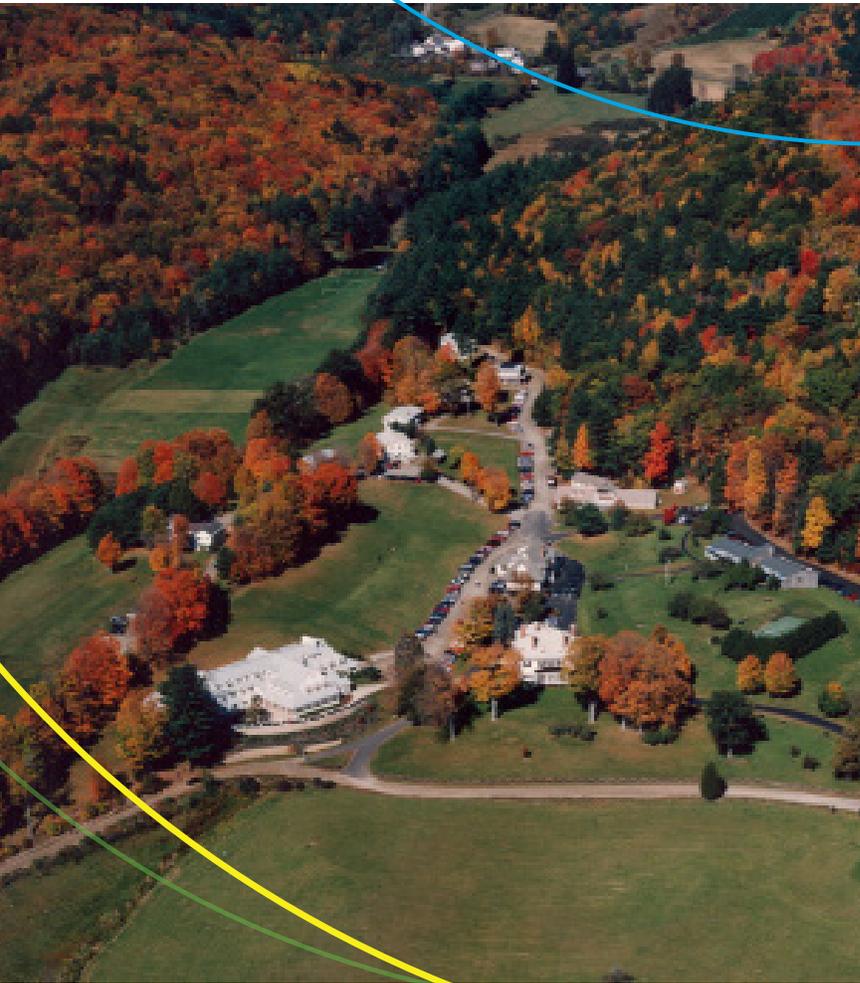


SIT Graduate Institute

School for International Training



Graduate Student Handbook

2016–2017

1015 15th Street, NW, 7th Floor
Washington, DC 20005 USA

Telephone 202 408-5420
Toll-free telephone 800 858-0292
Fax 202 408-5397

1 Kipling Road, PO Box 676
Brattleboro, Vermont 05302 USA

Telephone 802 257-7751
Toll-free telephone 877 257-7751
Fax 802 258-3248

Email info@sit.edu
URL graduate.sit.edu

MEDICAL

911 (7-911 from a campus phone) is the best way to dial emergency services.

For non-emergencies, dial local support services directly:

Fire	802 254-4543
Police	802 254-2321
Rescue	802 254-2010
Women's Freedom Center	802 254-6954
Poison Control Center	1-802-658-3456

FIRE

1. Sound the fire alarm.
2. Leave the building.
3. Call 911 (7-911 from campus phone)
4. Meet others from your residence hall outside the building.

SIT resident advisors are available Monday through Friday from 5 PM to 8:30 AM, and 24 hours per day on Saturday and Sunday. Contact them for help in an urgent situation, or if you are unsure about what to do in a potential emergency.

To contact a resident advisor on duty, dial 0 (zero) from any campus phone.

For detailed information on registration, enrollment status, satisfactory academic performance, student rights and responsibilities, and academic probation, please consult the *SIT Graduate Institute 2016-2017 Catalog* (<http://graduate.sit.edu/documents/graduate/2016-2017-course-catalog.pdf>)

SIT is accredited by the New England Association of Schools and Colleges, Inc. (NEASC) through its Commission on Institutions of Higher Education. Inquiries regarding the accreditation status by the New England Association should be directed to the administrative staff of the institution. Individuals may also contact: Commission on Institutions of Higher Education, New England Association of Schools and Colleges, 209 Burlington Road, Bedford, MA 01730-1433, 781-271-0022, cihe@neasc.org

It is the policy of World Learning to provide equal employment and educational opportunities for all persons regardless of age, ethnic origin, gender, nationality, physical or learning ability, race, religion, sexual orientation, gender identity, protected veteran's status, or any other legally protected status.

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ACADEMIC CALENDAR <http://graduate.sit.edu/sit-graduate-institute/pn/current-students/academic-calendar/>**CAMPUS MAP (VT)** **Inside back cover**

Welcome

Now that you've become familiar with SIT Graduate Institute through the application process and pre-arrival weeks, I invite you to learn more about our campus offerings and resources. As a student at SIT, your experience and perceptions are crucial to our unique, learner-centered environment. This handbook will guide you through the systems, structures, and policies of SIT. In these pages, you will find a campus map and a handy reference list titled "Who's Who at a Glance," as well as useful information on academic resources and student services. All of us here at SIT Graduate Institute hope to

help make your year as enjoyable and fulfilling as possible. Please feel free to call us at any time or stop by the Division of Student Affairs with your questions, concerns, or ideas. On behalf of the entire organization, I wish you every success in your academic, professional, and personal pursuits during the coming year.

Sincerely,
Michael P. Smallis
Dean of Students

Diversity Vision Statement

World Learning is dedicated to promoting intercultural understanding, social justice, and world peace. As a reflection of this mission, World Learning strives to create a working and learning environment which includes people of many different backgrounds and which maximizes the potential of each person. Beyond the mere tolerance of difference, the organization places great value on diversity. World Learning develops and refines initiatives on an ongoing basis to encourage and support individuals as they explore, understand, and utilize the many facets of diversity and interconnectedness. It is our expectation that members of the World Learning community will be enriched by diversity, and will in turn make a positive impact on individuals and communities throughout the world.

Diversity and Interconnectedness

Diversity refers to the range of human perspectives, backgrounds, and experiences as reflected in characteristics such as age, class, ethnic origin, gender, nationality, physical or learning ability, race, religion, sexual orientation, and veteran's status. Other dimensions of diversity include, but are not limited to, education, marital status, employment, and geographical background, as well as cultural values, beliefs, and practices. Through appreciating and utilizing diversity, we come to understand our common humanity and interconnectedness. As a result, we celebrate the human experience in both its unity and its diversity.

Goals

To ensure the achievement of its vision for diversity, World Learning is committed to:

- Enabling individuals of all backgrounds to achieve full and equal participation in society
- Ensuring that all programs, projects, and curricula reflect and encourage a broad range of viewpoints
- Developing and sustaining policies and procedures proactively that reflect the needs of a diverse community
- Providing employees and program participants opportunities to develop the awareness, knowledge, and skills needed to be effective participants in a changing society
- Building and sustaining relationships with local community leaders and groups to dismantle oppression, including the sharing of diversity-related efforts and resources between World Learning and the communities in which it maintains offices and programs
- Recruiting and retaining the most talented employees, students, and program participants available from all backgrounds
- Monitoring and assessing the progress of goals and refining diversity initiatives on an ongoing basis

Who's Who at a Glance

Cashier's Office

Karen Sprague, Cashier Ext. 3191
karen.sprague@sit.edu

Counseling Services

Jane Buckingham, Director Ext. 3367
jane.buckingham@sit.edu

Counseling Services (DC)

Meyer Treatment Center 240 461 8873

Disability Services

Julia Karpicz, Coordinator Ext. 3390
julia.karpicz@sit.edu

Facilities Management

John Benouski, Director Ext. 3251
john.benouski@worldlearning.org

Financial Aid

Cathy Mullins, Director of Financial Aid Ext. 3500
cathy.mullins@sit.edu

Graduate Dean's Office

Marianne Spencer, On-Campus Coordinator Ext. 3136
marianne.spencer@sit.edu

Deborah Alexa, Off-Campus Coordinator Ext. 3132
deborah.alex@sit.edu

International Student and Scholar Office

Janet Hulnick, Director Ext. 3364
janet.hulnick@sit.edu

Language and Culture Department

Sharon Brooks, Program Coordinator Ext. 3344
sharon.brooksi@sit.edu

Library

Patrick Spurlock Ext. 3329
patrick.spurlock@sit.edu

Mail Services

Janet Stevenson Ext. 3389
janet.stevenson@worldlearning.org

Media Services

Philip Zorian, Director Ext. 3353
philip.zorian@sit.edu

Registrar's Office

Virginia Nellis, Registrar Ext. 3283
ginny.nellis@sit.edu

Residence and Student Activities Office

David Finck, Director, Activities and Residence Life Ext. 3365
david.finck@sit.edu

Student Affairs (VT)

Stephen Sweet, Assistant Dean of Students for Campus Life Ext. 3361
stephen.sweet@sit.edu

Michael Smallis, Dean of Students Ext. 3570
michael.smallis@sit.edu

Student Affairs (DC)

Nkenge Ransom-Friday, Coordinator, Graduate Admissions and Student Affairs 202 464 6644
nkenge.friday@sit.edu

Student Computing Services

Angel Earley Ext. 3513
dstudent.computing@mail.sit.edu

Student Employment Office

Anne Brnger Ext. 3117
anne.brnger@worldlearning.org

Technology (DC)

Daryl Payne 202 464 6648
daryl.payne@worldlearning.org

Academic Resources

Registrar's Office

Boyce House, First Floor

Registrar: Virginia Nellis, ext. 3283

Records Information Assistant: Elizabeth Saccoccio, ext. 3582

The registrar's office handles registration, grade processing, maintenance of enrollment records, and certification of student enrollment. Academic transcripts and diplomas are issued by the registrar's office. Students who are interested in setting up a credentials file should inquire with the registrar's office. All requests for sending out transcripts or credentials files must be made by the student in writing. The current fees are \$10 for transcripts and \$10 for credentials files. The student's account with SIT must be paid in full before transcript or credential file requests will be honored and diplomas issued.

Donald B. Watt Library

Rotch Learning Center, First Floor

www.sit.edu/library

For assistance: library@sit.edu

Main Library Phone Number: ext. 3354

Access Services Librarian: Amanda Scull, ext. 3329

Discovery and Access Manager: April Sommerville, ext. 3533

Director: Oscar Lanza-Galindo, ext. 3356

Open to the Public

(subject to change during breaks and holidays)

Monday – Friday, 10 AM – 3:30 PM

Saturday – Sunday, 10 AM – 1:30 PM

Please check our website, www.sit.edu/library, for the most up-to-date library hours. There is a quiet study room in the Rotch building that is accessible 24 hours a day, 7 days a week.

The library provides materials for classroom curricular support and other complementary materials for our global educational pursuits. Library resources include both print and electronic materials (books, journals, and newspapers), online databases, language resource materials, and a multimedia collection of film and educational programs. If you have questions regarding library resources please

contact the library via phone, email, through our live chat function, our interactive help page, or text us at 802-277-3204.

Loan Policies

Circulating books and language materials may be checked out at the designated times; there is no restriction on the number of items. We gladly ship materials to students living at a distance. Normal loan periods apply. Reference books, journals, and newspapers can be taken out the library by special arrangement. In order to check out library materials, a student must have a current-user barcode imprinted on her/his ID card. These cards are distributed to all students. All library materials are subject to recall. The normal lending period for books and audio recordings is one month. Films are loaned for one week. Reserve materials have specific lending policies that are displayed on the covers of the items.

Interlibrary Loan (ILL) Policies

Articles and books that are not available in the library may be available through interlibrary loan. All students may take advantage of this service. Electronic articles and materials are delivered to your electronic account. Physical materials usually arrive within one to two weeks. The lending period is subject to the lending library's circulation policies. Please visit the library home page to discover the links to Interlibrary Loan (www.sit.edu/library). ILL books can be mailed within the US and Canada. For students in other locations, we will scan and send select chapters.

Reference Services, Online Databases, Full-Text Electronic Journals

Library staff is available to assist with research needs through one-on-one appointments either in person or online. For help with research, please email your questions to research@sit.edu. Someone will respond to you as soon as possible. Abstracts or full-text content of student-, faculty-, or staff-initiated research and presentations are available to all World Learning affiliated users via DigitalCollections@SIT, World Learning's digital repository.

LibGuides are topic-specific resources geared toward supporting our patrons. Within each LibGuide is the ability to find answers to commonly asked questions or ask new questions using LibAnswers. Answers are then included in a comprehensive knowledge base available to the public. Please consult the wealth of online resources on our home page, www.sit.edu/library, and choose Search to find library resources.

E-Reserves

SIT utilizes a paperless electronic reserve system that enables faculty to provide students with a customized selection of supplemental readings such as articles or select chapters from books. E-Reserve readers are used in some courses in place of, or to supplement, required published texts. Details regarding access to these e-Reserves will be provided by the course's faculty member.

The Discover and Access Manager may be reached at ereserves@sit.edu, or by phone at 802 258-3354.

Reserve Materials

Required texts for courses are often placed on Reserve by the faculty. These texts are available for self-checkout in the quiet study room. All items placed on library reserve are listed in the online library catalog under the Reserve options. Faculty may place other books on reserve at the library. These reserve books are available for self-checkout in the quiet study room.

The Language Learning Collection

This special library collection contains instructional resources for a wide variety of languages, including ESL. Resources include texts, readers, dictionaries, general language information, language cassette audio visual materials, and computer programs.

Academic Support Services

SIT Writing Tutors (VT)

Oak

Coordinator: Sharon Brooks

The SIT writing tutors, a service of the Language and Culture Department, help students develop writing skills. Tutorial help is available to all students. In addition, this department offers an academic preparation class for international students prior to the start of the academic year and an advanced English course for all international students during the academic year.

Counseling Office

Student Center, Room 208

Director of Counseling and Disability Services
Jane Buckingham, ext. 3367

The Counseling Office offers workshops and individual consultation on time management, stress management, and skill building for interpersonal effectiveness in group work. Additionally, referrals for evaluations, tutoring, study skills, and other support services are available.

Disability Services

Please refer to page 12.

Student Computing (VT)

Graduate Building

IT/Student Computing Systems Specialist:
David Broussard, ext. 3513

With changes in technology, computing is one of the most important keys to helping students pursuing their goals. Computers are accessible in most buildings on campus. Wireless network connectivity is also available in public areas for laptop users. Students are expected to maintain an appropriate, respectful environment for the equipment in labs, classrooms, and public areas. Students connecting to the SIT Graduate Institute/World Learning network via their own computer in their residence hall rooms are expected to use that resource in a responsible manner. For more information, please visit <http://public.sit.edu/computingservices/>.

Business Hours

Business hours for full-time staff are Monday-Friday, 8:30 AM to 5 PM. Work Study students trained as Lab Assistants are available for help and support most evenings and weekends during the academic year.

Facilities

Computers for students are intended primarily for word processing, email access, Internet research, and school-related activities. SIT Graduate Institute is largely a Windows campus and computers are equipped with Microsoft Office software; Word, Excel, and PowerPoint, for preparation of class assignments. Each workstation is connected to the campus network permitting access to the Student Lab Server where documents for coursework, storage for students' digital files, and general information are available.

Classrooms across the campus are technology-enriched with audio, video, computer, and network hardware. There are freely accessible email/Internet stations in various locations on campus (the Student Center, the Donald B. Watt Library, and computer labs). Each student residence hall is equipped with one or more workstations for the convenience of the residents. The student residence hall rooms are wired so that students may connect to the World Learning network and to the Internet from their rooms with their own computer. Two types of wireless access are available in all the buildings on campus. One is open/unsecured wireless for anyone to use and the other is a secured wireless connection for students. Secured connection enables students to access the SIT library and other resources via their own computers. In order to connect to the secured access, student computers must be configured and registered according to the specifications provided by the IT department.

A fully-configured computer classroom is located on the second floor of the Undergraduate Building. This classroom, equipped with a teacher station, student stations, an electronic white board, video projector, VCR and DVD players, and other special hardware and software, is for technology training or for fully integrating technology into a class, presentation, or other teaching and learning activity.

continued next page

The use of this classroom is by reservation only; it is not an open computer lab for general use by students, staff or faculty.

Printing

Student-designated printers are located in the student center. To print on student-designated printers, students must have a computer login and available funds. If students wish to print using their own laptops, they can make arrangements with the lab assistant or staff on duty. Printing in the student center lab is available 24 hours a day. Copy machines are available on campus for making multiple copies.

Computing Services (VT)

Priorities for lab, classroom, equipment use

1. Classes and their instructors who have reserved the space by scheduling with the Academic Computing office.
2. Short- and long-term students in the on-campus portion of their program working on program requirements.
3. Students in the off-campus portion of their program who are completing degree requirements and have made arrangements with the Academic Computing office to use the facilities
4. Any users engaged in personal computing, including personal email or Web surfing, working on and printing resumes, etc.

Email

Email accounts are activated following the successful completion of the required registration process. Student email is a primary means of communication with students for the academic programs, individual professors, various departments on campus, and between students themselves. We highly recommend that you regularly check your student email account, or that you forward this account to another account that you do check regularly.

Policies

The web page, <http://public.sit.edu/computingservices/> contains useful information about Academic Computing policies, email, how to purchase a computer, how to print, and other topics. Students are required to observe and comply with all SIT Graduate Institute and World Learning policies regarding use of the network, computers, labs, email, and computer services. Failure to comply with such policies may result in loss of privileges and/or other sanctions.

Online Course Tools

Moodle

Individual courses are supported and enhanced by online course tools. Instructors use the software to initiate and conduct class discussions as well as post notes, syllabi, and readings, and facilitate group communication. The Academic Resource Exchange staff sets up accounts, offers online tutorials and training, and is also available to help you develop your online course environment. Please send a detailed message of your request to moodle@sit.edu.

Our online course software also serves as the chief communication tool for degree neighborhoods and special committees or task forces. All faculty and staff belong to their respective degree communities where documents of interest are posted and the opportunity to initiate and conduct community-wide discussions exists. The address for the online course tool is <http://courses.sit.edu/>. All questions and requests for training, trouble shooting or advice should be directed to moodle@sit.edu.

Media Services (VT)

Graduate Building

Media Services Director: Philip Zorian, ext. 3353

Services offered:

- Lending of audio/visual equipment
- Training to use equipment
- Duplication of audio and video tapes, CDs and DVDs within copyright guidelines
- Assistance and consultation for presentations and productions
- Sale of audio and video cassette tapes, CDs, DVDs, etc.
- Audio and video digital editing
- International video standards conversion (PAL, SECAM, NTSC)

Equipment Use and Training

Audio, video, and other types of equipment are available for loan to all World Learning staff and participants for institution business and educational use only and are exclusively for on-campus use. Training will be provided for equipment use. Please reserve equipment and schedule training as far in advance as possible. Arrangements for equipment set-up and on-site operation will be handled on an individual basis. Misuse or unauthorized use of World Learning equipment may result in the loss of privileges to use equipment and/or other sanctions.

Purchasing Supplies

Recording media, such as audio and video cassette tapes, CDs, DVDs and other supplies are available for purchase for your convenience. Purchases may be made in cash, check, or departmental charge (with departmental permission).

Workshops and Production Assistance

Assistance with many types of audio, video, and other media productions is available through the department. Assistance of this nature should be requested in advance to ensure that adequate production time is available to meet required deadlines.

2016 Writing Lab Policies

Language and Culture Department

The SIT Writing Lab welcomes enrolled students from all programs and of all linguistic and cultural backgrounds to bring in their writing for feedback and discussion. Our goal is to provide students with an open and safe environment in which to work on completing papers while also gaining greater mastery of their writing skills and taking ownership of

their writing. We are here to assist you in clarifying your thoughts and structuring your writing to reflect your true intent. The Writing Lab coordinator and Writing Lab tutors work closely with students to tailor each session to the particular needs of the student seeking assistance.

Policy Notes:

The Writing Lab is for the use of all enrolled students, on or off campus, including low-residency. Students may utilize our services for up to two hours per week, per student. If needed, additional time may be requested and granted on a case by case basis through the tutors and the Writing Lab coordinator.

The Writing Lab exists to support students in improving their writing skills. Our tutors do not provide editorial/editing services. Editing is defined as the final proofreading or polishing up of a piece of writing prior to submission and is not considered to be a part of an educational relationship or process. While our tutors will correct and edit portions of a student's paper (for grammatical errors, organizational coherence, academic appropriateness and overall readability), this service is performed only in the context of a process learning situation. Students are expected to engage in the learning process and rework their papers as necessary. Faculty are expected to share responsibility for supporting students in their writing efforts.

The Writing Lab is best used on a one-on-one basis. Face to face sessions are strongly encouraged for students enrolled on the Vermont campus; distance learning options can be arranged for students in the field or a low residency program. The Writing Lab is located in OAK 101B, 1st floor. If accessibility is a concern, tutors will arrange to regularly meet students at another campus location.

The Writing Lab may be used in 3 ways:

- For drop-in hours, there is no need to send your paper in advance. You can bring in a rough or revised draft, an initial mind map, an outline or a set of brainstormed ideas. Our drop-in hours will be posted on Moodle, FB and around campus.
- For individually scheduled conferences, please email your papers 24 hours in advance. If your paper is over 5 pages, it should be sent 48 hours in advance. Usually individual conferences are scheduled during the drop-in hours.
- For distance learning, to have a Writing Lab tutor review a paper, please contact writing.lab@sit.edu. A tutor needs 48 hours to review a paper so please take this into account. Tutors are available for email, phone or Skype consultations.

Students working on the thesis (Capstone, IPP or Portfolio) portion of their degree may have a section, or sample of their paper checked by the Writing Lab. We cannot edit entire papers. We provide a Freelance Editors list for such work. Students should work closely with their program advisors throughout the paper/portfolio writing process; advisors share responsibility for guiding students through the writing process. Students working with the Writing Lab on a paper, who need time beyond the due date to complete the paper, may request an extension from their professors. It is a student's responsibility

Student Affairs

Division of Student Affairs

The Division of Student Affairs represent a broad range of functions that maintain or enhance the quality of life for students and/or support the academic mission of the college.

SIT Student Association (SITSA)

SITSA advisor: Stephen Sweet, ext. 3361

The SIT Student Association (SITSA) is the recognized collective voice of the students. SITSA's responsibilities include allocating the spending of Student Association fees, providing input on campus policies, recommending candidates for consideration as World Learning student trustees, and acting as liaison between students and the SIT administration.

Resources for SIT Graduate Students and Their Children

SIT welcomes graduate students with children. We recognize that students preparing to move their family may have questions regarding childcare and school facilities. Although SIT does not offer daycare on campus, does have daycare facilities, public schools, and private institutions for children of all ages.

Food Services

Lowey International Center, First Floor
Director: John Benouski, ext. 3251

Hours

Monday – Friday

■ Breakfast	7:30 – 9 AM
■ Continental breakfast	9 – 11 AM
■ Lunch	12:00 – 1:30 PM
■ Dinner	5:30 – 6:30 PM

Saturday and Sunday

■ Continental breakfast	10:30 – 11:30 AM
■ Brunch	11:30 AM – 1:30 PM
■ Dinner	5:30 – 6:30 PM

Please note that the dining room remains open for seating beyond the serving hours.

Food Services prepares a variety of foods for daily meals and special events. Daily menus are posted for your convenience. The director of Food Services is eager to hear your comments and suggestions. There is also a Student Food Committee and a suggestion box. Responses will be made to all suggestions.

SIT students represent many nationalities. While this variety of cultures is one of the most exciting aspects of SIT, it also makes it challenging to satisfy everyone's food tastes. Food Services prides itself on serving the greatest possible variety of foods and appreciates students' understanding of the complexities involved.

Students living off campus are welcome to bring lunches to eat in the dining hall or to purchase food on site.

El Café

Student Center, First Floor
Steward: Stephen Sweet, ext. 3361

Hours

Monday – Friday 8 AM – 12 PM; 1 – 5 PM

El Café is a relaxed spot serving coffee, tea, cold drinks, and light snacks to on- and off-campus students. The area is equipped with a television and LCD projector. Entertainment in the form of movies, guest performers, and open mic nights is offered throughout the year.

continued

Career Center

The SIT Graduate Institute Career Center supports graduate students in both its Brattleboro, VT, and Washington DC, programs. Career development experts in each location prepare you for a leadership role in a complex, multicultural and global job market.

Important links:

World Learning Alumni community:

www.worldlearning.org/connect

SIT Graduate Institute Career Center Website:

<http://www.sit.edu/graduate/cs-career-services-students.cfm>

SIT Graduate Linked In group:

<http://www.linkedin.com/company/165875>

SIT Professional Networking Listserv

SIT hosts a networking listserv for SIT and World Learning staff, faculty, students, alumni, and professionals in related networks to share information. Subscribe by emailing lyris@list.worldlearning.org with the phrase “subscribe Prof_Networking” in the body of the email.

To subscribe to the digest version, email lyris@list.worldlearning.org with the phrase “subscribe Prof_Networking digest.”

Once you are added to the listserv, you will receive an email with information on how to post. The listserv email is: Prof_Networking@list.worldlearning.org.

SIT / World Learning Job Network

The SIT / World Learning job announcement listserv compiles job announcements received by the Career Center from SIT / World Learning alumni, faculty, staff, and other professionals working around the world.

To subscribe to the job announcement listserv: Send an email to lyris@list.worldlearning.org with the phrase “subscribe Job_Announce” in the body of the email. To subscribe to the digest version, please email lyris@list.worldlearning.org with the phrase “subscribe Job_Announce digest.”

SIT Practicum/Internship Database

SIT’s Career Center provides coursework, practicum and employment information, and many other resources through SIT’s Moodle Course Tools.

Students are encouraged to subscribe to the Career Center Forum section on Moodle in order to receive email notifications when new postings are published.

Please visit the Career Center website and download Moodle log-in instructions:
<http://www.sit.edu/graduate/cs-career-services-students.cfm>

continued

Counseling Services

Student Center, Room 208

Director of Counseling and Disability Services:

Jane Buckingham, ext. 3367

email: jane.buckingham@sit.edu

Hours

Monday – Friday 9 AM – 5 PM

Additional hours by appointment

The mission of SIT Counseling Services is to provide a broad range of mental health support services that assist students in participating fully and effectively in the SIT community. Counseling is based on a collaborative approach between counselor and client, taking into consideration the diverse needs of persons from varied cultures, backgrounds, identities, and interests.

Counseling services

- Short-term individual psychological counseling
- Crisis intervention
- Support groups
- Conflict mediation
- Information and referral
- Training / workshops / consultations
- Lending library

Personal counseling is provided on campus at no charge by a licensed mental health counselor and is available for SIT students during the on-campus phase of their academic programs. In addition to individual therapy, group counseling can be arranged, should there be sufficient interest. Referrals can also be made to therapists and support services in the Brattleboro community.

Counseling Services offers workshops on a variety of topics, including cultural adjustment, stress management and wellness, time management, sexual harassment, and a range of mental health issues.

Emergency Services

If you have a counseling emergency, there are several resources available to you:

- Jane Buckingham, SIT Counselor
802 258-3367 (during office hours)
- Your RA or the RA on duty
dial 0 (zero) from any campus phone
- Mental Health Services Crisis Line
1-800-622-4235 (24 hours)
- Women's Freedom Center (domestic violence and sexual assault emergencies)
802 254-6954 (24 hours)

Confidentiality

In order to protect the privacy of clients, confidentiality is strictly maintained within the legal and ethical guidelines of the psychological profession and World Learning. Client information is not revealed to others unless the student gives permission to do so. However, there are exceptions when this policy does not apply:

- There is clear and imminent danger to self or others.
- There is reasonable suspicion of abuse/neglect of a child or an elderly or disabled adult.

Situations such as these may require breach of confidentiality in order to ensure the safety of a client or others. There may be additional confidentiality issues that arise during counseling and can be discussed with the counseling staff. Students should also be aware that confidentiality of email cannot be guaranteed, and disclosure of sensitive information in electronic communications should be avoided.

continued

Office of Student Employment (OSE)

Boyce House, Second floor
Work-Study Coordinator: Anne Brnnger, ext. 3117

The Office of Student Employment (OSE) oversees the logistics of all student employment during the academic year. Student employment programs include Federal Work-Study, SIT work opportunity, non-work-study, and contracts.

Student Employment On Campus

FWS (Federal Work-Study) is part of a financial aid program for US citizens and permanent residents that is funded by the federal government and supplemented by SIT. SWO (SIT work opportunity) is part of a financial aid program for international students (non-US residents) that is fully funded by SIT. The SWO program follows similar guidelines as the FWS program. Information on these programs is available during orientation.

NWSC (non-work-study contract) is a position in which the department pays a sum for a special project or event. NWSC opportunities are open to all students and are fully funded by the department offering the position. Information on these programs is available through the OSE.

The OSE posts all job opportunities on the following website before the beginning of each academic year: www.sit.edu/workstudy

Student Employment Off Campus

Local businesses frequently hire US residents. Students (or domestic partners) who are interested in working in the area should consult the job listings in the *Brattleboro Reformer* (www.reformer.com).

International Student and Scholar Office (ISSO)

Student Center, Room 207

Director of International Student and Scholar Services

Janet Hulnick, ext. 3364

The International Student and Scholar Office (ISSO) provides special assistance to all SIT international students and scholars. In addition to providing necessary information on Immigration regulations, ISSO advises students on cultural opportunities, cross-cultural concerns, employment, banking, and driving regulations. International Students of Academic Programs (ISAP) is the international student organization at SIT.

Disability Services

Student Center, Room 207
Julia Karpicz, ext. 3390
email: disabilityservices@sit.edu

Hours

Monday – Friday 9 AM – 5 PM
Additional hours by appointment

The mission of SIT Disability Services is to facilitate an accessible educational experience for students with disabilities and to serve as a resource to all members of the campus community in furthering this goal.

Disability Services

- Assistance in requesting accommodations for a disability
- Support in implementing approved accommodation plans
- Individual or group support for ability-related concerns
- Workshops and/or individual consultation on a variety of topics such as:
 - Self-advocacy skills
 - Raising awareness about disability issues

Disability Services works with students at all stages of the accommodation process and disability awareness. Students who believe they may have a disability, but have never been evaluated, are encouraged to contact Disability Services for information and support.

Office of Residential Life and Housing

Student Center, Room 202

Director of Student Activities and Residence Life:

David Finck, ext. 3365

Residential life is an integral part of the SIT community and provides students with a multicultural living and learning environment that supplements their academic experience.

SIT has six residence halls for students who wish to live on campus. Five are on the main campus, and one is a converted home a short distance away. Each residence houses approximately 12 students, except the Lowey International Center, which houses 30 students. Most rooms are single occupancy.

Housing assignments are made on a first-come, first-served basis. Priority is given to full-time, first-year students.

Each residential area is staffed by a paraprofessional resident advisor (RA). The RA, a full-time student, is trained to encourage development of student communities. The RA identifies student needs and works with students to develop programs and activities in recreational, social, cultural, spiritual, health, mental health, and educational areas. The RA is also charged with enforcing campus policies.

The Director of Student Activities and Residential Life is responsible for the housing and residential life programs on campus. The director assigns rooms and roommates, implements damage billing, inspects rooms, and distributes linen. Working with the RAs, the director fosters a sense of community in the residence halls and on campus and encourages students to develop and organize co-curricular activities.

After office hours, an RA is available for emergencies, late-night arrivals, or for students who are inadvertently locked out of their rooms. The RA can be contacted through the answering service at extension 0 (zero).

Student Activities Office

Student Center, Room 201

The Student Activities Office, located on the second floor of the Student Center, coordinates and supports co-curricular activities. The Office is staffed by work-study students who wish to gain experience and skills in student activities and events planning.

Student Affairs and Diversity Mission

The Division of Student Affairs works toward the goal of building and maintaining a richly diverse campus community by enhancing diversity awareness, education, and understanding for students, faculty, and staff. Student Affairs helps facilitate ongoing diversity awareness, training, counseling, and assistance for members of the community and it supports initiatives and programs that further World Learning's diversity goals.

Students are encouraged to participate in the different diversity groups: Alliance of Women and Gender, LGBT Alliance, Racial Justice Alliance ISAP (International Students of Academic Programs), InterFaith Council, and the African Disapora.

Equipment and Facilities

Sports Equipment

Students may borrow sports equipment, including softball equipment, volleyballs, tennis racquets, basketballs, snowshoes, and cross-country skis, from the Student Activities Office. A refundable deposit is required. Please check the bulletin boards for hours when equipment is available. For more information, contact the activities coordinator at extension 3377.

Tennis/Basketball Courts

The courts are located on the hill between the Undergraduate Building and Boyce House. Students may schedule the courts for a game or use them whenever they are available. Volleyball and badminton courts are located in front of Ellsworth and Gamble residence halls. Equipment may be borrowed from the Student Activities Office in the Student Center.

Cleverly Field

Cleverly Field, located behind Janeway Residence, is available for soccer and softball games. Cleverly Field is the only place on campus where campfires are permitted. To make arrangements for a campfire, please call the facilities manager (802-258-3237) at least two days prior to your activity. Equipment may be borrowed from the Student Activities Office. Hours are posted. A deposit is required. Students are advised not to drive any farther than the Janeway Residence parking area. Do not swim in the Cleverly Field pond due to parasites.

Fitness Trail

A fitness trail for hiking, running, or walking runs through and around the campus, covering a total distance of 2.5 miles. There are quiet places along the way to sit and view the beautiful Vermont landscape. A display map is located in the courtyard behind the Student Center.

Colonial Motel Pool and Spa

Located on Putney Road, approximately 1.5 miles from campus, motel facilities include a 75-foot swimming pool, a hot tub, sauna, private whirlpool, steam room, exercise machines, and Jacuzzi. Water aerobics classes and a masters' swim program are available intermittently. There is no charge for use of this facility for SIT students in the on-campus phase of their program. Student identification is required. SIT's contractual arrangement with the Colonial Motel Pool and Spa is contingent upon mutual agreement and is subject to change.

Supreme Fitness

Located on Putney Road approximately 2 miles from campus, this facility includes weight training, cardio equipment, and group fitness classes. There is no charge for use of this facility for SIT students in the on-campus phase of their program. Student identification is required. SIT's contractual arrangement with Supreme Fitness is contingent upon mutual agreement and is subject to change.

continued

Student Organizations

The following organizations are open to anyone who is interested in learning more about their work. Information about these groups can be found on the bulletin boards in the Student Center. These organizations seek to work collaboratively with each other and the rest of the campus community.

SITSA (SIT Student Association)

Advisor: Stephen Sweet

SIT's student government, made up of representatives from both academic programs, acts as the student voice of the campus. SITSA's role is to facilitate discussion among its constituents; act as a bridge between students, staff, and faculty; and provide funding for student-generated programming and officially recognized student groups on campus. It also recommends candidates for consideration as World Learning student trustees.

Funding for Student Groups

All recognized student groups are funded through SITSA. Students desiring funding for a project or event must fill out a Student Funding Request Form. SITSA's funding committee meets once a week to make decisions about student funding proposals. Decisions are usually made within two weeks. See any SITSA representative, SITSA advisor or visit the Student Activities Office for more information.

Other recognized groups on SIT campus include:

Alliance for Women and Gender Relations

Advisor: Karen Blanchard

Created in 1988, the Alliance provides a co-curricular forum to address women's issues and gender concerns. It raises awareness through a number of events and activities, including a Women's History Month celebration, movie discussions, and brown bag lunches. Additionally, it provides support to individuals confronted with gender issues in their personal, professional, and academic lives, and serves as a referral source to connect individuals with other support services as needed.

LGBTQ Alliance

Advisor: Michael Smallis

Founded as GLoBE (Gays, Lesbians, or Bisexuals Everywhere) in 1995, the LGBTQ Alliance is a student club aimed at creating a safe space for LGBTQ students at SIT. The group discusses issues, provides peer support, shares stories, and organizes educational and social programming on and off campus.

Racial Justice Alliance

Advisor: Ray Young

Founded in 2014, the Racial Justice Alliance is a student group created to guide its members and other SIT students, faculty, and staff towards becoming agents for change locally and globally, to serve as allies, activists and resource beacons in our nation's crisis of racial injustice.

ISAP (International Students of Academic Programs)

Advisor: Janet Hulnick

ISAP, SIT's international student organization, was established in 1997 to address the particular needs and concerns of international students. In recent years, ISAP proposals have resulted in several noticeable improvements to the SIT campus community, including the implementation of an International Student Orientation. All international students are members of ISAP. ISAP sponsors various multicultural events such as the geography series and international dinners.

Net Impact

Advisor: Aqeel Tirmizi

The purpose of Net Impact is to explore and promote progressive and responsible business practices including, but not limited to, social entrepreneurship, corporate responsibility, and micro-enterprise development, to design related educational events and services for the World Learning community, and to foster a network of socially responsible business leaders.

Interfaith Council

Advisor: Karen Blanchard, ext. 3322

The mission of Interfaith Council is to create an environment where spiritual identity and expression is celebrated as an integral part of diversity; where education about religion and spirituality is a visible element of the academic and campus life curriculum.

Creating Your Own Student Group

Every year students create new groups to meet different needs that arise. The structure of these groups may be formal or informal. If you are interested in creating a student group, contact SITSA (the SIT Student Association) or Stephen Sweet at extension 3361.

continued

Copyright Guidelines for Showing Movies on SIT campus* (VT)

When you buy, rent, or borrow a DVD or videotape of a movie (or any other audiovisual work) made by someone else, you normally obtain only the copy, and not the underlying copyright rights to the movie. You are free to watch the movie yourself, but, beyond that, your rights are quite limited by law. In particular, you do not have the right to show the movie to “the public.” In most cases, doing that requires a separate “public performance” license from the copyright owner.

To determine whether you need such a license, you must determine whether what you want to do would constitute a “public performance,” and, if so, whether there are any exceptions that would allow you to proceed nevertheless without a license.

1. Is it a “public performance”?

The showing of a movie will be considered to be a “public performance” if either of the following is true:

- You will be showing the movie to people other than members of your residence halls or a small group of your friends.
- You will be showing the movie in a place that is open to people other than members of your dormitory or a small group of your friends (for example, a classroom, Lowey International Center, El Cafe), whether or not any such people attend.

Generally speaking, then, showing a movie in your residence hall or lounge will not constitute a public performance, as long as you limit attendance to people who live in your residence hall and your friends. Most other showings will constitute public performances.

2. Is there an applicable exception to the license requirement?

Even if your proposed showing will constitute a “public performance,” you will not need to obtain a license if any of the following is true:

- You will be showing the movie in the course of “face-to-face teaching activities” (that is, not through Digication or other forms of electronic transmission) that will take place in a classroom or similar place devoted to instruction (that is, not in the cafeteria or El Cafe, unless it is being used for, and restricted to participants in, the teaching activities), and you have a legitimate copy of the movie (which, in general, does not include one that you have videotaped yourself from a broadcast).
- Your copy of the movie came with an express license authorizing the particular manner of showing. (For example, some educational movies, such as those purchased directly from California Newsreel at the “institutional” price, come with licenses to show the movies for certain noncommercial institutional purposes.)
- The movie you wish to show is in the “public domain.” (Determining whether a particular movie is in the public domain can be quite difficult, and even movies that are quite old can still be protected by copyright. The Public Domain Movie Database publishes a list of movies it believes to be in the public domain, but it is neither complete nor authoritative.)

** In reading these materials, please keep in mind that they do not constitute, and should not be considered a substitute for, specific legal advice. The resolution of legal issues frequently hinges on slight changes in the facts and circumstances, and your particular situation may well be different from those described in these materials. If you have questions about your situation, please contact the Student Activities Office.*

Note, however, that there is no general “educational,” “nonprofit,” or “free of charge” exception. Even a showing that is all three of those things will require a license if it constitutes a “public performance” and does not fall within one of the exceptions listed above. Thus, most showings outside of the class context will require licenses.

If you do need a “public performance” license, you can obtain one in either of the following ways:

- By renting the movie directly from a distributor that is authorized to grant such licenses, such as Swank Motion Pictures, Inc., rather than from a video store.
- By contacting the copyright holder (generally the studio) directly.

In most cases, you will be eligible for a “non-theatrical” public performance license, which is considerably cheaper than what a commercial cinema must pay. Still, the cost is likely to be at least several hundred dollars, especially for the most recent movies. That may seem unreasonable, but keep in mind that inability or unwillingness to pay is not a valid defense to a copyright infringement lawsuit.

If you have any questions about movie licenses or about copyright law generally, please contact the Student Activities Office.

World Learning Global Community

As students and graduates of SIT, you are part of the broader World Learning global network which includes SIT, The Experiment in International Living, International Honors Programs, International Development programs and International Visitor Exchange programs. The World Learning Global Community is a network of tens of thousands of people driven by hope and optimism who believe that change is achievable.

Keeping in touch and making connections among our vast network of alumni, program participants, staff and others is one of our highest priorities. One of the best ways in which we do this is via our online community, OurWorld, at www.worldlearning.org/connect.

OurWorld provides great tools for SIT alumni including:

- An online alumni directory where you can search for alumni of SIT or The Experiment by name, location or program
- Professional networking and job announcement listservs
- Regional listservs for major cities in the US for local networking opportunities
- A number of social networking tools, including Facebook, LinkedIn, YouTube and more
- A number of World Learning and SIT blogs allowing you to stay up to date on news, events and other compelling stories

You can access OurWorld with a username and password that will be sent to you when leaving campus. The best way to ensure that you keep in contact with your classmates, and with SIT, is to keep your contact information current in the database by personally updating your profile on OurWorld. Please keep us up-to-date on major milestones in your life including employment information, volunteer activities, fellowships and grants, and travel experiences. You can update all of this information yourself via the “update my profile” section of the OurWorld website.

Alumni who are in management positions may want to consider offering internships for SIT graduate students that would fulfill their reflective practice phase requirements. For more information on the benefits of hosting an SIT intern, or for assistance with structuring an internship, contact SIT’s field program and practicum manager at 802-258-3333 or email careercenter@sit.edu. Please email any job opportunities that you would like to share with SIT and World Learning alumni.

Alumni can also help out by letting others who could benefit from an SIT education know about their SIT experience by becoming an alumni ambassador. Alumni donations help keep tuition costs within the reach of prospective students—allowing SIT to recruit the best and most diverse student population through scholarship and loan assistance and to remain innovative and responsive to changing global needs. For more information, visit www.worldlearning.org/connect

Infrastructure-Related Services (VT)

Van Service

Service Contact: Stephen Sweet, ext. 3361

The SIT van leaves campus for downtown Brattleboro on a regular schedule, Monday through Sunday. The van waits at the entrance to the Lowey International Center before leaving campus. Van schedules are available in the lobby of the student center.

Mail Services

Boyce House basement (entrance facing Lowey International Center)

Mailroom Clerk: Jane Stromberg, ext. 3247

Hours

Monday – Friday 9:30 AM – 3:30 PM

Mail Services processes incoming and outgoing mail and provides courier services.

Incoming Mail

Personal mail should be addressed as follows:

Name
SIT Graduate Institute
PO Box 1313
1 Kipling Road
Brattleboro, VT 05302-1313 USA

Student mail is delivered to Mail Services in Boyce House. Students no longer living on campus should register their forwarding address with Mail Services to ensure proper delivery of mail.

Frequently Asked Questions about Mail Services

Q: What types of shipping services are available from the mailroom?

A: Domestic and international services from UPS, FedEx and DHL.

When packaging materials are provided by the shipper they are passed on to students at no additional charge. Stamps can be purchased from the IC dining room.

Q: When is the mail room open?

A: Hours are 9:30 AM – 3:30 PM, weekdays.

Q: Where can I buy stamps?

A: Stamps are available from the cashier in the IC dining room

Q: How do I pay for shipping?

A: Students may use a self-serve kiosk to pay for shipping.

Cashier/Student Banking (VT)

Boyce House, First Floor
Cashier: Karen Sprague, ext. 3191

Hours

Monday – Friday 9 – 11 AM and NOON – 3 PM

Services and procedures:

- Upon your arrival at SIT, you may open a student bank account. This allows you to store cash, travelers checks, and other valuables safely while on campus.
- Withdrawals may be made during regular cashier hours. Cash withdrawals are limited to \$50 per day, unless the cashier is notified one day prior to withdrawal.
- Students may cash personal checks up to \$50. Third-party checks may be deposited, but may not be drawn upon for 10 working days.
- Students may pick up work-study checks. Work study checks as large as \$150 may be cashed.
- Students may deposit funds on their ID cards for use in the dining hall or for printing.

Copy Services

Coin- and vendor-card-operated copy machines are available for student use on the first floor of the student center, in the computer lab, and in the library.

Frequently Asked Questions about copying and printing

Q: Who do I call about problems with a copier, printer, or fax?

A: The Help Desk (3133) will take your questions and place a service call for you.

Q: Where is there a fax machine for students to use?

A: There is now one on the second floor of the Student Center in the Housing Office.

Q: How much will it cost to do printing jobs that are larger than I want to do on campus?

A: Discounts are available at Lotus Graphics and Brattleboro Staples. Please contact them directly.

All graduate students have an account on Staples web portal www.staplescopycenter.com. Your User ID is your email address ending in @mail.sit.edu. Your initial password is *staples*.

Facilities Management

Rotch Learning Center, Basement

General Manager: John Benouski, ext. 3251

Administrative Assistant: Janet Stevenson, ext. 3389

Facilities Management repairs and cleans buildings, maintains grounds and roads, sets up for special events, cleans residence hall common areas and bathrooms, classrooms, and other spaces on campus.

continued

Financial Policies

Financial Aid Office

Graduate Building, First Floor

Contact information: 802 258-3281 or finaid@sit.edu

The Financial Aid Office provides financial aid counseling and assistance to SIT degree students from their initial inquiry until they complete their academic programs. Details on how to apply for financial aid, need determination, types of assistance available, and student loan application procedures are available through this office. Additional information is also available in the *SIT Graduate Institute 2014–2015 Catalog*, and useful links and required forms can be found on the SIT website at www.sit.edu.

Student Tuition and Fees

Tuition charges vary according to program. Rates for room and board, insurance, student fees, etc., are based on program duration (see *SIT Graduate Institute 2014–2015 Catalog* for details).

Refund Policies

Period of Enrollment

The period of enrollment for which the student is charged is defined on the academic calendar.

Student Withdrawal Refund Policy

It is the policy of World Learning/SIT Graduate Institute that students who withdraw from a program for any reason are entitled to a refund in accordance with federal and school policies, whether or not they are recipients of federal or institutional financial aid. It is the responsibility of the student to ensure that SIT's registrar is notified. **The effective date of withdrawal is the date that the registrar receives notification.**

Students withdrawing from a program before the first term begins are entitled to a 100% refund of all institutional charges (except nonrefundable deposits) when notification is received by the SIT Admissions Office on or before the first day of orientation. When notification of withdrawal is received by the registrar after the first day of orientation and before the first 50% of the semester is over, a student will realize an adjustment of charges according to the following schedule:

Prior to the first day of classes	100% refund of tuition charges
During the first 10% of semester	90% refund of tuition charges
Between 10% and 25% of semester	75% refund of tuition charges
Between 25% and 50% of semester	50% refund of tuition charges
After 50% of semester	No refund of tuition charges

The amount of the refund will be determined by the registrar. Refunds of other charges are explained in detail in the SIT catalog.

Financial Aid Refund Policy

Students receiving financial aid may have some of their aid returned to the aid source when withdrawing from some or all of their courses. For students who have received Federal Title IV Financial Aid and withdraw completely, the percentage of federal aid funds returned to the aid source is based on the percentage of the academic term that the student has not completed as determined by the Registrar.

Federal refunds are allocated to the types of federal aid in the order listed below as required by federal regulation.

1. Federal Unsubsidized Stafford Loan
2. Federal Subsidized Stafford Loan
3. Federal Perkins Loan
4. Federal Grad PLUS Loan

For students who withdraw completely but have not received Federal Title IV Financial Aid, or for students who withdraw from some but not all of their courses, the Tuition Refund Policy is used to determine any tuition adjustment. If the student no longer meets eligibility criteria for an aid type, aid is refunded to the aid source. The percentage of aid returned to the aid source is based on the percentage of tuition refund from the Tuition Refund Policy. Refunds are allocated proportionally among sources of initial payment. For students who receive loan funds and become less than half-time, any remaining credit balance is refunded to their lender. Examples of the application of these policies are available upon request from the Financial Aid Office.

Account Balance Refund Policy

When a student's account shows a credit balance after the period of enrollment begins, the refund will be disbursed within 14 days of the date the credit balance occurs.

Residential Life Refund Policy

The housing contract is for the length of the entire academic year. Students who are enrolled at SIT and want to terminate their housing are subject to the following policies:

- After January 1, the housing deposit becomes nonrefundable and nontransferable if the student withdraws, defers to a subsequent term, or decides to live off campus.
- Housing contracts that are broken after the first day of orientation will incur a contract adjustment fee of \$450. A refund of the meal plan and linen service will be prorated.

Dismissal for Nonpayment of Fees

Students are expected to pay their tuition fees in full as outlined in the Tuition and Fees Schedule Sheet. If payment is not made on schedule, the student will be withdrawn for nonpayment. The refund policy above will apply in all such cases and collection procedures will be initiated.

Policies and Procedures

General Policies

Equal Educational Opportunities

It is the policy of World Learning to provide equal employment and educational opportunities for all persons regardless of age, ethnic origin, gender, nationality, physical or learning ability, race, religion, sexual orientation, gender identity, protected veteran's status, or any other legally protected status.

Use of Institutional Name

Permission from SIT / World Learning is required before students, or groups of any kind affiliated with World Learning, may use the name, trademarks, letterhead, and/or logo of World Learning or SIT Graduate Institute, including for online and printed promotional projects. All requests of an academic nature should be directed to the director of the program involved.

Use of Classroom Buildings

Students wishing to schedule classrooms or other rooms should do so by calling the dining and facilities administrative assistant (802-258-3389). All unused classroom space is available for study space. The Undergraduate Building is open 24 hours a day.

Pets

Pets are prohibited on the Vermont campus and in all buildings except for service animals that are trained to do work or perform duties for persons with disabilities.

Smoking Policy

Vermont work site law prohibits smoking in the workplace. On the SIT campus, this includes all building space and within 30 feet of any building.

DC

District of Columbia work site law prohibits smoking in the workplace. At the DC Center, this includes all building space.

School Closing Policy

Although infrequent, there may be days when classes are cancelled because of significant snowfall or icy road conditions. The cancellation of classes will be announced on local radio station WTSA and sent to students' email addresses before 8 AM.

DC

World Learning's Washington, DC, office and graduate program will follow the Federal Government's closing guidelines.

Academic Confidentiality

FERPA and Your Privacy

FERPA, the Family Educational Rights and Privacy Act of 1974, is a federal law that pertains to release of and access to educational records. The law, also known as the Buckley Amendment, applies to all schools that receive funds under an applicable program of the US Department of Education.

FERPA applies to personally identifiable information in educational records. This includes items such as the student's name, name of family records, addresses, personal identifiers such as social security numbers, and personal characteristics or other information that make the student's identity easily traceable.

Educational records are all records that contain information directly related to a student and are maintained by the SIT Graduate Institute, or by a party acting on its behalf. A record means any information recorded in any way, including handwriting, print, tape, film, microfilm, microfiche and digital images.

Educational records do not include the following:

- Sole possession records – records kept in the sole possession of the maker which are used only as a personal memory aid and are not accessible or reviewed by any other person except a temporary substitute for the maker of the record;
- Medical or psychological treatment records that include those maintained by physicians, psychiatrists, and psychologists;
- Employment records, provided that employment is not contingent upon being a student;
- Law enforcement records; and
- Records collected about an individual after that person is no longer a student

FERPA rights apply to students. A student is a person who is or has been in attendance at the institution. Under FERPA, a student has a right to:

- Inspect and review his or her educational records;
- Request to amend his or her educational records;
- Have some control over the disclosure of information from his or her educational records.

SIT may release Directory Information without prior written consent. Directory Information is limited to: name, address, telephone numbers,

email address, dates of attendance, degree and concentration, date of degree conferral, practicum/internship location and organization. Directory Information may be released freely unless the student files a written request to withhold disclosure of information with the registrar. The block will remain in effect until a written statement from the student releasing the hold on directory information is received by the registrar.

The school notifies students annually of their FERPA rights in the SIT Graduate Institute Catalog. If students believe that such rights have been violated, they may contact the Family Policy Compliance Office at the Department of Education, 400 Maryland Ave SW, Washington, DC 20202-4605. Additional information is available at www.ed.gov/policy/gen/guid/fpco/index.html.

Upon written request, the school shall provide a student access to his or her educational records; and confidential letters of recommendation where the student has not signed a waiver of right of access. If the records contain information on more than one student, the requesting student may inspect, review, or be informed on only the specific information about his or her own records. A student may obtain copies of his or her educational records at the cost of \$1 per page and an official transcript of academic records for \$7. Educational records covered by FERPA normally will be made available within forty-five days of the request. The contents of a student’s educational records may be challenged by the student on the grounds that they are inaccurate or misleading, or otherwise in violation of the privacy rights of the student, by submitting a written statement to the custodian of records. The registrar is the official custodian of records at the school.

Non-Academic Confidentiality

Confidentiality Policy

SIT’s responsibility regarding confidentiality is to protect the rights of the individual and to ensure the institution’s ability to make appropriate decisions regarding student life issues. Because students at SIT are educated in a holistic manner, faculty and staff are concerned about all aspects of a student’s life. From time to time, staff members may need to confer with each other regarding health or personal issues, community living, and disciplinary matters. In order to protect students’ rights and best serve the SIT community, the following guidelines have been established.

Health and Counseling

Conversations, records, and referrals are kept confidential by student health administrator and the counseling office. However, confidentiality may be overridden when a staff member considers that the client is in clear or imminent danger to himself or herself or to others; hospitalization occurs; information falls under state jurisdiction; or the student is 18 years of age or younger (health issues only). In situations different from those listed above, a student must give written permission for the counselor or health center staff to share information with designated others.

Public Right to Information

As soon as feasible after an incident which seriously disrupts campus life, the division of student affairs may notify the student body regarding an incident or actions being taken in one of several ways, including through the residence advisor, a campus community meeting, or written memos. Generally, disruptive incidents are handled on an individual basis first, then a program-specific or campus community announcement might follow. Incidents that may involve the Brattleboro community are made public, when necessary, through the communications office of World Learning in collaboration with the dean of students.

Building Security (DC)

DC

World Learning/SIT Graduate Institute strives to ensure a safe, efficient and comfortable environment. Genesis Security Systems installed our security alarms and sensors. The company provides monitoring services and will alert designated staff by telephone if there are any after-hours security incidents.

In order to gain access to the World Learning office, each student and staff member (regular staff, interns, consultants and visiting staff from other World Learning offices) is issued a Genesis key card or fob. A unique serial number is printed on each card or fob and is thus registered to the specific person. Employees who are issued keys to the World Learning facilities are responsible for their use and safekeeping. Please use care when accessing the suite between the hours of 6 pm and 8 am. The door must close within 45 seconds or you will trigger the alarm and one of your colleagues will receive a telephone call from the security company. Do not hold or prop any door open after hours.

Lost fobs are to be reported immediately to David Hutcherson, Student Computing Systems Specialist, so that we can disable the lost card and issue you a new card.

A properly programmed fob is required to access the building and the elevators during the following hours: 6 pm–7 am Monday through Friday, and at all hours on weekends.

Report all emergencies to the appropriate local authorities first by calling 911 for fire department, police, and/or ambulance. The local non-emergency number for fire department, police, and/or ambulance is 202 727-1010. The Poison Center is 202 625-3333.

In case of a minor medical emergency, we have a first-aid kit in the kitchen on the north wall near the clock and additional supplies inside the drawer marked “First Aid” on the west wall.

Fire Alarm Procedures

Your own personal safety is your first priority. Always keep calm. When the fire alarm rings or you are asked to exit the building, please do so immediately. Walk to the exit. Use the stairs, not the elevators. An elevator may stop between floors, or go to the fire floor

continued

and stop with the doors open.

Fire Safety Wardens will direct staff to the proper suite exit and stairwell, check that no one is left behind and assist others if necessary. Everyone should exit in an orderly manner to prevent confusion and minimize panic or injury. No one should push their way out an exit. Single file lines are best in controlling traffic to the exits.

Exiting the Building

There are three doors in the south wall of the suite by which people can exit. Upon exiting the suite, there are two stairwells by which people can exit the building. The stairwell to be used is accessed from the corridor on the east side of the building. Pass the restrooms and go through the door at the end of the hall and down the stairs.

Meeting Location

Designated meeting spot for head count is the McPherson Park at the statue. Remember, once you are outside, stay outside. Do not go back in until the proper authorities say it is okay.

Lock-Down Procedure

Our office building is located in downtown Washington, DC, and in addition to the normal security concerns in any large city, the nation's capital draws demonstrators and others seeking attention for their cause. The building management may receive a notice from the city police regarding a demonstration or other event that could pose a threat to all tenants. The building management will issue a notice to all tenants if that is the case. Operations will receive this notice and promptly distribute it to staff and students. On such occasions, staff are discouraged from leaving the building until the situation is resolved. The building itself will be locked and require the Kastle key to enter. If you are expecting guests, it is your responsibility to inform your guests of the situation and possibly reschedule the meeting.

Emergency Closure

This Emergency Closure policy addresses World Learning's policy and procedures in the event of unexpected natural disasters and other unexpected emergency situations. This closure policy supplements the inclement weather policy in the HR section but it is NOT about snow days.

Policy

It is the policy of World Learning to remain open unless adversely affected by emergency situations. In the event of an emergency closure, it is the policy of World Learning/SIT Graduate Institute to notify students as expeditiously as possible of the need and scope for closure and the reason(s) for the closure.

DC

Definitions

Emergency Closure: any event that adversely affects the health, safety, or well-being of staff, or which adversely affects the working

environment and forces its closure. An emergency event may be a natural disaster or other sudden unplanned emergency condition.

Essential Personnel: those employees whose presence at the office during an emergency is deemed essential to ensure the continued operation of basic services.

Natural Disaster: any event caused by naturally occurring elements such as earthquake, catastrophic storm/hurricane, etc. (note: NOT SNOW!)

Sudden Unplanned Emergency Condition: any event caused by human error, negligence, or as a result of intentional acts. Such events include, but are not limited to, exposure to hazardous chemicals, verifiable bomb threats, loss of utility service, failure of cooling system, or loss of power.

Procedures

The **Senior Vice President**, or a designee, based upon recommendations from the Senior Director for Operations and Director, Employment and Staffing, will

- Determine whether World Learning will remain open or if it is to close, and the scope and duration of closure;
- Notify the academic director, dean of students, and the graduate staff of the decision by implementing the emergency communication / notification plan; and
- Notify the Vermont headquarters of the localized emergency and the need for the closure.

The **Director, Employment and Staffing**, in conjunction with the Senior Director for Operations, will

- Assess the event's negative impact on the health, safety, or well-being of staff, or if it adversely affects the working environment of the office;
- Communicate the findings of such assessment to the Senior Vice President; and
- Notify program department heads of the Senior Vice President's decision and insure that steps are taken to protect personnel and property under their care and control.

The **Senior Director for Operations**, in conjunction with the Director, Employment and Staffing, will

- Assess the event's negative impact on the health, safety, or well-being of staff, or if it adversely affects the working environment of the office;
- Communicate the findings of such assessment to the Senior Vice President; and
- Notify Finance Director and administrative and IT staff of the Senior Vice President's decision and insure that steps are taken to protect property and data under their care and control.

Re-Opening the Office after Emergency Closure

The decision to re-open the office will be taken by the Senior Vice President in conjunction with other staff if necessary. Students will be

DC

contacted via the telephone tree to advise them that the office has re-opened.

Use of 11th-Floor Kitchen/Breakroom (DC)

The 11th-floor kitchen/breakroom is available to graduate students.

One large refrigerator and two microwaves are furnished for staff and student use. Please be considerate and keep your voice down when talking and eating in the kitchen. Remember that people are working just outside the kitchen door.

Hospitality items like coffee, tea, cocoa, and filtered water are provided as a convenience and are charged to your program.

The hospitality items are for office use only; they are not intended for your home use.

DC

Coffee

One coffee maker is available in the kitchen. World Learning leases this machine, which is hooked up directly to the water line.

Bagged coffee is stored in the kitchen, along with filters and other related items.

You are responsible for making your own coffee. The machines are easy to use. If you pour the last cup, please make another pot. No one likes to hear the nasty splutter of an empty pot.

Pull out the filter basket from the coffee maker and place a filter in the coffee basket. Select one packet of coffee and place in the coffee basket. The coffee is measured for use in these machines, so use the entire bag and one bag only per pot. Replace the basket. Open the coffee pot lid by squeezing the two buttons on either side of the spout. Remove the pump and place the open coffee pot right under the coffee basket. Press the green BREW button and your coffee will be ready in five minutes. Do not take the coffee pot off the coffee maker while it is brewing—please wait until the brewing is finished.

Do not add cocoa mix to the coffee basket. It will clog the pump.

A filtered water machine is hooked up directly to the water line in the kitchen and is regularly serviced. The use of the machine eliminates the need for environmentally unsound plastic bottles and the storage space for large water-cooler jugs.

Refrigerators

One refrigerator is provided as a convenience for almost 50 people. We also need it for catering. There are risks associated with using communal refrigerators: your food may be eaten by someone else; forgotten items left in the freezer, such as sodas, will explode and create a mess of everyone's frozen meals; your food may be mistakenly thrown away by the cleaning company; or forgotten food may spoil and create obnox-

ious odors in the kitchen.

Any and all food items must be labeled with your name and date. You may store food on a daily basis. **DO NOT STORE FOOD FOR MORE THAN ONE DAY.** This is not your personal refrigerator.

Here are some guidelines that reflect common sense, courtesy, and safe food handling:

- The rule “thou shalt not steal” applies to food in the refrigerators and elsewhere in the kitchen—whether it is labeled or not.
- You are responsible for what you bring in.
- If you spill something in the refrigerator, clean it up.
- If you ditch your lunch in favor of eating out, remember to take your lunch home at the end of the workday.
- Do not return partially-eaten foods to the fridge, with the utensil still in them.
- **DO NOT** bring ALL of the ingredients you need to make your lunch and leave them in the work refrigerator to take up space. If you want a sandwich for lunch, make it at home. Bring the sandwich and leave the pickle jar, loaf of bread, meat, mayo, mustard, lettuce, cheese, etc., at home.
- If you have to move other people's lunches in order to get to yours, please put them back on the shelves where they were originally.
- If food is spoiled, it will be thrown away.
- No one will empty the leftovers from your containers, wash, and dry them for you. You need to do that yourself.

Microwaves

There are two microwaves in the kitchen. Be courteous and please clean up what you may spill. Use a warm wet paper towel and wipe the microwave out completely. Do not slam the microwave doors; gently close the doors. Constant slamming will break the primary switch and could break the microwave.

Keeping Things Clean

With 50 people using the kitchen each day, not to mention catering to visitors and guests, things are bound to get messy. Please do your part and clean up after yourself. Everyone should always be courteous and considerate and responsible about the use of the kitchen at all times. If you use dishes and glassware, either put them in the dishwasher or wash them and place in the dish rack. **DO NOT** just set them in the kitchen sink and leave them for others to wash. Others would like to use a clean kitchen and empty sink. Never leave bags and leftovers for other people to clean up.

And please remember that meeting hosts are responsible for removing hospitality items from the conference room or huddle room and cleaning and storing the items in the kitchen.

If you carry food or beverages to other parts of the office and they spill, clean up after yourself.

Note on the garbage cans:

If a garbage can is full, please do not cram waste into it. Use a different can. Also tell the program officer who will contact maintenance to empty the can.

DC**Note on the dishwasher:**

For a variety of factors, we are presently unable to install and operate commercial-grade dishwashers in the office. Due to the high-volume usage, our dishwashers will undergo more wear-and-tear than the typical in-home dishwasher. With a little bit of care and common sense, we can extend the useful life of the dishwashers.

How to Operate Dishwasher

1. Make sure no solid food is on dishes.
2. Do not put plastic forks, knives, spoons in the dishwasher. Throw them away.
3. Load the dishwasher one rack at a time starting from the rear. Do not lean on the rack(s) while loading and unloading dishes.
4. Do not try to avoid hand-washing your dishes by **OVERLOADING** the dishwasher racks! This will cause the wheels to break and damage the racks. And the dishes will not clean properly.
5. Pull down the front door of the dishwasher and pour one scoop of dishwasher detergent into the small cup on the left. Do not put liquid dish soap into the dishwashing detergent tray; use dishwasher detergent only. The slightest amount of liquid dish soap will cause a bubble factory in the dishwashers.
6. Close the door tightly and on the front of the dishwasher press Normal, then Start, then Hot Wash.
7. The dishwasher will run for approximately one hour. Remove dishes and put in cabinets above the dishwasher.

Note on how to use the dish drain:

If the dishwashers are full, please wash your dishes (with hot water) and place them in the dish drain on the counter. If the dish drain rack is full, either

- (a) dry your dishes with a paper towel and put them back in the cupboard OR
- (b) take five minutes and put the dishes away.

Note that there is no option to simply leave the dirty dishes in the sink.

Kitchen Cleaning for Events

It is the responsibility of the person(s) in charge of the event to clean up hospitality items and, if applicable, tidy up the kitchen.

Housing Policies and Procedures**Payment**

A housing deposit and a completed housing contract are required to reserve your room on campus; the deposit will be applied toward the cost of on-campus housing. The student agrees to pay all occupancy charges and damage assessments when due. Furthermore, the student agrees to comply at all times with campus financial regulations in force

during the term of agreement and the regulations in this handbook. Occupancy charges for the duration of a student's program will be billed to the individual's student account. Any charges relating to early arrival or late departure must be paid directly to the cashier's office at the time of occupancy.

Any guest staying over 14 days must purchase insurance from the Student Insurance Office.

Room Assignment

The Office of Residential Life reserves the right to change room or hall assignments and to consolidate vacancies without consent of the occupants.

Room Changes

A student's room contract is signed for a particular room and cannot be changed without going through procedures established by the Office of Residential Life. When a room change is necessary, the following guidelines must be adhered to:

1. The room change process is initiated by the student in conjunction with his or her RA and by obtaining the appropriate forms and approval. It is to the student's advantage to complete all the steps in this process since it will ensure against any error in the handling of his or her records or accounts.
2. Any room changes must have the approval of the director of residence life
3. The student vacating his or her room will be financially responsible for both rooms until he or she has completed all written room change procedures through the Office of Residential Life.

Room Keys

Room keys are obtained upon check-in through the Office of Residential Life. Great care should be taken to keep track of the room keys as loss or misplacement is a security risk for all room occupants.

Student room keys fit the front door of the student's residence hall as well as the student's individual room. Students should always carry their keys. **All residence halls should be locked at all times.**

Should a room key be lost, a new one can be obtained in the housing office for \$10. If a student believes a key has been stolen or is concerned about a lost key, the room lock may be changed for a charge of \$35. If more than three keys from the same room have been lost, the lock will be changed and billed to the responsible student(s).

If a student makes a room change during the year, the key to the original room must be returned to the Office of Residential Life upon vacating the room. Students should not exchange keys with the student replacing them. Keys must be turned in at the end of a student's on-campus program or a charge of \$50 will be assessed for a replacement (even if the key is sent back later).

If a student is locked out he or she should first attempt to contact the RA if he or she is in the building. The RA is authorized to let the student

into his or her room. Room keys will be loaned only to the occupants of the room. Otherwise a student can dial “o” on any phone and have the answering service page the RA on duty.

Lockouts

Although the residence halls strive to provide the best possible service to their students, they are not hotels. Modest full-time staffing and the academic responsibilities of the student RAs inhibit the ability to provide unlimited services. Lockouts are a particular nuisance. If left unchecked, they can consume an excessive amount of staff time. Therefore, lockouts will be tracked by the director of Residence Life. There will be no charge for the first two lockouts. For each subsequent lockout there will be a charge of \$5 to be paid at the time of reentry.

Room Entry

SIT / World Learning officials and RAs have the right to enter a student’s room without permission under the following conditions only:

- To make repairs
- To make inspections related to the health, safety, and welfare of the community

Room Furnishings

Every room is furnished with a single bed or bunk beds, pillow, blanket, refrigerator, desk and chair, desk lamp, phone, trash container, and closet/bureau space for each student. All windows have drapes or blinds. Students are permitted to hang things on their walls, but they may NOT use tape or thumbtacks. No room furniture may be removed from the rooms.

The following are **PROHIBITED** in the student rooms:

- Waterbeds
- Personal upholstered furniture and beds
- Animals and pets
- Perishable foods
- Explosives
- Firearms
- Fires
- Electrical appliances
- Compact refrigerators larger than three cubic foot capacity
- Kerosene lamps and other flammable substances
- Burning candles or incense

In addition, no popcorn is allowed in microwave ovens

Students will be liable for all damages resulting from violations of these restrictions and prohibitions and may be subject to confiscation of such items and/or judicial action.

Weapons

Firecrackers, knives, firearms, or weapons of any kind (including pellet guns) are not allowed in the residence halls. If students have hunting and fishing equipment or anything else that could be dangerous if misused, they should contact the director of residential life to arrange alternative storage space.

Damages to Student Rooms

Each resident is responsible for maintaining every aspect of his or her room. If there are any maintenance problems or room damages, the RA will arrange to visit the room within the first week of school and take notes. A work request will be issued immediately. At move-out time, the RA checks the room before it is vacated. It is in the best interest of the student to speak with the director of residential life prior to leaving the hall if any problems are anticipated. Any rooms that are clearly damaged beyond normal wear and tear will be billed to the responsible individual. It is expected that the residents will leave their rooms as clean as when they moved in. Any extraordinary cleaning required is at the expense of the residents.

Damages to Public Areas

Public area losses or damages that are preventable (broken windows, graffiti, stolen furniture, etc.) and are not assignable to individuals will be billed in equal amounts to the group having responsibility for that public area. It is the responsibility (and to the advantage) of all residents to notify the RA or the director of residential life if any individuals damage community areas or property.

Room Painting

Students who feel their rooms need to be painted should contact Facilities Management. Painting only for redecorating purposes is not permitted.

Room Cleaning

Students are expected to keep their rooms clean. There are vacuum cleaners available for student use. Trash containers will be emptied if they are put in the hallway outside the room door. If the housekeepers are unavailable, contact your RA for cleaning supplies.

Room Repairs

Items in individual rooms needing routine repair should be reported to Facilities Management by contacting the support services coordinator at extension 3389 or your RA.

Quiet Hours

In order to meet the academic and personal needs of the majority of the residents, quiet hours for all residence halls (except in some special housing options where students vote at the beginning of the year) are:

Sunday – Thursday	11 PM – 7 AM
Friday – Saturday	1 – 8 AM

In addition to these established quiet hours, students are asked to have courtesy for others at all hours of the day. Excessive noise caused by loud stereos, large groups, or racing car engines is inappropriate at any time.

Guest Policy

Student rooms are for use by SIT / World Learning students assigned to that room and may not be used by anyone else without prior approval. Students are welcome to have guests in their rooms with the consent of the director of residence life. Because of the nature of SIT / World Learning, guests must be at least 15 years old. Guests are allowed to remain on campus without charge for two consecutive nights and for a

Married Student Housing

There is no facility designated as married student housing. Spouses may stay on campus if there is space available. They will be charged the guest rate.

Children

The residence halls are not appropriate for housing students with their children. Children over 15 may visit a parent who is an SIT student.

Concessions in Residence Halls

The residence halls are students' homes away from home. In order to protect students from undue harassment, no one is to act as an agent or salesman, solicit orders, or collect funds for any purpose whatsoever in the residence halls without written permission from the director of residential life. Representatives of student organizations must receive written permission for concessions from the activities coordinator or the director of residential life.

Lounge Furniture

Furniture has been provided in public areas for general community use. Students may not remove furniture from these areas. SIT reserves the right to enter a student's room to reclaim missing furniture. In the case of repeated instances, a student may be subject to disciplinary action.

Kitchen Use

Each residence hall is equipped with a microwave oven and a sink for residents' use (late night snacks, coffee, and tea). Cooking meals is not allowed, but with the permission of the director of residential life and the RA an occasional special dinner can be arranged. Students are expected to clean up after themselves. Gross violations of reasonable cleanliness will result in the loss of use of the kitchen facility.

Telephones

Each residence hall room has a telephone with a campus extension. Your room's phone line will also accommodate cordless phones, answering machines, fax machines, or modems.

To call other campus phones from your room, dial the four-digit room extension number.

To place a call to an off-campus number from your room, dial 7 for an outside line, then dial the number. There is no charge for campus calls, local calls, or calls to toll-free numbers beginning with 800, 888, or 877. Long-distance calls cannot be dialed directly from your room. To call long distance, you must call collect or use a credit card or debit card with a toll-free access number (dial 7 for an outside line, then 0).

Cable Television Service

Call Comcast at 1-888-737-8361 if you would like cable television installed in your room. Please inform the director of residence life if you have cable installed.

Linen and Laundry

Window coverings, pillows, and blankets are provided for each room. In addition, SIT offers a linen contract service through a private firm. Because most mattresses do not take standard-size fitted sheets, flat

sheets or twin extra-long fitted sheets are recommended.

Laundry Rooms

There are four laundry rooms on campus:

- Laundry Shed (located beyond the Student Center and the Appel Building)
- Second floor of the Lowey International Center
- Dickinson, first floor
- Black Mountain, first floor

The Shed and the Lowey International Center are open 24 hours a day. Change for the machines is available from the cashier, or the change machine in the Student Center. It is strongly recommended that you remain with your laundry while it is in the machines. For more information, contact Facilities Management at extension 3389. These facilities are for current on-campus students only

Campus Vacations

Campus housing will close at noon on Saturday, December 19, 2015, and will not reopen until noon on Sunday, January 3, 2016.

All students must vacate their rooms in the spring by noon on Sunday, May 22, 2016. Students not complying with regulations regarding vacating of rooms will be subject to both of the following:

1. A \$32 per night charge
2. Belongings being moved out of the rooms, with students assuming full responsibility for storage fees

During holidays and vacations, students should take valuables with them. SIT / World Learning is unable to provide short-term storage for students during the holiday and vacation breaks.

Off-Campus Housing

Student Center, Room 202

Director of Residence Life: David Finck, ext. 3365

The residence life office provides limited support for students in search of housing and other community services. Off-campus housing may be limited, depending on the time of year and the length of lease required. Most off-campus housing is located in downtown Brattleboro, three miles from the SIT campus. As public transportation services are modest, students may wish to provide their own reliable transportation. Students may also commute from nearby communities such as Putney, Westminster West, Guilford, Chesterfield, and Dummerston.

Rental rates vary depending on type of housing and utility costs. Types of housing vary from single rooms to apartments to entire houses. The cost of heating should be a primary consideration due to cold winter temperatures. Information about rentals is available from local real estate agents, in newspapers, and on bulletin boards in the Student Center, at shopping centers, and in the Brattleboro library and food co-op.

Automobiles and Parking

Speed Limit

The speed limit on campus is 15 miles per hour.

Parking

Student and staff parking is on a first-come, first-served basis. Please do not park in front of building entrances, on lawns, or in no-parking areas. Vehicles in no-parking areas may be removed without prior notification. As a courtesy to commuting students and staff, students living on campus are asked to park near the residence halls rather than in the more congested areas around classroom buildings, offices, and the dining room. **Lowey International Center residents are requested to use the parking lot above the building.**

Snow Removal

All cars should be moved as soon as possible after a snowstorm to allow for snow plowing. Please move cars to an area that has already been plowed.

Long-Term Parking

Leaving cars on campus while on an internship is discouraged since campus parking is limited and SIT / World Learning cannot be responsible for damages that may occur. If long-term parking is required, however, arrangements should be made through Facilities Management at extension 3389. Cars left on campus without proper arrangements will be considered abandoned and will be removed.

Insurance

Please be aware that car insurance (minimum liability) is required in the State of Vermont.

Environmental Concerns

SIT is committed to carrying out its educational mission in an environmentally responsible way. Suggestions, questions, and comments about environmental topics should be directed to the director of facilities management at extension 3237.

Energy Conservation

Over the years SIT has made great strides in reducing its energy use. Many of our buildings consume a fraction of the energy they did 20 years ago. Much of our success in saving energy depends on student participation and vigilance. Please follow these energy-saving measures:

- Close and latch windows tightly during cold weather.
- Turn off lights when you leave a room. Pay special attention to classrooms.
- Turn down residence hall room thermostats at night and when you leave. 68°F is a good temperature when you are in your room; 60°F is good when you are gone.
- At night, close window curtains or blinds to maintain comfort and save energy.
- Shut off faucets and showers tightly after use.
- Report over-heated rooms, leaky faucets, etc., to Facilities Management at extension 3389.

Recycling and Compost

Each building contains three large blue bins. One for newspapers/magazines/catalogs, one is for photocopies/computer paper/writing paper, and one is for bottles/cans. Facilities Management will remove all recycling from the bins as needed. Students are encouraged to participate in the recycling program.

World Learning Facilities Management Department contracts with Triple T Trucking, a local trash/recycling contractor in Brattleboro, Vermont, to assist with campus waste management needs. Triple T hauls material to landfills and compost sites.

Hazardous Materials

While SIT's policy is to use as few hazardous materials as possible, some products used for cleaning, painting, grounds keeping, etc., may contain materials which are hazardous. Information about these products is available in each department that uses them or in the office of the director of Facilities Management.

Students are discouraged from bringing hazardous materials on campus and should notify Facilities Management at extension 3389 if this is necessary.

Some waste materials that students may generate such as used motor oil, anti-freeze, etc., are hazardous and should not be put in the trash or down the drains. Contact Facilities Management at extension 3389 if you are not sure how to dispose of materials.

continued

Fire Safety

Fire safety is a serious consideration. Each year, fire claims the lives of many people and injures many others.

It is against the law to use fire safety equipment in a non-emergency situation. Tampering with this equipment will result in immediate suspension from the residence halls, an automatic fine, and possibly other disciplinary action.

In case of fire

1. Sound the building fire alarm by pulling the lever on an alarm box (located near building exits).
2. Leave the building. Before opening a door into a hallway, feel the door to make sure it is cool. If it is hot, use another door or window. If the normal exit path is blocked, use an alternate escape route (see drawings in residence halls). If smoke is present, stay low to the floor where the smoke is less dense. Do not underestimate the danger of smoke. Most people killed in fires die of smoke inhalation: smoke kills!
3. **Call 911 (7-911 from a campus phone).**
4. Meet others from your residence hall outside the building. Do not return to the building until you are told it is safe to do so.

Small fires, such as wastebasket fires, must also be reported to the answering service (dial 0), even if they have been extinguished. Please inform the answering service if the fire has been extinguished.

Using Fire Extinguishers

Portable fire extinguishers are only designed to fight very small fires and keep escape routes open. Fighting fires can be extremely dangerous: **never put yourself at risk to fight a fire!** Use a fire extinguisher only if all of the following are true:

- The building fire alarm has been sounded and the fire has been reported.
- The fire is small and confined to the immediate area where it started (wastebasket, cushion, small appliance, etc.).
- You can fight the fire with your back to a safe escape route.
- The extinguisher is rated for the type of fire you are fighting and is in good working order.
- You have had training in the use of the extinguisher and are confident that you can operate it effectively.

If you have the slightest doubt about whether or not to fight the fire—**don't!** Instead, get out, closing the door behind you.

Fire Drills

Periodic fire drills are **required by law** and should be taken seriously. These drills will be monitored by your RA.

Fire Prevention

Residence hall rooms contain easily combustible materials such as clothing, furniture, paper, and bedding. To minimize the risk of fire, please adhere to the following:

- Beds must be kept away from heating units.

- Extension cords may only be used temporarily, not as a substitute for permanent wiring. They must never be used for appliances with heating elements (irons, hair dryers). Contact your RA if you don't have an electrical outlet where one is needed.
- Fire ignition sources such as irons, high-intensity lamps, etc., must be kept away from all combustible materials.
- Posters, papers, tapestries, and other wall decorations should be used sparingly. Always keep 70 percent of the wall space uncovered. Do not hang flammable material from the ceiling.
- **Candles, oil lamps, or other sources of open flame are not allowed in residence halls.** Burning of gasoline, kerosene, or other flammable liquids is not allowed in any area. Fireworks are prohibited.
- Halls, stairwells, and exits must be kept clear of obstructions at all times. Storing boxes, equipment, bicycles, etc., in these areas is prohibited. No combustible material may be stored underneath stairs.
- Flammable liquids such as gasoline, kerosene, Coleman fluid, and propane may not be stored in the residence halls. Contact Facilities Management for a safe storage location.
- Fires in fireplaces or outside buildings are prohibited except when specifically authorized by Facilities Management.

The director of facilities may authorize fires if:

1. He or she obtains a permit from the Brattleboro Fire Department.
2. A responsible person agrees to supervise the event.

NOTE: Cleverly Field is the only permitted location for campfires.

- Cooking is not allowed in any sleeping rooms. This includes the use of hot plates, hot pots, toaster ovens, and coffee machines.
- Irons, hair dryers, etc., are permitted but must be used with caution. Appliances must be unplugged when not in use.
- All electrical appliances must be Underwriter Laboratories (UL) inspected and in good working order. Any electrical appliance with a worn or damaged cord must be turned in to your RA immediately.
- Any appliance or combination of appliances that overloads circuits is not allowed. Tampering with or altering circuit breakers or any part of the electrical system in any building is strictly forbidden. If a circuit breaker is tripped, contact Facilities Management or your RA.

Student Rights and Responsibilities

Philosophy

The mission of SIT Graduate Institute includes the promotion of understanding among people from different parts of the world. In performance of its role as an educational institution, SIT endeavors to provide the support needed by students as they work to achieve satisfactory academic performance in their courses and within the program as a whole. As members of the SIT community, students share in the school's dedication to goals of mutual learning, mutual enjoyment of each other's company, and mutual respect. However, these goals can only be realized if individuals honor the rights and privileges of all community members and take responsibility for their own actions. Every community has guidelines to direct the behavior of its members and to ensure the basic rights of individual members for the benefit of the community as a whole. The guidelines and procedures outlined below are designed to

serve this purpose.

Note: Students should be aware that SIT's Academic Review Board is responsible for hearing and resolving all academic grievances from and concerning students, including 1) evaluation and/or grading of individual assignments, 2) implementation of courses according to the published syllabi, and 3) fair application of program and school policies. Sexual harassment complaints are handled in accordance with the school's sexual harassment policies and procedures. Procedures required to file such grievances are detailed under the World Learning / SIT Policy Prohibiting Harassment. Student complaints involving the conduct of a World Learning or SIT faculty or staff member should be directed to the director of Human Resources or the assistant dean of students for Campus Life and will be handled in accordance with applicable human resource policies and procedures.

Student Code of Conduct

The following is a partial list of actions that the school considers impermissible:

- Violation of safety practices or negligence that might cause injury or death to any person on campus or at any event sponsored by SIT Graduate Institute or World Learning
- Sexual harassment or harassment of any kind
- Creating excessive noise, disturbing the peace, violating individual rights or privacy, or disrupting lawful activities of others
- Deliberately or carelessly damaging the property of others on SIT premises or at sponsored events on campus
- Deliberately or carelessly damaging or stealing SIT or World Learning property
- Tampering with or misusing fire alarms, firefighting equipment, or other emergency equipment or reporting mechanisms on campus
- Theft of property from any other person on campus
- Unauthorized entry or use of campus facilities; unauthorized possession, use, or duplication of keys to campus facilities
- Possession or use, including the threat of use, of a weapon or other hazardous materials on campus, such as, but not limited to, a firearm, knife, pellet gun, or firecracker
- Smoking in prohibited areas
- Violation of local, state, or federal laws, including, but not limited to, those that relate to the use of alcohol and drugs on campus
- Failure to comply with the reasonable directions of campus officials acting in the performance of their duties
- Violations of any approved SIT policies and regulations as published in the SIT Graduate Institute Student Handbook, catalog, or other official SIT publications, including infringements of SIT's academic dishonesty and plagiarism policy and World Learning's appropriate use policy
- Any conduct the school determines to be contrary to the interests of the SIT Graduate Institute and World Learning community in preserving an environment of mutual learning, mutual enjoyment, and mutual respect

Student Responsibilities

It is incumbent upon every student to try to work out disagreements before involving Student Affairs or the academic department in a complaint. If the student cannot make satisfactory arrangements, he or

she may file a written complaint with the assistant dean of students for Campus Life, or, in the case of SIT's academic dishonesty and plagiarism policies, with the director of the academic program. The director may try to resolve the complaint through mediation or through an informal or formal hearing, depending upon the seriousness of the complaint. Please note that sexual harassment complaints shall be handled in accordance with the school's sexual harassment policies and procedures. Student complaints involving the conduct of a World Learning or SIT faculty or staff member should be directed to the director of Human Resources or assistant dean of students for Campus Life and will be handled in accordance with applicable human resource policies and procedures.

Student Conduct Process

Any member of the SIT community may file a complaint against any student for misconduct. Complaints should be made in writing to the assistant dean of students for Campus Life, or, in the case of SIT's Academic Dishonesty and Plagiarism policy, to the respective director of the academic program. Complaints should be submitted as soon as possible after the event(s) take place, preferably within 10 days. The student who is the subject of the complaint may be addressed with the sanctions as detailed herein and in the specific policies and procedures maintained by SIT. Once reported and investigated, a decision will be made by the relevant director to take one of the following courses of action:

Handle the Infraction Informally without Formal Hearing: In some cases, the assistant dean of students for Campus Life (and/or the director of the academic program, if appropriate) will dispose of the case informally. In such cases, the sanction, should a sanction be warranted, will be limited to an official warning.

Initiate Formal Proceedings: The assistant dean of students for Campus Life will serve as the hearing officer for most cases. At the discretion of the assistant dean of students for Campus Life, a campus disciplinary panel may hear cases of a more serious nature. The panel will consist of three hearing officers appointed by the assistant dean of students for Campus Life. All proceedings will remain private, consistent with policies and procedures maintained by the school. At the disciplinary hearing, the technical rules of procedure and evidence applicable to civil and criminal cases shall not apply.

Hearing Procedures: *Preliminary Provisions and Definitions*

Complainant: The complainant is a person who alleges that they are the victim of a violation of SIT policy.

Respondent: The respondent is a person who has been accused of an alleged violation of SIT policy.

Hearing Officers: A charge is heard by one or more trained hearing officers. A respondent and any complainant will receive written notice of the name(s) of the hearing officer(s) assigned to the case via email prior to the scheduled hearing.

Impartiality: Hearing officers shall remove themselves from resolving a case if they believe they cannot be impartial. A respondent or complainant may seek the removal of a hearing officer where either the respondent or complainant believes that any assigned hearing officer cannot be impartial. The student must submit a written statement to the assistant dean of students for Campus Life stating the specific reasons the student believes the individual(s) cannot be impartial. This written statement must be submitted to the assistant dean of students for Campus Life within 24 hours of receipt of the notice of the hearing officer(s) selected to hear the case. If the assistant dean of students for Campus Life or designee determines that the challenged individual may not be impartial, that individual will be removed from the case. If at all feasible, the hearing date will not be changed.

Scheduling Hearings: Hearings will be scheduled as expeditiously as possible, taking into consideration the schedules of assigned hearing officer(s), the respondent and any complainant. A respondent or complainant seeking to have a matter heard more than 20 academic days after a charge is sent must submit to the assistant dean of students for Campus Life a written request, including the reasons for the request no later than 24 hours after receipt of notice that a hearing has been scheduled. SIT retains the discretion whether to grant the request, but the request will not be granted if (1) an extension would make a hearing impractical, (2) SIT's interest is deemed too great to postpone the hearing, or (3) the extension would be fundamentally unfair to any other party to the proceeding. SIT may, due to an administrative need, extend the hearing date beyond 20 academic days or hold a hearing during a vacation period. If a respondent withdraws from SIT before a case is heard, SIT retains discretion to proceed with a hearing to resolve the matter and the respondent will be provided all notice and communication at the contact information provided upon withdrawal.

If the respondent fails to attend the hearing, except when there are exigent circumstances, the hearing will proceed and a finding will be reached based upon available evidence. Failure of the respondent to appear will not be considered evidence of responsibility.

Advisors: A respondent and any complainant may bring an advisor to the hearing. The respondent and/or complainant must notify the assistant dean of students for Campus Life in advance of the hearing of their intent to have an advisor and provide the advisor's name. This person may not act as an advocate, or representative, or have any voice in the hearing.

Documents to be Presented: A respondent and any complainant may obtain copies from Student Affairs of any police report, incident report, or other documentation that is relied on for a determination of charges and any other document or evidence that the hearing officer(s) may consider in deciding the case. A respondent and any complainant will have the opportunity to present documents in support of their case. Requirements for timing of submitting documents and for providing a copy to any other party to a case will be provided in writing to the respondent and any complainant.

Hearing Officer Discretion: The determination of admission of any testimony or documents is reserved for the hearing officer(s). Upon review of the documents and summary of expected testimony, the hearing officer(s) may exclude any evidence deemed not relevant to a fair consideration of the charges. The hearing officer(s) may exclude any witness or document not submitted in accordance with the provisions of the paragraphs above and the requirements provided to the respondent and complainant for submitting documents and providing notice of witnesses. Such witnesses or documents will only be admitted upon a showing of good cause as to why they were not available for timely submission.

The respondent and any complainant are responsible for bringing their witnesses to the hearing at the specified place, date and time for the hearing. Student Affairs may request the presence of any person to be present as a witness and may request documents to be considered. If Student Affairs requests a witness to be present, the identity of the witness shall be provided to the complainant and respondent with the witness list. Any and all additional documents to be presented during the hearing, including, but not limited to, names of witnesses (including a brief summary of their expected testimony) and the advisor's name (if bringing one) are due to Student Affairs prior to the hearing.

Hearing Procedures

Notice of Charge: Any student accused of violating SIT policy will receive an official Notice of Charge letter via email detailing the specific policy violation(s) in question. This letter will also specify the date, time, and location of the scheduled hearing.

Closed Hearing: All proceedings are closed, and will only involve those persons directly involved in the adjudication of the case. The complainant, respondent, and any non-student victim and their advisors may be present throughout the hearing. Witnesses shall be present only during their own testimony.

Hearing Record: Hearings are not recorded, as the decision letter serves as documentation of the evidence presented and decision reached.

Maintaining Order: The hearing officer(s) are responsible for maintaining order during the hearing and may take all steps reasonably necessary to ensure an orderly hearing up to and including removal of disruptive individuals.

Presenting Evidence and Questioning Witnesses: The respondent and any complainant will have an opportunity to present relevant information and witnesses in response to and in support of the charge. The respondent and any complainant will have the opportunity to examine or present all relevant information leading to the charge and to respond to all witness testimony. The hearing officer(s) may question witnesses. Neither the respondent nor any complainant may question witnesses directly, but may submit questions to the hearing officer(s), who will decide which, if any, of the questions to ask witnesses.

Remote Testimony: A victim of a violent offense, including offenses involving threats of violence or non-physical abuse, may testify via an intercom or other remote audio or video device, so that they may testify without face-to-face contact with the respondent. The identity of all witnesses who testify must be made known to the respondent. In no event may testimony via intercom or other remote device be used to keep the alleged victim's identity from the respondent.

Anonymous Evidence and Evidence Received Outside the Hearing: The hearing officer(s) will not accept or hear any evidence continued

from an anonymous source or evidence that is presented outside of the hearing nor will any such evidence be considered in the determination of the outcome of the case.

Relevant Evidence: The hearing officer(s) will decide whether to admit evidence. The rules of evidence used in courts of law are not followed in this student conduct process. Generally, a hearing officer will agree to hear evidence that is relevant to the subject matter of the hearing and is fair and reliable under the circumstances of the case. Character evidence is generally not considered relevant.

Adjudicatory Standard: The hearing officer(s) will determine whether the respondent is “responsible” or “not responsible” for the alleged violation. The respondent will be presumed “not responsible” until proven otherwise by a preponderance of the evidence. A preponderance of the evidence is reached when the hearing officer(s) concludes that it is more likely than not that the respondent violated this code as alleged in the charge.

Close of Hearing: After the complainant and respondent have had the opportunity to present evidence and witnesses and the hearing officer(s) has introduced any additional witnesses, documents, or evidence to be considered, the hearing will be considered closed. Further evidence will not be considered in the decision.

Written Hearing Decision: The hearing officer(s) will send notice of a decision to the respondent via email. The decision will state what evidence was considered and a rationale for the decision that was reached. If the respondent is found responsible, the hearing decision will state what sanctions will be imposed. In cases involving a complainant and respondent and where the allegations include conduct that could constitute a crime of violence, the complainant will be copied on the notice of decision to the respondent.

Notice of Appeal Right: The respondent and any complainant will be notified upon receiving the hearing decision that they have a right to appeal that decision, as described below, to the dean of students or designee within five business days of the date the hearing decision was sent.

Appeal Procedures

Bases for Appeal: The hearing decision may be appealed for the following reasons only: (1) a procedural error unfairly and materially affected the outcome of the case, (2) evidence has been discovered that was not reasonably available at the time of the hearing, or (3) there was a clear abuse of discretion on the part of the hearing officer(s).

Submitting an Appeal: To appeal, the respondent and/or any complainant must submit a written statement to the dean of students or designee within five business days of the date of the hearing decision letter stating, as precisely as possible, the basis for the appeal. When submitting an appeal, the appealing party must provide a rationale for the appeal and adequate information (including documentation) to support the appeal.

If an acceptable basis for appeal is stated, the dean of students will determine the outcome of the appeal.

Written Appeal Decision: The dean of students or designee will render a written decision. The appeal decision may uphold the original hearing decision, modify the hearing decision, overturn the hearing decision, or refer the case back to the original hearing officer, as warranted. The appeal decision is the final action taken by SIT.

Sanctions

Violations of the code of conduct may bring one or more of the following sanctions:

Official Warning: The individual involved will receive a written statement that he or she has violated SIT policy and that any additional violations may result in more serious disciplinary action during the stated period of reprimand. A copy of this statement will be kept on file in the Student Affairs office or in the academic department, as appropriate, for the stated period of reprimand.

Disciplinary Probation: A student’s actions will be subject to close examination for a specific period of time. Any offense committed during this time can result in dismissal from the residence halls, dismissal from the program, or other sanctions considered appropriate. While on probation, it is possible that a student may be restricted from serving on any campus committee, denied participation in certain campus activities, or denied admission into certain campus buildings. A copy of the statement will be kept on file in the Student Affairs office or the academic department, as appropriate, for one full year following the decision.

Residence Hall Dismissal: The student will not be able to live in the residence halls for the amount of time specified. This can be accompanied by dismissal from the dining hall. The director of Campus Life reserves the right to remove any student from the residence halls before disciplinary proceedings or between the initial hearing and the appeal if the student’s presence in the residence halls is judged to be potentially dangerous or overly disruptive to other students. A copy of this statement will be kept on file in the Student Affairs office for three full years following the decision.

Withdrawal: The student will be temporarily separated from the campus for a specified period of time not to exceed two years. The time period will be specified by the hearing panel and acknowledged by the academic director of the academic program. The academic director will notify the student in writing of academic standing at the time of withdrawal and work remaining if readmission is approved. After the specified time has elapsed, the student may apply for readmission through the director of the academic program. The student will be expected to demonstrate clearly, through references and job and/or educational experiences, what behavioral changes have occurred that would make the return a successful one. Students will be allowed to reenter on the recommendation of the director of Campus Life after consultation with the director of the academic program and the approval of the president of SIT. A copy of this statement and the statement on academic standing will be kept on file in the Student Affairs office and in the student’s permanent file until the specified time period has elapsed. The file would then reflect permanent withdrawal.

Expulsion: Permanent separation of the student from the campus requires the approval of the president of SIT. Notification of expulsion will appear in the student’s permanent file. These special considerations may be made: past violations may be considered when applying sanctions; restitution of payment to World Learning and/or other persons or organizations for damages incurred as a result of disciplinary action may be part of any sanctions; alternative sanctions such as denial of driving privileges on campus, work service hours to World Learning, etc., may be offered to students to lessen the severity of the sanctions.

Policy Changes

Changes in this policy require the approval of the dean of students.

Code of Academic Integrity

Policy Statement

SIT Graduate Institute aims to provide an environment that encourages all students to learn, create, and share knowledge responsibly. As society entrusts our students and faculty to pursue knowledge and report their discoveries truthfully, any deliberate falsehood or misrepresentation undermines the stature of SIT Graduate Institute. The following standards of academic integrity are deemed necessary for fulfilling SIT Graduate Institute's mission. These standards are also necessary for evaluating the quality of student work in a fair manner.

Reason for the Policy

Some actions cannot be tolerated because they seriously interfere with the basic purposes and processes of an academic community or with the rights afforded other members of the community. By formulating a code of academic integrity, SIT Graduate Institute reaffirms the principle of student academic achievement coupled with personal responsibility and accountability for individual action and the consequences of that action.

Applicability of the Policy

The standards for academic honesty and integrity established in this policy apply to all students enrolled at SIT Graduate Institute in any work performed in furtherance of a particular course or course of study.

Policy Elaboration

General Provision

Attempts to violate or to assist others in violating this code, including unsuccessful attempts, are prohibited and are subject to the same response under this code as actual violations.

Standards

All academic work (e.g., homework assignments, written and oral reports, use of library materials, creative projects, performances, in-class and take-home exams, extra-credit projects, research, and theses and dissertations) must satisfy the following four standards of academic integrity:

1. **Students may not plagiarize.** All ideas, arguments, and phrases, submitted without attribution to other sources must be the creative product of the student. Thus, all text passages taken from the works of other authors (published or unpublished) must be properly cited. The same applies to paraphrased text, opinions, data, examples, illustrations, and all other creative work. Violations of this standard constitute plagiarism.
2. **Students may not fabricate.** All experimental data, observations, interviews, statistical surveys, and other information collected and reported as part of academic work must be authentic. Any alteration, e.g., the removal of statistical outliers, must be clearly documented. Data must not be falsified in any way. Violations of this standard constitute fabrication.
3. **Students may not collude.** Students may only provide, seek, or accept information about any academic work to or from another student with the authorization of the instructor. Students may only collaborate on academic work within the limits prescribed by their instructors. Violations of this standard constitute collusion.
4. **Students may not cheat.** Students must adhere to the guidelines provided by their instructors for completing academic work. Students may not claim as their own work all or any portion of academic work that was completed by another student. Students may only use materials approved by their instructor when com-

pleting an assignment or exam. Students may not present the same (or substantially the same) work for more than one course without obtaining approval from the instructor of each course. Violations of this standard constitute cheating.

Please note: *Course expectations may vary from instructor to instructor. All students have an obligation to seek a clear understanding of the expectations associated with each particular course in which the student is enrolled.*

Student Grievance Policy

Policy Statement

SIT Graduate Institute is committed to establishing and maintaining a respectful learning environment for all members of the SIT Graduate Institute community. Students have the right to seek a remedy for a dispute or disagreement when they believe they have been treated in an improper, unfair, or arbitrary manner. In addition, students have the right to seek a remedy for issues of institutional or program quality. No retaliation of any kind shall be taken against a student for participation in a complaint or grievance.

Applicability of the Policy

This policy applies to all student complaints and grievances that fall outside of the policies already established for harassment, sexual harassment, sexual assault, student conduct, academic integrity, and the Academic Review Board.

Procedures

1. If a student has a complaint or grievance, s/he should first seek to resolve the issue informally with the faculty member, staff member, or administrator directly involved with their complaint. For full consideration, the complaint or grievance should be filed during the semester in which the concern arises.
2. Should the complaint or grievance remain unresolved after consultation with the involved faculty member, staff member, or administrator, or should the student feel uncomfortable or unsafe confronting the involved person, the student may file a written complaint to the appropriate academic dean in cases involving a faculty member, or the appropriate supervisor in cases involving other SIT Graduate Institute employees. This notification should detail the complaint, and indicate what outcome the student is seeking. The appropriate dean, supervisor, or designee will respond in writing within ten working days of receipt of the written grievance.
3. If the grievance is not resolved through communication with the dean or supervisor, the student may appeal to the provost or appropriate vice president for the area. The provost or vice president shall consider the appeal and make a decision. The decision will be communicated to the student in writing within ten working days.
4. If the grievance involves the provost or vice president, the student may appeal to the president of SIT Graduate Institute, who will consider the case and make a decision. The president will respond in writing within ten working days of receipt of the written complaint. The decision of the president is final and binding.

World Learning / SIT Policies and Procedures Harassment Policy and Procedures

Introduction

Harassment, sexual harassment, and sexual assault, whether verbal or physical, are acts of aggression. They include various forms of sexual abuse and sexual assault, including both acquaintance and stranger rape. All such behavior is illegal under both state and federal law. It is also a violation of standards of conduct that are cherished in the SIT community and is not tolerated under any circumstances. An individual who engages in harassment, sexual harassment, or sexual assault is subject to appropriate disciplinary action by the administration, including, but not limited to, reprimand, suspension, termination, or expulsion. In addition, he or she may face possible criminal or civil liability. It is further illegal for an employee or student to attempt in any way to retaliate against a person who makes a claim of sexual harassment. Any such retaliation will also result in disciplinary action, up to and including expulsion, and may also result in criminal or civil liability. SIT, in an effort to create an environment where all people can work and study without fear of discrimination, harassment, exploitation, or intimidation, is committed to the following: educating the community about harassment, sexual harassment, and sexual assault; implementing appropriate, consistent, and prompt procedures for protecting the rights and well-being of victims, respondents, and the community at large; and assisting victims in securing needed services. Students and staff from other countries must abide by US laws and regulations while members of this community. Students and/or staff involved in programs in countries other than the United States must abide by US laws and regulations while overseas and observe local laws and regulations of their host country. Harassment, sexual harassment, and sexual assault, as defined below, are never acceptable, although a special effort is made to explain and clarify the rules for those from other cultures who may not be familiar with such a code of behavior.

Definition of Harassment

Harassment is a form of discrimination and is defined as verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her age, ethnic origin, gender, nationality, physical and learning ability, race, religion, sexual orientation, gender identity, protected veteran's status, or any other characteristic protected by law, or that of his/her relatives, friends, or associates, and that:

1. has the purpose or effect of creating an intimidating, hostile, or offensive work, educational, or living environment;
2. has the purpose or effect of unreasonably interfering with an individual's work or academic performance; or
3. otherwise adversely affects an individual's employment or educational opportunities.

Harassing conduct includes, but is not limited to, epithets, slurs, or negative stereotyping; threatening, intimidating, or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on World Learning / SIT premises or program site.

Sexual Misconduct and Harassment: Policy and Procedures

Policy Statement

Sexual harassment, nonconsensual sexual contact, nonconsensual sexual intercourse, sexual exploitation, domestic violence, dating violence, and stalking are prohibited, and will not be tolerated by any program of the School for International Training (SIT), including SIT Graduate Institute, SIT Study Abroad, and the International Honors Program. Any act or attempted act that falls within the definition of sexual harassment, nonconsensual sexual contact, nonconsensual sexual intercourse, sexual exploitation, domestic violence, dating violence, or stalking is a violation of SIT policy. Disciplinary sanctions for any member of the SIT community engaging in such conduct may include suspension or dismissal from SIT, termination of employment and referral for criminal investigation and prosecution by local law enforcement. Victims of any such conduct are encouraged to contact the director of counseling and disability services for confidential support and assistance (services are available to all regardless of gender identity and expression or sexual orientation). All other SIT staff and faculty are required to report such conduct to SIT's Title IX coordinator. Victims of sexual harassment, nonconsensual sexual contact, nonconsensual sexual intercourse, sexual exploitation, domestic violence, dating violence, or stalking are also encouraged to notify SIT's Title IX coordinator immediately.

Reason for the Policy

SIT is committed to creating and maintaining a community in which its members are free from all forms of harassment, exploitation, intimidation, and violence. SIT recognizes the long-lasting and detrimental effects of sexual misconduct and assault on the individual victim, on the entire community, and on SIT's mission to prepare its students to lead productive, responsible, and creative lives.

Applicability of the Policy

This policy applies to all members of the SIT community.

Notice of Nondiscrimination

SIT does not discriminate on the basis of race, color, ethnic or national origin, sex, sexual orientation, gender identity, religion, age, ancestry, disability, military status, veteran status, or other non-merit reasons, in admissions, educational programs, or activities and employment, and complies with all applicable federal and state laws regarding nondiscrimination and affirmative action, including Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, and Title VII of the Civil Rights Act of 1964.

Title IX of the Education Amendments of 1972 is a federal law that specifically prohibits sex discrimination in education. Sex discrimination includes sexual harassment and sexual assault.

Title IX Coordinator

The assistant dean of students for Campus Life is the designated Title IX coordinator for SIT, and is responsible for coordinating SIT's efforts to comply with and carry out its responsibilities under Title IX. The Title IX coordinator's core responsibilities include overseeing SIT's response to Title IX reports and complaints and identifying and addressing any patterns or systemic problems revealed by such reports and complaints. To accomplish this, subject to the exemption for confidential employees discussed below, the Title IX coordinator must be informed of all reports and complaints raising Title IX issues, even if the report or complaint was initially filed with another individual or office or if the investigation will be conducted by another individual or office. The Title

IX coordinator is available to meet with students, employees, or third parties regarding Title IX-related issues, such as issues related to SIT's compliance with Title IX, response to Title IX reports or complaints, related grievance procedures, relevant patterns of conduct, or related education and prevention programs. The contact information for the SIT Title IX coordinator is:

Stephen Sweet, Assistant Dean of Students for Campus Life
 Student Center, Room 204
 1 Kipling Road, PO Box 676
 Brattleboro, VT 05302
 802 258-3361
 stephen.sweet@sit.edu

Individuals experiencing harassment or discrimination also always have the right to file a formal grievance with government authorities:

Office for Civil Rights Regional Office for Vermont:

Office for Civil Rights, Boston Office
 U.S. Department of Education
 5 Post Office Square, 8th Floor
 Boston, MA 02109-3921
 Telephone: 617-289-0111; FAX: 617 289-0150; TDD: 800 877-8339
 Email: OCR.Boston@ed.gov

Office for Civil Rights Regional Office for Washington, DC:

Office for Civil Rights, Washington DC (Metro) Office
 U.S. Department of Education
 400 Maryland Avenue, SW
 Washington, D.C. 20202-1475
 Telephone: 202 453-6020, FAX: 202 453-6021; TDD: 800 877-8339
 Email: OCR.DC@ed.gov

In the event that an incident involves alleged misconduct by the Title IX Coordinator, reports should be made directly to the Dean of Students, Michael Smallis, at michael.smallis@sit.edu or 802 258-3570.

Definitions of Prohibited Acts

Sexual Harassment:

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct, written (including electronic) communication of an intimidating, hostile, or offensive sexual nature when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education; or
2. submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual; or
3. such conduct has the effect of substantially interfering with an individual's academic or job performance or creating a hostile, intimidating, or offensive employment, educational, or living environment for the person as a student and/or employee.

A hostile environment is created when sexual harassment is:

- sufficiently severe; or
- persistent or pervasive, and objectively offensive.

Examples of conduct which may constitute sexual harassment include but are not limited to: conditioning a promotion, pay raise, or course grade upon the receipt of sexual favors; unwelcome hugging, kissing, embracing, patting, pinching, or any other unwelcome touching; leering; persistent unwelcome social invitations; use of vulgar language of a sexual nature; graphic comments about a person's body; displaying

sexually explicit pictures or other materials; making sexually suggestive comments or telling sexually suggestive or "dirty" jokes or stories; asking an employee or student questions about his or her sex life; and/or continuing to engage in any such behavior if it is known or should be known that the behavior is unwelcome.

Nonconsensual Sexual Contact

Nonconsensual sexual contact is defined as any intentional sexual touching, however slight, with any body part or object by a person upon another person that is without consent and/or by force.

Examples of sexual contact include, but are not limited to: intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; or any other intentional bodily contact in a sexual manner.

Nonconsensual Sexual Intercourse

Nonconsensual sexual intercourse is defined as any sexual intercourse, however slight, with any body part or object, by a person upon another person that is without consent and/or by force.

Examples of sexual intercourse include, but are not limited to: vaginal or anal penetration by a penis, finger, tongue, or object, and oral copulation (mouth to genital contact), no matter how slight the penetration or contact.

Sexual Exploitation

Sexual Exploitation occurs when one person takes nonconsensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to: invasion of sexual privacy; prostituting another person; nonconsensual digital, video, or audio recording of nudity or sexual activity; unauthorized sharing or distribution of digital, video, or audio recording of nudity or sexual activity; engaging in voyeurism; going beyond the boundaries of consent (such as letting your friend hide in the closet to watch you having consensual sex); knowingly exposing someone to or transmitting an STI, STD, or HIV to another person; intentionally or recklessly exposing one's genitals in nonconsensual circumstances; or inducing another to expose their genitals.

Domestic Violence

Domestic violence may include violent acts by a current or former spouse; by a person with whom the victim shares a child in common; by a person who is or has cohabitated with the victim as a spouse; by a person similarly situated to a spouse; between a parent and child; between members of the same household in an intimate relationship; or by any other person similarly situated. Domestic violence can be physical, sexual, emotional, or economic in nature.

Dating Violence

Dating violence can be violence or abusive behavior used by one partner to gain or maintain control over another partner. It can be violence committed by a person who is or has been in a social, romantic, or intimate relationship with the victim. The existence of such a relationship will be determined by factors such as the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved.

Stalking

Stalking is a series of unwanted or obsessive attention, behaviors, or actions toward a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or to suffer substan-

tial emotional distress. Stalking may involve following, lying in wait for, or harassing a person by demonstrating a pattern of conduct composed of two or more acts evidencing a continuity of purpose. Stalking may include the monitoring of an individual online or involve the use of social media, email, or other technology. It may also include unwanted observation or surveillance.

General Definitions

Consent: Consent is defined as willingly giving permission or agreement to a particular sexual activity or behavior, without coercion, fear, or threat of harm, or other unwanted consequences. Consent is an informed, voluntary agreement to participate in a specific act. Consent is communicated either by words or clear, unambiguous actions that are not achieved through manipulation, intimidation, fear or other acts that a reasonable person would construe as coercion. Consent cannot be given by one who is mentally or physically incapable of giving clear consent at the time of the sexual activity. It is the responsibility of any person who wants to engage in a sexual activity with another person to ensure that they have the affirmative, expressed, and unequivocal consent of that other person to engage in the particular sexual activity. Silence, lack of protest or lack of resistance does not mean consent. The existence of a dating relationship between the persons involved or the fact of a past sexual relationship is not a sufficient basis to assume consent. Consent is present only where an individual is fully conscious, and is not incapacitated due to physical challenge and/or helplessness, or incapacitation due to alcohol or other substances.

Complainant: The complainant is a person who alleges that they are the victim of a violation of SIT policy.

Respondent: The respondent is a person who has been accused of an alleged violation of SIT policy.

Safe Bystander Interventions

Observers of a sexual assault or other types of gender- or intimate partner-based misconduct, such as domestic violence, dating violence, or stalking, may be able to help the victim. However, it is important that you do so in a positive manner and in a way that keeps you and the victim safe. Appropriate interventions will depend on the situation. Safe and appropriate options for bystanders may include calling the police to report violent or potentially violent situations, intervening if you believe someone is in a potentially uncomfortable or unsafe situation, and/or encouraging the target of such conduct to report the incident and seek support.

Retaliation

SIT prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports. Any attempt by a member of the SIT community to intimidate, penalize, or threaten a person who reports or who is otherwise involved or cooperating in, a report of discrimination, misconduct, or harassment is strictly prohibited. Any person found to have participated in an act of retaliation will be disciplined accordingly.

Procedures

SIT's greatest concern is for the safety and physical and mental health of all its students, faculty, staff, and guests. SIT is committed to maintaining a welcoming and supportive educational climate. Therefore, the following procedures are available to all students, staff, and faculty who feel they have experienced or witnessed gender-based misconduct, including sexual harassment and gender discrimination as discussed above.

SIT will promptly and equitably respond to all reported incidents of sexual

misconduct. It may be necessary to adjust, on a case-by-case basis, the procedures and time frames discussed in this section due to the nature and complexity of the issues, the parties involved, and SIT's academic calendar. All parties involved will be notified of any procedural or time frame adjustments.

Reporting Misconduct

All members of the SIT community who experience, witness, or hear about an incident of sexual misconduct, including sexual harassment and sexual assault, are encouraged to immediately contact SIT's Title IX coordinator.

In an emergency, please call 911 or contact local law enforcement in the case of overseas programs. There is no time limit on how long after an incident you can make a report of misconduct; however, SIT's ability to respond to a report may be hindered by the length of time between the alleged misconduct and the report itself.

Once SIT is informed of alleged misconduct, the Title IX coordinator or their designee will notify the complainant and any respondents of their rights pursuant to Title IX. The Title IX coordinator will help the parties involved navigate the formal complaint process and access appropriate medical, mental health, or academic services; discuss possible interim arrangements during the investigation and adjudication processes; explain individual rights; and answer questions along the way.

SIT is obligated under Title IX to investigate and resolve all complaints thoroughly, impartially, and promptly, whether made formally or informally. The Title IX coordinator or their designee will therefore respond to every report of alleged sexual misconduct or harassment, facilitate the implementation of measures to stop the behavior, and take steps to prevent its recurrence.

While not required, any person who believes they have been a victim of sexual harassment, sexual misconduct, sexual assault, domestic violence, dating violence, or stalking is strongly encouraged to report the incident to local law enforcement. In certain circumstances, depending on the type of conduct alleged and the parties involved, SIT may be independently obligated to contact the police.

Confidential Reporting

At SIT, the director of Counseling and Disability Services is a licensed mental health counselor who respects and protects confidential communications with clients. A person may report an incident of sexual harassment, sexual misconduct, sexual assault, domestic violence, dating violence, or stalking to the director of Counseling and Disability Services with the understanding that SIT will not take any action based on the report. Please be aware that all counselors have the responsibility to disclose otherwise confidential information appropriately when they perceive an immediate and/or serious threat to any person or property. In addition, medical and mental health professionals are required by law to report any allegation of sexual assault of a person under age 18.

All other SIT faculty and staff members who are informed or otherwise made aware of possible sexual harassment, sexual misconduct, sexual assault, domestic violence, dating violence, or stalking must report the incident to the Title IX coordinator.

If a complainant reports an incident but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, SIT must weigh that request against its obligation to provide a safe, nondiscriminatory environment for all students, faculty, and staff. The Title IX coordinator will in most cases determine whether SIT needs to perform an investigation and/or take

some other action in cases where a complainant would prefer complete confidentiality. If for some reason the Title IX coordinator is not able or is not the appropriate person to make such a determination, the determination will be made by the dean of students or another appropriate person designated by the president.

If an individual who makes a report insists that his or her name or other identifiable information not be revealed, and SIT is able to respect that request, the individual must understand that SIT will be unable to conduct an investigation into the particular incident or pursue disciplinary action against the alleged perpetrator.

Upon receipt of a report, the Title IX Coordinator and those assisting with an investigation and those participating in any disciplinary proceedings, will make all reasonable efforts to maintain confidentiality and respect the privacy of those involved. SIT understands that reports of this nature can be difficult, emotional and stressful. Therefore, SIT will only share information as is needed to conduct a prompt, thorough and effective investigation. All members of the SIT community should understand that even if the complainant asks that SIT not to pursue an investigation, or decides to attempt to resolve the situation informally, SIT will still investigate the allegations and address the conduct as may be warranted under the circumstances.

Reporting Resources

Emergency in Any Location in the US 911

Confidential SIT Resources:

Jane Buckingham, Director of Counseling and Disability Services
802 258-3367
jane.buckingham@sit.edu

Respectful (Not Confidential) SIT Resources:

Resident Advisors

Academic Directors

Academic Advisors

Michael Smallis, Dean of Students 802 258-3570
michael.smallis@sit.edu

Assistant Dean of Students for International Programs 802 258-3562
jennifer.core@sit.edu

Rachel Henry, Vice President, Global Human Resources 802 258-3115
rachel.henry@worldlearning.org

Off-Campus Community Resources, Washington, DC:

DC Rape Crisis Center 202 333-7273

District of Columbia Police Department 911

Off-Campus Community Resources, Vermont:

Women’s Freedom Center, **24-Hour Hotline 802 254-6954**
advocates@womensfreedomcenter.net
Business Line: 802 257-7364

Windham County Victim Advocate 802 579-1358

Battleboro Memorial Hospital Emergency Room 802 257-8222

Battleboro Health Center (Planned Parenthood) 802 258-3905

Windham County Sheriff 802 365-4942

Vermont State Police 802 254-2382

Off Campus SIT Study Abroad and International Honors Program Resources:

Each program of SIT Study Abroad or the International Honors Program will provide specific information about local/community resources accessible in the specific program location.

Investigation

After the receipt of a report of discrimination, harassment (including sexual harassment), or sexual misconduct, the Title IX coordinator or designee will speak with the complainant to gather as much information as possible. The Title IX coordinator or designee will also speak with any witnesses or individuals who may have information about the alleged misconduct.

If after this initial fact-finding phase SIT determines that a violation of SIT policy may have occurred, it will proceed with a full investigation. The complainant and the respondent will be notified that an investigation is underway and will be afforded the opportunity to speak independently with the Title IX coordinator or designee to review this procedure and to have his/her rights explained. The Title IX coordinator or designee will also speak with the respondent to listen to his or her side of the story and to gather any evidence he or she may offer to better understand the nature of the alleged misconduct. The complainant and the respondent will have the opportunity to submit names of individuals with knowledge of the situation and SIT will follow up with those individuals. The Title IX coordinator or the designee will counsel the complainant and the respondent on academic and other emotional supports available.

During an investigation, the Title IX coordinator or designee may ask for written statements and other documents or evidence that may aid in the investigation. Therefore, it is important to preserve all evidence associated with the conduct or that you think might help others understand what happened. Such evidence can include, but is not limited to, text messages, Facebook or Instagram posts, photos, voicemails, emails, or items of clothing.

Depending on the type of conduct and the parties involved, SIT may contact local law enforcement. SIT will continue its own investigation into the alleged conduct, regardless of whether the police decide to pursue their own investigation. SIT will cooperate with all police investigations and will honor and enforce any judicial no-contact, restraining, or protective orders the parties may obtain outside the SIT process.

During the investigation process, interim measures will be discussed with the parties and implemented as may be appropriate. Interim measures may include changes in class schedules, housing arrangements, work arrangements, no-contact orders, or interim suspensions. All efforts will be made to minimize the impact that these interim measures have on the complainant.

In some cases mediation may be appropriate. Mediation is a process in which SIT can arrange for the complainant and the respondent to meet to see if they can resolve the situation with the assistance of a third party mediator who will attempt to help guide the respondent and the complainant to a mutually acceptable outcome. The mediator will likely be an administrator and will be assigned by SIT. Mediation is completely voluntary and will only be pursued with the consent of both the complainant and the respondent. At any time during the mediation process the complainant or the respondent may stop the mediation. In cases involving a potential sexual assault or other forms of sexual violence or intimidation, however, mediation is not an appropriate option.

continued

Both the complainant and the respondent will be updated throughout the investigation process. Typically, an investigation will take 60 days, but that may vary depending on the nature and complexity of a case. At the close of an investigation, the Title IX coordinator or the designee will prepare a brief report detailing the essential content of interviews and the pertinent evidence gathered. Both parties will be provided copies of that report.

Adjudication Process for Cases Involving Student Respondents

Alleged violations of SIT's Sexual Harassment and Misconduct Policy involving a student respondent will be adjudicated in accordance with the Student Conduct Process section of this handbook.

Adjudication Process for Cases Involving Employee Respondents

Alleged violations of SIT's Sexual Harassment and Misconduct Policy involving an employee respondent will be adjudicated by Human Resources in accordance with their applicable procedures.

Dual Relationships

Employees and students should be aware of conflicts of interest that are inherent in personal relationships where professional and educational careers are also involved, as well as potential abuses of authority. This is especially true of amorous or sexual relationships between faculty and students or between administrators and students, given the inherently unequal structure of power between them within colleges.

It is the policy of SIT that faculty and administrators are not permitted to engage in consensual sexual relationships with students of SIT. Should a charge of sexual harassment arise from such a relationship, the burden and cost of providing a defense falls on the faculty member or administrator. Members of the SIT community should know that, in such instances, defenses are extraordinarily difficult to prove.

ACADEMIC INTEGRITY POLICY AND PROCEDURES

At the heart of School for International Training Graduate Institute's mission is academic excellence, along with the development of intellectual, ethical and leadership qualities. These goals can only flourish in an institutional environment where every member of the Institute affirms honesty, trust, and mutual respect. All members of the SIT Graduate Institute academic community are expected to understand and follow the basic standards of honesty and integrity, upholding a commitment to high ethical standards. Students are expected to read and abide by the SIT Code of Conduct (see the Graduate Institute Student Handbook) and are expected to behave as mature and responsible members of the SIT academic community. Students are expected to follow ethical standards in their personal conduct and in their behavior towards other members of the community. They are expected to observe basic honesty in their work, words, ideas, and actions. Failure to do so is a violation of the Graduate Institute's Academic Integrity Policy.

Some common violations of these basic standards of academic integrity include, but are not limited to:

Cheating: Using or attempting to use unauthorized assistance, material, or study aids in examinations or other academic work, or preventing or attempting to prevent another from using authorized assistance, material, or study aids. (Examples: using a cheat sheet in a

quiz or exam; programming a calculator or other electronic device with information for an exam, test, or quiz; soliciting information regarding an exam or test from another student; altering a graded exam and resubmitting it for a better grade, etc.)

Plagiarism: Using the ideas, data, or language of another without specific and proper acknowledgment. Likewise, students may not use Internet source material, in whole or part, without careful and specific reference to the source. All use of the Internet must be thoroughly documented. Examples: misrepresenting another's work, (i.e., paper, lab report, article, or computer work) as one's own original creation and submitting it for an assignment; using someone else's ideas without attribution to source; failing to cite a reference or to use quotation marks where appropriate, etc.) The Library provides guidelines to aid students in documenting source materials. Internet plagiarism includes but is not limited to submitting downloaded term papers or parts of term papers or articles, paraphrasing or copying information from the internet without citing the source, and "cutting and pasting" from various sources without proper attribution to source.

Fabrication: Submitting contrived or altered information in any academic exercise. Examples: making up data for an experiment; "fudging" data; citing nonexistent or irrelevant articles; presenting fraudulent excuses, lies, letters of recommendations.

Multiple submissions: Submitting, without prior permission, any work submitted to fulfill another academic requirement. Example: submitting the same paper for two different classes without the expressed consent of both professors.

Misrepresentation or falsification of academic records:

Misrepresenting or tampering with or attempting to tamper with any portion of a student's transcripts or academic record, either before or after enrolling at SIT. Examples: forging a registration form or a change of grade slip; forging signatures of advisors; falsifying information on an official document such as drop/add form, ID card or other SIT documents; tampering with computer records, etc.

Facilitating academic dishonesty: Knowingly helping or attempting to help another violate any provision of this code. Example: working together on a take-home exam or other individual assignments, discussing an exam with a student who has yet to take it, giving tests or papers to another student, etc.

Unfair advantage: Attempting to gain unauthorized advantage over fellow students in an academic exercise. Examples: gaining or providing unauthorized access to examination materials (either past or present); obstructing or interfering with another student's efforts in an academic exercise; lying about a need for an extension for an exam or paper; continuing to write even when time is up during an exam; destroying, hiding, removing, or keeping library materials, etc.

Every student is responsible for reading and abiding by the Academic Integrity Policy. All faculty members should announce the policy at the beginning of each semester and include the policy statement in their course syllabus for each class. Faculty should also establish a climate that encourages honesty and enhances learning while emphasizing the Graduate Institute's no tolerance stance on academic dishonesty, i.e. academic dishonesty will not be tolerated. Violations of academic integrity may occur on four levels:

Level One Violations may occur because of inexperience or lack of knowledge of principles of academic integrity on the part of persons committing the violation. These violations are likely to involve a small

fraction of the total coursework, are not extensive, and/or occur on a minor assignment. Examples of Level One Violations include but are not limited to working with another student on an assignment when such work is prohibited and failing to footnote or give proper acknowledgment in an extremely limited section of an assignment.

Level One Violations may be handled by the professor of the course in consultation with the Dean. There are no appeals afforded for Level One Violations. A repeat of such violation will constitute a Level Two Violation.

Level Two through Four Violations must be referred to the Dean of the Graduate Institute. See sanction for Academic Integrity Violations for more information.

Level Two Violations are characterized by dishonesty of a more serious character or affect a more significant aspect or portion of the coursework. Level Two Violations include, but are not limited to, the following examples:

- 1) Plagiarizing a moderate portion (1/3 or more) of a written assignment.
- 2) Submitting the same work or major portions thereof to satisfy the requirements of more than one course without permission from the instructor.
- 3) Using data or interpretative material for an assignment without acknowledging the sources or the collaborators. All contributors who prepare data and/or contribute to the assignment must be named.
- 4) Receiving assistance from others, such as research, statistical, computer programming, or field data collection help without acknowledging such assistance in a paper, examination or project.

Level Three Violations include dishonesty that affects a major or essential portion of work done to meet course requirements or involve premeditation. Examples include, but are not limited to, the following:

- 1) Plagiarizing major portions (1/2 or more) of a written assignment.
- 2) Copying on any examination.
- 3) Acting to facilitate copying during an exam.
- 4) Using prohibited materials, (e.g., books, notes, or calculators, cell phones, PDA's, etc. during an examination.)
- 5) Collaborating before an exam to develop methods of exchanging information and the implementation thereof.
- 6) Altering examinations for the purposes of re-grading.
- 7) Acquiring or distributing an examination from unauthorized sources prior to the examination.
- 8) Presenting the work of another as one's own.
- 9) Using purchased term paper or other materials.
- 10) Removing posted or reserved material, or denying other students access to it.
- 11) Fabricating data by inventing or deliberately altering material (this includes citing "sources" that are not, in fact, sources).
- 12) Fabricating evidence, falsification of data, quoting directly or paraphrasing without acknowledging the source, and/or presenting the ideas of another as one's own in papers or capstone.
- 13) Using unethical or improper means of acquiring data.

Level Four Violations represent the most serious breaches of intellectual honesty. Examples include, but are not limited to, the following:

- 1) All academic infractions committed after return from suspension for a previous academic integrity violation
- 2) Infractions such as forging a transcript, stealing an examination from a professor, buying an examination; forging a letter of recommendation;
- 3) Having a substitute take an examination or taking an examination for someone else
- 4) Sabotaging another student's work through actions designed to prevent the student from successfully completing an assignment.

Sanctions for Academic Integrity Violations

Academic misconduct is considered to be a violation of the behavior expected of a SIT Graduate Institute student in an academic setting as well as a student conduct violation. A student found responsible for academic misconduct is therefore subject to appropriate academic penalty.

Level One Violations

The professor of the course has the authority to handle an incident of student misconduct on this level. Prior to exercising sanctions, the professor is encouraged to consult with the Dean.

An accusation of a Level One Violation requires a fact-finding discussion between the professor and student. The meeting should be prompt, private, and informal. While there is no prescribed procedure, the student should be allowed to respond. Depending on the situation and level of comfort, the professor may wish to have the Academic Director present to corroborate any exchange of information. If the professor concludes that the student is not in violation of the policy, this meeting should end the matter. If the professor concludes that there is indeed a violation and can resolve the matter, after consulting with the Dean, the professor will normally assign a penalty grade of zero on the assignment and the accompanying reduction in the course grade. However, a professor may assign, but is not limited to, one of the following penalties:

- rewriting the paper as originally assigned or with additional requirements
- retaking an exam or test as originally assigned or with additional requirements
- redoing an assignment as originally assigned or with additional requirements
- issuing a verbal or written reprimand
- required completion of information literacy course through the Watt Library

If the violation occurs near the end of the course or cannot be resolved prior to final grade submission, the professor should assign an Incomplete (I) until the sanction(s) are fulfilled, not to exceed the maximum allowable sixty days from the end of the term of registration for completion of outstanding work. Once concluded, a grade change form must be submitted. The professor must submit a "Report of Academic Misconduct" form to the Dean and Registrar.

When a professor has cause to question a student's work based on inferential circumstances but responsibility cannot be established, the professor may send a "letter of reprimand" to the student. This letter

will constitute a formal acknowledgment by the Graduate Institute that a possible violation has occurred. Letters of reprimand do not become part of the student's individual permanent record, but will be placed in their file in the Dean's Office and may be taken into account in judging the seriousness of any future violations.

Level Two - Four Violations

The professor must file a "Report of Academic Misconduct" form to the Dean and the Registrar, including all appropriate evidence. The Dean will inform the student of the allegation(s) in writing. The student will be requested to arrange an appointment with the Dean to discuss procedures and to set a time, date, and place for the hearing. The letter of notification will include a description of the specific acts, date and time of the occurrence, and the sanctions authorized for the offense. The Dean will conduct a pre-hearing with the student to clarify procedures and charges. The student will be asked to acknowledge in writing that the procedures have been explained and that she understands the process.

The hearing will be conducted by the Academic Integrity Committee and will be chaired by the Dean or their designee. The Academic Integrity Committee is comprised of one faculty representative from the appropriate degree area, and two faculty or staff members appointed by the Dean of the Graduate Institute. Care will be taken to resolve any conflict of interest in individual cases.

The Committee will first hear the professor's evidence of the charge of academic misconduct. The student will have an opportunity to present matters and evidence refuting the charge. The student may be accompanied to the hearing by his/her advisor or someone else of his/her choice and will give the Dean reasonable advance notice of who the advisor will be. The student will be expected to speak for herself. The advisor may counsel his or her advisee but has no official voice in the hearing.

The Academic Integrity Committee will have the opportunity to question both parties and will render a decision within one week of the hearing. The parties will be notified in writing of the Committee's decision.

The sanctions below are available to the Academic Integrity Committee and are the most commonly used. However, there is a range of sanctions available to the Committee. Sanctions are assigned with the intent of maintaining consistency and fairness, and the degree of sanction is primarily correlated with the extent and severity of the violation.

A student who is found responsible for her first violation of the academic integrity policy will receive a grade of "F" in the course in which the offense occurred. In addition, the student will be subject to SIT code of conduct sanctions, conditions and/or restrictions.

A student who is found responsible for a second violation will receive a grade of "F" in the course and will be suspended from the Graduate Institute for the following semester. In addition, the student will be subject to SIT Code of Conduct sanctions, conditions and/or restrictions.

A student who is found responsible for a third violation will receive a grade of "F" in the course and will be dismissed from the Graduate Institute at the end of the semester or earlier, based upon the severity of the offense.

If the alleged act of academic misconduct occurs near the end of the semester or within a time frame in which the opportunity for a fair hearing would be difficult, the professor may submit an Incomplete (I) until the hearing process can be initiated, not to exceed the maximum

allowable sixty days from the end of the registration..

The student will be informed that the decision can be appealed to the Academic Integrity Appeals Committee, comprised of one faculty representative from each division, and two faculty or staff members appointed by the Dean. The Appeals Committee will not include the same individuals who heard the case previously. Care will be taken to resolve any conflict of interest in individual cases.

SIT allows only one appeal for a sanction of Level Two - Four Violations. Appeals must be written and will only be accepted from the student(s) involved in the case. Appeals from others will not be considered. Appeals must be filed with 10 working days of the initial notification. If an appeal is not filed with the Office of the Dean within the allotted time, the decision of the Academic Integrity Committee will stand.

All appeals must be based on substantial new evidence and or sufficient grounds for good cause. Substantial new evidence is defined as evidence that was not available at the original hearing and which has a direct bearing on the case. It is the student's responsibility to demonstrate that the penalty should be modified. Sufficient grounds for good cause is defined as an infringement on the rights of the student because of any irregularities in the way the Academic Integrity Committee originally conducted the hearing. The Academic Integrity Appeals Committee will uphold the sanctions of the Committee or reduce the sanctions of the Committee. In no case will a more severe sanction be imposed.

All materials relating to an allegation of academic misconduct will be kept in confidence in the Office of the Dean. If the student is found responsible for a violation of academic integrity, all materials relating to the case of academic misconduct will be kept in confidence in the Office of the Dean and the student's permanent record. It is fairly common for potential employers, other institutions of higher learning, and governmental agencies to solicit information about a student's conduct. If the student has signed a release form accompanying such a request, the Office of the Dean will review the disciplinary records file to determine if the student has been found responsible for academic misconduct or behavioral misconduct on file in the Office of Dean of Student Affairs. In those cases where the student has such a record, the information will be provided to the requesting party.

Adapted with permission from the "Academic Integrity Policy", Spelman College

Policy on Drug and Alcohol Use

Statement of Philosophy

In keeping with its mission, it is the intent of SIT to provide an environment that fosters tolerance, commitment to learning, personal development, and respect for others. While there is some latitude for individual choice regarding the personal use of alcohol, that freedom of choice exists within certain guidelines. Students and staff are required to obey all federal, state, and local laws regarding the possession, use, and distribution of alcohol; comply with SIT alcohol policies; and take full responsibility for their conduct. This includes respect for individual rights and property. Behavior which threatens to create disorder, public disturbance, damage to oneself or to others, or that otherwise interferes with the proper functioning of the institution will not be tolerated. SIT expressly prohibits the unlawful manufacture, distribution, possession, or use of any controlled substance on its premises or during any of its sponsored activities by students or staff.

Vermont State Law

Vermont Law controls the possession and sale of alcoholic beverages and illicit drugs within the State of Vermont. A person must be at least 21 years of age to buy or drink beer, wine, mixed alcoholic beverages, and spiritous liquor. Any person under the age of 21 who orders, pays for, purchases, or consumes alcoholic beverages, or provides false information as to name, age, or identification in order to obtain said beverages, is subject to a fine of up to \$500 and/or imprisonment of up to six months. Additionally, any person who sells or furnishes alcohol to a minor is subject to a fine up to \$1,000 and/or imprisonment up to two years. Finally, the law prohibits the sale or dispensing of alcohol to an intoxicated individual.

Use and/or possession of illegal drugs could result in fines ranging from \$500 to \$2,000 or more, and imprisonment from six months to one year or more. Sale and/or distribution of illegal drugs could result in fines of \$10,000 to \$100,000 or more and imprisonment up to five years or more.

Inappropriate behavior as described above is subject to disciplinary action by World Learning/SIT officials.

Those studying or working outside the State of Vermont are responsible for obeying all applicable state and local laws.



District of Columbia Law

District of Columbia law controls the possession and sale of alcoholic beverages and illicit drugs within the District of Columbia. A person must be at least 21 years of age to buy or drink beer, wine, mixed alcoholic beverages, and spiritous liquor. Any person under the age of 21 who orders, pays for, purchases, or consumes alcoholic beverages, or provides false information as to name, age, or identification in order to obtain said beverages, is subject to a fine of up to \$500 and/or imprisonment of up to six months. Additionally, any person who sells or furnishes alcohol to a minor is subject to a fine up to \$1,000 and/or imprisonment up to two years. Finally, the law prohibits the sale or dispensing of alcohol to an intoxicated individual.

Violations

Persons who violate the SIT Policy on Alcohol and Other Drugs are subject to disciplinary action ranging from warning to expulsion or termination of employment and may face possible criminal or civil liability. Such persons may be referred to law enforcement authorities for prosecution and/or referred to substance abuse programs for evaluation or treatment.

SIT Alcohol Policy Code of Conduct

Consumption of alcohol, within the limits of state and local law, may be permitted under the following guidelines:

1. You must be at least 21 years of age to drink alcohol in the United States.
2. Students must obey state and local laws, and take full responsibility for their conduct.
3. Behavior must be respectful of the rights of others, including roommates, other students, and employees. RAs or any other officials or administrators of World Learning/SIT have the right to request and expect inappropriate behavior to stop. Behavior which is not permitted includes:
 - Actions which violate the right to quiet
 - Destruction of property
 - Behavior which is clearly offensive and/or interferes with the rights of others
 - Behavior which threatens the safety of self/others (including dangerous levels of intoxication and physically or sexually abusive behavior)
 - Behavior which affects on-the-job performance
 - Behavior which causes embarrassment or otherwise interferes with the proper functioning of the institution
4. Possession and consumption of alcohol by students (age 21 or older) is limited to individual rooms of residence halls and El Café unless it is part of an authorized campus activity. If all residents of a dormitory are 21 or over, and all are in agreement, they may petition the director of student activities and residential life to permit use of alcohol in the common areas (such as the lounge) of the building. In addition, certain residence halls may be designated as alcohol and substance free.
5. It is illegal to supply alcohol for anyone under the age of 21.
6. Driving under the influence of alcohol or drugs is illegal.
7. Guests and visitors of staff and students are required to abide by the above policies.

Sponsoring Events Where Alcohol is Served

There may be campus events where alcohol is served. In keeping with state laws and campus alcohol and drug policy, the following rules apply:

1. All student events where alcohol is to be served must be approved by the Student Activities Office (ext. 3365). An Alcohol Party Form must be completed three (3) days before the event.
2. At any event where alcohol is served, there must be a designated individual who agrees to ensure that all people consuming alcohol are 21 years of age or older and that alcohol is served responsibly.
3. At any event where alcohol is served, attendees are not permitted to bring and consume their own previously purchased beverages.

4. When alcohol is served at an event, food and an equal amount of nonalcoholic beverages (such as soda and juice) must also be provided.
5. A bartender must be secured to distribute alcohol at any event where alcohol is purchased with World Learning or SIT funds.
6. Three (3) weeks notice of intent must be given to Sodexo (SIT's Food Service) for any event requiring a bartender so that arrangements can be made for:
 - The purchase of alcohol by Sodexo, and
 - The scheduling of a bartender
 - The securing of a catering permit for events that are not scheduled for either the first floor of the Lowey International Center or the adjacent patio.

Resources for Substance Abuse Counseling and Treatment

World Learning/SIT supports the prevention of substance abuse and encourages the rehabilitation of those who may be affected by drug or alcohol problems. Information and counseling is available in the Counseling Office (ext. 3367) as well as through the following community resources:

- Alcoholics Anonymous (AA)—802 257-5801
Information on AA meetings and support for recovering alcoholics
- Alanon—1 866 972-5266
Support for friends and family members of alcoholics
- Narcotics Anonymous—802 773-5757
Support for recovering drug users
- Starting Now—802 258-3705
Intensive outpatient treatment for substance abuse

SIT Student Grievance Policy

Policy Statement

SIT Graduate Institute is committed to establishing and maintaining a respectful learning environment for all members of the SIT Graduate Institute community. Students have the right to seek a remedy for a dispute or disagreement when they believe they have been treated in an improper, unfair, or arbitrary manner. In addition, students have the right to seek a remedy for issues of institutional or program quality. No retaliation of any kind shall be taken against a student for participation in a complaint or grievance.

Applicability of the Policy

This policy applies to all student complaints and grievances that fall outside of the policies already established for harassment, sexual harassment, sexual assault, student conduct, academic integrity, and academic review board.

Procedures

1. If a student has a complaint or grievance, they should first seek to resolve the issue informally with the faculty member, staff member, or administrator directly involved with their complaint. For full consideration, the complaint or grievance should be filed during the semester in which the concern arises.
2. Should the complaint or grievance remain unresolved after consultation with the involved faculty member, staff member, or

- administrator, or should the student feel uncomfortable or unsafe confronting the involved person, the student may file a written complaint to the appropriate academic dean in cases involving a faculty member, or the appropriate supervisor in cases involving other SIT Graduate Institute employees. This notification should detail the complaint, and indicate what outcome the student is seeking. The appropriate dean, supervisor, or designee will respond in writing within 10 working days of receipt of the written grievance.
3. If the grievance is not resolved through communication with the dean or supervisor, the student may appeal to the provost or appropriate vice president for the area. The provost or vice president shall consider the appeal and make a decision. The decision will be communicated to the student in writing within 10 working days. The decision of the provost or vice president is final and binding.
4. If the grievance involves the provost or vice president, the student may appeal to the President of SIT Graduate Institute, who will consider the case and make a decision. The President will respond in writing within 10 working days of receipt of the written complaint. The decision of the president is final and binding.

About World Learning

World learning works globally to enhance the capacity and commitment of individuals, institutions, and communities to create a more peaceful and just world. World Learning programs include

SIT Graduate Institute

SIT Graduate Institute offers internationally focused, full-time and low-residency master's degrees, as well as certificate and professional development programs. Programs include Peacebuilding and Conflict Transformation, International Education, Sustainable Development, and Teaching English to Speakers of Other Languages (TESOL). SIT's Conflict Transformation Across Cultures (CONTACT) program also offers a Summer Peacebuilding Program in Vermont, and a peacebuilding training and education program in South Asia.

Learn more at www.sit.edu/graduate.

SIT prepares students to be interculturally effective leaders, professionals, and citizens. In so doing, SIT fosters a worldwide network of individuals and organizations committed to responsible global citizenship. SIT fulfills this mission with field-based academic study abroad programs for undergraduates and accredited master's degrees and certificate programs for graduates and professionals. SIT Graduate Institute offers the following degrees:

Master of Arts in Intercultural Service, Leadership, and Management
(Self-Designed Program)

Master of Arts in International Education (On-campus and Low-Residency)

Master of Arts in Peacebuilding and Conflict Transformation

Master of Arts in Sustainable Development (Vermont Campus)

Master of Arts in Teaching English to Speakers of Other Languages
(On-campus and Low-Residency)

World Learning's academic programs offered through SIT (founded as School for International Training), are accredited by the New England Association of Schools and Colleges, Inc. Inquiries regarding the accreditation status by the New England Association should be directed to the administrative staff of the institution.

Individuals may also contact: Commission on Institutions of Higher Education, New England Association of Schools and Colleges, 209 Burlington Road, Bedford, MA 01730-1433, 781 271-0022, E-mail: cihe@neasc.org.

Language and Culture Department

Oak Building, Rooms 104, 105, 106

Director: Bea Fantini, ext. 3343

The Language and Culture Department provides a wide variety of language services and diversity education to SIT students. Language services include foreign language courses; guided self-instruction courses and seminars; learning strategies; training workshops; information about foreign language materials and resources; oral proficiency testing; writing support; cultural activities; and special summer programs for SIT students as well as other community members. For more information, visit the department website at www.sit.edu/graduate/6495.htm.

The Experiment in International Living

The Experiment in International Living offers three- to five-week summer programs that immerse high school students in other cultures and languages in 24 countries throughout the world. Programs focused on arts, travel, language study, community service, and ecology combine with homestays to create meaningful, dynamic experiences for students eager to challenge themselves and engage as global citizens.

Learn more at www.experimentinternational.org.

SIT Study Abroad

SIT Study Abroad provides undergraduates academically-rich, semester and summer programs with opportunities for field research. Students focus on a wide range of critical global issues, including post-conflict transformation, sustainable development, and global health.

Learn more at www.sit.edu/studyabroad.

International Exchange Programs

World Learning International Exchange Programs bring emerging leaders from 140 countries annually to the United States for professional, academic, and cultural exchanges. Exchanges such as the International Visitor Leadership Program provide short-term learning experiences for individuals seeking professional development, links to US colleagues, new insights, and a broader view of core US values and culture. World Learning also places undergraduate students in US colleges and universities to strengthen their leadership and career-specific skills while exploring US culture through campus activities, internships, community service, and US host families. Learn more at www.worldlearning.org.

International Development Programs

World Learning International Development Programs prepare communities worldwide to address critical issues such as poverty, HIV/AIDS, the marginalization of women and children, the global education crisis, and the need to strengthen civil society and government accountability. The purpose of these efforts is to bridge the gap between the desire for human development and the ability to achieve that goal. Programs work to enhance the capacity of individuals, communities, and institutions to take ownership of their own development, secure just and effective policies and structures, and create sustainable positive change. Learn more at www.worldlearning.org.

World Learning International Development Programs (IDEP) Education Unit

Oak Building, Room 205
Director: Carlos Sosa, ext. 3317

The World Learning IDEP Education unit promotes practice in teacher development and education that leads to progressive personal, institutional, and social change. Drawing on the expertise of faculty and staff in SIT's Master of Arts in TESOL degree program, the World Learning IDEP Education unit implements projects in three major areas of concentration: providing reflective professional development for teachers and working professionals, increasing access to second- and foreign-language learning, and redefining teaching and learning in schools.

Federation EIL

World Learning is one of more than 25 members of the Federation of National Representatives of the Experiment in International Living, a group of private, nonprofit, nonpolitical, and nondenominational organizations. Incorporated in Switzerland in 1954, the Federation has held consultative status with the Economic and Social Council (ECOSOC) of the United Nations since 1978 and with the Council of Europe since 1981. In 1989, the UN recognized the Federation as a Peace Messenger Organization.

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Governance and Leadership

THE BOARD OF TRUSTEES IS WORLD LEARNING'S ULTIMATE POLICYMAKING BODY, with both governance and fiduciary responsibilities. Operating through a committee structure, trustees provide guidance and direction to the institution's officers, staff, and faculty in each area of major activity. Trustees also provide generous financial support for the programs of World Learning.

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Brattleboro Community

Travel from Brattleboro to Other Locations

Bus

Greyhound—800 231-2222, stops at the Shell gas station Canal Street

Taxicabs

- Local: Brattleboro Taxi—802 254-6446
- Regional: Thomas Transportation—603 352-5550

Trains

Amtrak—800 872-7245, stops behind Brattleboro Museum and Art Center, downtown Brattleboro

Airports

- Bradley International Airport (Hartford, CT)—1 ½ hours by car from Brattleboro
- Logan International Airport (Boston, MA)—2 ½ hours by car from Brattleboro
- Manchester Airport (Manchester, NH)—2 hours by car from Brattleboro

Travel Agencies

Gateway Travel—603 336-5444

Religious Services

For information on the many religious institutions in the Brattleboro area, contact the Student Activities Office.

Sports and Recreation

For additional information and current activities listings, contact the Student Activities Office.

Bicycle and Cross-Country Ski Rentals

- Brattleboro Bicycle Shop, Main Street—802 254-8644
- Burrows Sport Shop, Main Street, Brattleboro—802 257-1017

Bowling

- Brattleboro Bowl, Putney Road, Brattleboro—802 257-1177

Canoe Rentals

- Vermont Canoe Touring Center, 451 Putney Road, across from the Marina Restaurant entrance (by Veterans Memorial Bridge over West River)—802 257-5008

Fitness

- Supreme Fitness, Putney Road, Brattleboro—802 257-4944
- Outer Limits Health Club, Cotton Mill Hill, Brattleboro—802 257-2348
- Colonial Motel Pool and Spa, Putney Road, Brattleboro—802 254-5040

Gibson-Aiken Center

Main Street, Brattleboro—802 254-5808

Basketball, volleyball, gymnastics for children, dance classes, table tennis, boxing, and weight-lifting equipment.

Living Memorial Park

Off of Route 9, West Brattleboro—802 254-6700

Swimming, tennis, basketball, ice skating, and playground

Skiing

For information on the numerous ski resorts in the area, contact the Student Activities Office.

Tennis Courts

Area tennis courts are located at:

- Brattleboro Union High School
- Memorial Park
- Brattleboro Outing Club

Swimming

- Living Memorial Park Pool—802 254-6700 (Mid-June through Labor Day)
- Spofford Lake (Chesterfield Town Beach in New Hampshire) 603 363-4686 (Early June to Labor Day)

Entertainment

Movies

- Latchis Theater, Main Street, Brattleboro—802 254-5800
- Hoyt-Key Cinemas, Key Road, Keene, NH—603 357-5260
- Colonial Theater, Main Street, Keene, NH—603 352-2033

Dancing

The Stone Church, 210 Main Street, Brattleboro

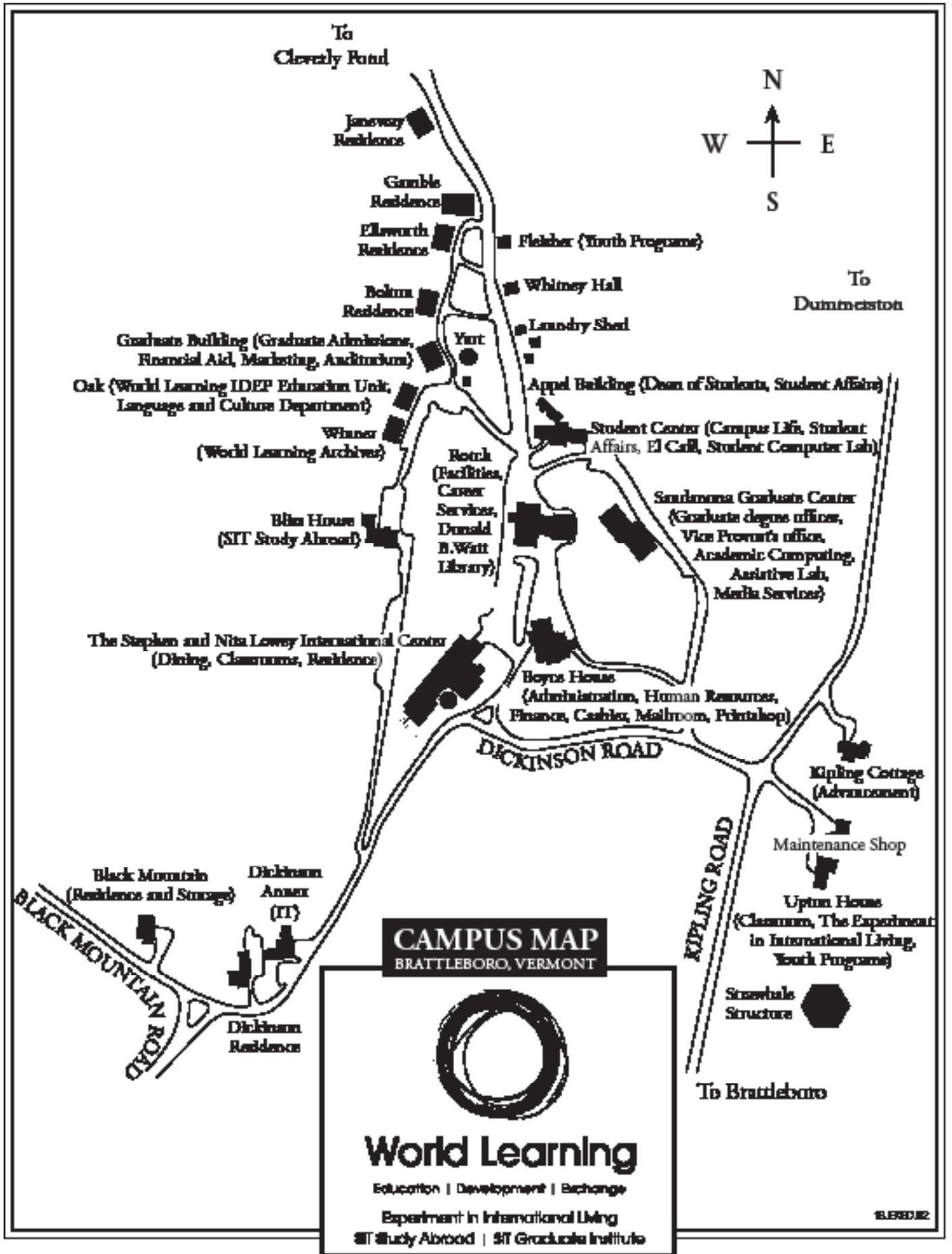
- www.shallwedance.biz
- www.brattcontra.org

Cultural Activities

- Brattleboro Museum, 10 Vernon Street, Brattleboro, in old train station, Route 119—802 257-0124 Open every day except Monday from NOON-6 PM, mid-May to November 7
- Brattleboro School of Dance, 22 High Street, Brattleboro 802 254-6884 Classes in disco, jazz, ballet, and tap.
- Brattleboro Music Center, 15 Walnut Street, Brattleboro—802 257-4523 Concerts and music lessons of every kind.
- Yellow Barn Music Festival, Putney—802 387-6637 Summers only

Local Newspapers

- *Brattleboro Reformer*—Daily except Sunday
- *Keene Sentinel*—Daily
- *The Commons*—Free weekly, Brattleboro area
- *Valley Advocate*—Free weekly—Available at shopping centers—focuses on the Amherst/Northampton, MA, area





Advancing Leadership

WORLD LEARNING PROGRAMS

World Learning | SIT Graduate Institute

1 Kipling Road, PO Box 676,
Brattleboro, Vermont USA
05302-0676

Phone

802 258-3510

Toll Free Within the US

800 336-1616

Fax

802 258-3428

HIGH SCHOOL

The Experiment in International Living

World Learning's flagship program, The Experiment offers challenging, three- to five-week summer abroad programs that have provided transformative learning experiences for tens of thousands of young people over the past 80 years.

UNDERGRADUATE

SIT Study Abroad

A pioneer in experiential, field-based study abroad, SIT Study Abroad offers undergraduates academically-rich, semester and summer programs with opportunities for field research.

GRADUATE

SIT Graduate Institute

SIT Graduate Institute delivers master's and professional education in peacebuilding and conflict transformation, international education, sustainable development, and language teaching.

INTERNATIONAL EXCHANGE PROGRAMS

World Learning International Exchange Programs bring emerging leaders from 140 countries annually to the US for academic, professional, and cultural exchange.

INTERNATIONAL DEVELOPMENT PROGRAMS

World Learning International Development Programs prepare communities worldwide to address critical issues such as poverty, HIV/AIDS, marginalization, the global education crisis, and the need for government accountability.

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