

# MiddCORE

## Student Handbook

*Middlebury College's Leadership and Innovation Program at Sierra Nevada College*

### Welcome to MiddCORE

You are about to embark on an incredible journey of personal discovery. MiddCORE is more than a course—it is a transformative experience. Be prepared to work hard, take risks, learn a lot, and meet fascinating people in the process.

### Interacting with mentors

One of the real values of the MiddCORE experience is developing relationships with our visiting mentors. You are encouraged to meet with them over breakfast, lunch, and dinner. Take advantage of these unique opportunities to engage with CEOs, CFOs, social entrepreneurs, negotiators, venture capitalists, innovators, leadership coaches, and other professionals.

## Purpose of this Handbook

This handbook was created to prepare students for the MiddCORE program, and to provide answers to many commonly asked questions. **Please read it thoroughly** and follow all instructions.

The MiddCORE staff always welcome students' e-mails, phone calls, and inquiries, and we hope that students will continue to seek guidance and support as they prepare for their MiddCORE experience. We are also available to talk to students' parents, family, and friends to answer any MiddCORE-related questions.

Middlebury aims to present an accurate overview of the programs, facilities, and fees of the MiddCORE Immersion Program in this publication; however, Middlebury reserves the right to alter any aspect of the program, facilities, or fees described in this publication without notice or obligation.

We strongly recommend that parents or guardians become familiar with the contents of this handbook. We hope this information is helpful and we wish students a productive and enjoyable summer session.

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## **Nondiscrimination Statement and Compliance Officer/Title IX Coordinator**

Middlebury complies with all applicable state and federal laws which prohibit discrimination in employment, or in admission or access to its educational or extracurricular programs, activities, or facilities, on the basis of race, creed, color, place of birth, ancestry, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, marital status, service in the armed forces of the United States, positive HIV-related blood test results, genetic information, or against qualified individuals with disabilities on the basis of disability and/or any other status or characteristic as defined and to the extent protected by applicable law.

Middlebury designates the [Compliance Officer/Title IX Coordinator](#) to coordinate its efforts to comply with any and all federal and state laws that prohibit discrimination on the basis of one or more of the characteristics listed above. Middlebury's Title IX Coordinator is responsible for coordinating Middlebury's efforts to comply with and carry out its responsibilities under Title IX of the Education Amendments of 1972 as amended. In general, Title IX prohibits discrimination in educational programs on the basis of sex. Prohibited sex discrimination includes sexual harassment and sexual misconduct (including sexual assault) as defined by Middlebury's policies (see policy information below).

The full text of Middlebury's Nondiscrimination Statement is available at <http://www.middlebury.edu/about/handbook/general/nondiscrimination>. Printed copies are available upon request by emailing [middcore@middlebury.edu](mailto:middcore@middlebury.edu).

## **Student Accessibility Services, Americans with Disabilities Act (ADA), and Section 504 Coordinator**

Middlebury complies with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA), as amended, and applicable state laws, which prohibit discrimination against qualified individuals with disabilities, on the basis of disability. Middlebury designates the [Compliance Officer/Title IX Coordinator](#) to coordinate its efforts to comply with and carry out its responsibilities under Section 504. Individuals with concerns regarding Middlebury's compliance with such laws may contact the [ADA Coordinator](#) or the Title IX Coordinator/Compliance Officer.

Middlebury is committed to making reasonable accommodations for qualified students with disabilities as required by applicable laws. We would like to take this opportunity to welcome all students to the Middlebury MiddCORE community and ask that students inform us of any disabilities for which they seek accommodation. Qualifying disabilities can include, for example, visual impairments, hearing or mobility impairments, psychological and medical conditions, and learning disabilities, which substantially limit one or more of a person's major life activities and may necessitate modifications to MiddCORE's facilities, programs, or services.

The process and services ordinarily available at MiddCORE are described in more detail in Middlebury's ADA Policy, which is available from the [Student Accessibility Services Office](#) in a variety of accessible formats or on the web at <http://www.middlebury.edu/studentlife/doc/ada/policy>. To initiate the accommodation process, a student must file the [Accommodation & Assistance Request Form for Summer Programs](#) that is supplied to each student upon acceptance. Submit the form along with required documentation directly to Student Accessibility Services online or at the address found on the front of the form. Students may reach us with questions or concerns at (802) 443-5936 or (802) 443-2169 (voice), (802) 443-7437 (TTY), or via fax at (802) 443-2440. Providing reasonable accommodations requires

timely student input. If accommodations are not requested in a timely manner, it may be impossible for Middlebury to provide them in the earlier portions of the summer program, which could significantly impair a student's ability to participate.

The information that students provide regarding any special needs will be shared only with those individuals involved in the coordination and facilitation of services and accommodations required to make our programs accessible to students. Please note that students with mobility impairments may benefit from acquiring a personal mobility device, such as a motorized scooter, to assist with the navigation of the campus terrain. This type of personal equipment is the responsibility of the student. Similarly, Middlebury is not responsible for services of a personal nature. Students with needs in this area are encouraged to consider obtaining a personal assistant or personal care attendant if they are unable to function independently on campus.

Note: Students' request(s) for accommodation MUST be supported by current and adequate documentation. Middlebury's documentation requirements are discussed in more detail in the ADA Policy, which is available from Student Accessibility Services. Generally, such documentation must: (1) be prepared by an objective professional qualified in the diagnosis of such conditions; (2) include information regarding the testing procedures followed, the instruments used to assess the disability, the test results, and a written interpretation of these results as they pertain to an educational environment and/or participation in Middlebury's programs; (3) reflect students' present level of functioning in the area related to the particular accommodations being sought; (4) be appropriately recent. Please note that if students are seeking accommodation for a specific learning disability, there are additional documentation requirements described in the ADA Policy.

## **Service and Assistance Animals Policy**

Middlebury has a policy that addresses Service Animals and Assistance Animals, as defined in the policy, while they are on campus. The full text of Middlebury's [Service and Assistance Animals Policy](http://www.middlebury.edu/about/handbook/student_policies/serviceanimal) is available at [http://www.middlebury.edu/about/handbook/student\\_policies/serviceanimal](http://www.middlebury.edu/about/handbook/student_policies/serviceanimal).

# Preparing for MiddCORE

## What to Bring

Leave valuable items at home. While theft is uncommon, it can occur.

Students should arrange for packages to arrive after the start of the program. MiddCORE cannot accept packages before the session begins.

During the session, student mail may be addressed to:

*First Name, Last Name c/o MiddCORE*  
Sierra Nevada College  
999 Tahoe Blvd.  
Incline Village, NV 89451

When planning what to pack, please consult this list of recommended items. Weather is typically warm at about 80 degrees Fahrenheit during the day, but may drop to 40 degrees at night. If you have questions about what to bring, contact our office at [middcoreadmissions@middlebury.edu](mailto:middcoreadmissions@middlebury.edu).

<b>Electronics</b> <ul style="list-style-type: none"><li>• Cellphone and charger</li><li>• Laptop (computers also available at SNC library)</li><li>• Alarm clock</li><li>• Optional: Camera</li></ul>	<b>Dorm room</b> <ul style="list-style-type: none"><li>• Personal toiletries, including prescription medicines</li><li>• Hangers</li><li>• Laundry bag and detergent</li></ul>
<b>Personal Items and Attire</b> <ul style="list-style-type: none"><li>• One business-casual outfit (appropriate for presentations or special programs)</li><li>• Comfortable clothing that can be layered</li><li>• Warm clothes for evenings/early mornings</li><li>• Water bottle</li><li>• Active wear</li><li>• Walking/running shoes</li><li>• Beach towel and swimwear</li><li>• Health insurance card and photo I.D.</li><li>• Debit card or a small amount of cash for laundry and optional off-campus activities</li></ul>	<b>Outdoor Gear</b> <ul style="list-style-type: none"><li>• Sunscreen</li><li>• Backpack</li><li>• Rain gear</li><li>• Optional: Outdoor equipment (gear for climbing, hiking, mountain biking, kayaking)</li></ul>

## Items Supplied in Each Room

Rooms include a twin bed, extra-long mattress (80 inch), bed linens, one set of towels, mattress pad, pillow, blanket, desk, desk chair, desk lamp with a bulb, dresser, closet-space/wardrobe, wall light, and Internet connection. **Please note that a telephone is not provided in students' rooms.**

## Computing Information

Wireless internet is available throughout the SNC campus. The SNC IT Department will be available in Patterson Hall at designated times to assist students with connecting laptops to SNC's wireless service, and on an as-needed basis to assist with computing problems. Prohibited uses of internet systems and services include theft or other abuse of the campus network, computers, or computer time. A full copy of these policies and prohibited acts is at <http://www.sierranevada.edu/resources/it-helpdesk-fa/>.

## Prohibited in Rooms and Subject to Confiscation

Appliances with exposed heating elements (such as portable heaters, toasters, and hot plates), candles, incense, halogen lamps, air conditioners, firearms, and pets are prohibited and subject to confiscation.

## Health Insurance

In order to be certain that students will be assisted in meeting the unexpected and sometimes heavy expense of an illness or accident, Middlebury College and Sierra Nevada College require students to have personal health insurance. If students do not already have health insurance that will provide coverage during MiddCORE, they must obtain coverage prior to arrival. International students, should confirm that their health insurance is valid in the U.S.

**Before arrival at MiddCORE, students must complete both of these online forms:**

1. [SNC Online Participant Agreement and Medical History Form](#)
2. [Middlebury College Online General Release and Indemnity Agreement Form.](#)

## International Students

International Student and Scholar Services (ISSS) offers visa-related services and provides advice and support to Middlebury College's international student, faculty, and staff population.

International students (i.e., non-U.S. citizens/lawful permanent residents) participating in MiddCORE must have a nonimmigrant U.S. visa status that allows them to pursue full-time study during the MiddCORE program dates. Tourist status (i.e. B-1/B-2/Visa Waiver Program-ESTA) does not allow enrollment in a full-time course load such as MiddCORE. If students are in the U.S. attending another U.S. college or university with a visa status that allows them to study full time, please contact International Student & Scholar Services (ISSS) with current visa documentation (a scanned copy of visa, passport ID pages, I-94 card, and I-20, DS2019 or other document used to obtain visa status). ISSS will review the documents to confirm a student's eligibility to attend MiddCORE with his/her current visa status. Please email ISSS at [iss@middlebury.edu](mailto:iss@middlebury.edu) with the necessary information, and respond to ISSS requests in a timely way. Students may also visit <http://www.middlebury.edu/international/iss> for more information.

## Important Tax Information for International Students

All students who are not U.S. citizens or U.S. lawful permanent residents (i.e., green card holders) will receive an emailed request for information from Middlebury's Tax Office before the program begins. Students must submit the requested information in a timely manner. Please note that students may have a tax obligation on scholarship or financial aid amounts that exceed tuition. If so, students will be obligated to pay the tax liability that will appear on the Middlebury bill.

## Foreign Nationals

A foreign national's tax status is determined based on visa history and passport information provided prior to arriving at MiddCORE.

**Resident aliens:** For tax purposes, resident aliens are treated like U.S. citizens.

**Non-resident aliens:** Funds received from the College for financial aid to cover room and board and other non-tuition expenses are reported by Middlebury College on IRS Form 1042-S, *Foreign Person's U.S. Source Income Subject to Withholding*. These funds are taxable at 14% or 30% unless treaty benefits apply. Taxes are posted to the students account and are due to the College by the program start date. The tax withholding is also reported on Form 1042-S, which is mailed the following February. More information about which countries have tax treaties and answers to similar questions is available at <http://www.middlebury.edu/offices/business/tax>.

# Communication and Banking

## Cellular Service

For students who bring cell phones, Verizon Wireless, AT&T Wireless, and Sprint provide consistent cell phone service on campus. If a student does not have a U.S. cell phone, pre-paid cellular phones for use in Nevada (zip code 89451) are sold online and at local businesses.

## SNC Campus Telephone Services

A courtesy telephone is available at the front desk in Patterson Hall. It may be used for calls to campus locations, local and toll-free numbers, and emergency calls to 911. Long distance calling requires a calling card, at the student's expense. There is no in-room telephone service for students. The phone number for the front desk in Patterson Hall is: (775) 881-7572.

## Fax Services

A fax machine is located at the Housing Director's Office, located in Patterson Hall.

## Incoming Mail

Student mail during the session may be addressed to:

*First Name, Last Name c/o MiddCORE*

Sierra Nevada College

999 Tahoe Blvd.

Incline Village, NV 89451

This address is valid for USPS, UPS, FedEx and DHL. Students may pick up their mail at the MiddCORE Resource Table in the Patterson Hall dining room, Monday through Saturday.

**SNC cannot accept packages that arrive before the beginning of the MiddCORE session. Only First-Class mail and all packages will be forwarded after students' departure, for up to one year. Newspapers, magazines, and junk mail received after student departure will be recycled.**

## Outgoing Mail

Stamped, outgoing letters may be dropped off at the MiddCORE Resource Table. All other mail and packages can be sent using the local U.S. Post Office at: 770 Mays Blvd., Incline Village, NV, 89451, during regular business hours. Outgoing mail and packages must be sent at students' own expense.

## Banking and ATMs

There is an automated teller machine (ATM) located adjacent to the Patterson Hall front desk. Three major banks have full-service branch offices (and 24-hour ATM) in Incline Village. Use of an ATM may incur fees assessed by the ATM owner as well as the issuing cardholder's bank.

### U.S. Bank

923 Tahoe Boulevard  
Incline Village, NV 89451  
(775) 831-4780

### Wells Fargo Bank

776 Tahoe Boulevard  
Incline Village, NV 89451  
(775) 885-5500

### Umpqua Bank

910 Tahoe Boulevard  
Incline Village, NV 89451  
(775) 832-8100

# Arriving at Sierra Nevada College

Sierra Nevada College is located in Incline Village, Nevada, approximately five miles east of the California border, at the intersection of Tahoe Boulevard (Hwy 28) and Country Club Drive.

## Arrival to Campus

Students must arrive on campus **by 9 p.m. on Saturday, June 3, 2017** and should plan to check out of the dorms **by 10 a.m. on Saturday, July 1, 2017**. However, students are welcome to remain on campus until the provided airport shuttle departs.

Check-in is located in the Patterson Hall lobby. To reach Patterson Hall, turn right down the second driveway after the light at Country Club Dr. Patterson Hall is on the left, just behind the semi-circle drive.

Upon check-in, these services are provided:

- Key distribution
- Student Packet distribution
- Access Card information
- Vehicle registration (students will need their license plate number, license, and registration)
  - In Nevada and California, drivers are required to keep documentation of proof of automobile insurance in their cars at all times (usually a card provided by the student's insurer). In the event that a student is stopped by law enforcement, s/he will be required to produce vehicle registration, proof of insurance, and valid driver's license. Citations may be issued if a student is not able to produce these documents.

## Early Morning or Late Evening Arrivals

It is important that students plan to arrive on time and make travel arrangements accordingly. However, MiddCORE understands that students may have unavoidable and/or significant delays. In this event, please email [middcoreadmissions@middlebury.edu](mailto:middcoreadmissions@middlebury.edu). If students need to arrive before June 3rd or depart after July 1st, they **MUST** make their own arrangements to stay off campus.

## Providing Your Travel Itinerary

Students must provide a detailed travel itinerary to [middcoreadmissions@middlebury.edu](mailto:middcoreadmissions@middlebury.edu) well in advance of arrival in order for MiddCORE to arrange appropriate shuttle service from the airport.

## Lost Luggage

Luggage lost during students' flights and delivered to campus by the airline is stored at the front desk in Patterson Hall. If students need to pick up luggage after hours or during the weekend, they should check with the front desk staff.

## Keys

Residence Hall room keys are issued upon check in. Failure to return a key to the Patterson Hall front desk at the end of the session will result in a charge of \$25 for each key.

## Parking

Students who park in fire lanes or other restricted areas will be subject to towing and/or appropriate fines as determined by Washoe County statutes. A student may only park one vehicle on campus at any given time. Exceptions to this rule may be made only by the Director of Housing at SNC. No tents, trailers, motor homes, or recreation vehicles are allowed on SNC premises. No motorized vehicles may be brought into the residence halls at any time. Parking anywhere off the pavement is prohibited as mandated by the Tahoe Regional Planning Agency's (TRPA) regulations and fire lane requirements. Non-operating vehicles within student housing parking areas or campus grounds will be considered abandoned items and will be removed according to Washoe County regulations. Registered owners will be responsible for any fines incurred.

## Arriving by Air

The **Reno/Tahoe International Airport** is the closest major airport to Incline Village. It is serviced by most major airlines and car rental agencies.

If students fly in on **June 3rd** and leave on **July 1st**, Middlebury will provide shuttle vans based on travel schedules.

Most students will use van transportation provided by MiddCORE. However, airport shuttles, taxi services, and rental cars are also available at the airport. Students should tell drivers they are going to Sierra Nevada College. Additional information is available at <http://www.renoairport.com/>.

## Arriving by Road

### From Reno

- Take **U.S. Highway 580 South** to **Nevada State Route 431 (Mount Rose Highway)**.
- Take **State Route 431** toward Mount Rose/North Lake Tahoe to **Country Club Drive**.
- Turn left and proceed south until you reach **Tahoe Boulevard**.
- Cross **Tahoe Boulevard** and enter Sierra Nevada College through the entrance on the right side.

### From San Francisco and Sacramento (via Interstate 80)

- Take **Interstate 80 East** through Truckee to **California State Route 267**.
- Follow **SR 267** south over Brockway Summit toward Lake Tahoe.
- Turn left on **Nevada State Route 28** in Kings Beach. Follow **SR 28 (Tahoe Boulevard)** through Crystal Bay into Incline Village.
- Proceed east on **SR 28 (Tahoe Boulevard)** to **Country Club Drive**.
- Turn right on **Country Club** and enter Sierra Nevada College on the right-hand side.

### From Southern California (via U.S. Highway 50)

- Take **Interstate 5 North** or **California State Route 99** north to Sacramento to **U.S. Highway 50**.
- Take **US 50 East** to **Nevada State Route 28**.
- Turn left and proceed north on **SR 28 (Tahoe Boulevard)** to **Country Club Drive**.
- Turn left on **Country Club** and enter Sierra Nevada College on the right-hand side.

### From Southern California (via U.S. Highway 395)

- Take **U.S. Highway 395 North** to Carson City until you reach **U.S. Highway 50**
- Turn left on **US 50 East** to **Nevada State Route 28**
- Turn right and proceed north on **SR 28 (Tahoe Boulevard)** to Incline Village until you reach **Country Club Drive**.
- Turn left on **Country Club** and enter Sierra Nevada College on the right-hand side.

# On Campus

## Residential Life and Personal Safety

Classes are held Monday through Friday, but students should come prepared to remain on campus and work several hours at the end of each day, including weekends, and to interact with other students and mentors outside of class, as this is a vital part of the curriculum. All students are required to live in the dorms on the SNC campus for the duration of the program. If for any reason a student absolutely must be away from the campus overnight, they are required to get permission from the MiddCORE's Director and to leave information so that the student may be contacted in case of an emergency. MiddCORE cannot provide housing for members of a student's family, nor may guests be housed on campus. Failure to comply with these rules may result in removal from MiddCORE without refund.

## Security and Access to Student Residences

The Prim-Schultz residence hall is secured by a key card access system. The residence hall is not open to the public but may be accessed by members of the College community on official College business. Students, faculty, and staff are issued keys to their rooms and should keep their doors and windows locked when going to sleep or when leaving the room.

## Personal Safety and Emergencies

Although Incline Village is a safe community and few criminal incidents have been reported on the SNC campus, it is recommended that students follow these safety tips:

- If walking at night, do so in pairs and remain conscious of surroundings.
- Please report any suspicious persons/activities to any staff or faculty member. You may call the front desk at Patterson Hall: (775) 881-7572. The front desk will be staffed until 11:30 PM each evening. Campus security is available to respond to student concerns from 11:30 PM—7:00 AM, Monday through Sunday and can be reached at (775) 223-3107.
- We recommend that students lock cars and rooms at all times, as Sierra Nevada College cannot be held responsible for losses due to theft. We also recommend that students enter the front desk and campus security phone numbers into their cell phones.

In case of emergency or any immediate danger, students call 911 from a cellular phone or 9-911 from a campus phone, and tell the dispatcher they are located in Incline Village. **Campus phones** require the caller to **dial 9 and then 911** for emergency assistance.

In situations perceived as serious medical emergencies, students should call 911 for police and paramedics and let them know that their location is Incline Village, NV, or go directly to the 24-hour emergency room at Incline Village Community Hospital, located at 880 Alder Avenue (take Tahoe Boulevard/Rt. 28 into the Village area, turn right on Village Boulevard (just past the Raley's shopping center), go 1 block and turn left on Alder Avenue). Persons with possible neck or spine injuries should never be moved and an ambulance should be called.

Sierra Nevada College encourages students to report suspected crimes and emergencies as promptly and as accurately as possible. If students need to report a crime in progress or another emergency, they should dial 911 or 9-911 from a campus phone. Students should be prepared to let the dispatcher know that they are calling from Incline Village, NV, provide the dispatcher with their name, a description of the

type of emergency, and the location of the emergency. Please dial 911 only in an emergency, defined as an immediate need for police, fire or medical response. State Police receive immediate information indicating the address where the call initiated.

If students mistakenly dial 911, they should not hang up, since all calls are captured by the 911 system. Students should stay on the line and talk to the 911 dispatcher before disconnecting. In the event of a hang-up, emergency service personnel will attempt to call back, or if there is no answer, they will send someone to the location a student called from.

### **Local Law Enforcement Agencies**

Washoe County Sheriff's Office (775) 328-3001  
<http://www.washoesheriff.com/>

### **Emergency Planning and Preparedness on Campus**

Sierra Nevada College uses the e2campus emergency notification system to text message all registered students, faculty, and staff when there is an emergency on campus or other vitally important information needs to be disseminated quickly to our community. To sign up, please go to the following link:  
<https://www.e2campus.net/my/sierranevada/>

### **Lost and Found**

Any items found will be placed on the MiddCORE Resource Table in Patterson Hall. Items will be held through program end or for 30 days, then disposed of after the 30-day period.

### **Residence Hall Regulations and Other Information**

Students are housed in Prim-Schultz Hall, located on the Sierra Nevada College campus. All rooms are double-occupancy, each with a private bathroom. A laundry facility, student lounges, and a game room are available on site.

### **Property Loss**

Middlebury and SNC are not responsible for loss or damage to a student's property. Middlebury/SNC do not provide personal property insurance; this is the responsibility of each student.

### **Fire Safety**

Students must comply with all regulations regarding fire safety and the use of fire equipment including evacuating a building, and tampering with smoke detectors, fire extinguishers, or any other safety or emergency equipment. Tampering with or disabling any part of the fire alarm system, including in-room smoke detectors, falsely discharging an extinguisher, registering a false alarm or setting a fire are prohibited. Any of the above will result in a minimum \$250 fine from SNC (plus the cost of repair or replacement, as applicable) as well as disciplinary action up to and including immediate expulsion. The resident(s) responsible for violation of any of these regulations, including false alarms—whether deliberate or accidental—will also be responsible for all associated charges as determined by the fire department. If a student accidentally sets a fire, it should be extinguished only if safe to do so; if not, the student should call 911 and report it to the SNC Director of Housing or night security as soon as possible. The Incline Village Fire Department can also charge fees to a resident who sets off a fire alarm(s).

Any problems with smoke detectors must be reported to the MiddCORE staff or SNC Director of Housing immediately, as nonfunctioning detectors endanger the lives of all residents. If a signal alerts staff to a malfunctioning unit, dorm rooms will be checked and action will be taken to repair the smoke detector.

Occupants must exit a building when a fire alarm sounds. Failure to do so is considered dangerous behavior and can result in disciplinary action as well as a \$250 fine.

Items in violation of fire safety guidelines will be confiscated. Fire Safety violations include: possession of candles, incense, halogen lamps, portable heaters, or Christmas tree lights (with the exception of “rope lights”), dangerous chemicals, or hazardous materials. Fire safety violations also include: smoking, blocking the means of egress, or hanging tapestries on more than one wall and/or the ceiling. Discovery of any of these violations will result in confiscation and disposal of the prohibited item, a minimum fine of \$100, and the possibility of additional disciplinary action.

The room entry and exit must be clear; propping of fire exit doors of either residence hall or using these doors during restricted time is prohibited. **Nothing may be hung from a sprinkler apparatus.**

In common spaces and suite lounges, nothing can be hung from the ceiling; furniture cannot block an exit; and decorations cannot be near an ignition source. Items, including stickers, cannot be attached to walls, doors, ceilings, appliances, or furnishings of rooms or public areas. Students will be charged for removal of stickers and decals.

Nothing can be posted in an exit route (hallways, stairways, etc.).

Fines and other charges resulting from violations of SNC’s fire safety regulations will be borne collectively by the residence hall if the responsible individual(s) cannot be identified.

### **Smoke-Free Buildings on Campus**

In order to maintain a safe and comfortable learning environment and to ensure compliance with applicable laws, smoking in SNC offices and facilities is forbidden. For students’ convenience, ashtrays are located outside of college buildings. Students smoking in any non-smoking area may be subject to formal disciplinary procedures. Smoking will be allowed in designated smoking areas only. Please use appropriate receptacles to dispose of smoking materials. Fire danger is extreme in the Lake Tahoe Basin, so use caution whenever smoking and particularly when disposing of smoking materials. Campbell-Friedman Hall and Prim-Schultz Hall are smoke-free residence halls. We prohibit smoking of any kind as well as the burning of candles, incense, or potpourri in any area of this building. Smoking in the residence halls presents a fire hazard and constitutes a violation. As such, it will be treated as an offense with appropriate sanctions. All residents are subject to a \$250.00 cleaning fee if smoking in a room occurs.

### **Dangerous Weapons**

Sierra Nevada College is a private institution and therefore the possession of dangerous weapons or explosive devices (as determined by the College) by students, faculty, staff, or community visitors is not permitted on College premises, regardless of any permits or licenses issued by any jurisdiction or any federal agency, or the laws of Nevada or any other State. The brandishing, possession, or use of such weapons on College premises shall be considered sufficient cause for immediate suspension or expulsion pending investigation. If deemed necessary, the proper law enforcement authorities will be alerted. Exceptions to this policy may be granted in exceptional circumstances upon the written permission of the President of Sierra Nevada College.

## **Sound Amplification Equipment**

The unauthorized use of sound-amplification equipment in public areas by any member of the Sierra Nevada College/MiddCORE community is prohibited in order to prevent interference with college activities and functions; however, the use of such equipment in a reasonable manner shall be allowed with the completion and approval of a student event request form. This form can be located at [www.sierranevada.edu](http://www.sierranevada.edu). All students are reminded that the use of such equipment is subject to the laws of Incline Village General Improvement District (IVGID) and that a permit may be required from IVGID for such events.

## **Pets**

Pets are not allowed in campus buildings. The SNC residential lease states that no pets of any kind are permitted within the dormitories unless approved by the Director of Housing or Dean of Students. Designated service or assistance animals and animals in service training may be brought on campus. Leashed animals may be allowed on campus provided they are under direct and constant supervision of their owners. Individuals are not allowed to tie up or leave animals to roam on campus. Animals may not be left in vehicles parked on campus. Owners must ensure appropriate cleanup after pets. Violations will result in disciplinary actions against the owner and animal control will be contacted to secure the pet. If a pet causes damage to any campus property, the pet owner will be responsible for paying for those damages.

## **Air Conditioners**

Any unauthorized air conditioners will be confiscated. The items will be stored until the end of the session, at which time the owner will need to make arrangements with MiddCORE staff to pay the mandatory storage fee and make an appointment to collect the confiscated item. If an item is not claimed at the end of the session, it becomes the property of Sierra Nevada College.

## **Dorm Conditions/Care of SNC Property**

Occupants must maintain clean and sanitary conditions in dormitory rooms, and must clear common spaces after personal use. Removing screens and/or throwing items out of windows are prohibited. Students should note that residence hall screens are custom-made and very expensive to replace. If screens are damaged, students will be charged for full replacement costs. Damages to common areas or hallways may be billed to the residents of the entire dormitory unless the individual(s) responsible can be identified. Charges are imposed for damage to rooms or furniture, for removal of furniture, and for rooms not left in neat condition at the end of the occupancy period.

## **Housekeeping and Maintenance**

Cleaning equipment is readily available and students are responsible for keeping their rooms in order. The custodial staff cleans and maintains common areas, such as kitchens, bathrooms, and lounges daily (unless the facility you are residing in has less than 19 people and then the facility is on a reduced cleaning schedule), with the exception of Sundays.

Students should report all problems related to housekeeping and maintenance in their dorm to the Patterson Hall front desk.

## **Skateboarding on Campus**

Skateboarding on college pathways (excluding roads and parking lots) is prohibited. Violations may result in confiscation of skateboards or disciplinary action.

## **Storing Property**

Storing furniture of residence hall rooms or lounges anywhere other than their designated place is prohibited. Leaving personal items in the hallways, lounge area, or stairwells of residence halls is prohibited. Bicycles may not be stored in rooms; they must be stored in lockers or provided bike racks. Motorcycles must be secured outside.

## **Abandoned Items**

Non-operating vehicles within student housing parking areas or grounds will be considered “abandoned items” and will be removed according to Washoe County regulations. Students will be responsible for any fines incurred (up to \$500). Items will be considered abandoned upon the passage of fifteen days’ time from the resident’s departure from campus without prior written authorization from administration allowing the storage of said items. Abandoned items will then be removed and disposed of.

## **Furnishings**

Exchanging furniture, removing dorm furnishings from a dorm room, or moving lounge or other furniture into students’ rooms are prohibited. If a student removes furniture from his/her room, or moves lounge furniture into his/her room, he/she will be charged the replacement cost of any missing item. Once a bill has been issued, the charges will not be removed, even if the missing item is subsequently returned to its proper place.

## **Bicycles**

Bikes may not be stored in rooms; they must be stored in lockers or provided bike racks. Motorcycles must be secured outside. There is a charge of \$25 for bicycles removed from unauthorized places.

## **Laundry**

Prepaid-card-operated laundry facilities are available to students in the residence halls. Students may purchase a laundry card after arriving on campus.

## **Wildlife**

Please know that the Lake Tahoe region is home to an abundance of wildlife and that bears are sometimes seen in the village area and on campus. It is strongly recommended that you keep your vehicle locked and that you do not leave any food, snack-related items, or trash in your vehicle.

# Dining

Meals will be served in the Dining Room in Patterson Hall. A schedule of meal times will be provided during orientation. Students will be asked to sign in for each meal on the MiddCORE list located at the cashier's station.

Dishes may be taken onto the terrace adjacent to the dining room. Students should return dishes to the dish return area after they have completed their meal. Students are welcome to eat and drink as much as they would like within the dining rooms or terrace. When leaving, students are welcome to take a piece of fruit, the ice cream they are eating, or beverage they are drinking in their own travel mug or bottle. All other food and beverage items are to be consumed only in the dining halls or terrace.

Shirts and shoes are required in all dining areas. Smoking is not permitted inside the dining hall or on the adjacent terrace. If students have special dietary needs, they must indicate this on their rooming form and they should send an e-mail to [middcoreadmissions@middlebury.edu](mailto:middcoreadmissions@middlebury.edu). We will connect students with the Director of Dining Services at Sierra Nevada College to discuss accommodating these requests or needs. Please be sure to provide this information on the rooming form. If we don't have this information ahead of time, we cannot guarantee we will be able to meet your needs, though we will try our best to do so.

## First Meal

The first meal for students is dinner on the day of arrival, Saturday June 3rd. If students arrive earlier in the day, they may purchase meals at their own expense at several area restaurants within walking distance of campus. The staff at the front desk in Patterson Hall can provide suggestions.

## Final Meal

The final meal for MiddCORE students will be breakfast on Saturday, July 1st.

## Guest Meals

Guests may join the program for meals in the dining hall with the permission of the MiddCORE staff. Guests will be charged the regular public rate for meals, and must sign in on the MiddCORE list.

## Other Dining Options

In addition to the included meal plan provided on campus in Patterson Dining Hall, other dining options are available within walking distance of Sierra Nevada College, at students' own expense.

# Financial Information

Students assume full responsibility for the payment of their bills by the due date. Bills are sent out beginning in May and are due upon receipt. Without payment, students cannot attend MiddCORE.

## Payment of Fees

If the student fails to pay tuition before arrival to the program, they are given three days before they are expelled. **Students will be delayed at the welcome center if their account has not been paid in full.** If students have any questions regarding payment of their bill, they may call Middlebury College Student Financial Services at (802) 443-5158.

Late acceptances: if students were accepted between the last application deadline and the start of MiddCORE, payment in full is due by return mail upon receipt of their bill.

## Financial Aid

Middlebury students on financial aid will be eligible for financial aid for the MiddCORE summer program as funds permit. Students from other institutions are encouraged to inquire about aid opportunities with the aid office at their home institutions. In addition, MiddCORE awards a limited number of scholarships to outstanding students with demonstrated financial need.

International students should be aware that the portion of grant aid they receive that is applicable to room and board costs may be taxable according to IRS tax code.

## Withdrawals and Refunds

In order to withdraw from MiddCORE, a student must complete and sign an official withdrawal form, available by request from [middcoreadmissions@middlebury.edu](mailto:middcoreadmissions@middlebury.edu). Upon arriving at MiddCORE, students who complete arrival procedures (i.e., check in with Sierra Nevada College, or who are in receipt of a room key), but who then decide to leave before the end of the fifth day of classes for any reason will, in addition to forfeiting the \$400 non-refundable deposit, be assessed a withdrawal fee of \$2,000. This withdrawal fee is assessed because a place had been reserved for the student.

There are no refunds if a student withdraws after the end of the fifth day of classes. A student who must withdraw after the fifth day of classes for a documented health or family emergency should contact the Director of MiddCORE to discuss the possibility of a partial refund. If a partial refund is granted, financial aid will be pro-rated based on the amount of time the student was enrolled, according to both Middlebury and federal formulas. Any refund granted is remitted to the person who paid the charges.

If a refund represents, in whole or in part, the proceeds of a student loan, remittance is made by the College first to the lender or holder of the loan. Students are given written notice of such disbursements made on their behalf.

## Reapplication after Withdrawal

A student (graduate or undergraduate) who wishes to reapply after having withdrawn or been asked to withdraw for medical or psychological reasons should contact [middcoreadmissions@middlebury.edu](mailto:middcoreadmissions@middlebury.edu) to learn more about this process, which is handled on a case-by-case basis.

Cancellations before the start date of any program forfeit the \$400 non-refundable deposit only.

## **Tax Information**

### **U.S. Citizens and Green Card Holders**

Most funds received from the College for financial aid to cover tuition, living and school expenses are reportable by Middlebury College on IRS Form 1098-T, Tuition Statement. Funds received from outside sources and most funds received from departments within the College but outside the Financial Aid Office for travel, stipends, internships, fellowships, grants or awards are reportable on that form as well. Form 1098-T is mailed each January for the previous calendar year. The form shows tuition billed (Box 2) and all aid received (Box 5). Financial aid that is greater than tuition or not applied to tuition like monies received for travel is considered taxable income and must be reported as such on the student's or their parent's tax return.

For more information on which payments are taxable see

[http://www.middlebury.edu/offices/business/tax/taxability/payment\\_students](http://www.middlebury.edu/offices/business/tax/taxability/payment_students).

For information on tax credits available for education expenses see the IRS's Publication 970 at

<http://www.irs.gov/pub/irs-pdf/p970.pdf> .

### **Social Security Number/Taxpayer Identification Number**

All students are required to submit their Social Security Number or Taxpayer Identification Number. It is used as a unique identifier on Forms 1098-T and 1042-S to report information to the IRS. The College has strict policies in place to protect students' data privacy. Foreign nationals who do not have either number are exempt from this requirement.

# Academic Matters

## Attendance

Participation in all classes is mandatory and is an integral part of the academic program. Normally students are not permitted to miss more than two days of class. Missing more than two days will likely result in removal from the program. No reimbursement will be given in such cases.

## Student Records

In accordance with FERPA (Family Educational Rights and Privacy Act of 1974), students or former students of Middlebury College have the right to inspect all educational records placed in their files after January 1975 if they have not waived their right to access these files. For additional information please contact the Registrar's Office or visit the Middlebury College Web site:

[http://www.middlebury.edu/about/handbook/academics/student\\_records\\_FERPA](http://www.middlebury.edu/about/handbook/academics/student_records_FERPA).

## Grading & Accessing Final Grades

The following grades are used: Pass, Fail

To access final grades please refer to the Middlebury College Registrar's Office website:

<http://www.middlebury.edu/offices/academic/records/bannerweb/grades>

## Evaluation

Students will be asked to complete forms evaluating their experience with MiddCORE. We appreciate students' cooperation in completing these forms, as they help us to assess and revise our program in order to ensure the highest-quality experience.

## Survey Policy

All surveys or questionnaires, of any kind, involving faculty, students, or staff, will have to be registered in advance with the Director of MiddCORE. Each proposed survey needs to state in clear and unequivocal terms that participation by faculty or students is entirely voluntary and in no way related to course requirements.

## Credits and Course Load

All credit awarded by MiddCORE is defined in terms of units. One unit equals three semester hours of credit. Students enrolled in MiddCORE will receive one Middlebury credit unit. For transfer purposes, the student's home institution determines how many credits are granted for a summer's work. Students should consult their home campus advisors.

## Accreditation

Middlebury College is accredited by the Vermont State Department of Education and the New England Association of Schools and Colleges, which accredits schools and colleges in the six New England states. Membership in one of the six regional accrediting associations in the United States indicates that the school or college has been carefully evaluated and found to meet standards agreed upon by qualified educators.

# College Services and Facilities

## Library and Information Services (LIS)

Prim Library is overseen by a full-time Director who is happy to assist students with their information needs. Prim Library includes a physical item collection of over 30,000 items as well as over 6,000 books available electronically with access both on-site and remotely. The library subscribes to over 125 journal publications in paper format with many more available in full-text electronically. The library also provides access to over 75 online databases, both citation and full-text. MiddCORE students may register with the Library Director and receive full privileges for checking out materials. Summer hours for the Library will be included in students' welcome packets.

Access to the online research databases is seamless within Prim Library and elsewhere on campus via the SNC wireless network. All library users have access to these resources remotely through proxy access, including Lexis/Nexis, EBSCO, ProQuest, Plunkett Business Research, Environment Complete, BioOne, EasyBib, CQ Researcher, S&P's NetAdvantage, and Kraus Curriculum Library. Through online access, thousands of full-text articles are easily available.

## Health Services

### Pre-Arrival Information

- Students should visit their primary care provider at home to update medications, care plans, etc. before coming to MiddCORE.
- Bring enough routine medications to campus to last for the entire stay.
- Health records/history may be required by local physicians.
- We will refer students off campus if they require the services of a specialist or they have a medical emergency.
- To help us better care for students' acute health care needs, they may send documentation of chronic health concerns to [middcoreadmissions@middlebury.edu](mailto:middcoreadmissions@middlebury.edu).

### Local Healthcare Options

For serious medical emergencies call 911. Students may receive services at the Urgent Care Center located at 960 Tahoe Boulevard, #207 (in the Raley's Shopping Center), (775) 833-2929, Monday through Friday from 9:00-5:00 p.m. and Saturday 9:00-12 noon. For after hours care or serious illness there is a 24-hour Emergency Room at the Incline Village Community Hospital, 880 Alder Avenue, (775) 833-4100, (take Tahoe Boulevard/Rt. 28 into the Village area, turn right on Village Boulevard (just past the Raley's shopping center), go 1 block and turn left on Alder Avenue). Students should remember to bring their health insurance card to Sierra Nevada College.

### Release from Hospital

SNC is not equipped to provide recuperative care after release from Incline Village Community Hospital. In these cases, students may be asked to make their own arrangements. In some cases, and with permission of the Director of MiddCORE, students will be permitted to attend classes or participate in co-curricular activities while being lodged off campus or while being cared for by a friend or relative.

## **Local Pharmacies**

Raley's

930 Tahoe Boulevard

Incline Village

(775) 831-3400

Pharmacy Telephone: (775) 831-3111

Pharmacy Hours: Monday-Friday, 9:00 AM to 8:00 PM, Saturday, 9:00 AM-5:00 PM, closed Sunday.

Sierra Health Mart Pharmacy

898 Tanager Street

Incline Village

(775) 831-3400

## **Recreational and Cultural Facilities**

Incline Village Recreation Center is only a short walk from campus:

980 Incline Way

Incline Village, NV 89451

High Altitude Fitness is our other local fitness center with a state of the art climbing wall:

880 Northwood Blvd

Incline Village, NV 89451

Lake Tahoe is a two-block walk from campus. Numerous beaches, hiking trails, and outdoor activities are available. Some are free, and others are available at students' own expense.

# Special Policies

## Community Standards

Middlebury seeks to prepare students to be active citizens and leaders who will address the world's most pressing problems. This mission is advanced through students' experiences with successes and challenges, and is reflected in the following Community Standards:

- cultivating respect and responsibility for self, others, and our shared environment;
- encouraging personal and intellectual courage and growth;
- manifesting integrity and honesty in all decisions and actions;
- promoting healthy, safe, and balanced lifestyles;
- fostering a diverse and inclusive community committed to civility, open-mindedness, and finding common ground.

Therefore, a balance of individual and community health and growth guides Middlebury's approach to all endeavors, and to the policies that support those endeavors.

## Emergency Withdrawal, Suspension, or Expulsion

In addition to fostering the growth of its individual students, Middlebury recognizes its obligation to promote the welfare of its community as a whole and to take appropriate action when that welfare is jeopardized. To that end, Middlebury reserves the right, notwithstanding and apart from the disciplinary procedures described herein, on an emergency basis, to suspend, expel, or require to withdraw any student whose presence at MiddCORE is determined by the appropriate authorities (e.g., MiddCORE Director and/or the SNC Director of Housing and Student Affairs) to pose a danger to the Middlebury or SNC community or its members or to be unduly disruptive of the living and/or learning environment of others, or who appears to be unwilling or incapable of effectively and/or safely participating in MiddCORE's academic and/or residential life program(s). In cases of emergency suspension or required withdrawal, the conditions and procedures for readmission, if applicable, will be determined and communicated in writing to the student at the time of the student's departure or shortly thereafter.

## Scope of Oversight

Students will be held accountable for policy violations that take place between their arrival for the MiddCORE program and the completion of the program. Such conduct that takes place at or near Middlebury/MiddCORE or SNC premises or property; occurs at or in connection with a MiddCORE-related event or program; or occurs off-site but may represent a threat to the safety of the Middlebury or SNC community or its members, the pursuit of the program's objectives, and/or the educational environment of others, may be subject to the disciplinary process outlined below (see "Disciplinary Action").

In cases where a student is found responsible for a policy violation while participating in the MiddCORE program, the finding of responsibility may also be referred to the appropriate authority overseeing the student's home institution or any additional Middlebury or non-Middlebury program in which the student is or will be enrolled for other action as deemed appropriate. This may include but is not limited to: further investigation; additional adjudication under existing policies (using only information gathered in the first disciplinary process, or using subsequently gathered information, or both, as deemed appropriate by the overseeing authority); disciplinary action; or other remedies or processes deemed appropriate by the authority overseeing the home institution or additional program.

## Pending Discipline

A student respondent will not be deemed to have officially completed the MiddCORE program while a disciplinary matter is pending; the student's completion/grades will be held in abeyance until the matter is resolved. If a respondent withdraws with a disciplinary matter, sanction, or appeal pending, the withdrawal will be considered a resignation from Middlebury, and the student will have given up the opportunity to return to any Middlebury program. The student's official status at Middlebury will reflect the point in the process at which they withdrew, and the nature of the finding and sanction, as appropriate. Examples include but are not limited to "Withdrawal with a Disciplinary Matter Pending," "Withdrawal with a Disciplinary Sanction Pending," and "Withdrawal with a Disciplinary Appeal Pending."

In extraordinary circumstances, the appropriate supervisory authority (e.g., MiddCORE director or designee) may, after appropriate consultation, a review of the case, and consideration of Middlebury's best interests, grant permission for a respondent to withdraw from Middlebury when a disciplinary matter is pending. If the student is readmitted to Middlebury, the disciplinary matter must be resolved either before the student's return, or immediately upon the student's return (as determined by Middlebury). See [Student Status](#) for more information. Middlebury may also notify all institutions or programs in which the student is (or will be) enrolled of any pending or unresolved disciplinary matter pertaining to that student.

## Prohibited Conduct

Violation of the following policies may result in discipline up to and including expulsion from the MiddCORE program:

- [Middlebury Handbook](#)
- [General Conduct](#)
- [Policy Against Sexual Misconduct, Domestic and Dating Violence and Misconduct, and Stalking](#)
- [Anti-Harassment/Discrimination Policy](#)
- [Alcohol and Other Drugs Policy](#) (see also "Alcohol and Other Drugs" below)
- [Hazing Policy](#)
- [Minors on Campus Policy](#)
- [Demonstrations and Protests Policy](#)
- [Middlebury's Weapons Regulations](#)
- [SNC's Smoke-Free Buildings on Campus Policy](#).
- [SNC's Drug-Free and Alcohol-Controlled Campus Policy](#)
- [SNC's Dangerous Weapons Policy](#)
- [SNC's Fire Safety Policy](#)
- ["Prohibited Activities" or "Disruptive Behavior" Under SNC's Student Handbook](#)
- [Applicable Residence Life Policies Under SNC's Student Handbook](#)

## Anti-Harassment/Discrimination Policy and Policy Against Sexual Misconduct, Domestic Violence, Dating Violence and Stalking Policy

Middlebury strictly prohibits conduct that constitutes unlawful discrimination, harassment, sexual misconduct (including sexual assault), domestic and dating violence and misconduct, and stalking, as well as related retaliation, as defined in [Middlebury's Anti-Harassment/Discrimination Policy](#) and [Policy Against Sexual Misconduct, Domestic and Dating Violence and Misconduct, Stalking](#) ("SMDVS policy"). Except as otherwise specified in the above-referenced policies, [Middlebury's Anti-Harassment/Discrimination Policy](#) and [Policy Against Sexual Misconduct, Domestic and Dating Violence and Misconduct, and Stalking](#) applies to faculty and staff employed by Middlebury, students, covered third

parties (as specifically defined in the SMDVS policy) and others who participate in MiddCORE programs and activities, as applicable.

Printed copies are available from the program director, the Title IX Coordinator, a Human Relations Officer or a Judicial Affairs Officer (see contact information below).

Reports of harassment, discrimination or related retaliation should be made to a Human Relations Officer, the Title IX Coordinator, or Director of MiddCORE (see contact information below).

Reports of sexual misconduct (including sexual assault), domestic and dating violence and misconduct, stalking and related retaliation should be made to a Judicial Affairs Officer, Human Relations Officer, Title IX Coordinator, or the Director of MiddCORE (see contact information below).

Alleged policy violations will ordinarily be addressed in accordance with the procedures outlined in [Section B](#) of the [Anti-Harassment/Discrimination Policy](#) or [Section 10](#) of the [Policy Against Sexual Misconduct, Domestic and Dating Violence and Misconduct, and Stalking](#), as applicable. However, where applicable law where the program takes place mandates different procedures or policies, those procedures or policies will apply.

Important Note: All faculty and staff who learn of an incident of sexual misconduct, domestic or dating violence or misconduct, stalking, harassment, discrimination or related retaliation involving a student must report the incident to Middlebury's Human Relations Officer (Steve Collier or Earl Fechter), the Title IX Coordinator, or the program director. Incidents involving staff or faculty should be reported to the Human Relations Officer or to Human Resources.

## Contact Information

### **Title IX Coordinator**

Susan P. Ritter, J.D.  
Middlebury College  
Service Building 213  
Middlebury, VT 05753  
802.443.3289  
[sritter@middlebury.edu](mailto:sritter@middlebury.edu)

### **Judicial Affairs Officer/Title IX Coordinator Designees**

Karen S. Guttentag  
Associate Dean for Judicial Affairs and Student Life  
Middlebury College  
McCullough 138  
802.443.2024  
[kguttent@middlebury.edu](mailto:kguttent@middlebury.edu)

#### [Brian Lind](#)

[Associate Dean for Judicial Affairs and Student Life](#)  
[Middlebury College](#)  
[McCullough 217](#)  
[Middlebury, VT 05753](#)  
[802.443.5385](#)  
[blind@middlebury.edu](mailto:blind@middlebury.edu)

### **Human Relations Officers/Title IX Coordinator Designees**

Steven C. Collier, J.D.

Middlebury College  
Service Building, 215  
Middlebury, VT 05753  
802.443.3474

[scollier@middlebury.edu](mailto:scollier@middlebury.edu)

Earl Fechter, J.D.

Middlebury College  
Service Building 216  
802.443.3426

[efechter@middlebury.edu](mailto:efechter@middlebury.edu)

### **Director of MiddCORE**

Christal Brown  
336-253-1057

[christal@middlebury.edu](mailto:christal@middlebury.edu)

## **Local Resources**

### ***On campus:***

**Emergencies: Dial 911.** Students can also dial 9-911 from a campus phone. Individuals should be prepared to let the dispatcher know that they are calling from Incline Village, NV. They should provide the dispatcher with their name, a description of the type of emergency and the location of the emergency.

Campus Security: 775.626.3000 (7:00 AM-11:30 PM)

Patterson Hall Front Desk: 775.881.7572 (11:30 PM—7:00 AM)

### ***Off campus:***

#### **Washoe County Sheriff's Office**

911 Parr Blvd.  
Reno, NV 89512  
775.328.3001

<http://www.washoesheriff.com/>

#### **Incline Village Community Hospital**

880 Alder Ave.  
Incline Village, NV 89451  
775.833.4100

<http://www.tfhd.com/inclinehospital.asp>

#### **The Rape Crisis Center of Southern Nevada**

<http://www.therapeccrisiscenter.org/>

### **Other Middlebury Resources:**

Sexual Violence Resources and Information (<http://www.middlebury.edu/studentlife/sexualviolenceinfo>): Comprehensive information about sexual assault prevention and response.

[Threat Assessment](http://www.middlebury.edu/offices/health/publicsafety/threat) (<http://www.middlebury.edu/offices/health/publicsafety/threat>):

Information regarding Middlebury's Threat Assessment and Response Policy, Threat Assessment and Management Team ("TAM team"), identifying concerning behavior, reporting, and related resources.

[Annual Drug-Free Schools and Communities Act Notice](http://www.middlebury.edu/about/handbook/misc/drug_and_alcohol) Resources ([http://www.middlebury.edu/about/handbook/misc/drug\\_and\\_alcohol](http://www.middlebury.edu/about/handbook/misc/drug_and_alcohol)):

Information and resources related to alcohol and drug abuse.

[Hazing](http://www.middlebury.edu/student-life/staff/leadership/resources-for-staff/hazing): <http://www.middlebury.edu/student-life/staff/leadership/resources-for-staff/hazing>  
Helpful information and resources related to hazing prevention

**To pursue an internal complaint, or to learn more about the above policies, please contact the individuals and offices below:**

- Anti-Harassment/Discrimination/Sexual Misconduct/Domestic Violence/Dating Violence/ Stalking and Related Retaliation:  
[Steve Collier, J.D.](mailto:scollier@middlebury.edu), Human Relations Officer ([scollier@middlebury.edu](mailto:scollier@middlebury.edu); 802.443.3474)  
[Earl Fechter, J.D.](mailto:efechter@middlebury.edu), Human Relations Officer ([efechter@middlebury.edu](mailto:efechter@middlebury.edu); 802.443.3426)  
[Karen Guttentag](mailto:kguttent@middlebury.edu), Judicial Affairs Officer ([kguttent@middlebury.edu](mailto:kguttent@middlebury.edu); 802.443.2024)  
Brian Lind, Judicial Affairs Officer ([blind@middlebury.edu](mailto:blind@middlebury.edu); 802.443.5385);  
Christal Brown, MiddCORE Director ([christal@middlebury.edu](mailto:christal@middlebury.edu); 336-253-1057)
- Threat Assessment and Response: [Campus Security](tel:775.626.3000) (775.626.3000) or [Lisa Burchard](mailto:eburchard@middlebury.edu), TAM Team Chair and Associate Dean of the College, Director of Public Safety ([eburchard@middlebury.edu](mailto:eburchard@middlebury.edu); 802.443.5201) or any [TAM Team](#) member
- Hazing: [Campus Security](tel:775.626.3000) or Christal Brown, MiddCORE Director ([christal@middlebury.edu](mailto:christal@middlebury.edu); 336-253-1057)
- **Emergencies of any kind:** (dial 911 or call Campus Security at 775.626.3000)

**We encourage all members of the MiddCORE Community to report crimes (including, but not limited to, sexual assault, domestic violence, dating violence or stalking) to the police:  
Washoe County Sheriff's Office: 911 or 775.328.3001**

### **Policy on Sexual Relationships Between Faculty, Staff, and Students**

The integrity and trust of the faculty-student relationship is central to the mission of Middlebury College. A sexual relationship between a faculty member and a student for whom he or she has current direct academic or other professional responsibilities violates the standards articulated by the American Association of University Professors. It undermines, in fact or by perception, the integrity of the evaluative process as well as the trust, respect and fairness essential to the educational environment. Such relationships are inappropriate and members of the faculty are expected to avoid them and the potential conflicts of interest, favoritism, or bias they may bring about.

Faculty should be aware that a seemingly consensual sexual relationship with a student may nevertheless meet the legal definition of sexual harassment, as lack of mutual consent may be inferred from the power differential in faculty-student relationships. In addition, where a faculty member's relationship with a student has, on the basis of sex, the purpose or effect of substantially interfering with the work or academic performance of other persons, or creates, on the basis of sex, an intimidating, hostile, or offensive working, living, or educational environment, the faculty member's conduct may constitute a violation of Middlebury's Anti-Harassment/Discrimination Policy.

## Disciplinary Action

This section describes the disciplinary process that is normally followed when a MiddCORE student allegedly engages in conduct that violates a Middlebury or SNC policy or policies. Where other Middlebury policies specify separate processes, those processes will apply (e.g. the [Anti-Harassment/Discrimination Policy](#) or the [Policy Against Sexual Misconduct, Domestic and Dating Violence and Misconduct, and Stalking](#)). Moreover, where applicable law where the program takes place mandates different procedures or policies, those procedures or policies will apply.

Since Middlebury lacks full judicial authority, such as the power to subpoena or place witnesses under oath, a student's rights cannot be coextensive with or identical to the rights afforded someone accused in a civil or criminal legal proceeding. However, the procedures outlined below and in the [Policy Against Sexual Misconduct, Domestic Violence, Dating Violence and Stalking](#), [Anti-Harassment/Discrimination Policy](#) and [Hazing Policy](#) are designed to provide fundamental fairness and to protect students from arbitrary or capricious disciplinary action. All judicial affairs officers, human relations officers, deans, directors, and other Middlebury disciplinary authorities shall conduct their proceedings in the spirit of these principles. If exceptional circumstances dictate variation from these procedures, the variation will not invalidate a decision unless it prevented fundamental fairness.

Students found to have violated Middlebury policy may be subject to the full range of disciplinary actions, as applicable, up to and including expulsion from the MiddCORE program or other Middlebury program.

Alleged policy violations should be reported to the Director of MiddCORE. The Director of MiddCORE, or her designee, as appropriate to the circumstances, (hereinafter referred to as "the official") are ordinarily responsible for disciplinary action.

Except in cases of emergency suspension, withdrawal or expulsion as described above, the following disciplinary process will apply. In the event that a complaint or report of an alleged policy violation is made against a MiddCORE student, the accused student will be given notice of the alleged violation and an opportunity to respond to the allegations prior to any determination or disciplinary action. The notice may be given orally or in writing. The "opportunity to respond" means that the student will be given an opportunity to meet and/or communicate with the official.

The official will then make a determination, based on a preponderance of the evidence, as to whether the student violated the policy at issue. Formal rules of evidence do not apply in Middlebury conduct proceedings. If a student is found responsible for a policy violation, the official shall determine what disciplinary or other action should be taken, if any. If the official determines that the circumstances do not warrant immediate expulsion from the program, the official may take other action, including the issuance of warnings, reprimands, probationary status, official College discipline, or suspension from the program. The official may also assign non-disciplinary action as appropriate, including the issuance of No Contact Orders, room changes, class changes, or other actions as needed. Disciplinary action may be accompanied by notification to the student's undergraduate or graduate institution (or any other program

in which the student is involved) and to the parents of dependent students. For more information, see “Scope of Oversight” above.

The student may appeal the official’s decision to the Vice President for Academic Affairs and Dean of Faculty (or designee) (VPAA/DOF) within three (3) business days of issuance of the official’s decision. Appeals may be granted on the basis of one or more of the following grounds:

- Discovery of significant new factual material not available to the official that could have affected the original result; however, prior omission of factual information that the student knew or should reasonably have known about is not a ground for an appeal;
- Procedural error where the error prevented fundamental fairness;
- Extreme mitigating circumstances.

The student must submit evidence and/or arguments they believe support any of the three grounds for appeal listed above, and their explanation of the evidence or arguments. The VPAA/DOF may deny the appeal, or if one or more of the appeal grounds have been met, may:

- return the case to the official for reconsideration; or
- appoint an alternate disciplinary authority, as appropriate, to review the case.

Absent extenuating circumstances, the VPAA/DOF will notify the student of the appeal decision within five business days of the appeal receipt deadline. This deadline may be extended if warranted by the circumstances, in which case the student will be notified at the time the extension is determined.

The decision made by the VPAA/DOF to grant or deny the appeal is final. Should an appeal be granted, the subsequent determination and/or sanction is/are final.

## Withdrawals

### 1. Non-Medical Withdrawal

- a. Students withdrawing prior to the start of the program must submit a withdrawal form to the MiddCORE director. A student who withdraws after the start of the program must write a letter to the MiddCORE director citing the reasons for the withdrawal, as well as submitting a withdrawal form. Forms are available from the MiddCORE director. Students who withdraw from the program before the end of the on-site registration period are subject to the conditions of the Refund Policy. There will be no refund for students who withdraw after the on-site registration period, as per the Refund Policy.

### 2. Medical Withdrawal

- a. Student Requests for Medical Withdrawal  
Voluntary medical withdrawals are appropriate when a student’s medical, psychological, or substance-related condition prevents the student from effectively and/or safely participating in MiddCORE’s academic and/or residential life programs. Students who wish to withdraw from MiddCORE for medical reasons must notify the MiddCORE director. The director shall determine their status at the point of withdrawal
- b. Medical Withdrawal Initiated by MiddCORE  
MiddCORE may require withdrawal of a student for medical reasons when:
  - i. There is a reasonable basis to believe, based on a case-by-case, objective assessment of the student’s behavior and other relevant information, that the

- student's medical, psychological, or substance-related condition prevents him/her from safely or effectively participating in MiddCOREs' academic or residential life program(s), such that the student is not otherwise qualified to attend MiddCORE;
- ii. Or there is a reasonable basis to believe, based on a case-by-case, objective assessment of the student's behavior and other relevant information, that as a result of the student's medical, psychological, or substance-related condition, the student has threatened, or poses a significant risk of threatening, the health or safety of others; or causes or threatens to cause property damage; or engages in behavior that is unduly disruptive of others in the Middlebury MiddCORE or SNC community. (Behavior that is "unduly disruptive" includes but is not limited to conduct that interferes with, or poses a significant risk of interference with, the emotional or physical well-being of others and/or the academic, extracurricular, or social activities of others)
  - c. Prior to the withdrawal, the student may be required to sign a release authorizing disclosure of the student's medical or other information by and between the student's physician(s), psychologist(s), or licensed counselor(s), or others who are asked to provide information regarding the student and the appropriate program official(s). A medical evaluation by a competent specialist may also be required. The outcome of the medical evaluation will be shared with the MiddCORE director or designee (hereinafter referred to as the "MiddCORE director") and other Middlebury or SNC officials, as appropriate
  - d. Student(s) will be given notice and an opportunity to speak with the MiddCORE director prior to or within five business days of the withdrawal. The MiddCORE director may also consult with others as appropriate (e.g. medical professionals, members of Middlebury's Threat Assessment and Management Team ("TAM team"), law enforcement, and/or the student's family members)
  - e. The MiddCORE director may also consider other information such as the recommendation, if any, made by the TAM team; or whether there are reasonable accommodations that would effectively mitigate the risk of harm to others or property and would allow the student to safely and effectively participate in MiddCORE's academic and/or residential life programs, as applicable
  - f. The student will be notified of the withdrawal decision in writing. The decision may be appealed, following the procedures set forth in Section 3 ("Appeals")
  - g. Students withdrawn under this section may also be subject to the normal disciplinary processes set forth above if their conduct has violated Middlebury's policy/policies. If disciplinary action is appropriate, the matter must be resolved either before or immediately upon the student's return (if applicable).

### 3. Appeals

An appeal under Section 2 above, may be made in writing within three business days to the VPAA/DOF or designee. The appeal must include the grounds for the appeal and an outline of any supporting evidence. Appeals transmitted via e-mail will be considered to be "in writing." Absent extenuating circumstances, the student will be notified of the appeal decision within five business days of receipt of the appeal.

#### 4. Request for Readmission to MiddCORE

##### a. Medical Withdrawal

i. Students who are withdrawn from MiddCORE for medical reasons and who wish to be readmitted in a subsequent session must submit a written request for readmission to the MiddCORE director and provide a Medical Readmission Form to the Parton Center for Health and Wellness. The Medical Readmission Form (available from Parton) usually must contain the following:

1. a recommendation for readmission and supporting documentation from the student's treating physician(s), psychiatrist(s) and/or licensed counselors (as applicable) that the student is able to participate fully and effectively in MiddCORE's intensive program of study (including but not limited to the academic and residential life of the program), with or without reasonable accommodation;
2. information regarding the need, if any, for continuing treatment and follow-up care;
3. evidence that the student has complied with the treatment recommendations that were made at the time of, and during, the medical leave;
4. the student's agreement to engage in continuing treatment and follow-up care, if applicable; and
5. authorization for disclosure by and between any person providing documentation in support of the request and the MiddCORE director. Students may also submit other information in support of their request. Middlebury may also require that the student submit to an independent medical evaluation performed by a health care provider selected by Middlebury (at Middlebury's expense) and/or that the student provide additional information necessary to determine whether the student should be readmitted at that time.

ii. In addition to the information required above, students who are withdrawn for the reasons set forth in Section 2. b. above, usually must submit to MiddCORE's director the following information in their request for readmission:

1. a description of the student's understanding of the problem that led to the involuntary withdrawal;
2. sufficient evidence of the student's attempts to resolve the issue(s) that led to the involuntary withdrawal;
3. information about what steps the student will take to prevent the problem(s) from recurring; and
4. if applicable, sufficient evidence to demonstrate that the threat or conduct of concern has been eliminated and that the student is ready to return to MiddCORE and adhere to all Middlebury and/SNC policies.

- iii. Decisions on readmission requests are made on a case-by-case basis, so Middlebury may require more, less or different information than that described above as deemed appropriate and necessary in a particular case.
  - iv. MiddCORE's director will consider the student's request for readmission after receiving the supporting information described generally above or requested specifically in a given case, as well as any other information that the student wishes to submit. In considering the request, the director, in consultation with other officials, as appropriate, will determine whether there is a sufficient basis to establish the following (as applicable):
    - 1. the medical condition that led to the student's withdrawal has been adequately addressed and/or managed such that the student is otherwise qualified to safely and/or effectively participate in the academic and/or residential life of MiddCORE's program (with or without reasonable accommodation); and/or
    - 2. the student no longer poses a threat to the health or safety of others or to property, or poses a threat of undue disruption to members of the MiddCORE community.
  - v. Students who wish to be readmitted to a MiddCORE program in a subsequent session after a medical withdrawal must ordinarily submit their request and supporting documentation to the MiddCORE director two weeks after the withdrawal.
- 5. Middlebury College undergraduate students who wish to be readmitted to Middlebury after a medical withdrawal from a MiddCORE program must follow the procedures set forth in [Middlebury's Student Status policy](#).
  - 6. Middlebury reserves the right to notify all institutions or programs in which the student is (or will be) enrolled of any medical or non-medical withdrawal of the student from the MiddCORE program.

## Energy Conservation

Middlebury College and Sierra Nevada College encourage everyone to conserve energy and water resources. Students should remember to turn off lights and appliances when they leave a room, and keep the use of appliances and water to a minimum. The use of personal air conditioning units is not permitted.

## Recycling

Proper recycling is critical to maintaining the pristine qualities of the Lake Tahoe Basin. The College provides recycling bins at strategic locations around the campus, including in the dining hall, in the residence halls, the Prim Library, and the Tahoe Center for Environmental Sciences building where MiddCORE sessions will take place. In the residence halls, student will find appropriately labeled recycling containers in the trash area at the end of each hallway. Students are responsible for sorting materials into the appropriate bins in this centralized recycling location in their building. Cardboard boxes should be broken down and left near recycling bins in the trash area. Batteries are hazardous waste and must not go into the trash. They should be separated and placed in specific recycling containers for this purpose located in the Tahoe Center for the Environmental Sciences. If students have any questions regarding the appropriate disposal of any materials, they should ask at the front desk in Patterson Hall. It is especially important that garbage not be placed in recycling bins and students are asked to read the signage on containers carefully.

## Leaving the MiddCORE SNC Campus

The last day of the 2017 summer session is Saturday, July 1, 2017.

All students must check out at Patterson Hall by 10:00 AM on this date. Students may remain on campus after this time only if they are waiting for shuttle transportation to the airport.

Students should be particularly security-conscious during the closing days of the session and remember to take all of their belongings with them. Middlebury and SNC are not responsible for forwarding articles left on campus.

### **Before leaving campus, please ensure you have done the following:**

- Return key or keycard to the front desk at Patterson Hall at the close of the session to ensure proper credit. If the key is not returned within 3 days of the term ending, a fine of \$25 will be charged to students' personal accounts.
- Pay any traffic or parking fines, library charges, or other debts. Transcripts may be withheld until all obligations to the College have been paid.
- Return library books and other items borrowed from the School or from other areas of Sierra Nevada College.
- Clean and sweep the room. Residents who do not leave their room in a neat condition will be charged a \$200 fine plus labor.