. It is also possible for off-campus students to purchase full board meal plans. All guests of students must also purchase vouchers for meals in the cafeteria. Vouchers for breakfast or for the evening meal cost €6, for lunch or brunch €8 and may be purchased in advance from the Residential Life Team. Violation of the dining policy will not be tolerated.

Vegetarian and vegan 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.

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,[1] 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[2]), 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 Act: Any sexual act without consent. Sexual act means –

- Contact between the penis and the vulva or the penis and the anus, contact involving the

- penis occurs upon penetration, however slight;
- contact between the mouth and the penis, the mouth and the vulva, or the mouth and the anus;
- the penetration, however slight, of the anal or genital opening of another by a hand or finger or by any object, with an intent to abuse, humiliate, harass, degrade, or arouse or gratify the sexual desire of any person; or
- the intentional touching, not through the clothing, of the genitalia of another person who has not attained the age of 16 years with an intent to abuse, humiliate, harass, degrade, or arouse or gratify the sexual desire of any person;

Nonconsensual Sexual Contact: Any sexual contact without consent. Sexual Contact means- the intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or buttocks of any person with an intent to abuse, humiliate, harass, degrade, or arouse or gratify the sexual desire of any person.”

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 and/or Sexually based hazing and/or bullying.

^[1] 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.

^[2] 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.

Filing a Report

Any member of the community who wishes to file a report for gender-based misconduct may do so by contacting Shoshana Gray, the Title IX Coordinator in the Office for Gender Equity at Bard College Annandale, who can discuss options for reporting and assist with numerous other resources to offer support and assistance. Reports can be submitted by contacting the Office for Gender Equity, 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.

Local assistance contacting the Title IX Coordinator

Students, faculty and staff members resident in Berlin who would like local assistance contacting the Title IX Coordinator can speak with the Head of Student Life at Bard College Berlin, 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

The investigation will commence 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 the reporting individual(s) will be contacted separately by the Title IX Administrator, or designee, to review the policy, procedures, and rights and is available for communication and review of the process throughout the investigation.

An individual who has been found to have violated a gender-based misconduct policy may be subject to outcomes including, but not limited to, suspension and expulsion from Bard College Berlin.

Full Gender-Based Misconduct Policy

The full gender-based misconduct policy of 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. Further local resources are included in the full Gender-Based Misconduct Policy (see Appendix to the Student Handbook).

Diversity Support

As stated in the notice of non-discrimination at the very beginning of this handbook, 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. The Head of Student Life serves as the

administrative contact person for diversity support and can offer further information about campus initiatives.

Campus Life

Physical and Mental Health Resources

General Health Services

Once a week, a physician, Dr. Sabine Regling, is on campus for routine medical consultations. Her office is located in Kuckhofstr. 24 and her consultation hours are Tuesdays 15:30-17:30. 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/physical-health/>).

Counseling

Students have access to the services of a professional counselor, Katharina Pauli. Ms. Pauli is a licensed psychologist and psychological psychotherapist. All aspects of the counseling are strictly confidential. The counselor's office hours are held in Kuckhofstr. 24 on Tuesdays 17:30 - 19:30 and Thursdays 9:15 - 11:15. Scheduling an appointment is recommended at all times. Notice of the counselor's office hours on campus is available on the Bard College Berlin website (<http://www.berlin.bard.edu/campus-life/health-services/mental-health/>). To contact the counselor, students should email counseling@berlin.bard.edu.

Off-Campus Resources

A list of off-campus resources relating to physical and mental health as well as counseling is distributed during orientation. Students can also contact the Student Life staff, the On-Campus Doctor or the On-Campus Counselor directly for support or referrals.

Medical Emergencies

In case of medical emergency, students residing in the Bard College Berlin dormitories should call 112. After calling the ambulance please make sure to call the BCB emergency number: 030 43733555.

Emergency Contraception

In Germany, the morning-after pill (Pille danach) is available over the counter at the pharmacy (Apotheke). The pharmacy at Berlin Hauptbahnhof (central railway station) is open 24 hours, 7 days a week. It is advisable to call the pharmacy beforehand and ask if they stock the pill. The phone number is +49 30 20614190 and the address is: Apotheke am Hauptbahnhof, Europaplatz 1, 10557 Berlin.

NOTE: Not all hospitals and pharmacies stock the morning-after pill; therefore it is always advisable to call beforehand. The Maria Heimsuchung Caritas Hospital in Pankow does not stock the morning-after pill because it is a Catholic institution.

More information is available on the Bard College Berlin website <http://www.berlin.bard.edu/campus-life/health-services/> (under “Useful Resources”).

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 Director of Housing and Residential Life. SPOK facilities are available on weekdays in the intervals 8.00-16.00 and 20.00-23.00, and all day on weekends.

Office of Residential Life

The main areas covered by the Office of Residential Life are housing, community life, Cafeteria matters and the organization of extracurricular programs. It is the first contact point for all matters and questions related to residential life and housing.

The Office of Residential Life 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 Director of Residential Life, the Student Life Assistant, Residential Assistants, and the Off-Campus Housing Assistant, who helps students find off-campus accommodation and integrate off-campus students into the community. The Office of Residential Life is in the Student Center, located at Kuckhoffstraße 43.

Campus Housing

Eligibility for On-Campus Housing

All first-year BA students and Academy Year students are required 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. Priority is given to students within the Program for International Education and Social Change in all years. 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). The College cannot guarantee on-campus housing for all students after the completion of their first year of studies.

Request for Off-Campus Housing

Although all first year students are required to live on campus for the entire academic year, on an exceptional basis students with compelling reasons can petition to be released from this requirement and reside off-campus. Incoming first-year and AY students petitioning to live off-campus should submit an official Off-Campus Housing Request Form together with their enrollment agreement. The deadline for such requests is June 15. 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 on-campus fee. First-year students petitioning to move off-campus for the Spring Semester after spending the Fall Semester in the dormitories must complete the Off-Campus Housing Request Form by December 1. The form can be obtained from the BCB website (<http://www.berlin.bard.edu/campus-life/residential-life/office-of-residential-life/>).

Please note that exceptions to the on-campus requirement are only granted in rare cases; students cannot assume that their petitions will be approved and must wait for official permission before making alternative arrangements. The request will be reviewed by a Committee that consists of the Head of Student Life, the Financial Aid Officer and the Director of Housing and Residential Life as soon as possible. The Director of Housing and Residential Life 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.

Students whose petitions are approved 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.

Request for On-Campus Housing

Rising second-, third- and fourth year students who wish to live on-campus must submit an On-Campus Housing Request form. The request is due on May 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/residential-life/office-of-residential-life/>

The request will be approved by a Committee that consists of the Head of Student Life, the Financial Aid Officer and the Director of Housing and Residential Life as soon as possible. The Director of Housing and Residential Life informs the respective students whether or not their applications were approved. Students should be aware the applications for fall semester in

particular may take some time to process and notifications can be pending throughout the summer.

Summer Housing Availability

Summer housing is only available to students participating in Bard College Berlin summer programs, students employed by Bard College Berlin during the summer break, students undertaking an internship within the Bard College Berlin internship programme and - upon request - to PIE-SC students living on campus. Costs and other information will be circulated by the Director of Housing and Residential Life towards the end of the Spring semester.

Housing Assignments

The housing assignments are planned by the Director of Housing and Residential Life 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 inquires about room assignments have to be directed to the Director of Housing and Residential Life. Students must ask for permission from the Director of Housing and Residential Life 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.

Other General Dormitory Policies

Guests

Visitors and overnight guests are welcome on campus, but the latter must be registered with the Director of Housing and Residential Life. The Overnight Guest Stay Request Form (available on the website: <http://www.berlin.bard.edu/campus-life/residential-life/office-of-residential-life/>) must be submitted to the Director of Housing and Residential Life 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 (see also "Dining" section above). 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 and Noise Disturbance

All students and guests are expected to be considerate of their noise levels and respectful of other community members at all times.

Quiet hours prohibit loud noise in public spaces or any noise that will carry beyond the resident's room between 22:00 and 6:00. Requests for a reduction in the volume of noise should be politely heeded at any time.

During completion week, all dorms observe 24-hour quiet hours.

Any student causing excessive noise disturbances will be subject to penalties including (at the first instance) a fine of €50, and on repeated instances higher fines up to €150 and other sanctions such as social probation and loss of his or her privilege to live on campus.

It is according to the assessment of the Residential Life staff member whether or not the level of noise qualifies as excessive.

Campus Policies

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 Head of Student Life 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 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. 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. AV and art facilities fines extend beyond the following list.

Offense	Fine
Fire Code Violations, inclusive of: Causing fire in a dorm or on campus grounds; 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	maximum fine of €300 + cost of repairs, minimum of €100 fine
Possession of Candles/Incense	maximum fine of €300 minimum of €50 fine

	per candle/stick of incense
Being on a roof or fire escape or scaling/rappelling down campus walls	€50
Vandalism	€100 + cost of repair
Forcing doors open	€50 + cost of repair
Unauthorized room change/swap	€50
Unapproved overnight guest stay on campus / unapproved early arrivals / unapproved late departures	€100 /day or any part of a day
Propping exterior doors and doors to common spaces	€50
Unreturned/Lost room/entrance keys	€15 per chip and €20 per key
Leaving the room in such a poor condition that it requires excessive cleaning	€30 per bag of trash or item
Furniture not returned to original locations	€30 per item plus cost of replacement
Removing cutlery or crockery from the Cafeteria, factory kitchen, or from the dorm kitchens	€30 per item
Removing food from the cafeteria without approval from the cafeteria staff / Guests eating at the cafeteria without a voucher / Off-campus students eating breakfast or dinner without a voucher	80€ per meal
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
Excessive noise during quiet hours (inclusive of but not limited to loud conversations outdoor or indoor by open windows/doors; loud music; loud gatherings in the apartments or in the gardens)	minimum fine of €50, maximum of €150

Fines can be imposed by a Residential Assistant, the Director of Housing and Residential Life, the Student Life Assistant, Head of Student Life, 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 Director of Residential Life within four working

days. The student in question may also be called to a meeting with the Head of Student Life. 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.

Dormitory Safety Regulations

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 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.
10. 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.
11. 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.

Campus Life Policy Violations Outcomes

Sanctions

Consequences for violating campus life and 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 Head of Student Life or Director of Housing and Residential Life can place these students on social probation. Social probation lasts between four weeks and one full semester, as specified in each individual case. 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. Students will be notified of social probation by email or written letter, which states the reasons for and length of the probation; they will also at this time be requested to attend a discussion about the behavioural issues at hand. Once the student has passed the assigned period of probation without further incident, the probation will be lifted. Appeals regarding social probation can be made in writing to the Examination Board, provided they are lodged within one week after the meeting with the Associate Dean, Head of Student Life or Director of Residential Life has taken place.

Visa, Residence Permit, and Insurance

Visa

Under German law, all decisions regarding and responsibility for issuing visas lie with the missions of the Federal Republic of Germany, i.e. its embassies and consulates-general. The College accepts no responsibility for negative visa decisions and can assist the students with their visa process only by issuing a letter of invitation to committed or enrolled students. It is the responsibility of the new and returning students to research requirements and acquire a valid visa for entry into Germany.

International students must check if they require a student visa from a German Embassy **PRIOR** to entering Germany. Please allow at least six to eight weeks for a visa application to be approved. 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

German embassies around the world:

http://www.auswaertiges-amt.de/EN/Laenderinformationen/DtAuslandsvertretungenA-Z-Laenderauswahlseite_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.

Local Registration

Every person living in Germany must register with the local authorities. Bard College Berlin provides you with two forms for registration which you need to fill out and submit to the local city authorities (Bürgeramt). The College can assist you with this process during orientation or on announced appointments once per semester. If you require the College's assistance, you need to fill out two provided registration forms and submit them along with your passport to Xenia Muth (Admissions) within the given deadlines, who will submit it to the local authorities on your behalf. Registration process and length of the procedure are determined by the local authorities (Bürgeramt).

At the end of your stay you need to inform the authorities of your departure. The same procedure applies as for the registration. You will be provided with a de-registration form during checkout from campus or upon exmatriculation and must submit the filled form to the college or provide proof of independent de-registration from campus.

Residence Permit

Non-EU students arriving at Bard College Berlin must apply for a student residence permit (*Aufenthaltstitel*) at the Foreigners' Registration Office (*Ausländerbehörde*) upon their arrival on campus. An application for the residence permit is mandatory within the first 90 days after students' arrival in Europe's Schengen Zone or prior to students' visa expiration date. Different regulations may apply for students in the Program for International Education and Social Change; these students must check their residence status with the College individually. It is the responsibility of the new and returning students to research requirements and acquire a valid residence permit. Students may apply at the Foreigners' Registration Office on their own or use the process offered by the college.

Bard College Berlin will assist students with the procedure once a semester provided submission of complete documents including passport within the announced deadlines of BCB and within the legal application period determined by the German Immigration Authorities. All decisions regarding and responsibility for issuing a residence permit lie with the Berlin Foreigners' Registration Office (*Ausländerbehörde*). The College accepts no responsibility for application decisions or processing times of the Berlin Immigration Authorities. Further details on how to apply for the residence permit will be provided during orientation.

Health Insurance

Health insurance valid in Germany is required in order to be enrolled as a student at BCB. This includes students on a Leave of Absence or studying abroad.

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 2016-2017 was €89.37 for students under the age of 23 and €90.99 for students from age 23. 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>

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*, approx. €80 /year).

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*, approx. €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 and duration of program, 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 €200 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 €200 of the security deposit.
- **Required Semesterticket costs of approximately €390.**
- **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.

Bard College Berlin fees are subject to annual revision and updated fees will be announced by March 15, 2018.

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/. Students can make non-cash payments by bank transfer. 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. Bard College Berlin can not accept credit card payments directly, but if you'd like to pay with credit card you can use online payment services like Transferwise (<https://transferwise.com/de/>)

For detailed instructions, please contact the Accounting or the Financial Aid Office.

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

Account Number: 26868556
Sort Code: 100 208 90
HypoVereinsbank
Leibnizstr. 100
10625 Berlin, Germany

IBAN: DE98 1002 0890 0026 8685 56
SWIFT (BIC): HYVEDEMM488

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.

Withdrawal	Comprehensive Fee Charged
Up to Friday Week 2 (5pm), Fall Semester	50%
After Friday Week 2 (5pm), Fall Semester	100%

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 April 1, 2018. 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. When possible, preference will be given to those students with a high financial need and to students who have previously undertaken the available job satisfactorily and wish to continue.

On-campus student employment may not exceed 10 hours per week during the academic term. Students may work longer hours when classes are not in session, provided that the employing department can offer such additional hours.

Campus student jobs are paid at the rate of €8.84 per hour. Timesheets (signed by the job supervisor) must be submitted to the Financial Aid Officer 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. Payments will be made by bank transfer to German or EU bank accounts (SEPA transfer).

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.

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.

Job applications, contracts and procedures

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. All vacant job positions will be posted publicly through the BCB email system. Once you have received an email about a job offering you are interested in, you should send your application and all required documentation to the job supervisor as well as the Financial Aid Officer.

If you are successful in obtaining a job, you will receive a work agreement detailing the job description, working hours and duration of contract. This must be signed by both the student and the supervisor. All student campus work is temporary employment; the weekly amount of hours may be flexible in certain job positions and depends on operational demands. Hours worked must be documented by the student on time sheets and approved by the supervisor.

Supervisors are responsible for assessing and providing feedback on student work performance. When it is the case that students are not performing jobs satisfactorily, students can be terminated according to the procedures set out in the contract. Students with concerns about their working conditions or hiring and firing procedures can speak to the the Financial Aid Officer in the Office of Student Accounts, who is responsible for managing the student job process.

Student wages are tax free, and lump sum payroll taxes are paid by Bard College Berlin. If the student holds another registered off-campus job, or obtains one while employed on-campus, the student needs to inform the Financial Aid Officer/Office of Student Accounts to insure the total wages are not exceeding the the tax free employment restrictions (Minijob).

All students considering applying for a student job should consult the Student Employment Policy:

http://www.berlin.bard.edu/fileadmin/common/Student_Employment/RULES_AND_PROCEDURES_FOR_STUDENT_EMPLOYMENT_2015.pdf

Further information about student jobs can be obtained from Nadine Cöster (Office of Student Accounts).

APPENDIX: GENDER-BASED MISCONDUCT POLICY*

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

7/21/2016

2016–2017 GENDER-BASED MISCONDUCT POLICY*

1. NOTICE OF NONDISCRIMINATION

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 the 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.

2. POLICY STATEMENT

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 Berlin'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, Section 304 of the Violence Against Women Reauthorization Act and New York State Enough Is Enough legislation. These laws and the College prohibit discrimination and harassment, including gender-based misconduct.

Bard College Berlin 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 inquiry 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 Berlin 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 MISCONDUCT¹

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

¹ These definitions are pursuant to the U.S. 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.

participate in or benefit from the College's educational, social, and/or residential program; and/or is based on power differentials (quid pro quo³), 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 Act: Any sexual act without consent. Sexual act means –

- Contact between the penis and the vulva or the penis and the anus, contact involving the penis occurs upon penetration, however slight;
- contact between the mouth and the penis, the mouth and the vulva, or the mouth and the anus;
- the penetration, however slight, of the anal or genital opening of another by a hand or finger or by any object, with an intent to abuse, humiliate, harass, degrade, or arouse or gratify the sexual desire of any person; or
- the intentional touching, not through the clothing, of the genitalia of another person who has not attained the age of 16 years with an intent to abuse, humiliate, harass, degrade, or arouse or gratify the sexual desire of any person;

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.

Nonconsensual Sexual Contact: Any sexual contact without consent. Sexual Contact means- the intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or buttocks of any person with an intent to abuse, humiliate, harass, degrade, or arouse or gratify the sexual desire of any person.”

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

Accused: A person accused of a violation who has not yet entered the College’s formal investigation process.

Affirmative Consent: Affirmative consent is a knowing, voluntary, and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions, as long as those words or actions create clear permission regarding willingness to engage in the sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent. The definition of consent does not vary based upon a participant’s sex, sexual orientation, gender identity, or gender expression. Previous consensual sexual activity and/or consent to one sexual act does not constitute consent to any other sexual act. Consent is required regardless of whether the person initiating the act is under the influence of illegal substances and/or alcohol. Consent may be initially given but withdrawn at any time.

Consent cannot be given when a person is incapacitated, which occurs when an individual lacks the ability to knowingly choose to participate in sexual activity. Incapacitation may be caused by a lack of consciousness or being asleep, being involuntarily restrained, or if an individual otherwise cannot consent. Someone who is under the influence of alcohol, drugs, or other intoxicants may be incapacitated and, therefore, unable to consent to sexual activity. Minors under the age of consent cannot consent to sexual activity. Consent cannot be given when it is the result of coercion, intimidation, force, or threat of harm. When consent is withdrawn or can no longer be given, sexual activity must stop.

Bystander: a person who observes a crime, impending crime, conflict, potentially violent or violent behavior, or conduct that is in violation of rules or policies of an institution.

Code of Conduct: the written policies adopted by an institution governing student behavior, rights, and responsibilities while such student is matriculated in the institution.

Institutional Investigation: A fact-finding inquiry conducted by an external investigator 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 both parties in writing if additional potential violations are being investigated based on the information elicited.

Preliminary Inquiry: The College's initial response to all complaints of gender-based misconduct so as to remedy its effects and prevent its recurrence.

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

Reporting Individual: Student(s), employee(s), and/or guest(s) of, or visitor(s) to Bard College Berlin who allege that they have been subjected to gender-based misconduct. Reporting individuals may be individuals or groups of individuals who allege that they have been the victim(s) of gender-based misconduct. This shall encompass the term victim, survivor, complainant, claimant, witness with victim status, and any other term used to reference an individual who brings forth a report of violation.

Respondent: A person accused of a violation who has entered the College's formal investigation process. Respondents may be individuals, groups, programs, academic or administrative units.

Retaliation: To take an adverse action against any individual or subject any 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 apply this policy.

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

6. AMNESTY FOR ALCOHOL and/or DRUG USE

The health and safety of every student at Bard College Berlin is of utmost importance. Bard College Berlin recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that violence, including but not limited to domestic violence, dating violence, stalking, or sexual assault occurs, may be hesitant to report such

incidents due to fear of potential consequences for their own conduct. Bard College Berlin strongly encourages students to report domestic violence, dating violence, stalking, or sexual assault to institution officials. A bystander acting in good faith or a reporting individual acting in good faith who discloses any incident of domestic violence, dating violence, stalking, or sexual assault to Bard College Berlin's officials or to local law enforcement will not be subject to Bard College Berlin's code of conduct action for violations of alcohol and/or drug use policies occurring at or near the time of the commission of the domestic violence, dating violence, stalking, or sexual assault. Amnesty is not available to those dealing drugs or who have used drugs or alcohol to facilitate an assault.

7. CONFIDENTIAL REPORTING AND IMMEDIATE ASSISTANCE

Any member of the Bard College Berlin 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 Confidential Resources at Bard College Berlin

Counseling	counseling@berlin.bard.edu
Health Services	http://www.berlin.bard.edu/campus-life/health-services/

b. Confidential Resources at Bard College Annandale (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

c. Off-Campus Confidential Resources in Berlin and Germany

Hilfetelefon - Helpline for Women (24/7) 08000 116 016

SASHAA (Sexual Assault Support and Help 0800 225 5288
for **Americans Abroad**; 24/7, toll-free; at the prompt,
enter 866-USWOMEN (879-6636)

LARA Rape Crisis Center for Women 030 216 88 88
(Mon-Fri 9 am - 6 pm)

Lesbenberatung Berlin - Counseling for LBTQI women 030 - 215 20 00
(Mon-Fri 2 - 5 pm)

Maneo, victim support service for gay men 030 216 33 36
(Daily 5 pm - 7 pm)

TransInterQueer e.V. 030 6167 529 16
(Tue 4 - 5pm)

Anonymous reports made within the Bard community are filed and reported for statistical purposes only in accordance with the Clery Act⁴. Reports made to off-campus resources are filed and reported for statistical purposes if Bard is made aware of such reports. Even College offices and employees who cannot guarantee confidentiality will maintain your privacy to the greatest extent possible. The information you provide to a non-confidential resource will be relayed only as necessary for the Title IX Administrator to investigate and/or seek a resolution.

8. 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 employee⁵ with knowledge of

⁴ The ***Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f))*** is the landmark federal law that requires colleges and universities across the United States to disclose information about crime on and around their campuses

⁵ A responsible employee is defined as any Bard College Berlin administrator, faculty, or professional staff member. 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 Office for Gender Equity.

gender-based misconduct occurring among members of the Bard community must notify the Office for Gender Equity at Bard College in Annandale. They may do so via the local Title IX liaison at Bard College Berlin. Individuals or persons who have questions regarding the reporting procedures for gender-based misconduct, may talk by telephone with the Title IX Administrator in Annandale, 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.

Each reporting individual at the first instance of disclosure to a College representative shall be informed of their right to make to a report to local law enforcement or their right to choose not to report; to report the incident to the College; to be protected from retaliation for reporting an incident; and to receive assistance and resources from the College.

Reporting individuals will have emergency access to an appropriate official, based in Annandale, who is trained in interviewing victims of sexual assault and shall be available upon the first instance of disclosure by reporting individuals to provide information regarding options to proceed and the importance of preserving evidence and obtaining a sexual assault forensic examination and describe the standard of proof required in cases of gender based misconduct. Such officials shall also explain whether they are authorized to offer the reporting individual confidentiality or privacy, and shall inform the reporting individual of both confidential and private reporting options

When information pertaining to specific incidents of alleged gender-based misconduct is shared, the Office for Gender Equity 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 offices and employees who cannot guarantee confidentiality will maintain privacy to the greatest extent possible. The information provided to a non-confidential resource will be relayed only as necessary for the Title IX Administrator to investigate and/or seek resolution.

Reports can be submitted by contacting the Office for Gender Equity, either:

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

Bard College Annandale’s Title IX Coordinator, Shoshana Gray, can assist you with reports, answer questions, and provide many additional resources.

Local assistance contacting the Title IX Coordinator in Annandale

Students, faculty and staff members in Berlin who would like assistance contacting the Title IX Coordinator in the Office for Gender Equity at Bard College Annandale should contact the Head of

Student Life at Bard College Berlin, who is the Title IX Liaison between Bard College Annandale and Bard College Berlin and will facilitate this process.

b. External Reporting Line

Misconduct Reporting Line (Annandale, USA) +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 immediate Bard community. That person will determine, based upon the allegations made, whether this is a matter that 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 Office for Gender Equity may be made through this reporting line.

c. Anonymous Report

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

Shoshana Gray
Office for Gender Equity
102 Gahagan House
Bard College
Annandale-on-Hudson, NY 12504-5000

Or

On-Line @: tinyurl.com/BardIncidentReport

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

False Reporting: An individual who is determined to knowingly have made false complaints, or accusations, or provided 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.

d. Criminal Report

Individuals have the right to decide whether to file or decline to file a report with the local enforcement agency where the misconduct occurred. The Title IX Coordinator in Annandale and Student Affairs staff at Bard College Berlin Berlin are 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 beyond a reasonable doubt and is different than the burden of proof mandated by law for violations of Title IX which is the preponderance of evidence standard meaning a violation was more than not to have occurred.

To file a criminal report, individuals may contact:

Emergency Number - German Police	110
Berlin-Pankow Police Department	030 4664 113701
Berlin Police contact for LGBTQ persons	030 4664 979 444
Title IX Coordinator, Bard College Annandale	+1 845-758-7542
Local Title IX Liaison, Bard College Berlin	030 43733 126

Any other appropriate law enforcement agency

If sexual assault occurs, it is important to seek medical care at a hospital to preserve as much evidence as possible. Preserving evidence of the assault through examination is critical to supporting a criminal prosecution.

Reporting individuals may request information from appropriate Bard College Berlin administrators on how to initiate legal proceedings in family or civil court. The Title IX Coordinator, based in Annandale, and the local Title IX Liaison, based in Berlin, may answer questions students may have related to Orders of Protection from the judicial system. The Title IX Coordinator may be reached at +1 845-758-7542. The local Title IX Liaison may be reached at 030 43 733 126.

9. INSTITUTIONAL INVESTIGATION PROCESSES

Preliminary Inquiry

The Title IX Administrator, or designee, serving as the initial intake officer, will document the statement of the reporting individual and/or respondent. These statements will then be reviewed to make a determination as to whether or not the allegations potentially constitute a violation of this policy. Additional information may be sought to assist in this determination. When possible, the wishes of the reporting party will be considered. If a determination is made that the allegations assert a violation of this policy, the matter will move forward into the formal institutional investigation phase.

Institutional Investigation

Student reports of gender-based misconduct will be investigated in a thorough, reliable, impartial, and timely manner by individuals who receive annual training in conducting investigations of sexual violence, the effects of trauma, and impartiality to guarantee the rights of the parties including the right to a presumption that the respondent is “not responsible” until a finding of responsibility is made pursuant to U.S. state and federal law, to local law and the College’s policies and procedures.

The investigation will commence 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 the reporting individual(s) will be contacted separately by the Title IX Administrator, or designee, to review the policy, procedures, and rights and is available for communication and review of the process throughout the investigation.

The reporting individual and the respondent have the right to exclude their own prior sexual history with persons other than the other party in the investigation or their own mental health diagnosis and/or treatment from admittance in the investigations stage that determines responsibility. Past findings of domestic violence, dating violence, stalking, or sexual assault related to criminal convictions or conduct violations may be considered when determining sanctions.

Both the reporting individual and the respondent are entitled to, and will be offered, a Title IX Adviser to be present throughout the complaint process and during the investigation. The Title IX Adviser is available to provide support regarding the investigation process. The Adviser is not a confidential resource; however, the investigation will not make inquiry into communication between the Adviser and the party being supported. Any conversation with the Adviser may be subject to lawful subpoena issued by a court of law or in connection with subsequent legal proceedings.

The Adviser 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 Adviser and may seek the support of an adviser of their choice, which may include an attorney. Confidentiality may attach if there is an attorney/client relationship between the adviser and advisee.

Formal investigations are conducted by trained investigators⁶ who are designated by the Office for Gender Equity. The investigator will gather information and interview the reporting and responding parties and any witnesses who have material knowledge of the alleged incident(s). Both parties may present relevant evidence for consideration by the investigator who will determine its relevancy. Since an investigator does not have the power of subpoena, the evidence gathered by the investigator is restricted to that which is voluntarily submitted. Both parties are

⁶ 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.

given the opportunity to review the investigator's summary related to their statement to ensure accuracy and submit written questions for the investigator's consideration.

At the conclusion of the interviews, the investigator will provide a draft of the interview summaries to both parties to ensure accuracy and provide an opportunity for comment or additional questions by the parties which will be considered by the investigator for relevancy.

The investigator will issue a written report of findings to the Vice President of Administration of Bard College or their designee, trained as a Title IX adjudicator. Adjudicators may recuse themselves if their participation might compromise the integrity of the adjudication process.

Reporting and responding parties have the right to include an impact statement which will be included with the investigator's report presented to the adjudicator.

The investigator's report will discuss the evidence submitted and the investigator's opinion as to whether or not the preponderance of the evidence⁷ supports a determination that there was a violation of the College's gender-based misconduct policy. The Vice President of Administration, or designee, will review the report and make a determination of outcome along with the sanctions, if any, to be imposed. The Vice President of Administration, or designee, may consult with the Dean of Students, Title IX Administrator, counsel, or others with specific knowledge or expertise. This determination will be shared with the Office for Gender Equity, who will notify both parties of the outcome simultaneously.

10. NOTIFICATION TO PARTIES

Every effort will be made to ensure that both the reporting individual and respondent are updated at various points during the investigation. Both the reporting individual 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 simultaneously notified when the investigation interviews conclude and the report has been sent to the Senior Administrator, or designee.

Outcome Notification

⁷ "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.

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

11. 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 College Berlin 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 the violation, motivation of behavior, disciplinary record, and the impact of safety concerns to the greater campus community.

12. 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:

1. Evidence of procedural or material error which could impact the outcome;
2. Substantial new evidence now available, which was unavailable at the time of the investigation;
3. Improper sanction.

The appeal request should be submitted through the Office for Gender Equity at Bard College in Annandale 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. Dissatisfaction with the outcome does not constitute grounds for appeal.

In order to effectuate an appeal, reporting and responding parties shall receive written notice of the findings of fact, the decision, and any sanction, if any, as well as the rationale for the decision and the sanction. In such cases, any rights provided to a reporting individual will be similarly provided to a respondent and any rights provided to a respondent will be similarly provided to a reporting individual.

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 reporting party 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 five (5) business days to submit a written response, which will also be exchanged as part of the appeal.

Any statements and evidence submitted will be reviewed by a panel consisting of the President of Bard College, the Vice President of Student Affairs, and the Dean of the College, or their designees.

If the appeal is denied, the parties will be notified and the matter closed. If the panel, or designees, determine that it needs additional information, it may refer the matter back for further investigation or may request additional information to be submitted to the panel for consideration.

If the appeal is granted, the panel, or designees, 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 Senior Administrator, or designee, for reconsideration.

The Office for Gender Equity at Bard College in Annandale will notify the reporting party and the respondent, in writing, of the decisions involving the appeal as well as the disposition.

13. GENDER-BASED MISCONDUCT TRANSCRIPT NOTATION

Bard College Berlin shall make a notation on the transcript of a student found responsible for violations of the College's gender-based misconduct policy that they were "suspended after a finding of responsibility for a code of conduct violation" or "dismissed after a finding of responsibility for a code of conduct violation". For the responding student who withdraws from Bard College Berlin while such conduct charges are pending, and declines to complete the disciplinary process, Bard College Berlin shall make a notation on the transcript of such students that they "withdrew with conduct charges pending".

Students who are suspended after a finding of responsibility for a gender-based misconduct violation may submit a written appeal to the Title IX Administrator at Bard College in Annandale, requesting that the notation be removed from their transcript. Such a notation shall not be removed prior to one year after the conclusion of the suspension. Notations for dismissal will not be removed. If a finding of responsibility is vacated for any reason, any such transcript notation shall be removed.

14. INTERIM MEASURES

Individuals have the right, regardless of their decision to file a formal complaint, to obtain reasonable and available interim measures and accommodations that effect a change in academic, housing, employment, transportation, or other applicable arrangements to help ensure safety, prevent retaliation and avoid an ongoing hostile environment. Both the reporting individual and the accused or respondent shall be afforded a prompt review, reasonable under the circumstances, of the need for and terms of any such interim measure and accommodation that directly affects them and shall be allowed to submit evidence in support of their request.

15. NO CONTACT ORDERS

In order to promote safety and civility on campus, Bard College Berlin administrators are authorized to issue No Contact Orders (NCO's) prohibiting contact between students when there exists a reasonable concern that physical or psychological harm may result from such contact and there is reasonable evidence of unwelcome continued intentional contact.

The College will consider all facts and circumstances that may be relevant to whether an NCO should be issued, including, but not limited to, the following factors:

- When there are allegations, threats, or evidence of physical violence by one student against another;
- When there are allegations, threats, or evidence of emotional abuse or harassment by one student of another;
- When there is a substantial risk of emotional harm from continued contact between students;
- When continued contact between students may have a material impact on campus disciplinary proceedings;
- When requested or agreed to in good faith by both students involved; and,
- When there are of allegations of serious college policy violations.

A student receiving an NCO is to have no contact, direct or indirect, with the requesting student. Contact includes all forms of written communication (texting, social media, e-mail, etc.) as well as personal contact (face-to-face, telephonic, etc.). This includes indirect contact through other persons or through asynchronous modes of electronic communication.

When in public spaces, the student receiving the NCO should avoid direct interaction whenever possible and act to minimize contact. If they encounter the requesting student on campus grounds it will be their responsibility to leave the area without direct contact.

NCO's may include additional protective measures or other terms specific to the safety, well-being, or other needs of either or both students subject to the NCO, when deemed necessary by the College. Any additional terms shall be expressly stated in the NCO.

NCO's related to Gender-Based Misconduct may be issued by the Title IX Administrator, or their designee, including the local Title IX Liaison. For emergency situations involving personal safety -

the Associate Dean of Students, Head of Student Life and/or the Director of Housing and Residential Life may issue temporary NCO's, which shall be confirmed, modified or rescinded by the Title IX Administrator once all relevant information is reviewed.

Students have the right, upon request, to receive a prompt review, reasonable under the circumstances, of the need for and the terms of an NCO and will be allowed to submit evidence in support of their request. NCO's are reviewed upon request by the Title IX Administrator and Vice President of Administration at Bard College in Annandale, or their designees. An NCO is not a conclusion as to whether or not a violation of College policy has occurred. The College will notify the other party of the request for modification and the decision to modify or not.

Violations of No Contact Orders are subject to discipline under the Code of Student Conduct or the retaliation provisions of the Gender Based Misconduct Policy, as appropriate, and could result in interim suspension, additional conduct charges, or arrest.

Students who have interpersonal conflicts that do not raise concerns for individual health and safety will not be granted NCO's.

16. PREVENTION AND ASSESSMENT

Prevention Education

Bard College Berlin conducts an ongoing education campaign to educate members of its community about domestic violence, dating violence, stalking and sexual assault. The College trains all new students about its policy, resources, institutional assistance, and the consequences and sanctions for individuals who commit these violations. The College offers all students access to such training programs and educational activities.

Bard College Berlin requires that each student leader and officer of student organizations recognized by the College shall complete training on domestic violence, dating violence, stalking, or sexual assault.

The College will regularly assess programs and policies to determine effectiveness and relevance for students.

17. CONTACT INFORMATION

Title IX Administrator:
Shoshana Gray
Associate Dean for Gender Equity
+1 845-758-7542

titleix@bard.edu

Bard College Berlin Title IX Liaison:
Head of Student Life
030 43733 133

Disability Accommodations

Students seeking accommodations for a disability in connection with this process should contact the Registrar's Office at Bard College Berlin:

Disability Accommodations at Bard College Berlin:
Registrar's Office
030 43 733 115

18. STUDENTS' BILL OF RIGHTS

All students have the right to:

- Make a report to the local police
- Have disclosures of domestic violence, dating violence, stalking, and sexual assault taken seriously;
- Make a decision about whether or not to disclose a crime or violation and participate in the judicial or conduct process and/or criminal justice process free from pressure by the institution;
- Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard;
- Be treated with dignity and to receive from the institution courteous, fair, and respectful health care and counseling services, where available;
- Be free from any suggestion that the reporting individual is at fault when these crimes and violations are committed or should have acted in a different manner to avoid such crimes or violations;
- Describe the incident to as few institution representatives as practicable and not be required to unnecessarily repeat a description of the incident
- Be protected against retaliation by the College, any student, the accused and/ or the respondent, and/or their friends, family and acquaintances within the jurisdiction of the College;
- Access to at least one level of appeal of a determination
- Be accompanied by an adviser of choice who may assist and advise a reporting individual, accused, or respondent throughout the judicial or conduct process, including during all meetings and hearings related to such process

- Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or judicial or conduct process of the College.

19. PARENTAL NOTIFICATION

Bard College Berlin's ability to notify parents or guardians about any complaints or allegations made with respect to this policy is limited by U.S. federal law and state law, including but not limited to the Family Educational Rights and Privacy Act (FERPA) and NYS Enough is Enough legislation.

20. FILE RETENTION POLICY

Bard College Berlin 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/> for a complete list of exceptions under FERPA.

21. REPORTING STATISTICS PURSUANT TO THE CLERY ACT

Bard College in Annandale is required by U.S. federal law to regularly report crime statistics, including those from its branch campuses such as Bard College Berlin. Information available to the public includes neither the details of the incident nor identifying information of those involved in the investigation. The College's Annual Security Report can be found at www.bard.edu/security/

22. ADDITIONAL INFORMATION

Additional information regarding Title IX can be found at www.bard.edu/titleix.

23. RELEVANT U.S. GOVERNMENT RESOURCES

The U.S. 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

U.S. Department of Justice, Office on Violence Against Women
www.ovw.usdoj.gov

New York State – Enough is Enough Legislation
<https://www.nysenate.gov/legislation/bills/2015/S5965>

24. GRIEVANCES AGAINST THE COLLEGE’S GENDER-BASED

MISCONDUCT POLICY

Inquiries and complaints regarding Bard College Berlin’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: 800-421-3481
Fax: 202-453-6012
TDD: 800-877-8339
E-mail: OCR@ed.gov
Website: <http://www.ed.gov/ocr>

***NOTE:** Revised 7/21/2016. This policy is subject to review and revision on a regular basis. Please contact the Office for Gender Equity at Bard College Annandale or the Bard College Berlin Title IX Liaison to ensure you have the latest version of this policy.