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- **Academic advisers**
  
  http://www.swarthmore.edu/academic-advising-support

Each new student is assigned to a faculty member, a member of the dean’s staff, or other professional staff member who serves as an academic adviser until this responsibility falls to the chair of the student’s major department at the end of the sophomore year. Initial assignments are made by the associate dean for academic affairs on the basis of major interests and abilities indicated by entering students.

Changes in advisers will be freely granted (subject only to equity in number of advisees assigned to an individual faculty member) on application to the associate dean. Reassignments may also be made due to faculty leaves or shifts in duties.

The formal parameters of the relation between adviser and advisee include:

1) the adviser typically approves the courses for which the student registers;

2) the adviser must approve drops or adds to the course load;

3) the adviser will receive copies of all official correspondence concerning the student’s academic standing in order to better advise the student on academic and personal decisions;

4) the adviser will guide the student in meeting academic requirements and choosing classes.

When the adviser is not available, the student may contact the appropriate class dean or the chair of the major department.

- **Academic support**
  
  http://www.swarthmore.edu/academic-advising-support

Support in the form of clinics, tutors, and/or Student Academic Mentors (SAMs) are provided free of charge within the bounds of reasonable use and when a relevant resource exists. Deans, professors, and/or the coordinator of student disability services and learning resources can all help students access these resources.

- **Bookstore**
  
  www.bookstore.swarthmore.edu/

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

The Bookstore sells new and used textbooks. New and used rental books are available for most courses and digital books are available for some courses. The Bookstore’s website includes a price comparison service which allows students to see the Bookstore’s
prices for course materials compared to prices at Amazon, half.com, abebooks, and more.

The Bookstore also carries supplies, a large selection of general interest and leisure reading material, computer software and peripherals, Swarthmore memorabilia, imprinted clothing and gifts, greeting cards, snack foods and cold beverages, room accessories, health and beauty aids, laundry and cleaning supplies, general everyday gifts, and even some puzzles and toys. All products in the Bookstore are sold at or below manufacturers’ suggested list prices.

Later this year, the Bookstore will be relocating and will be renamed. The new Swarthmore Campus & Community Store is scheduled to open in the spring of 2016, near the train station.

❖ Information Technology Services (ITS)
   www.swarthmore.edu/its

The Information Technology Services (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.

ITS 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 the Internet. Use of the College’s computer systems and Networks is governed by the Acceptable Use Policy described in the Academic Policies section of this handbook.

❖ Libraries
   www.swarthmore.edu/libraries

The Libraries are intellectually vital spaces on campus, where scholarly engagement is fostered, broad and thoughtful inquiry is encouraged and where discussion is celebrated. The Libraries are not simply a collection of books. Here, you can discover, innovate, and create new knowledge. You can rely on our trusted subject specialist librarians, and on peer research and information associates, RIAs, who are available for consultation on everything from your daily coursework to your most complex research projects.

Find us at our Research & Information Desk in McCabe, text us at 484.577.2ASK, email us at librarian@swarthmore.edu, or chat with us at http://www.swarthmore.edu/libraries/ask-a-librarian.

❖ Off-Campus Study Office
   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.
Approximately 40 percent of all students take advantage of this opportunity. The Off-Campus Study Office is the on-campus clearinghouse for information on study abroad, and normally is the starting place for exploration and planning. The Off-Campus Study Office will help all interested students at every stage of the process: planning, study abroad, and return. Proper planning begins with attendance at a general information meeting, and then a study abroad advising appointment, as early as possible in one’s college career.

Participants in the Semester/Year Abroad program remain registered at Swarthmore and are subject to the rules and regulations of the College while abroad. Students may study abroad up to two semesters, beginning spring of the sophomore year, and during the junior year. Fall semester seniors may participate in study abroad with the permission of their major department as long as they meet all other eligibility requirements.

To be accepted for credit toward the Swarthmore degree, courses taken abroad must meet Swarthmore academic standards, and be preapproved through the Off-Campus Study Office’s procedures.

To participate in the Swarthmore College Semester/Year Abroad program students must be in good standing concerning both their academic program and student conduct. The Off-Campus Study Office and the Dean’s Office meet to review student standing and to determine eligibility. Students must also meet the eligibility requirements of the programs to which they apply.

Participants in the College’s Semester/Year Abroad program must comply with its payment plan. 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, insurance, and the round-trip travel of participating students (with Philadelphia as the gateway city). Normally, financial aid is automatically applied toward meeting study abroad fees.

![Registrar’s Office](www.swarthmore.edu/Admin/registrar)

The Registrar’s Office is responsible for course registration and maintenance of all official records related to student enrollment. This includes recording course registration and final grades, ensuring that students fulfill all requirements before graduating from the College, and issuing official Swarthmore College transcripts. The Registrar’s Office also coordinates course and final examination schedules, coordinates the honors program, and maintains the content of the College Catalog.

![Student Disability Services](www.swarthmore.edu/academic-advising-support/welcome-to-student-disability-service)

Swarthmore College welcomes students with disabilities to participate fully in all aspects of college life. Our 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. The Coordinator of Learning Resources and Student Disability Services advises students about the College’s policy, procedure and resources, reviews students’ clinical documentation and collaborates with students, faculty and staff to arrange reasonable accommodations that support students’ individual needs.

Academic Policies

The Swarthmore College Bulletin (College catalog—www.swarthmore.edu/college-catalog/) is the authoritative source of information on degree requirements, major requirements, and course descriptions.

❖ Academic freedom and responsibility

Swarthmore College has long subscribed to the fundamental tenets of academic freedom articulated in the 1940 “Statement of Principles on Academic Freedom and Tenure” by the American Association of University Professors. This doctrine has been reiterated and amplified in the association’s 1970 “Statement on Freedom and Responsibility.” Swarthmore College adheres to the 1970 Statement, relevant portions of which are reproduced below. The complete texts of the association’s 1940 and 1970 statements are available at www.aaup.org/issues/academic-freedom.

Membership in the academic community imposes on students, faculty members, administrators, and trustees an obligation to respect the dignity of others, to acknowledge their right to express differing opinions, and to foster and defend intellectual honesty, freedom of inquiry and instruction, and free expression on and off campus. The right of students to exercise free expression, including peaceful dissent, orderly demonstrations, protests, and picketing, will be respected. Swarthmore College honors the American Association of University Professors’ statements on freedom and responsibility, including the following: “The expression of dissent and the attempt to produce change, therefore, may not be carried out in ways that injure individuals or damage institutional facilities or disrupt the classes of one’s teachers or colleagues. Speakers on campus must not only be protected from violence, but also be given an opportunity to be heard. Those who seek to call attention to grievances must not do so in ways that significantly impede the functions of the institution.”

Expressions of dissent are expected in any living and learning community, but this expression must not interfere with normal College business. It is a violation of the norms of this academic community for anyone to prevent the conduct of College business, including lectures, meetings, events (such as admissions tours or job interviews), ceremonies, or other necessary business and community functions. Protests are permissible, except in the following locations: classrooms, offices, libraries, dining halls (including cafes), Worth Health Center, residence hall rooms, and lecture halls, ensuring that the normal work, residential experiences, and services of the College can continue. Students who disrupt the functions of the College, including violating the rights of community members and invited speakers to speak, may be subject to the judicial process.
Students are entitled to an atmosphere conducive to learning and to evenhanded treatment in all aspects of the teacher–student relationship. Faculty members may not refuse to enroll or teach students because of the student’s beliefs or the possible uses to which they may put the knowledge to be gained in a course. The student should not be forced by the authority inherent in the instructional role to make particular personal choices as to political action or her/his own part in society. Evaluation of students and the award of credit must be based on academic performance professionally judged and not on matters irrelevant to that performance, such as personality, race, religion, degree of political activism, or personal beliefs.

If a student has a grievance against a faculty member that cannot be resolved directly with the faculty member who is involved, then the student should take her or his concerns to the department chair. If the grievance remains unresolved, then the student should contact the provost. For a grievance based on discrimination, including harassment, the student is encouraged to consult with the director of equal opportunity and engagement or, in the case of sexual harassment, the Title IX coordinator.

**Academic misconduct**

Academic misconduct is defined as a violation of the College’s standards of academic integrity whether these violations are intentional or unintentional. Academic misconduct consists of cheating on an exam, plagiarism on an academic assignment, or unauthorized collaborative work.

Evidence of academic misconduct may include, but is not limited to, the following:

- Some of the student’s work coincides with or closely paraphrases a source that is not properly acknowledged.
- Glaring coincidences in the work of students on exams, papers, problem sets, etc., where cooperation in producing the work was not permitted.
- Submission of the same work in more than one course. When submitting any work to an instructor for a course, it is assumed that the work was produced specifically for that course. Submission of the same work in more than one course without prior approval is prohibited.

Sources that must be acknowledged include, but are not limited to, lab manuals, books, articles in books, journal articles, and web pages, along with graphs, charts, tables, data sets, etc., in any of the sources just mentioned. Proper acknowledgment must indicate both the source and how it served as a source for any specific portions of the student’s work.

The informal nature of some writing may obviate the necessity of rigorously formal citation, but still requires honest attribution to original authors of all borrowed materials. Students should feel free to consult with instructors whenever there is doubt as to proper documentation.
A faculty member who has good evidence to suspect a student or students of academic misconduct will, at the faculty member’s discretion, consult the department chair about the case. The faculty member will then meet with the student (or students) to present evidence. At the faculty member’s discretion, the department chair may be present. After this meeting, if the faculty member’s suspicions are not allayed, the faculty member will submit a report to the director of student conduct. The report will include a narrative of the incident and evidence supporting the charge. The College Judiciary Committee will adjudicate academic misconduct cases.

**Committee on Academic Requirements**

The Committee on Academic Requirements (CAR) is the standing committee of the faculty charged with regular review of students’ academic programs and the administration of faculty regulations concerning academic standards and requirements. The committee is also empowered to recommend to the faculty waivers of certain requirements (i.e., the “20 course rule,” the senior-year residency requirement, etc.). Requests for waivers are carefully evaluated by the committee and forwarded to the faculty only when a general educational advantage is perceived.

With the dean of students as chair, the committee regularly meets at the end of each semester to review records of students who might not be making satisfactory progress or who are under advisement from previous CAR mandates. Student records may be reviewed at other times should information arise about academic difficulties that were not available at the time of the regular committee meetings.

The committee may take one of several actions including, but not limited to:

1) **Warnings**: Students meet with the dean’s staff member as needed.

2) **Probation**: Students may be placed on probation, continued on probation, or removed from probation. Rising seniors and current seniors may receive a Senior Letter, which may include probationary status, if the Committee is concerned about a student’s progress to graduation. The student’s parents are informed, and the student meets regularly with a Dean’s Office staff member.

3) **Required to withdraw**: The student must stay away for a semester or longer and engage in meaningful activity: classes, work, or volunteer activities. In order to return, the student must write a detailed letter to the dean of students requesting permission to return, explaining what happened, what was done while the student was away, and a plan for how the student will address these issues upon return. In some cases, the student will be required to bring back credits, pre-approved by departments, to catch up with the student’s class standing. Appeals may be made to the dean of students at the time of notification of the change of status. The student’s parents are notified since this is considered a change of status. Students who are granted permission to return will be placed on probation for at least one semester upon their return to campus.
Use of the Swarthmore College computer systems and networks is governed by the general norms of responsible community conduct described in the student, faculty, and staff handbooks; by the College’s electronic privacy policy; by local, state and federal laws; and by College policies specific to use of the computer systems and networks, which are described in the following sections.

This policy refers to all who use the computers, networks, and peripherals owned or operated by the College, or who gain access to third-party computers and networks through the College's system. Swarthmore College normally grants access to its computing network and systems to currently enrolled students, to current and emeriti faculty, and to currently employed staff.

Individuals with access to the Swarthmore College network have the following obligations and responsibilities:

1. To respect other people and the College’s intellectual environment. Use of the network may not violate College policies, federal, state, or local law, including the laws of defamation, forgery, and harassment.

2. To not engage in copyright/trademark infringement: The copying of copyrighted materials such as music, movies, and other multi-media via Internet peer-to-peer file sharing software or other means is strictly forbidden. The Digital Millennium Copyright Act (DMCA) provides an opportunity for online service providers (OSPs) to shield themselves from liability for the actions of their subscribers who infringe on the copyrights of others. All institutions of higher education that provide Internet access fall within the scope of the definition of an OSP, with subscribers being their students, faculty, and staff. Information about the DMCA and the College’s policy on copyright infringement is at www.swarthmore.edu/its_copyright.xml.

3. To protect each individual’s accounts from unauthorized use by others. Every account is provided for the use of a specific individual and may not be shared with nor loaned to others. Additionally, office computers are generally assigned to specific individuals for College-related work. All members of the community must obtain permission before using a computer not assigned to them.

4. To respect the integrity of other users’ accounts. Individuals must not attempt to decode passwords or access information illegitimately. For example, sending electronic mail under another person’s name (forged email) is a violation of this policy.

5. To avoid engaging in any activity that may reasonably be expected to be harmful to the systems operated by the College, including, but not limited to, attempting to disrupt, gain unauthorized access to, or damage computing and network systems (hardware and software) belonging to Swarthmore College, or to use the College’s computing resources to disrupt, infiltrate, or damage systems belonging to others on campus or around the world. When a system vulnerability is discovered, users are
expected to report it to Information Technology Services (ITS).

6. To avoid excessive use of shared resources, whether through monopolizing systems, overloading networks, misusing printers or other resources, or sending spam or unsolicited mass electronic mail.

Violations of these guidelines that come to the attention of ITS will be referred as appropriate to the Dean’s Office, Provost’s Office, or Human Resources Office. Where appropriate, ITS may temporarily withhold services from students, faculty, or staff while referring the case in a timely manner to the appropriate College office. Sanctions can include termination of all OSP services to the individual(s).

❖ **Leaves from the College**

*Voluntary leaves of absence.* Student leaves of absence are freely permitted. Some fines may occur if late notice is given. A student planning a leave of absence should seek permission from a Dean and submit the necessary information to the Assistant Dean for Academic Affairs prior to the deadline published each semester—usually November 15 and April 1. When possible, the student should specify the date of expected return and the student must check in with the Assistant Dean for Academic Affairs prior to return (usually by November 15 or July 1). Please note that some leaves may affect the student’s re-payment of loans.

*Withdrawal.* Withdrawal from the College may occur for academic, disciplinary, health, personal, or financial reasons and may be voluntary or required by the College. Students withdrawing from the College before the end of the semester normally receive the grade notation “W” (withdrawal) on their permanent record for all in-progress courses.

*Involuntary withdrawals for health reasons.* The College provides a wide range of services to support and address the mental and physical health needs of our students. We encourage all students to use these resources, and our first concern is the health and welfare of all members of our community. However, students whose psychiatric, psychological, or other medical condition and/or behavior causes them to pose a direct threat to the health, welfare, and safety of others on campus or interferes with the academic performance or educational endeavors of others may be required to withdraw from the College. Under these circumstances, students will first be given the opportunity to take a voluntary leave or withdrawal through the process described above. In no case will a student’s mental or physical condition itself be the basis for a withdrawal required by the College.

If a student is exhibiting behaviors that may pose a direct threat to the health, welfare, and safety of others on campus, or if the student’s behavior interferes with the academic performance or the educational endeavors of other students, the dean of students may mandate a mental health evaluation to determine whether the student can safely remain on campus. The evaluation will be conducted by a health care professional who possesses competent medical expertise. The evaluation will involve an individualized assessment, based on the student’s conduct, actions, and statements, and current medical knowledge.
or the best available objective evidence, to ascertain the nature, duration, and severity of the risk and whether reasonable modifications of policies, practices, or procedures or the provision of auxiliary aids or services will mitigate the risk. A report of this evaluation is made to the dean of students, who will provide that report to the Evaluation Committee in advance of a hearing with the student.

The decision to require withdrawal for health-related reasons shall be made by the Evaluation Committee, consisting of the associate dean for academic affairs, who will serve as the chair, and two other deans appointed by the associate dean of academic affairs.

The dean of students will arrange for the Evaluation Committee to meet with the student and will notify the student in writing of their referral to a hearing and inform the student of the time, date, and location of the hearing. The Evaluation Committee will not be convened until the evaluation described above has been completed and its findings have been submitted to the Dean.

Notice of the hearing will be considered adequate if it is sent to the student’s last known address registered with the College or is hand delivered to the student at least three (3) business days in advance of the meeting time.

The Evaluation Committee will conduct an informal hearing with the student in order to determine an appropriate course of action under this policy. The following guidelines will govern the hearing:

1. The student will have the right to be present throughout the entire hearing, unless the student becomes disruptive.
2. The hearing will be conducted even if the student fails to attend the hearing or if the student is removed during the hearing for disruptive behavior.
3. A family member and/or a qualified mental health professional may accompany the student to the hearing. Legal counsel will not be permitted at this hearing. The student will be expected to speak on their own behalf whenever possible.
4. The student will have the right to review all case information before the hearing with the exception of personal or confidential notes of College administrators regarding the case. The information will be made available to the student in the Dean’s Office during normal business hours at least two (2) business days before the scheduled hearing.
5. The hearing shall be conversational and non-adversarial whenever possible. Formal rules of evidence will not apply, except that the chair may exclude evidence that is not relevant or is cumulative.
6. The student has the right to question any witnesses who may testify at the hearing and comment on all documents presented.
7. The hearing will be closed to the public, and all testimony and evidence will be maintained in accordance with the College’s obligations under the Family Educational Rights and Privacy Act (FERPA).
8. The student shall have the right to submit their own medical report or testimony.

The Evaluation Committee will review the evaluation report and other available
information about the student and make a determination as to: 1) whether the student should be involuntarily withdrawn from the College or from on-campus housing; or 2) whether the student can remain in school and/or continue to live in on-campus housing under specified conditions. The findings by the Evaluation Committee will require the concurrence of any two of the three committee members. The Evaluation Committee will make its findings based on the student’s conduct, actions, and statements and the available medical and other evidence.

Upon completion of the hearing, the Evaluation Committee will submit its written findings to the dean of students within three (3) business days. This document will include the findings of the committee, the reason(s) for the finding, and:

1. If the committee requires an involuntary withdrawal, whether the student is eligible to be considered for re-enrollment, including the conditions the student must meet to be considered and any length of time that must pass before the student can apply for reenrollment, OR

2. If the team does not require an involuntary withdrawal, any conditions that the student must meet in order to remain enrolled in the College and/or remain in on-campus housing.

The dean of students will notify the student in writing within three (3) business days after receiving the committee’s written findings. If the recommendation is to allow the student to remain enrolled at the College and/or remain in on-campus housing, the student will meet with the dean of students to discuss any conditions that must be met for return to College or on-campus housing.

The provisions in this involuntary withdrawal policy shall not take the place of disciplinary actions that are in response to violations of the College’s policies and regulations, and they do not preclude the removal or dismissal of students from the College or campus housing as a result of violations of the College’s policies and regulations.

Return after health-related absences. Students who take a health-related leave of absence, have been withdrawn from the College for health reasons, or are hospitalized for a period of time during the semester are subject to readmission procedures before they may return to campus to resume their studies. The College applies its readmission procedures in a nondiscriminatory manner and may require any documentation or evaluation it deems appropriate. In all cases, a student returning to campus from the hospital must communicate with the Worth Health Center director or designee prior to returning to on-campus housing to ensure the student’s readiness to resume college life and so that follow-up care can be discussed.

Readmission following withdrawal. A student who has withdrawn from the College for any reason, voluntary or involuntary, may apply for readmission by writing to the assistant dean for academic affairs. Normally, the College will not accept applications for readmission until a full semester, in addition to the semester in which the student has withdrawn, has passed. For a complete description of the readmission process, please refer to the Swarthmore College Bulletin (College catalog—
Non-Discrimination and Equal Opportunity
http://www.swarthmore.edu/equal-opportunity-office

Notice of Non-Discrimination
The College expressly prohibits any form of discrimination and harassment on the basis of any College-recognized protected classification, including sex, race, color, age, religion, national or ethnic origin, sexual orientation, gender identity or expression, pregnancy, marital status, medical condition, veteran status, or disability in any decision regarding admissions, employment, or involvement in a College program or activity in accordance with the letter and spirit of federal, state, and local non-discrimination and equal opportunity laws, such as Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, The Age Discrimination in Employment Act, The Americans with Disabilities Act and ADA Amendments Act, The Equal Pay Act, the Pennsylvania Human Relations Act, and the Borough of Swarthmore Ordinance on Non-Discrimination.

Swarthmore College, as an educational community, will promptly and equitably respond to all reports of discrimination and harassment based on a protected classification in order to eliminate the discrimination, prevent its recurrence, and address its effects on any individual or the community.

Inquiries or complaints may be directed as follows:

Who to contact to file a discrimination complaint
On Campus:
Zenobia Harqust
Director, Equal Opportunity and Engagement
Pearson Hall 110
500 College Avenue
Swarthmore, PA 19081
610-328-8398
zhargus1@swarthmore.edu

Kaaren Williamsen
Title IX Coordinator
504 Fieldhouse Lane
500 College Avenue
Swarthmore, PA 19081
610-690-3720
kwillia1@swarthmore.edu

Off Campus:
US Dept. of Education, Office for Civil Rights
215-656-8541
OCR.Philadelphia@ed.gov

Equal Employment Opportunity Commission: Commission:
1-800-669-4000 (215) 560-2496

The College's complaint resolution procedures applying to:
- staff can be found in Chapter 11 of the Employee Handbook;
- students can be found in the Student Conduct Policies and Procedures section of the Student Handbook;
• **instructional staff** can be found in section II.C.1 of the Faculty and Instructional Staff Handbook and
• **sexual violence, sexual harassment, stalking and intimate-partner violence complaints** can be found in the Sexual Assault and Harassment Policy

**Statement of Equal Opportunity**

Swarthmore College is committed to the principle of equal opportunity for all qualified persons without discrimination against any person by reason of any College-recognized protected classification, including sex, race, color, age, religion, national or ethnic origin, sexual orientation, gender identity or expression, pregnancy, marital status, medical condition, veteran status, or disability.

In keeping with the long-standing traditions of the College and the spirit and letter of the federal and state equal opportunity laws, we affirm it is the standing policy of the College to realize equality of opportunity in education and employment; to guard against discrimination contrary to that aim; and to correct discriminatory behavior if found to exist within the College community. Consistent with maintaining an educational program of the highest quality, our standing policy includes affirmative efforts to achieve the above goals in employment and education.

The above policy has been and shall be further implemented by the President and by members of the faculty and administration designated by the President for that purpose. *(Adopted by the Board of Managers 1 March 1975, with amendments 24 April 1976, 3 December 1977, 7 December 1985, and 5 March 2007.)*

These policies apply to all College community members, including faculty, staff, students, and volunteers.

**Social & Residential Resources & Support**

**Career Services**

[http://www.swarthmore.edu/career-services](http://www.swarthmore.edu/career-services)

Career Services provides students with counsel as they explore career directions. Our mission is to help students gain self-understanding and to connect their interests, values, and skills with knowledge about careers and life beyond Swarthmore. 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, and offers assistance in navigating the important transition from college to a meaningful career.

**Counseling & Psychological Services (CAPS)**

[http://www.swarthmore.edu/counseling-and-psychological-services](http://www.swarthmore.edu/counseling-and-psychological-services)
Counseling & Psychological Services (CAPS), located in the Worth Health Center, provides confidential, free individual and group psychological counseling and psychotherapy to students, as well as professional consultation to parents, faculty, and staff when classes are in session. Appointments can be made by visiting CAPS during office hours, Monday-Friday 8:30AM to 4:30PM, or by calling 610-328-8059. Off-campus referrals are available for students who prefer to be treated privately or require more intensive treatment. CAPS is staffed by clinical social work, psychology and psychiatry clinicians. In the event of an acute psychological crisis, consultation is available on a walk-in basis during open hours, or by proceeding to Public Safety, in Ben West, after hours for a telephone consult with CAPS on-call.

Dean’s Office
http://www.swarthmore.edu/deans-office

The Swarthmore College dean of students office oversees the academic support, residential, and social resources available to students at the College. Students are encouraged to reach out to the staff of the Dean’s Office for academic affairs and support, disability services, and specialized advising for students interested in pre-med and pre-law preparation. The office also oversees diversity, inclusion and community development initiatives on behalf of students, including supporting resources such as the Black Cultural Center, the Intercultural Center, student activities, and residential life. The Dean’s Office attends to the health and well-being of students through the Worth Health Center and Counseling & Psychological Services (CAPS). Students wishing to pursue fellowships and prizes or who are seeking the support of career services should also turn to the Dean’s Office. Finally, the Dean’s Office is responsible for managing the student conduct process for students.

Identification (ID) cards
http://www.swarthmore.edu/public-safety/campus-services

Student identification (ID) cards are issued by the Department of Public Safety. Lost ID cards can be replaced for a $10 fee at the Public Safety Office (Benjamin West House).

Admission to the dining hall, all Student Budget Committee (SBC) and/or Office of Student Engagement registered events/parties, College movies, Upper Tarble dances, etc., require a valid College ID. IDs are checked at the door of these and other events/locations and checkers are instructed to allow no exceptions. Swarthmore students are permitted one (1) guest, who must be signed-in with the name of both the host and guest recorded at the door of the event/party. Guests are required to present a valid state issued drivers license or ID.

Swarthmore ID cards are not transferable. Loaning an ID to another individual for use at Sharples Dining Hall or any College function is prohibited and individuals may be fined $35 and/or face violations of the student code of conduct. Misused cards will be confiscated and returned only on application to the dean’s office.

Upon request, students are obligated to provide College personnel with accurate
identification. A student may not knowingly provide false information or make misrepresentations to any College office.

In addition, the forgery, alteration, or unauthorized possession or use of College documents, records, or instruments of identification, or forged or fraudulent communications (paper or electronic mail) are prohibited and subject to disciplinary action.

Parking on campus
http://www.swarthmore.edu/public-safety/parking

All members of the campus community (faculty, staff, students, and visitors) are expected to follow the College's parking and transportation polices. These policies are enacted in order to increase campus safety and to preserve parking for Swarthmore College employees and students who are issued permits.

There are a limited amount of parking spaces on campus for current students. For reasons of sustainability and community, students are not allowed to bring a car to Swarthmore College without explicit approval from the Parking Committee. Approximately 120 parking permits are set aside for members of the student body with extenuating needs or circumstances that will require a car. The number of student permit requests usually outnumbers the spaces we have set aside for students. As such, student parking permits applications will be prioritized by established and existing criteria: class year, extenuating need, and special medical accommodations.

Students should not plan on bringing a car to campus unless they receive explicit permission to do so. Parking regulations are enforced at all times during the Fall, Spring, and Summer semesters. Students found in violation of campus transportation polices will be referred to the Office of Student Conduct.

Student Cars without permits parked anywhere on campus at any time

For non-permitted student cars parked on campus, including in faculty-staff-permit spaces, student-permit spaces, or visitor spaces, Public Safety will issue a traffic citation. After two citations, the car will be issued a Boot/Tow Notice, and will be booted or towed at the next infraction.

Student Cars with student permits parked in spaces other than assigned student lot

The student permit allows the student to park only within the assigned student parking lot. If a vehicle with a student permit is parked in any other space, including faculty-staff spaces or visitor spaces, Public Safety will issue a traffic citation. After two citations, the car will be issued a Boot/Tow Notice, and will be booted or towed at the next infraction.
**Car towed immediately in cases of compromised safety or accessibility**

In the case of a car parked in a fire lane, loading zone, or signed accessible space, or in any case where there is a safety or accessibility issue, the car will be towed immediately. Public Safety will not wait for multiple tickets to accrue.

**Fines:**

- **$30 fine for the following infractions:**
  - Prohibited Parking by Sign or Yellow Line
  - Overtime in 20-minute zone or 2-hour zone
  - Blocking a crosswalk, driveway, dumpster or other vehicle
  - Parking without a permit, or while permit is suspended or revoked
  - Taking two parking spaces for a single vehicle
  - Failure to display parking permit as instructed
  - Parking in other than an authorized lot or space

- **$50 fine for the following infractions:**
  - Exceeding posted speed limit
  - Reckless driving
  - Driving/parking on sidewalks or grass
  - Parking in a fire lane or zone
  - Disobeying a traffic control device or barrier
  - Parking in roadway (including Parrish East and West Circles and the Lang/LPAC Circle)

- **$100 fine for the following infractions:**
  - Blocking a fire hydrant, fire escape, or exit
  - Parking in a signed handicapped-accessible parking space
  - Removal of boot
  - Towing fine (not including fees from towing company)

**Citation Fines Payment and Adjudication**

Drivers have 30 days to pay a citation fine. Fines are discounted 20% if paid within 5 days of issue. If a student’s fine is not paid within 30 days, the fine will be added to the student’s Bursar account. The student may not graduate until all fines are paid in full.

Public Safety officers will be instructed to boot the vehicle at the next infraction when a student accrues one of the following: a boot/tow notice; three unpaid citations; $100 or more in outstanding fines.

To have a boot removed, the driver must pay the boot-removal fine of $100 and all outstanding parking fines.

If a student with a permit accrues three or more citations, or is booted, that student’s permit will be suspended for the remainder of the academic year. Permit revocation decisions are based solely on the accumulation of three violations that have been unappealed or un successfully appealed. All decisions are final.
Public Safety
http://www.swarthmore.edu/public-safety

Swarthmore’s Public Safety Department operates 24/7/365 and is fully committed to providing a safe and healthy campus for the entire community. Uniformed officers patrol buildings and grounds, respond to emergencies, educate the community about crime prevention, and provide individual safety escorts upon request. Public Safety also offers self-defense classes and regularly meets with RAs to discuss safety issues.

The Department’s GARNET Safety Program includes free apps for smartphone devices such as EmergenSee which, when activated, sends audio, video, and a GPS location to the Department’s Communication Center and the Garnet Shuttle app, which provides real time location and estimated arrival times for shuttles. Information on both is available on the Public Safety website.

For general questions or to learn more about safety and education initiatives please call ext. 8281 on campus or 610-328-8281 from off campus. All emergencies should be reported to Public Safety’s emergency telephone line, ext. 8333 on campus or 610-328-8333 from off campus. Any crime or suspected crime should be reported immediately to Public Safety. The Department of Public Safety works closely with Swarthmore Borough Police, who may also respond to campus for major incidents or aide in the investigation of crimes.

Public Safety works vigorously to comply with the spirit and letter of federal laws that govern campus safety and security. More information about these laws and our annual reports of information about crime on and around campus can be found on at http://www.swarthmore.edu/public-safety/clery-crime-statistics, under Annual Fire Safety and Security Report.

Public Safety is located in Benjamin West House and serves as the visitor center and central phone operator for the College.

The Department strives to educate and partner with the community and instill the concept that safety is our shared responsibility.

Office of Student Engagement (OSE): Residential Communities
www.swarthmore.edu/living-swarthmore

Swarthmore College is committed to student learning in and out of the classroom and thus supports the personal and leadership development of students through extracurricular activities. Swarthmore’s housing philosophy is based on the belief that residence-hall living enhances education by contributing to an individual’s academic, social, and personal development. If residential communities are to provide an environment for personal growth, residents must accept responsibility for their own actions and demonstrate respect for the rights and concerns of others and for the property of the College.
General housing policies and regulations described below are established by the Dean’s Office and the Office of Student Engagement. Students are expected to familiarize themselves with the policies and rules concerning their conduct in the residence halls. Acceptance of space in College housing constitutes your knowledge of, willingness and agreement to abide by these housing policies. Living in College housing is a privilege and not a right. The Dean’s Office and/or Office of Student Engagement may, at any time and at its own discretion, withdraw this privilege due to behavior, which does not rise to the standards outlined below. Students who lose their housing privileges are not entitled to a refund of their room and board charges for the remaining weeks of the semester.

❖ Housing Eligibility

Eligibility for College housing is contingent upon full-time enrollment status and on-time participation in the room selection process. To reside in College housing, students must be in good financial and behavioral standing with the College, and must satisfy any outstanding fees owed to the College prior to move-in day. Students with outstanding balances will not be able to move into their residence hall rooms or collect their keys until the matter is resolved.

Students are eligible for eight (8) terms of College housing, including terms spent on foreign study. Students may request housing after their eighth (8th) semester but it is subject to limited availability.

❖ Conditions of Occupancy

Students living in College housing agree to abide by rules, regulations, and policies stated in the Student Handbook. Violations of residence hall rules and regulations are considered to be violations of College policy, and will be referred to the Office of Student Engagement and/or Office of Student Conduct. Residents must accept responsibility for their own behavior and act in a manner that demonstrates respect for the rights and concerns of others and for the property of the College.

Official occupancy dates for the residence halls are listed in the academic calendar. Residence halls remain open during fall break, Thanksgiving break, and spring break. Residence halls are closed to students during winter break. Specific winter vacation dates are set each year, but generally include a 4-5 week period from mid-December through mid-January when no campus housing is available.

When the residence halls are closed, no student may be in the building. Students found in residence halls when they are not authorized to be there are subject to fines and are referred to the Office of Student Conduct.

❖ Room Assignments

Most students live in college residence halls all eight semesters. New students are required to live in the residence halls during their first two semesters. After their first year at the College, students are permitted to live in non-College housing.
All new students are assigned roommate(s) and a residence hall room by the Office of Student Engagement. During the spring semester, rising senior, junior and sophomore students select rooms for the following fall. Each student receives a lottery number, based on their official class year, which dictates their priority status in lottery room selection. The College guarantees housing for all students who participate in the housing selection process in a timely manner. While many seniors and some juniors live in single-type rooms, the College cannot guarantee that a single will be available for any student. First-year, sophomore, and junior students generally live in doubles, triple, or quad-style rooms.

A mixture of class years live in each residence hall. About 90 percent of residence hall areas are designated as gender-neutral housing either by floor, section, or building. The remaining areas are single-gender housing. Although single-gender options are offered, they are not always available and as such cannot be guaranteed.

**Room Access**

A member of the Dean’s Office, Public Safety, and/or their designee may enter a student room, without notice, if there is reason to believe that a College policy/rule, state, federal, or local law is being violated. Also, College personnel may enter a student room in order to check the health and/or wellbeing of a student at anytime.

Facilities and services staff, and/or a member of the Dean’s Office, may access student rooms to conduct maintenance and/or health and safety inspections during College breaks.

**Arrival and Departure Dates**

Students may neither arrive early at the beginning of a semester nor remain in College housing after the announced closing date without special permission from the Dean’s Office. A fine of at least $100 will be assessed, per day, for violations of this policy, and the case referred to the Office of Student Conduct. Individuals found to be in the residence halls without permission will be required to relocate immediately.

**Room Changes**

Requests for room changes can be made by contacting the Office of Student Engagement. Making a room change request does not ensure that a room change will be made. Students are expected to work through roommate and other housing conflicts with the involved parties, with the help of resident assistants (RAs), residential community coordinators (RCCs), Office of Student Engagement professional staff, or deans.

All students are expected to occupy the rooms to which they are assigned or which they have selected through the regular room choosing process. Prior approval from the Office of Student Engagement is required of any student making a room change. Students who switch rooms without the consent of the Office of Student Engagement will be penalized $100 and will not be permitted to participate in the next housing lottery.
Room Cancellations

If a student reserves a room through the housing lottery or waitlist system and cancels their housing assignment, a fine between $100-$500 is assessed to the student’s account. Fines are generally assigned as follow:

For fall semester: If a student selects a room in the lottery and chooses to live off-campus, and is still enrolled, the student will be assessed.
   a. $100 fine per person to cancel their housing contract, before June 1, 4:30PM EST.
   b. $500 fine per person to cancel their housing contract between, June 1, 4:30PM EST and week eight (8) of classes.
   c. No room refund will be given when notice is given after week eight (8) of classes.

For fall semester: If a student selects a room in the lottery and takes a leave of absence, the student will be assessed.
   a. $100 fine per person to cancel their housing contract before August 1, 4:30PM EST.
   b. $500 fine per person to cancel their housing contract between, August 1, 4:30PM EST and week eight (8) of classes.
   c. No room refund will be given when notice is given after week eight (8) of classes.

For spring semester: if a student selects a room in the December lottery or already has a room from the fall semester and chooses to live off-campus, but is still enrolled, the student will be assessed.
   a. $100 fine per person to cancel their housing contract before December 1, 4:30PM EST.
   b. $500 fine per person to cancel their housing contract between, December 1, 4:30PM EST and week eight (8) of classes.
   c. No room refund will be given when notice is given after week eight (8) of classes.

   a. $100 fine per person to cancel their housing contract before December 1, 4:30PM EST.
   b. $500 fine per person to cancel their housing contract between, December 1, 4:30PM EST and January 5, 4:30PM EST.
   c. $500 fine per person to cancel their housing contract between January 5, 4:30PM EST and week eight (8) of classes.
   d. No room refund will be given when notice is given after week eight (8) of classes.

Keys and Locks

The College takes precautions to protect the safety and well-being of students, and expects students’ full participation in this process. Rooms should be locked when unoccupied, even for a brief period of time, to avoid theft of personal property. Exterior entry doors must not be propped open. Public safety officers, Environmental Services (EVS) staff, maintenance workers and their supervisors, Dean’s Office professional staff, as well as resident assistants (RAs), may have access to master keys for each residence hall. These keys may only be used in the course of fulfilling official job duties.
**Key Central.** Key Central is located in the Facilities and Services Building. Key Central is generally open weekdays from 6:30 a.m. to 2:30 p.m. The office may be contacted by emailing locks@swarthmore.edu or calling ext. 5397 (KEYS) from a campus phone. From off campus, call 610-690-5748. Keys will only be issued to the person to whom they are assigned.

**Lost Keys.** Lost keys must be reported immediately. Please notify Public Safety, the resident assistant, and Key Central immediately in writing (by email) about a lost key. There is a fine for replacing a lost key. If a student loses more than one key, or there is reason to believe that the key may be identifiable, a mandatory room lock change may be required.

**Found Keys.** Found keys are to be turned in to Public Safety or Key Central immediately. For security reasons, the office will not divulge the identity of a key or its owner to other students.

**Room Changes.** If a student is changing rooms, they may only have one (1) key in their possession at a time. The student is not to trade key(s) with another student. When rooms are changed, Key Central automatically reassigns new key(s) and flags the other key(s) as due. If the key(s) is not returned promptly, the student may be charged a fine up to $100.

**Locks.** Only College locks may be used on doors; personal locks will be removed, and the owner will be charged for damages and labor.

**Returning Keys.** At the end of the year, students should return their keys to Key Central before departing campus. If a student wished to return a key after regular business hours, the key may be placed in the 24-hour key drop located directly at the top of the loading dock stairs of the Facilities and Services Building. If the student wishes to receive a key-return receipt, they may get one during business hours at the Key Central window. Keys must be returned to Key Central by the end of move-out day each term to avoid a replacement key fine.

Should the student elect to take a leave of absence, cancel their housing contract, or depart from the College earlier than originally scheduled, all College keys immediately become due and must be surrendered before leaving campus.

❖ **Vacancies**

In all non-single rooms, if one or more assigned residents cancel their housing assignment, the Office of Student Engagement has the right to fill the empty space or to move the remaining roommate(s) to another comparable space. This will be done in consultation with the remaining occupant(s).

❖ **Care of College Property**

College-provided furniture in residence hall rooms may not be removed or dismantled. Public-area furnishings are intended for general use and are not to be taken into private rooms. Students who violate these rules will be fined and referred to the Office of Student
Engagement and/or Office of Student Conduct. Students who do not comply with a directive to restore furniture and/or equipment to its rightful place may be subject to the College’s noncompliance policy. Serious or repeated violations could also subject the student to suspension of their right to reside in College residence halls.

Personal beds—including waterbeds and mattresses—may not be added to the room unless specific permission is obtained before the student’s arrival date from the assistant director for residential communities. For safety reasons, construction of lofts or walls in rooms is not permitted.

Students are required to complete a room inventory form during both moving in and out of their rooms. If a student changes rooms during the semester, the student is responsible for completing a room inventory form for the room being vacated and then another form for the new room. Rooms must be returned to their pre-occupancy condition upon move-out. Rooms will be examined subsequent to each student’s departure, and a fine will be levied in the event that special cleaning beyond common procedures is required, or for the removal of College property from the room. Fines are also levied if the staff must move furniture in or out of the room. Similar charges will accrue if students leave belongings in common spaces that must be removed by facilities management personnel. Typically, those charges begin at $100 per resident and increase when extra cleaning of rooms is necessary. Room walls, floors, doors, and furniture may not be painted.

Please contact the Office of Student Engagement for a complete listing of fines and fees.

Prohibited Items

Fire regulations prohibit: personal cooking appliances (hot plates, toaster ovens, or other items with open-heat elements); space heaters; candles, incense, and other open-flame items; and halogen lamps. Any student with an open flame (e.g., candle, incense, etc.) may be subject to a $500 fine.

Any student in possession of prohibited items and/or in violation of the fire safety policy will be referred to the student conduct process through the Office of Student Engagement.

The cooking facilities in residence halls (excluding Strath Haven) are designed only for occasional snack use and not for regular meal preparation. Students are not permitted to cook in dormitory rooms or bring microwaves. Students may bring small refrigerators for their dorm rooms, but they must meet all College specifications (Energy Star rated and no larger than 24” x 18” x 18”). Wastebaskets must be metal. Extreme care must be taken with irons, clothes steamers, curling irons, and other personal-care devices. Electrical items using excessive wattage (e.g., air conditioning units) are prohibited. Extension cords must be Underwriter’s Lab approved; outlet strips must have a built-in circuit breaker. No gas-powered vehicles are permitted in the buildings.

Pets of any kind are NOT allowed in residence halls. Fines will be levied against anyone found with a pet in the residence hall, and the pet(s) will be removed from College premises. A repeat offense will cause the student with the pet to forfeit their right to reside within College housing. Students who have questions about accommodations for
service animals should contact the Office of Student Disability Services.

**Quiet Hours**

Quiet hours are established by hall residents at the beginning of each term. Should there be a conflict between roommates about sleeping, socializing, and studying schedules, the students’ sleeping schedules will generally take precedence over other room uses. It is understood that an occasional late-night study session may need to take place in a residence hall room. If a regular pattern of late-night studying develops and the roommate needs to get a regular amount of sleep, the studier will be asked to relocate to a more appropriate location (library, classroom, or residence hall lounge).

**Guests**

Residence hall rooms are designed for sleeping and studying on the part of the occupants. Guests of Swarthmore students are welcome to visit campus when the College is in session. Guests are defined as non-Swarthmore students and friends, family, and prospective students. Individuals or groups contracted to perform specific functions at the College (e.g., performers, speakers, etc.) are not permitted to stay overnight in the residence halls. If a guest of a student will be staying in a residence hall overnight, the resident assistant (RA) must be notified, and all roommates must agree to any overnight stay.

A guest is not permitted to stay in a residence hall more than a total of four (4) nights each term. A guest is never permitted to sleep or reside in any public location (such as a residence hall lounge, basement, or other public space). Requests for exceptions must be made to the Office of Student Engagement.

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

The Dean’s Office and/or Office of Student Engagement reserves the right to require a guest to immediately leave campus if their behavior begins to have an impact on the campus community or is otherwise disruptive.

Before inviting a guest into the room, the student must secure the permission of all roommates. If the roommate does not give permission, the inviter may not have the guest in the room. Usually, roommates can agree about the presence and timing of guests. If no agreement can be reached, the basic principle is that the room is for study and sleeping by the assigned occupants.

**Storage and Insurance**

College storage is not available during the summer term, or while a student is taking part in off-campus study. Students should make arrangements for transporting personal items to and from campus and for storing those items when the residence halls are closed.
A limited amount of storage may be available to international students who are not able to travel home during the summer term and others with extenuating circumstances. Please contact the Office of Student Engagement to determine eligibility for this program.

There are many locations off-campus that offer students summer and winter break storage options. Students must work with these companies directly as they are not managed by the College.

The insurance program for the College is designed to provide protection for College property and does not include the property of students or others. Students and their parents are strongly urged to review their insurance program in order to be sure that coverage is extended to include personal effects while at college. The College assumes no responsibility for stored items; students store items at their own risk.

❖ **Board Requirement**

All students living in campus housing must participate in one of the College’s three meal plans, with the exception of students living in the Strath Haven Condominiums. Students living in Strath Haven may decline the meal plan, select a partial meal plan, or subscribe to the full meal plan. The selection of a meal plan option is done through Dining Services (Sharples Dining Hall).

❖ **Cable and Internet**

Cable access is provided to one TV set per residential cluster. Splicing into the line or installing a satellite dish is a violation of College policy. Wireless network access is provided in all residence halls. The use of personal wireless access points is prohibited as they may interfere with the College-provided service.

❖ **Summer Housing**

The College, as a service for faculty and their student researchers, provides a limited amount of summer housing. Summer housing priority is given to international students and students conducting research with faculty members. If additional College housing is available, other active students are eligible to apply. Information about summer housing options are made available after spring break by the Office of Student Engagement.

❖ **Off-Campus Housing**

In keeping with Swarthmore’s philosophy that residence hall life supports the College’s academic mission, most students (approximately 96%) live in the residence halls. However, it is recognized that some students may prefer to live off-campus, and, with the exception of new students, they are generally allowed to do so. Students wishing to live in non-College housing must submit an ‘Intent to Live Off-Campus’ form each semester, and provide a local address and cellular telephone number.

Off-campus students may decline the meal plan, select a partial meal plan, or subscribe to the full meal plan. Debit cards for use at the Dining Hall, Kohlberg coffee bar, Science
Center coffee bar, and the Tarble snack bar may also be purchased by off-campus students. Contact Dining Services for additional information.

**Student Health & Wellness Services**

*http://www.swarthmore.edu/student-health*

Phone 610-328-8058  
After-hours on call 610-328-8548  
Fax 610-690-5724

Student Health & Wellness Services is located in the Worth Health Center. Hours are Monday, Tuesday, Thursday and Friday 9:00AM – 6:00PM and Wednesday 9:00AM – 8:00PM. After hours on call is available when the Health Center is closed. Walk-in service is provided by a registered nurse. Appointments are available to visit a nurse practitioner, physician, registered dietician, violence prevention advocate, alcohol and other drug counselor and student wellness program manager. Student Health and Wellness supports the health and well-being of every student, in keeping with the broader mission of facilitating a productive and rewarding college experience. Students experiencing true emergencies and/or severe medical issues should be evaluated and treated at a local hospital (i.e., Springfield Hospital or Crozer-Chester Medical Center).

Services offered: acute care, alcohol and other drug counseling, allergy injections, first aid treatment, flu vaccine clinics, health and wellness promotion, interpersonal relationship education, nutrition counseling, referral services, reproductive health services, simple diagnostic screenings, sexually transmitted infection (STI) screenings, travel health, violence prevention services and well visits. Students have the right to expect that all aspects of care will be treated as confidential. Unless permitted by law, information is not shared with parents or family medical providers without the explicit permission of the student. In the case of threat to life of self or others, information will be shared with persons listed as emergency contacts as well as with relevant College officials.

Visits to the Student Health & Wellness Center are free of charge. Lab specimens are sent to Quest Diagnostics or LabCorp and are billed by the lab to the student’s health insurance. The college health plan generally covers 80% of most lab fees and students are responsible for the remaining balance. Please be aware of your individual insurance coverage policy. A nominal fee is charged for simple diagnostic tests and most medications dispensed at the Student Health & Wellness Center.

Swarthmore College requires all students to be adequately immunized against measles, mumps, rubella, meningitis and varicella according to Pennsylvania state requirements. Unvaccinated students must complete a waiver form found on the Student Health & Wellness website. Students are responsible for completing their health certificate prior to campus arrival.

Health care staff does not communicate with faculty members or others about missed classes, activities, or assignments. Students must give permission for the Health Center staff to be in touch with the relevant class dean, who will communicate with professors or other relevant community members. These communications indicate that the student is
under the care of a medical professional and will be in touch once she/he is ready to resume work or classes. Class deans can help students strategize ways to make up work and to approach faculty members or others about their situation.

All students must be covered by a health insurance plan that meets the minimum requirements established by the College. The College offers an insurance plan for purchase by students who have no other health insurance coverage.

**Student Code of Conduct: Rules and Regulations**

The following is a summary and explanation of the rights, responsibilities, and rules governing student conduct at Swarthmore College. This statement serves as a general framework and is not intended to provide an exhaustive list of all possible infractions. Students violating any of the following are subject to disciplinary action. All sanctions imposed by the student conduct system must be obeyed or additional sanctions may be levied. For a complete description of the College’s student conduct process, please see the section on Student Conduct Policies and Procedures.

- **Alcohol and Other Drugs Policy**

  The unlawful possession, use, purchase, or distribution of alcohol on College property or as part of any College activity is prohibited. The unlawful possession, use, purchase, or distribution of illicit drugs, controlled substances (including stimulants, depressants, narcotics, or hallucinogenic drugs), or paraphernalia—or the misuse of prescription drugs, including sharing, procuring, buying, or using in a manner different from the prescribed use, or by someone other than the person for whom it was prescribed—is prohibited on College property or as part of any College activity.

  The overarching priority of the College with respect to alcohol and drugs is to help ensure the safety and well-being of Swarthmore students and comply with all applicable laws. The College is committed to providing guidance so that students can learn to develop a responsible approach to social challenges, including whether to consume alcohol, how to do so in moderation, and how to comply with local, state, and federal laws governing alcohol consumption.

  The College believes that everyone has the right to work and study in an environment free from the effects of substance abuse and that those individuals who abuse alcohol and other drugs are a danger to themselves and others.

  **Objectives.** The objectives of these policies reflect the College’s desire to create an intentional community based on principles of respect for oneself and others.

  The Alcohol and Other Drugs Policy has several objectives:
  - to promote the safety and well-being of the Swarthmore community and its members;
  - to maintain a safe campus, where students can enjoy their social lives amid a comfortable and coercion-free atmosphere;
• to provide information about alcohol and other drugs so that students can make responsible, healthy choices;
• to provide confidential support for community members seeking treatment for alcohol- and/or drug-related problems; and
• to be in compliance with federal statutes, Pennsylvania laws, and borough ordinances that regulate the consumption of alcohol.

AVAILABLE ASSISTANCE FOR ABUSE PROBLEMS

The College’s Alcohol and Other Drug Counselor and Educator in cooperation with the Drug and Alcohol Resource Team (DART) provides mandatory training sessions during orientation each year to educate students about the ramifications of drug and alcohol use and to help students identify substance-abuse problems in themselves and their friends. Alcohol and drugs can interfere with academics, friendships, jobs, family, and, most importantly, one’s health, as well as create legal problems including warnings, citations, arrest, and jail.

Students needing help responding to alcohol or drug problems are encouraged to speak with Health Center personnel, Counseling & Psychological Services (CAPS) counselors, deans, and/or resident assistants (RAs). These professionals can help review the situation and make referrals to outside agencies or inside resources that respond to alcohol and drug abuse.

HEALTH RISKS

All drugs, including alcohol, can cause marked changes in behavior and have side effects. Their influences can affect the safety and well-being of the users as well as those around them.

Alcohol is a central nervous system depressant that is absorbed into the blood stream and transmitted to all parts of the body. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that a driver will be involved in an accident. Low to moderate doses reduce physical coordination and mental alertness, while increasing the incidence of aggressive behavior. Moderate to high doses of alcohol drastically impair an individual’s ability to function, sometimes rendering them unconscious. Long-term drinking of large quantities of alcohol can increase the risk of developing liver and heart disease, circulatory and stomach problems, various forms of cancer, and may cause irreversible brain damage.

Illicit drugs can interfere with important brain activities, including coordination, memory, and learning. They increase the risk of lung cancer, destroy liver cells, initiate severe weight loss, and may weaken the immune system. Users may also experience abdominal pain, nausea, vomiting, rapid heartbeat, and irregular breathing. Convulsions, coma, and death are also possible. Combining drugs can be fatal.

See Controlled Substances — Uses and Effects for more information.
REGULATION OF ALCOHOL AT SWARTHMORE
The presence of alcoholic beverages on campus is limited in two ways. First, it is limited by federal, state, and borough laws, including those summarized below. Second, College rules specify the circumstances under which alcohol may legitimately be served on campus.

ALCOHOL AND DRUG AMNESTY (AOD AMNESTY)
Swarthmore College seeks to remove any barriers to reporting incidents of sexual assault and/or harassment and for providing assistance to students in need of medical attention. The College will generally offer any student, whether the complainant or a third party, who reports sexual assault or harassment limited immunity from being charged for policy violations related to the personal ingestion of alcohol or other drugs, provided that any such violations did not and do not place the health and safety of any person at risk. The College may choose, however, to pursue educational or therapeutic remedies for those individuals.

Additionally, the College recognizes that there may be situations in which students would be in need of swift medical assistance for themselves or others, as a result of alcohol and/or drug use. The College expects each student to share in the safety and wellbeing of their fellow students and to seek out assistance from College officials (Public Safety, Resident Advisors, Dean’s Office Staff) and/or medical emergency services through 911, without fear of College disciplinary action.

Under the College’s Alcohol and Drug Amnesty policy, neither the student in need nor the student or student organization requesting assistance will ordinarily be subject to disciplinary action as a result of a violation of the Alcohol and/or Drug Policy.

Though a student or student organization participating in the College’s AOD Amnesty policy will not normally be subject to disciplinary action, they will be required to meet with a College official to discuss the incident and/or participate in a College educational program. In order to avoid a disciplinary consequence, the student(s) involved in the AOD Amnesty policy will need to meet with the College’s Alcohol and Other Drugs Counselor & Educator and comply with any suggested recommendations. Information discussed in any session with the Alcohol and Other Drugs Counselor & Educator is considered confidential. Failure to meet with the College’s Alcohol and Other Drugs Counselor & Educator and comply with any recommendations will result in the reinstatement of the College disciplinary process for this incident and/or further sanctions from the College.

Although a student involved in the AOD Amnesty program may not submit to disciplinary action from the College for an incident, they should be aware that a AOD Amnesty incident could be taken into consideration, should they be found responsible for any other student conduct incidents in the future.

The AOD Amnesty policy only applies to violations of the College’s Alcohol and/or Drug policy and does not apply to other violations of the Student Code of Conduct. In incidents where other violations of the Student Code of Conduct have occurred (e.g.,
assault, hazing, harassment, vandalism), one’s decision to call for assist for an individual in need of medical attention may be considered a mitigating factor in any disciplinary process (similarly, one’s failure to request medical assistance for someone in need may be considered an aggravating factor in any disciplinary process).

Students who participate in the College’s AOD Amnesty policy are not immune from any legal or other law enforcement actions that may result from any given incident.

COLLEGE DISCIPLINARY SANCTIONS REGARDING VIOLATIONS OF THE ALCOHOL AND OTHER DRUGS POLICY

The College will impose disciplinary sanctions on students (consistent with the local, state, and federal laws described below) for violations of the Alcohol and Other Drugs Policy. Disciplinary action, including, but not limited to, warnings, fines, probation, suspension, expulsion, or referral for prosecution may result from any of the following violations:

• the possession or consumption of alcoholic beverages by anyone under 21 on property owned, leased, or controlled by Swarthmore College;
• the furnishing of alcoholic beverages to individuals under the age of 21;
• the consumption, possession, or furnishing of hard alcohol at registered campus events;
• the use of common sources of hard alcohol, especially punches and party bowls;
• engaging in or coercing others into activities, games, and/or other behaviors designed for the purpose of rapid ingestion or abusive use of alcohol (e.g., use of paraphernalia such as funnels, keg stands, “around-the-world” parties, flip cup, quarters, beer pong, Beirut, power hour, and other alcohol consumption based on speed and/or volume, etc.);
• the sale, possession, production, purchase, distribution, or use of any controlled substance or illegal drug on College premises or at College-sponsored activities;
• abuse or illegal distribution of prescription medication;
• violent acts against persons or property
• drunkenness and disorderly conduct;
• driving under the influence;
• the manufacturing (including malt beverages/beer) and/or use of grain alcohol; and
• the violation of rules governing the permitted use of alcohol at College events.

Note: Sanctions may be assessed against individuals and organizations, as well as guests and their host.

Violations of the Alcohol and Other Drugs Policy regarding both individual behavior and party guidelines will be referred to the student conduct process for review, adjudication, and referral when appropriate. If a student presents at Worth Health Center due to intoxication or drug use, she/he will be referred to the alcohol and other drugs counselor. Organizations may also be found to be in violation of these policies.

Penalties will depend on the nature of the violation. First violation: a warning and referral to the alcohol and other drugs counselor (minimum penalty). Second violation: probation and/or a requirement to attend an alcohol education program. Subsequent violations:
suspension, expulsion, and penalties imposed by outside authorities. Fines may be imposed for any violation to cover expenses related to repair or replacement of damaged items or for cleanup.

LOCAL, STATE, AND FEDERAL LEGAL SANCTIONS
A student who violates the College’s Alcohol and Other Drugs policy is subject both to the College’s sanctions and to criminal sanctions provided by federal, state, and local law.

The Drug-Free Schools and Communities Act.
In 1989, the federal government adopted the Drug-Free Schools and Communities Act. As a condition of receiving federal grants, the College must certify that it is in compliance with this law. This means that underage drinking is not only a violation of state law, but also a violation of College policy and will be sanctioned under the College’s student conduct system.

Alcohol. Under Pennsylvania state law, a person less than 21 years of age may not purchase, consume, possess, or transport alcohol. Any person convicted of violating this law will have her/his driver’s license suspended for ninety (90) days. A second offense will result in a one-year suspension of driving privileges and a fine up to $500. Additionally, any person who intentionally provides alcohol to a person less than 21 years of age is guilty of a misdemeanor of the third degree, which carries a fine of at least $1,000 for the first (1st) offense.

Pennsylvania state law allows a driver to be considered intoxicated and charged with driving under the influence (DUI) if she/he has symptoms of intoxication and a blood-alcohol content (BAC) greater than 0.08 percent. A BAC of 0.08 percent can be obtained by consuming a little less than one (1) drink per hour. A driver will be charged with DUI if her/his BAC exceeds 0.08 percent.

Additionally, Pennsylvania state law penalizes public drunkenness and defines it as: “A person is guilty of a summary offense if he/she appears in any public place manifestly under the influence of alcohol to the degree he/she may endanger himself/herself or other persons or property, or annoy persons in his/her vicinity.” It is also a violation of Swarthmore Borough Ordinance 759 to be found in a drunken or intoxicated condition under circumstances tending to disturb the neighborhood or to cause a breach of the public peace. Swarthmore Borough police will enforce these laws on and off campus.

Drugs. Both federal and state laws impose sanctions for the possession, use, and distribution of illegal drugs. The sanctions for any given offense depend on the type and quantity of the drug involved and whether the offense is possession, use, or distribution.

Under federal law, simple possession of a controlled substance carries a penalty of imprisonment for up to one (1) year, plus a minimum fine of $1,000. If the controlled substance contains a cocaine base and the amount exceeds five (5) grams, the first-time offender will be imprisoned for not less than five (5) years and not more than twenty (20) years and fined. Also under federal law, any person 18 or more years old who distributes
drugs to anyone under age 21 will be imprisoned or fined, or both, up to twice what is otherwise provided by law, with a minimum prison sentence of one (1) year. This same penalty applies to any person who distributes or possesses with intent to distribute drugs to anyone within 1,000 feet of a college campus.

Pennsylvania law imposes similarly strict sanctions on the unlawful use, possession, and distribution of drugs. In addition to imposing fines and imprisonment for violation of its drug laws, Pennsylvania will seize all of the violator’s property that was used in committing the crime.

STATE AND FEDERAL SANCTIONS
The following is a summary description of the legal sanctions under state and federal law for the unlawful possession or distribution of illicit drugs and alcohol.

1. Drugs—state penalties and sanctions for illegal possession, sale, or delivery of a controlled substance:

   a. The Controlled Substance, Drug, Device and Cosmetic Act, 35 P.S. § 780-101 et seq. sets up five schedules of controlled substances based on potential for abuse, dangerousness, and medical uses. The act prohibits, among other things, the manufacture, distribution, sale, or acquisition by misrepresentation or forgery of controlled substances except in accordance with the act, as well as the knowing possession of controlled substances unlawfully acquired. Penalties for first-time violators of the act range from thirty (30) days imprisonment, a $500 fine, or both, for possession or distribution of a small amount of marijuana or hashish, but which was not for sale, to fifteen (15) years imprisonment, a $250,000 fine, or both, for the manufacture or delivery of a schedule I or II narcotic.

   Fines and terms of imprisonment may be doubled under certain circumstances, including the distribution of a controlled substance to a person under 18 years of age or a conviction for a second or subsequent offense.

   b. 18 Pa. C.S. §§ 6314, 6317. A person over 18 years of age who is convicted for violating the Controlled Substance, Drug, Device and Cosmetic Act shall be sentenced to a minimum of at least one (1) year total confinement if the delivery or possession with intent to deliver of the controlled substance was to a minor. If the offense is committed within 1,000 feet of the real property on which is located a public, private, or parochial school or a college or university or within 250 feet of the real property on which is located a recreation center or playground or on a school bus (“drug free school zones”), the person shall be sentenced to an additional minimum sentence of at least two (2) years total confinement. Such offenses not involving minors in drug-free school zones are subject to a mandatory minimum of two (2) years of total confinement.

   c. The Pharmacy Act of 1961, 63 P.S. § 390-8 prohibits, among other things, procuring or attempting to procure drugs by fraud, deceit, misrepresentation, or subterfuge or by forgery or alteration of a prescription. The first offense is a misdemeanor, with a maximum penalty of one (1) year of imprisonment, a $5,000 fine, or
both. For each subsequent offense, the maximum penalty is three (3) years of imprisonment, a $15,000 fine, or both.

d. The Vehicle Code, 75 Pa. C.S. § 3802 et seq. prohibits driving, operating, or being in actual physical control of the movement of a vehicle while under the influence of alcohol or a controlled substance, or both, if the driver is thereby rendered incapable of safely driving, operating, or being in actual physical control of the movement of the vehicle or if the alcohol concentration in the individual’s blood or breath exceeds the stated limits. Penalties for first-time violators of the act range from a mandatory term of six (6) months’ probation, a $300 fine, or both, to a maximum of seventy-two (72) hours’ imprisonment, a $5,000 fine, or both. Penalties for subsequent violations increase to a maximum of not less than one (1) year imprisonment, a $10,000 fine, or both. In addition to the above penalties, the court has discretion to order any or all of the following: highway safety training, drug or alcohol treatment, community service, attendance at a victim-impact panel, use of an ignition interlock device, and/or suspension of operating privileges.

2. Drugs—federal penalties and sanctions for illegal possession or trafficking of a controlled substance:

   a. 21 U.S.C.S. § 844(a). For the first conviction: up to one (1) year of imprisonment and fine of at least $1,000, or both. After one (1) prior drug conviction: at least fifteen (15) days’ imprisonment, not to exceed two (2) years, and fine of at least $2,500. After two (2) or more prior drug convictions: At least ninety (90) days’ imprisonment, not to exceed three (3) years, and fine of at least $5,000.

   The special sentencing provisions for possession of flunitrazepam (the “date rape drug”) include imprisonment not to exceed three (3) years and fine of at least $1,000.

   In addition to the above penalties, the court has discretion, upon conviction, to order a fine in the amount of the reasonable costs of the investigation and prosecution of the offense.

   b. 21 U.S.C.S. §§ 853(a) and 881(a). This statute allows for the forfeiture of personal and real property used, or intended to be used, to possess or to facilitate possession of a controlled substance if that offense is punishable by more than one (1) year of imprisonment.

   Additionally, this allows for the forfeiture of money, controlled substances, drug paraphernalia, firearms, books and records, vehicles, boats, aircraft or any other conveyance used, or intended to be used, to transport or facilitate the transportation, sale, receipt, possession, or concealment of a controlled substance or any raw materials, products, or equipment of any kind which are used, or intended for use, in manufacturing, compounding, processing, delivering, importing, or exporting any controlled substance.

   c. 20 U.S.C.S.§ 1091(r). A student who has been convicted of any offense under any federal or state law involving the possession or sale of a controlled substance for conduct that occurred during a period of enrollment for which the student was receiving
any grant, loan, or work assistance under federal law, shall not be eligible to receive any
grant, loan, or work assistance during the period beginning on the date of such conviction
and ending after the interval specified as follows. If convicted of an offense involving the
possession of a controlled substance: first (1st) offense, the student is ineligible for one
(1) year; second (2nd), offense, the student is ineligible for two (2) years; third (3rd)
offense, the student is ineligible indefinitely. If convicted of an offense involving the sale
of a controlled substance, the penalty for the first (1st) offense is an ineligibility period of
two (2) years; the penalty for a second (2nd) offense is ineligibility for an indefinite
period.

A student whose eligibility has been suspended under the above paragraph may resume
eligibility before the end of the ineligibility period if (a) the student satisfactorily
completes a drug rehabilitation program that (i) complies with such criteria as prescribed
by regulations and (ii) includes two (2) unannounced drug tests; (b) the student
successfully passes two (2) unannounced drug tests conducted by a drug rehabilitation
program that complies with such criteria as prescribed by regulations; or (c) the
conviction is reversed, set aside, or otherwise rendered not valid.

d. 21 U.S.C.S. § 862. The following penalties are for possession of a controlled
substance. Penalties are increased for trafficking. Denial of federal benefits, such as
grants, contracts, loans, and professional and commercial licenses, up to one (1) year for
the first (1st) offense and up to five (5) years for the second (2nd) and subsequent
offenses

e. 18 U.S.C.S. § 922(g). Under this statute, one who is an unlawful user of, or
addicted to, controlled substances is ineligible to own or possess firearms or ammunition.

f. Miscellaneous statutes. Revocation of certain federal licenses and benefits, e.g.,
pilot licenses, public housing tenancy, etc., are vested within the authorities of individual
federal agencies.

g. See the chart describing Federal Trafficking Penalties for additional
information.

3. Alcohol—state penalties and sanctions for illegal possession or other violations:

The Pennsylvania Liquor Code, 47 P.S. § 1-101 et seq., controls the possession and sale
of alcoholic beverages within the commonwealth. The code (in conjunction with portions
of the Pennsylvania statutes pertaining to crimes and offenses involving minors, 18 Pa.
C.S.A. § 6307 et seq.) provides as follows:

a. It is a summary offense for a person under the age of 21 to attempt to purchase,
conserve, possess, or knowingly and intentionally transport any liquor or malt or brewed
beverages. The penalty for a first (1st) offense is suspension of driving privileges for
ninety (90) days, a fine up to $500, and imprisonment for up to ninety (90) days; for a
second (2nd) offense, suspension of driving privileges for one (1) year, a fine up to
$1000, and imprisonment for up to ninety (90) days; and for a subsequent offense,
suspension of driving privileges for two (2) years, a fine up to $1000, and imprisonment
for up to ninety (90) days. Multiple sentences involving suspension of driving privileges must be served consecutively.

b. It is a crime intentionally and knowingly to sell or intentionally and knowingly to furnish or to purchase with the intent to sell or furnish, any liquor or malt or brewed beverages to any minor (under the age of 21). “Furnish” means to supply, give, or provide to, or allow a minor to possess on premises or property owned or controlled by the person charged. The minimum fine for a first (1st) violation is $1,000; $2,500 for each subsequent violation; and imprisonment for up to one (1) year for any violation.

c. It is a crime for any person under 21 years of age to possess an identification card falsely identifying that person as being 21 years of age or older, or to obtain or attempt to obtain liquor or malt or brewed beverages by using a false identification card. The penalty for a first (1st) offense is suspension of driving privileges for ninety (90) days, a fine up to $500, and imprisonment for up to ninety (90) days; for a second (2nd) offense, suspension of driving privileges for one (1) year, a fine up to $500, and imprisonment for up to one (1) year; and for a subsequent offense, suspension of driving privileges for two (2) years, a fine up to $500, and imprisonment for up to one (1) year.

d. It is a crime intentionally, knowingly, or recklessly to manufacture, make, alter, sell, or attempt to sell an identification card falsely representing the identity, birth date, or age of another. The fine is a minimum of $1,000 for the first (1st) violation; for subsequent violations, the fine is a minimum of $2,500; and imprisonment for up to two (2) years for any violation.

e. It is a crime knowingly to misrepresent one’s age to obtain liquor. Penalties are as stated in (c) above.

f. It is a crime for any person to appear in any public place manifestly under the influence of alcohol to the degree that she/he may endanger herself/ himself or other persons or property, or annoy persons in her/his vicinity. The fine is up to $500 for the first (1st) violation; for subsequent violations, the fine is up to $1,000 and imprisonment for up to ninety (90) days for any violation.

g. It is a crime knowingly, willfully, and falsely to represent that another is of legal age to obtain liquor or malt or brewed beverages. The penalty is a minimum fine of $300 and imprisonment for up to one (1) year.

h. It is a crime to hire, request, or induce any minor to purchase liquor or malt or brewed beverages. The penalty is a minimum fine of $300 and imprisonment for up to one (1) year.

i. Sales without a license or purchases from an unlicensed source of liquor or malt beverages are prohibited.

j. It is unlawful to possess or transport liquor or alcohol within the Commonwealth unless it has been purchased from a Pennsylvania State Liquor Store or in accordance with Liquor Control Board regulations.
Assault, endangerment, or infliction of physical harm

Physical restraint, assault, or any other act of violence or use of physical force against any member of the community, or any act that threatens the use of physical force is forbidden. Conduct—whether reckless or intentional—that a person knows, or which any reasonable person under the circumstances would know, places oneself or another at risk of bodily harm is subject to disciplinary action, whether or not the risk is realized. The director of student conduct, in consultation with the dean of students, will review the conduct and the circumstances in which it occurred and decide whether it falls under a minor or major adjudication, or to refer it to the College Judicial Committee for adjudication. The more reckless the conduct and the greater the risk of serious bodily harm and/or the greater the actual bodily harm caused, the greater the likelihood of a severe sanction.

Banners, Chalking, and Posters

Banners.
Banners may only be hung on Clothier Hall’s façade facing Parrish Beach, Cosby Courtyard, or Sharples Dining Hall. Banners hung elsewhere, including on Parrish Hall, will be removed. The standard maximum duration for banner display is one (1) week; groups are limited to one (1) banner reservation per month. Priority is given to student organizations or community-wide events (e.g., Winter Formal, Large-Scale Event, Jamboree, etc.).

Requests for banner space must be made to the Student Activities Office five (5) business days in advance of the requested starting display date. All banner designs must be reviewed by the Student Activities Office prior to installation. Once approved, students must deliver their banner to the Facilities Service Building by 2:00PM on the Friday before the start of the reservation to ensure their banner is properly hung and according to the schedule. Installations will not occur on weekends.

Banners must be no more than 8-feet wide and no more than 5-feet tall; made of vinyl or durable plastic or color-fast printed/painted fabric (hemmed); grommets should be present on the banner corners to ensure secure attachment to the wall; and a few short slits should be cut in the banner to inhibit the wind from catching and ripping the material.

Banners will be taken down by facilities on Monday mornings, and students must retrieve their banner from facilities no later than noon the following day. Failure to do so could result in banner disposal. Students acknowledge that a banner is at risk of being stolen, and the College is not responsible for such loss or damage. Free expression guidelines and policies apply to all banner spaces. Harassing, demeaning, uncivil expression, or threats of violence, whether anonymous or signed, will not be permitted. External advertisements and solicitations are prohibited.

Chalkings.
Chalkings, by their very nature, are meant to be impermanent. Chalkings are permitted
only on paved, outdoor walkways that are open to the rain. Walkways under porches or archways and vertical surfaces may not be used, and such chalkings will be washed away. Science Center outdoor blackboards are meant for dynamic use, being used while members of the community are present. Harassing, demeaning, uncivil expression, or threats of violence, whether anonymous or signed, will be washed away or removed without notice. Questions about particular chalkings or postings should be directed to the Office of Student Engagement.

**Posters.**
All advertisements, flyers, notices, etc., constitute posters and may only be posted on public bulletin boards. Outdated posters must be promptly removed; anyone may remove outdated posters from public boards.

Recommended posting spots include the post office boards, bathroom stalls (not in the general room), residence hall bulletin boards, Sharples boards and tabling, and Clothier in Tarble boards. Masking or painter’s tape is approved for use for securing the posters—duct tape is not allowed. Posters may not be placed on light posts, trash cans, buildings, walls, floors, doors, windows in doors, walkways, bike racks, hand rails, stairs, or trees, nor may they be placed on the assigned group bulletin boards in Parrish without permission from the group.

Posters need to be “signed” with a recognized student organization or the individual name of a matriculated student. No mentions or images of alcohol are allowed. If posters do not conform to these rules, they may be removed, and the individual or group may be fined or held financially responsible for damage.

镡 Bullying and Intimidation

**Bullying.** Bullying includes any intentional electronic, written, verbal, or physical act or a series of acts of physical, social, or emotional domination that cause physical or emotional harm to another student or group of students. Bullying conduct may not only cause a negative effect on individuals targeted, but also others who observe the conduct. Bullying conduct is severe, persistent, or pervasive and has the effect of doing any of the following:

(i) substantially interfering with a community member’s education, employment, or full enjoyment of the college;
(ii) creating a threatening or intimidating environment; or
(iii) substantially disrupting the orderly operation of the College. Bullying is prohibited, and participating in such acts will result in disciplinary action.

**Intimidation.** Intimidation is any verbal, written, or electronic threats of violence or other threatening behavior directed toward another person or group that reasonably leads the person(s) in the group to fear for her/his physical well-being constitutes intimidation, is prohibited, and will result in disciplinary action.

Anyone who attempts to use bullying or intimidation to retaliate against someone who reports an incident, brings a complaint, or participates in an investigation in an attempt to
influence the judicial process will be subject to disciplinary action.

When bullying or acts of intimidation occur in the context of intimate-partner violence or when the behavior is perpetrated on the basis of sex or gender, the conduct will be resolved under the Sexual Assault and Harassment Policy.

 Disorderly Conduct

Students at Swarthmore College have the right to express their views, feelings, and beliefs inside and outside the classroom and to support causes publicly, including by demonstrations and other means.

These freedoms of expression extend so far as conduct does not impinge on the rights of other members of the community or the orderly and essential operations of the College. Disorderly conduct is not permitted.

Violation of the orderly operation of the College includes, but is not limited to:

1. Excessive noise, which interferes with classes, College offices, residence hall neighbors, or other campus and community activities;

2. Unauthorized entry into or occupation of a private work area;

3. Conduct that restricts or prevents faculty or staff members or student employees from performing their duties, including interruption of meetings, classes, or events;

4. Failure to maintain clear passage into or out of any College building or passageway; and

5. Failure to disperse when a building, office, or campus space is closed.

 Events and Parties

The College defines an event as an academic, intellectual, cultural, and/or social gathering, which is open to all, current Swarthmore students, in a designated campus space in which alcohol may/may not be present for the entirety of the event. Funds and approval for College events can be obtained through the Student Budget Committee (SBC) and approved through the Office of Student Engagement at least two (2) weeks in advance of the event.

The College defines a party as a social function where alcohol may be served, regulated by the Alcohol Permit, in a designated campus party space and more than ten (10) students are present. Under no circumstances may any College funding be used to purchase alcoholic beverages.

A College party may be held on- or off- campus and may only be sponsored by Swarthmore students. All parties held on-campus are automatically subject to this policy. If an individual and/or organization holds a party off-campus they may be subject to the student code of conduct and/or Pennsylvania state law.
Social functions (with alcoholic beverages) are divided into the following two types:

1. **All-College Events/Parties**: Individual students or student organizations may apply to Student Budget Committee (SBC) and/or Office of Student Engagement to obtain funds to assist in sponsoring an All-College event, to be held by those students or student organizations. SBC and Office of Student Engagement meet weekly to review event proposals and allocate funding. There may not be a charge for All-College events/parties, and they must be open to all members of the student body. All Swarthmore students are permitted to host one (1) guest (including Tri-Co) but that is at the discretion of the hosts. All guests are required to provide either a Tri-Co or State issued ID. **Again, under no circumstances may any College funding be used to purchase alcoholic beverages.**

2. **Fundraisers**: Students holding an event to raise funds for a nonprofit or humanitarian cause may advertise that donations are encouraged, but they must not serve as an entry fee to the event. Advertisements for the event may mention that it is a fundraiser. **No amounts of the donations may be used to purchase alcoholic beverages.**

**Authorized campus locations and times.** Students over the age of 21 are permitted to possess and consume alcohol in their own residence hall rooms without special approval, provided fewer than ten (10) people are present; beer is not served from a keg; and there is no disorder. Designated campus event/party locations are authorized by a member of the Office Student Engagement and/or Dean’s staff.

Alcoholic beverages are specifically excluded at all athletic contests or related events. Alcoholic beverages may not be served at parties or other events that take place during orientation periods, vacation periods, reading days, or final examination periods.

**Duration**: Social functions are expected to begin and end at a reasonable, specified time. In general, functions may not exceed four (4) hours in duration and should end no later than midnight Sunday through Wednesday and by 2:00AM for Thursday through Saturday night events. Thursday parties lasting beyond midnight must be in non-residential party spaces. Undue noise or unwanted guests may nullify previous agreements.

**Alcohol Permits**: After reserving space for a social function, the student must register the function by obtaining and submitting an Alcohol Permit from the Office of Student Engagement. An Alcohol Permit is required if: a) there are more than ten (10) people will attend; b) there is a keg; or c) the party will be held in a registered event/party location. This permit must indicate the name of two (2) responsible hosts who must be at least 21 years of age and one (1) of whom must have attended the College’s Event/Party Host Training. One of the registered hosts must meet with the Office of Student Engagement and Public Safety to review and sign the Alcohol Permit by no later than 12:00PM on the Thursday of the week of the requested event/party.

Alcohol that is present at the party and not included on the Alcohol Permit will be removed and will result in a referral to the College student conduct process. No Alcohol
Permits will be issued during New Student Orientation, vacation periods, reading days, or final examination periods. The first available date to register an event/party with an Alcohol Permit is the first Saturday after classes begin each semester.

**Event/Party Host Responsibilities:** By signing the alcohol permit, the hosts agree to be responsible for compliance with party guidelines and local, state and federal law before, during, and following the event. **Event/party hosts must not consume alcohol for the duration of the event/party.** Failure to obtain an alcohol permit and display it at the event will result in the event/party being closed down. Both party hosts must meet with SwatTeam representatives before the event/party can begin. In addition, the event/party hosts may be held accountable for any violations of the student code of conduct.

**Publicizing:** Private parties may not be advertised on campus. These events are by invitation only. However, all Student Activities funded events are required to be publicized on campus and must be open to all students. Generally, advertising is permitted for any party that is open to all students and is free of charge. Advertising (posters, flyers, chalkings, table tents, email, written, and verbal invitations) for All-College social functions must NOT refer to availability of alcoholic beverages, either graphically or in words. If there is any question as to whether or not some form of advertising meets this criterion, it should be cleared in advance with a dean, the alcohol and other drugs counselor, or the Student Activities Office. Illegal advertising or inappropriate signs will be removed and the individual and/or organization will be restricted from the ability to host an event/party until meeting with the Office of Student Engagement.

**During the Party:** While the social function is in progress and when alcoholic beverages are available (whichever is longer), the event/party hosts and SwatTeam must be in attendance, at all times. It is the responsibility of the hosts to regulate the serving of alcoholic beverages and to observe all laws and College guidelines regarding social events. Hosting the event/party without the approved presence of SwatTeam members for a party will result in the function being shut down.

**The serving of alcoholic beverages must:**
   i) be controlled by the hosts of the event/party;
   ii) refrain from serving alcoholic beverages to underage persons;
   ii) prohibit non-Tri-College persons, except authorized guests, from entering the party; and
   iii) prohibit visibly intoxicated persons from obtaining alcoholic beverages at the event/party.

It is the responsibility of the event/party hosts to ensure that the following regulations are adhered to:

1. The Alcohol Permit must be displayed clearly for the duration of the event/party, and hosts must indicate what type/how much alcohol is being served on the permit. If the permit is not displayed, the party cannot begin.

2. SwatTeam/ID checkers must be stationed at the doors to regulate entry into the
event/party and to ensure that alcoholic beverages are not carried out of the event/party. Only guests over the age of 21 will be provided a wristband indicating they are of the legal drinking age. The sharing of wristbands is strictly prohibited and will result in referral to the student conduct process.

3. A Swarthmore student is generally permitted to bring one (1) non-College guest to a party (this includes Tri-Co students). For private parties, the hosts must generate a guest list to be provided to the Office of Student Engagement and the SwatTeam members before the party begins. Failure to produce such list will result in guests not being allowed into the space. The guest, accompanied by the student host, must sign in at the door.

4. Signs must be posted in clear view at the entrance and where the alcohol is being served at all times during an event/party at which alcoholic beverages are served stating, “You must be 21 years of age to consume alcoholic beverages in the Commonwealth of Pennsylvania.”

5. At any social function where alcoholic beverages are served, alternative nonalcoholic beverages must be served at the same location with equal prominence. These alternative beverages will include drinks such as cider, sparkling grape juice, soda, or water that are appealing to a wide variety of tastes.

6. At any social function where alcoholic beverages are served, substantial food, such as fruits, vegetables, and/or pretzels, must also be served.

7. If non-alcoholic beverages or food run out during the course of the party, alcoholic beverages may no longer be served.

8. There is to be no smoking at any event/party.

If, in any event/party, the hosts are unable to uphold the guidelines and keep the party under control, they are required to call the Office of Public Safety at ext. 8333. Public Safety officers are free to enter registered and unregistered parties, at any time.

**After the Party**: Cleanup is the responsibility of the hosts and/or sponsoring organization and must be done immediately following the event. The College will impose a monetary fine, ranging from a minimum of $50 to several thousand dollars (depending on the scope of the damage) for failure to comply with agreements regarding space cleanup and/or destruction to College property (including Swaudio). In addition, hosts and/or sponsoring student organizations will be held responsible for any damages to the facility or equipment in that space.

**SwatTeam**: A registered event/party, where alcohol is present, will be staffed by SwatTeam members to help check IDs, provide crowd control, and serve as a liaison to Public Safety in the event that safety issues should arise. SwatTeam will be delegated to parties and assigned specific duties by the Office of Student Engagement and SwatTeam Managers, based upon the size and scale of the party.
SwatTeam members are required to be present and on the scene in order for a party to be held. Though SwatTeam is present, the hosts maintain responsibly for what occurs during their event. In the event that event/party protocol is not being followed and/or an emergency arises, SwatTeam members will be in contact with Public Safety to address the safety issues/concerns.

SwatTeam members will be selected by the Office of Student Engagement and SwatTeam Managers and trained by members of the Dean’s Division and Public Safety.

Their duties will include:
1. door/ID-checking, wristbanding guests, and crowd control;
2. refusing entry to visibly intoxicated persons;
3. ensuring that party guidelines (event/party permits and required food and drink) are followed;
4. support hosts in enforcing non-smoking policies;
5. regulating alcohol that is brought into or taken out of the party (when allowed);
6. enforcing the end time for parties;
7. alerting hosts to visibly intoxicated students;
8. providing a safe walk for persons to their residences, at a student’s request; and
9. contacting public safety if they require assistance or in any emergency situations.

All SwatTeam members must follow these four guidelines:
1. Never make physical contact with a student,
2. Always provide a safe walk home through a well lit area,
3. Must wear SwatTeam t-shirt while working, and
4. May not consume alcohol before or during the event/party.

❖ Failure to comply

The College expects students to comply with the directions of law enforcement officers or College officials acting in the performance of their duties.

Furthermore, the College expects students held responsible for Student Code of Conduct violations to fully comply with all disciplinary sanctions imposed by the College. A responsible student’s failure to comply with imposed sanctions or any related directions of a College official in the performance of their duties will be subject to further disciplinary action.

❖ False representation

A student may not knowingly provide false information or make misrepresentation to any College office. In addition, the forgery, alteration, or unauthorized possession or use of College documents, records, or instruments of identification, forged or fraudulent communications (paper or electronic mail) are prohibited.
Fire safety

Open flames are not permitted in residence halls. Any student with an open flame (e.g., candle, incense, etc.) will be subject to a $500 fine. Students are financially responsible for damages resulting from reckless conduct or violation of College rules regulating residence hall safety.

Tampering, interference, misuse, or destruction of fire safety and fire prevention equipment is prohibited and is a violation of state law. Damage or misuse of fire safety equipment will result in replacement costs plus a minimum $500 fine, and further disciplinary action may be taken. Any student who causes an alarm to be set off for improper purposes is liable for the expenses incurred by the fire department(s) in responding to the alarm. If no individuals accept responsibility when a violation of this policy occurs in a residence hall, all residents of that residence hall are subject to fines and charges for costs incurred by the College and/or fire department(s).

Fire drills are held on a regular basis. Directions for fire drill procedures are posted in every building. Hallways and stairwells must be kept clear of bicycles, trunks, and furniture, and may not be used for storage. Items impinging on free movement in public spaces, including halls and stairways, will be removed (including cutting locks, when necessary) and their owners may be charged for their removal.

Harassment based on a protected class

Harassment based on a protected class is defined as unreasonable, unwelcome conduct that is based on an individual’s sex, race, color, age, religion, national or ethnic origin, sexual orientation, gender identity or expression, pregnancy, marital status, medical condition, veteran status, disability, or any other College-recognized protected classification. This type of harassment can occur in any form and can be directed at individuals or groups. When appropriate, minor infractions can be resolved informally and with remedial steps, including training, counseling, or mediation. When this harassment objectively and subjectively harms the person by severely, persistently, or pervasively interfering with the person’s educational opportunities, peaceful enjoyment of residence and community, or terms of employment, it is subject to disciplinary action, up to and including expulsion/dismissal. In all cases, the College encourages individuals to seek support and assistance as soon as harassing conduct occurs. Before any conduct can be considered for the student conduct process, it must be clear that no substantial free expression interests are threatened by bringing a formal charge of harassment. If a student has been subject to harassment or discrimination on the basis of a College-recognized protected classification as described above, the student should consult with the director of equal opportunity and engagement for guidance.

The College’s Sexual Assault and Harassment Policy applies to sexual misconduct of all forms, including sexual violence, sexual and gender-based harassment and stalking, and intimate-partner violence. The full policy can be found at https://www.swarthmore.edu/sexual-misconduct-prevention-response/2015–16-sexual-assault-harassment-policy.
If a student has been subject to sexual misconduct in any form, the student should consult with the Title IX coordinator for guidance.

**Hazing**

Hazing by College community members in any form is prohibited, whether the activities occur on or off campus. The College supports and will strictly enforce the Commonwealth of Pennsylvania’s anti-hazing law, Act 175 of 1986.

This law defines hazing as “any action or situation which recklessly or intentionally endangers the mental or physical health of a student or willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in any organization operating under the sanction of or recognized as an organization by an institution of higher education. The term shall include but not be limited to any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or other forced physical activity which could adversely affect the physical health and safety of the individual and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property.

For the purposes of this definition, any activity as described in this definition upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be ‘forced’ activity, the willingness of an individual to participate in such activity notwithstanding.” Individuals and/or organizations as a whole found in violation of this policy will be subject to disciplinary action, in addition to any liabilities faced under Pennsylvania’s anti-hazing law.

**Retaliation**

The College will not tolerate retaliation. Retaliation against any person or group who makes a complaint, cooperates with an investigation, or participates in a resolution process is a violation of College policy. Retaliation can take many forms, including continued abuse or violence, bullying, threats, and intimidation. Any individual or group of individuals, not just a complainant or respondent, can engage in retaliation.

Retaliation should be reported promptly to the senior class dean and director of student conduct and may result in disciplinary action independent of any sanction or interim measures imposed in response to the underlying allegation of misconduct.

**Sexual Misconduct, including sexual assault, sexual and gender-based harassment, stalking, and intimate-partner violence**

Swarthmore College is committed to establishing and maintaining a community rich in
equality and free from all forms of discrimination and harassment. The College seeks to create an environment in which the greatest academic potential of students and professional potential of employees may be realized. In order to create and maintain such an environment, the College recognizes that all who work and learn at the College are responsible for ensuring that the community is free from discrimination based on sex or gender, including sexual assault, sexual harassment, stalking, and intimate-partner violence. These behaviors threaten our learning, living, and work environments and will not be tolerated.

The College’s Sexual Assault and Harassment Policy applies to sexual misconduct of all forms, including sexual assault, sexual and gender-based harassment, stalking, and intimate-partner violence. The full policy can be found at https://www.swarthmore.edu/sexual-misconduct-prevention-response/2015–16-sexual-assault-harassment-policy.

- **Smoking**

  Smoking is prohibited in all indoor spaces throughout the College, including meeting rooms, lounges, offices, and residence halls. A $25 fine in addition to other potential penalties, including exclusion from campus housing, will be charged for violating this policy. Altering smoke detectors creates danger for all building occupants and will be met with disciplinary action.

  Smoking is allowed outdoors at a minimum distance of 25 feet from all buildings.

- **Theft and vandalism**

  Theft and negligent or intentional damage to personal or College property is prohibited, as is possession of stolen property. Repair and replacement costs will be charged to the appropriate students and may warrant College disciplinary action. In the event that damage occurs in residence-hall common space for which no one assumes responsibility, payment for damages will be divided equally among all residents of that hall. Administrative fees will be added if students do not pay the vandalism cost to the resident assistant by the end of the semester.

  For damage that occurs during a student event in a space other than a residence hall and for which no individual student(s) accept(s) responsibility, the sponsoring students and/or organization will be held accountable for the money for replacement or repair of the damaged property and may be subject to further disciplinary action.

- **Unauthorized Entry or Access**

  Unauthorized entry into or presence within enclosed College buildings or areas, including athletic facilities, construction sites, and student rooms or offices, even when unlocked, is prohibited. Tampering with locks to College buildings, unauthorized possession or use of College keys, and alteration or duplication of College keys is against College policy. Climbing on any College building or College-owned structure or being present on building roofs is not allowed. Participation in any of these activities may subject a student
to fines and other sanctions.

- **Unauthorized Use of College Facilities or Services**

  The unauthorized use of College property, including but not limited to College buildings, spaces and grounds; College documents and records; or College furnishings, equipment and materials, is a violation of College policy and is subject to disciplinary action. The Acceptable Use Policy under Academic Policies provides guidelines for use of College computer systems and networks.

- **Violation of Local, State, or Federal Law**

  Whether local, state, federal or (when on foreign study) foreign, violation of the laws of any jurisdiction may at the discretion of the dean subject a student to College disciplinary action. A pending appeal of a conviction shall not affect the application of this rule.

- **Weapons and Fireworks**

  No student may possess or use a firearm on Swarthmore College property or its environs. Firearms, including rifles, shotguns, handguns, air guns, and gas-powered guns and all ammunition or hand-loading equipment and supplies for the same, are not allowed. No student may possess or use fireworks, dangerous devices, chemicals, or explosives on Swarthmore College property or its environs. Items such as knives that could be viewed as weapons are forbidden.

**Student Conduct Policies & Procedures**

The College places great value on freedom of expression, but it also recognizes the responsibility to protect the values and structures of an academic community. It is important, therefore, that students assume responsibility for helping to sustain an educational and social community where the rights of all are respected. This includes conforming their behavior to standards of conduct that are designed to protect the health, safety, dignity, and the rights of all. Community members also have a responsibility to protect the possessions, property, and integrity of the institution as well as of individuals. The aim of Swarthmore College’s Student Code of Conduct is to balance all these rights, responsibilities, and community values fairly.

The College expects all students involved in the College disciplinary process, including witnesses, to participate in the investigation and adjudication of Student Code of Conduct violations. Participation can include providing a written statement and attendance at an interview and/or College student conduct proceeding. If a student feels that they cannot participate in the process, the College expects that the student will provide notice of one’s desire to not participate further in the process.

The Student Conduct process is an administrative process and it is not subject to the same standards as a court of law. Rules of evidence ordinarily found in legal proceedings shall not be applied, nor shall any deviations from these prescribed procedures alone invalidate
a decision, unless significant prejudice to a complaint, respondent, or the College may result. Any deadlines set forth in the process may be shortened or extended if warranted by extenuating circumstances.

**Jurisdiction**

Swarthmore College’s policies normally apply to the conduct of matriculated students and any other special or exchange students. These policies apply to conduct occurring on Swarthmore College property or at College-sanctioned events or programs that take place off campus or in the Borough of Swarthmore, Pennsylvania. In situations in which the College becomes aware of possible violations of student code of conduct by members of the Swarthmore College community, College policies may apply regardless of the location of the incident.

In the event that a student organization violates a College regulation, the organization, as well as its individual members, may be held accountable for the violation and sanctioned by the College. Finally, students should also realize that they have the responsibility to ensure that their guests do not violate College policies, rules, and regulations while visiting and that student hosts may be subject to disciplinary action for misbehavior of their guests.

An allegation against a student may be made to the director of student conduct by another student, a public safety officer, a member of the College’s faculty or staff, or a College department. Allegations involving sexual misconduct will be resolved by the Swarthmore College’s Sexual Assault and Harassment Policy. Other allegations proceed under the College’s student conduct policies.

After an allegation is received, the director of student conduct will conduct a preliminary review of the information received and determine if the information provided shall result in the initiation of formal disciplinary procedures. Upon review the director of student conduct will determine:

a. whether the allegations of misconduct, if the student were found responsible, would not result in suspension or expulsion from the College, in which case the matter will be handled through the minor misconduct process.

b. whether the allegations, if the student were found responsible, could result in the imposition of a suspension or expulsion from the College, in which case the matter will typically be referred to the College Judiciary Committee (CJC).

If the alleged incident represents a violation of federal, state, or local law, the complainant is encouraged to initiate proceedings in the criminal or civil court system regardless of whether a complaint is filed within the College system.

The Associate Dean of Students oversees the College’s student conduct system. Consultation with this dean or any other dean in no way obligates a student to file a formal complaint. Mediation or any other informal method of resolution is not a required step before proceeding with formal adjudication.

In all cases of adjudication covered by this student conduct policy, the Dean of Students
Office will keep records of any violation(s) and of the sanction(s), if any, imposed on a student.

In order to verify compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, all student conduct records are retained for seven (7) years after student’s last enrollment. These records are only released to the authorities to which information must be made available under federal and/or state law or as otherwise required or permitted by law.

**Record reporting.** Most graduate schools, some employers, and some governmental agencies may require disclosure by the College of a student’s disciplinary findings. Additionally, students who transfer to other colleges or participate in off-campus study programs may also be required to provide such information. With a student’s signed consent or as otherwise permitted by law, Swarthmore typically only reports findings of probation, suspension, or expulsion. Further, with consent, if a student withdraws from the College with a pending allegation of misconduct, the College will report that information. If a student withholds consent, that withholding may be reported to the school or agency or may have implications for the level of support Swarthmore is able to provide in the application process. Generally, warnings and findings of “not responsible” are not reported.

**Student Conduct Sanctions**

In determining appropriate sanctions when violations of the College’s Student Code of Conduct are addressed, the College’s student conduct system typically attempts to take an educational response. Taking into consideration the interests of the complainant, respondent, and the overall well-being of the College community, a respondent’s present and past disciplinary record is also taken into consideration. The College will also consider the nature and severity of the offense, injury or harm resulting from the prohibited behavior, and any other factors relevant to the matter in question. The following list of sanctions is illustrative rather than exhaustive, and the College reserves the right to impose other reasonable sanctions or to combine sanctions as it deems appropriate.

*Warning*—A written notification that a violation of the Student Code of Conduct occurred and that any further responsible finding of misconduct may result in more severe disciplinary action. Warnings are typically recorded for internal purposes only and are not considered part of a student’s permanent student conduct record. Though disclosed with a student’s signed consent, a student who receives a warning is still considered in good standing at the College.

*Probation*—A written notification that indicates a serious and active response to a violation of the Student Code of Conduct. Probation is for a designated period of time and includes the probability of more severe sanctions, if found responsible for additional violations of the Student Code of Conduct, including suspension or expulsion from the College. Notification of probation is considered a change in status and will normally be sent to parents.
**Loss of privileges**—Denial of the use of certain College facilities or the right to participate in certain activities or to exercise certain privileges for a designated period of time.

**Restitution**—A student may be required to make payment to an individual or to the College related to the misconduct for damage, destruction, defacement, theft, or unauthorized use of property.

**Fines**—Swarthmore reserves the right to impose fines, as appropriate, in addition to requiring payment for costs resulting from or associated with the offenses.

**Relocation or removal from (College-operated) housing**—Relocation is the reassignment of a student from one living space to another. Removal from housing is the removal of a student from all College-operated housing. Relocation and removal from housing are typically accompanied by the loss of privileges regarding the visitation to specific residential areas for a specified period of time. The College may take such action for remedial, rather than disciplinary purposes.

**Educational requirements/referrals**—The College reserves the right to impose counseling or substance assessments or other required educational sanctions.

**Suspension**—The separation of a student from the College for a specified period of time, after which the student is eligible to return. Conditions for re-enrollment may be required and will be included in the notification of suspension.

During the period of suspension, the student may not participate in College academic or extracurricular activities; may be barred from all property owned or operated by the College; and depending on the severity of the charge, the student might not be allowed to progress toward completion of their Swarthmore degree by taking courses at other institutions while suspended. Students who are suspended may not be on campus without specific, written permission of the Dean of Students or designee.

Suspension is for a designated period of time and includes the probability of more severe sanctions, including expulsion, if found responsible for violations of the Student Code of Conduct. Notification of suspension will normally be sent to parents, as it results in a change of status.

**Expulsion**—Expulsion is the permanent separation of the student from the College. Students who have been expelled may not be on campus without specific, written permission from the dean of students or designee. Notification of expulsion will normally be sent to parents, as it results in a change of status.

**Interim Temporary Suspension**
If the President, the Dean of Students, or designee decides at any point that the safety of a student or of the College is at stake, interim temporary suspension may be imposed against a student who is suspected of violating the Student Code of Conduct or any other rules, regulations, or procedures of the College or otherwise poses a risk to the safety to the campus, until the time student conduct resolution, disciplinary action, or a hearing can
be completed. This action assumes no determination of guilt, and the hearing will be held as soon as possible.

**Student Conduct Procedures**

**Minor misconduct process.** Allegations in which possible sanctions do not include suspension or expulsion from the College if the student were found responsible are addressed through the minor misconduct process. A minor misconduct process is typically conducted by the Associate Dean of Students or a professional staff member in the Office of Student Engagement (hereinafter, referred to as the “student conduct administrator) and includes investigation and formal resolution. Prior to a meeting with a student conduct administrator, the respondent is encouraged to meet with the Case Manager and Grievance Adviser made available by and through the College to review the student conduct system, student rights, and potential sanctions.

The student conduct administrator will send the respondent written notification of the allegations of misconduct and the aspects of the Student Code of Conduct that allegedly have been violated and the name, telephone number, and office location of the student conduct administrator. In addition, the respondent will receive the date and time of the scheduled administrative review with the student conduct administrator to adjudicate the matter. During the formal resolution, the respondent will be given the opportunity to review all available information regarding the allegation(s) in question and an opportunity to respond to those allegations. If, during the course of the administrative review with the respondent, the student conduct administrator determines the incident being discussed is more serious than was originally believed, the administrative review will be stopped immediately, and the incident will be referred to the College Judiciary Committee (CJC).

After the administrative review and a review of the information available, including an opportunity for the respondent to respond, the student conduct administrator will make a determination if the alleged respondent violated the Student Code of Conduct and issue sanctions, as appropriate. Should the respondent fail to attend the administrative review with the student conduct administrator, the student conduct administrator will consider the information available and render a decision regarding the respondent’s responsibility and sanctions, if any.

The minor misconduct process is subject to appeal pursuant to the appeal procedures discussed below.

**Major misconduct process.** Allegation(s) subject to this policy in which possible sanctions could result in suspension or expulsion from the College if the student were found responsible, including all academic misconduct cases, are addressed through the major misconduct process.

*Administrative hearing*—A complaint under the major misconduct process will generally involve a hearing before the College Judiciary Committee (CJC). A complainant or respondent, however, may request resolution through an administrative hearing, to be conducted by the Associate Dean of Students (hereinafter referred to as the “student
conduct administrator”). The student conduct administrator will meet with the complainant and respondent to determine responsibility and render a decision as to what sanctions, if applicable, may be implemented. Both parties must agree to resolution by administrative hearing. The investigative report will serve as the primary evidence in making a determination of responsibility. In cases of major misconduct, an investigative report will be compiled of any information report(s), interview summaries, written statements, and any other documentary information that will be considered by the student conduct administrator.

Both parties must have notice, the opportunity to review the investigative report in advance, and the opportunity to present relevant information to the student conduct administrator. The option of an administrative hearing is not applicable for cases involving academic misconduct.

An administrative hearing is particularly appropriate when the respondent has admitted to the misconduct and there is no discernible dispute in the relevant facts of the investigation report; however, at the discretion of the student conduct administrator, it may also be used when the facts are in dispute.

In reaching a determination as to whether the pertinent policy has been violated, the student conduct administrator will reach a determination by a preponderance of the evidence—that is, whether the conduct was more likely than not to have occurred as alleged. Depending upon the nature and severity of the allegations, the student conduct administrator may decline to handle the matter administratively and refer the case to the College Judiciary Committee at any time.

**College Judiciary Committee (CJC)**

A complaint under the major misconduct process will be resolved by the College Judiciary Committee (CJC).

The CJC is a review board comprised of faculty, administrators, and students. The CJC consists of five (5) or more faculty members (selected by the Committee on Faculty Procedures), three (3) or more senior administrators (selected by the President), and five (5) or more students (selected by the Student Council appointments process). All CJC members must participate in appropriate annual training for their responsibilities, including training about non-discrimination, the factors relevant to a determination of credibility, the appropriate manner in which to receive and evaluate sensitive information, the manner of deliberation, the application of the preponderance of the evidence standard, sanctioning, and the College’s policies and procedures. CJC members who are no longer on the Committee but have been trained may be called to service if current members are not available for a particular hearing.

Each CJC panel to hear a case is comprised of five (5) voting panelists: two (2) faculty members, one (1) administrator, and two (2) students. The CJC Panel is supported by the student conduct administrator (the Associate Dean of Students or designee) who will serve as convener/observer.
The student conduct administrator will be present at the CJC meeting but will not be a voting member of the CJC. The student conduct administrator will be available to meet with all involved parties prior to the hearing, be present during the hearing to serve as a resource for the CJC on issues of policy and procedure, and to see that policy and procedure are appropriately followed throughout the hearing.

**Pre-College Judiciary Committee hearing procedures**

1. **Initiation of allegations**

The College is responsible for investigating complaints of misconduct and determining if the information provided has reached the level of initiating formal student conduct proceedings. The student conduct administrator makes the threshold determination to resolve the allegation through the College Judiciary Committee (CJC) process. If a threshold to hold a CJC hearing is reached, the respondent will be issued a charge letter and provided an opportunity to respond in the course of the investigation, the pre-hearing procedures, and the CJC hearing.

2. **Case manager**

In any CJC hearing the respondent will be assigned a College-appointed, trained Case Manager (typically the Case Manager & Grievance Adviser) that can help the respondent navigate through the CJC process and specifically these procedures. At the discretion of the respondent, the Case Manager may accompany the student to any meeting/hearing related to these procedures.

The Case Manager is expected to be silent and non-participating observer, except to ask for a short break if the respondent requires some time for composure or to collect thoughts. The Case Manager may not delay, disrupt or otherwise take action to interfere with the integrity of the meeting/hearing. The Case Manager may be required to leave the meetings/hearing if disruptive. The student conduct administrator has the right at all times to determine what constitutes appropriate behavior on the part of the Case Manager and whether the person may remain at the CJC proceedings.

Though the College will assign a case manager, a respondent has the right to request any current member of Swarthmore College community (student, faculty, or staff) to serve as their case manager. If not assigned, this individual will be required to meet with the student conduct administrator in advance of any participation in the CJC proceedings.

The case manager cannot be a witness in the proceedings.

Absent extenuating circumstances, witnesses and others involved in an investigation or hearing are not entitled to have a case manager.

3. **Attorney/outside agreements**

The College prohibits outside attorneys from actively participating in the CJC/Administrative hearing proceedings. A complainant or respondent may choose to
seek the advice and assistance of any attorney at their own expense but the attorney may not actively participate in investigatory interviews or any CJC proceedings (formal or informal). Similarly, the College will not recognize or enforce agreements between parties made outside of the CJC procedures.

4. Pre-hearing meeting

When a CJC hearing is deemed necessary based on the review of the information available, the student conduct administrator will contact the complainant and respondent to schedule separate meetings with each party. At this pre-hearing meeting, each party will receive an explanation of the CJC process and have the opportunity to ask any questions before the hearing occurs.

5. Notice of CJC allegation and hearing

Once a respondent has met with the student conduct administrator, a notice of the CJC hearing is sent to the respondent. The notice of hearing provides the respondent with a statement of the policy violation(s) that are alleged to have taken place and a summary of the facts underlying the allegation(s). Where appropriate, a notice will also be sent to a complainant. In addition, the notice provides the parties with the designated manner of adjudication (CJC or administrative hearing), the date, time, and place of the CJC hearing, as well as the names of the administrative adjudicator/CJC panel members. If the notice does not include this information, a scheduling letter containing this information will follow the notice.

In general, the CJC hearing will be scheduled approximately fifteen (15) business days after the notice of hearing is sent. Under extenuating circumstances, this time frame may be extended by the student conduct administrator.

6. Composition of the CJC panel

The complainant or respondent may submit a written request to the student conduct administrator to contest a member of the CJC if there are reasonable articulated grounds to suspect bias, conflict of interest, or an inability to be fair and impartial. This challenge must be raised within four (4) business days of receipt of notification of the CJC panel members. All objections must be raised prior to the commencement of the hearing or are deemed waived. Failure to object prior to the hearing will forfeit one’s ability to appeal the outcome based on perceived or actual bias. The student conduct administrator will make the determination whether to seek an alternative CJC panel member.

7. Review of documents

The respondent will have the opportunity to review all investigative documents, subject to the privacy limitations imposed by state and federal law, at least five (5) business days prior to the hearing, unless the student has requested an expedited hearing, waiving this right. The investigative report will include any information report(s), interview summaries, written statements, and any other documentary information that will be presented to the CJC panel. Where appropriate, a complainant will also be provided these documents.
same rights. All information and/or materials the parties wish to include in the investigative report or have considered at the adjudication hearing must be provided to the student conduct administrator prior to the hearing.

8. Witnesses

Witnesses will only be called to participate in the hearing at the request of the CJC and/or student conduct adjudicator. During the investigation, the complainant and respondent will have been asked to identify witnesses. The College may also identify witnesses during the course of the investigation. Witnesses must have observed the act in question or have information relevant to the incident and cannot participate solely to speak about an individual’s character.

If either party wishes to identify witnesses, the following must be submitted no later than ten (10) business days before the hearing to the student conduct administrator by email or in hardcopy format:

- the names of any witnesses that either party wishes to identify;
- a written statement and/or description of what each witness observed, if not already provided during investigation;
- a summary of why the witness’ presence is relevant to making a decision about responsibility at the hearing; and
- the reason why the witness was not interviewed, if applicable.

The student conduct administrator will determine if the witness(es) have relevant information.

If witnesses are approved to be present, the respondent and complainant are provided with a list of witnesses and any relevant documents related to their appearance at the hearing no later than five (5) business days before the hearing. All parties have the opportunity to pose questions of witnesses (through the CJC panel), regardless of who identified them to participate.

9. Relevance

The student conduct administrator will review any investigative report, any witness statements, and any other documentary evidence to determine whether the included information contained is relevant and material to the determination of responsibility given the nature of the allegation. In general, the student conduct administrator may redact information that is irrelevant, more prejudicial than probative, or immaterial. The student conduct administrator may also redact statements of personal opinion, rather than direct observations or reasonable inferences from the facts, and statements as to general reputation for any character trait, including honesty.

10. Request to reschedule a hearing

A complainant or respondent can request to have a hearing rescheduled. Absent extenuating circumstances, requests to reschedule must be submitted to the student
conduct administrator at least three (3) business days prior to the hearing. A request to reschedule a hearing must be supported by a compelling reason for the delay. The student conduct administrator may also reschedule the hearing, without a request by either the respondent and/or complainant, when there is reasonable cause to do so. The student conduct administrator will notify the parties of any changes to the scheduled hearing.

11. Consolidation of hearings

The student conduct administrator has the discretion to consolidate multiple reports against a respondent in one hearing if the evidence related to each incident would be relevant and probative in reaching a determination on the other incident.

Additionally, in cases where two or more respondents are allegedly responsible for the same or related incidents, the student conduct administrator shall have the authority to direct that the respondents be heard simultaneously as individuals, as a group, or in sub-groups. All decisions of the student conduct administrator regarding consolidation shall be final.

College Judiciary Committee (CJC) hearing procedures

1. Attendance at a hearing

If a party misses a hearing for any non-emergency or non-compelling reason, the hearing may be held in the individual’s absence at the discretion of the student conduct administrator.

If a respondent chooses to withdraw from the College prior to the conclusion of an investigation or student conduct resolution under this policy, for non-medical or non-disability-related reasons, the student must go through the re-entry process coordinated by the Dean’s Office and, except where the dean in their sole discretion finds exceptional circumstances, the case must be heard prior to the student’s readmission to the College.

A complainant or respondent may request participation by other suitable means that would not require physical proximity to the other party. This can include, but is not limited to, partitioning a hearing room or using technology, such as video- or teleconferencing from an alternative location, to facilitate participation. Any proposed alternative must be reviewed in advance to ensure that it is consistent with the goals of a fair and equitable process.

2. Participants in College Judiciary Committee (CJC) procedures

The hearing is closed, meaning it is not open to the public. Besides the CJC panel members and the student conduct administrator, other persons allowed to be present at the hearing under this policy include, the complainant, the respondent, any individuals serving as case managers, and any individuals who are witnesses. Witnesses may only be present for their own testimony. Attorneys are not permitted.
3. **Participant integrity**

Parties and other individuals who offer information at a hearing are expected to respond honestly and to the best of their knowledge. A complainant, respondent, or witness who intentionally provides false or misleading information may be subject to discipline under the Student Code of Conduct.

4. **Safeguarding privacy**

All participants involved in the CJC process are required to keep private the investigative report and any information learned at the hearing. Consistent with the Family Educational Rights and Privacy Act (FERPA) regulations, the participants may not share any copies of documents presented at the hearing. All documentation provided during the hearing must be returned to the College at the conclusion of the hearing and/or any appeals. Any breach of this duty is subject to disciplinary action by the College. Nothing in this paragraph precludes disclosure of the outcome of this hearing.

5. **CJC procedures**

A CJC hearing is intended to provide a full and fair opportunity for the complainant and respondent to present their account of events and for the adjudicator to determine the facts of the case, and make a determination regarding the alleged violation(s) of College regulations, and to recommend appropriate educational outcomes and sanctions, if necessary.

The CJC panel is expected to review all information pertinent to the incident in question. Generally, the investigative report will be made available for CJC panel members to review (5) business days prior to the hearing.

**During the hearing**

i. A hearing will be called to order by the student conduct administrator, who will explain the hearing process, make introductions of hearing attendees, and will provide an opportunity for all parties to ask procedural questions prior to initial statements and the presentation of information.

ii. If appropriate, the investigator will provide a summary of the investigation. The CJC, (when applicable the complainant) and/or respondent, through the student conduct administrator, may make brief inquiries of the investigator at the conclusion of the summary.

iii. When applicable, the complainant may present a brief opening statement. The CJC and the respondent, through the student conduct administrator, may pose questions to the complainant.

iv. The respondent may present a brief opening statement. The CJC and the complainant, through the student conduct administrator, may pose questions to the respondent.
v. The CJC and/or student conduct administrator will identify and call relevant witnesses. The CJC and/or student conduct administrator will question each witness and provide the complainant or respondent an opportunity to pose questions through the student conduct administrator.

vi. The student conduct administrator may call back any participant for additional questions or clarifications.

vii. The complainant may present a brief closing statement.

viii. The respondent may present a brief closing statement.

ix. At the conclusion of the hearing, the complainant and respondent may submit a written impact statement to the student conduct administrator that will only be considered at the sanctioning phase, should the respondent be found in violation of the student code of conduct.

6. Questioning

It is the responsibility of the CJC to assure that the information necessary to make an informed decision is presented. The student conduct administrator may play an active role in questioning all parties and witnesses involved in the case. At times, the CJC may need to ask difficult or sensitive questions in order to understand areas of factual dispute or gain a full understanding of the context. The CJC reserves the right to recall any party or witness for further questions and to seek additional information necessary to make a decision.

At no time will the complainant or the respondent be permitted to directly question one another. Any questions from the complainant or respondent to any participant must be submitted through the student conduct administrator.

7. Deliberation

After all of the information has been presented, the parties will be dismissed from the hearing room so that the CJC panel may deliberate. The student conduct administrator will remain for deliberations but does not vote. The CJC panel will first try to reach a determination by consensus; but a simple majority vote as to responsibility will suffice.

The findings of the CJC panel will be reduced to writing by the student conduct administrator. The findings will detail the findings of fact and determination of responsibility, making reference to the evidence that led to the finding and will serve as the record of the proceeding. The vote itself shall not be shared with any parties.

8. Preponderance of the evidence

The CJC panel will determine a respondent’s responsibility by a preponderance of the evidence. This means that the CJC panel will decide whether it is “more likely than not,” based upon the information provided at the hearing, that the respondent is responsible for
the alleged violation(s).

9. Sanctions

If the CJC finds a student, group, or organization responsible for a violation of the Student Code of Conduct the CJC will determine the appropriate sanctions.

The sanctions may include, but are not limited to, those set forth in the Student Handbook. The student conduct administrator may be consulted in determining an appropriate sanction.

Any respondent who is determined to have engaged in any prohibited form of conduct may receive a sanction ranging from a warning to expulsion and appropriate educational requirement.

The CJC may broaden or lessen any sanctions based on significant mitigating circumstances or egregiously offensive behavior. The CJC may issue a single sanction or a combination of sanctions.

In considering the appropriate sanction, the CJC will consider the following factors:

(1) the respondent’s prior discipline history;
(2) how the College has sanctioned similar incidents in the past;
(3) the nature and violence of the conduct at issue;
(4) the impact of the conduct on the complainant, and their desired sanctions, if known;
(5) the impact of the conduct on the College community, its members, or its property;
(6) whether the respondent has accepted responsibility;
(7) whether the respondent is reasonably likely to engage in the conduct in the future;
(8) the need to deter similar conduct by others; and
(9) any other mitigating or aggravating circumstances, including the College’s values.

10. Notice of outcome

The student conduct administrator will communicate the finding of the CJC panel to the respondent and the complainant (if applicable and legally permissible). The notice will be in writing and will include notification of appeal options. Generally, the outcome of the hearing will be final and communicated to the parties within five (5) business days from the date the hearing is concluded.

The respondent will be informed of any sanctions, the date by which the requirements must be satisfied (if applicable), and the consequences of failure to satisfy the
requirements. The complainant will only be informed of the sanction and any appropriate outcomes that directly relate to the complainant (if applicable).

Typically, the imposition of sanctions will take effect immediately and will not be stayed pending the resolution of the appeal.

11. Recording of proceedings

The College will not audio or video record the CJC proceedings or deliberations, nor is any other individual permitted to record the proceedings.

Appeals

Respondents or complainants may appeal the determination of responsibility or sanction(s) in writing to the dean of students or designee. The appeal must be filed within three (3) business days of receiving the written notice of outcome.

Dissatisfaction with the outcome of the hearing is not grounds for appeal. The limited grounds for appeal are as follows:

• new evidence that could affect the finding of the hearing and that was unavailable at the time of the hearing;

• procedural error(s) that had a material impact on the fairness of the hearing; and

• the imposed sanctions were grossly disproportionate to the violation committed.

The appeal shall consist of a plain, concise, and complete written statement outlining the grounds for the appeal. Upon receipt of an appeal, the dean of students will notify both parties. Each party has an opportunity to respond in writing to the appeal. Any response to the appeal must be submitted to the dean within two (2) business days from receipt of the appeal.

The appeal consideration will be conducted in an impartial manner by the dean of students. In any request for an appeal, the burden of proof lies with the party requesting the appeal, as the original determination and sanction are presumed to have been decided reasonably and appropriately. The appeal is not a new review of the underlying matter.

The dean shall consider the merits of an appeal only on the basis of the three (3) grounds for appeal and supporting information provided in the written request for appeal and the record of the original hearing. The dean of students can affirm the original findings, alter the findings, and/or alter the sanctions, depending on the basis of the requested appeal.

If the appeal is granted based on procedural error(s) that materially affected the outcome of the hearing, the dean of students will return the case to the CJC for additional review or forward the case for a new hearing, which may (at the Dean’s discretion) be heard by an alternate CJC panel.
In the case of new and relevant information, the dean of students can recommend that the case be returned to the original CJC to assess the weight and effect of the new information and render a determination after considering the new facts.

Typically, the dean will communicate the result of the appeal to the student requesting the appeal within five (5) business days from the date of the submission of all appeal documents by both parties, but the time may be longer or shorter depending on the nature of the case. Appeal decisions are final.

Records

The Dean’s Office will retain records of all reports, allegations, and complaints of student misconduct regardless of whether the matter is resolved through informal resolution or formal resolution.

Affirmative findings of responsibility in matters resolved through student conduct resolution are part of a student’s conduct record. Such records shall be used in reviewing any further conduct or in developing sanctions and shall remain a part of a student’s conduct record.

The conduct files of students who have been suspended or expelled from the College are maintained in the Dean of Students Office for no fewer than seven (7) years after their departure from the College. Further questions about record retention should be directed to the dean of students.

Medical and law schools and some governmental agencies may require disclosure by the College of any student conduct findings. Students who transfer to other schools or participate in off-campus study programs may also be required to provide such information.

At the beginning of the academic year, the director of student conduct will produce a summary of case dispositions reviewing the outcome of all cases that were heard the previous academic year, without revealing the identity of any of the participants in the proceedings.

Sexual Assault and Harassment Policy

Swarthmore College is committed to establishing and maintaining a community rich in equality and free from all forms of discrimination and harassment. The College seeks to create an environment in which the greatest academic potential of students and professional potential of employees may be realized. In order to create and maintain such an environment, the College recognizes that all who work and learn at the College are responsible for ensuring that the community is free from discrimination based on sex or gender, including sexual harassment, sexual assault, stalking, and intimate-partner violence. These behaviors threaten our learning, living, and work environments and will not be tolerated. Read the full policy, including resolution procedures for complaints against faculty, staff and students, https://www.swarthmore.edu/sexual-misconduct
Family Educational Rights & Privacy Act (FERPA)

The Buckley Amendment, also called the Family Educational Rights and Privacy Act of 1974 (FERPA), and related federal regulations establish guidelines protecting the privacy of student records and give a college student the right (subject to certain exceptions) to review her/his “educational records,” and, within forty-five (45) days of formally requesting to do so, to challenge and/or seek to amend the contents if she/he believes the records are inaccurate, misleading, or otherwise in violation of the student’s privacy rights. FERPA also gives students the right to consent to the disclosure of personally identifiable information contained in the student’s education records, except to the extent that the law authorizes disclosure without consent. FERPA provides students the right to file a complaint with the Department of Education concerning alleged failures by the College to comply with the act. Written complaints should be directed to the Family Policy Compliance Office, U.S. Department of Education, 600 Independence Ave., S.W., Washington, D.C., 20202-4605.

The procedure to inspect and review records, or to request amendment of education records is the same: students should write and sign a letter clearly stating their request and submit the letter to the dean of students.

Grades are available online to students through a password-protected website. They are not routinely sent to parents or guardians, except that parents or guardians of students are normally informed of grades in cases of important changes of status, such as probation or requirement to withdraw. However, grades may be released when students request it. Swarthmore has traditionally been very open with students relative to the content of their records, but has followed a conservative policy regarding disclosure of personally identifiable information to outside persons or organizations.

Education records may be disclosed to school officials with a legitimate educational interest without prior written consent of the student. School officials include persons employed by the College in administrative, supervisory, academic, or research, or support staff positions; persons serving on College governing bodies; or persons employed by or under contract to the College to perform special tasks, such as attorneys, insurers, and auditors. A school official is determined to have legitimate educational interest if the information requested is necessary to perform tasks appropriate to her/his position or contract agreement, perform tasks related to the student’s education, perform tasks related to the discipline of a student, or provide a service such as health care, counseling, institutional research, job placement, or financial aid.

The College will release information in education records, including disciplinary actions or unsatisfactory academic progress records (generally probations, suspensions, or expulsions), to educational institutions to which the student seeks or intends to enroll or is already enrolled, for purposes related to the student’s enrollment or transfer including medical and law schools.
Except as stated above, personal information, other than “directory information” or matters of public record, is not normally released to anyone outside the College without a student’s prior consent unless otherwise permitted or required by law.

There are two categories of directory information at Swarthmore.

1. Published student “directories” include the following:

   - a campus-network-only photo directory contains a student’s name, photo, class year, and email address;
   - a campus-network-only portal directory contains a student’s name, class year, room number, room phone, and email address;
   - each spring semester, the year’s expected degree candidates are posted on a list outside the Registrar’s Office;
   - the commencement program listing the Bachelor of Arts candidates, the Bachelor of Science candidates, honors students, Phi Beta Kappa, Sigma Xi, Tau Beta Pi, fellowships and prizes, and Pennsylvania Teacher Certification.

2. Other “directory (public) information” includes the following: home address, phone numbers, email address, date and place of birth, photographs, major(s), minor(s), dates of enrollment at Swarthmore, date of graduation or anticipated graduation, degree and honors or awards received, and participation in extracurricular activities including sports, and other similar information. Weight and height of athletic teams are also considered matters of public record.

According to the law and Swarthmore College policy, any item of directory information may be released at any time unless the student has filed a written request that specific directory information not be released, although normally most directory information is not released outside the College community without the student’s request. Students have the right to request that directory information be withheld from disclosure, except as otherwise provided by law. Students who wish to have certain directory items withheld from any release should file their request with the Registrar’s Office, where questions concerning the College policy or this notice should also be directed. Students may file this request at any time, and the Registrar’s Office will work to place this restriction on the student’s record within two (2) weeks time.

**Parental Notification Policy**

It is the College’s general 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 normally rests with the student. Hence, the vast majority of 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 in the College, and we recognize that there are times in which parental involvement can be in everyone’s best interests. Thus, while the general policy is to be protective of the student’s privacy, there are instances, including those enumerated below, in which a parent or legal guardian will be notified of matters concerning a student. In such instances, we believe it is appropriate for the student to inform their parent or guardian directly, so whenever reasonable, we will allow time for students themselves to do so. However, in 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. To the extent permitted by law, (including situations where the student is a dependent, where the student is under 21 years old and found to have violated a law, rule or policy governing the use or possession of alcohol or a controlled substance, or where the student is found in a disciplinary proceeding to have committed a crime of violence or non-forcible sex offence) if a student is placed on probation, suspended, required to withdraw, 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 normally not notified.

2. Health and Safety Emergencies, Including Transports to a Hospital in Critical Situations and Unexplained Absences From Campus

The College reserves the right to contact parents when it reasonably believes that the student is subject to a health or safety emergency. This includes, but is not limited to, situations in which a student needs to be transported to the hospital in a critical situation. It also includes situations in which 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 in order 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 record. The College is not responsible for a student’s failure to be in touch with their parents.

3. Arrest

Arrest information is public information and is not considered an educational record of a student. The parent or guardian of the student may be notified if the student is placed under arrest while on College property or during a College sanctioned event/activity 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 they are
not detained, e.g., underage drinking or disorderly conduct, the College normally will not notify the parent or guardian, but the police might choose to do so themselves.

4. Disclosures for Other Reasons in Exercise of College’s Judgment

The College reserves the right to notify a parent or guardian of a dependent student, or as otherwise permitted by law, 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. For example, individual deans may contact parents of dependent students when their student is failing to make satisfactory academic progress or when alcohol or other illegal substances are involved.