



2013–2014

HANDBOOK FOR FAMILIES
SWARTHMORE COLLEGE



IMPORTANT PHONE NUMBERS

College switchboard: 610-328-8000

Website: www.swarthmore.edu

VISITING CAMPUS

Website: www.swarthmore.edu/visitors/index.html

For directions as well as lodging, restaurant, and transportation information, please follow the Visitors link found on the College's home page.

For the most accurate and up-to-date information, please consult the Swarthmore Parents website at www.swarthmore.edu/parents, email mykidis@swarthmore.edu, or call 1-866-SWATTIE.



2013-2014 HANDBOOK FOR FAMILIES

COLLEGE CALENDAR 2013-2014

Fall Semester

Aug. 23–27	International student orientation.
Aug. 27	Residence halls open for new students.
Aug. 27–Sept. 1	First Year Orientation and placement days.
Aug. 29	Advising begins. All-adviser meeting in morning. Individual advising begins in afternoon.
Aug. 30	Residence halls open for returning students. Computer pre-registration for first-year and transfer students only.
Aug. 31	Registration follow-up meeting for students who need to make a change to their schedules.
Sept. 1	Meal plan starts at dinner for returning students.
Sept. 2	Classes and seminars begin. Labor Day—classes in session.
Sept. 13	Drop/add ends. Last day to delete a course from or add one to permanent registration.
Sept. 27–28	Board of Managers meeting.
Oct. 1	Final examination schedule available online.
Oct. 4–6	Garnet Homecoming and Family Weekend.
Oct. 11	October break begins after last class or seminar.
Oct. 21	October break ends at 8:30 a.m.
Nov. 6	Schedule of courses and seminars for spring 2014 online.
Nov. 8	Last day to declare CR/NC grading option. Last day to withdraw from a course with the notation "W." Schedule of courses and seminars for next semester available in print on campus.
Nov. 11–21	Advising period.
Nov. 25–27	Pre-enrollment for spring semester.
Nov. 27	Pre-enrollment ends at 4 p.m.
Nov. 27	Thanksgiving vacation begins after last class or seminar.
Dec. 1	Note: All accounts must show a zero or positive balance to enroll or select a room for spring semester.
Dec. 2	Thanksgiving vacation ends at 8:30 a.m.
Dec. 6–7	Board of Managers meeting.
Dec. 9–10	Monday follows the Friday class schedule, replacing the Friday of Thanksgiving break. Tuesday follows the Thursday class schedule, replacing the Thursday of Thanksgiving break.
Dec. 10	Classes end. Lottery for spring housing.
Dec. 13	Final examinations begin.
Dec. 13–21	Note: Final examination schedules are fixed. Students making travel arrangements before the examination schedule is published (by Oct. 1), should not expect to leave until after finals.
Dec. 20	Seminars end.
Dec. 21	Final examinations end at noon. Residence halls close at 6 p.m. Meal plan ends after lunch.

Spring Semester

Jan. 18	Residence halls open at noon.
Jan. 19	Meal plan starts at dinner.
Jan. 20	Classes and seminars begin. Martin Luther King Jr. Day—classes in session.
Jan. 22	Swarthmore Sesquicentennial kickoff.
Jan. 31	Drop/add ends. Last day to delete or add a course to permanent registration.
Feb. 21–22	Board of Managers meeting.
March 7	Spring vacation begins after last class or seminar.
March 17	Spring vacation ends at 8:30 a.m.
March 28	Last day to declare CR/NC grading option. Last day to withdraw from a course with the notation "W."
April 1–30	Spring Arts Celebration
April 2	Schedule of courses and seminars for next semester available in print on campus or online. Note: All accounts must show a zero or positive balance for students to enroll and select a room for the fall semester.
April 7–17	Advising period.
April 21–23	Pre-enrollment for fall semester.
April 23	Pre-enrollment ends at 4 p.m.
May 2	Classes and seminars end.
May 2–3	Board of Managers annual meeting.
May 8	Final course and written honors examinations begin.
May 17	Course examinations end. Meal plan ends after dinner for all but seniors.
May 19	Written honors examinations end. Residence halls close to all but seniors at 8 a.m. (Non seniors are expected to leave the College within 24 hours after their last examination.)
May 19–20	Senior comprehensive examinations.
May 22–24	Oral honors examinations.
May 31	Baccalaureate.
June 1	Commencement.
June 2	Residence halls close to seniors at 9 a.m.
June 6–8	Alumni Weekend.



Summer 2013

Dear Swarthmore Families,

One of the things that I most cherish about Swarthmore College is the fact that every member of this community—faculty, deans, staff, alumni, parents, even fellow students—shares in the mission of supporting our students in their self-discovery and their academic journey. We value your partnership as we work together to ensure the success of every student. The 2013–2014 Family Handbook is intended to acquaint and connect you with resources on the Swarthmore College campus and in the surrounding community.

Additional resources are available on the Parents website at www.swarthmore.edu/parents, and you are always welcome to contact us by phone at 1-866-SWATTIE or email mykids@swarthmore.edu.

Swarthmore is an incubator for creativity, intellectual rigor, and personal growth. The great joy of my work is watching our talented, passionate students discover themselves and develop and hone their talents. Whether your student is setting a track record, developing a robot, mastering classical music, participating in the debate society, or staying up late with friends discussing big ideas, I know you join me in appreciating the opportunities afforded them at Swarthmore.

I look forward to seeing many of you during Garnet Weekend or at any number of campus events throughout the upcoming year. Meanwhile, we look forward to another year of fostering our students along their journey toward success.

Warmly,

Rebecca Chopp
President

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Important Phone Numbers

The telephone numbers listed below are for easy reference. College offices are open Monday through Friday, from 8:30 a.m. to 4:30 p.m. (EST). The College switchboard and the Public Safety Office are available 24 hours a day. (During the academic year, a member of the Dean's Office is on call 24 hours a day to handle emergencies.)

College Switchboard	610-328-8000
Dean's Office.....	610-328-8365
Liz Braun, dean of students	610-328-8365
Karen Henry '87, first-year dean (2017)	610-328-8169
Alina Wong, sophomore dean (2016)	610-328-7360
Karlene Burrell-McRae, junior dean (2015)	610-328-8455
Nathan Miller, senior dean (2014)	610-328-8354
Diane Anderson, associate dean for academic affairs	610-328-8065
Liliana Rodriguez, associate dean of diversity, inclusion, and community development	610-690-5744
Rachel Head, assistant dean for residential life	610-328-8362
Address Information Changes	610-328-8435
Ruth Krakower, director	
Athletics	610-328-8218
Adam Hertz, director	
Black Cultural Center	610-328-8456
Karlene Burrell-McRae, assistant dean and director	
Bookstore	610-328-7756
Fax	610-328-8650
Kathleen Grace, director	
Career Services	610-328-8352
Nancy Burkett, director	
Communications	610-328-8533
Nancy Nicely, secretary of the College and vice president for communications	
Counseling and Psychological Services (CAPS).....	610-328-8059
David Ramirez, director	

Financial Aid	610-328-8358
Laura Talbot, director	
Garnet Homecoming and Family Weekend	888-495-8358
Health Center	610-328-8058
Beth Kotarski, director	
Information Technology Services	610-328-8513
Joel Cooper, chief information technology officer	
Intercultural Center	610-328-7353
Alina Wong, assistant dean and director of the intercultural center	
International Students and Scholars	610-328-8361
Jennifer Marks-Gold, adviser	
Learning Resources	610-690-5014
Leslie Hempling, coordinator	
The Libraries	610-328-8477
Peggy Seiden, College librarian	
Off-Campus Study	610-328-7827
Patricia Martin, director	
Rosa Bernard, assistant director	
Sharon Friedler, faculty adviser	
Parent Giving	610-328-8242
Lisa Shafer, director of annual and parent giving	
Post Office	610-328-8368
Vincent Vagnozzi, supervisor	
President of the College	610-328-8314
Rebecca Chopp	
Public SafetyGeneral Inquiries: 610-328-8330, Emergency line: 610-328-8333	
Michael Hill, director	
Registrar	610-328-8297
Martin Warner	
Religious Advising	610-328-8328
Joyce Tompkins, interfaith coordinator	
Residential Life (Student Housing)	610-328-8362
Rachel Head, assistant dean for residential life	
Student Accounts Office	610-328-8396
Linda Weindel, manager	
Student Disability Services	610-690-5014
Leslie Hempling, coordinator	
Title IX Coordinator	610-690-3720
Patricia Flaherty Fischette	

STAYING CONNECTED

PARENTS E-NEWSLETTER

Swarthmore Parents is distributed via email several times a year to all current parents. The newsletter reports on campus events, institutional developments, and the achievements of faculty and students. If you are not receiving this e-newsletter, please send us your current email address at records@swarthmore.edu.

GARNET HOMECOMING AND FAMILY WEEKEND 2013

www.swarthmore.edu/garnetweekend

Oct. 4–6

Mark your calendar to join us for Swarthmore's fourth annual Garnet Homecoming and Family Weekend! Garnet Weekend celebrates some of the best and most enjoyable aspects of life at Swarthmore, bringing people together from the College's extended community—including students and their families, faculty and staff, and alumni—to enjoy an array of academic, cultural, athletic, and networking events. Take advantage of the opportunity to attend talks given by Swarthmore's outstanding faculty members as well as our exciting McCabe Lecture. Meet faculty and administrators in both academic and social settings, such as the Deans' Forum and President's Reception on Friday, and our all-campus picnic on Saturday afternoon. Do not miss a visit to the new Garnet Athletics Hall of Fame, and on Sunday morning, come watch our students take to the waters of Crum Creek with their self-designed—and constructed—watercraft in the Swarthmore Crum Creek Regatta—an annual College tradition dating back to 1972!



SPRING ARTS CELEBRATION

www.swarthmore.edu/artscelebration

Celebrate the arts at Swarthmore! Join us for the Swarthmore Spring Arts Celebration, which offers the entire College community—alumni, parents, friends, faculty, staff, and students—a chance to enjoy an exciting month-long program of arts

offerings. Experience student performances in music, dance, and theater. Take a tour of a variety of exhibits of studio and visual arts highlighting our talented students, faculty, and alumni.

ABC Lodging Option during Garnet Weekend and Spring Arts Celebration

A Better Chance (ABC) Strath Haven is part of a national program that provides a high quality secondary school education for motivated, disadvantaged minority students from distressed school districts. Families in and near Swarthmore offer housing accommodations in their homes during Garnet Homecoming and Family Weekend and Spring Arts Celebration, donating the fee for this service to ABC Strath Haven. For information, please refer to the Swarthmore College visitors website at www.swarthmore.edu/visitors/lodging-guide.xml.

COMMENCEMENT 2014

www.swarthmore.edu/commencement

May 31–June 1, 2014

Commencement at Swarthmore is a day of ritual and ceremony that brings the entire community together to celebrate the central mission of the College—the intellectual, social, and ethical preparation of students for productive lives. The event is held, rain or shine, in the Scott Outdoor Amphitheater.

Detailed information about the weekend's events is mailed to the families of graduating students in early February.

CONNECTIONS EVENTS

Alumni Relations Office

Lisa Lee '81, director

www.swarthmore.edu/alumni

The Alumni Relations Office oversees a network of Connection events, regional gatherings of Swarthmore alumni, parents, and friends that offer social and cultural activities, ranging from lectures to wine tastings. Swarthmore gatherings also are held in regions without an established Connection group. If you are interested in organizing an event in your area, please call the Alumni Relations Office at 610-328-8453 or email alumni@swarthmore.edu.

Invitations to activities sponsored by the Alumni Office or Connection groups are mailed to all parents within commuting distance of an event location. Parents also are invited and encouraged to join alumni travel programs as part of the Alumni College Abroad.

CARE PACKAGES AND SPECIAL OCCASIONS

Students love to receive care packages from home, and they are a great way to wish someone a happy birthday, to encourage them, or just to let them know you are thinking about them. Note: Deliveries from off-campus vendors are made to the Benjamin West House (Public Safety), which is open seven days a week, 24 hours a day. Students will receive phone calls to alert them to deliveries. Vendors do not deliver to dormitories.

Here are a few suggestions of vendors who can deliver a surprise to your student:

Balloon Bouquets and Care Packages

The College Bookstore (see page 13) offers balloons and care packages for Swarthmore students. The bookstore staff will take the information you provide about your loved one and prepare a basket just for your student (food, gifts and fun items, or a combination of both). Packages are attractively prepared with a custom notecard attached. Bookstore staff are happy to call the student with the news that a surprise is waiting for them in the bookstore. You can order a care package online at <http://bookstore.swarthmore.edu> or by phone at 610-328-7756.

Birthday Cakes

You can order a special birthday cake for your student from Dining Services, complete with a custom message on top. Half-sheet or nine-inch round cakes are avail-



able, with chocolate or yellow cake, with chocolate or vanilla icing. Please allow three day's notice. Contact Therese Hopson at 610-328-8181 or thopson1@swarthmore.edu to make arrangements; include flavor and size preferences, as well as the message to be written on the cake, and the student's email address or cell phone number. Dining Services will contact the student a day prior with pick-up information.

Florists

Kenny's Flower Shoppe Inc., Media, Pa. 610-566-6162

Swarthmore Flower & Gift Shop, 610-544-9732 or toll free at 877-226-5334

Gifts and Gift Baskets

Edible Arrangements in Media, Pa., offers a fresh fruit bouquet for any occasion. For more information, call 610-565-2832 or visit www.ediblearrangements.com.

Swarthmore Food Co-op, 610-543-9805. Whether it's the collard greens and egg-

plants from a farmer in Vineland N.J., or the organic gluten-free ice pop made in Chester County, the Swarthmore Food Co-op is committed to partnerships with local farmers and vendors. The Co-op can deliver customized care packages to the College, as well as gift cards in the denomination of your choice. The Co-op provides a 5 percent discount to Swarthmore students. For more information, please visit www.swarthmore.coop.

SUPPORTING SWARTHMORE

Parents Fund

www.swarthmore.edu/parentsfund.xml

The Parents Fund—through the generosity of parents and grandparents of students and alumni—helps Swarthmore set the standard for excellence in higher education today. During the past year, more than 1,100 families demonstrated their commitment to Swarthmore by making a gift to the Parents Fund. This annual support helps bridge the gap between our tuition and endowment revenues and the actual cost of providing a Swarthmore education—thereby ensuring the overall strength of the College's academic offerings and other programs.

For information about making a gift to Swarthmore, please visit the College's secure gift site at gift.swarthmore.edu or call toll-free 800-660-9714.

Parents Council

www.swarthmore.edu/parents

The Parents Council, a group of Swarthmore parents and guardians appointed by the College, is a resource for both the College and Swarthmore families.

Council members have three areas of responsibility:

- Discuss parent viewpoints and ideas. The Council meets with representatives of the College administration at Parents Council meetings to share ideas and feedback and discuss issues of importance to parents and the administration. Members also help design programs and activities of interest to parents. The Council meets on campus twice each year, once in the fall and again in the spring and also by telephone as needed.
- Demonstrate philanthropic leadership by supporting the Parents Fund and the College's fundraising initiatives. Council members lead by example, making an annual gift to the Parents Fund that places them in The 1864 Society of leadership-level donors. During the academic year, they encourage other parents to contribute to the Parents Fund and also thank families who have made a gift to the College.

- Serve as a resource and help build the parents community. Early in the academic year, Council members contact the families of newly enrolled students to welcome them to the Swarthmore community. They may also host social gatherings with Swarthmore deans, faculty, or alumni in various regions.

Michael and Maureen Bertuch P'14 are co-chairs of Parents Council for the 2013–2014 academic year. A list of current Parents Council members is distributed to all families at the beginning of the academic year, and you are encouraged to contact any council representative to ask questions you may have as a Swarthmore parent. The Ask a Parent Web page at www.swarthmore.edu/parents/ask-a-parent.xml provides a convenient way to connect via email.

If you would like more information about Parents Council, please contact Lisa Shafer, director of annual and parent giving, at 610-328-8009 or email lshafer1@swarthmore.edu.

ADDRESS INFORMATION CHANGES

Alumni and Parent Records

Ruth Krakower, director

www.swarthmore.edu/admin/alumnirecords

email: alumnirecords@swarthmore.edu

Please help us keep in touch with you by notifying this office of any address, telephone, or email changes.

ATHLETICS DEPARTMENT

Adam Hertz, director

www.swarthmore.edu/athletics

The Swarthmore College Department of Athletics and Physical Education sponsors 22 varsity sports, competing as a member of NCAA Division III, the Centennial Conference, and the Eastern College Athletic Conference. The department also offers a comprehensive club sport and intramural program. Opportunities are available at all levels of experience and ability. The department also manages the physical education requirement. All students are required to pass four units of physical education by the end of sophomore year. Students must also pass a swim test or take a swimming instruction class offered by the department.

Athletics schedules are posted on the Athletics Web page along with game stories, features, and more general information on the program. There is no admission charge to contests. Live stats programming is available for most contests, allowing viewers to follow game action as it occurs. Select contests are video and/or audio streamed live through the athletics website. In addition, the department maintains



a Facebook page and a Twitter account that provides instant game updates and scores. Families may also subscribe to the daily Garnet Sports Update email by visiting the Athletics Web page and clicking on Garnet Sports Email Updates in the Connect to Garnet Athletics box.

BANKING

610-328-7321

www.fmfcu.org

The Franklin Mint Federal Credit Union has a branch office on campus in Parrish Hall. Students can open checking and/or savings accounts; they also have an on-campus ATM. Additional local banking options include Bryn Mawr Trust, 330 Dartmouth Ave., Swarthmore, 610-328-9998; Citizens Bank, Springfield Mall, 610-328-1770; PNC Bank, Rutgers Avenue and Chester Road, Swarthmore, 610-604-5230; Sovereign Bank, 130 South State Road, Springfield, 610-544-5400; or TD Bank, 969 Baltimore Pike, Springfield, 610-544-7900.

BOOKSTORE

Kathleen Grace, director

610-328-7756

bookstore@swarthmore.edu

www.bookstore.swarthmore.edu

The Swarthmore College Bookstore, on the lower level of Clothier Memorial Hall, is owned and operated by Swarthmore College. It operates for the benefit of the Swarthmore College community—that means you! The bookstore is here to support the academic mission of the College and to enhance student life. Bookstore staff members strive to provide quality products at competitive prices in a friendly environment.

Textbooks are a critical component of a Swarthmore education, and the bookstore does its best to keep your options affordable. The bookstore provides an online comparison shopping tool, which shows the bookstore's prices alongside those from online sources such as Amazon, Half.com, ABE, and more. Students can build shopping carts with multiple sources from one simple interface. (When buying from another source, be sure to check the return policy and shipping time frames!)

Most bookstore titles are also available to rent. Students simply choose an eligible book—new or used—right from the shelf. There is a kiosk in the store where students can complete the rental process.

The bookstore also features a large selection of general-interest and leisure-reading material, computer supplies, Swarthmore memorabilia, imprinted apparel, snacks, room accessories, and greeting cards. Services include stamp sales, special-order services, quarters (for laundry) and fax service. Balloons bouquets and custom care packages can also be ordered from the bookstore (see page 9) and the inside back cover of this booklet. The bookstore accepts MasterCard, VISA, Discover, and American Express cards in addition to cash and checks. Bookstore accounts (either debit or credit) may be set up for students. Family members may deposit funds on a debit account for your student through the bookstore website, or over the phone. Bookstore accounts are conveniently accessed via Swarthmore student ID cards.

Regular hours during the school year are Monday to Friday, 8:30 a.m. to 5 p.m., and Saturday, noon to 4 p.m. Hours are slightly modified during the summer and

other breaks. Hours are extended at the beginning of each semester and during special occasions (such as Commencement and Alumni Weekend). Hours are listed on the bookstore's website.

COMMUNICATIONS OFFICE

Nancy Nicely, secretary of the college and vice president for communications
www.swarthmore.edu/communications

The communications office produces a broad range of print and online materials for the College community. All Swarthmore families receive the quarterly *Swarthmore College Bulletin*; the annual College calendar; and two e-newsletters, *Sw@tNews* and *Swarthmore Parents*. Updates about Swarthmore newsmakers, campus activities, and special events are available on the College's website (www.swarthmore.edu), which also features a rich variety of videos, podcasts, blogs, and faculty experts. The communications office also maintains the College's social media presence on Facebook, YouTube, Flickr, iTunes, and Twitter.

FINANCIAL AID OFFICE

Laura Talbot, director
finaid@swarthmore.edu
www.swarthmore.edu/financialaid.xml

The financial aid staff helps students and their families arrange financing of a Swarthmore education. Information about scholarships, campus jobs, student loans, parent loans, and the monthly payment program as well as application forms and instructions, FAQs, policies, and facts and figures is available online. Current students apply for financial aid for the coming academic year by the end of April and learn about aid opportunities late in June.

INFORMATION TECHNOLOGY SERVICES

Joel Cooper, chief information technology officer
www.swarthmore.edu/its

The ITS help desk provides students with a single point of contact for computer, network, and telephone help services, at help@swarthmore.edu, ext. 4357 (HELP) from on campus, or 610-328-8513 from off campus.

Information Technology Services maintains about 400 computers for student use in the libraries, computer labs, classrooms, and residence halls. The Swarthmore wireless and wired computing network extends to every building, and access is provided in each residence hall room. The College network provides access to academic software, library resources, and network storage as well as email and Internet.

Most, but not all, students own computers, with both Macs and Windows well represented. A guide for those looking to purchase a computer can be found on the ITS website in the Help Topics under Buying a Computer, at www.swarthmore.edu/buyingcomputers.xml. The College wireless network supports the 802.11a/g/n standards. For best performance, we recommend devices or adapters that can use the 5 GHz band. Although laptops do not need to support this standard, it does provide higher network speeds. ITS also recommends purchasing an extended service contract from the manufacturer. Warranty repair services for Dell and Apple computers are available in Beardsley Hall.

THE LIBRARIES

Peggy Seiden, college librarian
librarian@swarthmore.edu
www.swarthmore.edu/library

The Swarthmore College Libraries provide students with a welcoming environment for study, research, and collaboration in a variety of public and private spaces equipped with computers and free printing. The libraries' vast collection of digital resources is accessible on and off campus. As experts in discovery and research, subject specialist librarians are available to support students in their daily coursework as well as with complex research projects. Research help is readily available from the library homepage through the Ask Us button, or email librarian@swarthmore.edu directly.

Collections

Swarthmore has one of the most extensive library collections of any liberal arts college, and our shared Tri-College catalog allows students to obtain materials easily from both Bryn Mawr and Haverford colleges. For items not available in the Tri-College collection, we offer an exceptional free interlibrary loan service with other libraries in the United States and abroad. Students are encouraged to seek assistance from reference librarians and interlibrary loan staff. The internationally recognized Friends Historical Library and the Peace Collection are available to students. These unique resources reflect Swarthmore's Quaker heritage and its commitment to peace and justice.

Students

Swarthmore students play an integral role in what happens at the library. They suggest purchases, curate exhibits, complete internships, serve on our advisory committee, and hold campus jobs in all of our libraries. Students are more than just patrons; their involvement and input are welcomed on many different levels.

Be Our Guest

When visiting the campus, we invite you to enjoy our library facilities, current exhibitions, and research services. You are welcome to access Swarthmore's network on our computers or request a temporary guest wireless account for use on your laptop. If you visit during Garnet Homecoming and Family Weekend, be sure to attend our popular library book sale.

PARKING PERMITS

Rachel Head, assistant dean for residential life
610-328-8362
www.swarthmore.edu/housing

Students must receive permission from the Car Authorization Committee before bringing a car to campus. Applications for parking permits are awarded based upon disability or extenuating personal need. Juniors and seniors are generally given priority for available parking spaces. First-year students are not eligible for on-campus parking. Applications are available from the office of residential life in late April/early May for the following year. Please note that overnight street parking is not permitted in the Swarthmore borough business district, and residential streets have restrictions. A limited number of parking spaces are available for rent in the Ville on a first-come, first-served basis. Contact Swarthmore borough at 610-543-4599 for current pricing and availability.

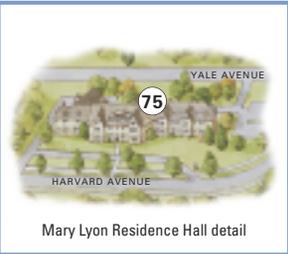
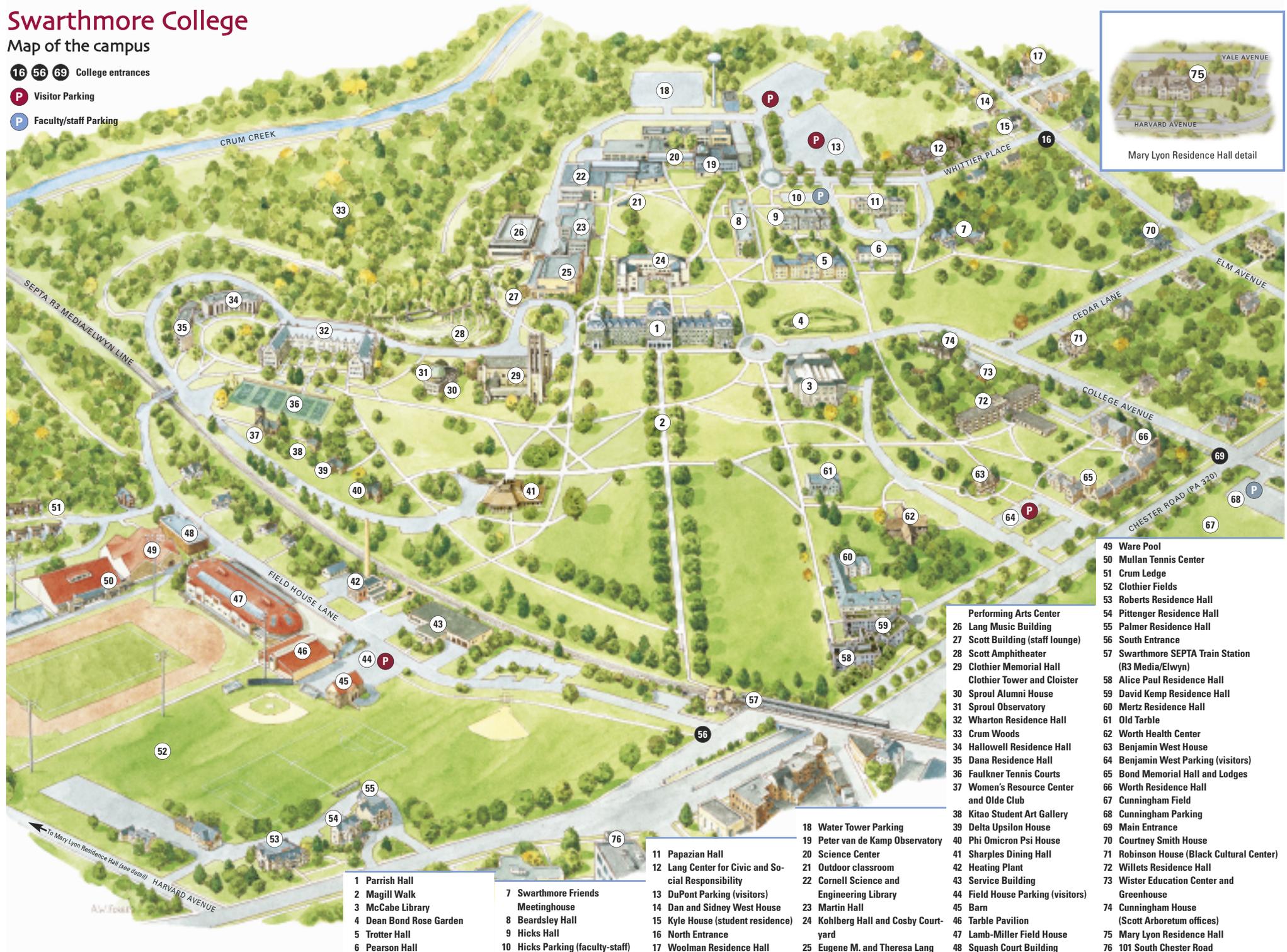
Swarthmore College

Map of the campus

16 56 69 College entrances

P Visitor Parking

P Faculty/staff Parking



Mary Lyon Residence Hall detail

- 1 Parrish Hall
- 2 Magill Walk
- 3 McCabe Library
- 4 Dean Bond Rose Garden
- 5 Trotter Hall
- 6 Pearson Hall

- 7 Swarthmore Friends Meetinghouse
- 8 Beardsley Hall
- 9 Hicks Hall
- 10 Hicks Parking (faculty-staff)

- 11 Papazian Hall
- 12 Lang Center for Civic and Social Responsibility
- 13 DuPont Building (visitors)
- 14 Dan and Sidney West House
- 15 Kyle House (student residence)
- 16 North Entrance
- 17 Woolman Residence Hall

- 18 Water Tower Parking
- 19 Peter van de Kamp Observatory
- 20 Science Center
- 21 Outdoor classroom
- 22 Cornell Science and Engineering Library
- 23 Martin Hall
- 24 Kohlberg Hall and Cosby Courtyard
- 25 Eugene M. and Theresa Lang

- Performing Arts Center
- 26 Lang Music Building
- 27 Scott Building (staff lounge)
- 28 Scott Amphitheater
- 29 Clothier Memorial Hall
- Clothier Tower and Cloister
- 30 Sproul Alumni House
- 31 Sproul Observatory
- 32 Wharton Residence Hall
- 33 Crum Woods
- 34 Hollowell Residence Hall
- 35 Dana Residence Hall
- 36 Faulkner Tennis Courts
- 37 Women's Resource Center and Olde Club
- 38 Kitao Student Art Gallery
- 39 Delta Upsilon House
- 40 Phi Omicron Psi House
- 41 Sharples Dining Hall
- 42 Heating Plant
- 43 Service Building
- 44 Field House Parking (visitors)
- 45 Barn
- 46 Tarble Pavilion
- 47 Lamb-Miller Field House
- 48 Squash Court Building

- 49 Ware Pool
- 50 Mullan Tennis Center
- 51 Crum Ledge
- 52 Clothier Fields
- 53 Roberts Residence Hall
- 54 Pittenger Residence Hall
- 55 Palmer Residence Hall
- 56 South Entrance
- 57 Swarthmore SEPTA Train Station (R3 Media/Elwyn)
- 58 Alice Paul Residence Hall
- 59 David Kemp Residence Hall
- 60 Mertz Residence Hall
- 61 Old Tarble
- 62 Worth Health Center
- 63 Benjamin West House
- 64 Benjamin West Parking (visitors)
- 65 Bond Memorial Hall and Lodges
- 66 Worth Residence Hall
- 67 Cunningham Field
- 68 Cunningham Parking
- 69 Main Entrance
- 70 Courtney Smith House
- 71 Robinson House (Black Cultural Center)
- 72 Willets Residence Hall
- 73 Wister Education Center and Greenhouse
- 74 Cunningham House (Scott Arboretum offices)
- 75 Mary Lyon Residence Hall
- 76 101 South Chester Road

POST OFFICE

Vincent Vagnozzi, post office supervisor

610-328-8368

All mail is delivered to a central mail room on campus. Correspondence to your student should include his/her class year as follows:

Student Name '17

Swarthmore College

500 College Ave.

Swarthmore, PA 19081



SCOTT ARBORETUM

Claire Sawyers, director

610-328-8025

www.scottarboretum.org

Established in 1929 on the College's 425-acre campus, the Scott Arboretum's mission is to display the best ornamental plants for home gardening and to educate students, the College community, and the public about horticulture. The arboretum offers a number of student-work positions for Swarthmore College students. It is funded through restricted endowment funds, gifts, grants, and earned income from arboretum programs such as its membership program.

The arboretum staff works in Cunningham House and the Wister Education Center and Greenhouse, opposite the Swarthmore College boulder on College Avenue. Guests are invited to drop in whenever they are on campus. A variety of publications is available free of charge; many of these are also available on the website.

SHUTTLES (CAMPUS AND TRI-COLLEGE)

www.swarthmore.edu/shuttle.xml

A shuttle bus is provided by the College to transport students between the main campus and off-campus residence halls or apartments in the evenings. A separate Tri-College shuttle bus operates between Swarthmore, Haverford, and Bryn Mawr colleges. More information on getting around is available on the Swarthmore website.

STUDENT ACCOUNTS OFFICE

Linda Weindel, manager

610-328-8396

www.swarthmore.edu/sao.xml

The Student Accounts Office issues student bills for tuition and miscellaneous items. The office also administers the repayment of Perkins and Swarthmore College loans.

TELEPHONE SERVICE

Information Technology Services

Joel Cooper, chief information technology officer

www.swarthmore.edu/its

Most students use personal cell phones as their primary means of communication. A cell phone signal booster system is installed in all residence halls to help ensure good cell coverage regardless of carrier of choice. Locations within some nonresidential campus buildings may have a weak signal or no cellular service at all.

Each student in Swarthmore College on-campus housing is provided with a standard residential telephone connection. If use of this telephone line is desired, students need to provide their own telephone. We suggest that this phone have a caller ID screen and message-waiting light for convenience and safety. The College bookstore stocks phones for purchase. Telephone numbers are allocated by the Housing Office and are permanently associated with the room. Returning students receive their telephone numbers during room selection in April. First-year students receive their phone number and room allocations in the summer.

Long-Distance Calling Options

Unlimited on-campus and local calls to surrounding communities as well as to Bryn Mawr and Haverford colleges are provided free as part of the campus telephone service. The College does not provide direct-dial, long-distance calling. Long-distance calls can be made from any College phone in conjunction with telephone calling cards using 10xxx or 800/888 toll-free numbers. Students are responsible for providing their own prepaid or billable calling cards. Most students now choose to make long-distance calls on their cell phones.

Assistance

The Information Technology Services Help Desk provides a single point of contact for computer, network, and telephone help services at help@swarthmore.edu or ext. 4357 (HELP) on campus or 610-328-8513 off campus.

STUDENT RESOURCES

The Dean's Office staff advises students throughout their four years at Swarthmore. Dean Liz Braun is the chief student affairs officer, and she and her colleagues provide programs and advising that support students in their academic success, personal development, and the creation of a rich campus and social life.

Students are encouraged to look for opportunities to link their curricular and co-curricular lives, to engage in new experiences, and to contribute meaningfully to the creation of a diverse and inclusive community at Swarthmore.

An open-door policy exists throughout the Dean's Office, and each staff member is available to students for advice and consultation, interpretation of College policy, and appropriate referrals. Listed below are offices where students may seek help if they have special needs or encounter challenges.

We welcome information from parents that might be helpful in supporting your child. However, please note that, in accordance with law and our Parental Notification Policy (as outlined on page 31) there are types of information that we are only able to share after consent is received from your student.

Almost all of the offices listed below are described in more detail on the College's Student Life website, www.swarthmore.edu/studentlife.

ACADEMIC ADVISING AND SUPPORT

Diane Anderson, associate dean for academic affairs
www.swarthmore.edu/academicadvising.xml

The associate dean for academic affairs is responsible for the College's premajor advising system, serves as the principal liaison between the dean's office and the faculty, provides personal and academic advice to students, and oversees staff who coordinate programs focused on graduate and fellowship advising, learning resources, disability services support, and health careers and prelaw advising. In addition, the associate dean helps to shape, articulate, and support the College's vision, strategies, and programs to ensure continued excellence in helping students thrive at the College.

Deans are assigned to work with students throughout their four years at Swarthmore. Class deans are available for academic and personal advising and support and serve as a student's first point of contact for information, advice, and referrals.

Class Deans by Year

First years (2017)	Dean Karen Henry '87
Sophomores (2016)	Dean Alina Wong
Juniors (2015)	Dean Karlene Burrell-McRae
Seniors (2014)	Dean Nathan Miller

BLACK CULTURAL CENTER

Karlene Burrell-McRae, assistant dean and director of the Black Cultural Center
www.swarthmore.edu/bcc

The Black Cultural Center (BCC) plans and oversees programs and activities related to the academic, cultural, and social life of students of African, Caribbean, and African-American descent. Over the years, "the House," as it is affectionately called, has worked hard to accomplish its mission to uphold the College's commit-

ment to maintaining a multicultural living and learning campus; to develop the leadership skills of students interested in making a meaningful impact upon black populations both locally and globally; to support a thriving and inclusive black campus community; and to celebrate the breadth and depth of black traditions, practices, and experiences.



CAREER SERVICES

Nancy Burkett, director
<http://www.swarthmore.edu/student-life/career-services/for-families-and-prospective-students.xml>

Career services provides students and alumni with counsel as they explore career directions. Since career development is preparation for life, career service's mission is to help students gain self-understanding and connect their interests, values, and skills with knowledge about careers and life beyond Swarthmore College. In support of that mission, it builds relationships with faculty, colleagues at the College, and families of students and serves as a resource for employers and graduate schools that offer opportunities. Services include career counseling and career assessments, internship and employment opportunities, externships and networking with alumni, assistance with graduate school applications, on-campus recruiting, and consortium-based interview days in various cities. Career services helps students develop strong application materials, interview skills, and the ability to network effectively in their career search; as well as programs to help students navigate the important transition from college to a meaningful career.

COUNSELING AND PSYCHOLOGICAL SERVICES (CAPS)

David Ramirez, director
www.swarthmore.edu/psychologicalservices

CAPS offers counseling, psychotherapy, psychiatric consultation, and psychoeducational programming. An after-hours, on-call emergency service is available to all

students via the Worth Health Center. CAPS is staffed by professional and pre-professional psychology, social work, and psychiatry clinicians. Student contacts with CAPS are confidential under commonwealth of Pennsylvania statutes.



DIVERSITY, INCLUSION, AND COMMUNITY DEVELOPMENT

Liliana Rodriguez, associate dean for diversity, inclusion, and community development

www.swarthmore.edu/deansoffice

The associate dean for diversity, inclusion, and community development works with the dean of students to further the divisional learning goals including that, "our students will cultivate a clear sense of self in community including the development of their sense of ethics and values with strong leadership, communication, and decision making skills. In addition, students will become engaged and responsible citizens in a diverse society to make a positive impact in the world." The associate dean collaborates with colleagues in the Provost's Office, Human Resources, and the Dean's Office, including the directors of the Black Cultural Center and Intercultural Center, to help foster dialogue, collaboration and education among students, faculty, and staff.

The associate dean oversees residential life, student activities, alcohol and drug education, international student advising, religious and spiritual life, Greek life, and new student orientation.

DRUG AND ALCOHOL EDUCATION AND COUNSELING

Worth Health Center

www.swarthmore.edu/health

The Worth Health Center provides educational resources to the student body about drugs and alcohol. Students who need counseling or support in order to

confront challenges presented by alcohol and other drugs, may also turn to the Health Center for assistance.

FELLOWSHIPS AND PRIZES

Melissa Mandos, fellowships and prizes adviser

www.swarthmore.edu/student-life/fellowships-and-prizes.xml

Melissa Mandos is the chief liaison between students and opportunities for internal and external fellowships and awards, and she co-chairs the College's Committee on Fellowships and Prizes. Swarthmore is consistently well represented among the recipients of prestigious fellowships and grants, among them Fulbright grants, Watson fellowships, and Rhodes and Goldwater scholarships.

HEALTH CENTER

Beth Kotarski, MSN, CRNP, director

www.swarthmore.edu/health

Swarthmore's Worth Health Center services are available 24 hours a day, seven days a week when classes are in session. Services include general medical care, women's health, sexually transmitted infection screening, counseling provided by nurse practitioners, registered nurses, and physicians from the Crozer Keystone Health Care System. Student health services provides a variety of health education programs including CPR and first-aid classes, student health fair, nutrition counseling, and health and wellness, drug and alcohol, and safer-sex workshops. When the center is closed, medical resources can be found on the Health Center website.

Health Center policy states information will not be shared with those not participating in the care of a student, including professors and parents, without the explicit permission of the student. According to Pennsylvania law, students have the right to expect that all aspects of care will be confidential. Nurses and physicians encourage students to contact parents when they are hospitalized or their medical condition becomes prolonged or requires special testing. In the case of a threat to one's self or others, information will be shared with parents and those listed as emergency contacts.

Personal Health Insurance

All students must be covered by a health insurance plan that meets the minimum requirements established by the College. The College offers insurance coverage for students who have no health insurance to purchase. If your health insurance status changes, notify student health services immediately. Enrollment to the College health plan must be done within 31 days of the loss of other coverage. The insurance brochure is available to view on the health center Web page at www.swarthmore.edu/health.

HEALTH SCIENCES AND PRELAW ADVISING

Gigi Simeone, health sciences/prelaw adviser

www.swarthmore.edu/premed

www.swarthmore.edu/prelaw

The health sciences/prelaw office offers advice, counseling, and information to students and alumni interested in the health professions and legal professions. It assists students and alumni throughout the medical or law school application process.

INTERCULTURAL CENTER (IC)

Alina Wong, assistant dean and director of the intercultural center

www.swarthmore.edu/ic

The Intercultural Center (IC) provides programs, advocacy, and support for Asian/Pacific Islander American, Latino/a, multiracial, Native American, LGBTQIA (lesbian, gay, bi/pansexual, trans, queer/questioning, intersex, and asexual), low-income, international, and first-generation college students at Swarthmore College. In addition, the IC promotes systemic change toward intersectional perspectives across the institution and fosters collaboration and coalition building among communities both within and outside the IC and the College.

Resources and programs include faculty-student-staff events, lectures, concerts, films, poetry slams, workshops, and dialogues that explore race, class, gender, sexuality, citizenship, intersectional identities, and equity with a particular emphasis on social justice education and leadership.

INTERNATIONAL STUDENTS AND SCHOLARS

Jennifer Marks-Gold, adviser

www.swarthmore.edu/internationalstudents.xml

Jennifer Marks-Gold provides information on matters of particular concern to international students and scholars including navigating the U.S. government immigration policies, employment, taxation, insurance, English usage, and American customs.

JUDICIAL AFFAIRS

Nathan Miller, dean of the senior class and judicial affairs coordinator

www.swarthmore.edu/deansoffice

The dean of the senior class and judicial affairs coordinator provides leadership and coordination of all aspects of judicial affairs. He serves as the primary coordinator of and adviser to the College Judiciary Committee, providing oversight for the review of college judicial policies and procedures, and adjudicating misconduct. Like other deans, Miller provides personal and academic advising and support for individual students and plans and implements programming efforts specifically for the senior class including Senior Week and Commencement.

EUGENE M. LANG CENTER FOR CIVIC AND SOCIAL RESPONSIBILITY

Joy Charlton, executive director

www.swarthmore.edu/langcenter

The Lang Center for Civic and Social Responsibility supports the College's mission to "help its students realize their full intellectual and personal potential combined with a deep sense of ethical and social concern." The Center helps prepare students for lives that include attention to social issues, civic engagement, service, advocacy, and social action. It provides space, information, advising, volunteer opportunities, workshops, trainings, speakers, and curriculum support as well as funding for students to engage in summer internships, to create social action projects of lasting impact, and to learn effective methods of advocating for issues of importance to them. Students participate in settings local and global, and with existing nonprofit organizations, schools, and agencies as well as with projects and groups they create.

As a founding member of Project Pericles, the College is an integral part of a network of institutions of higher education that focus on education for civic and social responsibility.



LEARNING RESOURCES

Leslie Hempling, coordinator of learning resources and student disability services

lhempli@swarthmore.edu

610-690-5014

www.swarthmore.edu/student-life/academic-advising-and-support/office-of-learning-resources.xml

College life presents changes and challenges to all students. The office of learning resources helps students navigate those adjustments and the unique academic environment at Swarthmore. The coordinator works one-on-one with students on academic skills critical to college success, including time management, organization, studying, test-taking, and reading strategies.

The coordinator also helps to advise the Student Academic Mentor Program. Student Academic Mentors (SAMS) are trained peer mentors who assist first-year and other students with academic concerns and questions, including course selection and registration, time management, study skills, test preparation, reading techniques, and effective academic problem solving.

OFF-CAMPUS STUDY

Patricia Martin, director

Rosa Bernard, assistant director

Sharon Friedler, faculty adviser

www.swarthmore.edu/studyabroad

The College emphasizes the importance of study abroad and encourages all students to explore possibilities for doing so as integral parts of their degree programs. In recent years, Swarthmore students have successfully completed study abroad for one or more semesters in more than 100 different programs throughout the world. Approximately 40 percent of Swarthmore students study abroad for credit during their undergraduate years.

The off-campus study office will help all interested students at every stage of the process: planning, study abroad, and return. To receive Swarthmore credit for study abroad, students must participate in the College's Semester/Year Abroad Program and courses taken abroad must meet Swarthmore academic standards. With proper planning, this condition normally is readily met. Students continue to pay Swarthmore's comprehensive fee for tuition, room, and board. The College then pays for the tuition fees, room, and board costs and provides a round-trip travel allowance (according to semester/year abroad guidelines). Normally, financial aid is automatically applied toward meeting study abroad fees.

PUBLIC SAFETY

Michael Hill, director

General inquiries: 610-328-8333, Emergency line: 610-328-8333

www.swarthmore.edu/publicsafety

The Department of Public Safety maintains security and safety for the College community. The department is open 24 hours a day and provides uniformed patrol of campus buildings and grounds. Officers provide a range of assistance, from emergency response to general advice on crime prevention. Officers are in constant radio contact with the communication/reception center located at the Benjamin West House and are dispatched immediately to the scene of an emergency. The department offers a centralized information service for faculty, staff, students, and guests. Public safety staff operates an evening campus shuttle bus service when school is in session. Individual safety escorts are available by request.

REGISTRAR'S OFFICE

Martin Warner, registrar

www.swarthmore.edu/Admin/registrar

The registrar is responsible for all academic records. He is available to answer students' questions about graduation requirements, majors, enrollment in classes, and credit transfers from other schools. The registrar works with faculty in establishing the class and exam schedules and advises faculty committees regarding academic policies.

Within limits, students may cross-register for courses offered at Bryn Mawr College, Haverford College, or the University of Pennsylvania without paying extra tuition. There is a shuttle bus service between Swarthmore, Bryn Mawr, and Haverford colleges; students attending classes at Penn take the train (limited travel funding is available from the Dean's Office) or provide their own transportation.



RELIGIOUS ADVISING

Catholic 610- 328-8578 • Jewish 610-328-8615 • Protestant 610-328-8328 •

Muslim 610-328-8328

Interfaith programs 610-328-8328

www.swarthmore.edu/religiouslife

Protestant, Catholic, and Jewish religious advisers are available as counselors, resources, and friends regardless of students' religious affiliation. Advisers conduct services, coordinate programs, and assist student religious organizations. Student interfaith interns, supervised by the coordinator for interfaith initiatives, coordinate interfaith programs and dialogue among the many different religious groups on campus. Religious advisers are independent of the College and are supported by the denominational bodies of their respective traditions.

Services for the following faiths are available within a short distance of the campus: A.M.E., Baha'i, Baptist, Episcopal, Jewish, Lutheran, Presbyterian, and Roman Catholic. Muslim students meet regularly for Friday prayers, for fellowship, and for celebration of Islamic holidays. A Quaker Meetinghouse is located on the campus.

RESIDENTIAL LIFE

Rachel Head, assistant dean of residential life

610-328-8362

www.swarthmore.edu/housing

Swarthmore residence halls come in a variety of types and locations. New students are assigned rooms based on roommate questionnaire responses. Although disabilities are taken into account, building and room preferences cannot always be honored. All residence hall rooms are nonsmoking.

Residence hall rooms are equipped with a closet, desk, chair, drawers, bed frame,

and mattress. Some, but not all, rooms also contain a bookshelf. Mattresses require extra-long twin-size sheets. Halogen lamps, hot plates, cooking equipment, irons, toasters, heaters, or appliances with open heating elements are not permitted for fire-safety reasons and may be removed from residence hall rooms. Waste baskets must be made of metal. The refrigerator size limit for the rooms is 24 inches high, 18 inches deep and 18 inches wide. Energy-star-rated refrigerators are preferred. No pets are allowed. Residence halls are equipped with washers, dryers, and vacuum cleaners. Efficiency kitchens are also available in residence halls, where snacks and light meals may be prepared with a College-provided microwave. A complete list of suggested and prohibited items can be found on the housing website.

Resident Assistants

Resident assistants (RAs) are juniors and seniors who serve as peer counselors and advisers. They are available to provide general information and counseling and to make appropriate referrals as needed. Resident assistants are responsible for security, fire protection, and general safety within residence halls, and they function as liaisons between students, environmental services, facilities, and the Dean's Office. In addition, the RAs help organize social life on the halls and in the residential buildings.

Guests

Residence halls are designed primarily for occupants to sleep and study. Generally, Swarthmore students are welcome to have guests on campus. Guests are defined as fellow students, family, non-Swarthmore friends, and prospective students. Children and adults are prohibited as overnight guests—residence halls are not appropriate places for either group.



Student hosts are responsible for the conduct of their guests on campus and will be held accountable for any violation of the code of conduct or other rules of the College committed by a guest.

STUDENT ACTIVITIES OFFICE

Michael Elias, coordinator

www.swarthmore.edu/studentactivities

The Student Activities Office assists student organizations in planning and executing fun activities and events. In addition to supporting campuswide alcohol-free programming such as Orientation, Welcome Weekend, Parlor Parties, and the Large Scale Event, its members also provide management support to the student leadership responsible for the Party Associates Program, the Social Affairs Committee, Paces Café, Tarble Tech, and Olde Club.

STUDENT DISABILITY SERVICES

Leslie Hempling, coordinator of learning resources and student disability services

lhempli1@swarthmore.edu

610-690-5014

www.swarthmore.edu/student-life/academic-advising-and-support/student-disability-services.xml

Swarthmore College welcomes students with disabilities to participate fully in all aspects of College life. This office's mission is to ensure that students with physical, medical, learning, or psychological disabilities are provided with equal access to all College programs, activities, and services. Our policy is consistent with relevant governmental statutes and regulations, including those pursuant to the Americans with Disabilities Act, Title IX of the Federal Education Amendments of 1972, and Section 504 of the Federal Rehabilitation Act of 1973. The coordinator advises students about the College's policy, procedures, and resources and oversees College compliance with agreed-upon, reasonable accommodations. The coordinator also assists in the daily provision of supports and accommodations for the academic needs of individual students.

STUDENT EMPLOYMENT OFFICE (SEO)

610-328-8176

seo@swarthmore.edu/student-life/student-employment.xml

The student employment office (SEO) guides more than 1,200 students who work part time on campus each year. During new-student orientation week in August, the student director of the SEO leads a session on how to find a job and also oversees the development of new job opportunities throughout the year, announces new job opportunities on the Daily Gazette job board, and manages employee/employer relations.

Students find their own jobs at the beginning of each semester, but the SEO is the place to go with campus jobs questions and concerns.

Most academic departments and administrative offices hire students, but the SEO website posts a complete list of all campus job opportunities. Salary information is also on that site. The SEO is located in Parrish basement, room 28. Office hours are posted on the SEO website at the beginning of each semester.

STUDENT PAYROLL OFFICE (SPO)

610-328-7359

studentpayroll@swarthmore.edu

The Student Payroll Office (SPO) collects all required employment paperwork (W-4, 1-9, etc.) and provides information and training on how to be paid for on-campus employment. The SPO, in conjunction with the Student Employment Office, offers orientation sessions each fall and distributes information about the salary process, electronic timekeeping system, pay dates, and so on. All students are paid via direct deposit into any bank account of their choice. The SPO is located in Pearson Hall, room 110, and is open Monday through Friday, 8:30 a.m.–4:30 p.m. Other hours can be arranged by appointment, if necessary. The SPO is under the supervision of the College Payroll Office.

TITLE IX

Patricia Flaherty Fischette, interim Title IX coordinator

610-690-3720

www.swarthmore.edu/sexual-misconduct-resources.xml

The College is committed to a learning and living environment that is free of sexual misconduct, discrimination, and harassment of any kind. All forms of sexual misconduct are prohibited and are serious violations of the College's code of conduct. Whenever the College learns of allegations of sexual misconduct, it will take appropriate action to investigate the allegations and take prompt remedial action that is aimed at stopping and preventing sexual misconduct in any form.

The College has a number of programs and organizations that address issues of sexual misconduct. The RAs, Sexual Misconduct Advisers and Resource Team (SMART) members, and sexual health counselors are trained to respond to sexual misconduct and provide education to the campus about active consent and promoting prevention of sexual assault. The Acquaintance Sexual Assault Prevention team (ASAP) presents workshops for new students during orientation to explain campus policies/resources and explore cultural norms about sexual violence. The Clothesline Project, Take Back the Night, and other events highlight community concerns about sexual assault and its consequences.

Students who are victims of sexual misconduct are encouraged to report incidents immediately to the Title IX coordinator or Public Safety. There are also a number of services available at the College to support survivors of sexual misconduct such as Public Safety, 24/7 Hotline (610-566-4342), Worth Health Center, Counseling and Psychological Services, Religious Advisers, Dean's Office and Title IX coordinator.

WRITING ASSOCIATES PROGRAM

Jill Gladstein, director

www.swarthmore.edu/writing

The Writing Associates Program views writing as "a process that may be ended but is never really finished." Carefully selected writing associates are trained not as tutors but as collaborating readers and writers, helping their peers discover more effective ways of writing. The associates also staff the Writing Center, which is open 35 or more hours each week, and are available for more extended partnerships under the Writing Associates Mentor (WAM) Program. Currently a group of WAs are part of a pilot program to support student development of oral communication capabilities such as presentations and class discussions.

STUDENT RECORDS AND PARENTAL NOTIFICATION

Privacy of Information

The Buckley Amendment, also called the Family Educational Rights and Privacy Act of 1974, and related federal regulations establish guidelines protecting the privacy of student records. College students have the right to review their educational records and to challenge their contents to ensure that they are not inaccurate or misleading.

A student's access to a document is limited only when he or she has signed a written waiver involving particular documents, such as letters of recommendation.

Under law and College policy, parents may not have access to their student's records. Grades may be released to parents when students submit a signed request to the registrar.

Parental Notification Policy

It is the College's policy to treat the student as the person primarily privileged to authorize release of personal information. This policy reflects our philosophy that an important goal of undergraduate education is to continue the student's development as an autonomous adult. The College encourages students to share information with their parents or legal guardians, but ultimately the decision of what information to share rests with the student. Hence, the vast majority of our communications are directed to the student rather than to the parents/guardians. For example, grades are sent only to the student unless the student gives written authorization to the registrar to send grades to a parent or guardian.

We recognize, however, that this commitment to fostering the development of the student must be balanced with the parents' interest in the well-being and progress of their student at the College, and we recognize that there are times in which parental involvement can be in everyone's best interest. Thus, although our general policy is to be protective of the student's privacy, there are specific instances in which a parent or legal guardian will be notified. They are enumerated below. In such instances, we believe it is appropriate for the student to inform his or her parent or guardian directly, so, whenever possible, we will allow time for students themselves to do so.

However, in critical situations where prompt notification is prudent, a member of the dean's staff will contact a parent or guardian as soon as possible.

1. Change of status imposed by the College. A change in the status of a student at the College may be imposed as a result of disciplinary action or unsatisfactory academic progress. If a student is placed on probation, suspended, or expelled, parents are notified. It should be noted that less severe instances of disciplinary or academic action may result in warnings to the student, of which parents are not formally notified.

2. Transport to a hospital in critical situations. Federal law prohibits health-care professionals from disclosing medical information to the parent or guardian of a student without the student's explicit consent. However, when a student needs to be transported to the hospital in a critical situation, the parent or guardian of the student will be notified. Following our general policy, when the situation permits, we will wait until the student herself or himself has the opportunity to notify the parent or guardian or until the student gives explicit consent for a third party to do so.

3. Arrest. The parent or guardian of the student will be notified if the student is placed under arrest while on College property and detained by law enforcement officials. Note that the College does not post bail for arrested students.

If a student receives a citation for a summary offense for which he or she is not detained, e.g., underage drinking or disorderly conduct, the College generally will not notify the parent or guardian, but the police might choose to do so themselves. In addition, if a student is arrested away from the campus, the College generally will not become involved and so will not inform the parent or guardian even if the incident comes to our attention.

4. Unexplained absence from campus. If it comes to the attention of College officials that a student is inexplicably absent from campus for a prolonged period, College officials may contact a parent or guardian to ascertain the whereabouts of the student. However, normally, College officials will first try to contact the student's confidential contact of record to locate the student. Students are responsible for identifying their confidential contact in their online student record. The College cannot be responsible for a student's failure to be in touch with his or her parents.

Note: The College reserves the right to notify a parent or guardian of a student for reasons other than those listed above, based on our judgment of what is in the best interests of the student and of the College. Individual deans may contact parents when their student is failing to make satisfactory progress or when alcohol or illegal substances are involved.



CARE PACKAGES

The Birthday Bash

The Stress Buster

The "I Love Chocolate" Package

The Healthy Break

The Herbal Answer

The Get-Well Package

or

a Custom Package

designed to your specifications.

**The Swarthmore College Bookstore is owned and operated by
Swarthmore College for the benefit of our community.**

We're here to help!



Swarthmore College Bookstore
610-328-7756, 610-328-8650 Fax
bookstore@swarthmore.edu
www.bookstore.swarthmore.edu



Swarthmore College
500 College Ave.
Swarthmore, PA 19081
www.swarthmore.edu/parents

