

Centre-in-Bhutan

Fall 2023



Center for Global Citizenship
Centre College

Table of Contents

Overview.....	3
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ACADEMIC INFORMATION

Program Dates.....	4
Courses	5-6
Grades, Pre-Registration, Convocation Credits, Library Resources, &.....	6-7
Housing and Meal Plan.....	8

HEALTH AND SAFETY INFORMATION

Safety Information & Alcohol and Late-Night Policy.....	11
Mandatory Travel Medicine Presentation.....	10
Medical Insurance.....	11
Medication and Counseling.....	12

TRAVEL INFORMATION

Pre-Departure Meeting	13
Important Documents.....	13
Flights and Arrival.....	13
Items to Bring	14-19
Phones and Apps.....	21

Bhutan INFORMATION

History of Bhutan.....	20-21
Things to Do -Inviting Parents.....	22

APPENDIX

Sexual Misconduct Policy.....	22-44
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Overview: Centre-in-Bhutan

Bhutan, officially the Kingdom of Bhutan is a landlocked country in South Asia. It is located in the Eastern Himalayas, it is bordered by the Tibetan Autonomous Region of China in the north, the Sikkim state of India and the Chumbi Valley of Tibet in the west, the Arunachal Pradesh state of India in the east, and the states of Assam and West Benji in the south. Thimphu is the capital city and s home to approximately 100,000 inhabitants including the Royal family. This bustling little city is the main center of commerce, religion, and government in the country. The juxtaposition of ancient tradition and modernity make Thimphu the ideal location for visitors to immerse themselves in the contemporary Bhutanese lifestyle.





Program Dates

The Royal Thimphu College schedule is as follows. Please note these dates are subject to change. Exact dates will be provided as the program start approaches:

- April: International student application (basic paper application)
- May-June: Finalize all visa-processing requirements and travel plans
- July 26-28: Arrival to Bhutan and move-in to on-campus housing
- July 29-31: International student orientation & course selection
- -Public Holiday: his Majesty's Birth anniversary-21-22 Feb (plan short hike and shopping in town)
- August 1: First day of class
- Early December: Last day of final exams (1st week of December, usually December 1st)
- Early December: Move-out of on-campus housing
- 1st-2nd week of December: Last visa validity/fly-out date. Students generally begin their experience early September and end early December.

Students must be fully vaccinated to attend this course.

Courses

Royal Thimphu College was founded in July 18, 2009 by Her Royal Highness Ashi Kesang Wangmo Wangchuck, and is Bhutan's first private college and the nation's only a+ accredited institution of higher learning (Bhutan Accreditation Council).

RTC provides a world-class education in a distinctive Himalayan setting.

All courses are conducted in English, and academic programs include English, History and Dzongkha, Political Science and Sociology, Anthropology, computer Applications, Business Administration, commerce, Nursing, Development Economics, Mass communication and Environmental Management.



Centre Students will enroll in 5 three-credit courses during their fall semester at RTC.

They will be required to enroll in:

- 1- DZG 101- Beginning Dzongkha Language (3cr.)
- 2- BHS 201- Cultural History of Bhutan (3cr.) or BHS 302- Political History of Bhutan (3cr.)
- 3- INT 201-Internship (3cr)

Students will also choose two courses from electives approved by their home programs and Centre's Registrar in the following academic departments: English, Dzongkha and History, Political Science and Sociology, Anthropology, Computer Applications, Business Administration, Commerce, Nursing, Development Economics, Mass Communication and Environmental Management.

Internship

Internship opportunities are available in a wide array of fields. Centre students will have the opportunity to seek positions with Bhutan Ecological Society, Jigme Losel Primary School, Kuzoo FM Radio, Yeewong Magagize, Thimphu City Corporation, Bhutan Centre for Media and Democracy, association of Bhutanese Tour Operators, Draktsho Vocational Training Center for

Special Children & Youth, Bhutan Nuns Foundation, RENEW (Respect Educate Nurture Empower Women), Institute of Traditional Medicine, and Himalayan School of Music, among others.

Internship Coordinator

Internships are arranged through the RTC International Relations Office. The RTC Academic affairs Department arranges for a Faculty Advisor. Over a period of approximately 15 weeks, students are expected to devote a minimum of 12 hours a week on average to the internship. This includes time spent at the internship site as well as time spent on journal log entries. Students should meet with the advisor at the beginning of the internship, and monthly afterwards unless additional meetings are necessary. This is generally credited as 1.5x a typical coursework course at RTC.

Students are expected to work on approved and monitored tasks at a pre-professional level. Students will cooperate with internship sites to identify goals for the semester-long internships that can provide a valuable experience for the student as well as contribute to the missions of the organizations. Internship advisors will help monitor the progress of the internships, and assign the academic grade for the internship at the end of the semester largely based on evidentiary information provided by the students themselves (goal setting, regular log entries, and a final reflection paper), but also includes internship site feedback.

Finally students will also choose two courses from electives approved by their home programs and Centre's Registrar in the following academic departments: English, Dzongkha and History, Political Science and Sociology, Anthropology, Computer Applications, Business Administration, Commerce, Nursing, Development Economics, Mass Communication and Environmental Management.

Grades

The grades that Centre students studying abroad have received in the past have been consistent with, or even a bit higher than, grades received on campus. The faculty committee on curriculum and academic standards will almost certainly not agree to change an abroad grade because you believe it is too low.

As a reminder, students enrolled in off-campus programs may not take courses on a Pass/Unsatisfactory basis during that term.

Pre-Registration & Convocations

While in Bhutan, you will contact your advisor and pre-register for future courses via e-mail. You will automatically be credited with six convocation credits during your term abroad.

Please note in order to obtain full credit for convocations, you must obtain at least six credits in the fall term prior to your semester in Bhutan.

Library Resources

While abroad, you may access articles on any database at our library. However, if you wish to use an e-book abroad, you will have to access the book through EBSCO e-books (in Databases A-Z). Students should also log into ARTstor and create accounts before they leave campus.

Centre's VPN – While traveling abroad, you may find that access to campus network resources may be blocked by the network to which you are connected. You may be able to work around these issues by using the campus VPN (Virtual Private Network) agent to access campus resources. This will build an encrypted connection to Centre College's campus network and will provide access as if you were directly attached. Remember, access speeds will be slower than when you are on campus because you are still using the Internet to connect to the campus network.

Installing and accessing campus VPN agent on

MacOS: <https://www.youtube.com/watch?v=hblxmvMvfW8>

Installing and accessing campus VPN agent on

Windows: <https://www.youtube.com/watch?v=jvL3yFVnJzU>

RTC Library

The RTC library has an ever-growing collection of books, periodicals, and media materials available to all students, faculty, and staff of the College. The library also helps provide access to four full-text databases of scholarly and scientific articles. The library staffs provide a range of library services, including comprehensive reference and research assistance and library instruction.

Selected RTC students are provided employment opportunities as Library Assistants. The library is open from 8.30am-9pm on weekdays, 8:30am-12noon on Saturdays and 5pm-9pm on Sundays.

Browse the library's [Online Public Access Catalog \(OPAC\)](#).

IT Lab

RTC has five fully equipped computer labs with about 150 student computers. Internet connectivity is through a high capacity of 24 mbps leased line.

Wi-Fi connectivity is available throughout the campus so that students have the convenience of using their personal laptops from their dorms or in quiet places elsewhere on campus.

The IT Lab is open 8:30am-8pm on weekdays and 8:30am-5pm on Saturdays and 2pm-5pm on Sundays.



Housing and Meal Plan

RTC provides a secure and pleasant living environment for 600 students who reside on campus in 10 residence halls. Rooms are shared by 2-4 students. Laundry, hot water facilities, and a common room with TV and lounge are available in each residence hall. Students take their meals in the campus canteen and dining facilities. They may also make purchases at the on-campus convenience store.

Book/ Convenience Store

The campus has a bookstore where books, stationary, and a variety of personal items can be purchased at a reasonable cost. With these facilities, RTC is a self-contained environment where the residents need not worry about being far away from the city. At the same time, the regular RTC bus service to Thimphu provides easy and quick access to the many amenities available in the city.

Sports Facilities

RTC is justifiably proud of its outdoor sports and game facilities. The sports facilities on campus include a full-length football field, a fully equipped fitness center, table tennis, Volleyball, one outdoor basketball court, one outdoor lawn tennis court and a multi-purpose hall which houses one indoor basketball court and badminton court.



Safety Information

- Be aware of your surroundings at all times. Look out for your classmates.
- Keep your valuables on your person, and in front pockets, if possible. Unzipped bags, phones/wallets in outer pockets of bags, and unattended items are invitations for pickpockets to strike. This is not Centre's campus: leaving your backpack at a café table while you order or use the restroom is not a good idea!
- Keep your passport safe! Bring a printed copy of the photo/biographical information page of your passport as well. This will make the replacement process easier if it is stolen. Give a copy of your passport to your parent/guardian as well.
- Use common sense. If you wouldn't do something in Danville or your hometown, it probably isn't a good idea to do it abroad. If something seems sketchy, trust your instincts.

Required Forms- Moodle Spaces

The College requires that each student studying abroad fill out forms within Moodle Spaces. These include Emergency Contact Form, COVID Form, Health Form, Liability Form, and an uploaded copy of your passport. To locate these forms, go to Moodle Spaces, and click on the

Center for Global Citizenship Site. Next, find the Bhutan Fall '23 tile. Here you will find all these above-mentioned forms. These are mandatory for students to study abroad.

Students who will be 21 by the first day of their program can read and fill out both forms themselves in just a few minutes; students who will not be 21 by the first day of the program must also get a parent's signature on the liability release/alcohol form.

Alcohol and Late-Night Policy

When problems abroad have occurred for Centre students (and American students generally), there have almost always been two elements involved: 1. Alcohol, and 2. Students being out alone (without another Centre student) late at night.

The following policy is in effect for all Centre study-abroad programs:

1. If a student uses alcohol irresponsibly, as determined by the program director and director of the Center for Global Citizenship, the minimum fine will be \$100. The director may also require that the student sign a statement saying that the student will not have alcohol during the duration of the program, and both the student's parents and the Centre Dean of Students will be informed.
2. If a student is out at a bar or club after midnight alone—that is, without another Centre student—the program director and director of the Center for Global Citizenship will together decide on an appropriate punishment, including the most serious one of separating the student from the program without any academic or financial credit.

Mandatory Travel Medicine Presentation

Each student studying abroad on a Centre program is required to attend a travel medicine session, and there will be two sessions held each semester for all participants registered for upcoming programs.

Students studying abroad in the fall will attend an integrated travel medicine clinic during the schedule Pre-Departure meetings on April 22nd and May 6th.

Dr. Brian Ellis will be discussing diseases and vaccinations specific to certain destinations at each session. Only if students have an approved excuse to attend the other session may they do so. The program's faculty director is the only person who can give students permission to attend the other session.

Holding two sessions should eliminate any student's having to miss the presentation entirely

due to scheduling conflicts. Centre regards the travel medicine presentation as extremely important in preparing you to study abroad, and failure to attend one of the two sessions will highly jeopardize your participation in the course.

At the sessions, Dr. Brian Ellis will present up-to-date information outlining recommendations and/or requirements for each destination. Students will also be instructed on how and when to schedule an appointment to receive vaccinations and prescriptions through Centre Student Health if they so choose. All students studying abroad on a Centre course will be billed on their student account a \$25 professional consult fee that covers the travel medicine presentation; those wishing to receive vaccinations or medications at Centre Student Health will receive a detailed list from their office that will include the fees for additional services.

As stated above, failure to attend one of the two sessions will highly jeopardize a student's participation in the course. At the very least, failure to attend a session means the student will not be eligible to receive travel vaccines or prescriptions at Centre Student Health, will be required to seek travel medicine advice on his or her own, and will be required to sign a waiver, also signed by the student's parent or guardian, from the CGC. Students who receive the educational material and vaccines elsewhere must show proof to the trip leader, who will notify the Center for Global Citizenship.

Medical Insurance

The College EIIA insurance policy, which covers the director and his or her immediate family, provides a safety net for serious medical situations abroad; this is especially important for students who do not have medical insurance of their own. The categories of coverage provided are accident and sickness (\$100,000 limit); emergency medical evacuation (\$1,000,000 limit); accidental death and dismemberment (\$200,000 limit); medical repatriation (\$1,000,000 limit).

The person in need of medical care has two options for using the study abroad emergency accident/illness insurance. The patient can either pay everything upfront or save every bill, invoice, and receipt before submitting a reimbursement form (https://www.eiia.org/assets/documents/EIIA_Claim_Form.pdf) OR, before reporting to the hospital or clinic, the patient can simply call the insurance company to get a claim started before the patient even arrives at the hospital.

The patient (or you, if need be) would simply call +1-844-344-2360 and tell the insurance rep who you are, where you are, and what your group name is (for everyone associated with Centre, its EIIA) and the activation Group ID (for everyone, it's LTG 273330). The rep will let you know how to proceed and will get the claim started immediately; this eliminates the need to pay anything upfront.

Coverage Summary

- Accidental Death & Dismemberment: \$200,000 each person

- Travel Accident and Sickness:
 - Emergency Medical Expenses: \$100,000 each person/each injury or sickness
 - Emergency Medical Evacuation: \$1,000,000 each person/each injury or sickness
 - Medical Repatriation: \$1,000,000 each person/each injury or sickness
 - Security Evacuation: \$100,000 limit per person / \$1,000,000 per event
 - Natural Disaster Evacuation: \$100,000 limit per person / \$1,000,000 per event
 - Trip Cancellation: \$2,000 lifetime maximum per insured person
 - Trip Interruption Coverage: \$2,000 per insured person per policy year/and lifetime maximum, 3-day maximum benefit period
 - Excluded activities: skydiving/parachuting; hang gliding; bungee jumping; mountain climbing; potholing; zip lining; motorcycle riding; and scuba diving – unless scuba diving is assigned as part of the curriculum of study for course credit
 - Excluded causes of loss: AIDS; routine or elective medical care; normal dental; acne; pregnancy or pregnancy related procedures including abortion (unless an emergency); and loss due to participation in - Specified Athletic Sporting Events*
- *Specified Athletic Sporting Events are Football, Boxing, Gymnastics, Ice Hockey, Lacrosse, Martial Arts, Rodeo, Skiing (water or snow), Surfing, Swimming, Diving, Wrestling, Basketball, Baseball, and Equestrian are excluded when participating in the event professionally or when representing the institution as part of the institution's athletic program

Medication

*** **VERY important:** if you take prescription medication, be sure you **take enough for the entire amount of time that you're abroad**. Keep it packed in its original container from the pharmacy and keep it in your carry-on luggage as you travel.

Counseling and Psychotropic Medication

The kind of counseling and support services available on campus are not available abroad. Because any significant life transition can exacerbate and complicate already existing mental health issues, students who are currently on psychotropic medication and/or have been in mental health counseling are encouraged to consider participating in the three-week programs abroad. In addition, those students are urged to meet with a Centre Counselor prior to their leaving, to develop a support plan for their time abroad.

Students who find they need counseling services while abroad may arrange for such services but are responsible for making and paying for appointments and for scheduling appointments outside of class time and required outings. Should you need counseling for a Title IX issue, please contact a member of Centre's Title IX resource team, listed at the end of this handbook. Centre's Title IX/Sexual Misconduct policies are listed at the end of the handbook.

Pre-Departure Meeting

Students selected **must attend a pre-departure meeting** to prepare for living and studying in another culture. Students must also attend the mandatory travel medicine clinic (discussed above) before leaving for Bhutan.

Students must attend one of the two offered meeting dates:

Saturday, April 22nd, 2023, 9am-12pm, Young 113

Saturday, May 6th, 2023, 9am-12pm, Young 113

Passport

If you do not currently have a passport that will remain valid for **at least six months** after your return, begin the process of obtaining one as soon as you are selected. In the recent past, some students have waited three months to receive a passport, even though the passport agency has stated that it will take six to eight weeks.



Flights and Arrival

Your plane ticket is **not included** in the tuition fee that you pay to Centre College. You must purchase your plane ticket independently.

RTC can help arrange your flight from Bangkok, at the very least you need to be in contact with them on about our arrival.



ITEMS TO BRING TO BHUTAN

Please read carefully. Items such as presentable outfits for formal occasions that you might consider optional are in fact required.

CLOTHING:

Bhutanese generally take considerable pride in their appearance. Usually, no one is likely to be openly critical of slovenly or overly casual dress; their lack of comment does not mean that they do not notice what you are wearing or approve of it. Bhutanese people are likely to compliment tasteful, neat, thoughtful dress, especially a properly worn *gho* or *kira* (the national dress of Bhutan). They are discretely silent about inappropriately or poorly dressed people, except when one attempts to enter a *Dzong* or temple; then, one will be told in no uncertain terms if one is inappropriately dressed. Bhutanese students wear their *gho/kira* to class and are expected to wear them during school hours. Although you won't have to wear the *gho/kira* (but it is always appreciated when you do), you should look neat and tidy for classes. For males, this means that closed toe shoes are required for class; modest presentable clothing covering the knees and elbows is ideal. For females, your shoulders and knees should be covered, and modest show of necklines is acceptable.

- ❖ During orientation you will be taken around to buy *gho* and *kira* if you wish (which would cost you about \$50 or more depending on the quality of the material, pattern, and texture).

REQUIRED

- A GOOD warm (down or micro-fill) jacket (for early months of spring and towards the end of fall semester) – we recommend a Patagonia jacket/sweater or something similar.
- Clothes that you can layer for adjusting warmth while hiking.
- Rain gear – at least a rain jacket. One that breathes (such as those made of Gortex) is highly recommended. An umbrella is okay but inconvenient while hiking and does not prevent your clothes from getting wet.
- Warm gloves, warm hat for the colder months
- Good hiking shoes (It is important that these should not be new. If you buy hiking shoes or boots for this trip, break them in well LONG before you get on the plane, NOT in Bhutan! These should preferably have ankle support.)
- Warm sweater
- Daily clothes (preferably clothes for warm weather, but keep in mind that the weather will not be hot, it may become chilly during the night and mornings. There is no central heating, however, your dorms will have a heater.)
- Nice outfit for meetings/formal occasions (see details below)
- Socks, including several pairs of good hiking socks that wick away moisture. Sock liners are recommended.
- Sneakers or athletic shoes to play sports during free time: soccer, basketball and badminton are particularly popular.
- Bathing suit - there occasional possibility of hot spring bathing or hot stone baths in Bhutan!
- flip flops (can be purchased there, except for large sizes). You will need these for use in the bathrooms and showers.
- Remember that it is impossible to find footwear of comfortable larger sizes as most Bhutanese have smaller feet.
- Jeans can be worn, however, ripped jeans may not be appropriate for any formal or semiformal occasions.

OPTIONAL

- PJ's are worn as the casual style here for breakfast and even after class hours. It should be long PJs for women, not short night dresses or see-through. Many students use track pants /joggers and a t-shirt/hoodie in the dorms.

NOTE:

- There is a laundry service available on campus that is very popular with the exchange students, *but* they will not wash undergarments and socks. Most commonly students easily hand-wash these items in a bucket and air-dry them. There are washing machines on campus, but it is most likely that you would hand-wash most of your garments if you don't use the laundry service.

FOR WOMEN

REQUIRED:

- A dress or dresses, tops that are modest (modest neckline, covered shoulder, collar preferred) for visiting temples and *Dzongs* (administrative buildings). Bhutanese women rarely wear dresses that are above the knee; however, you will notice that in the city, many teenagers wear shorts and dresses. We would advise you to dress appropriately on campus. Short dresses and half pants are never appropriate for *dzongs* or *lhakhangs* (temples) or any organization. You will want an ankle length dress or skirt or nice pants for visiting *dzongs* and *lhakhangs* if you are not wearing national dress.
- Extra bras. It may be hard to find bras that fit all sizes of women in Bhutan.

Recommended:

- Tights/leggings (you can wear them under Kira and Gho when it gets cold). Leggings/yoga pants are worn with a longer top/dress over them.
- A wrap-around or sarong- type long skirt that you can put in your pack while hiking, then put on over your hiking shorts to enter the *dzongs* or temples for frequent hikes.

FOR MEN

REQUIRED:

- Long underwear/boxers that you can wear under your *gho*—it gets very cold in winter especially mornings and evenings.
- At least two to three pairs of knee length socks – (gold toe seems to be a preferred brand) for wearing with *gho* (*these can be purchased in Bhutan*)
- Jacket, tie, suitable shirt, and pants. If you do not have a sports jacket, you either need to buy one, or be ready to wear your *gho* to formal occasions.
- Dress shoes. Suitable shoes are leather shoes that you would wear for a job interview, church, or temple. Black is the preferred color for wearing with *ghos*. This is critical for those who wear sizes larger than 9: larger sizes are nearly impossible to find in Bhutan.
- Several shirts with collars; T-shirts are only appropriate at the most casual of occasions.

How many?

Men will want to bring at least three pairs of pants, including dress pants. Jeans take a long time to dry and are heavy. One pair of light-weight hiking pants that dry readily is recommended, along with one or two pairs of shorts for hiking and sports. Women will want at least two pairs of pants, or more, depending on whether they prefer dresses or skirts.

EQUIPMENT:

Required depending on your planned outdoor activities:

- A good sleeping bag suitable for temperatures to 0 degrees Celsius *or colder*. A liner is also recommended as it can be easily laundered.
- Backpack for hiking (This need not be a large pack as used in extended backpacking, in which one carries all that one needs for extended treks over several days, but large enough for day hiking and carrying gear, including a sleeping bag. Packs to which straps, and bungee cords can be attached are particularly useful for attaching a sleeping bag. A schoolbook pack is not sufficient if you plan on extended hikes.)
- Flashlight with extra batteries (though reasonable batteries are available in Thimphu). Some find headlamps particularly useful for reading during power outages.
- Reusable water bottle: Filter/pump or Steripen battery operated UV water purifier.
- Two microfiber towels that dry easily. Regular cotton towels are available in the market, but these take a while to dry.
- If you aren't avid hikers and don't plan to be in Bhutan, you won't need a lot of the additional hiking gear.

Recommended:

- Laptop computer; BACKUP ALL YOUR FILES ON A REGULAR BASIS
- Extra thumb drives – (Available in Bhutan)
- Unlocked mobile phone (should be done before arrival in Bhutan). During orientation, we will also take you to buy sim cards for your mobile phones. Your phones need to be company unlocked to be able to work in Bhutan. Mobile and data usage budget: \$10-20/month.
- Compact umbrella (can be purchased in Bhutan) – spring semesters can be pretty wet.
- Camera and extra memory cards and batteries and lens cleaning cloth or paper
- TSA approved combination luggage locks.
- Plug adaptor set. This refers to adaptors that permit plugs of one type to be inserted into sockets of a different type. These are readily available cheaply in Bhutan, but you may want to recharge equipment in transit. You do not need voltage converters, as nearly all electronic items you will be using (laptop power cords, iPod chargers, phone chargers, camera battery chargers) can be used with either 120 or 220 volts. ***Be sure to check the fine print on your equipment to confirm that they can be used with 220-240 volts before plugging them in – this is the voltage in Bhutan!***
- New currency for exchange on campus/banks (some banks will not take older bills) - can be exchanged on arrival at the airport.

HEALTH SUPPLIES:

See information about required immunizations. The items below (apart from whatever prescription drugs you require) are all strongly recommended.

- Sunscreen (for skin and lip balm for lips: sunlight is very intense at altitude), limited varieties available in Bhutan.
- Bug spray/repellent (small quantity)
- Your preferred cold remedies, such as Pseudophed, Dayquil or Nyquil

- Pepto Bismol tablets, and medicine to relieve diarrhea (such as Imodium). Students have found Pepto Bismol tablets to be especially helpful; be sure to bring your own supply. Gastro-intestinal infections have not proven common, and usually are of short duration. The bismuth in Pepto Bismol has been shown to be an effective curative and prophylactic agent, in addition to reducing symptoms. The diet can take some getting used to, but you will soon be craving chilies with all your meals.
- Sleep aids (such as sominex or melatonin, as sleeping at altitude can be difficult at first), and any other prescription sleep aid drugs you need.
- Regular prescription drugs. *If you need prescription drugs on a regular basis that can only be purchased in limited quantities at any given time, you will need to arrange to have them sent to you via DHL.*
- Motion sickness medication. If you are prone to motion sickness, be sure to bring your preferred medication. There are very few kilometers of straight or level road in Bhutan.
- Multivitamins, iron pills if prone to anemia
- Ear plugs*
- Eye shade for sleeping*
- Sunglasses, spare pair of glasses
- Tampons (available but very limited choices sold in Bhutan)
- Inhaler (if you have ever used one, bring one)
- Sanitary pad (found in Bhutan but may be useful in transit)
- Hand sanitizer (rarely needed, but having one is occasionally useful. Can be purchased in Bhutan but may be useful in transit.)
- Supplies for contact lens wearers – contact lens cleaning solution can be found at optical stores and medical shop but very limited varieties/ brand.
- Female students – if you are on birth control, you should bring the amount needed for the semester. You might find something over the counter; however, brands you like may be limited.
- The national hospitals provide free contraceptives for both male and female that you can avail from the college nurse and be advised on how to avail from the hospital from her.
- Altitude sickness medication if you plan to hike to higher altitudes (the college campus and most settled areas you would be around/visiting are not over 3000 m. Ask your doctor about medication that reduces the symptoms of altitude sickness. The likelihood of getting altitude sickness is low, but it has occurred, and can affect even the fittest. Going to a lower altitude solves the problem immediately, but palliative medication can reduce discomfort in the meantime.
- Before embarking on a trip to Bhutan, please seek advice from your doctor with regard to vaccinations and appropriate medication you should have prior to your travels. As a minimum, you should have tetanus, typhoid and hepatitis A inoculations.

*Even if you've never needed ear plugs or a sleep mask before and think that you won't need them now, bring them anyway. You may find that they come in useful in the dorms. You never know when you may need them. Ear plugs and eye masks are strongly recommended.

See <http://wwwnc.cdc.gov/travel/destinations/traveler/none/bhutan> for further advice.

MISCELLANEOUS

- Small gifts that are unique to you or the United States (or wherever you call home) for your RTC Buddies and friends that you make during the program. Savory (as opposed to sweet) snacks that can be shared are particularly welcome.
- Pictures of yourselves and your family (this is a culturally familiar way to get to know one another)
- Movies in your hard-drive (you may want entertainment during flights and for down time)
- Download skype or other preferred online communication options on your computer (and tell your loved ones to do the same). This may or may not work at RTC, where there are bandwidth limitations, but is constantly improving. Students have success with Skyping in the early morning hours before their peers are on the net. You will likely want to buy data for Skyping or if you have online classes that you are participating in at home. You can purchase sim cards and data here in Bhutan.
- Book(s) that you particularly want to read. There are many bookstores in Thimphu that have wonderful Bhutanese novels, collections of short stories, as well as more academically and religiously oriented books that will supply one with plenty of great reading material. There is also, of course, RTC's library.
- Snacks that you love that you can't live without (energy bars are particularly useful while trekking)
- Protein powder.

FINANCE

- If you are planning on using your ATM cards here, you should contact your bank so they aren't frozen. There are a few places that accept credit cards, but this is not the norm. People usually carry cash with them.

What you *don't* need to bring:

You really don't need to bring much of anything that is not on this list apart from the obvious (underwear, a toothbrush, your suitcase, etc.) There is no need to bring too many toiletries unless you need to stick to a particular International brand which can be hard to find in Bhutan. You don't really need to bring any school supplies, such as notebooks or pens (can be bought in Thimphu), though you will want something to write in and with, as you travel, and as soon as you enter the country to record your experiences and note down important information. If you like to use pencils that have erasers on them, bring the little rubber erasers you can fit on the pencil top. Bedding is provided/bought for you by RTC on your first day on campus in addition to a bucket and roll of toilet paper. In fact, one can purchase just about anything one might

need here, from back packs to laptops at reasonable prices. We have listed above those items that you are likely to want to fit your needs precisely (including clothes that fit, laptops with your programs and files on them), items that you will want to use immediately (such as a backpack, water bottle), and those few things that are difficult or impossible to find here.

Note: Cigarettes are not legally available for purchase in Bhutan, and if found on Campus will be penalized.

Smoking is strictly prohibited in most public places (though it is a common, if furtive, practice, and there are some designated smoking areas in some restaurants and hotels). Those caught smoking or in possession of tobacco products must be able to provide evidence that they purchased their cigarettes outside the country and that they have paid the required taxes and duties, both of which are levied at the rate of 100 percent. **PENALTIES ARE SEVERE.**

Obviously, do NOT bring anything else that would be illegal, such as drugs.

Aircraft restrictions entering Bhutan: <http://www.bhutanairlines.bt/travel-tools/baggage-and-cargo/restrictions>, http://www.visitbhutan.com/drukair_conditions_carriage.html).

PRECAUTIONS

Bhutan is one of the safest countries in the world, however, you should still exercise caution when visiting. Please ensure that your belongings especially your passports, cameras, wallets, and purses are properly secured. Please refrain from leaving such items within sight in locked vehicles while sightseeing.

Avoid drinking tap water which has not been always boiled or ice cubes in drinks as most water sources in Bhutan are untreated. One can easily acquire affordable treated and bottled water. There is a water filter in the student dining hall and the International Relations Office.

Phones

When traveling internationally, there are several options for your phone's accessibility. Centre and the Center for Global Citizenship does **NOT** recommend one option over another. Students are encouraged to choose an option that works best for their lifestyle.

1. Airplane Mode + Wi-Fi

- This is the cheapest option for your phone. By placing your phone on airplane mode for the duration of the semester, you will not need to worry about data roaming fees or international fees for your phone.
- However, this does mean that you will be unable to send SMS messages or use many functions on your phone without Wi-Fi. All apartments and classroom facilities have Wi-Fi, as well as many cafés or restaurants throughout London. However, Wi-Fi is not universal throughout London or Britain more broadly, so be aware that your phone will have limited capacity with this option.

2. International Phone Plan

- The most popular cellular service providers in the U.S. (AT&T, Verizon, T-Mobile, etc.) offer international plans for customers. These plans vary according to the provider and details can be found on their respective websites.
- These plans can offer a particular price per use (i.e. a certain fee per text) or can be bought as a package. Prices for an international plan vary according to provider.

3. SIM Card

- Alternatively, if you plan on using your phone for operations requiring data frequently in Strasbourg or communicating with many British phone numbers, it may be ideal to purchase a British SIM card.
- This SIM card will give you a British phone number and you will have to pay for a British phone plan with one of the local cellular providers (including Orange, Vodafone, O2, T-Mobile, EE Limited, etc.)

Helpful Apps

* Centre does not endorse any particular smart phone application; these are only suggestions that previous students have found useful during their time abroad

- Maps.me = offline maps (city/regional map must be downloaded while on Wi-Fi or data)
- Google Maps = offline maps and navigation
- XE Currency = free exchange rates app; conversion rates updated daily while in Wi-Fi
- Pack point = creates packing list based on destination, weather, and activities
- www.budgetyourtrip.com = provides estimates of cost of living for locations

History of Bhutan

The documented history of the Kingdom begins with 747 A.D. with Guru Padsambhava also known as Guru Rinpoche who made his legendary trip from Tibet across the mountains flying on a tigress's back. He arrived in Paro Valley at Taktsang Lhakhang also known as Tiger's Nest. Guru Rinpoche is not only recognized as the founder of the Nyingmapa religious school but also considered to be second Buddha. In the ensuing centuries, many great masters preached the faith resulting in full bloom of Buddhism by saint/administrator Shabdrung Ngawang Namgyal in the 17th century. Ngawang Namgyal codified a comprehensive system of laws and built a chain of Dzongs which guarded each valley during unsettled times and now serving as the religious and administrative center of the region.

During the next two centuries civil wars intermittently broke out and the regional Governors became increasingly more powerful. At the end of the 19th century, Trongsa Governor overcame all his rivals and soon afterwards recognized as the overall leader of Bhutan. The

Governor of Trongsa, Sir Ugyen Wangchuck, was elected as the first King of Bhutan in 1907 by an assembly of representatives of the monastic community, civil servants, and people. The country has now the system of a constitutional monarchy.



Things to Do in Bhutan

Landmarks:

- Taktsang Monastery
- Thimphu
- Paro
- Phuentsholing
- Bumbthang Valley
- Wangduephodrang
- Mongar and Lhuntse
- Phobjikha and Gangtey Valley
- Haa Valley
- Punakha

Inviting Parents

If you would like, you can invite your parents for a visit while you are here. If you have been in the country for 6 or more than 6 months, you can invite them as a personal guest.

If you are in the country for only a semester (4 months) or less, you would have to invite your parents through a travel agent on a tourist visa. Here is a link to a list of travel agents you can approach from Tourism Council of Bhutan <https://www.tourism.gov.bt/tour-operators>

Sexual Misconduct Policy

We pledge continuing efforts to build and strengthen a community enriched by our differences and founded upon our common humanity.

- I. Overview of Sexual Misconduct
- II. Resources
- III. Reporting Options and Considerations
- IV. Complaint Procedures
- V. Sexual Misconduct Policy Definitions

I. Overview of Sexual Misconduct

As a fundamental policy and in compliance with Title IX of the Education Amendments Act of 1972 ("Title IX"), Section 504 of the Rehabilitation Act of 1973, and all other applicable federal and state non-discrimination laws, Centre College does not discriminate on the basis of race, color, religion, national or ethnic origin, sex, sexual orientation, age, disability, veteran's status, or genetic information in its educational programs and activities, admissions, and with regard to employment. Harassment based upon an individual's legally protected status is a form of prohibited discrimination. Centre College hires and promotes its employees and admits its students on the basis of merit, qualification, and character.

This Policy addresses the College's prohibition of sex discrimination. Sexual harassment, sexual assault, and other forms of sexual misconduct are forms of sex discrimination prohibited by Title IX.

Centre College is committed to a safe and healthy environment and, as such, will not tolerate sexual misconduct of any kind. In addition to violating this Policy, any form of sexual misconduct is also a violation of federal and state laws.

Sexual misconduct is a broad category of behaviors that includes but is not limited to sexual harassment, sexual violence, sexual exploitation, dating violence, domestic violence, stalking, cyber-stalking, bullying and cyber-bullying when based on sex or gender.

This Policy also expressly prohibits aiding or facilitating the commission of sexual misconduct, and retaliation against any individual involved in bringing a claim or supporting someone who brings a claim under this Policy. Sexual misconduct and other terms found within this Policy are defined in Section V below.

Sexual misconduct can occur between strangers or non-strangers, including people involved in a dating, intimate, or sexual relationship. Sexual misconduct can be committed by males or by females, and it can occur between people of the same or different sex.

All students, faculty, staff, volunteers, contractors and guests of the College are subject to this Policy. Sexual misconduct committed in connection with any College-sponsored activity is prohibited whether on or off campus. This Policy also applies to off-campus conduct that the College has determined may cause an unacceptable disruption to the College or which may infringe on an individual's right to a non-discriminatory education and/or work environment.

Individuals who violate this Policy are subject to disciplinary action deemed appropriate by the College; up to and including termination for employees, contractors, and volunteers; and up to and including no trespass orders for guests. Students are subject to sanctions up to and including suspension and expulsion. (The complete list of possible sanctions for a violation of this Policy is included below in Section IV.)

II. Resources

The College offers assistance and non-judgmental support to any party involved in an incident of sexual misconduct. The College understands that individuals involved in an incident of sexual misconduct will have questions and may need the support of on- and off-campus services. All parties are encouraged to utilize both on-campus and off-campus resources for assistance.

Any member of the College community involved in an incident of sexual misconduct can expect:

- The opportunity to meet with the Title IX Coordinator, a Deputy Title IX Coordinator, or (in the case of absence or conflict of interest) other employees designated by the Title IX Coordinator to answer questions regarding the College's Sexual Misconduct Policy and/or complaint procedures for students and employees.
- Details about available on- and off-campus confidential resources, including medical assistance and counseling services.
- Information on the option to file a complaint with law enforcement authorities and assistance, if requested from the Department of Public Safety or other College officials in notifying and communicating with such authorities.
- Immediate measures by the College to prevent unnecessary or unwelcomed contact with or proximity to the other party. Such measures may include housing relocation, the imposition of no-contact orders, and adjustments to course or work schedules to prevent contact, as determined appropriate by the Title IX Coordinator or an official designated by the Title IX Coordinator.
- The right to be free from retaliation. Any retaliatory behavior should be immediately reported to the Department of Public Safety at 859-236-4357 or by dialing for "HELP" (4357) on a campus phone. The Department of Public Safety is available for assistance 24 hours a day, 7 days a week. You may also report retaliatory behavior to a member of the Title IX Team (see below for the list of members).

Title IX Coordinator and Title IX Team

The College's Title IX Team shall consist of the Title IX Coordinator, the Deputy Title IX Coordinator, the Directors of the Office of Public Safety, and a designated representative each from the Office of Student Life, the Office of Academic Affairs, and the Department of Athletics.

The Title IX Coordinator is the designated representative of the College with primary responsibility for coordinating the College's Title IX compliance efforts. The Title IX Coordinator has

responsibility to lead the Team and designate members of the Team and other employees for specific tasks. The Title IX Team shall ensure that the College responds to all reports in a timely, effective, and consistent manner. The Team is charged with the review, investigation, and resolution of all reports of sexual misconduct. Any member of the Team can be contacted with questions about the College's Sexual Misconduct Policy or with concerns about sexual misconduct at the College. The Team will provide resources and will also discuss options for pursuing both informal and formal resolution of a sexual misconduct complaint. Please note: All of the members of the Title IX Team are required to report, to the Title IX Coordinator, any reports of sexual misconduct. Please see below, under Section III, "Confidentiality" for a full explanation of list of confidential resources.

The Title IX Team oversees the resolution of reported sexual harassment and other sexual misconduct through the College's resolution processes. The appropriate process followed will be determined by the role of the person alleged to have violated this Policy:

- **Complaints against Students** will be resolved under the direction of the Vice President and Dean of Student Life: 859-238-5471.
- **Complaints against Staff** will be resolved under the direction of the Vice President for Human Resources and Administrative Services: 859-238-5467.
- **Complaints against Faculty** will be resolved under the direction of the Vice President for Academic Affairs: 859-238-5226 or Associate Dean: 859-238-5205.

Questions or concerns may also be directed to the Office of Civil Rights of the United States Department of Education. (The OCR Office for colleges in the state of Kentucky is in Philadelphia.)

U.S. Department of Education
Office for Civil Rights
100 Penn Square East, Suite 515
Philadelphia, PA 19107-3323
Telephone: 215-656-8541
TDD: 877-521-2172
Fax: 215-656-8605
E-mail: OCR.Philadelphia@ed.gov

What to Do if You Experience Sexual Violence:

Any student, employee, or member of the College community who experiences sexual violence is encouraged to immediately notify law enforcement (911) and/or seek immediate medical assistance. Centre College's Department of Public Safety will provide transportation, upon request. The Department of Public Safety can be reached at 859-236-4357 or by dialing for "HELP" (4357) on a campus phone.

If you have experienced sexual violence, you are advised to:

1. **Go** to a safe place.
2. **Call** someone that you trust - a good friend, your family, a counselor, or a chaplain.
3. **Seek** medical care as soon as possible at any emergency medical facility, such as Ephraim McDowell Regional Medical Center's Emergency Room or the University of Kentucky Emergency Room. To preserve your legal options, it is important to have a medical exam to assess for physical injuries and to collect evidence. You may have the exam and then decide not to pursue legal action. The medical provider will address the risk of pregnancy and sexually transmitted infections. Prophylactic medications will be offered. The medical examination is free. To preserve evidence and to assist the examination:

Be sure NOT to bathe, douche, urinate, or defecate prior to arriving at the Emergency Room. **Be sure NOT to** change clothes. If you have already removed clothing, place it in a paper bag and bring it with you.

Take extra clothes with you, as clothing will likely be held as evidence.

Please ask for someone you trust or a member of the Faculty or Staff to go with you. (Please note that most employees of the College are obliged to report information about sexual misconduct to the Title IX Team; see Article III, Confidentiality, for a list of confidential resources.)

4. **Report** the assault to campus authorities, local law enforcement and/or to one of the members of the Title IX Team (however, see below regarding confidentiality). Individuals are strongly encouraged to come forward to report an assault and to receive appropriate professional counseling. In addition to being a violation of this Policy, sexual assault is a criminal act, and the College takes sexual misconduct very seriously. Centre College is committed to ensuring a safe campus for all students and employees.

Resources Available On and Off Campus

Local Resources

	<u>Office</u>	<u>After Hours</u>
Bluegrass Rape Crisis Center	859-236-4445	1-800-656-HOPE or 859-253-2511
Centre College Counseling Services (Students only)	859-238-5740	859-238-5740 to receive an emergency number
Employee Assistance Program (EAP)	800-865-1044 (24 Hours a day)	

(Faculty and Staff only)

Centre College Student Health 859-238-5530 Services (Students only)
(after hours, call DPS at 238-4357 to reach a
Nurse)

Centre College Chaplain Services 859-238-5342

Ephraim McDowell 859-239-1000 (24 hours a day)
Regional Medical Center

Centre College Dept. of Public Safety 859-236-4357 (24 hours a day)

Danville Police Dept. 859-238-1220 (24 hours a day)

Out of the Area Resources

If you experience sexual violence while you are away from the Danville-Boyle County area, you are encouraged to contact local similar resources and/ or seek guidance from a member of the Title IX Team. Participants in Centre programs abroad should contact, if appropriate, their onsite faculty director or a staff member in the study abroad or international student office at their institution. You should also follow the guidance provided in the “Sexual Misconduct Policy Away from Campus Resources for Complainants and Respondents Traveling Abroad,” which was emailed to you by Karen Ryan.

Counseling Services and Other Assistance

Student Counseling Services are available to students involved in sexual misconduct. Through these services, the College seeks to provide emotional and psychological support necessary to heal following an incident. Counseling services are available to every student free of charge. Offices are located in the Parson’s Student Health Center (lower level of Sutcliffe Hall—enter from College Street) and you can reach the office by calling 859-238-5530. Counseling sessions are confidential within the limits of the law. Legal exceptions to confidentiality apply when there is a serious risk of harm to self or others, or when there is abuse that falls under mandatory reporting requirements.

Educational Programs Available

All students are educated about sexual assault and personal safety in first year orientation. Resident Assistants receive additional, specialized training on sexual assault. Additionally, educational programs on sexual misconduct are available for all residence halls, Greek organizations, and other student groups through Parsons Student Health Center, ext. 5530, Student Counseling Services, ext. 5740, and the Bluegrass Rape Crisis Center (859-236-4445). Programs on self-defense and personal safety are available through the Department of Public Safety, ext. 4357, and the local police department.

Human Resources, ext. 5465, coordinates and provides sexual assault training for Staff and Faculty.

III. Reporting Options and Considerations

In this policy, the following terms and definitions will be used:

- **Report** – any complaint or information provided to the Title IX Coordinator, Title IX Team, or a Responsible Employee regarding an incident of sexual misconduct, whether provided by the person experiencing the incident of sexual misconduct, a third party, or another.
- **Reporting Party** – the individual who reports to have experienced or is reported to have experienced an incident of sexual misconduct.
- **Responding Party**– the individual(s) against whom allegations of sexual misconduct have been made.

The College strongly encourages reports of any incident of sexual misconduct to be made as soon after the incident as possible. A Reporting Party has the right and can expect to have incidents of sexual misconduct taken seriously by the College when reported. Only people who need to know will be told and information will be shared only as necessary with investigators, witnesses, and the Responding Party.

Different people on campus have different reporting responsibilities and different abilities to maintain confidentiality under Title IX and College policy, depending on their roles. When consulting campus resources or speaking with someone at the College about sexual assault, you should be aware of confidentiality and mandatory reporting as required by law in order to make informed choices.

If you are unsure of someone’s duties and ability to maintain the confidentiality of your conversations, ask them before you talk to them. They will be able to tell you, and help you make decisions about who can best assist and/or support you.

Responsible Employees

Certain employees at the College are considered “Responsible Employees” under Title IX, which means that they are employees who are required to report any alleged sexual misconduct incidents to the Title IX Coordinator.

The following are Responsible Employees under this Policy:

- The President of the College;
- All Senior Staff members;
- The Title IX Team;
- All employees within the Department of Public Safety;
- The Office of Student Life;
- Residents Assistants and Resident Directors;

- The Athletics Department;
- The Human Resources Office;
- All Faculty; and
- Staff who have sufficient authority to take action to address the concern (because, for example, the Staff member supervises the person whose behavior is being complained of or the Staff member has authority over the office or venue where the misconduct occurred).

To formally report an incident of sexual misconduct and/or related concern, you are encouraged to contact a member of the Title IX Team (see Section II, above, for contact information).

You may also inform any of the Responsible Employees, listed above. Because the College is required by law to investigate these matters, all Responsible Employees must report any claims or incidents arising under the Sexual Misconduct Policy to the Title IX Coordinator.

Confidentiality

Once the College has received a Report of possible sexual misconduct, complete confidentiality may not be possible. The College is required by law to protect the safety of its campus and its campus community. When the College receives a Report of sexual misconduct, it has a legal obligation to respond in a timely and appropriate manner. Reasonable attempts will be made to preserve confidentiality. Only those within the Title IX Team with a legitimate need-to-know will be kept apprised of the investigation details. Additionally, the Reporting Party, the Responding Party, and any third-parties involved in an investigation will be advised of the need to preserve confidentiality.

However, based on information gathered, the College may determine that it has a responsibility to initiate an investigation or a complaint procedure (even without the Reporting Party's participation). The College will balance any requests for confidentiality against the responsibility to provide a safe and nondiscriminatory environment for all students, staff, and faculty. Complete confidentiality could handicap the College's ability to conduct a thorough investigation of the allegations.

The Title IX Coordinator will evaluate all requests for confidentiality to determine the extent to which the College can preserve confidentiality and still satisfy its obligations under Title IX and this Policy.

When the College is obligated to provide the College community with timely warnings, names of the individuals are not used and every effort will be made to remove identifying information.

Confidential Disclosure

Despite the College's strong interest in having individuals report allegations of sexual misconduct, the College realizes that not every individual is prepared to make a Report to the College.

The College has designated certain specific persons as confidential resources for individuals who prefer to speak with someone confidentially about their concerns. These confidential resources will not tell anyone else your private, personally identifiable information unless there is cause for fear for your safety, or the safety of others.

If you want details of the incident to be kept confidential, you should speak with one of the following confidential resources:

- Centre College Counselors;
- the Chaplain;
- Parsons Student Health Center staff; and/or
- Off-campus mental health providers or rape crisis providers.

Persons in these positions are not required to disclose any personally identifiable information given in confidence, unless given permission by the individual, the allegations involve the physical or sexual abuse of a child or vulnerable adult, or there is an imminent threat to the life of any person. (Confidential resources may submit non-identifying, anonymous information about violations of this Policy to the Department of Public Safety for purposes of legally required statistical reporting under the Clery Act.)

Reports to Law Enforcement

As noted above, Reporting Parties are strongly encouraged to notify local law enforcement authorities of any criminal sexual misconduct. Individuals will be assisted, upon request, in notifying law enforcement by the Department of Public Safety. They can assist you with making claims, petitioning for restraining orders, and/or advising on other legal options that may be available to you.

Note that if you choose only to communicate with a confidential resource (and do not notify a Responsible Employee or law enforcement), no further action will be taken.

IV. Complaint Procedures

Complaints are generally initiated by individuals who believe that their rights under this Policy have been violated, but any individual (including a representative of the College) may initiate a complaint.

As soon as a Responsible Employee of the College receives sufficient information alleging a violation under this Policy, that Responsible Employee is normally expected to report the information to the Title IX Coordinator within 5 business days. "Sufficient information" in this

sense means information, reasonably credible and specific, to provide a reasonable basis to believe that a violation of this Policy occurred. Upon receipt of this information, which may or may not be deemed a formal complaint at this point, the Title IX Coordinator may conduct or direct to be conducted a preliminary inquiry to determine if an investigation is necessary or appropriate. This preliminary inquiry may include preliminary interviews of the parties, witnesses, or other individuals or reviews of evidence.

If the Title IX Coordinator determines an investigation is necessary and appropriate, the investigation will normally begin within 5 business days, unless unusual or complex circumstances exist. The investigation will be timely and impartial. Barring unforeseen circumstances, the investigation will be completed, including any formal proceedings that occur, within 60 calendar days from the time a formal complaint is initiated. If the investigation extends beyond 60 calendar days, the College will explain the reason for the delay to both parties and keep them apprised of the modified timeline. At the conclusion of the investigation and proceedings (if any), written notification about the outcome of the investigation and any appeal will be delivered concurrently to the Reporting Party, the Responding Party and any appropriate College officials.

If an individual decides to file a formal complaint, a detailed written (typed, emailed, or handwritten) statement of the alleged incident(s) must be submitted to the College. This formal statement must be signed and dated. The statement should be as specific as possible, including dates, times, locations, a description of the alleged misconduct and the name(s) of the accused person(s). A list of any person(s) who may have information that would be helpful to the review and resolution process should also be provided. See the Formal Resolution Process below.

College's Responsibility

Once a Report of sexual misconduct is formally made to one of the Responsible Employees, the College is obligated by law to investigate and to take appropriate action regardless of whether the Reporting Party wishes to participate or considers the behavior sexual misconduct.

The College's authority to investigate, to compel cooperation, or to impose sanctions against those who are not members of the College community is limited. The informal and formal processes as described below apply to faculty, staff, and students of the College. Complaints against guest lecturers, volunteers, vendors, and visitors will be referred to the Title IX Coordinator or his/her designee for investigation and appropriate action.

Immediate College Action

Upon receiving a Report of sexual misconduct, the Title IX Coordinator or a College employee the Title IX Coordinator designates will take appropriate immediate actions to protect the safety and well-being of the individuals involved in a complaint of sexual misconduct. Generally, such actions include but are not limited to the following:

1. Notify the Responding Party of the allegations made;
2. Provide a copy of the Sexual Misconduct Policy to both parties;
3. Establish an agreement between the parties that they are not to initiate contact with the other party or parties until further notice by the College. Failure to cooperate or honor the agreement could result in restricting either party's presence on campus;
4. Take such other immediate measures to prevent contact with or proximity to the other party, including housing relocation, adjustment to work or class schedules and/or other measures as deemed appropriate by the Title IX Coordinator or designee.
5. Have each of the parties and any witnesses acknowledge the expectation of confidentiality as outlined in this Policy;
6. Advise all parties and any witnesses that they may not retaliate against any party or any witness involved in any investigation under this Policy.

The Rights of the Parties

The Reporting Party and Responding Party can expect the College to respect the rights of all involved by following the appropriate stated College sexual misconduct resolution process.

Rights of the Reporting Party and the Responding Party:

- To choose to pursue an informal process or formal process, if applicable, as outlined in this Policy.
- To have the allegations investigated in a thorough and timely manner.
- To refrain from making self-incriminating statements. (However, the College will make a determination of whether a violation of the Sexual Misconduct Policy occurred based on the information presented.)
- To be informed of the outcome of the sexual misconduct resolution process.

Although a reported concern may come in through many sources, the College is committed to ensuring that all reports are referred to a member of the Title IX Team which ensures consistent application of this Policy to all individuals and allows the College to respond promptly and equitably to resolving the concern.

Availability of Formal and Informal Resolution Options

When a Reporting Party or the College chooses to move forward with a complaint, there are two avenues for resolution of an alleged policy violation; formal and informal resolution. The Reporting Party or the College has the option to proceed informally when permissible. If a complaint is processed informally, the Reporting Party, Responding Party, or College has the

option to move the complaint to the formal process at any time. *The Informal Process and/or mediation are never permissible in cases involving sexual violence.*

Each resolution process is guided by the same principles of fairness and respect for all parties. Resources are available for both students and employees, whether as Reporting Parties or Responding Parties, to provide guidance throughout the investigation and resolution of the complaint. These resources are maintained by the Title IX Team and available through the Student Life, Human Resources, and Academic Affairs offices, as appropriate.

While the resolution processes for students, faculty, and staff might differ from one another, each process will include the following, essential attributes:

- The parties will have an equal opportunity to present relevant witnesses and other evidence;
- In any resolution process involving a burden of proof, the College will use the preponderance-of-the-evidence standard (that is, more likely than not that sexual misconduct occurred);
- If either party is allowed to introduce third-party expert testimony, both parties will be allowed to do so on the same basis;
- Where appeals are allowed, each party will have the same opportunity to appeal as the other; and
- Both parties will be notified, in writing at the same time, of the outcome of both the complaint and any appeal.

Informal Resolution Process

Purpose

The informal process is an opportunity to bring resolution to an informal complaint through awareness, education, and/or a facilitated discussion. The Title IX Coordinator will appoint a College official to facilitate the informal resolution. During an informal process, written statements are not taken from the Reporting Party or the Responding Party, and no hearing is conducted. As such, there will not be a finding of responsibility for a violation, nor will there be disciplinary sanctions levied against a Responding Party; however, there could be requirements of certain behavior or the undertaking of certain restorative acts that are required as a part of the informal resolution of the matter.

Step 1: Facilitate Resolution

This process utilizes the information gathered during the preliminary inquiry or investigation to facilitate an appropriate resolution to the informal complaint. The following are examples of possible options, one or more of which may be used to bring resolution to an informal complaint.

Potential Informal Actions:

1. Distribute a copy of the Sexual Misconduct Policy as a reminder to the person, group, or area where behavior is being questioned;
2. Educate all parties regarding the College's Sexual Misconduct Policy;
3. Advise the person(s) how to communicate the unwelcome nature of the behavior to the alleged harasser;
4. Conduct a sexual misconduct educational workshop for the designated group or department;
5. Meet with the Responding Party to raise awareness about alleged inappropriate behavior and provide notice about possible College consequences;
6. Facilitate a discussion among all the parties involved, if all parties are in agreement to do so;
7. Institute alternative work/ living arrangements, class schedule, advisor/supervisor arrangements; or
8. Limit contact or impose a no-contact order between the Reporting Party and Responding Party.

Step 2: Document Informal Resolution

At the conclusion of the informal process, a letter summarizing the outcome(s) of the process will be sent by the College official leading the process to the Reporting Party and Responding Party and other appropriate College officials to bring closure to the matter (see Retention of Documents section in this Policy).

If the matter is not resolved to the satisfaction of the parties utilizing the informal process, and/or the College determines the matter should be resolved through the formal process, the Reporting Party, the Responding Party and/or the College may pursue the formal process. In such an instance, the Reporting Party, the Responding Party, and/or the College may pursue the formal process within 5 business days of the date on the informal outcome letter.

Formal Resolution Process

The College offers a formal process leading to resolution of a complaint if: the complaint involves sexual violence; the informal resolution is not agreed upon or fails to satisfactorily resolve a concern; and/or the College determines the formal process is appropriate or necessary.

Investigation

The College will strive to complete a thorough, fair, impartial, and timely investigation. The Title IX Coordinator will appoint a member (or more than one if necessary) of the Title IX Team to

conduct the investigation. The Reporting Party and the Responding Party will be notified in writing of the investigator(s) assigned to their case.

The investigator will require the Reporting Party or College representative making the complaint to complete Step 1. Steps 2-5 will follow.

Step 1-Reporting Party's Written Statement:

The Reporting Party will be asked to complete a written statement of the sexual misconduct allegations. The statement should be as specific as possible, including dates, times, locations, a description of the alleged misconduct and the name(s) of the Responding Party (ies). The Reporting Party should also provide a list of any person(s) who may have information that would be helpful to the investigation and hearing process. The Reporting Party will submit the above information to the investigator.

Step 2: College's Response:

Once the Reporting Party has submitted the written statement of allegations, the investigator will likely meet with the Reporting Party to discuss his/her/their complaint and to ask any clarifying questions from the written statement. The investigator will make sure that the Reporting Party has been adequately advised of available immediate measures (such as housing reassignments, security escorts, or class schedule changes) that are appropriate prior to a hearing on the complaint.

The investigator will meet with the Responding Party to ask questions and to hear his/her/their version of the incident. The investigator will provide the Responding Party with a written notice of the allegations made against him/her/them. In the notice of allegations, the names and personally identifying information about other students will be redacted consistent with state and federal law.

3: Responding Party's Response:

The investigator will ask the Responding Party to provide a written response to the allegations by a specified date or within a reasonable period of time necessary to keep the process moving forward. The Responding Party will be asked also to provide a list of any person(s) who may have information that would be helpful to the investigation and hearing process. A summary of the response will be forwarded to the Reporting Party or the College representative bringing the complaint, as the case may be (with names and personally identifying information of other students redacted consistent with state and federal law)

Step 4: Witness Statements and Other Evidence

The investigator will collect any witness statements and other evidence he or she deems important to help assess whether sexual misconduct has occurred.

Step 5: Investigation Report

Upon gathering all the relevant evidence and speaking with the parties and witnesses deemed relevant by the investigator, the investigator will prepare an investigation report to be reviewed by the Title IX Coordinator. The investigation report will contain a summary of the information and documents the investigator considers relevant, along with a recommended finding of whether this Policy has been violated by the Responding Party. This investigation report will be sent to the appropriate College Hearing Office, as set forth below.

Administrative Hearing

The function of this hearing is for a College Hearing Officer (see below for the identity of the hearing office) to hear from the Reporting Party, the Responding Party, and/or any other witness the hearing officer deems necessary to determine whether it is more likely than not that the Responding Party is responsible for the misconduct alleged, whether the conduct violated the College's Sexual Misconduct Policy, and, if so, to determine an appropriate sanction. Hearing officers will be trained in the conducting of fair hearings, in the terms of this Policy, and of issues involved in sexual misconduct, including victim trauma. The College Hearing Officer will receive a copy of the Investigation Report.

All administrative hearings will be conducted by the following College Hearing Officers:

- **Complaints against Students** will be heard by the Vice President and Dean of Student Life (or a designee). Please see below for the Hearing Procedure;
 - **Complaints against Staff** will be heard by the Vice President for Human Resources and Administrative Services (or a designee). Please see the Staff Handbook for the Sexual Misconduct Hearing Procedure;
 - **Complaints against Faculty** will be heard by the Vice-President for Academic Affairs (or a designee). Please see the Faculty Handbook for the Sexual Misconduct Hearing Procedure.
1. **Hearing Procedure (Students):** The Reporting Party and Responding Party will be notified of the date, time and location of the hearing.
 2. The hearing is closed and generally includes only the Reporting Party, the Responding Party, and the College Hearing Officer (the Hearing Officer may permit another College official to act as an observer of the proceedings, but not as a participant). The College Hearing Officer may meet with the parties together or separately, based on the circumstances. (The Reporting Party will not be required to attend a hearing with the Responding Party, but may meet separately with the Hearing Officer or otherwise participate remotely.)
 3. Both parties are allowed to have an advisor for the hearing. The advisor (for either party) may be an attorney, but the attorney is not allowed to participate in the hearing in any manner. They may attend and consult with their client (the Reporting Party or the Responding Party) but may not ask questions and/or otherwise engage

in the process. If a party's attorney is present, then the College may also have an attorney present.

4. The Reporting Party and Responding Party may each submit a written statement concerning the alleged misconduct, the effect of the misconduct, and the appropriate sanction. The College Hearing Officer has discretion to limit the testimony or information offered if it is cumulative, irrelevant, or otherwise not helpful to the determination of responsibility or sanction.
5. The College Hearing Officer may ask questions of the Reporting Party, of the Responding Party, and of any other witnesses, and will consider the statements and any relevant information in the Investigation Report.
6. The College Hearing Officer will determine whether the Responding Party has violated the College's Sexual Misconduct Policy. If there is a determination of violation, then the College Hearing Officer will also determine, after consultation with appropriate College personnel, an appropriate sanction(s) against the Responding Party. The College Hearing Officer will also determine if any remedies are appropriate to provide to the Reporting Party following the hearing process.
7. After the hearing is concluded, the Responding Party and Reporting Party will be informed in writing at the same time of the outcome and the rationale for the same. The sanction(s) will be communicated in writing to the Responding Party, and any sanction(s) that directly relate to the Reporting Party will be communicated in writing to the Reporting Party. Also, any College administrators, faculty, or staff who require the information to carry out the sanction(s), will receive the appropriate information. The Reporting Party will also receive information on any remedies that are available to him/her/them.

Appeal Process (Students)

The Responding Party or the Reporting Party each may appeal the decision and/or sanction to the President. Appeals are only available on the bases for appeal set forth below. Appeals must be submitted to the Title IX Coordinator within (5) five business days of receipt of the written decision and must specify the grounds for the appeal.

The grounds on which an appeal may be filed with the President are limited to the following:

1. New information not available to the hearing officer which, if available at the time of the hearing, may have affected the decision;
2. Evidence that established procedures were not followed in a manner that may have affected the decision, and/or;
3. The sanction was disproportionate for the violation.

Any appeal filed pursuant to this Policy shall be shared with the other party (ies) within 2 business days of the receipt of the appeal. The other party will have 3 business days to respond in writing, sending the response to the Title IX Coordinator.

The President shall review the report and sanctions to be imposed, and may review any documents, materials, or statements obtained during the investigation or presented during the hearing. In addition, the President shall review the appeal document and any response received from the non-appealing party (ies).

The President may accept, reject, or modify the finding and/or sanctions based on one or more of the three, above-listed grounds for appeal.

The President will, under normal circumstances, make a final decision on the appeal within 10 business days of receiving the timely-filed appeal and timely-filed responses. The President will communicate the decision, in writing, to the Title IX Coordinator, who will forward the decision to the Responding Party, the Reporting Party, and the College Hearing Officer who conducted the underlying hearing in the case.

The Title IX Coordinator shall forward the President's decision to the Responding Party's department chair, dean/supervisor, and appropriate vice president(s).

The President's decision shall be final.

Disciplinary Action

Should disciplinary action be required, it will be taken by the following College officials, after consultation with appropriate Centre personnel:

- **Students:** Disciplinary action will be taken by the Vice President and Dean of Student Life.
- **Staff:** Disciplinary action will be taken by the supervisor and Vice President of Human Resources and Administrative Services.
- **Faculty:** Disciplinary action will be taken by the Vice President for Academic Affairs.

Sanctions

The sanctions available under these processes are intended to reflect the facts and circumstances of a particular case as best they can be determined. Sanctions also are premised on the College's role as an educational institution. Sanctions may be issued individually, or a combination of sanctions may be imposed. The determination of sanctions is based upon a number of factors, including: the harm suffered by the Reporting Party; any ongoing risk to either the Reporting Party or the community posed by Responding Party; the impact of the violation on the community, its members, or its property; any previous conduct violations; and any mitigating or aggravating circumstances

Depending upon the severity of the misconduct and other factors pertinent to the situation and the parties involved, for a student, the sanctions range as follows (as provided in the Student Handbook):

1. Warning—A notice in writing to the student that the student is violating or has violated institutional regulations.
2. Probation—A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional regulation(s) during the probationary period.
3. Loss of Privileges—Denial of specified privileges for a designated period of time.
4. Fines—Previously established and published fines may be imposed.
5. Restitution—Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
6. Discretionary Sanctions—Work assignments, essays, service to the college, or other related discretionary assignments.
7. Residence Hall Relocation—Relocation of the student from one room or residence hall to another room or residence hall either for a definite period of time, or indefinitely.
8. Residence Hall Suspension—Separation of the student from the residence halls for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
9. Residence Hall Expulsion—Permanent separation of the student from the residence halls.
10. College Suspension—Separation of the student from the college for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
11. College Expulsion—Permanent separation of the student from the college.

In addition, the sanctions could include a requirement of counseling or education. For faculty and staff, the sanctions range from a warning to termination of appointment/employment and could include a requirement of counseling or education.

Final Report

Upon completion of a sexual misconduct investigation, the file containing all documentation relating to the complaint will be maintained in the Human Resources Department in a separate confidential file.

A copy/copies of the final outcome or determination letter from any formal disciplinary action will be maintained in accordance to the following guidelines:

- **Students:** In the Student's file, maintained by the Vice President and Dean of Student Life.
- **Staff:** In the Staff member's personnel file, maintained in the Human Resources Department.
- **Faculty:** In the Faculty member's personnel file, maintained in the Human Resources Department, and within the office of the Vice President of Academic Affairs.

As required by law, Centre College Department of Public Safety collects and annually reports statistical information concerning sexual misconduct that occurs within its jurisdiction.

VI. Sexual Misconduct Policy Definitions

Reporting Party

The individual who reports to have experienced or is reported to have experienced an incident of sexual misconduct.

Responding Party

The individual(s) against whom allegations of sexual misconduct have been made.

Sexual Misconduct

Conduct based on an individual's sex that excludes an individual from participation, denies the individual the benefits of, treats the individual differently or otherwise adversely affects a term or condition of, an individual's employment, education, living environment or participation in a program or activity. Sexual misconduct encompasses all forms of sexual harassment, differential treatment based on sex, and gender-based harassment.

Sexual Harassment

The College prohibits sexual harassment. Harassment on the basis of sex is a form of sexual misconduct. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a requirement of employment or participation in a College program or activity, (2) submission to or rejection of such conduct by an individual is used as the basis for employment or other College decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working, academic, or campus environment.

The College recognizes two types of sexual harassment: *quid pro quo* (something for something) and hostile environment misconduct. *Quid pro quo harassment* occurs where sexual activity is demanded in exchange for an actual, tangible job or academic benefit. *Hostile environment harassment* exists where the conduct creates an environment that may impair another individual's academic or professional performance, or hinder his/her/their ability to function within the community.

Examples of sexual harassment can include, but are not limited to: sexual exploitation; stalking with a sexual or gender based component; relationship intimidation; sexually-charged name calling;

retaliation against someone who reports sexual harassment; and use of language or the presentation of posters/banners and/or t-shirts that promotes the diminishing of a particular sex or gender.

Sexual Violence

The College prohibits sexual violence. Sexual violence, a form of sexual misconduct, refers to physical acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. An individual also may be unable to give consent due to an intellectual or other disability. Sexual assault, rape, sexual battery, and sexual coercion are all acts of sexual violence. Examples include, but are not limited to:

- Having or attempting to have sexual intercourse with another individual without consent. Sexual intercourse includes vaginal or anal penetration, however slight, with a body part or object, or oral copulation by mouth-to-genital contact.
- Having or attempting to have sexual contact with another individual without consent. Sexual contact includes kissing, touching the intimate parts of another, causing the other to touch one's intimate parts, or disrobing of another without permission. Intimate parts may include the breasts, genitals, buttocks, mouth or any other part of the body that is touched in a sexual manner.

Consent

Consent for sexual activity is based on the mutual understanding and respect of all people involved for the desires and wishes of their partner(s). In order for individuals to engage in sexual activity of any type with each other, there must be clear consent. Consent is sexual permission. Consent:

- Is mutually understandable when a reasonable person would consider the words or actions of the parties to have manifested an understandable agreement between them to do the same thing, in the same way, at the same time and with one another;
- Is not merely the absence of a verbally stated "no", silence without actions demonstrating permission, cannot be assumed to show consent;
- Is never final or irrevocable;
- Is time-limited and situation-specific; even if someone obtained consent from a partner(s) in the past, this does not mean that consent is automatically granted again;
- Can only be given by someone who is free from verbal or physical pressure, coercion, intimidation, threat, or force; and
- Can only be given by someone in an unimpaired state of mind who is able to understand what is happening.

Consent is not valid if the person from whom consent is sought is impaired by the use of alcohol or drugs, is asleep, passed out, or unconscious. There is not consent when:

- A person is forced to submit through use of forcible compulsion.
- A person does not expressly or implicitly acquiesce in the other party's conduct under circumstances other than forcible compulsion or incapacity to consent.
- A person is deemed to be incapable of consenting because he/she/they is/are less than 16 years old, has an intellectual or other disability that prevents them from having the capacity to give consent, or is physically helpless.
- A person is mentally incapacitated or physically helpless due to the influence of any intoxicating substance.
- A person is unconscious or for any other reason is physically unable to knowingly communicate unwillingness to act.

The use of alcohol or drugs does not minimize or excuse a person's behavior or responsibility for committing sexual misconduct. If you were assaulted while under the influence of alcohol or other drugs, your intoxicated state does not excuse the behavior of your attacker.

Incapacitation

Incapacitation is a state where one cannot make a rational, reasonable decision because they lack the ability to understand the: who, what, when, where, why or how of their sexual interaction. Sexual activity with someone one knows to be, or should know to be, mentally or physically incapacitated (by alcohol or other drug use, unconsciousness, sleep, blackout, or any other means) is an act of sexual misconduct.

Capability to Give Consent

An objective standard will be used in determining whether a person is incapable of giving consent due to the person's use or consumption of drugs or alcohol, or if a physical or mental condition as described above is present. That is, consent is not valid when:

(a) From the standpoint of a reasonable person, the Responding Party knew, or reasonably should have known, that the other person was incapable of giving consent due to the person's use or consumption of drugs or alcohol, or that the person's physical or mental condition would prevent knowing and voluntary consent; or (b) The person was, in fact, incapable of giving consent due to the person's use or consumption of drugs or alcohol, or the person was incapable of providing knowing or voluntary consent due to a physical or mental condition.

Domestic Violence

A felony or misdemeanor crime of violence committed by the victim's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under applicable domestic or family violence laws.

Dating Violence

Violence committed by a person who is or has been in a social relationship or intimate nature with the victim. The existence of such a relationship will be determined based on consideration of the following factors: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

Stalking

The College prohibits stalking. Stalking is defined as a course of conduct involving more than one instance of unwanted attention, misconduct, physical or verbal contact, or any other course of conduct directed at an individual that could be reasonably regarded as likely to alarm or place that individual in fear of harm or injury, including physical, emotional, or psychological harm. This includes cyber-stalking, a particular form of stalking in which electronic media such as the internet, social networks, blogs, cell phones, texts or other similar devices or forms of contact are used to pursue, harass, or make unwelcome contact with another person. Stalking and cyber-stalking may involve individuals who are known to one another or have an intimate or sexual relationship or may involve individuals not known to one another.

Sexual Exploitation

The College prohibits sexual exploitation. Sexual exploitation happens when:

- a person takes non-consensual, unjust, or abusive advantage of another either for his/her own advantage or benefit, or for the benefit or advantage of anyone other than the one being exploited; and
- that behavior does not otherwise constitute one of the other defined sexual misconduct offenses.

Examples of sexual exploitation include, but are not limited to, prostitution, non-consensual video or audio-taping of sexual or other private activity, exceeding the boundaries of consent (e.g., permitting others to hide in a closet and observe consensual sexual activity, videotaping of a person using a bathroom), engaging in voyeurism, or engaging in consensual sexual activity with another person while knowingly transmitting an STD or HIV/AIDS without informing the other person of such infection.

Bullying

The College prohibits bullying and cyber bullying. Bullying or cyber bullying is harassing conduct that may take many forms, including verbal acts and name-calling; graphic and written statements, which may include use of cell phones or the Internet; or other conduct that may be physically threatening, harmful, or humiliating. Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. Bullying or cyber bullying creates a

hostile environment when the conduct is sufficiently severe, pervasive, or persistent so as to interfere with or limit a person's ability to participate in or benefit from the services, activities, or opportunities offered by the College. When such harassment is based on gender, sexual orientation, or perceived gender or sexual orientation, it is considered sexual misconduct.

Retaliation

It is a violation of this Policy to act or attempt to retaliate, intimidate, or seek retribution against anyone involved in or connected to reporting a concern, the investigation of, and/or the resolution of a sexual misconduct allegation. Retaliation against an individual for the purpose of interfering with any right or privilege secured by Title IX is also unlawful.

The College recognizes that retaliation can take many forms, may be committed by an individual or a group against an individual or a group, and that the Responding Party can also be the subject of retaliation by the Reporting Party or a third party. The College will take immediate and responsive action to any report of retaliation and may pursue disciplinary action as appropriate. An individual reporting sexual misconduct is entitled to protection from any form of retaliation following a report that is made in good faith, even if the report is later not proven.

Responsible Employees

The following are Responsible Employees under this Policy: The President of the College and all members of Senior Staff; members of the Title IX Team; all Public Safety employees, the Office of Student Life (including Resident Assistants and Residence Directors), the Athletics Department, the Human Resources Office, all Faculty, and any Staff who have sufficient authority to take action to address the concern (because, for example, the Staff member supervises the person whose behavior is being complained of or the Staff member has authority over the office or venue where the misconduct occurred).

Approved by Senior Staff, May 27, 2014

Amended and Approved by Senior Staff as of July 1, 2015

Amended and Approved by Senior Staff as of July 1, 2016

Amended and Approved by Senior Staff as of August 1, 2017