2015-2016

HANDBOOK FOR FAMILIES
SWARTHMORE COLLEGE
IMPORTANT PHONE NUMBERS
College switchboard: 610-328-8000
Website: swarthmore.edu

VISITING CAMPUS
Website: swarthmore.edu/visitors
For directions as well as lodging, restaurant, and transportation information, please follow the Visitors link found on the College’s home page.

For the most accurate and up-to-date information, please consult the Swarthmore Parents website at swarthmore.edu/parents, email mykidis@swarthmore.edu, or call 1-866-SWATTIE.
2015–2016 HANDBOOK FOR FAMILIES
Fall Semester

Aug. 21–24  International student orientation
Aug. 25  Residence halls open for new students.
Aug. 25–30  First Year Orientation and placement days
Aug. 27  Advising begins. All-adviser meeting in morning. Individual advising begins in afternoon.
Aug. 28  Residence halls open for returning students. Computer preregistration for first-year and transfer students only
Aug. 29  Registration follow-up meeting for students who need to make a change to their schedules
Aug. 30  Meal plan starts at dinner for returning students.
Aug. 31  Classes and seminars begin.
Sept. 7  Labor Day—classes in session
Sept. 11  Drop/add ends. Last day to delete a course from or add a course to permanent registration
Oct. 1  Final examination schedule available online
Oct. 9  Fall break begins after last class or seminar
Oct. 19  Fall break ends at 8:30 a.m.
Oct. 23–25  Garnet Homecoming and Family Weekend
Oct. 24  Parents Council Meeting
Nov. 3  Schedule of courses and seminars for spring 2016 available online
Nov. 6  Last day to declare CR/NC grading option. Last day to withdraw from a course with the notation “W.” Schedule of courses and seminars for next semester available in print on campus
Nov. 9–19  Advising period
Nov. 23–25  Pre-enrollment for spring semester
Nov. 25  Pre-enrollment ends at 4 p.m.
Nov. 25  Thanksgiving vacation begins after last class or seminar.
Nov. 30  Fall classes resume at 8:30 a.m.
Dec. 1  Note: All accounts must show a zero or positive balance to enroll or select a room for spring semester.
Dec. 7–8  Monday follows the Friday class schedule, replacing the Friday of Thanksgiving break. Tuesday follows the Thursday class schedule, replacing the Thursday of Thanksgiving break.
Dec. 8  Classes end. Lottery for spring housing
Dec. 11  Final examinations begin.
Dec. 11–19  Note: Final examinations are not rescheduled to accommodate travel plans. If you must make travel arrangements before the examination schedule is published (by Oct. 1), do not expect to depart until after the finals period.
Dec. 18  Seminars end.
Dec. 19  Final examinations end at noon. Residence halls close at 6 p.m. Meal plan ends after lunch.
Spring Semester

Jan. 16 Residence halls open at noon.
Jan. 17 Meal plan starts at dinner.
Jan. 18 Martin Luther King Jr. Day Holiday. No classes
Jan. 19 Classes and seminars begin.
Jan. 29 Drop/add ends. Last day to delete a course from or add a course to permanent registration
March 4 Spring break begins after last class or seminar.
March 14 Spring classes resume at 8:30 a.m.
March 25 Last day to declare CR/NC grading option. Last day to withdraw from a course with the notation “W.”
March 29 Schedule of courses and seminars for next semester available online
April 1–30 Spring Arts Celebration
April 1 Note: All accounts must show a zero or positive balance for students to enroll and select a room for the fall semester.
April 2 Parents Council Meeting
April 4–14 Advising period
April 18–20 Pre-enrollment for fall semester
April 20 Pre-enrollment ends at 4 p.m.
April 29 Classes and seminars end.
April 30 Deadline to apply for financial aid for the coming year
May 5 Final course and written honors examinations begin
May 14 Course final examinations end. Meal plan ends after dinner for all students except seniors
May 16 Honors written examinations end. Residence halls close to all but seniors at 8 a.m. (Non-seniors are expected to leave the College within 24 hours of their last examination.)
May 16–17 Senior comprehensive examinations
May 19–21 Oral honors examinations
May 28 Baccalaureate
May 29 Commencement
May 30 Residence halls close to seniors at 9 a.m.

Visit swarthmore.edu/academics/academic-calendar for updates. All academic calendar dates are subject to change.
Summer 2015

Dear Swarthmore Families,
I’m delighted to greet you as the new academic year approaches. Here at Swarthmore, we value knowledge, creativity, talent, and compassion. While members of our campus community represent diverse backgrounds and experiences, we could not be more alike when it comes to our shared love of learning, commitment to supporting one another, and joy in applying our knowledge and abilities to the service of others.

Those of you whose students are returning to campus have already discovered many of this community’s riches. You know, for example, how deeply our faculty members care for our students and how much they want them to succeed. Those of you who are new to Swarthmore will enjoy sharing in our students’ exciting adventures.

I count myself in the latter group, having just begun my duties on July 1 as Swarthmore’s 15th president. Like you, I have much to learn and discover. Like you, I’m filled with optimism, mixed perhaps with a tinge of the nervous energy that accompanies all new experiences.

The Handbook for Families will help you become more familiar with the College and the surrounding community. Additional resources can be found on the parents’ website: www.swarthmore.edu/parents. You are always welcome to contact us by phone at 1-866-SWATTIE or by email: mykidis@swarthmore.edu.

During the next academic year, I look forward to getting to know our students—and many of you. I hope you will plan to attend all or part of our annual Garnet Homecoming and Family Weekend, scheduled for Oct. 23–25.

Welcome (or welcome back) to Swarthmore! I am eager to begin our journey together.

Warmly,

Valerie Smith
President
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### IMPORTANT PHONE NUMBERS

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

**College Switchboard** .................................................................610-328-8000

**Dean’s Office** .................................................................610-328-8365
- Liz Braun, dean of students ........................................610-328-8365
- Dion Lewis, junior dean (2017) ..................................610-328-8455
- Nathan Miller, senior dean (2016) ............................610-328-8354
- Diane Anderson, associate dean for academic affairs ....610-328-8065
- Elizabeth Derickson ’01, assistant dean for academic affairs 610-328-8475
- Rachel Head, director of office of student engagement ....610-328-8362

**Address Information Changes** .........................................610-328-8435
- Ruth Krakower, director of alumni and parent records

**Athletics** .................................................................610-328-8218
- Adam Hertz, director

**Black Cultural Center** ................................................610-328-8456
- Dion Lewis, assistant dean and director

**Bookstore** .................................................................610-328-7756
- Fax .................................................................610-328-8650
- Kathleen Grace, director

**Career Services** ..........................................................610-328-8352
- Nancy Burkett, director

**Communications** ..........................................................610-328-8533
- Nancy Nicely, secretary of the College and vice president for communications

**Counseling and Psychological Services (CAPS)** ........610-328-8059
David Ramirez, director

Financial Aid ................................................................. 610-328-8358
  Varo L. Duffins, director

Garnet Homecoming and Family Weekend ................................. 888-495-8358

Health Center .................................................................. 610-328-8058
  Alice Holland, director

Information Technology Services (Help Desk) .............................. 610-328-8513
  Joel Cooper, chief information technology officer

Intercultural Center ........................................................... 610-328-7353
  Amer Ahmed, assistant dean and director of the intercultural center

International Students and Scholars ...................................... 610-328-8361
  Jennifer Marks-Gold, adviser

Learning Resources ................................................................ 610-690-5014
  Leslie Hempling, coordinator

The Libraries ....................................................................... 610-328-8477
  Peggy Seiden, College librarian

Off-Campus Study ................................................................ 610-328-7827
  Patricia Martin, director
  Rosa Bernard, assistant director
  Carina Yervasi, faculty adviser

Office of Student Engagement (Residence Life and Student Activities) ............................................. 610-328-8010
  Rachel Head, director of office of student engagement

Post Office .......................................................................... 610-328-8368
  Vincent Vagnozzi, supervisor

President of the College ....................................................... 610-328-8314
  Valerie Smith

Public Safety ....................................................................... General Inquiries: 610-328-8281
  Emergency line: 610-328-8333
    Michael Hill, director

Registrar ........................................................................... 610-328-8297
  Martin Warner

Religious Advising ............................................................... 610-328-8328
  Joyce Tompkins, interfaith coordinator

Student Accounts Office ....................................................... 610-328-8396
  Linda Weindel, manager

Student Disability Service ..................................................... 610-690-5014
  Leslie Hempling, coordinator

The Swarthmore Fund ......................................................... 610-328-8242
  Lisa Shafer, director of the Swarthmore Fund
Sw@tNews e-Newsletter
Sw@tNews: The Online Newsletter for the Swarthmore College Community is distributed monthly via email during the academic year to all current parents. The newsletter reports on-campus events, institutional developments, and the achievements of faculty and students. If you are not receiving this e-newsletter, please send your current email address to records@swarthmore.edu.

Garnet Homecoming and Family Weekend 2015
swarthmore.edu/garnetweekend
Oct. 23-25
Mark your calendar to join us for Swarthmore’s annual Garnet Homecoming and Family Weekend! Garnet Weekend celebrates some of the best and most enjoyable aspects of life at Swarthmore, bringing people together from the College’s extended community—including students and their families, faculty and staff, and alumni—to enjoy an array of academic, cultural, athletic, and networking events. Attend talks by Swarthmore’s outstanding faculty members as well as the keynote McCabe Lecture. Meet faculty and administrators in academic and social settings, such as the Deans’ Forum on Friday, and our all-campus picnic on Saturday afternoon. Do not miss a visit to the new Garnet Athletics Hall of Fame, and on Sunday morning, join fellow runners of all ages and experience levels for the 3-mile Swarthmore Fun Run, led by members of the cross-country teams.

Spring Arts Celebration
swarthmore.edu/spring-arts-celebration
April 2016
Celebrate the arts at Swarthmore! Join us for the Swarthmore Spring Arts Celebration, which offers the entire College community—alumni, parents, friends, faculty, staff, and students—a chance to enjoy an exciting monthlong program of arts offerings. Experience student performances in music, dance, and theater. Visit a variety of exhibits of studio and visual arts highlighting our talented students, faculty, and alumni.

Commencement 2016
swarthmore.edu/commencement
May 28–29, 2016
Commencement at Swarthmore is a day of ritual and ceremony that brings the entire community together to celebrate the central mission of the College—the intellectual, social, and ethical preparation of students for productive lives. The event is held, rain or shine, in the Scott Outdoor Amphitheater.
Detailed information about the weekend’s events is emailed to the families of graduating students in February.
Connections Events
Alumni Relations Office
Lisa Lee ‘81, director
swarthmore.edu/alumni

The Alumni Relations Office oversees a network of Connection events, regional gatherings of Swarthmore alumni, parents, and friends that offer social and cultural activities, ranging from lectures to wine tastings. Swarthmore gatherings are also held in regions without an established Connection group. If you are interested in organizing an event in your area, please call the Alumni Relations Office at 610-328-8402 or email alumni@swarthmore.edu.

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

Care packages from home are a great way to send birthday wishes, encouragement, or just to let your student know you are thinking about him or her. Note: Deliveries from off-campus vendors are made to the Benjamin West House (Public Safety), which is open seven days a week, 24 hours a day. Students will receive phone calls to alert them to deliveries. Vendors do not deliver to dormitories.

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

**Balloon Bouquets and Care Packages**

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

**Birthday Cakes**

You can order a special birthday cake for your student from Dining Services, complete with a custom message on top. Half-sheet or 9-inch round cakes are available, with chocolate or yellow cake, and chocolate or vanilla icing. Please allow three days’ notice. Contact Therese Hopson at 610-328-8181 or thopson1@swarthmore.edu to make arrangements; include flavor and size preferences as well as the message to be written on the cake and the student’s email address and cell phone number. Dining Services will contact the student a day prior with pick-up information. Payment must be made in cash, points, or checks. Checks are payable to Swarthmore College and mailed to 500 College Ave., Swarthmore, PA 19081. ATT: Dining Services.

**Florists**


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

**Gifts and Gift Baskets**

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

Swarthmore Co-op. The Swarthmore Co-op is located in the heart of Swarthmore, walking distance from campus. A wide variety of gift baskets as well as custom baskets are available to be delivered to students. Call Nick at 610-543-9805 or visit swarthmore.coop/specialty/. 
**Supporting Swarthmore**

**The Swarthmore Fund**

swarthmore.edu/swarthmorefund

The Swarthmore Fund, comprising support from alumni, parents, and friends of the College, is a simple way to support the Swarthmore experience. Your gift to The Swarthmore Fund will have an immediate impact on students today, while gifts to the endowment and deferred gifts will continue to aid future generations of students.

The Swarthmore Fund is inclusive. From the scholarship support that makes a Swarthmore education accessible to the profound benefits of an 8:1 student-faculty ratio to the 29 varsity sports and chartered club teams, The Swarthmore Fund enriches almost every aspect of a student’s life.

The Swarthmore Fund is vital to providing students with a truly transformational experience. Swarthmore’s endowment, substantial though it is, does not bridge the gap between what the College collects in tuition and what is needed to provide the life-changing, world-class education that students receive. Ultimately, it’s the generosity of alumni and parents supporting The Swarthmore Fund that make the hallmarks of a Swarthmore education possible.

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

**Parents Council**

swarthmore.edu/parents

The Parents Council comprises parents who demonstrate their commitment to Swarthmore through their philanthropic leadership and active engagement in the life of the College. All Council activities support the College’s mission to prepare students for full, balanced lives as individuals and as socially responsible citizens through rigorous intellectual study supplemented by athletics, co-curricular, and extracurricular activities.

In terms of their philanthropy, Parents Council members support The Swarthmore Fund with an annual gift. The Swarthmore Fund provides program-enhancing current support for the curriculum, community service initiatives, arts, athletics, the libraries, and other aspects of student life and study. Members are also asked to support, when possible, the College’s key strategic funding initiatives, one of which is usually undertaken each year as a special priority of the Parents Council.

Parents Council members serve as a resource for all Swarthmore families to enhance the parent experience and promote meaningful connection with the College. Members also provide the administration with timely and insightful feedback from the parent point of view.

Parents Council Co-Chairs are Andy and Susan Langan, parents of Drew ’17. Ali Craig, associate director of Leadership Giving, provides administrative and programmatic support of Parents Council. Please feel free to contact Ali with any questions about Parents Council via email, acraig1@swarthmore.edu, or phone, 610-957-6220.
ADDRESS INFORMATION CHANGES
Alumni and Parent Records
Ruth Krakower, director
swarthmore.edu/alumni-gift-records
alumnirecords@swarthmore.edu
Please help us keep in touch with you by notifying this office of any address, telephone, or email changes.

ATHLETICS AND PHYSICAL EDUCATION
Adam Hertz, director
swarthmore.edu/athletics
The Swarthmore College Department of Physical Education and Athletics sponsors 22 varsity sports teams, which compete as members of NCAA Division III, the Centennial Conference, and the Eastern College Athletic Conference. The department also offers a comprehensive club sport and intramural program. Opportunities are available at all levels of experience and ability. The department also manages the physical education requirement. All students are required to complete four units of physical education by the end of sophomore year. Students must also pass a survival swim test or complete one quarter of aquatics instruction as offered by the department.

Intercollegiate team schedules are posted on the Athletics Web page along with game stories, features, and more general information on the program. There is no admission charge to contests. Live stats programming is available for most contests, allowing viewers to follow game action as it occurs. Select contests are video
and/or audio streamed live through the athletics website. In addition, the department maintains Facebook, Instagram, and Twitter accounts that provide instant game updates and scores. Families may also subscribe to the daily Garnet Sports Update email by visiting the Athletics Web page and clicking on Garnet Sports Email Updates in the Connect to Garnet Athletics box.

**Banking**

610-328-7321  
fmfcu.org

The Franklin Mint Federal Credit Union has a branch office in Parrish Hall. Students can open checking and/or savings accounts; they also have an on-campus ATM. Additional local banking options include Bryn Mawr Trust, 330 Dartmouth Ave., Swarthmore, 610-328-9998; Citizens Bank, Springfield Mall, 610-328-1770; PNC Bank, 31 S. Chester Road, Swarthmore, 610-604-5230; Santander, 130 South State Road, Springfield, 610-544-5400; or TD Bank, 969 Baltimore Pike, Springfield, 610-544-7900.

**Bookstore**

Kathleen Grace, director  
610-328-7756  
bookstore@swarthmore.edu  
bookstore.swarthmore.edu

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

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

Most bookstore titles are also available to rent. Students simply choose eligible books—new or used—right from the shelf and take them to the register.

The bookstore also features a large selection of general-interest and leisure-reading material, computer supplies, Swarthmore memorabilia, imprinted apparel, snacks, room accessories, and greeting cards. Services include stamp sales, special-order services, quarters (for laundry), and fax service. Balloons bouquets and custom care packages can also be ordered from the bookstore (see p. 9 and the inside back cover of this booklet).

The bookstore accepts MasterCard, VISA, Discover, and American Express cards in addition to cash and checks. Bookstore accounts (either debit or credit) may be set up for students. Family members may deposit funds on a debit account for their students through the bookstore website or over the phone. Bookstore accounts are conveniently accessed via Swarthmore student ID cards.

Regular hours during the school year are Monday to Friday, 8:30 a.m. to 5 p.m.,
and Saturday, noon to 4 p.m. Hours are slightly modified during the summer and other breaks. Hours are extended at the beginning of each semester and during special occasions (such as Commencement and Alumni Weekend). Hours are listed on the bookstore’s website.

**CARS ON CAMPUS AND PARKING PERMITS**

**Rachel Head, assistant dean and director of Student Engagement**  
rhead1@swarthmore.edu  
610-328-8010

Swarthmore College is a residential campus committed to sustainability; therefore parking for student cars is extremely limited. The College provides a number of alternative means of transportation for students, including shuttle buses (see Page 19 for more information on shuttles) and a car-sharing service (ZipCar). Car-sharing is a membership program that allows students over 18 to rent a car on an hourly or daily basis.

A limited number of student parking permits are available for seniors and other students who demonstrate an extenuating need. Students must receive a parking permit from the Deans Office and Public Safety before bringing a car to campus. Generally, first-, second-, and third-year students are not eligible for on-campus parking. Parking permit applications are available from the Deans Office and Public Safety in July for the upcoming fall term.

Students without a parking permit may not park a car on campus in any lot at any time. Campus parking restrictions are strongly enforced. Please note that overnight street parking is not permitted in the Swarthmore borough business district, and residential streets have restrictions against overnight and extended hours parking.

**COMMUNICATIONS OFFICE**

**Nancy Nicely, secretary of the College and vice president for communications**  
swarthmore.edu/communications

The Communications Office works to connect Swarthmore students, faculty, staff, alumni, and families with the College and one another. All Swarthmore families receive the quarterly *Swarthmore College Bulletin*; the annual College calendar; and an e-newsletter, Sw@tNews. Updates about Swarthmore newsmakers, campus activities, and special events are available on the College’s website (swarthmore.edu), which also features a rich variety of videos, podcasts, and faculty experts. The Communications Office also maintains the College’s social media presence on Facebook, YouTube, Instagram, iTunes, and Twitter.

**FINANCIAL AID OFFICE**

**Varo L. Duffins, director**  
finaid@swarthmore.edu  
swarthmore.edu/financialaid

The financial aid staff helps students and their families afford a Swarthmore education with need-based financial aid. Information about College scholarships, campus jobs, student loans, parent loans, and the monthly payment program as well as application forms and instructions, FAQs, policies, and facts and figures is available online. Current students apply for financial aid for the coming academic year by April 30 and learn about aid opportunities late in June.
INFORMATION TECHNOLOGY SERVICES
Joel Cooper, chief information technology officer
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 Internet.

Almost all students own computers, with both Macs and Windows well represented. A guide for those looking to purchase a computer can be found on the ITS website in the Help Topics under Buying a Computer, at swarthmore.edu/its/buying-a-computer. Students also bring iPads, e-readers and Android devices to campus. ITS recommends purchasing an extended service contract for your computer from the manufacturer. Warranty repair services for Dell and Apple computers are available in Beardsley Hall.

Most students use personal cell phones as their primary means of voice communication. A cell phone signal booster system is installed in all residence halls to help ensure good cell coverage regardless of carrier. Locations within some nonresidential campus buildings may have a weak signal or no cellular service at all. Long-distance calls can be made from any College phone with a telephone calling card that uses 10xxx or 800/888 toll-free numbers. Students are responsible for providing their own prepaid or billable calling cards.

Hall phones are installed in hallways or common areas in all residence halls. These phones can be used to make on-campus calls or long-distance calls using a calling card. They are also part of the College’s emergency notification system.

THE LIBRARIES
Peggy Seiden, college librarian
librarian@swarthmore.edu
swarthmore.edu/library

The Swarthmore College libraries provide students with an environment that fosters critical inquiry, scholarly discovery, and creativity within the main library (McCabe) and two branch libraries (Cornell Science Library and Underhill Music and Dance Library). The Libraries’ extensive print and electronic collections of books, journals, databases, films, archives, and other materials are expanded considerably through access to Bryn Mawr and Haverford colleges’ collections and to those in libraries worldwide. The internationally recognized Friends Historical Library and the Peace Collection, whose resources are available to students, reflect Swarthmore’s Quaker heritage and its commitment to peace and justice.
Course and Research Support
The College libraries offer a variety of support services. Reference librarians provide expert research assistance in McCabe, Cornell, and Underhill Libraries. In McCabe Library, students work in various support capacities: Research and Information Associates (RIAs) help their peers find and evaluate information; Student Academic Mentors (SAMS) teach academic skills; and Information Technology Services (ITS) student consultants assist with computing issues. Students can ask questions in several ways: email librarian@swarthmore.edu, call 610-328-8477, or chat at swarthmore.edu/libraries/ask-a-librarian. With computer labs, free printing, group and individual study space, and evening snacks in McCabe, the library serves as a vibrant center for social and intellectual life on campus.

Students
Swarthmore students play an integral role in what happens at the library through participation in student-curated exhibitions, spring and summer internships, the library advisory committee, and campus jobs in all of the libraries. The libraries welcome students’ involvement and value their input.

Be Our Guest
When visiting the campus, please enjoy the library facilities, current exhibitions, and research services. You are welcome to access Swarthmore’s network on the computers or create a temporary guest wireless account for use on your devices. If you visit during Garnet Homecoming and Family Weekend, be sure to attend the popular library book sale.

POST OFFICE
Vincent Vagnozzi, post office supervisor
610-328-8368
All mail is delivered to a central mailroom on campus. Correspondence to your student should include his/her class year as follows:
Student Name '19
Swarthmore College
500 College Ave.
Swarthmore, PA 19081

OFF-CAMPUS GROCERY
Swarthmore Co-op, 341 Dartmouth Ave., 610-543-9805
The Swarthmore Co-op is located in the heart of Swarthmore, walking distance from campus. Open to all, the Swarthmore Co-op was founded in 1937 and provides the community with fresh, local, and sustainable foods. Students may shop at the co-op using student house accounts and receive a 5 percent discount anytime they present their student ID at checkout. The Swarthmore Co-op carries a wide range of foods including many options for individuals with food sensitivities and allergies such as: full grocery and sundries; carry out sandwiches, wraps, and salads; full delicatessen; fresh, all natural sushi; hot soups; and vegan and gluten-free prepared and frozen foods. For more information on student house accounts call the Co-op. Follow the Co-op on Facebook (SwarthmoreCoop) and Twitter (@swacoop) for updates on Co-op news, events, sales, and hours.
Established in 1929 on the College’s 425-acre campus, the Scott Arboretum’s mission is to delight and educate all visitors and inspire them to enjoy the many benefits of horticulture. Our “garden of ideas” features varieties that perform well in the region, encouraging wise stewardship as well as the cultivation of plants to sustain the body, enchant the eye, and soothe the spirit. The arboretum offers a number of student-work positions for Swarthmore College students. It is funded through restricted endowment funds, gifts, grants, and earned income from arboretum programs such as its membership program.

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

Shuttles (Campus and Tri-College)

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

Student Accounts Office

Linda Weindel, manager
610-328-8396
swarthmore.edu/student-accounts-office

The Student Accounts Office issues student bills for tuition and miscellaneous items. The office also administers the repayment of Perkins and Swarthmore College loans.
The Dean’s Office staff advises students throughout their four years at Swarthmore. Dean Liz Braun is the chief student affairs officer, and she and her colleagues provide programs and advising that support students’ academic success, personal development, social life, and the creation of a rich campus experience.

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

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

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

Almost all of the offices listed below are described in more detail on the College’s Student Life website, swarthmore.edu/student-life.

**ACADEMIC ADVISING AND SUPPORT**

Diane Anderson, associate dean for academic affairs and associate professor
Elizabeth Derickson ’01, assistant dean for academic affairs

swarthmore.edu/academic-advising-support

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

The Office of Academic Affairs also coordinates the Sophomore Plan process, in which students apply for majors and minors and make plans for their junior and senior years.

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

Class Deans by Year

<table>
<thead>
<tr>
<th>Class</th>
<th>Dean</th>
</tr>
</thead>
<tbody>
<tr>
<td>First years (2019)</td>
<td>Dean Karen Henry ’87</td>
</tr>
<tr>
<td>Sophomores (2018)</td>
<td>Dean Amer Ahmed</td>
</tr>
<tr>
<td>Juniors (2017)</td>
<td>Dean Dion Lewis</td>
</tr>
<tr>
<td>Seniors (2016)</td>
<td>Dean Nathan Miller</td>
</tr>
</tbody>
</table>
BLACK CULTURAL CENTER
Dion W. Lewis, Dean of the Junior Class and director of the Black Cultural Center
swarthmore.edu/black-cultural-center

The Black Cultural Center (BCC) plans and oversees programs and activities related to the academic, cultural, and social life of students of African, Caribbean, and African-American descent. Over the years, “the House,” as it is affectionately called, has worked hard to accomplish its mission to uphold the College’s commitment to maintaining a multicultural living and learning campus; to develop the leadership skills of students interested in making a meaningful impact upon black populations locally and globally; to support a thriving and inclusive black campus community; and to celebrate the breadth and depth of black traditions, practices, and experiences.

CAREER SERVICES
Nancy Burkett, director
swarthmore.edu/career-services/families-prospective-students

Career Services provides students with counsel as they explore career directions. Since career development is preparation for life, our mission is to help students gain self-understanding and connect their interests, values, and skills with knowledge about careers and life beyond Swarthmore College. In support of that mission, we build relationships with faculty, colleagues at the College, and families of students and serve as a resource for employers and graduate schools that offer opportunities. Services include career counseling and career assessments, internship and employment opportunities, externships and networking with alumni, assistance with graduate school applications, on-campus recruiting, and consortium-based interview days in various cities. Career Services helps students develop strong application materials, interview skills, and the ability to network effectively in their career search, as well as programs to help students navigate the important transition from college to a meaningful career.
COUNSELING AND PSYCHOLOGICAL SERVICES (CAPS)
David Ramirez, director
swarthmore.edu/counseling-and-psychological-services

CAPS offers counseling, psychotherapy, psychiatric consultation, and psychoeducational programming. An afterhours, on-call emergency service is available to all students via the Office of Public Safety. CAPS is staffed by professional and preprofessional psychology, social work, and psychiatry clinicians. Student contacts with CAPS are confidential under commonwealth of Pennsylvania statutes.

DIVERSITY, INCLUSION, AND COMMUNITY DEVELOPMENT
swarthmore.edu/deansoffice

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

The associate dean oversees the office of student engagement (residential communities and student activities), education, international student advising, religious and spiritual life, Greek life, grievance advising, and new student orientation.
**Drug and Alcohol Education and Counseling**

*Josh Ellow, alcohol and drug counselor and educator*

**Worth Heath Center**

swarthmore.edu/health

The Student Health and Wellness Services provide educational resources to the student body about alcohol and other drugs. Any students that need counseling or support in order to confront challenges presented by alcohol and other drugs may contact Student Health and Wellness service for assistance.

**Fellowships and Prizes**

*Melissa Mandos, fellowships and prizes adviser*

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

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

**Health Center**

*Alice Holland, director*

swarthmore.edu/health

Student Health and Wellness Service (SHWS) is available 24 hours a day, to consult with students either in person or by phone, seven days a week when the College is in session. Services include telephone triage and support for urgent care after hours, general medical care, reproductive health, sexually transmitted infection screening, travel medicine, allergy shots, and referrals to specialists in our area. Care is provided by our certified team of nurse practitioners, registered nurses, and physicians from the Crozer-Keystone Health Care System. Student Health and Wellness Services provide a variety of health education programs including CPR and first-aid classes, student wellness events, nutrition counseling, health and wellness counseling, drug and alcohol counseling, and safer-sex workshops. When the center is closed, over breaks and summer months, medical resources can be found on the Health Center website.

Health Center policy states information will not be shared with those not participating in the care of a student, including professors and parents, without the explicit permission of the student. Health services staff encourage students to contact parents when they are hospitalized or their medical condition becomes prolonged or requires special testing. In the case of a life-threatening emergency, information will be shared with parents or those listed as emergency contacts on the student’s medical file.

**Personal Health Insurance**

All students must be covered by a health insurance plan that meets the minimum requirements established by the College. The College offers a health insurance plan students may purchase if they have no health insurance. If your health insurance status changes, notify student health services immediately. Enrollment to the College health plan must be done within 31 days of the loss of other coverage. The insurance brochure is available to view on the health center Web page at swarthmore.edu/health.
HEALTH SCIENCES AND PRELAW ADVISING
Gigi Simeone, health sciences/prelaw adviser
swarthmore.edu/premed
swarthmore.edu/prelaw

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

INTERCULTURAL CENTER (IC)
Amer Ahmed, assistant dean and director of the Intercultural Center
swarthmore.edu/ic

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

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

INTERNATIONAL STUDENTS AND SCHOLARS
Jennifer Marks-Gold, adviser
swarthmore.edu/internationalstudents

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

STUDENT CONDUCT
Nathan Miller, dean of the senior class and judicial affairs coordinator
swarthmore.edu/deansoffice

The dean of the senior class and director of student conduct provides leadership and coordination of all aspects of student conduct. He serves as the primary hearing officer for all allegations of minor misconduct and coordinator of and adviser to the College Judiciary Committee and external adjudicator, providing oversight for the review of college student conduct policies and procedures. Like other deans, Miller provides personal and academic advising and support for individual students and plans and implements programming efforts specifically for the senior class including Senior Week and Commencement.
The Lang Center for Civic and Social Responsibility supports the College’s mission to “help its students realize their full intellectual and personal potential combined with a deep sense of ethical and social concern.” The Center helps prepare students for lives that include attention to social issues, civic engagement, service, advocacy, and social action. It provides space, information, advising, volunteer opportunities, workshops, trainings, speakers, and curriculum support as well as funding for students to engage in summer internships, to create social action projects of lasting impact, and to learn effective methods of advocating issues important to them. Students participate in local and global settings, and with existing nonprofit organizations, schools, and agencies as well as with projects and groups they create.

As a founding member of Project Pericles, the College is an integral part of a network of institutions of higher education that focus on education for civic and social responsibility.
Learning Resources
Leslie Hempling, coordinator of learning resources and student disability service
lhemplin@swarthmore.edu
610-690-5014
swarthmore.edu/academic-advising-support/welcome-to-office-learning-resources

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

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

Off-Campus Study
Patricia Martin, director
Rosa Bernard, assistant director
Carina Yervasi, faculty adviser
swarthmore.edu/studyabroad

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

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

The Office of Student Engagement
Rachel Head, assistant dean and director of student engagement
Mike Elias, assistant director of student life, leadership, and activities
Isaiah Thomas, assistant director of residential communities
610-328-8010
rhead1@swarthmore.edu

The office of student engagement supports residential life, student activities, greek life, and student organization leadership.
Residential Life
Swarthmore residence halls come in a variety of types and locations. New students are assigned rooms based on roommate questionnaire responses and, as such, building and room preferences cannot always be honored. First-year and second-year students are usually placed in doubles, triples, or quads. All residence hall rooms are non-smoking.

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

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

Guests
Residence halls are designed primarily for occupants to sleep and study. Generally, Swarthmore students are welcome to have guests on campus. Guests are defined as fellow students, family, non-Swarthmore friends, and prospective students. Children and adults are prohibited as overnight guests—residence halls are not appropriate places for either group. Before hosting an overnight guest, students must receive permission from their roommate(s).

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

Student Activities and Leadership
The Student Activities Office is committed to enhancing student life on-campus and providing a diverse selection of late-night and weekend programming. Student Activities and Leadership also assists student organizations with event planning, leadership development, and budget management. In addition to supporting campus wide programming such as Orientation, Welcome Weekend, Midnight Breakfast, and the Large Scale Event, the office is also responsible for a number of student employment opportunities, including the Party Associates Program, the Social Affairs Committee, Paces Café, Tarble Tech, and Olde Club.
PUBLIC SAFETY  
**Michael J. Hill, director**  
**General inquiries:** 610-328-8281, **Emergency line:** 610-328-8333  
swarthmore.edu/publicsafety

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 for women for PE credit and regularly meets with RAs to discuss safety issues.

Public Safety offers free safety apps for smartphone devices, such as SWAT Safety, a central source for safety information, and EmergenSee which, when activated, sends audio, video, and a GPS location to the Department’s Communication Center. The Department strives to educate and partner with the community and instill the concept that safety is our shared responsibility.

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

REGISTRAR’S OFFICE  
**Martin Warner, registrar**  
swarthmore.edu/registrar

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

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

RELIGIOUS AND SPIRITUAL LIFE  
**Catholic** 610-328-8578 • **Jewish** 610-328-8615 • **Protestant** 610-328-8328 • **Muslim** 610-690-5747 • **InterVarsity Christian Fellowship** 301-503-0246  
swarthmore.edu/religious-spiritual-life

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

Jewish Shabbat services, Muslim prayers, ecumenical Christian worship, Quaker meeting for worship, and Roman Catholic Mass are held weekly on campus. Services for many faith traditions are available within a short distance from campus, and there is a Friends Meetinghouse on campus.
STUDENT DISABILITY SERVICE
Leslie Hempling, coordinator of learning resources and student disability services
lhemplh1@swarthmore.edu
610-690-5014
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. This office’s mission is to ensure that students with physical, medical, learning, or psychological disabilities are provided with equal access to all College programs, activities, and services. Our policy is consistent with relevant governmental statutes and regulations, including those pursuant to the Americans with Disabilities Act, Title IX of the Federal Education Amendments of 1972, and Section 504 of the Federal Rehabilitation Act of 1973. The coordinator advises students about the College’s policy, procedures, and resources and oversees College compliance with agreed-upon, reasonable accommodations. The coordinator also assists in the daily provision of supports and accommodations for the academic needs of individual students.

STUDENT EMPLOYMENT OFFICE (SEO)
610-328-8176
seo@swarthmore.edu
swarthmore.edu/student-life/student-employment.xml

The student employment office (SEO) guides more than 1,200 students who work part time on campus each year. Students are encouraged to find their own jobs at the beginning of each semester, but the SEO is available throughout the year to assist. The student directors oversee the development of new job opportunities, maintain the campus employment listings on The Dash, manage employee/employer relations, and answer general questions.

During new student orientation in August, the student directors lead a session for the incoming class about finding a job and navigating the campus employment culture. A list of all campus job opportunities and salaries can be found on the SEO website, however, most academic departments and administrative offices hire students. The SEO is located in Parrish basement, room 28. Office hours are posted on the SEO website at the beginning of each semester.

STUDENT PAYROLL OFFICE (SPO)
610-328-7359
studentpayroll@swarthmore.edu

The Student Payroll Office (SPO) collects all required employment paperwork (W-4, 1-9, etc.) and provides information and training on how to be paid for on-campus employment. The SPO, in conjunction with the Student Employment Office, offers orientation sessions each fall and distributes information about the salary process, electronic timekeeping system, pay dates, and so on. All students are paid via direct deposit into a bank account of their choice. The SPO is located in Pearson Hall, room 110, and is open Monday through Friday, 8:30 a.m.–4:30 p.m. Other hours can be arranged by appointment, if necessary. The SPO is under the supervision of the College Payroll Office.
Swarthmore College is committed to establishing and maintaining a community dedicated to 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, other forms of sexual misconduct, stalking, and intimate-partner violence. These behaviors threaten our learning, living, and work environments and will not be tolerated.

The College Sexual Assault and Harassment Policy prohibits all forms of sexual misconduct committed against Swarthmore community members of any gender, gender identity, gender expression, or sexual orientation. This policy prohibits a broad continuum of behaviors, including sexual harassment, sexual assault, sexual exploitation, physical assault, bullying, intimidation and retaliation, and stalking.

Students who are victims of sexual misconduct are encouraged to seek assistance through confidential resources and/or by reporting their experience to the Title IX Coordinator, Public Safety, or local police. Campus confidential resources include staff in Counseling and Psychological Services, Worth Health Center, religious advisers, and the Violence Prevention Educator and Advocate.

When the College becomes aware of allegations of sexual misconduct, it will take prompt and effective action. This action may include an initial assessment of safety and well-being, interim provisions for immediate protection and support for a complainant, a Title IX assessment or investigation, remedies-based resolution (as appropriate), or disciplinary action against a respondent.

The Sexual Violence Prevention and Healthy Relationships Education Team provides ongoing programming, events, and educational opportunities to prevent sexual violence and to create a healthy, safe, and supportive community. Throughout the year, the team plans speakers, workshops, and other events to provide opportunities to learn about healthy relationships, supporting friends, and bystander intervention. The team also works to educate students about our policy and campus resources.
WRITING ASSOCIATES PROGRAM
Jill Gladstein, director
swarthmore.edu/writing

The Writing and Speaking Associates Program provides academic collaborators for Swarthmore students. Writing Associates (WAs) and Speaking Associates (SPAs) operate not as tutors but as collaborating readers, writers, speakers, and listeners. They work closely with students across the disciplines through the Course WA Program and the Writing Center, helping their peers discover more effective ways of communicating. The WA Program also offers one-on-one mentoring through the Writing Associates Mentor (WAM) program, workshops, write-ins, and other events throughout the year.

STUDENT RECORDS AND PARENTAL NOTIFICATION

Privacy of Information
The Buckley Amendment, also called the Family Educational Rights and Privacy Act (FERPA) of 1974, and related federal regulations establish guidelines protecting the privacy of student records. College students have the right to review their educational records and request that the records be amended if the student believes that the records are inaccurate or misleading.

A student’s access to a document may be limited to the extent permitted by law, including when he or she has signed a written waiver involving particular documents, such as letters of recommendation.

Under College policy, parents normally are not permitted access to their student’s records. FERPA also provides limitations on parents’ access to student records; however, FERPA permits the College to provide access to educational records to parents in certain circumstances, including to the parents of dependent students, as defined by the Internal Revenue Code. Under College policy, grades will only be released to parents when students submit a signed request to the registrar.

Swarthmore College’s complete statement on FERPA is available in the Student Handbook and online at swarthmore.edu/student-handbook/family-educational-rights-and-privacy-act-ferpa.

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 her/his parent or guardian directly, so when 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 offense), 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 student record. The College is not responsible for a student’s failure to be in touch with her/his parents.

3. Arrests
   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.
CARE PACKAGES

The Birthday Bash
The Stress Buster
The “I Love Chocolate” Package
The Healthy Break
The Herbal Answer
The Get-Well Package
or
a Custom Package
designed to your specifications.

The Swarthmore College Bookstore is owned and operated by Swarthmore College for the benefit of our community. We’re here to help!

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